



# College Catalog

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## Section I – General Information

### Policies and Procedures

This catalog shall be used for informational purposes only and is not to be considered a contract. Policies and procedures are subject to change without notification.

### Affirmative Action Compliance

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

### Americans with Disabilities

The federal law (Section 504) reads as follows: “No otherwise qualified handicapped individual in the U.S. shall solely by reason of his/her handicap be excluded in participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.”

Not every student with a disability needs consideration beyond what may be granted any other student in class. For those who do require and request special consideration, please contact the Office of Student Disability Services. The student will complete an accommodation form and provide documentation from a qualified practitioner as to the nature of their disability. These documents will be reviewed for appropriate action. For questions concerning the Americans with Disability Act (ADA), please contact the Vice President for Student Support Services.

### Nondiscrimination Policy

It is the policy of Western Oklahoma State College not to discriminate in its educational programs, activities, or employment policies, on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1954; on the basis of sex as required by Title IX of the 1972 Educational Amendments; on the basis of disability as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; or on the basis of age or veteran status.

The following personnel have been designated to handle inquiries regarding the non-discrimination policies. All persons listed are employed by Western and can be found on campus at 2801 North Main, Altus, OK 73521. Please refer to the listed phone numbers for each contact.

Counselor – 580.477.7710

Director of Personnel – 580.477.7896

Athletic Specialist – 580.477.7800

Director of Physical Plant and Safety – 580.477.7736

Offices and Services (Toll Free 1.866.477.2111)

Office	Location	Telephone Number
<b>Academic Affairs</b>		
Vice President for Academic Affairs	A8	477-7702
Administrative Secretary to the VPAA	A8	477-7702
Academic Dean	A11	477-7926
Academic Support Advisor	A11	477-7940
<b>Information Technology</b>		
Director of Information Technology	HLC 139	477-7894
Tech Support Help Desk	HLC134	477-7907
Distance Learning Facilitator	HLC125	477-7745
<b>Business Affairs</b>		
Vice President for Business Affairs	A3	477-7725
Director of Personnel	A6	477-7896
Director of Student Billing	A3B	477-7730
Student Store	C4	477-7744
<b>Development and Alumni</b>		
Executive Secretary of WOSC Foundation	A12	477-7705
Director of Development and Alumni Relations	A12	477-7789
Secretary	A12	477-7706
<b>Student Support Services</b>		
Vice President for Student Support Services	SSC201A	477-7918
Administrative Secretary to the VPSSS	SSC201	477-7708
Admissions Office	SSC200	477-7719
Information Desk	SSC200	477-7722
Degree Checks	SSC200	477-7717
Graduation Applications	SSC200	477-7717
Transcript Requests	SSC200	477-7721
Altus Air Force Base Liaison	AAFB	481-6106
Assessment and Testing Office	SSC206	477-7921
Counseling	C2/SSC205	477-7710
Financial Aid	SSC201	477-7709
VA Representative	SSC200	477-7717
Upward Bound	TE12C	477-7760
Upward Bound Lab	TE5	477-7760
WINDS	C7	477-7916
WINDS Lab	SSC202	477-7860
<b>Physical Plant</b>		
Director of Physical Plant	LRTC115	477-7736
Physical Plant Coordinator	LRTC115	477-7727
<b>Public Information</b>		
Director of Public Information	HLC135	477-7701
<b>President</b>		
Administrative Assistant to the President	A8	477-7700
Facilities Reservations		

### Campus Solicitations

It is the practice of Western Oklahoma State College that no solicitations, dissemination of literature, collection, picketing or assembling for the purpose of promoting either sales or cause may be done by any off-campus group, organization, or person without clearance from and permission of the Vice President for Student Support Services. All activities of campus student groups are, by policy, governed under the jurisdiction of the Student Government Association and the Vice President for Student Support Services.

### Inclement Weather – Class Cancellation

If the need arises to cancel classes due to inclement weather or any other adverse conditions, the following media will be contacted prior to 6:30 a.m. the day of the cancellation or postponement. They will be notified by the Director of Public Information. No announcement will be made if classes are not cancelled. Media sources involved in the process have been informed of this procedure. The stations are as follows:

KEYB Radio – Altus

KKRE 92.5 – Hollis

KHIM 97.7 - Hobart

KSWO TV – Lawton

KTIJ 106.9 – Hobart

KWHW Radio – Altus (FM 93.5 and AM 1450)

PAS Mobile Alerts

Western Oklahoma State College Social Media Pages

Western Oklahoma State College Web Page at [www.wosc.edu](http://www.wosc.edu)

Students can also sign up for the Pioneer Alert System (PAS), Western's combined notification system, which enables us to efficiently send a text and/or email alert messages. PAS Mobile may also be used for communicating with clubs as well as for keeping students informed about their classes. Add a layer of security to your experience here at Western. To sign up just go to <http://www.wosc.edu/alert> and follow the instructions.

### General Education Philosophy

At the heart of every program of college study is the general education core curriculum, the fundamental element that gives some commonality to the educational experience. Western remains deeply committed to requiring an extensive core curriculum, a comprehensive and diversified approach to education, which lays the foundation for students to grow personally, professionally and socially and to seek opportunities to be lifelong learners.

### Mission

The mission of Western Oklahoma State College is to provide high quality education, support student success, and empower individuals to become productive members of local, regional, and global communities.

### Purpose

In accordance with our mission, Western's educational programs and services are designed to help people achieve their individual potential, enrich their lives, and become responsible and productive members of society. Thus, Western Oklahoma State College exists for the following purposes:

1. To provide a quality, affordable general education for all students;
2. To provide a rigorous education in several basic fields of university-parallel study for those students who plan to transfer to a senior institution and complete a bachelor's degree;
3. To provide one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market;
4. To provide programs of remedial and developmental education for those whose previous education may not have prepared them for college;
5. To provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity;
6. To carry out programs of institutional research designed to improve the institution's efficiency and effectiveness of operation;
7. To provide student and program support in the form of assessment and guidance services designed to maximize program potential enabling students to reach their educational and career goals; and
8. To participate in programs of economic development with comprehensive or regional universities toward the end that the needs of each institution's geographic service area are met.

### Philosophy

Western Oklahoma State College exists for students. The College, with its board, administration, faculty, and staff, is committed to student success, strengthening the community, technology development, and internal and external cooperation. It affirms equal access to all aspects of the institution for the diverse population it serves and approaches all endeavors with the highest standards of ethics and professionalism - a commitment to excellence.

### Vision

Western Oklahoma State College aspires to be the outstanding and innovative community college known for its focus on student success and its service to community and regional development.

### Student Academic Achievement

Western believes that assessing student academic achievement is an essential component of evaluating overall institutional effectiveness. The assessment of student academic achievement begins with an assessment process based on its stated mission and educational purposes. Students attending Western will be required to participate in the assessment of student academic achievement.

The student learning assessment process will emerge from and be sustained by a faculty and administrative commitment to excellent teaching and effective learning. Western will provide explicit and public statements regarding the institution's expectations for student learning and use the information gained from the systematic collection and examination of assessment data both to document and improve student academic achievement. The assessment program is founded on a plan that is widely accepted within the institution and routinely updated, is ongoing, and is related to other planning and budgeting processes including Western's strategic plan.

Western believes that assessment of student academic achievement is critical to the future health of the institution and to the educational accomplishments of students now and in the future.

### Historical Background

Western Oklahoma State College, established as Altus Junior College in 1926, is the oldest original municipal two-year college still in existence in Oklahoma. Its operation since 1967 has been under the provision of State Bill No. 2 of the 1967 Oklahoma Legislature and the Community Junior College Act.

The college assumed status as a state junior college on July 28, 1970, pursuant to House Concurrent Resolution No. 1003 and Senate Bill No. 104 of the 1969 Oklahoma Legislature and Oklahoma State Regents for Higher Education (OSRHE) Resolutions No. 624 and No. 657.

These resolutions authorized and directed the State Regents “To establish a two-year college in Altus to serve Jackson, Tillman, Kiowa, Greer, and Harmon counties and surrounding areas, and it shall be known as Altus Junior College and shall be an integral part of the Oklahoma State System of Higher Education.”

The conversion of Altus Junior College from a community to a state junior college included a redefinition of functions, education programs and standards, fiscal policies, and enrollment projections. Guidelines for development of a new campus, to be located on a 142-acre site donated by area citizens, were completed. The governor of Oklahoma appointed a board of regents for Altus Junior College on April 27, 1971. This board assumed the responsibility for institutional governance as provided by law.

On August 16, 1974, the college became Western Oklahoma State College by an act of the state legislature, signed by the governor on April 3, 1974. Section 1 of Senate Bill No. 492, passed by both the Senate and the House of Representatives, designated that the “state educational institution located at Altus shall continue at the same location and its official name shall be WESTERN OKLAHOMA STATE COLLEGE.”

The college has completed over 94 years of serving the greater Southwestern Oklahoma community and continues its pledge to provide a comprehensive two-year post-secondary educational program for its residents.

### Location

Western Oklahoma State College is geographically located in Southwestern Oklahoma. As a state-supported institution, it is open to all residents of Oklahoma but functions primarily to serve Jackson, Greer, Harmon, Kiowa, and Tillman counties.

Altus is a city of approximately 20,000 residents and is the county seat of Jackson County. It is in an agricultural area with high productivity of cotton, wheat, and cattle. Altus Air Force Base, located in the city, is a training center for the Air Education and Training Command (AETC).

Two major highways serve the city - Federal Highway 62 and Federal Highway 283. Quartz Mountain Resort Arts and Conference Center and Lake Altus, located 17 miles north of the city, provide a variety of recreational activities for residents, students, and visitors.

### Campus and Buildings

The campus of Western Oklahoma State College is located at the intersection of Highway 283 (Main Street) and Tamarack Road at the northern edge of Altus, Oklahoma, on 142 acres of land purchased and donated by the citizens of Southwestern Oklahoma. Groundbreaking ceremonies were held on December 8, 1973, at the new campus site, and a three-phase construction plan began in April 1974. The college occupied the present campus in January 1976.

The college was designed as an educational mall. The 230,000 square feet complex is air-conditioned and equipped with modern furnishings. The college includes the following: administrative complex, classrooms, Learning Resources Center (LRC), physical education center, outdoor physical recreation facilities (field house, baseball diamond, and softball field), technical education center, fine arts center, and residence hall.

The 4,000 square foot Pioneer Point Student Center, which opened in 2009, provides students with lounging and other engaging opportunities.

### Animal Science Education Center (ASEC)

Western's newest facility is a state of the art Animal Science Education Center (ASEC) which was constructed on the grounds of the rodeo/agriculture complex north of campus.

This new facility houses a smart classroom, lab space for conducting supervised experiments and stalls allowing for the proper care, study, and treatment of livestock assigned to the ASEC.

### Athletics

Two indoor hitting and pitching facilities allow the baseball and softball teams to practice indoors on campus. Both indoor facilities are located adjacent to the baseball and softball playing fields. A small conference room is located in one of the facilities where team and other athletic meetings take place.

The 30-acre rodeo/agriculture complex north of the campus was purchased from the WOSC Foundation and new construction upgrades have resulted in an outstanding facility for both rodeo and agriculture activities.

### Higher Learning Center (HLC)

The 30,000+ square foot higher education and training facility was constructed in 2009. This facility provides additional training seminar rooms, smart classrooms, and conference rooms to meet the needs of Western and the community.

### Aladdin

Aladdin an Elior Company provides dining services to accommodate the needs of the students living in the residence hall, as well as other students, faculty, staff, and the general public. Meal tickets are available in the Business Affairs Office.

### Residence Hall

The residence hall opened in the fall of 1999 with a capacity for 106 students. The double and triple-occupancy rooms are furnished and include a bathroom in each room, a modern laundry room, basic cable and wireless internet access.

WOSC Foundation, Inc.

Western Oklahoma State College Foundation, Inc. was established in 1974 as a nonprofit corporation for charitable, benevolent, educational, and scientific purposes. The foundation promotes and fosters educational and cultural interests of the college through endowments, loans, scholarships, and other types of financial assistance. Funds may be assigned for programs, projects, and enterprises undertaken in the interests of the college.

Western's foundation trustees administer all benevolence and continue to seek additional support from individuals, business firms, corporations, civic groups, foundations, service organizations, and will bequests in an effort to expand and meet the needs of the college and its students.

WOSC Alumni Association

The Western Oklahoma State College Alumni Association joins all communities of Southwestern Oklahoma in a united effort to enhance Western's leadership in higher education for today's and tomorrow's students. The Alumni Association represents outstanding students, staff, faculty, administration, alumni, and friends bonding together to instill integrity, pride, and dedication.

Executive Council

Dr. Chad Wiginton, President  
 Chrystal Overton, Vice President for Academic Affairs  
 Melissa McMahan, Vice President for Business Affairs  
 Terri Pearson, Vice President for Student Support Services

WOSC Board of Regents

Robert Williams, Chairman  
 Dana Darby, Vice Chairman  
 Debbie Cox, Secretary  
 Susan Givens, Regent  
 Scott Northrip, Regent  
 Rick Vernon, Regent  
 Debbie Cox, Regent

Oklahoma State Board of Regents

Glen D. Johnson, Chancellor  
 Ann Holloway, Chair  
 Jeffery W. Hickman, Vice Chair  
 Michael C. Turpen, Secretary  
 Steven W. Taylor, Chief Justice (retired), Assistant Secretary  
 Dennis Casey, Member  
 Jay Helm, Member  
 Joseph L. Parker, Jr., Member  
 Jack SHerry, Member  
 Ronald H. White, M.D., Member

## Section II – Assessment and Admission

### Admission/Enrollment for First-Time Students

#### Submit Transcripts

Submit an official high school transcript or a copy of GED scores and/or certificates. Students who have attended college elsewhere must submit official transcripts from all colleges attended. Students may enroll for the first semester without all documents on file; however, they will not be allowed to enroll for a second term until all required documents are on file in the Admissions Office.

#### ACT or SAT Test Scores

ACT or SAT test scores are required except for students who are active military duty or 21 and older.

#### Testing

The need for testing is determined by the student's ACT or SAT scores. If the student does not have sufficient scores in all subject areas, they are required to take ACCUPLACER Placement Testing. If the student requires ACCUPLACER Placement Testing, it must be done before enrolling for the first semester. Testing is done on a walk-in basis.

#### Free Application for Federal Student Aid (FAFSA)

Complete the FAFSA to determine if you are eligible for grants, work-study programs, or student loans. For early determination of financial aid eligibility, submit the student aid report to the Financial Aid Office as soon as possible.

#### Scholarship Applications

Submit scholarship applications by March 1.

#### Application for Admission

New students will fill out and submit the online application for admission. Please go to our homepage at <http://www.wosc.edu> and click on **Enrollment**. Next, click on **Apply to Western**. Here you will find a step-by-step instruction page along with a link to apply. Fill out the application and click the **Submit Information** button at the bottom of the form.

After the application is successfully submitted, your new student ID and PIN will appear at the bottom of the form. Be sure to keep a record of your student ID and PIN number. You will need them to access CampusConnect both now and in the future. CampusConnect is used to access class schedules and grades, pay bills, view financial aid, order transcripts, and more.

#### Enroll

After completion of the online application, an advisor will be assigned to assist in selecting the appropriate courses for your degree plan. Enrollment dates are listed in the current class schedule. Log into your CampusConnect account to enroll, pay, look at financial aid, etc.

#### Payment

Make payment at the Business Affairs Office. Students must make payment or present evidence of scholarship or other financial aid to avoid cancellation of enrollment.

Students should come to the Admissions Information Desk if they need assistance with the online application or testing requirements.

## Methods of Assessment

### ACT and SAT Testing

The Oklahoma State Regents for Higher Education regulations specify that all students who are admitted to an accredited institution of higher learning in Oklahoma must take the American College Testing (ACT) examination or the Scholastic Aptitude Test (SAT) examination with the exception of students who are on active military duty or 21 and older.

Students who have not graduated from high school or do not have a GED or HiSET but whose high school class has graduated must take the ACT or SAT examination.

Western Oklahoma State College is a national testing center for the ACT Program. The ACT is administered on campus on six national test dates annually. A person need not be a student at Western to take the national test. Candidates must register through the ACT website ([www.actstudent.org](http://www.actstudent.org)) for the national exam.

The college also administers the residual ACT on an as-needed basis. The residual ACT test can only be administered to current or potential Western students. Contact the Assessment and Testing Office (Room SSC 206) for further information.

### Multiple Measures

Western utilizes the following multiple measures for course placement for all students that have graduated high school.

Western can use the College Career Math Ready (CCMR) course completion with a B or higher from high school for placement into any college level math.

Western also utilizes high school cumulative unweighted grade point average (GPA) in conjunction with ACT sub-scores as another measure to determine course placement. Western utilizes a combination of an ACT sub-score of 18 in math, English, reading and science combined with a 3.5 high school cumulative unweighted GPA to allow course placement in the correlating subject areas.

### Credit for Prior Learning

“Prior Learning” is defined as learning acquired outside the sponsorship of legally authorized post-secondary and higher education institutions accredited as degree-granting institutions. The term applies to learning acquired from, but not limited to, work and life experiences, non-degree granting institutions, professional training, military training, or open source learning.

Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll at the institution awarding the credit. Credit awarded to a student for prior learning must be validated by successful completion of 12 or more semester residency hours at the awarding institution before being placed on the student’s official transcript.

The college awards credits for prior learning upon review and validation of credit on an individual basis using State Regents’ recognized or approved methods. The following publications and methods are among acceptable options for validating prior learning for awarding credit: American Council on Education (ACE); The University of the State of New York’s National College Credit Recommendation Service (CCRS); standardized examinations such as The College Board Advanced Placement (AP) or College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES); assessment of individual student portfolios using Council for Adult and Experiential

Learning (CAEL) or other subsidized guidelines; institutionally prepared assessments developed by qualified faculty with content expertise; and use of the system-wide assessment inventory of industry, technical, and other assessments associated with technology center programs that have been evaluated for college credit.

The college shall only award credit for prior learning in those courses or program areas for which they are approved to offer by the State Regents. The neutral grades of pass (P) or satisfactory (S) shall be utilized to designate credit awarded for prior learning. Conventional letter grades shall not be used. Western allows less than 50% of degree requirements to be fulfilled through Prior Learning Credit.

### **College Level Examination Program (CLEP)**

Western Oklahoma State College is a national testing center for the College Level Examination Program (CLEP), a system of credit by examination offering recognition for college-level achievement. Testing is normally scheduled on an as-needed basis. CLEP credit, which is considered prior learning credit, is transcribed in the same manner as other prior learning credit. Western Oklahoma State College evaluates only subject CLEP examinations.

### **DANTES Subject Standardized Tests (DSST)**

Western Oklahoma State College is a national testing center for DANTES Subject Standardized Tests (DSST) exams. These exams are similar to the final exams given in many college courses. Testing is offered on an as-needed basis. DSST credit, which is considered prior learning credit, is transcribed in the same manner as other prior learning credit.

### **Advanced Placement (AP)**

The college also evaluates Advanced Placement (AP) examinations. Credit awarded for advanced placement exams is transcribed and applied to degree and certificate programs in the same manner as other prior learning credit.

### **Evaluation of Military Service for College Credit**

Evaluation of military service may be accomplished by submitting service records to the Office of Admissions and Records. Credit is granted based on recommendations from guidelines of the American Council on Education or through Prior Learning Assessment.

Documents supporting the evaluation may include the Army/ACE Registry Transcript, Registry of Credit Recommendations, DANTES transcripts, certificates of training, and other records documenting education and training. Descriptions of training and examinations or proficiency testing administered by the appropriate academic departments of the institution may be required before the completion of an evaluation.

### **Community College of the Air Force**

Credits earned through the Community College of the Air Force do not require evaluation since they are awarded and transcribed by a regionally accredited institution of higher learning. Community College of the Air Force credits are considered transfer credits and not prior learning credits.

Community College of the Air Force credits are transcribed as attempted and earned credits, under the heading "Community College of the Air Force."

Credits earned through the Community College of the Air Force may be utilized towards a degree or certificate if applicable.

Students may obtain an official copy of their Community College of the Air Force transcript by going to <http://www.au.af.mil/au/ccaf/transcripts.asp>.

### **Institutional Assessment Program**

By a mandate of the Oklahoma State Regents for Higher Education, Western Oklahoma State College is required to assess all levels of institutional functioning on an annual basis. Therefore, students are required to comply by participating in various components of institutional assessment which could include admission testing, entering student survey, student opinion survey, college outcomes survey, Proficiency Profile, and student evaluation of instruction surveys.

### **Admission Policy**

Any individual who has completed all of the following is eligible for admission to the Associate in Arts, Associate in Science, Associate in Applied Science, and Certificate programs:

1. Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her own state or has achieved a high school equivalency certificate based on the General Education Development tests (GED);
2. Has met the high school curricular requirements as set forth in the current catalog; and
3. Has participated in the American College Testing (ACT) program or a similar acceptable battery of tests.

### **GED Admission**

In order to be eligible for admission, the GED recipient's high school class must have already graduated.

### **AAS Degree Admission**

Students entering Associate in Applied Science degree programs and certificate programs must remove high school curricular requirement deficiencies. Students admitted under this provision may not transfer into an Associate in Arts or Associate in Science degree or a baccalaureate program without first completing the high school curricular deficiencies.

### **High School Curricular Requirements for Admission**

4 units	English (grammar, composition, literature)
3 units	Lab science (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.)
3 units	Mathematics (algebra I, algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement Statistics)
3 units	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, government, and non-western culture)
2 units	Additional units of subjects previously listed or selected from computer science or foreign language.

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15 total required units

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

Four additional units of fine arts (music, art, drama, and speech), one lab science (as described above) and one mathematics (as described above) are recommended for college preparation.

### **Students Who Are Not High School Graduates**

Any student who is not a high school graduate (excluding GED recipients) but whose high school class has graduated and has participated in the American College Testing program (ACT), Scholastic Aptitude Test (SAT), or similar battery of tests is eligible for admission. Students utilizing tests other than ACT or SAT will need to take the ACCUPLACER Placement Tests.

### **Types of Admission**

#### **Regular Admission**

For admission as a regular student, the student must submit the following to the Office of Admissions and Records:

1. A completed online application for admission,
2. Official transcripts from all high schools and colleges attended, and
3. GED scores if completed, and American College Test (ACT) scores or the equivalent.

Students utilizing a test other than ACT or SAT will need to take the ACCUPLACER Placement Tests.

At the time of enrollment, students without the required documents on file will be conditionally enrolled.

#### **Adult Admission**

Students who meet one of the following requirements may be considered adults:

1. 21 years of age or older, or
2. On active military duty, or
3. Enrolled through the Oklahoma State Reformatory.

These students may be admitted by submitting a high school or GED transcript and/or completing the institutional assessment instrument(s) which will be used to determine probability of success and proficiency in the curricular areas as set forth in the Policy Statement on Curricular Proficiencies.

Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.

#### **Special Non-Degree Seeking Student**

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Students who exceed nine credit hours or that need to enroll in an English, math, or science course will be required to have all official documents (including testing) on file in the Office of Admissions before enrolling or receiving a transcript.

Retention standards will be enforced. Once a student has successfully completed the designated number of hours, if he/she wishes to enroll in additional coursework, he/she is required to meet the formal admission or transfer criteria for the institution of desired entry.

Proficiency must be demonstrated prior to enrollment in English, math, or science. Refer to the Curricular Proficiencies Policy for additional information.

### **Conditional Enrollment**

In some cases, an individual may be enrolled without having all of the above-mentioned documents on file. Conditional enrollment is usually allowed for no longer than one term, and credit may be withheld from entry on the transcript until the required documents have been filed in the Office of Admissions and Records.

### **Home Study, Non-Recognized, or Unaccredited High Schools**

Any individual who is a graduate of a private, parochial, or other non-public high school not accredited by a recognized accrediting agency is eligible for admission as follows.

1. The student must have participated in the American College Testing (ACT) or Scholastic Aptitude Test (SAT) program and achieved the requisite composite score, as defined in the admission policy.
2. The student's high school class of his or her peers must have graduated.
3. The student must satisfy the high school curricular requirements for the institution to which he/she is applying, as certified by the school. If the student is home-schooled, the parent must certify.

### **High School "Opportunity Admission"**

Students who have not graduated from high school whose composite standard score on the American College Test places them at the 99<sup>th</sup> percentile (ACT-32/SAT-1400) of all students using Oklahoma norms, or whose combined verbal and mathematics score on the Scholastic Aptitude Test places them at the 99<sup>th</sup> percentile of all students using national norms, may apply for full enrollment at a college or university of the Oklahoma State System of Higher Education.

The college or university will determine admissibility based on test scores, evaluation of the students' level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

### **Concurrent Enrollment of High School Students**

High school students wishing to enroll concurrently in college courses must meet the admission standards detailed below, and the assessment requirements in the Policy on the Assessment of Students for Purposes of Instructional Improvement and State System Accountability.

#### **Eleventh and Twelfth Grade Students**

An eleventh or twelfth-grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma state system of higher education as a special student. In two-year colleges, the student must have an ACT/SAT score at or above the 42<sup>nd</sup> percentile (19) or have a high school GPA of 3.0 or higher. Additionally, students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college

admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

### Home Schooled Students

A student receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to a college or university in the Oklahoma state system of higher education as a special student if he or she meets the following requirements:

1. He/she must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school and meet the applicable criterion listed below:
  - a. Have a national ACT/SAT score at the 42nd percentile (19) or higher in two-year colleges, or;
  - b. Have a residual ACT score of 19 or higher.
  - c. Satisfy the high school curricular requirements for the institution to which he/she is applying, as certified by the school. If the student is home-schooled, the parent must certify.

### The Collegiate Experience

Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college. The college experience is present in the following two environments:

1. High school students enrolled in a course on a college or university campus with collegiate students including online delivery off-campus.
2. High school students enrolled in an off-campus college or university course, which does not include collegiate students, and offered under the parameters prescribed within the off-campus concurrent enrollment requirements.

### Off-Campus Concurrent Enrollment

Western Oklahoma State College will have direct oversight of all aspects of off-campus concurrent enrollment courses and will meet the following standards:

1. Off-campus concurrent enrollment courses will be the same cataloged courses offered on-campus. Additionally, the course syllabus and student learning outcomes in an off-campus concurrent enrollment course will be identical to the course syllabus and student learning outcomes that are used when the same course is taught on campus.
2. Off-campus concurrent enrollment courses will be of the same content and rigor as the courses offered on-campus.
3. Students enrolled in off-campus concurrent enrollment courses will be held to the same standard of achievement as students in on-campus courses.
4. Faculty teaching off-campus concurrent enrollment courses will meet the academic requirements for faculty and instructors required by the Higher Learning Commission.

### Course Load

A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19

semester credit hours. A student may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term.

### Calculating Workload

For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continue throughout the student's enrollment. High school students enrolling concurrently in off-campus or electronically-delivered classes may only enroll in liberal arts and science courses specifically approved by the Oklahoma State Regents for high school student enrollment.

### Curricular Requirements

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement.

Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

### Retention Standards

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if he or she achieves a college cumulative grade-point average of 2.0 or above on a 4.0 scale.

### Admission after High School Graduation

Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the state system if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the Oklahoma State Regents' retention standards.

All other students not qualified in the policy might be considered for full enrollment or concurrent enrollment under the opportunity admission category.

### Regular Admission

Admission requirements for regular admission to Western Oklahoma State College are listed under regular admission categories on page 12 of this catalog and shall apply to recent high school graduates and adults. Admission requirements for technology center courses and programs apply and shall be disseminated by the appropriate technology center.

## Special Admission

### Eligibility

In order to be eligible for special admission to Western Oklahoma State College and to enroll in Western credit courses, high school students must have achieved an ACT score of 19 or an ACT Plan score of 15 or higher **or** an overall high school grade point average of 2.5 (on a 4.0 scale) or higher **or** a 3.0 grade point average on the most recent grade report; and a concurrent enrollment form from the student's counselor signed by the counselor, parent/guardian and the student.

Once admitted, students must maintain at least a 2.0 average in their college-level courses to remain in good standing.

## International Student Admission/English as a Second Language

International students are required to meet equivalent academic and performance standards as set forth in the admission policy and the curricular proficiencies policy. Additionally, students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission. Students seeking enrollment in a state system college or university must meet the admission standards in the admission policy, the retention policy, and the policy on admission of transfer students, and must present evidence of proficiency in the English language prior to admission, either as first-time students to the state system or by transfer from another non-system college or university.

This policy is adopted to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.

## Concurrent Admissions Program (CAP)

The college also participates in the Concurrent Admission Program (CAP). The Concurrent Admission Program is a joint program of the Army Recruiting Command, Service members Opportunity Colleges, and participating colleges that admit new soldiers to college concurrent with their enlistment date.

## English Competency Standards

Students must meet one of the standards described below to demonstrate competency in English.

### First-Time Undergraduate Students

1. **Standardized Testing.** Students must meet a minimum score set by the Oklahoma State Regents on either the Test of English as a Foreign Language (TOEFL) or on the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted at all state system colleges and universities. Results of TOEFL administered at institutional testing centers shall not be accepted by colleges and universities other than the administering institution.
2. **Intensive English Program (IEP).** Students must meet a minimum score set by the Oklahoma State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS examination. In addition, after achieving the required score and immediately prior to admission, students must successfully complete a minimum of 12 weeks of study at an IEP approved by the Oklahoma State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

3. High school performance students must successfully complete the high school core requirements in an English-speaking high school or graduate from an English-speaking high school and demonstrate competency through the policy on curricular proficiencies.
4. Institutional discretion may be used in extraordinary and deserving cases. The President or his/her designee may admit a student who fails to meet the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language prior to admission.
  - a. Any full-time student admitted at Western where English is not his/her first language as indicated on the admission application or TOEFL scores do not indicate proficiency will be tested on Accuplacer ESL to determine proper placement.

**Accuplacer Cut – Scores and Course Requirements**

**Reading:** 0-50 - ESL Reading I

51-89 - ESL Reading II

90 or higher - Required to test on Accuplacer Reading

**Sentence Meaning:** 0-50 - ESL Writing/Usage I

51-89 - ESL Writing/Usage II

90+ or higher - Required to test on Accuplacer Reading

**Undergraduate Transfer Student**

Transfer students must attend an accredited, English-speaking college for 24 semester credit hours with passing grades and meet other transfer requirements. A transfer student is any undergraduate student with greater than six attempted credit hours, excluding remedial (0-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

**ESL Course Descriptions**

**ESL Reading I** - A pre-collegiate level course designed to emphasize the acquisition of simple reading skills, expansion of receptive and productive vocabulary, and comprehension of short, adapted reading selections. Simple reading skills practice includes previewing, finding the main idea, simple outlining, scanning and detecting sequence.

**ESL Reading II** - A pre-collegiate course designed to emphasize the continued acquisition of reading skills needed for the expansion of receptive and productive vocabulary and comprehension of medium-length adapted reading selections. Prerequisite: ESL Reading I or appropriate placement score.

**ESL Writing Usage I** - A pre-collegiate level beginning English as a Second Language course for non-native speakers emphasizing elementary competency in standard written English with a focus on basic grammar, writing skills and sentence structure.

**ESL Writing Usage II** - A pre-collegiate level intermediate English as a Second Language course for nonnative speakers of English designed to aid students in developing skills in standard written English with a continued focus on basic grammar, writing skills and paragraph and essay structure. Prerequisite: ESL Writing Usage I or appropriate placement score.

**Transfer Credit Policy**

Transcripts of record from colleges or universities accredited by the Higher Learning Commission or other regional associations will be given full value when appropriate to the student's degree program. Transcripts of records from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when Western Oklahoma State College

has had the opportunity to validate the courses or programs. Validation of credits may include, but is not limited to, the completion of college-level courses and/or evaluation by an appropriate academic department. Credit accepted in a transfer that is not in semester credit hours will be converted to semester credit hours. All transfer credit is calculated in the cumulative grade point average.

### **Admission of Transfer Students from a State Institution**

Any undergraduate student with greater than six attempted credit hours, excluding remedial (0-level courses or pre-college work) and excluding credit hours accumulated by concurrently enrolled high school students is considered a transfer student.

An Oklahoma state system student who wishes to transfer from another state system institution may do so under the following conditions:

1. If the student originally met both the high school curricular requirements and academic performance standards of the institution to which he or she wishes to transfer, he or she must have a grade point average high enough to meet Western's retention standards, or
2. If the student originally met the high school curricular requirements but not the academic performance standards of the institution to which he or she wishes to transfer, he or she must have a grade point average high enough to meet the institution's retention standards to which he or she wishes to transfer, based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work;
3. If the student originally met the performance but not the curricular requirements of the institution to which he or she wishes to transfer, he or she must have a grade point average high enough to meet the institution's retention standards to which he or she wishes to transfer defined in policy on retention and the policy on transfer probation and must also complete the curricular requirements before transferring;
4. If the student originally met neither the curricular nor the performance requirements of the institution to which he or she wishes to transfer, he or she must have a grade point average high enough to meet the institution's retention standards to which he or she wishes to transfer, based on at least 24 attempted semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements of the institution to which he or she wishes to transfer before transferring.

### **Admission of Transfer Students from Out-of-State**

Undergraduate students wishing to transfer from an out-of-state college or university to an institution in the state system may do so by meeting the entrance requirements of the receiving institution as outlined in the admission policy and by the following:

1. Each undergraduate applicant must be in good standing in the institution from which he or she plans to transfer.
2. Each undergraduate applicant must have made a satisfactory (an average of "C" or better or meet this policy's current retention standards, whichever is higher) in the institution from which he/she plans to transfer.
3. Transcripts of records from degree-granting institutions not accredited by a regional or national association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

4. Each undergraduate applicant must meet the conditions of 1. And 2. Above. Each undergraduate applicant who meets 1. And 2. Above will also be required to validate the transferred credit by successful completion (an average of “C” or better) of 12 or more semester credit hours at the awarding institution.

### **Transfer of Course Work from Oklahoma Technology Centers**

Western Oklahoma State College’s policies for evaluating, awarding, and accepting technical credit for transfer are consistent with the college’s mission and with the State’s focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

Western may only accept the transfer of technical credits from an Oklahoma technology center towards technical major degree requirements in a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree in which Western faculty have documented expertise.

Transfer of technical credits from a technology center that is part of the Oklahoma Technology Center System will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by Western’s Office of Admissions. The Office of Admissions will follow The *Undergraduate Transfer and Articulation* policy from the OSRHE.

Transfer of technical credits based on a different unit of credit than the one used at Western is subject to conversion before being transferred. Only official transcript and technical course evaluations based on the OSRHE Statewide Technical Course Articulation Matrix and processed by the Western Oklahoma State College’s Office of Admissions are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Technical credits may be subject to minimum grade requirements as determined by the accreditation, licensure, or other programmatic requirements of Western. Grades do not transfer in and are not calculated in the Western’s grade point average (GPA). A neutral grade of “S” will be recorded. Credits earned will be added to the student’s overall credit hours earned.

### **Readmission Policy – Military Service Members**

Western Oklahoma State College agrees to promptly readmit the student upon the student’s inquiry about returning to the College. The College agrees to readmit the student with the same academic status as at the time they withdrew due to being called to active duty. The College agrees to admit the student:

1. To the same program to which he or she was last admitted by the institution or, if that program is no longer offered, the program that is most similar, unless the student requests or agrees to admission to a different program. Additional prerequisite courses may be necessary depending on the different program that is chosen.
2. At the same enrollment status that the student last held at the institution, unless the student requests or agrees to admission at a different enrollment status.

3. With the same number of credit hours completed previously by the student unless the student is readmitted to a different program to which the completed credits hours are not transferable/applicable.

If it is determined that the student is not prepared to resume the program at the point the student left off, the program must make reasonable efforts to enable the student to resume and complete the program.

Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as the efforts do not place an undue hardship on the program.

If reasonable efforts are unsuccessful or the program determines that there are no reasonable efforts that the program can take, the program is not required to re-enroll the student.

Re-enrollment in certain professional degree programs may require a student to wait until a semester when the classes needed are offered again. (i.e. Nursing)

Readmission requirements apply to:

1. Those students who perform service under Federal authority for a period of more than 30 consecutive days under a call to order to active duty.
2. Those students who have completely withdrawn from the institution.

Readmission requirements do not apply to a service member's absence from class to attend training.

Readmission Restrictions:

1. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member program beginning *after* the service member provides notice of his or her intent to re-enroll.
2. The cumulative length of absences due to service must not exceed five years.
3. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

\*The Federal Student Aid Handbook defines "military service" as: "Service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days. This does not include National Guard service under state authority."

### Transfer Probation

Students who do not meet the academic criteria including curricular requirements listed above, and have not been formally suspended, may be admitted as "transfer probation" students. Any "transfer probation" student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment.

### Admission of Students Academically Suspended From Another Institution

Candidates who have been academically suspended from other institutions will have to submit in writing his or her personal request to attend Western. This request will be submitted to the Director of

Admissions/Registrar for approval or disapproval. Students who are admitted will be on probationary status with appropriate support services being employed.

### Transfer Students' Transcripts

Transcripts from other institutions and academic records submitted to Western Oklahoma State College become the property of the Office of Admissions and Records. Students lacking proper documentation may have future registration restricted and transcripts withheld.

### Curricular Proficiencies Policies

All students must show proficiency in English, Math, Science, and Reading in one of the following ways:

1. Present an ACT score of 19 or above in the subject area;
2. Present a SAT score of 510 in Math and 510 in Reading;
3. Show proficiency through institutional testing;
4. Pass the developmental course in the subject area in which the student is deficient during the first 24 hours of college enrollment.

Note: Students who enrolled in any college prior to July 1, 1988, are technically exempt from proficiency requirements in the four subject areas; however, they are advised to address any areas of academic deficiencies in a responsible way within the first 24 hours of college-level course work.

### Curricular Deficiencies Policies

Students lacking curricular requirements are admissible into Associate in Arts, Associate in Science, Associate in Applied Science programs, and Certificate programs.

Students in Associate in Arts and Associate in Science programs must remediate curricular deficiencies at the earliest possible time but within the first 24 hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed.

Students entering the Associate in Applied Science or Certificate programs must remove curricular requirements deficiencies before taking courses in the same field as part of the Associate in Applied Science degree or Certificate program.

Students admitted under this provision may not transfer into Associate in Arts or Associate in Science programs without first completing the high school curricular deficiencies. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

Any student can demonstrate proficiency at any time during the semester to receive an "S" and have the deficiency removed. The procedures for removing deficiencies in the five basic skill areas are as follows:

#### Deficiencies in English Are Removed By:

1. Presenting the appropriate ACT or SAT English sub-score, or
2. Scoring at the appropriate level on the ACCUPLACER WritePlacer, or
3. Passing the college composition test of the College Level Examination Program (CLEP), or
4. Completing English Fundamentals with a grade of "S".

#### Deficiencies in Science Are Removed By:

1. Presenting the appropriate ACT or SAT science sub-score, or
2. Scoring at the appropriate level on the ACCUPLACER reading skill test, or
3. Passing a science subject test of the College Level Examination Program (CLEP), or

4. Successful completion of Reading Fundamentals.

#### Deficiencies in Mathematics Are Removed By:

1. Presenting the appropriate ACT or SAT math sub-score, or
2. Scoring at the appropriate level on the ACCUPLACER mathematics skills test, or
3. Passing the math subject test of the College Level Examination Program (CLEP), or
4. Completing Pre-College Algebra with a grade of "S".

#### Deficiencies in Reading Are Removed By:

1. Presenting the appropriate ACT or SAT reading score, or
2. Scoring at the appropriate level on the ACCUPLACER reading skills test, or
3. Completing Reading Fundamentals course with a grade of "S".

#### Deficiencies in History Are Removed By:

Students with a deficiency in history who present an ACT or SAT reading sub-score at or above the specified level or who score at the designated level on any approved secondary institutional reading assessment instrument may be admitted as regular admission students. These students will be required to complete an additional three-hour collegiate history course to make up the high school deficiency.

Students with a deficiency in a non-basic skills course (excludes English, mathematics, and science) who present an ACT or SAT reading sub score at or above the specified level or who score at the designated level on any approved secondary institutional reading assessment instrument 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.

Appropriate ACT or SAT sub-scores and institutional scores will be calculated through the Office of Admissions and Records.

#### Developmental Course Policy

Developmental courses and support services are designed to help students prepare for college-level studies. Students with scores of 19 or above on all segments of the ACT or 510 or above Math and 510 above Reading on the SAT are placed directly into the appropriate college-level courses.

Students who score below 19 in any area are given another opportunity to demonstrate readiness through an ACCUPLACER placement test. Students are encouraged to come in and complete their ACCUPLACER placement testing at their earliest convenience. If the student scores above an acceptable level, he or she may enroll in the appropriate college-level course.

If the student scores below an acceptable level on the ACT or SAT and the ACCUPLACER test, he or she must take the appropriate developmental course. The student's scores are explained to him/her after completion of the ACCUPLACER placement test.

**Students must complete all necessary developmental coursework within the first 24 attempted hours of college coursework.**

Any student needing preparatory work in any content area must take at least one developmental course per semester until deficiencies are removed. Full-time students needing preparatory work in more than one area must take more than one developmental course each semester until all deficiencies are removed.

Students needing developmental coursework are admissible into degree programs; however, they must complete all necessary developmental coursework within the first 24 attempted hours of college coursework or have all subsequent enrollments restricted to developmental courses until all deficiencies are removed.

Students who exceed nine credit hours or that need to enroll in an English, math, or science course will be required to have all official documents (including testing) on file in the Office of Admissions before enrolling or receiving a transcript.

Returning students who entered college prior to Fall 1994 have the same options of proving proficiencies as new students, or they have the additional option of showing proficiency in English, math, science, and history through high school transcripts.

Students who were enrolled in any college prior to July 1, 1988, are exempt from proficiency requirements in the four subject areas; however, they are advised to strengthen weak areas in a responsible way.

Developmental coursework is for skill development and support in subsequent college-level courses. As such, it does not count toward degree requirements or in a student's cumulative grade-point average. Developmental courses are transferable to another college or university.

#### Developmental English

Students who are found to need further preparation in English should enroll in English Fundamentals or English Fundamentals with Integrated Review. Upon successful completion of this course or scoring at a 5 or higher on the ACCUPLACER WritePlacer skills test, students should enroll in English Composition I. Developmental English students may not enroll in English Composition I until they have successfully completed English Fundamentals.

#### Developmental Reading

Students who need to improve their reading skills must enroll in a developmental reading course. Students must successfully complete Reading Fundamentals or score a 246 or higher on the ACCUPLACER reading test to be considered ready for college-level courses that are reading intensive.

Because adequate reading skills are essential for success in college, students needing a developmental reading course should enroll in the appropriate course the first semester of college coursework. It is recommended that those students who are taking a developmental reading course delay enrollment in reading and writing intensive courses such as history, government, science, and composition courses.

#### Developmental Science

Students who demonstrate adequate reading ability will be allowed to waive this requirement and enroll directly in a freshman-level science course. Adequate reading ability may be demonstrated through ACT or SAT scores, through ACCUPLACER testing, or through successful completion of Reading Fundamentals.

#### Developmental Mathematics

Western Oklahoma State College HAS two levels of developmental Math courses, Math Fundamentals and College Algebra with Integrated Review. Depending on ACCUPLACER placement test scores and selected major, students will be directed to the appropriate course.

Students who choose a major requiring to clear math deficiencies must successfully complete Math Fundamentals if the ACCUPLACER score places them in that course.

Students who select a major requiring a college-level math course must successfully complete Math Fundamentals if the ACCUPLACER score places them in Math Fundamentals. Upon successful completion of Math Fundamentals, students who wish to move to a college-level Math course must enroll in the college-level course with Integrated Review. Integrated Review is a co-requisite course taken at the same time as a gateway course.

#### Grading In Developmental Courses

All grading in developmental courses is “S” (satisfactory performance) or “U” (unsatisfactory performance).

#### Tutoring

Tutoring is available to students in most subject areas. Any student needing this service should inquire in the Assessment and Testing Center. In addition to tutoring, a variety of computer programs that students may use to further develop their knowledge of a subject area is available.

#### List of Developmental Courses

Math Fundamentals for Survey of Math (MATH0333)

Math Fundamentals for Functions & Modeling (MATH0323)

Math Fundamentals for STEM-College Algebra (MATH0253)

Survey of Math (MATH1143) with Integrated Review (MATH0532)

Functions & Modeling (MATH1483) with Integrated Review (MATH0522)

STEM College Algebra (MATH1523) with

Integrated Review for Survey of Math (MATH0532)

Integrated Review for Func/Mod (MATH0522)

Integrated Review for STEM Col. Algebra  
(MATH0542)

Reading Fundamentals (READ 0113)

English Integrated Review (ENGL0222)

English Fundamentals (ENGL 0123)

ESL Reading I (READ 0423)

ESL Reading II (READ 0433)

ESL Writing/Usage I (ENGL 0223)

ESL Writing/Usage II (ENGL 0243)

**Students needing a developmental reading course should enroll in the appropriate course the first semester of college coursework. It is recommended that those students who are taking a developmental reading course delay enrollment in reading and writing intensive courses.**

#### Placement Exam Retest Policy

Students testing to determine course placement before the semester begins may test as many times as they choose. Students must wait at least 48 hours between retests. There will be a retest fee per subject.

Students are limited to two retests per subject (Math, Reading, and Writing) per semester. The two retests include transferred in scores. The highest placement score earned will be honored. After taking both retests, the student may not test at another institution and request those scores be transferred to Western. Students must wait at least 48 hours between retests. There will be a retest fee per subject. Students will check in at the Testing and Assessment Center to begin the process. Students will be required to pay the Business Office and bring proof of payment (receipt) along with a photo ID to the

Testing and Assessment Center. Faculty may grant student permission for an additional retest at any time in a subject he/she teaches.

### Admission to Special Programs

#### Nursing Program

A career in nursing offers challenges, self-satisfaction, and the opportunity to be a member of the interdisciplinary team providing care in various health care settings.

The nursing program at Western Oklahoma State College was established in 1981 and has an outstanding success rate for preparing qualified nurses. By establishing admission criteria and procedures, the Department of Nursing hopes to ensure that students selected for the program are capable of successfully completing the nursing program and passing the national examination. The Nursing Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing, Commission for Nursing Education Accreditation (NLN, CNEA), The Watergate, 2600 Virginia Avenue, NW; 8<sup>th</sup> floor, Washington, DC 20037, Telephone 800.669.1656. Upon graduation, students are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The minimum time to complete the program requirements is five semesters. Classroom study is combined with practical application in nursing experiences in the lab, simulation labs and various clinical settings at various clinics and hospitals. The number of applicants to be accepted will reflect the availability of appropriate clinical experience.



Western Oklahoma State College fully subscribes to all principles and requirements of the American Disabilities Act. In compliance with the American Disabilities Act, the Nursing Department does not discriminate. However, it is important to note that in order to progress successfully through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual,

auditory, intellectual, and dexterity requirements. Students seeking to be admitted to the Nursing Program must have these competencies necessary for the professional practice of nursing as identified by the National Council of State Boards of Nursing.

Students must be accepted into the program before enrolling in nursing courses. **Students accepted will be admitted under the degree plan that is currently in effect** (please check with the Department of Nursing for current plan). Students that have been accepted into the nursing program must complete admission procedures for Western Oklahoma State College.

#### Procedure for Application

1. Complete application to WOSC prior to applying to the nursing program.
2. Completed application must be turned in to the Department of Nursing by date indicated on nursing web page, [www.wosc.edu/nursing](http://www.wosc.edu/nursing).
3. All official college transcripts must be on file in the Department of Nursing with a minimum cumulative GPA of 2.0 out of a possible 4.0. Transcripts from High School and LPN school are also required.

4. Minimum grade of “C” must be maintained in all technical-occupational support and related courses.
5. Pre-admission RN examination must be taken. There are minimum requirements in reading, mathematics, and critical thinking areas. (A schedule regarding dates and times will be available on the web page, [www.wosc.edu/nursing](http://www.wosc.edu/nursing) .)
6. Successful completion of all prerequisite courses (see curriculum plan).
7. Due to clinical agency requirements, the Nursing Department requires multiple background checks. These background checks will be completed upon acceptance to the Nursing Program. Be aware that various clinical agencies have restrictions regarding individuals with a criminal record. Criminal background information is reviewed and decisions are made based on the clinical agencies’ policies. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program.
8. **Drug Testing:** Drug testing is required of all students in the Nursing Department. Each student must have a random drug test prior to the first clinical assignment. Random drug tests are performed throughout the program. Positive drug tests are reported to licensing agencies if applicable.

Applicants will be ranked to determine acceptance into the nursing program based on completion of the application; the student’s overall cumulative GPA; GPA on required and completed general education and nursing support courses; and a pre-admission RN examination.

#### Transfer Students

Transfer credits from a nationally accredited nursing school will be considered on an individual basis. There will be no more than one academic year between successful completion of the last nursing course for transfer into the Western nursing program.

#### Credit for Prior Learning

Students who have completed a practical nursing program who hold a valid LPN license in good standing and who currently practice as an LPN may receive credit for prior learning. Please contact the nursing department for specific information regarding the credit.

All candidates must meet admission requirements and will be admitted to the appropriate nursing class on a space available basis.

#### Oklahoma State Regents for Higher Education Policy on Status as a Resident of Oklahoma

##### Philosophy

Since 1890, it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma workforce, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of the Oklahoma state system of higher education. Non-residents of Oklahoma are also provided substantial educational subvention although at lower levels than those provided for permanent residents of the state.

##### Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience, is interpreted as temporary residence; therefore, a student neither gains nor loses resident status solely by such attendance.

2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some non-residents who do not intend to remain in Oklahoma after graduation but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A non-resident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a non-resident until 12 months after having left Oklahoma to live in another state.
5. Unless he/she has established residency in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include when a non-resident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied.
7. The burden of proof of residence status or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a non-resident student shall not prejudice the right of a person to be reclassified thereafter for the following semesters or terms of enrollment as an Oklahoma resident provided that he/she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

### Definitions

1. Resident of Oklahoma - A resident of Oklahoma who has lived continuously in Oklahoma for at least 12 months and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, and permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components – residence and the intention to remain. When these two occur there is domicile.
2. Independent person - An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
3. Dependent person - A dependent person is one who is under the care, custody and support of a parent or other legally sanctioned parental surrogate.
4. Full-time student - A full-time undergraduate student is one enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of 6 credit hours in a summer session.

### Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of his/her having come to Oklahoma with the intention of establishing domicile, he/she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such a person must establish proof of his or her own domiciliary status on a separate basis.

### Dependent Persons

The legal residence of a dependent person is that of his/her father; or that of his/her mother if the father is not living or the parents are separated and the dependent person habitually resides with the mother; or, if both parents are dead, that of his/her legally appointed guardian or anyone else with whom he/she habitually resides in the absence of formal legal designation. A dependent person may become emancipated (freed from his/her parental domicile) through marriage, formal court action, abandonment by parents, or positive action on his/her own part evidential of his/her alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated himself/herself from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory proof of complete emancipation and his/her having come to Oklahoma with the intention of establishing a domicile, he/she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

### Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he/she holds lawful permanent resident status as defined by the United States Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets any other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma for the purpose described in Section VIII of this policy.

In accordance with Senate Bill 596 of the 2003 Oklahoma Legislature (70 O.S., Section 3242), an individual who is not a United States national and has not obtained lawful permanent residence status with the USCIS but who has graduated from a public or private high school in Oklahoma or successfully completed the General Education Development (GED) exam may be eligible for enrollment, resident tuition, and state student financial aid if he/she meets the following criteria.

1. Resided in the state with parent or legal guardian for at least the two years prior to graduation from high school or successful completion of the GED;
2. Satisfied admission standards for the institution; and
3. Either holds a valid temporary visa or has filed an affidavit with the institution stating that he/she has done one of the following with the USCIS toward legalizing their immigration status:
  - a) filed an application; b) has a petition pending; or c) will file an application as soon as he/she is eligible to do so.

### Military Personnel

Members of the Armed Forces who provide evidence that they are full-time active duty members stationed in Oklahoma or are residing in the state temporarily under military orders shall be

immediately classified as in-state residents upon admission along with their spouse and dependent children. Furthermore, when members of the Armed Services are transferred out of state, the member, their spouses, and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled. See Military Students section page 46, for information regarding military leave of absence.

#### Full-time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be declared an Oklahoma resident along with his/her spouse and dependent children so long as they continue in such full-time employment capacity.

#### Proof of Residence

The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive or “magic” set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.

#### Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet the following criteria for the current and immediately preceding year.

1. The person must not have been claimed as an exemption for state and federal tax purposes by his/her non-resident parents.
2. The person must be self-supporting as evidenced by having provided the majority of funds for his/her own upkeep.
3. The person must have maintained a continuous residence in Oklahoma for the period as otherwise set forth.

#### Tuition Waivers

Nothing in this policy precludes the waiving of fees or tuition for non-residents by any institution upon authorization by the Oklahoma State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

## Section III – Financial Matters

### General Fees and Tuition

All charges are per credit hour unless otherwise noted. Tuition and fees are subject to change without notification by the Oklahoma State Regents for Higher Education.

When a student chooses to audit a course, he/she receives no credit and is charged the same amount as for a regular course.

	Resident	Non-Residents
Tuition	\$103.15	\$248.30
Student activity fee	9.00	9.00
Student center fee	4.00	4.00

Student assessment fee	4.00	4.00
Records fee	1.50	1.50
Technology services fee	11.00	11.00
Library fee	3.25	3.25
Cultural recreation fee	2.00	2.00
Infrastructure fee	3.00	3.00
Safety/security fee	5.00	5.00
Student senate fee	0.25	0.25
<b>Total General Fees and Tuition per Credit Hour</b>	<b>\$146.15</b>	<b>\$291.30</b>

### Other Fees

These fees are in addition to the general and tuition fees. All charges are per credit hour unless otherwise noted. Tuition and fees are subject to change without notification by the Oklahoma State Regents for Higher Education.

Agricultural Facility Usage Fee	9.00
Agriculture Professional Liability Insurance Fee (annually)(per course)	16.00
Application Fee for first time entering students (non-refundable)	20.00
Applied Music – Private Lessons	40.00
Art Applied Design I	10.00
Art Applied Design II	10.00
Art Ceramics	20.00
Art Digital Photography	20.00
Art Drawing I	10.00
Art Drawing II	10.00
Art Photography	20.00
Art Stained Glass	25.00
Aviation Simulator Lab Fee	25.00
Bowling Fee (per course)	30.00
Business Math and Calculators (per course)	10.00
Computer Science	8.00
Diploma Replacement Fee (per copy)	20.00
Emergency Medical Technician	8.00
Evaluation Extra – Institutional Learning	8.00
Firearms Fee (per course)	200.00
Greenhouse Fee	9.00
International Student Status Fee (per Fall/Spring Semester)	15.00
International Student Status Fee (per Summer Semester)	10.00
Late Enrollment Fee	5.00
Liberal Arts & Humanities Instructional Fee	5.00
Livestock Feeding Fee (per hour)	12.00
Math Special Instruction Fee	25.00
Music Facility and Equipment Fee	25.00
Nursing Program Application Fee	35.00
Nursing Cameron Fee (Lawton campus only)	50.50

Nursing My Clinical Exchange Fee (Lawton campus only) (per course) (annually)	39.50
Nursing Clinical Screening Fee (annually)(per course)	105.00
Nursing Instructional Laboratories	35.00
Nursing NCLEX Preparation Exam Fee ( last semester only)(per course)	65.00
Nursing Professional Liability Insurance (annually)(per course)	16.00
Nursing Simulation Lab (per course)	80.00
Nursing Special Instruction Fee	35.00
Nursing Student Nurse Assessment/Remediation/NCLEX Preparation Fee (per course)	200.00
Off-Campus Course Fee	10.00
Off-Campus Electronic Media Fee/Internet Fee	35.00
Orchestra Instrument Rental Fee	10.00
Painting	10.00
Physical Education Fee (per course) except bowling	8.00
Piano Rental Fee	10.00
Plant/Soil/Animal Science Lab Course	12.00
Remedial Fee (per semester hour on all "0" level courses)	15.00
Science Laboratory Course	12.00
Science Special Instruction Fee	25.00
Small Engines	2.00
Student I.D. Fee (per fall/spring semester)	4.00
Student I.D. Fee (per summer semester)	2.00
Transcript Fee (per copy after first 12 copies)	2.00
Wellness Center Fee (per semester)	30.00

### Student Housing Fees

Students choosing to live in the dorms will be charged the following rates per semester:

Double Occupancy Room	\$1,175.00
Board*	\$1,740.00
<b>Total</b>	<b>\$2,915.00</b>
Triple Occupancy Room	\$825.00
Board*	\$1,740.00
<b>Total</b>	<b>\$2,565.00</b>

\*Two meal plans are available. 17 Meals per week, or 12 Meals per week, plus \$250 flex per Semester. Open Monday through Friday and 1 meal per day on Saturday and Sunday.

### Returned Check Policy

There will be a \$10.00 service charge for any returned checks. The student will have five working days from the day the check is picked up from the bank to come by the office of Business Affairs and pay for the check and the service charge or the matter will be turned over to the district attorney's office. Once a check has been returned, the student will no longer be able to write checks at Western Oklahoma State College.

### Collections

If a student has an unpaid balance at Western Oklahoma State College and does not make acceptable payment arrangements to bring their accounts current, their account will be placed with an external collection agency. The student will reimburse the College the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, the College incurs in such collection efforts. This will be assessed to the student's bursar account and included in the balance due. Finally, this will result in endangering the student's credit rating on a local and/or national level by being reported to all three credit bureau's (Equifax, TransUnion, Experian). The College will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.

### Student Contact for Collection Purposes

Western Oklahoma State College will contact students via current and any future cellular phone number(s), email address(es), or wireless device(s) regarding a student's delinquent bursar account/loan(s), any other debt they may owe to Western Oklahoma State College or to receive general information from WOSC. WOSC and its agents, representatives, and attorneys (including collection agencies) may use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their effort to contact the student for purposes of collection any portion of their account financial obligation, which is past due. Furthermore, the student may withdraw their consent to call their cellular phone by submitting a request in writing to Western Oklahoma State College or its agents on behalf of WOSC.

### Tuition Refunds

The following refund policy, established by the Oklahoma State Regents for Higher Education, is applicable to general fees and tuition when a student withdraws from the institution.

1. If a class is changed by the administration, a full refund is made.
2. Refunds are figured from the official start of school and not from the date of enrollment.
3. **Students must officially withdraw from a class before any refund can be made.**
4. **No refunds will be made after the refund period has ended.**
5. Refunds will be reduced by any amount owed to the college.
6. The application for admission fee is non-refundable.

The refund policy for fees and tuition (except for Title IV recipients) collected from students at institutions shall be as follows.

### Withdrawals and Changes of Enrollment

Changes in schedules and complete withdrawals from the institution during the defined add-drop period will result in full charges for courses added and full credit for courses dropped. If a class is canceled by the administration, a full refund is made.

Refunds are figured from the official starting date of the given semester, not from the date of enrollment.

Refund dates can be viewed on the Tuition Refunds page of the college web site (<http://wosc.edu/tuitionfees>).

**No refunds will be made after the add/drop period for that semester except as stipulated for Title IV recipients.**

### Refunds for Continuing Education Non-Credit Courses

Refunds for continuing education non-credit courses will be 100 percent for withdrawal prior to the beginning of the course. The application for admission fee is non-refundable.

### Refund Policy for Title IV Students

To “officially withdraw” from college, students must contact the Admissions Office. Students who do not officially withdraw through the Admissions Office and do not earn a passing grade for the semester are considered an “unofficial withdrawal”. The last date of attendance for “unofficial withdrawals” will be determined by obtaining the date from the student’s faculty member. If a last date of attendance is not available from the faculty member, the 50 percent point of the semester will be used. The withdrawal date is the date the student notifies the school that they plan to withdraw or the last date of class attendance recorded by the faculty member.

**The following policy became effective July 1, 2006:** “Return of Title IV Funds” requires that all Title IV recipients who totally withdraw or stop attending classes (unofficially withdraw) before the 60 percent point of the semester go through a refund calculation. The portion of Title IV aid that has not been earned must be returned to the appropriate federal programs. The amount of Title IV grant and loan assistance earned by the student is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student’s behalf, for the payment period or period of enrollment as of the day the student withdrew. **Effective July 1, 2011,**

students enrolled in shortened format classes are considered to be enrolled in modules and may be subject to R2T4 if they fail to complete a module.

If, at the time of withdrawal, the amount disbursed to students is less than the amount they earned, they may be eligible to receive a post-withdrawal disbursement. The student will be notified by mail and will have 14 days to respond and approve or deny the post-withdrawal disbursement.

The following example explains the process. A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the school or the secretary of education's overpayment collection procedures. A student will only be required to repay up to 50 percent of the total grant assistance that was disbursed or could have been disbursed for the payment period or period of enrollment.

Institutional charges	\$2,700
Title IV loans	\$1,300
Title IV grants	\$2,025
Total Title IV aid	\$3,325
Title IV aid to school	\$2,700
Title IV aid to student	\$ 625
Length of payment period	118 days
Student withdrew on	48th day
Percent earned	$48/118 = 40.700\%$
Percent unearned	$100-40.700 = 59.30\%$
Amount unearned	$59.30\% \times \$3,325 = \$1,971.73$

#### **Institutional Responsibility**

Amount of unearned	$(\$2,700 \times 59.30\%) = \$1,601.10$
Institutional responsibility	\$1,601.10
School returns to lender	\$1,300
School returns to grant account	\$301.10

#### **Student's Responsibility**

Amount unearned minus school responsibility	$\$1,971.73 - \$1,601.10 = \$370.63$
Student's loan responsibility	$\$1,300 - \$1,300$ (school's payment) = \$0.00
Initial amount of grants for student to return	\$370.63

Amount of Title IV grant protection	\$2,025 x 50% (total title IV grant aid disbursed and could have been disbursed x 50%) = \$1,012.50
Title IV grants for student to return	\$370.63-\$1,012.50 (initial amount to return-grant protection - \$0.00)

#### Distributing the Refund Back to the Title IV Program

Once the school has determined the largest applicable refund amount, the Business Affairs Office is responsible for returning a portion of that calculated amount to the Title IV programs. No portion of a refund will be returned to the federal work-study program.

The Business Affairs Office will allocate the refund back to the student aid programs according to statutory and regulatory requirements within 45 days after the date of the institution's determination that the student withdrew. Funds will be returned in the following order: Unsubsidized Federal Direct loan programs, Subsidized Federal Direct loan program, Federal Direct PLUS program, Federal Perkins loan program, Federal Pell grant program, National SMART Grant, Federal SEOG program, other Title IV programs, other federal, state, private or institutional assistance, and to the students.

**This will result in the student owing this amount of unearned aid back to the college. Western will apply this allocation policy consistently to all students who have received Title IV assistance.**

#### Military Tuition Assistance Refund Policy

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last day of attendance is on or before the 60% attendance date.

One hundred percent of the tuition assistance will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Fall Break, Spring Break, etc.). A student's official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible for TA funding. Date of withdrawal is the date that the student officially withdrew according to the withdrawal documentation in the Western Oklahoma State College Office of Admissions or the last day of attendance reported by the instructor when the student received a final grade of an "F" or "W".

The standard formula for determining the amount of TA earned by the institution is calculated using the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days of the course (start to end date)}} = \text{Percent of TA earned}$$

This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining TA funds prior to the 60% period of the course; these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

Western Oklahoma State College will begin the Return of Tuition Assistance Funds calculation process when a tuition assistance recipient withdraws from a course. In some cases, this process may result in a student owing the school for the unpaid tuition and fees.

If a service member stops attending due to a military service obligation, Western Oklahoma State College will work with the affected service member to identify solutions that will mitigate any student debt the student might have through the Return of Tuition Assistance Funds process.

### Financial Aid Eligibility Requirements

In general, a student must meet the following requirements:

1. Have a high school diploma or a GED;
2. Make satisfactory academic progress;
3. Be a U.S. citizen or eligible non-citizen;
4. Be enrolled as a regular student in an eligible program (one leading to a degree or certificate) with an advisor;
5. Demonstrate need as defined by an accepted system of needs analysis (as through the Free Application for Federal Student Aid), except for unsubsidized Direct and Federal Plus loans;
6. Be registered for Selective Service, if required;
7. Be enrolled in a participating school; and
8. Sign a statement of educational purpose.

In addition

1. Federal student loans must be repaid.
2. Students going to school less than half time may be eligible for federal Pell grants and some other federal student aid programs.
3. Conviction of drug distribution or possession may make a student ineligible.

### Scholarships

Students seeking scholarships awarded by Western Oklahoma State College must have an application on file and should complete a Free Application for Federal Student Aid (FAFSA).

Students may obtain applications for all institutional and foundation scholarships in the Financial Aid Office or from the college web site.

The deadline for best consideration is March 1. All applications received after the deadline will be considered if funds are available through the regular application process.

### **Board of Regents Scholarships**

The Oklahoma State Regents for Higher Education authorize tuition scholarships to qualified students selected by the Western scholarship committee. These are awarded to students who have financial

need and/or excel in academics, the arts, or other special fields. A number of out-of-state waivers are also available. Applications are in the Financial Aid Office or online at [www.wosc.edu](http://www.wosc.edu). Click on the “financial aid” tab and then “online scholarship application”.

### Academic Scholarships

Academic scholarships are based on ACT scores and/or high school class ranking. Students must enroll in at least 12 hours per semester and maintain a 3.00 cumulative grade point average.

#### Presidential Academic Scholarship

This scholarship will be awarded to first-time entering freshmen with composite ACT scores of 23 or higher. In order to carry over four semesters, the student must enroll in and complete at least 12 hours each semester and maintain a 3.00 grade point average. The total amount of the awards are as follows:

- ACT 28 or above – Total amount of award will be \$2,400 (\$600 each semester).
- ACT 26 to 27 – Total amount of award will be \$2,000 (\$500 each semester).
- ACT 23 to 25 – Total amount of award will be \$1,600 (\$400 each semester).

#### Top 100 Scholarship

This scholarship will be awarded to first time entering freshmen that are in the top 10 percent of his/her high school class or ranked as valedictorian or salutatorian. In order to carry over four semesters, the student must enroll in and complete at least 12 hours each semester and maintain a 3.00 grade point average. The total amount of the award will be \$2,400 (\$600 each semester).

#### Barry and Jo Davis Memorial Scholarship

The Barry and Jo Davis Scholarship was established in memory of Barry Davis, longtime rodeo coach at Western Oklahoma State College and Mary Josephine “Jo” Butchee Davis. Jo was an avid supporter of Barry, his rodeo career and the rodeo activities at Western Oklahoma State College. The purpose of the scholarship is to assist a student involved in the collegiate rodeo program.

#### Civic Organizations and Individual Scholarships

College scholarships are provided to outstanding students by individuals, civic clubs, service organizations and credit unions from Southwestern Oklahoma. Students should bring the scholarship check or a copy of the award letter or certificate to the Financial Aid Office in order to receive credit toward their tuition.

#### Intercollegiate Sports Scholarships

These are awarded to athletes who participate on varsity teams. Please contact the coach of your particular sport for consideration.

#### Vocal and/or Instrumental Music Scholarships

Audition is required. Please contact the Music Department for consideration.

#### Agriculture Scholarships

This scholarship is awarded to students interested in majoring in agriculture. Interested students should contact the Agriculture Department for consideration.

#### General Scholarships

These scholarships will be awarded to students based on financial need, participation in extracurricular activities, and academic standing. These scholarships usually range from \$125 - \$500 per semester. The student is required to maintain satisfactory academic standards as defined by the institution.

**Out-of-State Tuition Waiver Scholarships**

This scholarship is available to out-of-state tuition students who apply. This scholarship covers the out-of-state tuition costs. The amount varies depending on the number of hours enrolled. The Office of Admissions and Records can be contacted for consideration.

**WOSC Foundation, Inc. Scholarships**

Persons interested in assisting students in obtaining a college education have donated these scholarships. The Western scholarship committee considers applications. Any student planning to attend Western is eligible to apply.

**AAFB Mighty 97<sup>th</sup> Scholarship**

Western Oklahoma State College has a longstanding relationship with Altus Air Force base and has helped countless enlisted individuals reach their educational goals. In an effort to offset the cost of fees which are not covered by the Department of Defense, the WOSC Foundation, Inc., has established the AAFB Mighty 97<sup>th</sup> Scholarship Fund to provide support for active duty military as Altus Air Force base. You must be eligible for tuition assistance (TA) to apply.

**Altus Alumni**

The Altus Alumni Association has established a scholarship for a deserving Altus High School graduate with a 2.5 GPA or better, who enrolls in their first year of studies at Western Oklahoma State College.

**Altus Garden Council**

The Altus Garden Council established a scholarship endowment to provide educational opportunities for a student majoring in biological science and an interest in botanical studies.

**Altus Kiwanis Club**

The Altus Kiwanis Club has established a scholarship for an outstanding graduate of Altus High School. The student must demonstrate ethics in academics, extracurricular activities and community service.

**ARKLA, Inc.**

A scholarship endowment has been established in memory of R.W. "Dick" Moore, a long-time employee of ARKLA, Inc. This scholarship is available for a deserving student with a 2.5 or better grade point average.

**"Awesome" Ed Drury Memorial Scholarship**

The scholarship is awarded through the WOSC Rodeo Program: therefore, scholarship applications are not necessary.

**Beth Bevan Memorial Scholarship**

The Beth Bevan Scholarship Endowment was initiated in memory of Beth Bevan by her husband, Paul, friends, and family members in March 2013. The endowment is a perpetual reminder of Beth Bevan's charity of heart and kindness of spirit. To be considered for selection, applicants must be a full-time student enrolled or planning to enroll at Western Oklahoma State College pursuing a degree in nursing, allied health, or any academic field. Priority will be given to applicants pursuing a degree in the allied health professions. The applicant must have a 2.5 GPA based upon a 4.0 grading scale.

**Betty Caswell Memorial Scholarship**

Roger and Sherry Teigen established a perpetual scholarship in memory of Sherry's mother, Margie Betty Davis Caswell, to assist a student pursuing a degree program in his/her chosen field. The scholarship is to be awarded to a student from Jackson County and will be awarded during the freshman and sophomore years.

**Beverly and Weaver Creed Endowment**

To be eligible for the Beverly and Weaver Creed Scholarship a student must be full time and pursuing a degree program in the field of business or other academic fields or study. Business is the first preference, and the student must have at least a 2.5 GPA.

**BPOE (The Benevolent and Protective Order of Elks) Lodge #1226, Altus, OK Lodge**

The Altus BPOE Lodge #1226 Scholarship Endowment was established in March 2010 to assist a student or students pursuing a degree program in any academic discipline at Western Oklahoma State College. The BPOE Lodge #1226 has been an integral part of this area in providing benevolence in support of the youth of our community, as well as veteran services and other benevolent activities.

**B.P.W. Rhoda Belle George**

The Altus Business and Professional Women's Club and friends have established, in memory of Rhoda Belle George, a scholarship for a female with a 2.5 or better GPA, majoring in any academic field of study.

**Cecil R. Chesser**

The Cecil R. Chesser Scholarship Endowment was established in 1996 to honor Cecil R. Chesser, Dean Emeritus of Western Oklahoma State College, for a deserving student with a 3.5 or better GPA, majoring in the academic area of history, journalism or a general education degree with an emphasis in history or journalism.

**Citizens of Vision for Higher Education of Harmon County**

A group of citizens of Harmon County has joined together to provide scholarship opportunities for an immediate Hollis High School graduate. A one-year scholarship is provided for the college of the recipient's choice or two years if the recipient enrolls at Western Oklahoma State College.

**Dee and Iverna Butchee Scholarship**

Friends and family of Dee and Iverna Butchee established an endowed scholarship in their memory. Dee was a former Regent of Western, and he and Iverna were well known in the agriculture communities of southwest Oklahoma. Applicants must be pursuing a degree program in the academic area of agriculture or a general education program with an emphasis in an agriculture-related curriculum.

**Dr. and Mrs. Harold M. Haines Scholarship Endowment**

A 3.0 GPA is required to receive the Haines Scholarship, which was given in their memory by their children. The student should be pursuing a degree in the academic area of agriculture with an emphasis in animal science pre-veterinary medicine.

**Edward L. Zeiser Scholarship**

The Edward L. Zeiser Scholarship was established in the spring of 2019 by Edward L. Zeiser in honor of Altus Junior College as the beginning of Mr. Zeiser's pursuit of a higher education. Edward Zeiser enlisted in the Air Force after high school and began taking classes at Altus Junior College while stationed at Altus AFB. The scholarship is designed to provide funding and encourage student success. To be considered for selection, candidates should be an active duty airman with the rank of E4 or below and stationed at Altus AFB.

**E.F. and L.V. Walker**

The E.F. and L.V. Walker Scholarship Endowment was established in memory of E.F. Walker and L.V. Walker who had a total of 90 years of combined teaching experience. The scholarship will be awarded to one male student and one female student carrying a 2.5 GPA.

**Emily B. Smith**

The Emily B. Smith Scholarship Endowment was established to honor the memory of Emily Blanton Smith who served as the first Dean of Altus Junior College. The scholarship award is to be presented to a freshman college student planning to attend Western during his/her sophomore year. The student must be a social science major with an outstanding GPA.

**Emma Fewell Madden**

The Emma Fewell Madden Scholarship Endowment was established to honor the memory of Emma Madden, English faculty emeritus at Western Oklahoma State College. The scholarship will be awarded on an annual basis to a non-traditional female student, twenty-five years of age or older, who is returning to college to pursue a degree in English.

**Emory Speer Crow**

The family of Emory Speer Crow, former Western Regent, established an endowed scholarship in his memory for a deserving student from Harmon County carrying a 3.0 GPA.

**Eunice Griffin Memorial Scholarship**

The Eunice Griffin Memorial Scholarship Endowment was established through funding provided to Western Oklahoma State College by the Eunice Griffin Estate Bequest in December 2009. These funds were given in response to Eunice Griffin's request and desire to establish a scholarship to benefit students attending Western and studying business. To be considered for selection, applicants must be a full-time student enrolled or planning to enroll at Western Oklahoma State College pursuing a degree in business. The applicant must have a 2.5 GPA based upon a 4.0 grading scale.

**Evelyn Cathryn (Ewing) Fickessen Altus Alumni**

In memory of Evelyn Cathryn Ewing Fickessen, the Altus Alumni Association has established a scholarship for a deserving Altus High School graduate with a 3.0 GPA and attending or planning to attend Western Oklahoma State College.

**FCA Scholarship Endowment**

FCA student organization established this endowment to provide an on-going scholarship program to benefit an outstanding or deserving student participant. The intent is to provide an opportunity for future FCA campus groups to provide additional funding to increase the endowment dollars for an annual scholarship.

**Frank A. Haferland Scholarship Endowment**

To be considered for selection, the student must be enrolled in the aviation program at Southwest Technology Center with an emphasis in Airframe and Powerplant Mechanics. Upon completion of this program at Southwest Technology Center, the scholarship is transferable to Western Oklahoma State College. This scholarship was provided as a perpetual reminder of Mr. Haferland's dedication to aviation and the students.

**Gamma Mothers Club**

The Gamma Mothers Club Scholarship was established in 1993 to enhance the education of women with children. This scholarship provides funds for a Western student showing evidence of financial need and enrolled in a degree program in the health care profession. The student must maintain a 2.5 GPA.

**Gary C. 'Sonny' Banister Scholarship**

Initial funds for the Gary C. 'Sonny' Banister Scholarship Endowment were presented in the spring of 2017 in memory of Gary C. 'Sonny' Banister by his wife, Debbie Banister. Sonny was a lifetime resident of Altus. He had a distinguished 40-year career in law enforcement, serving with the Altus Police Department, the Jackson County Sheriff's Office, and the Jackson County District Attorney's Office. Law enforcement was his life, and he always exemplified a passion for the profession. The scholarship is designed to provide funding to encourage student success in the honored profession of criminal justice through law enforcement.

**Georgia M. Winton**

As a bequest from Miss Winton's estate, the Georgia M. Winton endowment was established to provide scholarship opportunities for a student participating in a general field of music study.

**Helon LaGree Western History Scholarship Endowment**

The endowment was established by the Western Trail Historical Society in recognition of Helon LaGree for her dedication to the Museum of the Western Prairie and the Western Trail Historical Society. The recipient must have a special interest in history, journalism, literature, or visual arts. The recipient will work directly with the Museum of the Western Prairie and the History Department of Western Oklahoma State College in developing a research project and, in addition to the scholarship, the recipient will receive one hour of credit for the research.

**Hoyt Shadid**

The Hoyt Shadid Scholarship was established in memory of the former Altus mayor and member of the Western Board of Regents. To be considered for selection, a student must have at least a 3.0 GPA.

**Jack and Jewell Walker Scholarship Endowment**

To be considered for selection, the student must be a full-time student enrolled or planning to enroll at Western pursuing a degree in the area of aviation or a general education degree program. The scholarship was established through a bequest by the Jack and Jewell Walker estate for their appreciation of Western Oklahoma State College.

**Jackson County Athletic Hall of Fame Endowment**

The Jackson County Athletic Hall of Fame established a scholarship to support an outstanding athlete from Jackson County. The student is to attend Western Oklahoma State College.

**James Robert (Jim Bob) Redelsperger**

The James Robert (Jim Bob) Redelsperger Scholarship Endowment was established by family and friends to honor the memory of Jim Bob Redelsperger, a student attending Western. Redelsperger was killed at the age of 20 in an automobile accident. The scholarships will provide financial assistance for students in an agriculture-related field of study. The recipient(s) must have and maintain a 2.5 GPA.

**Jennifer Harkins**

This scholarship was established by family and friends in memory of Jennifer Harkins. The recipient must be a graduate from Altus High School, have at least a 3.0 GPA and have exhibited throughout high school an interest in vocational agriculture or art. Special consideration will be given to a candidate who has encountered hardships or challenges in life, and, ideally, has faced life's challenges in the spirit of Jennifer Harkins.

**Jessie Howard Reynolds**

Jessie Howard Reynolds, a 1939 alumnus of Altus Junior College, established the scholarship endowment. To be eligible for the scholarship, the recipient must be from this five-county area with a major in teacher education and have a 3.0 GPA.

**Jim Holland**

The WOSC Foundation, Inc. established a scholarship endowment in memory of Jim Holland, longtime college faculty member and Southwest Oklahoma educator. To be considered for selection, a student must be pursuing a degree program in the field of teacher education or any academic field of study.

**Joanne Roberts Scholarship Endowment**

Joanne Roberts, better known as "Lil Red", has been a professional clown for the past 26 years, the last 15 of which have been in the Altus Community. When it comes to Joanne's compassion for helping students achieve a higher education, there is no clowning around. Joanne has established the Joanne Roberts Scholarship Endowment. Annual scholarships will be awarded in her name to deserving students in their chosen academic area of studies.

**John and Mollie R. Daniel**

As a bequest from Mollie R. Daniel, the Daniel Scholarship Endowment was established to benefit students attending Western Oklahoma State College. The endowment is a lasting tribute to their devotion to providing scholarship opportunities for deserving students.

**Joseph B. Devenport III Scholarship Endowment**

The endowment is designed to provide scholarship assistance for single parents attending or planning to attend Western. The scholarship is a perpetual reminder of Mr. Devenport's awareness of the financial hardships for single parents and his appreciation for higher education. The student must maintain a 2.5 GPA.

**Julia Osterhout and Elizabeth Shirley Memorial Scholarship**

This daughter and mother were dedicated to the education of young women. The young woman from Altus receiving the Julia Osterhout and Elizabeth Shirley Memorial Scholarship must be a full-time student planning to attend Western Oklahoma State College. The scholarship will provide funding for the freshman and sophomore years.

**Lee and Angie Ewing**

The Lee and Angie Ewing Scholarship Endowment was established through a bequest from the Ewing's estate in fulfillment of their desire to provide scholarship funding as an expression of further service to their community and the college Lee had attended. The recipient(s) must be a full-time student enrolled or planning to enroll at Western in any academic field of study. The student must have and maintain at least a 2.5 grade point average. The scholarship is primarily intended for students in Western's geographic area of service. Another factor will be financial need, although students from outside the geographic area or without financial need may apply.

**Loreta Vaughan Walker and William "Bill" Walker Scholarship Endowment**

This scholarship was initiated by the children and spouses of their children to honor the Walkers. The recipient(s) must demonstrate strong work ethics, good character, positive attitude, and be enrolled or enrolling at Western in any academic field of study. The student(s) must have a 2.5 GPA and have a desire to achieve a four-year degree program.

**Lucille O. Brewer Memorial Scholarship**

The scholarship was established through a bequest from the Lucille O. Brewer Estate. The scholarship was established in response to her request and desire to benefit students attending Western Oklahoma State College.

**Marsha Carson Memorial Scholarship**

The scholarship was established in memory of Marsha Carson to provide funding for a student involved in the vocal music program at Western Oklahoma State College.

**Miss Jess and Miss Ola Thaggard**

Jack and Clifford Thaggard established an endowment as a reminder of two great women who served their family and community in the pioneer spirit. The student must be pursuing a degree in the academic area of business and carrying a 2.5 GPA.

**Misty Michelle Wallace Scholarship**

Family and friends of Misty Michelle Wallace established an endowed scholarship as a memorial to Misty. This scholarship is designed to provide funds each year for a deserving senior athlete from Blair High School.

**Mr. and Mrs. C.W. West Scholarship Endowment**

Ruth Tigert established the scholarship in memory of her parents, Mr. and Mrs. C.W. West. The scholarship is designed to provide scholarship funding in music for students at Western. First preference is for vocal music; second preference is for instrumental music and availability for general education purposes.

**Mr. and Mrs. M. B. Dixon**

Alyce Dixon Kirchoff and Russell Kirchoff have established an endowed scholarship, in memory of Mr. and Mrs. M. B. Dixon, for a deserving student employed with Dixon-Kirchoff, Inc. of Hollis, OK or a dependent of a current employee. The scholarship is also designed for a Harmon county student with a 2.5 or better GPA.

**Pioneer Aggie Advisory Club**

The Pioneer Aggie Advisory Club established a scholarship endowment for second-year students at Western who have earned 24 credit hours with a 2.0 GPA and have declared a major in agriculture.

**Pioneer Heritage Scholarship**

The Pioneer Heritage Scholarship was established in 2019 and is comprised of individuals, organizations, and bequests that provide much needed financial scholarship support to deserving students. Scholarships will be awarded to students seeking a degree in their chosen field at Western Oklahoma State College.

**President's Partners of Western Oklahoma State College**

The President's Partners Scholarship Endowment will serve as a permanent endowment to provide scholarship funding to enhance the Western Oklahoma State College Foundation, Inc., annual scholarship program. Applications are not accepted for this enhanced funding resource.

**Red River Federal Credit Union**

This endowment was established by the Red River Credit Union in 1992 and will provide up to a \$1,000 annual scholarship opportunity (\$500 per semester) at Western for credit union members or their dependents. The student must have at least a 2.5 GPA.

**Richard and Dorothy Maffry Scholarship**

The Maffrys, professors' emeriti of Western, established the scholarship to benefit aviation students attending Western. The intent of the scholarship is to provide supplemental funding to offset the per hour flying cost for aviation students attaining private pilot status and/or advanced status in commercial or instrument rating.

**Roger and Sherry Teigen Altus High School Scholarship Endowment**

The scholarship is to be awarded annually to a student graduating from Altus High School and will be for the freshman year only. Roger and Sherry Teigen established this scholarship out of their own special interest for Altus High School and the desire to provide the initial incentive for a deserving student to move forward with independent commitment in higher education at Western Oklahoma State College.

**Roger and Sherry Teigen Scholarship Endowment**

Having a love for entrepreneurship, Roger and Sherry Teigen established this scholarship to recognize and assist student(s) attending Western who demonstrate interest in or exemplify examples of entrepreneurship. The full-time student should pursue a degree program in business and specifically demonstrate an interest in entrepreneurship.

**Roger L. Heath**

The Western PionAir Flying Club established the Heath Memorial Scholarship to provide scholarship opportunities for students who have completed the Western Private Pilot Ground School, passed the FAA written test, and have been accepted as a private or commercial flying lab student. Contact the head of the aviation department for details.

**Sam Craig**

Family and friends of Sam Craig have established an endowed scholarship in his memory for a deserving senior band member from Altus High School. The recipient must hold a minimum GPA of 2.75, enroll in the band program, and maintain the GPA in order to retain the scholarship for the second semester.

**Sherry Teigen Business Scholarship**

The scholarship was established in memory of Sherry Teigen who lived an example of outstanding leadership in business and was a role model for all she worked with. The scholarship(s) will be awarded to exceptional female student(s) that demonstrate an interest in business and especially entrepreneurship.

**Sue Bryce Hartsell and Henry F. Hartsell, Sr. Memorial Scholarship**

(Scholarship Information Pending)

**Sue Cooley**

The Delta Eta Chapter of Beta Sigma Eta Chapter established the Sue Cooley Scholarship Endowment in honor of Sue Cooley and her dedication to the Altus Public Schools. To be eligible, a student must be an elementary education major and have a minimum GPA of 3.0.

**Velma Robison Memorial Scholarship**

Velma worked as a secretary at Western Oklahoma State College in the Aviation Department and Early Childhood Development Program. Velma worked diligently to make sure all details of the two departments were addressed, and she took great pride in assisting with the activities of the PionAir Flying Club and events sponsored for the children involved with the Early Childhood Development Program. To be considered for selection, a student should be pursuing a degree program in the academic area of Aviation or Early Childhood Development.

**Waldo T. and Lily Clark Oden**

Family and friends of Waldo T. and Lily Clark Oden have established an endowed scholarship for a deserving student pursuing a degree in music, fine arts or any other academic area. The student must have at least a 3.5 GPA.

**Western Ambassador (President's Leadership) Scholarship**

Western Ambassadors are a select group of student representatives chosen by a panel composed of Western students, faculty, staff, and administration. The Western Ambassadors participate in public appearances, tours, and media events. Leadership and public speaking training and opportunities are provided. For complete qualifying information about the Western Ambassadors, contact the office of development and alumni.

**Western Artist Association**

The Western Artist Association of Altus, Oklahoma, established an endowment in 1991. Additional funds were contributed in memory of Louis Given to establish the scholarship for regularly enrolled students of the art department at Western.

**William N. (Bill) Shafer Scholarship Endowment**

This endowment was provided by Mr. Shafer through a bequest out of respect for his tenure at Western Oklahoma State College and the students he served. The recipient should be pursuing an Associate in Applied Science degree with an emphasis in engineering and maintain a 2.5 GPA.

**WOSC Agriculture Scholarship**

The WOSC Agriculture Scholarship Endowment was established in February 2008 by the WOSC Foundation, Inc., from proceeds of the sale of the Foundation-owned rodeo arena property and undesignated Foundation funds. The scholarship was created by the Foundation in support of the Western Oklahoma State College Agriculture Program and designated for students enrolled in an agriculture-related field of study.

**WOSC Nursing Club**

The WOSC Nursing Club Scholarship Endowment was established to benefit nursing students and provide a vehicle in which future nursing club members, nursing faculty, alumni and friends of the Western nursing program could contribute additional funds to the ongoing growth of the endowment. Contact the director of the Department of Nursing for details.

**WOSC Rodeo Scholarship**

The WOSC Rodeo Scholarship Endowment was established in February 2008 by the WOSC Foundation, Inc., from proceeds of the sale of the Foundation-owned rodeo arena property and undesignated Foundation funds. The scholarship was created by the Foundation in support of the Western Oklahoma State College Rodeo Program.

**Zella O. Brunk Wilson**

The Zella O. Brunk Wilson estate established this scholarship endowment to enable generations of young people to have the opportunity to achieve their desired goals in higher education. Special consideration will be given to students pursuing a degree program in the field of elementary education.

**Zola Long**

As a bequest from Zola Long, former educator and native of Hobart, Oklahoma, the Zola Long Memorial Scholarship was established through her desire to strengthen education in Southwestern Oklahoma. Scholarships will be awarded annually to worthy students attending Western Oklahoma State College.

**Additional Scholarship Funding**

Additional scholarship funding is available through the WOSC Foundation, Inc. and provided from non-specified endowments. Amounts may vary on all scholarships depending on interest earned.

**Grants****Federal Pell Grants**

Any student entering post-high school education is eligible to apply for a Pell grant. This program requires application each year, and grant amounts are calculated according to federal guidelines.

Although the student will be paid the Pell Grant through the school, eligibility and the actual amount of the award are determined by the United States Department of Education. The Financial Aid Officer at the school cannot make any adjustments in a Pell Grant beyond those allowed by the government.

Financial need is determined on the basis of a formula developed annually by the United States Department of Education and reviewed by Congress. The formula is applied consistently to all applicants and takes into account indicators of financial strength such as income, assets, family size, etc.

The formula uses the information provided on the application to produce an effective family contribution. The number is not a dollar figure, but is used, along with the cost of attendance and enrollment status, to determine the actual amount of the grant.

**Oklahoma Tuition Aid Grant (OTAG)**

The Oklahoma Legislature appropriates money that is added to federal funds to provide grants to students who are residents of Oklahoma. A family income scale has been designated by the legislature as the method used to determine grant amounts. Full and part-time students apply through the Free Application for Federal Student Aid (FAFSA) by releasing the information to the state agency (see the FAFSA application for current year deadline). OTAG funds are a part of the Leveraging Education Assistance Partnership (LEAP) and are funded by the federal and state government.

**Federal Supplemental Opportunity Education Grant (SEOG)**

As with other grants, a student must have demonstrated exceptional need. The first deadline for consideration is July 1. All verification should be completed prior to that date. Students are automatically considered upon completion of the FASFA.

**Loans****Loan Policy**

For loans made on or after January 1, 1990, for periods of enrollment beginning on or after that date, loan proceeds must be issued in two or more payments.

First-year undergraduate students who are borrowing for the first time cannot receive payment until 30 days after the first day of the program of study.

**Entrance and Exit Interviews**

An entrance interview is required before receiving a loan. Each student borrower is required to have an exit interview before graduating or dropping below half-time attendance. Links are provided on the Financial Aid website.

**Types of Loans**

The Health Care and Education Reconciliation Act of 2010 (HCERA), Pub. L 111-152, provides that no new loans may be made under the Federal Family Education Loan (FFEL) Program after June 30, 2010. Therefore, beginning July 1, 2010, Western Oklahoma State College began processing loans under the William D. Ford Federal Direct Loan (Direct Loan) Program.

**Federal Direct Subsidized Loan**

The federal direct loan is a low-interest loan made available by the federal government. The government pays the interest on the loan while the student is in school.

To qualify, a student must complete the Free Application for Federal Student Aid, enroll at least half time at an eligible institution, and meet the requirements for federal financial aid.

The student must demonstrate financial need for a subsidized loan (this is not necessary for an unsubsidized loan).

**Federal Direct Unsubsidized Loan and Parent Loans (PLUS)**

Another exception to the need provision requirement is the unsubsidized Direct and the PLUS loans. Unsubsidized means the student is responsible for the loan interest while in school. Parents may borrow up to the cost of education less other awards. Repayment usually begins within 60 days from disbursement. Needs analysis is required prior to application. All loan debts can be consolidated following completion of a program. Details on all programs are available from the Financial Aid Office or online.

## Employment

### Federal College Work-Study Program

Application for part-time employment by the college under this program should be made in the Financial Aid Office. Eligibility depends on demonstrated need determined through an acceptable needs analysis method (FAFSA). The amount paid is at least the current federal minimum wage. A list of available work-study positions is located in the Financial Aid Office.

### Aid for Native American Students

Native American students applying for scholarships, grants, and other assistance should complete the FAFSA as early as possible and contact the education office of the tribe they are a member of for information.

In most cases, the student is required to complete a tribal/agency application and an application for Title IV aid.

Students need to apply early in order to meet Native American agency deadline dates—some as early as March 15 prior to the fall semester and October 1 prior to the spring semester.

### Veteran Affairs Office

This office is located in the Admissions and Registrar's office. The veteran affairs officer provides educational counseling services for veterans and active duty military personnel. The veteran affairs officer also administers and supervises all college-related veteran program activities.

Upon initial enrollment at Western, every veteran student who plans to receive VA benefits must declare a program of study. Failure to file a program of study and declare a degree choice will result in non-certification for VA benefit payments.

Official High School Transcripts or GED and education and training transcripts from both previously attended schools and veteran military transcripts (JST's, CCAF transcripts, VMET's, etc.) must be on file in the Admissions office for veterans' benefits to be certified. VA requires all prior credit be evaluated and applied toward your degree at WOSC.

For a veteran or military student who is concurrently enrolled in more than one degree-granting institution of higher education, whether in-state or out-of-state, appropriate officials of the primary institution are required to provide a letter stating that the courses in which the veteran or military student is enrolled are required for or may be accredited to the student's stated degree objective. Unless the veteran services officer at Western is provided with this information, he/she cannot certify a veteran or military student for VA benefits. Western Oklahoma State College will not assume the responsibility for monitoring programs of study and degree programs offered by any other institution.

Beginning August 1, 2019, Western Oklahoma State College will not take any of the four following actions towards any student using U.S. Department of (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution. G.I. Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

- a. Prevent their enrollment;

- b. Assess a late penalty fee;
- c. Require they secure alternative or additional funding;
- d. Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other student who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

- \* Produce the VA's Certificate of Eligibility by the first day of class;
- \* Complete and Submit Veterans Certification Intake Card
- \* Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

### Military Students

Western Oklahoma State College is committed to the academic success of the men and women serving in the United States Armed Forces. As an institution, Western understands there may be times when duty calls and students are required to engage in extensive training or full deployment.

If possible, instructors will work diligently with students and devise a plan that will allow for course completion. If this is not an option, students may provide a copy of his or her orders for deployment to the Altus Air Force Base Liaison in order to be withdrawn from the courses(s) without penalty.

Members of the United States Armed Forces that have been forced to place their education on hold due to service-related obligations are eligible to return as students if they left the College in "good standing". Good standing refers to items such as a zero balance in the Office of Business Affairs and the GPA requirements set by the Office of Admissions.

### Satisfactory Academic Progress Policy

Satisfactory academic progress is evaluated at the end of each semester, including the summer semester. A letter/notice will be sent out, normally via student email, each semester to students who are placed on academic Warning or Suspension.

1. A student who fails to successfully complete at least 67% of the hours attempted during a semester will be placed on **financial aid warning** for one semester. Completion rates are figured by **dividing the number of hours completed by the number of hours attempted**. Grades of I, U, F, W, AW, or AU are not considered to be successful completion.\* These grades not only count against a student's semester completion rate, but count toward the overall degree completion rate. (See number 6.)
2. If a student fails to meet the required overall grade point average for hours attempted, he/she will be placed on **financial aid warning** or **financial aid suspension**.

GPA Requirements	
Credit Hours Attempted	Cumulative GPA Requirements**
0-30 semester credit hours	1.7
31 or more semester credit hours	2.0

3. A student who is on a financial aid warning must successfully complete the next semester he/she enrolls in or face suspension from financial aid.
4. According to policy established by the Office of Admissions and Records, grade corrections and changes should be corrected or amended by the end of the next regular (not summer) semester. The request for a change of grade form is available in the Vice-President for Academic Affairs and the Admissions Office. All corrections or amendments of grades require a signed request from the instructor, a reason for the grade change, and approval by the Vice-President for Academic Affairs. After approval, the request will be given to the Office of Admissions and Records. Students with grade changes which re-establish financial aid eligibility must have the changes submitted to the Admissions Office and must notify the Financial Aid Office before the last day of the semester in which they are trying to regain financial aid eligibility. Some restrictions may apply with regard to Federal Direct Loan programs and application deadlines.
5. A student who is on suspension will be required to pay for classes on their own until satisfactory progress is met (GPA shown above and overall completion rate of 67%).
6. In order to receive Title IV Federal Aid (grants, loans, work-study) at Western, a student's cumulative total of **attempted** hours cannot be greater than 150% of the time or semester hours needed to complete the degree you are seeking at Western. This includes all hours attempted (I, U, F, W, AW, AU, etc.) at any previous **accredited** college or university including Western. Students will need to complete at least 67% of the hours they attempt in order to meet this requirement. ***Students who change majors or decide to pursue a second degree should be aware of the 150% limit.*** Students who exceed this limit must complete an appeal application which is available online or in the Financial Aid Office. This appeal should include an official degree check for the degree or certificate the student is pursuing at Western. The degree check can be requested at the Office of Admissions and Records. These appeals are reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Students will receive a letter/notice regarding the results of the appeal.
7. Students who repeat a course may receive aid for the repeated course once but should be aware that the repeated course will count toward his/her overall hours attempted. Students who are receiving aid on appeal due to their attempted hours exceeding 150% will be placed on an Academic Plan and will only receive aid for classes needed to complete the degree at Western one time each.
8. Non-credit remedial courses have a credit hour equivalency which is determined by the Office of Admissions and Records and is also used in the calculation of a student's financial aid award. These remedial hours are not counted against a student's overall maximum attempted hours unless a student fails to make a satisfactory ("S") grade. Unsatisfactory grades of U, W, AW, AU, or I count against a student's overall attempted hours, as well as towards the semester completion rate. These grades do not affect a student's GPA.
9. Failure to attend classes on a regular basis can result in the suspension of financial aid. Please also see the non-attendance/withdrawal policy as it pertains to Return to Title IV calculations.
10. A student has the right to appeal. Appeal forms should be submitted to the Financial Aid Office and should state the reason for the appeal and any unusual circumstances which caused the

suspension of aid and how the situation has changed for future semesters. Appeals will be reviewed and all decisions of the Appeal Committee will be final. Students who are approved on appeal will be placed on Financial Aid Probation for one semester or on an Academic Plan.

11. A student must also meet the required academic criteria for continued eligibility.
12. Transfer students will need to have all official transcripts from prior colleges on file in the Office of Admissions and Records. All hours attempted at prior schools will also count as hours attempted for financial aid eligibility at Western.

**\*I=Incomplete; U=Unsatisfactory; F=Failed; W=Withdrawal; AW=Administrative Withdrawal; AU=Audit**

**\*\*All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes.**

### Financial Obligation of Parents/Students

Western Oklahoma State College assumes that parents have the first obligation to provide for the education of their son or daughter. The second obligation falls upon the student to contribute to his/her own education from personal assets and earnings, including appropriate borrowing against future earnings.

### Determination of Financial Need

Within its available resources, Western attempts to meet the financial needs of its students. Thus, a student's financial need is determined by subtracting the parents' and/or student's contributions from the total cost of attendance. Approximate basic costs allowed for maintenance (indirect expense) are \$12,705 for independent students and \$6,900 for dependent students. General enrollment fees, other fees, and books are added to those expenses as a direct cost. The total financial aid awarded a student shall never exceed the college cost budget.

### Enrollment Requirements

The amount of a student's financial aid is contingent upon the student enrolling in at least a half-time basis for each semester awarded. (A less than half-time student may be eligible for Pell grants.)

### Voided Awards

If a student is not permitted to return to Western either because of grades or an outstanding balance with the Business Affairs Office at the beginning of an academic term, his/her financial aid award will become void. Additional information on satisfactory program standards may be obtained from the Financial Aid Office.

### Reporting Changes

Any change in a student's enrollment, financial, residential, or name changes must be immediately reported to the Financial Aid Office.

### Reapplication for Financial Aid Required Each Year

Financial aid is not automatically renewable from year to year. An application for federal student aid should be submitted each academic year, as early as October, for the upcoming year.

### Disbursement of Award Funds

Award funds for Pell and SEOG will be disbursed after the refund period each semester on a weekly basis beginning on approximately the fourth week of the semester. College work-study funds will be

disbursed on approximately the 12th of each month as due compensation for work performed the preceding month. The Business Affairs Office disburses all funds.

### Adding/Dropping Classes

Students receiving financial aid that drop or add classes or who completely withdraw must have the forms processed through the Financial Aid Office. Federal law requires that Western return general enrollment fees, other fees, and book refunds that occur as a result of a decrease in enrollment to the aid programs. **Students who plan to take eight-week or shortened-format courses during the semester should enroll in them before the end of the two-week add/drop period of the regular 16-week semester that the course will be transcribed to in order for the class(es) to be included in their semester award.**

### Providing False Information

Financial aid awards shall be void if and when incorrect information is revealed on either the student aid report or other supporting documents. Intentionally false statements or misrepresentation on any of the student's financial aid application materials may subject the student to a fine or imprisonment, or both, under provisions of the U.S. Criminal Code.

### Deficiency Courses

The Oklahoma State Regents for Higher Education office requires that deficiency courses be completed within the student's first 24 credit hours. Therefore, students are encouraged to take the courses as soon as possible to meet Oklahoma State Regents' policy. As of the fall 2018 semester, Oklahoma Promise will no longer pay for remedial or deficiency courses. However, these courses are eligible for federal student aid.

### Disclosure of Student Financial Aid Information

The General Education Provisions Act of 1974, as amended by the Family Educational Rights and Privacy Act of 1974 (the so-called Buckley Amendment), provides for privacy safeguards for students and families by setting guidelines for the disclosure of education records and personally identifiable information. The regulations implementing this act are 45 CFR 99, which were published in the Federal Register on June 17, 1976.

The regulations specifically permit the exchange of student financial aid information between one institution and another and between the institution and the commissioner.

The written consent of the student or the student's parent(s) is not required for disclosure to the commissioner or to another institution that requests specific information on a student in the form of a financial aid transcript request (45 CFR 99.31 and 99.35).

**The institution or federal office that collects the student financial aid information assumes co-responsibility with the institution that supplies the information for safeguarding the privacy of the information from improper disclosure.**

## Section IV – Services for Students

### Records Management Practices

Records retention and disposal practices may require the student to re-submit college transcripts and other academic records.

Admissions and Records, Assessment, the Counseling Program, Financial Aid, POWER, Recruiting, Upward Bound, and WINDS are coordinated through the Office of the Vice President for Student Support Services. This office is also responsible for all student activities, which include student organizations, social activities, orientation of freshmen and new students, off-campus housing, and student discipline. The college calendar of student activities is also coordinated in this office.

### Faculty Advisement

Faculty advisors provide academic counseling and guidance on an individual basis. The faculty advisor is assigned to the student at enrollment and counsels and guides the student in planning academic work. Faculty advisors assist students in selecting courses to meet academic program requirements and in following proper procedures for schedule adjustments.

Although instructional faculty advisors, counselors, and others are available to assist students in planning, **the student has the ultimate responsibility for planning his/her program of study and for fulfilling all requirements and regulations of the college.**

### Guidance and Counseling

The Office of Guidance and Counseling is committed to assisting students in all areas of their lives. Student success and well-being is of the utmost importance. Guidance and Counseling offers the following services: mental health counseling and emotional support; career counseling; new student orientation; student success workshops; and services/accommodations for students with disabilities. All services offered are free of charge to Western students. Referrals to appropriate community resources may also be provided. The Office of Guidance and Counseling is located in Room C2/1SSC205. You may also reach the counselor at 580.477.7710.

### Assistance Animal Policy

Western Oklahoma State College is committed to compliance with state and federal laws regarding individuals with disabilities. All requests for Assistance Animals (Service and Emotional Support) should be directed to the Office of Student Disability Services, part of the Student Support Services Department, 2801 W. Main St., Altus, OK 73521, 580.477.7710.

### Academic Tutoring

Western provides academic tutoring for students experiencing academic difficulty. The tutors are students who have completed the course with an "A" or "B" and have been recommended by the course faculty. Students may request a tutor in a variety of areas at no cost through the Assessment and Testing Center (Room SSC 207). Online tutoring is available at <https://www.tutor.com/>.

### Student Organizations

Western Oklahoma State College encourages students to participate in the various student activities and organizations to improve their social development during college years. It is the objective of the institution to provide an activity suited to the needs of every student on the campus.

All student organizations and activities are under direct supervision of the Vice President for Student Support Services. In order to be a "sanctioned" organization on the Western Oklahoma State College campus, a club/organization must have by-laws which address the purpose of the organization, membership requirements, officer and membership lists on file in the Office of Student Support Services and it must have a faculty advisor.

To receive any financial support through the Office of Student Support Services, an organization must be “sanctioned” by the Student Senate each year. Procedures for becoming a sanctioned organization are available in the Office of Student Support Services.

### **Student Association**

All students enrolled in six semester hours or more at Western Oklahoma State College shall be members of the Student Association. The association, either directly or through its subsidiary organizations of Student Senate during the academic year and the student activity council during the summer term, shall control or manage all campus affairs as authorized in the constitution of the student association and the legislative body of the Student Senate. Members of the Student Association are eligible to participate in college activities and student organizations provided they possess a valid student identification card.

### **Student Senate**

The Student Senate is the central student organization with class officers and class representatives, called senators, elected at large from the student body by the respective freshman and sophomore classes. The Senate and its committees have the responsibility of establishing student government policies, recommending general student regulations, and sponsoring and supervising the various student activities. The Senate works with Western’s faculty and administration on matters of mutual interest as outlined in the constitution of the Student Association and the Student Senate (legislative body). The Student Senate also coordinates and sanctions all student organizations on campus with the approval of the Vice President for Student Support Services.

Officers of the Student Senate include President, Vice President, Secretary and Parliamentarian. They are elected from within the senate body which is made up of the freshman and sophomore class officers and class representatives called senators. The Student Senate meets bi-monthly.

### **Freshman Class Representatives**

The freshman class is organized with officers including President, Vice President, Secretary/Treasurer and ten class representatives to the Student Senate. Class officers and class representatives, called senators, act as student spokespersons for the freshman class in areas related to student needs and interests.

### **Sophomore Class Representatives**

The sophomore class is organized with officers including President, Vice President, Secretary/Treasurer and ten class representatives to the Student Senate. Class officers and class representatives, called senators, act as student spokespersons for the sophomore class in areas related to student needs and interests.

### **Ag Ambassadors**

The Ag Ambassadors are a leadership team on campus working directly under the Agriculture department. Their goal is to share information about the Ag degrees’ options on campus with high school students, engaging in community service, and volunteering throughout the Agriculture programs and businesses in Southwest Oklahoma. Scholarship opportunities are also available.

### **Aggie Club**

Any student enrolled in the Agriculture Program is invited to belong. The purpose is to promote interest in agriculture among students and their community.

### **Agronomy Club**

The WOSC Agronomy Club seeks to increase education and knowledge of Agronomy to the public through industry interaction and student involvement. We participate in community and WOSC College activities as well as conduct fundraisers and take small group trips. The WOSC Agronomy Club is responsible for providing pumpkins for the Fall Festival, educational visits to elementary classrooms, and promoting Agronomy throughout the Agriculture department and the College. New events are continuously being added as the WOSC Agronomy Club continues to grow.

### **Baptist Collegiate Ministry**

Members of the Baptist Collegiate Ministry are Christians of all denominations who believe in and strive for Christian principles on campus. The group meets at noon each Wednesday and conducts collegiate Bible studies and other activities for students.

### **Cheerleaders**

The purpose of the Cheerleader's organization is to generate good student body morale and enthusiasm and to promote team spirit at sports and athletic events. Membership is based on try-outs. This group performs at home basketball games.

### **Criminal Justice Club**

The object of the Criminal Justice Club is to promote social interaction among those students with an interest in criminal justice, promote student interaction within the community, and enhance student resources toward gathering criminal justice career information.

### **Cross Brand Ministries**

Faith based organization that meets with the WOSC rodeo team at their practice arena on Tuesday nights, feeding them dinner and the Word of God. All meetings are open to the public and all students at Western.

### **Fellowship of Christian Athletes**

The purpose of the Fellowship of Christian Athletes is to present to athletes and coaches, and all whom they influence, the challenge and adventure of knowing Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Participants for college huddles are to be past or present members of recognized school athletic teams or be involved on an intercollegiate level team or an intramural program.

### **Nursing Club**

The purpose of the Nursing Club is to encourage interest in nursing and to familiarize the members with local, state and national nursing associations. Nursing Club membership is open to all pre-nursing and nursing students. The club holds regular monthly meetings.

### **Phi Theta Kappa (Alpha Theta Mu)**

The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarships among community/junior college students. To achieve this purpose, Phi Theta Kappa provides an opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible for membership in Phi Theta Kappa at Western, a student must:

1. Be enrolled in classes at Western

2. Have completed at least 12 credit hours
3. Have achieved a grade-point average of 3.5 or higher and maintain a 3.0
4. Have established academic excellence as judged by faculty
5. Be of good moral character and possess recognized qualities of citizenship

### **Pioneer Pride**

Pioneer Pride is a student organization developed to promote Western Pride at all athletic events. The purpose is to get students involved on campus, in the community and to help create unity throughout campus shared by the love for Western.

### **Plane Based Pioneers**

The main purpose of Plant-Based Pioneers is to promote a plant-based lifestyle. While providing a place for students to meet and socialize with other plant-based students and students curious about the plant-based diet for the health of the human body and environment.

### **Rotaract Club**

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract Clubs are either community or university based. They are sponsored by a local Rotary Club which makes them true “partners in service” and key members of the Rotary family.

### **Secular Student Alliance**

The WOSC Secular Student Alliance strived to empower secular students to proudly express their identity, build welcoming communities, promotes secular values, and set a course for lifelong activism.

### **Science Club**

The main goal of Western’s Science Club is to provide opportunities to enhance the student’s’ science education and offer various activities to help our community. The program is ideal for students interested in science to meet and engage with each other. Science Club focuses on discussing current science news and completing diverse science projects as well as being involved in community service and service learning projects.

### **Western Ambassadors**

The Western Ambassadors are chosen by a panel of students and staff to serve as representatives of the college through public appearances, tours, and media events. Scholarship opportunities are also available.

### **Western Navigators**

The Western Navigators is a leadership team that promotes student engagement on campus as well as in the community. Each Navigator is required to maintain a satisfactory GPA, attend campus events, be involved in student organizations, and mentor incoming freshman. The core components of the group consist of retention, community service and campus involvement.

### **WINDS**

The WINDS program is a student support services program designed to enhance academic skills, increase retention, graduation and transfer rates for eligible students. The main emphasis of WINDS is to provide a special environment in which the students can receive assistance in meeting their academic, personal, career, and social needs.

### **WOSC Shooting Sports**

Under Coach Jeremy Pence, WOSC Shooting Sports endeavors to support student success through involvement in community, state, regional, and national shooting events. The WOSC Shooting Sports program's priority is to ensure gun safety, respect, and awareness. Students practice weekly at a local private range with Coach Pence.

### **Interactive Television**

Western is a member of networks, including OneNet, the state telecommunications network, which joins the college with other participating institutions of higher learning, area vocational-technical schools, and high schools. This network allows students and teachers at each site to see and hear each other. Students desiring information concerning courses and programs being offered on this network may contact the Distance Learning Office.

### **Learning Resources Center (LRC)**

The LRC houses a collection of over 41,000 print and non-print resources. The Peer Tutoring Center is located in the LRC; it shares a room with our photo/newspaper archive and print periodicals. The Western Food Pantry, a Makerspace, a large computer lab, and three small group study rooms are all located in the LRC. In the Makerspace you can find a gaming area and materials for making electronic and craft projects, including Raspberry Pis, a Cricut Expression and a Cricut Cuttlebug. The LRC also provides a comfortable area with a big screen tv with DVD player and video game consoles. All of these areas are available for student use, as are all computers, printers, a scanner, a fax machine, a copy machine and a cell phone charging station. Course materials including selected textbooks are available on reserve for students to view in the LRC, but may not be checked out. Along with physical books, audiovisual materials and e-books; students, faculty and staff may also check out the following electronic equipment: cd players, digital cameras, e-readers, laptops, Raspberry Pis, tablets, video consoles, video games and video recorders. Online research databases, online research guides (AKA LibGuides), Internet, email, interlibrary loans (ILLs), book purchase requests, and professional reference assistance services are provided to support student research. Individual and small group instruction is available in the areas of Internet usage, information literacy, research skills, general library orientation, e-reader usage, and other topics as needed, to enhance student learning. Students are required to have a valid student ID to check out materials. For more information regarding library policies, visit the web page at <http://www.wosc.edu/library>.

### **Food Services**

Station 1926 provides a variety of meal options to students, employees, and the general public. Buffet style dining with unlimited services, including entrees, salads, vegetables, beverages, and desserts. In addition to the everyday fare, theme days are frequent.

Pioneer Eats is a quick service establishment providing a variety of menu items. It is open for breakfast and lunch.

Board meal plans, commuter meal plans, and flex dollars can be purchased through the Office of Business Affairs.

Food Services also offers catering and special orders of cakes and cookies to employees, students, or other outside organizations. Such events should be coordinated with the food service director at 580.477.7746

Station 1926 meal schedule is as follows: Monday to Friday 7:30 a.m. to 9:30 a.m. (breakfast) 11:15 a.m. to 1:15 p.m. (lunch) 5:30 p.m. to 7:30 p.m. (dinner). Saturday and Sunday 11:00 a.m. to 1:00 p.m. (brunch).

Pioneer Eats meal schedule is as follows: Monday to Friday 7:30 a.m. to 10:30 a.m. (breakfast) 11:00 a.m. to 2:00 p.m. (lunch).

### Student Store

The Student Store is located on the south side of the main building, across the hall from Pioneer Point. Operational hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. The Student Store carries a full line of required textbooks/class materials, miscellaneous supplies, and school spirit items such as T-shirts, sweatshirts, jackets, etc.

### Student Store Textbook Refunds

Refunds will be given for required textbooks if the following conditions are met:

1. Request for refund is made within the first two weeks of fall and spring semesters and the first week of the summer semester and 8-week format courses. Refunds will not be issued for 4-week, or less, format courses or transition courses after the courses begin.
2. Must have the original sales receipt.
3. Textbooks are in original condition.
4. All pre-packaged materials must be unopened. Refunds will not be issued if shrink wrap is broken or removed.

**\*Note:** Textbook refunds may be subject to a 20% restocking fee.

- Special orders are non-returnable/refundable. Special orders require a (\$20) deposit which will be applied to purchase. Deposits are forfeited if the item is not picked up within 30 days.
- Clothing and supplies, in original condition/packaging, may be exchanged only within 15 days of purchase.
- Original receipt is required for ALL returns/exchanges.

### Student Store Book Buy-Back Policy

Current editions of used textbooks are purchased from students for a five-day period (two days in summer) at the end of each semester, during WOSC's official final dates. All dates and times of book buy-back periods are posted at the end of the semester.

Most textbooks purchased for WOSC are purchased at one-half of the current selling price. WOSC may also purchase books for wholesale companies at their determined price.

The Student Store reserves the right to limit the number of textbooks purchased for each course and to buy back only those textbooks in resalable condition.

Book Buy-Back is courtesy and may be cancelled if unforeseen circumstances arise.

Active GreenBucks card required.

For more information about the student bookstore contact the store manager at 580.477.7769.

### Pioneer Point

The Office for Student Support Services coordinates all activities in Pioneer Point. This recreational facility is for the use of current students, faculty, and staff. All policies for the center will be established by the Office for Student Support Services and enforced by the game/recreation room assistant.

### Student Identification

All Western students need to have a valid student ID to utilize certain facilities on campus, as well as for free or reduced admission to college-sponsored activities. The GreenBucks Card is the official Western identification card. It gives the student access to libraries, recreational facilities, and other campus services. Students should carry it with them at all times. They will need it to do the following:

1. Receive Financial Aid disbursements;
2. Receive book buy back credits;
3. Purchase food through the meal plan;
4. Check out books from the library; and
5. Attend athletic events.

The GreenBucks Card is a MasterCard Debit Student ID which allows free access to Herring Bank ATMs and no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It is an easy way to access cash and make purchases on and off campus. For information on how to obtain your GreenBucks Card, visit the Office of Admissions/Information Desk or call 580.477.7721.

### Residential Facility

Residential living on the Western Oklahoma State College campus began in August 1999, when the residence hall opened its doors to students. The residence hall consists of bi-level east and west wings with a capacity of 106 students. To be eligible for residence, a student must enroll in a minimum of six credit hours.

The residence hall is equipped with two accessible rooms for students with disabilities.

For the Assistance (Service and Emotional Support) Animal Agreement for College Housing at Western contact the Office of Student Disability Services 580.477.7710.

All residence hall rooms are designed for double or triple-occupancy with a shower in every room. Each room is cable ready and is provided with free basic cable service. Internet access is available.

A dining facility was opened to especially accommodate the dining needs of the residents. There are various meal plan options that are included in the housing contract. Vending machines and laundry facilities are also located in the residence hall facility. The residence hall is tobacco-free.

### Upward Bound Program

The Upward Bound Program is a college-based program designed to prepare students in grades 9-12 for success in their education beyond high school. Upward Bound will accomplish this goal by assisting the targeted high schools in their efforts to develop the academic and motivational potential of students who are interested in pursuing a college degree.

The program is free to all participants who meet economic and other requirements. The Upward Bound Program consists of the academic year component and the summer session. During the academic year, the students participate in a variety of educational and social activities. Upward Bound's six-week summer program simulates a college environment. Students take part in an intensive curriculum with

individual programs of study geared toward their particular academic needs and career goals. Students have the opportunity to live in the residence hall at Western Oklahoma State College.

### WINDS Program

The WINDS program is a student support services program designed to enhance academic skills, increase retention, graduation and transfer rates for eligible students. The WINDS program is federally funded by a TRIO grant. To qualify for the WINDS program, the student must be enrolled at Western and have a documented academic need.

In addition, the student must be a first-generation college student, financially disadvantaged, or disabled. WINDS participants enjoy free services such as academic advisement, career counseling, extensive tutorial assistance, cultural field trips, and academic and informational workshops.



### Personal Options with Employment Results (POWER) Program

POWER is a job readiness program for adults in need of career training and/or retraining. POWER completes an assessment of each student to determine skill level, interests, and aptitudes. POWER offers students a variety of career training opportunities while also enhancing their job performance awareness and abilities. POWER students are available for voluntary on-the-job training to qualifying employers. The program operates out of Western Oklahoma State College and Southwest Technology Center.

### Workforce Oklahoma

The Workforce Oklahoma One-Stop Delivery Center, located within the Employment Security Commission office at 1115 N. Spurgeon in Altus, is a service in which Western participates, making it available to its students and clients. Various human resource programs such as the Department of Human Services, Department of Health, Department of Rehabilitation Services, Employment Security Commission, as well as educational services agencies, collaborate to create a seamless system of service delivery. You can walk into the One-Stop Center and receive information regarding a variety of services, including employment and training for employment, and available resources, all within one office.

### English Proficiency of Faculty

English proficiency of faculty whose primary language is other than English shall be determined by a personal interview and by a score of no less than 550 on the Test of English as a Foreign Language (TOEFL). Any faculty member whose skills are lacking must be remediated by enrollment in a "0" level English course until such time as sufficient scores are obtained on the TOEFL.

### Procedure for Appeal

Western Oklahoma State College is dedicated to excellence in the delivery of instruction. If any student feels that he/she is having difficulty with mastery of course objectives because of the faculty's command of the English language, he/she should follow the following steps of appeal.

1. Write a letter of appeal, stating the precise problem with the faculty's use of English.
2. Present the letter of appeal to the Academic Dean who will explain options for resolving the problem.

3. If the problem is not resolved, the student may continue the appeal with the Vice President for Academic Affairs. He/she may choose to refund tuition and fees to the student, negotiate and change the section for the student, or reject the appeal of the student as unwarranted.
4. If the student is not satisfied with the efforts of the Vice President for Academic Affairs, he/she may appeal to the President. The President may set aside the decision of the Vice President for Academic Affairs, uphold it, or provide another remedy. The decision of the President is final.

## Section V - Academics

### Academic Freedom and Inquiry Policy

#### Purpose

The purpose of Western's Academic Freedom and Inquiry Policy is to protect expression both inside and outside the classroom for full-time faculty, part-time/adjunct faculty, students, and professional and support staff (staff). Academic freedom and inquiry also protects research and scholarship. For community colleges, academic freedom and inquiry is most relevant to protect what an instructor, staff, or student says and how it is said. Since Western is a public institution, the First and Fourteenth Amendments to the U.S. Constitution will support academic freedom and inquiry's goal of shielding faculty, staff, and students against wrongful institutional penalty over the content of what is said.

#### Policy Statement

Western maintains an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange. Academic freedom and inquiry is vital to the college community's shared goal of the pursuit of knowledge, is fundamental to the exploration of new ideas, and is essential for learning from each other.

#### College Responsibilities

Responsibility must accompany the rights and privileges of academic freedom and inquiry. Throughout the educational process, the college will sustain an environment that allows for and protects the greatest possible freedom of expression, encourages openness and discourse, and supports rigorous inquiry. In the natural course of inquiry, views expressed by members of the college community will conflict. The college expects this dynamic to occur and will not attempt to filter ideas or viewpoints that others may find disagreeable, unwelcome, or objectionable. To support an open environment, the college will remain neutral on partisan political matters unless, out of necessity, the college is a direct party in discourse. This neutral position is maintained to encourage an environment where faculty, students, and staff can express individual points of view and to insulate the college from undue political influence or pressure. As such, the views of individuals of our community are distinct from and should not be considered as the official views of the college. The college will not penalize or discipline members of our learning community because of the exercise of academic freedom and inquiry.

#### Faculty Responsibilities

Responsibility must accompany the rights and privileges of academic freedom and inquiry. Throughout the educational process, faculty are encouraged to create an environment of academic excellence and to explore various points of view. Faculty are expected to be accurate, objective, and purposeful. Material presented or discussed should be related to the course's subject matter. Faculty are expected to present and discuss assignments and material relevant to the student learning outcomes presented in the course syllabus. Faculty are responsible to set reasonable rules for appropriate classroom discourse,

including limits to speech that is unrelated to class material or substantially impairs the rights of others. This is true for both face-to-face and online courses.

### **Right to a Grievance**

All members of the college community have the right to due process. Western employees should use the procedures found in the college's Employee Handbook to resolve a grievance involving academic freedom and inquiry. Students should use the procedures found within the Student Handbook contained in the College Catalog. The support of academic freedom and inquiry is not intended to supersede performance issues, college policies or procedures, or municipal, state, or federal laws. The college will continue to evaluate the work of each employee on a regular basis. Ultimately, each employee is responsible to work toward accomplishing Western's mission to provide high-quality education, support student success, and empower individuals to become productive members of local, regional, and global communities.

### **Academic Freedom and Inquiry Guidelines:**

What Academic freedom and inquiry Does:

- Academic freedom and inquiry means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
- Academic freedom and inquiry establishes a faculty member's right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.
- Academic freedom and inquiry in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
- Academic freedom and inquiry gives both students and faculty the right to express their views in speech, writing, and through electronic communication, both on and off campus without fear of sanction, unless the manner of expression substantially impairs the rights of others or, in the case of faculty members, those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.
- Academic freedom and inquiry gives both students and faculty the right to study and do research on topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom and inquiry, universities should oppose efforts by corporate or government sponsors to block dissemination of any research findings.
- Academic freedom and inquiry means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
- Academic freedom and inquiry gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
- Academic freedom and inquiry protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
- Academic freedom and inquiry gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
- Academic freedom and inquiry protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom and inquiry encompasses both the individual and institutional right to maintain academic standards.

- Academic freedom and inquiry gives faculty members substantial latitude in deciding how to teach the courses for which they are responsible.
- Academic freedom and inquiry guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counterevidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.

#### What Academic freedom and inquiry Does Not Do:

- Academic freedom and inquiry does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students.
- Student academic freedom and inquiry does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
- Neither academic freedom and inquiry nor tenure protects an incompetent teacher from losing his or her job. Academic freedom and inquiry thus does not grant an unqualified guarantee of lifetime employment.
- Academic freedom and inquiry does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
- Academic freedom and inquiry does not give students or faculty the right to ignore college or university regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
- Academic freedom and inquiry does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
- Academic freedom and inquiry does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
- Neither academic freedom and inquiry nor tenure protects a faculty member from various sanctions—from denial of merit raises, to denial of sabbatical requests, to the loss of desirable teaching and committee assignments for poor performance, though such sanctions are regulated by local agreements and by the Employee Handbook. If minor, sanctions should be grievable; if major, they must be preceded by an appropriate hearing.
- Neither academic freedom and inquiry nor tenure protects a faculty member who repeatedly skips class or refuses to teach the classes or subject matter assigned.
- Though briefly interrupting an invited speaker may be compatible with academic freedom and inquiry, actually preventing a talk or a performance from continuing is not.
- Academic freedom and inquiry does not protect a faculty member from investigations into allegations of scientific misconduct or violations of sound college policies, nor from appropriate penalties.

#### Academic Calendar

Western Oklahoma State College has two 16-week terms (fall and spring) and one eight-week summer term.

See the current course schedule at <http://wosc.edu/courseschedule> for specific dates.

### Degree Programs

Western Oklahoma State College awards the following degrees and other forms of academic recognition to those students who successfully complete the educational program plans approved to be offered at the institution.

#### Associate in Arts

Those students who successfully complete an approved two-year program plan with emphasis in a liberal arts subject area will be awarded the Associate in Arts (AA) degree.

#### Associate in Science

Those students who successfully complete an approved two-year program plan with major emphasis in engineering or the sciences will be awarded the Associate in Science (AS) degree.

#### Associate in Applied Science

Students who successfully complete an approved two-year program in technical or occupational education will be awarded an Associate in Applied Science (AAS) degree. The general education requirements differ by program. The student is encouraged to consult the program faculty advisor for the general education, specialty, and support and related course requirements.

### Certificate Programs

Certain degree programs have state-approved certificates which may be awarded to students who have completed the prescribed credit hours required for completion. Programs that have active certificates note the availability of these certificates on the degree check sheet pages.

### Earning an Additional Degree

Students who have been awarded an associate's degree by Western Oklahoma State College, but who are pursuing a second degree at Western, must successfully complete an additional fifteen applicable hours with Western.

### Continuing Education

Western Oklahoma State College recognizes that education is more than a one-time experience leading to a degree. In today's world of rapid change, there is a need for formal education to be a lifelong process.

Continuing education credit courses are offered for those individuals who wish to upgrade present skills or learn new ones. In addition, programs are designed to enhance the quality of living in the community through cultural and vocational areas.

Continuing education credit courses may be designed to assist business, industry, government, and other professional groups in meeting staff development and continuing professional education needs.

Courses may also be designed for individuals, clubs, or organizations. The requirements for a class to be offered are an expressed need, a sufficient number of participants, a qualified faculty, and in some cases, appropriate equipment.

Persons completing courses designed as professional or skill development courses may receive certificates showing classwork completed. Persons in continuing education who want a certificate of completion should request one at the beginning of the class.

### Transfer of Courses to Senior Higher Education Institutions

Under an articulation agreement between the community colleges and the public senior institutions of higher education in Oklahoma, students completing the Associate in Arts (AA) or the Associate in Science (AS) degree at Western Oklahoma State College can transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied.

Students completing either an AA or AS degree and planning on transferring to state colleges or universities should follow the degree requirements as specified in the appropriate senior institutional catalog or course of study in consultation with your faculty advisor. Students are cautioned to work closely with an academic advisor to ensure transferability of their courses as requirements often differ among four-year institutions.

A student who does not complete either an AA or AS degree at Western will have their transcript evaluated on a course-by-course basis at the baccalaureate-granting institution. Therefore, **it is to the student's benefit to complete the AA or AS degree prior to transfer to the senior college or university.**

### Enrollment

Enrollment is based on a first come, first served basis. Current and incoming students are encouraged to enroll as soon as enrollment opens. See academic calendar for open enrollment dates.

### Late Enrollment

Late enrollment begins the first day of classes and is permitted for a period of one week during the fall and spring semesters. The student is responsible for making up all missed assignments and fulfilling all requirements of the course.

### Change in Enrollment

A student desiring to change his or her schedule after late enrollment is over must obtain an add/drop form from the Office of Admissions and Records. **The student is responsible for obtaining the faculty's signature to acknowledge a drop and for submitting the add/drop form to the Office of Admissions to finalize the add/drop process.**

### Course Load

Fall or spring enrollments that exceed 18 hours and summer enrollments that exceed nine hours must be approved by the Academic Dean. A student may only attempt up to nine hours of course work (10 if a class requires a lab) of any compressed courses during an eight-week period and only four hours (five if a class requires a lab) of any compressed courses during a four-week period unless additional hours are approved by the Academic Dean. If a student is enrolled in three eight-week courses, then the student cannot enroll in a four-week course within that eight-week period.

For each hour a student attends class, a student is expected to spend an additional two hours to prepare for the course. For example, in a traditional 16-week course, a three-hour course will require three hours of class time and an additional six hours of preparation outside of class each week. A three-hour course offered in an eight-week format would require six hours of class per week and an additional 12 hours outside of class per week for the student to prepare for the course. A three-hour course offered in a four-week format would require 12 hours of class per week and an additional 24 hours outside of class per week for the student to prepare for the course. Students should keep this information in mind as they prepare their schedules.

Western strongly encourages all students wishing to enroll in a four-week course to be advised by an academic advisor prior to enrollment.

### Classification

A student who has completed 30 or less hours is classified as a freshman; a student with 31 hours or more is classified as a sophomore.

### Withdrawal

#### Withdrawal from a Class

A student may withdraw from one or more classes with an automatic grade of “W” prior to the end of the 12<sup>th</sup> week in a 16-week term, prior to the end of the 6<sup>th</sup> week in any 8-week term, or prior to the end of the third week in any 4-week term.

Students withdrawing after the above scheduled times shall be assigned a grade of “W” or “F” depending upon the student’s standing in the class.

Students who have problems contacting faculty members should see the Office for Academic Support. The student will leave the drop form. The faculty member will be notified that a drop form is at the Office and needs their signature. If the faculty does not come and sign it within four business days, the Academic Dean may then assign a grade of “W” or “F” as they deem most appropriate.

#### Withdrawal from College

Withdrawal from college is initiated by the student at the Office of Admissions and Records. A form will be issued containing the withdrawal procedures. The student is responsible for compliance with the procedures. See Military Students section, page 46, for information regarding military leave of absence.

#### Administration Recommendation of Administrative Withdrawal (AW)

The college administration may administratively withdraw a student with a grade of “AW” for any academic or conduct violations.

### Waivers and Course Substitutions

In some instances, a course may be waived or a course substituted in the place of a similar course. Waivers do not change the minimum hours required for a degree. Waiver requests and requests for substitution forms must be obtained through the student’s faculty advisor. Faculty advisors must initiate the recommendation for course substitution by completing the form, “Request for Substitution of Courses” located on the employee portal under Campus Forms. It must also have the approval of the Division Director and Vice President for Academic Affairs.

### Auditing

An individual is allowed to audit a class but he or she pays the regular tuition costs of the course. Students may change from audit to credit through the last day of late enrollment and may change from credit to audit through the last day to withdraw with an automatic “W”.

### Attendance Policy

Students are expected to attend all classes in which they are enrolled. Each faculty will notify students of his/her attendance policy at the beginning of each semester. Regular attendance is expected in order to earn credit for a course.

Students may be withdrawn from a course for excessive absences by the faculty; however, **it is ultimately the student’s responsibility to officially withdraw when he or she stops attending a class.**

Although scholarly effort and performance are more important, class attendance and participation is a key factor in classroom success. Therefore, faculty may consider attendance as part of the course grade.

### Test Make-Up Policy

Except for a student on an excused absence, faculty are not required to allow a student who misses a test to take that test at a later date. However, if a faculty member wishes to do so, he or she may set his or her own policy, which should be explained to the students at the beginning of each course. Excused absences include representing the college in music, sports, or other college-sponsored performances or activities. Each faculty member may also define other types of absences that may be excused.

### Grading Policy

In general, the following scale is followed when awarding grades. In specialized programs, more stringent requirements may apply. The course syllabus will explain the grading system for each class.

Grade	Definition	Points Awarded
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Average (70-79)	2
D	Below Average (60-69)	1
F	Failure (0-59)	0
F!	Failure because of cheating or plagiarism (See Academic Integrity Policy page 194)	0
I	Incomplete	None
W	Withdrawal	None
AW	Administrative Withdrawal	None
AU	Audit	None
N	Semester grade not submitted by faculty by appropriate deadline	None
*S	Course Requirements have been met and credit earned	None
*U	Minimal course requirements not met and no credit earned	None

\*The grades of S and U are GPA neutral but are counted in the total number of attempted hours for retention and the total number of attempted hours and earned hours for graduation.

### Other Grade Designations

WP	Designates “withdrawn passing” and was not counted in the GPA. Grades of WP may appear on the transcript in semesters prior to the fall of 1992.
WF	Designates “withdrawn failing” and was counted in the GPA. Grades of WF may appear on the transcript in semesters prior to the fall of 1992.
S	Designates advanced standing when advanced standing is notated.
*	Designates a repeated course; refer to policy on repeated courses below
**	Designates repeated course not calculated in retention/graduation GPA
( ) (around hours)	Designates course credit is not counted.
[ ] (around hours)	Designates that course is not counted in cumulative statistics.
#	Repeived course work – not counted in retention/graduation statistics.
%	Repeated course work – not counted in retention/graduation statistics.

### Reporting of Grades

Final grades are made available to students at Western Oklahoma State College within two weeks following the official end of the semester. Grades can be accessed and transcripts requested online through CampusConnect.

### Calculation of Grade Point Average

All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes, excluding any courses repeated or reprimed as detailed in the State Regents' grading policy and excluding developmental courses. All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes with the exception of activity or performance courses.

### Awarding of Credits

All credits at Western Oklahoma State College, regardless of delivery method, are given in semester hours. A semester hour consists of one clock hour (50 minutes) of lecture per week or two clock hours (100 minutes) of lab per week for 16 weeks. Courses taken in a shortened format must meet clock hour requirements. Credits earned in nursing, aviation, the sciences, and other areas have varying requirements for the time required to earn a credit hour. See your faculty advisor for a full explanation of credits.

### Academic Honors

Students who are regularly enrolled in 12 or more college credit hours are listed on the President's Honor Roll by earning a cumulative 4.0 average (straight "A") or higher during a semester. Students who are regularly enrolled in 12 or more college credit hours are listed on the Vice President's Honor Roll by earning a cumulative 3.0 average ("B" or higher) during a semester. Honor rolls are prepared by the Administrative Secretary to the Vice President of Academic Affairs and are published only for the summer, fall, and spring semesters.

The Vice President for Academic Affairs gives students who graduate with the cumulative grade point average of 3.0, special recognition during commencement. Students graduating with a cumulative grade point average of 3.9-4.0 will have summa cum laude posted to their transcripts. Students with a cumulative 3.75-3.89 will have magna cum laude posted to their transcripts. Cum laude will be posted to the transcripts of those students with a cumulative grade point average of 3.5-3.74. The retention/graduation grade point average shall not be used to calculate academic honors.

### Policy on Incomplete Grades (I)

The grade of "I" is used to indicate that additional work is necessary to complete the course. Incomplete ("I") grades that are not changed by the faculty to another grade by the end of the next long term will remain as a permanent "I" and will not contribute to the grade point average (GPA).

Grades of "I" after this period can only be changed by academic appeal. The policy on "I" grades was established in the fall of 1992 and includes any "I" grades regardless of the semester or term of enrollment it was earned.

### Academic Forgiveness

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which

warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation GPA excluding forgiven courses/semesters. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances.

1. For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below.
2. There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of the appropriate institutional official, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA.
3. A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start.

Students may seek academic forgiveness utilizing the following institutional procedures. 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 repeated courses provision may be utilized independent of reprieve or renewal within the limits prescribed below. The college may elect to offer students' academic reprieve or academic renewal as detailed below.

### Repeated Courses

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F". Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The explanation of the 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, are used to calculate the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged. For further details on the repeat policy contact the Office of Admissions and Records.

### Academic Reprieve

Academic reprieve is a provision that allows a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation GPA. A student may request an academic reprieve from public state system institutions with academic reprieve policies consistent with these guidelines.<sup>1</sup>

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<sup>1</sup> State system institutions may honor academic reprieves and/or renewals granted by another state system institution.

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request;
2. 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 course work (a minimum of 12 hours) excluding activity or performance courses;
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester;
4. The student must petition for consideration of an academic reprieve according to institutional policy; and
5. All courses remain on the student's transcript but are not calculated in the student's retention/graduation GPA.

Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

For further details on the academic reprieve policy, contact the Office of Admissions and Records.

### Academic Renewal

Academic renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA.

A student may request academic renewal from public state system institutions with academic renewal policies consistent with the following guidelines:

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

The explanation of grades section of the transcript will note the courses and semester(s) reprieved or renewed.

### Grade Corrections and Changes

Grades should be corrected or amended by the end of the next regular (not summer) semester. The request for change of grade form is available in the Office of Admissions and Records. All corrections or

amendments of grades require a signed request from the faculty, a reason for change of grade, and approval by the Academic Dean and the Vice President for Academic Affairs. After approval, the request will be given to the Office of Admissions and Records.

### Academic Appeal

If a student does not feel that his/her final grade is a fair representation of his/her work, the student should follow the prescribed procedure for appeal. The student has until the end of the next long semester to initiate this process. The Vice President for Academic Affairs must approve any extension of this time period.

### Methods of Resolution

#### Meet with Faculty/Academic Dean

Should a misunderstanding arise in regard to a final grade, the student should meet with the faculty in an attempt to achieve a mutual understanding. If this does not resolve the situation, the student may wish to discuss the matter with the Academic Dean. A meeting of the student, the faculty, and the Academic Dean may provide new insights into the situation. The Academic Dean will then make a decision on the appeal and will notify the student in writing.

#### Student Support Services Committee/Appeals Committee

If the results from the above are unsatisfactory, the student may appeal to a college-appointed ad hoc appeals committee through the Vice President for Student Support Services. The Vice President for Support Services will serve as chair of the appeals committee.

The purpose of the procedures of academic appeal is two-fold: (a) the protection of the student in his/her quest for a grade commensurate with his/her abilities and efforts; and (b) to assure that the academic freedom of the faculty is not infringed upon.

1. The student or prospective student shall present, in writing, the issues surrounding his/her appeal by the end of the next fall or spring semester.
2. Within ten working days after receipt of the letter of appeal, the chairperson shall respond in writing as to the date, time, and place of the appeals committee meeting.
3. At the committee hearing, the student appealing will be invited by the chairperson to present his/her grievance. Upon completion of his/her grievance, the student will leave the hearing. The faculty whose grade decision is being appealed will have an opportunity to state his/her reason for making the decision being appealed. Each person will be given the same amount of time to air his/her grievance.
4. The committee may vote to affirm, eradicate the decision, amend it, or let it stand. Within ten working days, the chairperson shall inform the student appealing the decision in writing of the committee's decision and the student's right to administrative appeal.

### Administrative Appeal

If the results of the appeal to the ad hoc appeals committee are unsatisfactory, the student may appeal to the Vice President for Academic Affairs by stating, in writing, the grounds for appeal.

Following an interview with the student, faculty, and Academic Dean, and chair of the ad hoc appeals committee, the Vice President for Academic Affairs will give his/her decision in writing and the student's right to appeal to the President.

**Appeal to President**

If the results of the appeal to the Vice President for Academic Affairs are unsatisfactory, the student may appeal to the President, in writing, precisely stating the conditions surrounding the case. The President will review the data and will respond to the person appealing with a date and time for an interview. During the interview, the President may elect to call those involved with the appeal to the Vice President for Academic Affairs and other witnesses who have personal knowledge of the matter in dispute. The President will inform the student making the appeal, the ad hoc appeals committee, and the Vice President for Academic Affairs.

**Retention Standards****Good Academic Standing**

Any student who meets the retention requirements as set forth in this policy is in good academic standing.

**Academic Notice**

Freshman students (30 or fewer credit hours) with a retention GPA of 1.7 to less than 2.0 will be placed on academic notice.

**Academic Probation**

A student will be placed on academic probation if he or she fails to meet the following requirements:

1. Retention GPA standards.
2. With 0 through 30 semester credit hours attempted, a 1.7 grade point average.
3. Greater than 30 semester credit hours attempted, a 2.0 grade point average.

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.0 in regularly-graded coursework, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student.

**Academic Suspension**

Any student who was on academic probation the previous semester and fails to raise his or her GPA to the required retention level or achieve a 2.0 GPA the next semester in regularly-graded coursework, not to include activity or performance courses, will be suspended from the institution.

Students suspended in the spring semester may attend, at the discretion of the institution, the summer session immediately following spring suspension.

However, such students may enroll only in core academic courses that meet the general education requirements or degree requirements. Only students under first-time suspension status are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

**Academic Probation of Transfer Students**

Students who transfer into Western and do not meet the academic criteria or curricular requirements, but who have not been formally suspended, may be admitted following committee review as “transfer probation” students. These students are admitted on probation and must maintain a 2.0 GPA each semester while on probation or raise their cumulative GPA to the designated level in Western’s

retention policy. Any “transfer probation” student with curricular deficiencies must remove deficiencies within the first 12 hours of enrollment. Academic support services will be provided as needed.

### **Academic Suspension Appeals**

Students who are placed on academic suspension at Western Oklahoma State College may appeal this decision by providing documentation of any extraordinary personal circumstances that may have contributed to his or her academic deficiencies.

Such events must be highly unusual, such as the death of an immediate relative, a serious illness, severe financial distress, direct and significant work conflicts, unexpected and substantial family obligations, or personal crisis. The appeal will be submitted in writing to the registrar for approval or disapproval.

### **Readmission of Academically Suspended Students**

Students who are academically suspended by Western Oklahoma State College will not be allowed to re-enter for at least one regular semester (fall or spring). Students suspended in the spring semester may attend, at the discretion of the institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses that meet the general education requirements or discipline major requirements.

To continue in the fall semester such students must achieve a 2.0 semester GPA or raise his or her retention GPA to the required level. Students can be readmitted only one time.

Students will be readmitted on probationary status and must maintain a 2.0 grade point average each semester attempted while on probation or raise his or her GPA to the designated level as identified in the retention requirements.

Should a reinstated student be suspended a second time from Western Oklahoma State College, he or she cannot return until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his or her GPA to the retention standards.

### **Reporting Academic Standing**

Each student’s transcript will list the student’s current retention/graduation GPA and will denote each semester when a student is placed on academic probation or is academically suspended from the institution.

### **Stopping Out of Degree Plan**

Students who opt to take one or more semesters off from College enrollment are said to “stop out.” Students who stop out for one semester are subject to the academic catalog requirements outlined in the catalog under which the student was originally admitted. Students who stop out for one year or more are subject to the requirements outlined in the catalog current at the time of re-enrollment.

### **Residency Requirements**

A minimum of 15 credit hours of resident credit applied towards the associate’s degree shall be taken at Western Oklahoma State College exclusive of extension and correspondence work. A minimum of nine credit hours of resident credit applied towards a certificate shall be taken at Western Oklahoma State College exclusive of extension and correspondence work. Transfer hours must be applicable to the degree or certificate being pursued.

### Final Degree or Certificate Review

Final degree and certificate reviews should be performed through the Office of Admissions and Records no later than the semester prior to graduation. Official transcripts must be on file in the Office of Admissions and Records prior to the final certificate or degree check.

During the first term, each student should have a preliminary check made of his/her transcript by his/her instructional advisor or other college official.

### Application for Degree

Students who plan to graduate in December should make application to graduate by October 1. Students who plan to graduate in May or July should make application to graduate by February 1. Applicants must complete the graduation survey, the graduate exit exams, and a financial aid exit interview. Graduating students are encouraged to participate in the annual commencement exercises in May. A student must have a retention/graduation grade point average of 2.00 to graduate with the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree or to receive a certificate.

### Degree Plans

## Associate in Arts Degree In Behavioral Science [06100]

**Faculty Advisor/Social Sciences Division Director:** Patricia Purdue [patricia.purdue@wosc.edu](mailto:patricia.purdue@wosc.edu)

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for behavioral science majors at most senior colleges. The student should complete the general education requirements shown below and finish the Associate's Degree with electives indicated below. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	See Advisor	Functions & Modeling (Recommended) or Any college-level Math
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology or Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### AREA RECOMMENDATIONS ..... Credit Hours: 24

A minimum of 12 credit hours selected from the following list are required (beyond the social science courses required for general education listed above).  An additional 12 hours may be from approved liberal arts and science courses (but should ideally come from this list).	3 hours	ANTH 2413	Cultural Anthropology
	3 hours	PSYC 1113	Introduction to Psychology
	3 hours	PSYC 2403	Personality Theories
	3 hours	PSYC 2253	Developmental Psychology
	3 hours	PSYC 2273	Social Psychology
	3 hours	PSYC 2713	Aging
	3 hours	PSYC 2293	Introduction to Counseling
	1-3 hours	PSYC 2901/2/3	Selected Topics in Psychology
	3 hours	SOCI 1113	Introduction to Sociology
	3 hours	SOCI 2013	Marriage and Family
	3 hours	SOCI 2113	Social Problems
	3 hours	SOCI 2223	Cultural Diversities
	1-3 hours	SOCI 2901/2/3	Selected Topics in Sociology

**TOTAL CREDIT HOURS: 62**

## Associate in Arts Degree In Behavioral Science Sociology Option [06197]

**Faculty Advisor/Social Sciences Division Director:** Patricia Purdue [patricia.purdue@wosc.edu](mailto:patricia.purdue@wosc.edu)

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for Behavioral Science majors with an option in sociology at most senior colleges. The student should complete the general education requirements shown below and finish the Associate's Degree with electives indicated below for specific majors. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours 3 hours	HIST 1483 <b>or</b> HIST 1493  POLS 1113	American History (1492-1865) <b>or</b> American History (1865-Present)  Federal Government
Mathematics	3 hours	See Advisor	Functions & Modeling (Recommended) <b>or</b> Any college-level Math
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### Major Requirements ..... Credit Hours: 15

*Cannot be used for General Education Requirements	3 hours 3 hours 3 hours 3 hours 3 hours	PSYC 2273 SOCI1113 SOCI2013 SOCI2113 SOCI2223	Social Psychology Introduction to Sociology* Marriage and Family Social Problems Cultural Diversities
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### AREA RECOMMENDATIONS ..... Credit Hours: 9

An additional 9 hours may be from approved liberal arts and science courses (but should ideally come from this list).	3 hours 3 hours 3 hours 3 hours 3 hours 1-3 hours 1-3 hours	ANTH 2413 PSYC 2403 PSYC 2253 PSYC 2713 PSYC 2293 PSYC 2901/2/3 SOCI 2901/2/3	Cultural Anthropology Personality Theories Developmental Psychology Aging Introduction to Counseling Selected Topics in Psychology Selected Topics in Sociology
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**TOTAL CREDIT HOURS: 62**

## Associate in Arts Degree In Liberal Arts [06200]

**Faculty Advisors:** Casey Podoll [casey.podoll@wosc.edu](mailto:casey.podoll@wosc.edu)  
Brenda Straub [brenda.straub@wosc.edu](mailto:brenda.straub@wosc.edu)

**Communications Division Director:** Kristin Shelby [kristin.shelby@wosc.edu](mailto:kristin.shelby@wosc.edu)

The Associate in Arts Degree in Liberal Arts is designed for the student who plans to transfer to a four-year institution to complete a Bachelor Degree upon completion of the Associate in Arts degree. In addition to the general education requirements for most Bachelor Degrees, the program provides a broad background in the liberal arts area. A student completing the Associate in Arts Degree may transfer to any senior-level state institution and expect to find his/her lower division requirements satisfied. The departmental requirements vary somewhat at different senior colleges; therefore, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor. The Liberal Arts Degree is suitable for students who desire to seek a degree in liberal arts, education, English, communications and as well as many other majors.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	See Advisor	Functions & Modeling (Recommended) or Any college-level Math
Behavioral Science	3 hours	PSYC 1113 SOC 1113	Introduction to Psychology Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### REQUIRED FOR ALL LIBERAL ARTS MAJORS ..... Credit Hours: 2

Physical Education	1 hour	HPER 1021	Cardio-Circuit Training or any HPER Activity Course*
Liberal Arts	1 hour	LART	Liberal Arts Capstone (Taken in the last 15 hours of degree)

### AREA RECOMMENDATIONS ..... Credit Hours: 21

A minimum of 12 hours must be Liberal Arts and Science courses.  The remaining 9 hours may be elective courses.	21 hours	See Advisor -  Students may select courses specifically required at receiving institutions.	
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**TOTAL CREDIT HOURS: 61**

\*Students can substitute one of the following HPER course HPER 1053 – Personal and Community Health, HPER 1423 – Nutrition, or HPER 1953 – Introduction to Health, Physical Education, and Recreation.

## Associate in Arts Degree In Liberal Arts Pre-Education [Option 06210]

**Faculty Advisors:** Casey Podoll [casey.podoll@wosc.edu](mailto:casey.podoll@wosc.edu)  
Brenda Straub [brenda.straub@wosc.edu](mailto:brenda.straub@wosc.edu)  
**Communications Division Director:** Kristin Shelby [kristin.shelby@wosc.edu](mailto:kristin.shelby@wosc.edu)

The Associate in Arts Degree in Liberal Arts with a Pre-Education option offers a degree path for students interested in teaching at the elementary grade-school level. This flexible degree plan option prepares students to transfer to a Professional Teacher Education program at a four-year college or university where the student can earn teaching certification in one of three areas: Early Childhood Education, Elementary Education, or Special Education. Students interested in teaching at the high school level should talk with an advisor to see what courses would better meet those requirements. The departmental requirements vary somewhat at different senior colleges; therefore, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor. Courses taken in these four discipline areas must be completed with a grade of "C" or higher for the course to satisfy degree requirements.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours 3 hours	HIST 1483 or HIST 1493  POLS 1113	American History (1492-1865) or American History (1865-Present)  Federal Government
Mathematics	3 hours	MATH1483	Functions & Modeling (Recommended) or Any college-level Math (see advisor)
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### REQUIRED FOR ALL LIBERAL ARTS MAJORS ..... Credit Hours: 2

Physical Education	1 hour	HPER 1021	Cardio-Circuit Training or any HPER Activity Course*
Liberal Arts	1 hour	LART	Liberal Arts Capstone (Taken in the last 15 hours of degree)

### PRE-EDUCATION RECOMMENDATIONS ..... Credit Hours: 21

Communication Arts	3 hours	ENGL2123 ENGL 2413 PHIL1113	Creative Writing Introduction to Literature Introduction to Philosophy
Social Sciences	6 hours	HIST1483 HIST1493 HIST1223 HIST1323 GEOG2243 SOCI1113 ECON2113 HUMA2113	American History (1492-1865) American History (1865-Present) Early Western Civilization Modern Western Civilization Fundamentals of Human Geography Introduction to Sociology Principles of Economics General Humanities I
Science	4 hours	BIOL, CHEM, PSCI, PHYS	Select one science course

Electives	8 hours	MATH2013 MATH1143 MATH1483 MATH1523 ART1213 SOC1223 PSYC2253 MUSI1013 MUSI1133 HPER1953 HPER1053 CRIJ2043 CRIJ2703	Elementary Statistics Survey of Math Functions and Modeling STEM College Algebra Art Appreciation Cultural Diversities Developmental Psychology American Popular Music Music Appreciation Introduction to Health, Physical Education, and Recreation Personal Community Health Human Relations Introduction to Substance
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**TOTAL CREDIT HOURS: 61**

\*Students can substitute one of the following HPER course HPER 1053 – Personal and Community Health, HPER 1423 – Nutrition, or HPER 1953 – Introduction to Health, Physical Education, and Recreation.

## Associate in Arts Degree In Social Sciences Religion [Option 06429]

**Faculty Advisor/Social Sciences Division Director:** Patricia Purdue [patricia.purdue@wosc.edu](mailto:patricia.purdue@wosc.edu)

This curriculum includes Western's degree requirements and those completed during the first two years of a four-year program. Students completing the Associate in Arts Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. Students should consult the four-year institution to which they are planning to transfer and select courses that meet requirements for the Bachelor Degree program of that school.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	See advisor	Functions & Modeling (Recommended) or Any college-level Math
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Intro to Psychology or Intro to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### MAJOR REQUIREMENTS ..... Credit Hours: 12

Cannot be used for General Education Requirements.	3 hours	PHIL 1113	Introduction to Philosophy
	3 hours	PHIL 2243	Philosophy of Religion
	3 hours	RELI 1213	Introduction to the Old Testament
	3 hours	RELI 1223	Introduction to the New Testament

### AREA RECOMMENDATIONS ..... Credit Hours: 12

Ideally, hours should come from this list but any approved LAS course can be substituted for area recommendations.	3 hours	HIST 1223	Early Western Civilization
	3 hours	HUMA 2113	Humanities
	3 hours	HIST 1323	Modern Western Civilization
	3 hours	GEOG 2243	Human Geography

**TOTAL CREDIT HOURS: 62**

## Associate in Arts Degree In Social Science [06400]

**Faculty Advisor/Social Sciences Division Coordinator:** Patricia Purdue [patricia.purdue@wosc.edu](mailto:patricia.purdue@wosc.edu)

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for social science majors at most senior colleges. The student should complete the general education requirements shown below, and finish the Associates in Arts Degree with electives indicated below for specific majors. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	See Advisor	Functions & Modeling (Recommended) or Any college-level Math
Behavioral Science	3 hours	PSYC 1113 SOC 1113	Introduction to Psychology or Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### AREA RECOMMENDATIONS ..... Credit hours: 24

A minimum of 12 credit hours selected from the following list are required (beyond the social science courses required for general education listed above).  An additional 12 hours may be from approved liberal arts and science courses (but should ideally come from this list).	3 hours	HIST 1223	Early Western Civilization
	3 hours	HIST 1323	Modern Western Civilization
	3 hours	HIST 1483	American History (1492-1865)
	3 hours	HIST 1493	American History (1865-Present)
	3 hours	HIST 2323	Oklahoma History
	1-3 hours	HIST 2901/2/3	Selected Topics in History
	3 hours	POLS 2203	Introduction to Law
	3 hours	POLS 2703	Introduction to Political Theory
	1-3 hours	POLS 2901/2/3	Selected Topics in Political Science
	3 hours	GEOG 2243	Human Geography

**TOTAL CREDIT HOURS: 62**

## Associate in Science Degree In Agriculture Science [07000]

**Faculty Advisor/Agriculture Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for Agriculture degrees at a four-year institution. **Students transferring to 4-year Agriculture Programs should consult with an Ag advisor before enrolling.** Because Departmental requirements vary at different senior colleges, students should consult a faculty advisor. **(Certificate Available – See Certificate Degree Plan)**

### GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra or Functions & Modeling (recommended)
Behavioral Science	3 hours	PSYC 1113 or SOC1 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

### AREA RECOMMENDATIONS ..... Credit Hours: 23

A minimum of 23 credit hours from this list are required.  Please work closely with your advisor. The approved courses needed for transfer vary in each agricultural specialty.  **Required	1 hour	AGRI 1011	Agriculture Orientation
	1 hour	AGRI 1111	Agriculture Career Development
	3 hours	AGRI 1033	Introduction to Plant & Soil Systems
	3 hours	AGRI 1113	Introduction to Agriculture Economics **
	4 hours	AGRI 1124	Introduction to Animal Sciences
	3 hours	AGRI 1133	Fundamentals of Food Science
	2 hours	AGRI 1152	Livestock Evaluation
	3 hours	AGRI 1223	Range Management
	3 hours	AGRI 1243-1243	Agriculture Internship
	3 hours	AGRI 1443	Computers in Agriculture
	4 hours	AGRI 2114	Environmental Science
	3 hours	AGRI 1511-1513	Agriculture Practices & Procedures
	3 hours	AGRI 2143	Farm/Ranch Business Management
	4 hours	AGRI 2123	Livestock Feeding
	3 hours	AGRI 2124	Fundamentals of Soil Science
	3 hours	AGRI 2233	Animal Management Techniques
	3 hours	AGRI 2233	Communications in Agriculture
3 hours	AGRI 2323	Equine Management	
3 hours	AGRI 2333	Personal Leadership Development in Agriculture	
3 hours	AGRI 2573	Livestock Management	

\*Please check for transferability.

**TOTAL CREDIT HOURS: 60**

**Associate in Science Degree  
In Agriculture Science  
Agriculture Education, Communication, & Leadership Option [07095]**

**Faculty Advisor/Agriculture Division Director: Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)**

The Associate of Science in Agriculture Education, Communication, and Leadership degree program is designed for students transferring to a 4-year institution with an Agriculture Education, Agriculture Communication, and/or Agriculture Leadership program. Students should complete general education requirements, Agriculture requirements, and area recommendations shown below. Because departmental requirements vary at different 4-year universities, students should consult with an Agriculture advisor before enrolling.

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1114 BIOL 1124 BIOL 1134	General Biology General Botany General Zoology
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra or Functions & Modeling** (recommended)
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

**REQUIRED COURSES (AG) ..... Credit Hours: 11**

Agriculture	4 hours	AGRI 1124	Introduction to Animal Sciences
Agriculture	1 hour	AGRI 1011	Agriculture Orientation
Agriculture	3 hours	AGRI 1113	Introduction to Agriculture Economics
Agriculture	3 hours	ACCT 2133	Communications in Agriculture

**AREA RECOMMENDATIONS ..... Credit Hours: 12**

A minimum of <b>7 Credit hours from Agriculture</b> list are required.  Please work closely with your advisor.	3 hours	AGRI 2333	Personal Leadership Development in Agriculture
	3 hours	AGRI 1443	Computers in Agriculture
	3 hours	AGRI 1223	Range Management
	3 hours	AGRI 1033	Introduction to Plant & Soil Systems
	4 hours	AGRI 2124	Fundamentals of Soil Science
	2 hours	AGRI 1152	Livestock Evaluation
	4 hours	AGRI 2114	Environmental Science

\*Please check for transferability.

**TOTAL CREDIT HOURS: 60**

## Associate in Science Degree In Agriculture Science Agriculture Business [Option 07092]

**Faculty Advisor/Agriculture Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Associate of Science in Agriculture-Business degree program is designed for students transferring to a 4-year institution. Students should complete general education requirements, Agriculture Business requirements, and specialty courses in Agriculture and Business shown below. **Because departmental requirements vary at different 4-year universities, students should consult with an Agriculture advisor before enrolling.**

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1134 BIOL 1124 BIOL 1114	General Zoology General Botany General Biology
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 <b>or</b> MATH 1483	STEM College Algebra <b>or</b> Functions & Modeling (recommended)
Behavioral Science	3 hours	PSYC 1113 <b>or</b> SOC1 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

**REQUIRED COURSES ..... Credit Hours: 10**

Accounting	3 hours	ACCT 2113	Financial Accounting
Agriculture	1 hour	AGRI 1011	Agriculture Orientation
Agriculture	3 hours	AGRI 1113	Introduction to Agriculture Economics
Economics	3 hours	ACCT 2213	Managerial Accounting

**SPECIALTY COURSES (AG) ..... Credit Hours: 8**

A minimum of <b>8 credit</b> hours from the <b>Agriculture</b> list are required.  Please work closely with your advisor.	4 hours	AGRI 1124	Introduction to Animal Sciences
	3 hours	AGRI 1133	Fundamentals of Food Science
	4 hours	AGRI 1314	Plant Science
	4 hours	AGRI 2114	Environmental Science
	4 hours	AGRI 2124	Fundamentals of Soil Science
	3 hours	AGRI 2133	Communications in Agriculture
			**Students may also choose any AGRI courses listed in the WOSC course catalog and currently offered.

**SPECIALTY COURSES (BUSI) ..... Credit hours:6**

A minimum of <b>6 credit</b> hours from <b>Business</b> list are required.	3 hours	MATH 1743	Elementary Calculus
	3 hours	BUSI 2013	Business Statistics
	3 hours	ECON 2123	Principles of Economics II
	3 hours	BUSI 2213	Business Communications

\*Please check for transferability.

**TOTAL CREDIT HOURS: 61**

## Associate in Science Degree In Agriculture Science Animal Science [Option 07094]

**Faculty Advisor/Agriculture Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Associate of Science in Animal Science degree program is designed for students transferring to a 4-year institution with an Animal Science program. Students should complete general education requirements, Agriculture and Science requirements, as well as the area recommendations shown below. **Because departmental requirements vary at different 4-year universities, students should consult with an Agriculture advisor before enrolling.**

### GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1134 BIOL 1124 BIOL 1114	General Zoology General Botany General Biology** (Animal Science Required)
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra (Animal Science Required) or Functions & Modeling
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

### REQUIRED AG COURSES ..... Credit Hours: 10

Agriculture	4 hours	AGRI 1124	Introduction to Animal Science
Agriculture	3 hours	AGRI 1133	Fundamentals of Food Science
Agriculture	3 hours	AGRI 1113	Introduction to Agriculture Economics

### REQUIRED SCIENCE COURSES ..... Credit Hours: 5

Chemistry	5 hours	CHEM 1215	General Chemistry II
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### RECOMMENDED AGRICULTURE COURSES ..... Credit hours: 8

Agriculture	2 hours	AGRI 1152	Livestock Evaluation
Agriculture	4 hours	AGRI 2323	Equine Management
Agriculture	3 hours	AGRI 2123	Livestock Feeding
Agriculture	3 hours	AGRI 2233	Animal Management Techniques
*Students may also choose any AGRI courses listed in the WOSC course catalog that is currently offered.			

**TOTAL CREDIT HOURS: 60**

**Associate in Science Degree  
In Agriculture Science  
Plant and Soil Science [Option 07098 ]**

**Faculty Advisor/Agriculture Division Director:** [Dr. Jennifer Hammack](mailto:jennifer.hammack@wosc.edu)  
**Faculty Advisor:** [Emily Cox](mailto:Emily.cox@wosc.edu)

The Associate of Science in Plant & Soil Science degree program is designed for students transferring to a 4-year institution with a Plant and Soil Sciences program. Students should complete general education requirements. Agriculture requirements, as well as the area recommendations shown below. **Because departmental requirements vary at different 4-year institutions, students should consult with an Agriculture advisor before enrolling.**

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1114 BIOL 1124 BIOL 1134	General Biology ( <b>Required</b> ) General Botany General Zoology
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra ( <b>Check with Ag Advisor</b> ) or Functions & Modeling
Behavioral Science	3 hours	PSYC 1113 or SOC1 1113	Introduction to Psychology Introduction to Sociology
Physical Education	1 hour	See Advisor	Any HPER activity course

**REQUIRED COURSES ..... Credit Hours: 14**

Agriculture	1 hour	AGRI 1011	Agriculture Orientation
Agriculture	3 hours	AGRI 1033	Introduction to Plant & Soil Systems
Agriculture	3 hours	AGRI 1113	Introduction to Agriculture Economics
Agriculture	3 hours	AGRI 1243	Agriculture Internship
Agriculture	4 hours	AGRI 2124	Fundamentals of Soil Science

**ELECTIVES (RECOMMENDED COURSES) ..... Credit hours: 9**

Agriculture	3 hours	AGRI 1043	Principles of Horticulture Science
Agriculture	1 hour	AGRI 1111	Agriculture Career Development
Agriculture	4 hours	AGRI 1124	Introduction to Animal Science
Agriculture	3 hours	AGRI 1223	Range Management
Agriculture	3 hours	AGRI 1443	Computers in Agriculture
Chemistry	5 hours	CHEM 1215	General Chemistry II
Agriculture	3 hours	AGRI 2413	Applied Plant Science
Mathematics	3 hours	MATH 2013	Elementary Statistics (or BUSI 2013 Business Statistics)

\*Students may also choose any AGRI courses listed in the WOSC course catalog that is currently offered.

**TOTAL CREDIT HOURS: 60**

**Associate in Science Degree  
In Agriculture Science  
Pre-Veterinary Animal Science [Option 07093]**

**Faculty Advisor/Agriculture Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Associate of Science in Agriculture-Pre-Veterinary Animal Science degree program is designed for students transferring to a 4-year institution with a Pre-Veterinary Medicine program. Students should complete general education requirements, Agriculture and Math Requirements, as well as Recommended Sciences shown below. **Because departmental requirements vary at different 4-year universities, students should consult with an Agriculture advisor before enrolling.**

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1134 BIOL 1124 BIOL 1114	General Zoology General Botany General Biology** (Pre-Veterinary Animal Science Required)
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra (Pre-Veterinary Animal Science Required) or Functions & Modeling
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

**REQUIRED AG COURSES ..... Credit Hours: 12**

Agriculture	4 hours	AGRI 1124	Introduction to Animal Science
Agriculture	1 hour	AGRI 1011	Agriculture Orientation
Agriculture	4 hours	AGRI 1314 (or 2124)	Plant Science (or Fundamentals of Soil Science)
Agriculture	3 hours	AGRI 1242	Agriculture Internship

**REQUIRED MATH COURSE ..... Credit Hours: 3**

3 credit hours from Math	3 hours	MATH 2013 or BUSI 2013	Elementary Statistics (or Business Statistics)
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**RECOMMENDED SCIENCE COURSES ..... Credit hours: 8**

Biology	4 hours	BIOL 1134	General Zoology
Biology	4 hours	BIOL 2224	Introduction to Microbiology
Chemistry	5 hours	CHEM 1215	General Chemistry II
Chemistry	4 hours	CHEM 2014	Organic Chemistry
Physics	5 hours	PHYS 1115	General Physics I
Physics	5 hours	PHYS 1215	General Physics II

**TOTAL CREDIT HOURS: 60**

## Associate in Science Degree In Agriculture Science Range and Wildlife Management [Option 07096]

**Faculty Advisor/Agriculture Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Associate of Science in Range and Wildlife Management degree program is designed for students transferring to a 4-year institution with a Natural Resources Ecology and management program. Students should complete general education requirements, Agriculture and Science requirements, as well as the area recommendations shown below. **Because departmental requirements vary at different 4-year universities, students should consult with an Agriculture advisor before enrolling.**

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 37**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	5 hours	CHEM 1115	General Chemistry I
Biological Science	4 hours	BIOL 1134 BIOL 1124 BIOL 1114	General Zoology** General Botany ** General Biology
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523 or MATH 1483	STEM College Algebra (Pre-Veterinary Animal Science Required) or Functions & Modeling
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology* Introduction to Sociology*
Physical Education	1 hour	See Advisor	Any HPER activity course

**REQUIRED AGRICULTURE COURSES..... Credit Hours: 15**

Agriculture	1 hour	AGRI 1011	Agriculture Orientation
Agriculture	3 hours	AGRI 1113	Introduction to Agriculture Economics
Agriculture	3 hours	AGRI 1223	Range Management
Agriculture	4 hours	AGRI 1314	Plant Science
Agriculture	4 hours	AGRI 2124	Fundamentals of Soil Science

**REQUIRED SCIENCE COURSES..... Credit Hours: 4**

Biology	4 hours	BIOL 1134 (or 1124)	General Zoology or General Botany ** (whichever <u>not</u> taken to meet the Biological Science General Education Requirement)
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**RECOMMENDED AGRICULTURE COURSES..... Credit hours: 4**

Agriculture	3 hours	AGRI 2133	Communications in Agriculture
Agriculture	4 hours	AGRI 1124	Introduction to Animal Science
Agriculture	3 hours	AGRI 2114	Environmental Science
Agriculture	1-3 hours	AGRI 1241-3	Agriculture Internship
Students may also choose any AGRI courses listed in the WOSC course catalog that is currently offered.			

**TOTAL CREDIT HOURS: 60**

\*Please check for transferability

**Associate in Science Degree  
In Business  
Business Administration [Option 06529]**

**Faculty Advisor:** Amy Harmon [amy.harmon@wosc.edu](mailto:amy.harmon@wosc.edu)  
**Business Division Director:** Pia Bauer [pia.bauer@wosc.edu](mailto:pia.bauer@wosc.edu)

The Associate in Science in Business - Business Administration Degree Program is designed for the student who plans to transfer to a senior college to complete the Bachelor in Business Administration Degree. The student should complete the general education requirements shown below and finish the associate's degree with electives indicated below for specific majors. **Because departmental requirements vary somewhat at different universities, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.\***

**GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Communications*	3 hours	BUSI 2213 <b>or</b> SPCH 1113	Business Communications <b>or</b> Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours 3 hours	HIST 1483 <b>or</b> HIST 1493  POLS 1113	American History (1492-1865) <b>or</b> American History (1865-Present)  Federal Government
Mathematics	3 hours	MATH 1483 <b>or</b> MATH 1523	Functions & Modeling (recommended) or STEM-College Algebra
Behavioral Science	3 hours	PSYC 1113 SOC 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**Major Requirements..... Credit Hours: 12**

Accounting	3 hours	ACCT 2113	Financial Accounting
Accounting	3 hours	ACCT 2213	Managerial Accounting
Math	3 hours	BUSI 2013	Business Statistics
Economics	3 hours	ECON 2113	Principles of Economics

**AREA RECOMMENDATIONS..... Credit hours: 12**

A minimum of 6 credit hours selected from the following list are required.	3 <b>or</b> 5 hours	MATH 1743 <b>or</b> MATH 2215	Elementary Calculus <b>or</b> Calculus I
	3 hours	ECON 2123	Principles of Economics II
	3 hours	BUSI 2213	Business Communications
An additional 6 hours may be from approved liberal arts and science courses.			

**TOTAL CREDIT HOURS: 62**

## Associate in Science Degree In Early Childhood [06600]

**Faculty Advisor/ Child Development Coordinator:** Shanna McBride [shanna.mcbride@wosc.edu](mailto:shanna.mcbride@wosc.edu)  
**Child Development Division Director:** CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

This degree plan includes the 38 hours of general education requirements generally completed during the first two years of a four-year educational program, along with 25 hours in child development/early childhood courses. Students completing the Associate in Science Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. Students should consult the four-year institution to which they are planning to transfer and carefully select courses that meet the requirements for that school. This can be done while working with their advisor at Western.

Students completing the Associate in Science in Early Childhood Degree are prepared for employment opportunities in Head Start programs, child care centers, family child care homes, church-related child care, and as teacher's assistants in the public schools.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours 3 hours	HIST 1483 <b>or</b> HIST 1493  POLS 1113	American History (1492-1865) <b>or</b> American History (1865-Present)  Federal Government
Mathematics	3 hours	See Advisor	College Algebra <b>or</b> Survey of Mathematics
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### AREA RECOMMENDATIONS ..... Credit Hours: 25

A minimum of 19 hours from CHLD courses are required and must be selected from the list provided.  An additional 6 hours may be from approved Liberal Arts and Sciences Courses or other CHLD courses.	3 hours	CHLD 1103	*Child Development Professional
	3 hours	CHLD 2003 <b>or</b>	Conscious Discipline <b>or</b>
	3 hours	CHLD 2153	Behavior and Guidance
	3 hours	CHLD 2013	Introduction to Child Development (Growth & Development)
	3 hours	CHLD 2113	Nutrition, Health, & Safety
	3 hours	CHLD 2313	Children's Literature and Language
	3 hours	CHLD 2413	Planning Curriculum for Young Children
	3 hours	CHLD 2543	Socialization & Support of Young Children
	3 hours	CHLD 2713	Diversity in the Early Care Program
	1 hour	CHLD 2131	**Capstone Practicum

**TOTAL CREDIT HOURS: 63**

See faculty advisor in the Child Development Department. Must have faculty advisor approval.

\* Co-requisite: must show proficiency in writing and reading. This course is required for all AS Early Childhood students during their first semester.

\*\* This course is required for all AS Early Childhood students during their last semester.

A grade of "C" or better must be obtained in each of the required 19 child development hours.

## Associate in Science Degree In Health, Physical Education and Recreation [06700]

HPER Faculty Advisor/ Division Director: **Kristin Shelby** [kristin.shelby@wosc.edu](mailto:kristin.shelby@wosc.edu)

Athletic Specialist: **Bob Pearson** [bob.pearson@wosc.edu](mailto:bob.pearson@wosc.edu)

Western Oklahoma State College offers high-quality courses designed to fulfill the lower-level requirements at most senior colleges. Students completing the Associate in Science degree may transfer to any senior-level state institution and expect to find their lower division, general education requirements satisfied. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 40

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1483	Functions & Modeling (Recommended) <b>or</b> Any college-level Math
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Physical Education	2 hours	See Advisor	Any two (2) HPER activity courses
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### AREA RECOMMENDATIONS ..... Credit Hours: 24

A minimum of 12 credit hours selected from the following list of courses are required.  An additional 12 hours may be from the following list of courses or other approved Liberal Arts and Science courses.	3 hours	HPER 1003	Lifetime Health
	3 hours	HPER 1053	Personal and Community Health
	3 hours	HPER 1283	Care and Treatment of Athletic Injuries
	3 hours	HPER 1423	Nutrition
	3 hours	HPER 1953	Introduction to Health, Physical Education, and Recreation
	3 hours	HPER 2013	Sports Officiating I
	3 hours	HPER 2023	Sports Officiating II
	3 hours	HPER 2113	CPR/First Aid

**TOTAL CREDIT HOURS: 64**

## Associate in Science Degree In Infants and Toddlers [01305]

**Faculty Advisor/Child Development Coordinator:** Shanna McBride [shanna.mcbride@wosc.edu](mailto:shanna.mcbride@wosc.edu)  
**Child Development Division Director:** CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

This degree plan includes the 38 hours of general education requirements generally completed during the first two years of a four-year educational program, along with 25 hours of required early childhood courses specific to infant/toddler studies. Students completing the Associate in Science Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. Students should consult the four-year institution to which they are planning to transfer and carefully select courses that meet the requirements for that school. This can be done while working with their advisor at Western. Students completing the Associate in Science in Infants and Toddlers Degree are prepared for employment opportunities in Head Start programs, child care centers, family child care homes, and church-related child care. **(Certificate Available – See Certificate Degree Plan)**

**GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134	General Biology General Botany General Zoology
Humanities	6 hours	See Advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	See Advisor	College Algebra <b>or</b> Survey of Mathematics
Behavioral Science	3 hours	PSYC 1113 SOC1 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**AREA RECOMMENDATIONS ..... Credit Hours: 25**

All 25 hours must come from these CHLD courses.	3 hours	CHLD 1103	*Child Development Professional
	3 hours	CHLD 2743	Behavior and Guidance for Infants/Toddlers
	3 hours	CHLD 1213	Growth & Development of Infants/ Toddlers
	3 hours	CHLD 2723	Nutrition, Health, & Safety-for Infants/Toddlers
	3 hours	CHLD 2723	Communications & Literacy for Infants/Toddlers
	3 hours	CHLD 2753	Curriculum and the Environment for Infants/Toddlers
	3 hours	CHLD 2543	Socialization & Support of Young Children
	3 hours	CHLD 2713	Diversity in the Early Care Program
	1 hour	CHLD 2121	** Capstone Practicum

**TOTAL CREDIT HOURS: 63**

See faculty advisor in the Child Development Department. Must have faculty advisor approval.

\* Co-requisite: must show proficiency in writing and reading. This course is required for all AS Infants & Toddlers students during their first semester.

\*\* This course is required for all AS Infants & Toddlers students during their last semester.

A grade of "C" or better must be obtained in each of the required 25 child development hours.

## Associate in Science Degree In Mathematics and Sciences Biology [Option 06832]

Faculty Advisors: **Lisa Chaney** [lisa.chaney@wosc.edu](mailto:lisa.chaney@wosc.edu)

**Jessica Segraves** [jessica.segraves@wosc.edu](mailto:jessica.segraves@wosc.edu)

Science Division Director: **Dr. Jennifer Hammack** [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

This Associate in Science Degree program is designed to meet the needs of students to continue studies at a four-year university or professional college in the biological, physical, health-related sciences, and mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical science fields include geology, astronomy, meteorology, physical, and occupational therapy. Mathematics fields include accountant, actuary, engineer, teacher, economist, financial auditor and consumer loan/credit officer.

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for science and mathematics majors at most senior colleges. Students completing the Associate in Science Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS: ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	*Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors) **
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1513	College Algebra
Behavioral Science	3 hours	PSYC 1113 SOC 1113	Introduction to Psychology or Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### MAJOR REQUIREMENTS ..... Credit Hours: 13

Cannot be used for general education requirements.	5 hours	CHEM 1115	General Chemistry I
	3 hours	MATH 1613	Trigonometry
	5 hours	PHYS 1115	General Physics I

### AREA RECOMMENDATIONS ..... Credit Hours: 12

	4 hours	BIOL 1124	General Botany (if not used for general ed)
	4 hours	BIOL 1134	General Zoology (if not used for general ed)
	4 hours	BIOL 1154	General Biology II (Majors) **
	4 hours	BIOL 2104	Human Anatomy
	4 hours	BIOL 2114	Environmental Science
	4 hours	BIOL 2224	Introduction to Microbiology
	4 hours	BIOL 2304	Human Physiology
	5 hours	CHEM 1215	General Chemistry II
	5 hours	MATH 2215	Calculus I
	5 hours	PHYS 1215	General Physics II

**TOTAL CREDIT HOURS: 63**

\*Biology majors may not fulfill the physical science requirement by taking CHEM 1614, Chemistry for Non-Science Majors; CHEM 1115, General Chemistry I; or PHYS 1115, General Physics I.

\*\* A two-semester sequence of biology courses with labs specifically designed for biology majors that intend to transfer and seek a Bachelor of Science Degree.

## Associate in Science Degree In Mathematics and Sciences Mathematics [Option 06831]

**Faculty Advisors:** Misty George [misty.george@wosc.edu](mailto:misty.george@wosc.edu)

Jimmy Childs [jimmy.childs@wosc.edu](mailto:jimmy.childs@wosc.edu)

**Math Division Director:** Pia Bauer [pia.bauer@wosc.edu](mailto:pia.bauer@wosc.edu)

This Associate in Science Degree Program is designed to meet the needs of students to continue studies at a four-year university or professional college in the biological, physical, health-related sciences and mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical science fields include geology, astronomy, meteorology, physical, and occupational therapy. Mathematics fields include accountant, actuary, engineer, teacher, economist, financial auditor and consumer loan/credit officer.

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for science and mathematics majors at most senior colleges. Students completing the Associate in Science Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. **Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.**

### GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523	STEM College Algebra
Behavioral Science	3 hours	PSYC 1113 SOC 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### MAJOR REQUIREMENTS: ..... Credit Hours 13

Cannot be used for General Education requirements.	5 hours	CHEM 1115	General Chemistry I
	3 hours	MATH 1613	Trigonometry
	5 hours	PHYS 1115	General Physics I

### AREA RECOMMENDATIONS ..... Credit Hours: 13

	5 hours	MATH 2215	Calculus I
	5 hours	MATH 2235	Calculus II
	3 hours	MATH 2273	Calculus III
	5 hours	PHYS 1215	General Physics II
	3 hours	MATH 2013	Elementary Statistics (or department approved elective not to exceed three hours)

**TOTAL CREDIT HOURS: 64**

**Associate in Science Degree  
In Mathematics and Sciences  
Physical Science/Engineering Technology [Option 06833]**

**Faculty Advisor:** Deena Morley [deena.morley@wosc.edu](mailto:deena.morley@wosc.edu)

David Goodman [david.goodman@wosc.edu](mailto:david.goodman@wosc.edu)

**Science Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

This Associate in Science Degree Program is designed to meet the needs of students to continue studies at a four-year university or professional college in the biological, physical, health-related sciences and mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical science fields include geology, astronomy, meteorology, physical, and occupational therapy. Mathematics fields include accountant, actuary, engineer, teacher, economist, financial auditor and consumer loan/credit officer.

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for science and mathematics majors at most senior colleges. Students completing the Associate in Science degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

**GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 38**

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	*Any GEOL, CHEM, PHYS or PSCI course
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours 3 hours	HIST 1483 <b>or</b> HIST 1493 POLS 1113	American History (1492-1865) <b>or</b> American History (1865-Present) Federal Government
Mathematics	3 hours	MATH 1513	College Algebra
Behavioral Science	3 hours	PSYC 1113 SOCI 1113	Introduction to Psychology <b>or</b> Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**MAJOR REQUIREMENTS ..... Credit Hours: 13**

Cannot be used for General Education requirements.	5 hours 3 hours 5 hours	CHEM 1115 MATH 1613 PHYS 1115	General Chemistry I Trigonometry General Physics I
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**AREA RECOMMENDATIONS ..... Credit Hours: 13**

	5 hours	CHEM 1215	General Chemistry II
	5 hours	MATH 2215	Calculus I
	5 hours	MATH 2235	Calculus II
	3 hours	MATH 2273	Calculus III
	5 hours	PHYS 1215	General Physics II
	4 hours	BIOL 1154	General Biology II (Majors)
	3 hours	MATH 2013	Elementary Statistics (or department approved elective not to exceed three hours)

**TOTAL CREDIT HOURS: 64**

\*Physical Science/Engineering Technology majors may NOT fulfill the physical science requirement by taking CHEM 1614, Chemistry to Non-Science Majors; CHEM 1115, General Chemistry I; or PHYS 1115, General Physics I.

## Associate in Science Degree In Mathematics and Science Pre- Dental Professional [Option 06835]

Faculty Advisors: Lisa Chaney [lisa.chaney@wosc.edu](mailto:lisa.chaney@wosc.edu)  
Jessica Segraves [jessica.segraves@wosc.edu](mailto:jessica.segraves@wosc.edu)

Science Division Director: Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

This Associate in Science Degree with the emphasis on the Pre-Dental Profession is designed to meet the needs of students who plan to apply for admission to a professional college Dental Hygiene or Pre-Dental program. This comprehensive degree option provides a pathway for students seeking admission to a professional dental program. A minimum grade of "C" is required for each pre-requisite course denoted with \*. *One upper division general education course (3000 or 4000 level) may be required to be completed at a 4-year institution prior to admission to a dental hygiene program.*

### GENERAL EDUCATION REQUIREMENTS..... Credit hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I* English Composition II*
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	Any GEOL, CHEM, PHYS or PSCI course (CHEM 1115 Recommended)*
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors)
Humanities	6 hours	See advisor	Any 6 hours listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865)* or American History (1865-Present)*
	3 hours	POLS 1113	Federal Government*
Mathematics	3 hours	MATH 1523	STEM College Algebra
Behavioral Science	3 hours	PSYC 1113 or SOCI 1113	Introduction to Psychology* Introduction to Sociology*
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### MAJOR REQUIRED COURSES..... Credit Hours: 12-17

A minimum of 12 hours must be selected from this section.	5 hours	CHEM 1115	General Chemistry I*+
	4 hours	BIOL 2304	Introduction to Microbiology*
+ If not taken for general education requirements	4 hours	BIOL 2104	Human Anatomy*
	4 hours	BIOL 2304	Human Physiology*
**Specific Requirement for Pre-Dental program	5 hours	PHYS 1115	General Physics I*
^ Specific requirement for Pre-Dental Hygiene program	4 hours	BIOL 1154	General Biology II (Majors)*

### AREA RECOMMENDATIONS..... Credit hours: 9-14

A minimum of 9 hours must be selected from this section. The major requirements and area recommendation courses must total 26 hours.	3 hours	HPER 1423	Nutrition *^
	3 hours	MATH 2013	Elementary Statistics*^
	3 hours	PSYC 1113 OR SOCI 1113	Introduction to Psychology*^+ or Introduction to Sociology*^+
+If not taken for general education requirements			
**Specific requirement for Pre-Dental program	5 hours	PHYS 1215	General Physics II**
^Specific requirement for Pre-Dental Hygiene program	5 hours	MATH 2215	Calculus I*
	5 hours	CHEM 1215	General Chemistry II*

**TOTAL CREDIT HOURS: 63**

\*A minimum grade of "C" is required

## Associate in Science Degree In Mathematics and Sciences Pre-Medicine [Option 06834]

**Faculty Advisors:** Lisa Chaney [lisa.chaney@wosc.edu](mailto:lisa.chaney@wosc.edu)  
Jessica Segraves [jessica.segraves@wosc.edu](mailto:jessica.segraves@wosc.edu)

**Science Division Director:** Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

This Associate in Science Degree Program is designed to meet the needs to students to continue studies at a four-year university or professional college in the biological, physical, health-related sciences, and mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical science fields include geology, astronomy, meteorology, physical, and occupational therapy. Mathematics fields include accountant, actuary, engineer, teacher, economist, financial auditor, and consumer loan/credit officer.

Western Oklahoma State College offers high-quality courses designed to fulfill the lower level requirements for science and mathematics majors at most senior colleges. Students completing the Associate in Science Degree may transfer to any senior-level state institution and expect to find their lower division general education requirements satisfied. The Pre-Medicine option aligns with university requirements for students intending to apply for admission to medical school. Because departmental requirements vary somewhat at different senior colleges, the student is strongly urged to consult the catalog of the transfer college or university and a faculty advisor.

### GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 38

English	3 hours 3 hours	ENGL 1113 ENGL 1213	English Composition I English Composition II
Speech	3 hours	SPCH 1113	Public Speaking
Physical Science	4/5 hours	See Advisor	*Any GEOL, CHEM, PHYS or PSCI course (CHEM 1115 Recommended)
Biological Science	4/5 hours	BIOL 1114 BIOL 1124 BIOL 1134 BIOL 1144	General Biology General Botany General Zoology General Biology I (Majors) **
Humanities	6 hours	See advisor	Any two (2) courses listed as humanities
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	3 hours	MATH 1523	STEM College Algebra
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology Introduction to Sociology
Computer Science	3 hours	COSC 1153	Microcomputer Applications

### MAJOR REQUIRED COURSES..... Credit Hours: 20

Chemistry	5 hours	CHEM 1215	General Chemistry II
Physics	5 hours	PHYS 1115	General Physics I
Physics	5 hours	PHYS 1215	General Physics II
Mathematics	5 hours	MATH 2215	Calculus I

### AREA RECOMMENDATIONS ..... Credit hours: 5

Biology	4 hours	BIOL 1124	General Botany (if not used for general ed)
Biology	4 hours	BIOL 1134	General Zoology (if not used for general ed)
Chemistry	4 hours	CHEM 2014	Organic Chemistry
Mathematics	5 hours	MATH 2235	Calculus II

**TOTAL CREDIT HOURS: 63**

**\*\* A two-semester sequence of biology courses with labs specifically designed for Biology majors that intend to transfer and seek a Bachelor of Science Degree in Biology. However, one semester of Biology will suffice for students intending to apply for admission to Medical School.**

**Associate in Applied Science Degree  
In Aviation  
Aviation Mechanic [Option 00305]**

**Faculty Advisor: George Keith [george.keith@wosc.edu](mailto:george.keith@wosc.edu)  
Aviation Division Director: CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)**

The aviation mechanic program is a cooperative program with the Southwest Technology Center and the aviation community. It is designed for the student who plans to enter the job force immediately. After successful completion of the required curriculum, you will receive an Associate in Applied Science degree which prepares you for maintenance job opportunities in the aviation industry.

**GENERAL EDUCATION REQUIREMENTS.....Credit hours: 21**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC 1113 or SOC1 1113	Introduction to Psychology or Introduction to Sociology
Mathematics	3 hours	MATH	Any college-level math
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES.....Credit hours: 27**

Aviation and Approved Courses	3 hours	AVIA 1313	Private Pilot Ground School *
	3 hours	AVIA 2553	General Aviation Management *
	3 hours	AVIA 2653	Aviation Meteorology
	3 hours	AVIA 1243	Equipment and Safety in Aviation
	2 hours	AVIA 1252	Blueprint Reading for Aviation Industry
	3 hours	AVIA 1273	Basic Electricity Principles
	3 hours	AVIA 2143	Sheet Metal Layout and Design for Air Frame
	3 hours	AVIA 2153	Basic Pneumatics for Air Frame Mechanics
	3 hours	AVIA 2163	Basic Hydraulics for Air Frame Mechanics
	3 hours	AVIA 2723	Aviation Mechanic General
	3 hours	AVIA 2733	Powerplant Mechanic
	2 hours	AVIA 2742	Powerplant Practical (Reciprocating Engine)
	3 hours	AVIA 2833	Airframe Mechanic
	2 hours	AVIA 2842	Airframe Practical
	3 hours	AVIA 1263	Introduction to Aviation Technology

\* These courses are required.

**TECHNICAL-OCCUPATIONAL SUPPORT AND RELATED COURSES.....Credit hours: 12**

Courses approved by the faculty advisor.	12 hours	See Advisor	Courses from aviation, business, mathematics, management and liberal arts and science courses approved by the faculty advisor.
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**TOTAL CREDIT HOURS: 60**

**Associate in Applied Science Degree  
In Aviation  
Professional Pilot [Option 00304]**

**Faculty Advisor: George Keith [george.keith@wosc.edu](mailto:george.keith@wosc.edu)  
Aviation Division Director: CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)**

The professional pilot program is designed for the student who plans to enter the workforce immediately as a professional pilot. All instruction occurs under Part 141 of the Federal Aviation Regulation (FARs). Students successfully completing the required curriculum will receive an associate in applied science degree which prepares them for job opportunities in the aviation industry. This program prepares students for Federal Aviation Administration (FAA) certifications of Private and Commercial Pilot, with Instrument Rating. The student will also gain knowledge of basic management and business skills needed in the aviation industry.

**GENERAL EDUCATION REQUIREMENTS.....Credit hours: 21**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology or Introduction to Sociology
Mathematics	3 hours	MATH	Any college-level math
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES.....Credit hours: 27**

Aviation and approved courses	3 hours	AVIA 1313	Private Ground School *
	3 hours	AVIA 2553	General Aviation Management *
	3 hours	AVIA 2653	Aviation Meteorology *
	2 hours	AVIA 1202	Private Pilot Laboratory
	2 hours	AVIA 1212	Commercial Pilot Lab I
	2 hours	AVIA 1222	Commercial Pilot Lab II
	2 hours	AVIA 1232	Commercial Pilot Lab III
	3 hours	AVIA 1323	Commercial Pilot Ground School
	2 hours	AVIA 2112	Instrument Flying Lab
	3 hours	AVIA 2343	Instrument Pilot Ground School
	1 hour	AVIA 2861	Private Pilot Simulator Laboratory
	1 hour	AVIA 2871	Instrument Pilot Simulator Laboratory

\*These courses are required.

**TECHNICAL-OCCUPATIONAL SUPPORT AND RELATED COURSES.....Credit hours: 12**

Courses approved by the faculty advisor.	14 hours	See advisor	Courses from aviation, business, math, management and liberal arts and science courses approved by the faculty advisor.
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**TOTAL CREDIT HOURS: 60**

## ASSOCIATE IN APPLIED SCIENCE DEGREE In Child Development [01000]

**Faculty Advisor/Child Development Coordinator:** [Shanna McBride shanna.mcbride@wosc.edu](mailto:shanna.mcbride@wosc.edu)  
**Child Development Division Director:** [CL Carden cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The child development program is designed for the student who plans to enter the job force immediately. After successful completion of the required curriculum, you will receive an Associate in Applied Science degree which prepares you for job opportunities in the early childhood field. Employment opportunities are available in Head Start programs, day care programs, church-related programs, and as teacher's assistants in the public schools. **(Certificate Available – See Certificate Degree Plan)**

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 18**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC 1113 or SOC 1113	Introduction to Psychology or Introduction to Sociology
Mathematics		MATH	All math deficiencies must be removed
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES ..... Credit hours: 31**

All students MUST complete at least 31 hours of CHLD courses.  *Co-requisite - must show proficiency in writing and reading. This course is required for all AAS Child Development students during their first semester must be taking Reading/English Fundamentals if needed.  **This course is required for all AAS Child Development students.  ***This course is required for all AAS Child Development students during their last semester.	3 hours	CHLD 1103	*The Child Development Professional
	3 hours	CHLD 2003 or	**Conscious Discipline or
	3 hours	CHLD 2153	**Behavior and Guidance
	3 hours	CHLD 2013	**Introduction to Child Development (Growth and Development)
	3 hours	CHLD 2113	**Nutrition, Health, and Safety
	3 hours	CHLD 2313	**Children's Literature and Language
	3 hours	CHLD 2413	**Planning Curriculum for Young Children
	3 hours	CHLD 2543	**Socialization and Support of Young Children
	3 hours	CHLD 2713	**Diversity in the Early Care Program
	1 hour	CHLD 2131	***Capstone Practicum
	3 hours	CHLD 1023	Administrative Program Planning (for Directors, Asst. Directors, Family Child Care)
	3 hours	CHLD 1213	Growth and Development of Infants and Toddlers
	3 hours	CHLD 2303	The Abused and Neglected Child
	3 hours	CHLD 2703	Children with Special Needs
3 hours	CHLD 2513	Cognitive Activities in Math, Science, and Social Studies	
3 hours	CHLD 2613	Creative Activities in Play, Art, and Music	

**TECHNICAL-OCCUPATIONAL SUPPORT & RELATED COURSES ..... Credit hours: 11**

May be from approved liberal arts and science (LAS) or other CHLD courses. Up to 6 hours may be electives as Prior Learning Assessment credit for a current Child Development Associate (CDA) credential.	See advisor	11 hours	Courses approved by advisor.
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**TOTAL CREDIT HOURS: 60**

A grade of "C" or better must be obtained in each of the required child development hours.

## Associate in Applied Science Degree In Criminal Justice Criminal Justice [Option 02512]

**Faculty Advisor/Criminal Justice Division Director:** C.L. Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The Criminal Justice Option has been designed to meet the needs of the student who wishes to enter the job market directly. After successful completion of the required curriculum, you will receive an Associate in Applied Science degree which prepares you for job opportunities in the law enforcement field. Careful selection of electives will also provide the opportunity to transfer to a four-year degree program in criminal justice.

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 18**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC/SOCI	Any behavioral science
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	See note*	MATH	*Note: All math deficiencies must be removed.
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES ..... Credit hours: 27**

Criminal Justice	3 hours	CRIJ 1013	Introduction to Criminal Justice
	3 hours	CRIJ 1033	Criminal Law I
	3 hours	CRIJ 1113	Criminal Investigation
	3 hours	CRIJ 2003	Community Relations
	3 hours	CRIJ 2133	Criminal Procedures
	3 hours	SOCI 2223	Cultural Diversities
	3 hours	CRIJ 2253	Criminal Law II
	3 hours	CRIJ 2803	Domestic Violence
	3 hours	CRIJ 2703	Introduction to Substance Abuse

**TECHNICAL-OCCUPATIONAL SPECIALTY, RELATED, AND SUPPORT COURSES ..... Credit hours: 18**

A minimum of 12 credit hours selected from the following list of courses are required.  An additional 6/7 hours may be from other approved courses.	3 hours	CRIJ 1003	Orientation and Legal Matters
	3 hours	CRIJ 1043	Applied Criminology
	3 hours	CRIJ 1543	Firearms
	3 hours	CRIJ 1553	Defensive Tactics/Custody Control
	3 hours	CRIJ 2013	Patrol
	3 hours	CRIJ 2023	Police Administration
	3 hours	CRIJ 2043	Human Relations
	3 hours	CRIJ 2103	Introduction to Juvenile Justice & Delinquency
	3 hours	CRIJ 2113	Traffic
	3 hours	HPER 2113	CPR/First Aid
	3 hours	CRIJ 2123	Criminal Evidence
	1 hour	CRIJ 2241	Law Enforcement Driver Training
	3 hours	CRIJ 2293	Introduction to Counseling
	3 hours	CRIJ 2373	Criminal Justice Internship
	2 hours	CRIJ 2603	Topics in Criminal Justice
	2 hours	CRIJ 2812	Private Security Skills I
	2 hours	CRIJ 2822	Private Security Skills II
	2 hours	CRIJ 2832	Private Security Skills III
	3 hours	CRIJ 2842	Private Security Skills IV
	3 hours	CRIJ 2813	Victimology
3 hours	CRIJ 2913	The Study of Terrorism	

See advisor for specific courses which will transfer to 4-year institution

**TOTAL CREDIT HOURS: 63**

**Associate in Applied Science Degree  
In Criminal Justice  
Corrections [Option 02506]**

**Faculty Advisor/Criminal Justice Division Director:** C.L. Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The corrections program is designed for the student who plans to enter the job force immediately as a corrections officer for the state or for a private prison. The corrections degree offers students a broad background in the organization, management, and operations of corrections agencies.

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 18**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC/SOCI	Any behavioral science
Social Science	3 hours	HIST 1483 <b>or</b> HIST 1493	American History (1492-1865) <b>or</b> American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Mathematics	See note*	MATH	*Note: All math deficiencies must be removed.
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL CORE COURSES..... Credit hours: 27**

Criminal Justice	3 hours	CRIJ 1013	Introduction to Criminal Justice
	3 hours	CRIJ 1033	Criminal Law I
	3 hours	CRIJ 1113	Criminal Investigation
	3 hours	CRIJ 2043	Human Relations
	3 hours	CRIJ 2133	Criminal Procedures
	3 hours	SOCI 2223	Cultural Diversities
	3 hours	CRIJ 2253	Criminal Law II
	3 hours	CRIJ 2803	Domestic Abuse
	3 hours	CRIJ 2703	Introduction to Substance

**TECHNICAL-OCCUPATIONAL SPECIALTY, RELATED, AND SUPPORT COURSES.. Credit hours: 18**

A minimum of 12 credit hours selected from the following list are required. An additional 6 hours may be from other approved courses.	3 hours	CRIJ 1043	Applied Criminology
	3 hours	CRIJ 1503	Introduction to Corrections
	3 hours	CRIJ 1513	Special Problems in Corrections
	3 hours	CRIJ 1523	Interpersonal Relations in Corrections
	3 hours	CRIJ 1533	Correctional Treatment Systems
	3 hours	CRIJ 2073	Correctional Services in the Community
	3 hours	CRIJ 2293	Introduction to Counseling

**TOTAL CREDIT HOURS: 63**

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**Military Studies [07500]**

Faculty Advisor: Bruce Wilson [bruce.wilson@wosc.edu](mailto:bruce.wilson@wosc.edu)  
 Military Studies Division Director: CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The Military Studies program at Western Oklahoma State College is committed to providing exemplary educational opportunities to meet the needs of both the individual and the community through a curriculum that trains competent, employable individuals in a wide variety of skill specialties. Students can receive college credit for the instruction and training received in the military. This AAS degree is only available to current military personnel and veterans of the armed services. Military Studies students will complete the Associate in Applied Science degree by creating a comprehensive capstone project and paper reflecting an understanding of military history, leadership, ethics, and the role of the armed forces in peacekeeping and humanitarian efforts.

**GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 21**

English	3 hours	ENGL 1113	English Composition I
Speech	3 hours	SPCH 1113	Public Speaking
Behavioral Science	3 hours	PSYC 1113	Introduction to Psychology
Mathematics	3 hours	MATH	Any college-level math
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Computer Science	3 hours	COSC 1153	Microcomputer Applications

**TECHNICAL-OCCUPATIONAL CORE COURSES ..... Credit hours: 30**

Military Studies  A minimum of 21 hours must be selected from the list of courses  An additional 6 hours can be military electives  *A required 3 hour Military Studies Capstone	3 hours	MILS 1003	Military Studies
	3 hours	MILS 1103	Introduction to Leadership
	3 hours	MILS 2103	Advanced Military Leadership
	3 hours	MILS 1201-5	Beginning Military Technical Skills
	3 hours	MILS 1211-5	Intermediate Military Technical Skills
	3 hours	MILS 2201-5	Advanced Military Technical Skills
	3 hours	MILS 1303	Communications
	3 hours	MILS 1403	Management
	3 hours	MILS 1503	Emergency Management
	3 hours	MILS 2303	Strategic Operations Management
	3 hours	MILS 1703	Occupational Safety
	3 hours	MILS 2403	Logistics
	3 hours	MILS 2503	Military Operations
	3 hours	MILS 1803	Physical Conditioning
	3 hours	MILS 2603	*Military Studies Capstone

**TECHNICAL-OCCUPATIONAL SPECIALITY, SUPPORT, AND RELATED COURSES . Credit hours: 9**

Guided Electives	9 hours	See Advisor	A minimum of 9 credit hours must be Liberal Arts and Science courses or guided electives approved by advisor.
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**TOTAL CREDIT HOURS: 60**

## Associate in Applied Science Degree In Nursing [04000]

**Faculty Advisors:** Polly Walker (Elk City) [polly.walker@wosc.edu](mailto:polly.walker@wosc.edu)  
 Larry Muck (Elk City) [larry.muck@wosc.edu](mailto:larry.muck@wosc.edu)  
 Diane Fairchild (Altus) [diane.fairchild@wosc.edu](mailto:diane.fairchild@wosc.edu)  
 Beth Barber (Altus) [beth.barber@wosc.edu](mailto:beth.barber@wosc.edu)  
 Rachael Holder (Altus) [rachael.holder@wosc.edu](mailto:rachael.holder@wosc.edu)  
 Allison Sayre [allison.sayre@wosc.edu](mailto:allison.sayre@wosc.edu)  
 Lisa Downs (Lawton) [lisa.downs@wosc.edu](mailto:lisa.downs@wosc.edu)

**Director of Nursing:** Stacey Machado [stacey.machado@wosc.edu](mailto:stacey.machado@wosc.edu)  
**Nursing Division Director:** Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Nursing Program is designed for the student who plans to enter the job force immediately. After successful completion of the required curriculum, you will receive an Associate in Applied Science Degree, which prepares you for the registered nurse licensure exam. The program consists of a prerequisite semester in which students must have completed all prerequisite courses prior to admission to the nursing program. Because of the limited spaces available in this program, admission is highly competitive and completion of all general education, related, and support courses is highly recommended. To be considered for acceptance to the nursing program the student must meet certain entrance standards. Contact the nursing department for additional program admission requirements and program details.

### GENERAL EDUCATION REQUIREMENTS ..... Credit hours: 18

English	3 hours	ENGL 1113	English Composition I
	3 hours	ENGL 1213	English Composition II
Behavioral Science	3 hours	PSYC 1113	Introduction to Psychology
Social Science	3 hours	HIST 1483 or HIST 1493	American History (1492-1865) or American History (1865-Present)
	3 hours	POLS 1113	Federal Government
Math	3 hours	MATH 1513	College Algebra

### TECHNICAL-OCCUPATIONAL SPECIALTY COURSES .....Credit hours: 36 (39)+

Nursing	9 hours	NURS 1119	*Nursing I
	9 hours	NURS 1129	*Nursing II
	9 hours	NURS 2219	*Nursing III
	9 hours	NURS 2229	*Nursing IV
	3 hours	NURS 1123	**LPN to RN Transition

### TECHNICAL-OCCUPATIONAL SUPPORT COURSES ..... Credit hours: 8

Selected courses	4 hours	BIOL 2104	*Human Anatomy
	4 hours	BIOL 2304	*Human Physiology

### TECHNICAL-OCCUPATIONAL RELATED COURSES ..... Credit hours: 4-5

Selected Courses	4-5 hours	CHEM 1115	**General Chemistry I
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**TOTAL CREDIT HOURS: 67 (70)+  
66 (69) +^**

#### \*Prerequisite or Co-Requisite

**Anatomy** has a prerequisite of general biology, zoology, or an ACT score of 21 in science and must be completed with "C" or better.

**Physiology** has a prerequisite of anatomy and chemistry and must be completed with a "C" or better.

**Chemistry** has a pre- or co- requisite of college algebra and must be completed with a "C" or better.

**Nursing courses must be completed in sequence.**

\*\*Prerequisite requirement for LPNs only prior to NURS 2219;

^4 or 5 hour general chemistry course is acceptable for this degree plan

+ (67 hours for general student/70 hours for LPN student)

^ (66 hours for general student if 4-credit hour chemistry is taken and 69 hours for LPN student)

**Certificate**  
**Child Development Assistant [05300]**

**Faculty Advisor/Child Development Coordinator:** Shanna McBride [shanna.mcbride@wosc.edu](mailto:shanna.mcbride@wosc.edu)

**Child Development Division Director:** CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The Child Development Assistant Program is designed for the student who plans to enter the job force immediately. The Certificate is recognized by the Oklahoma Department of Human Services, Child Care Licensing Division, as one step above the national Child Development Associate Credential (CDA). Students completing the Certificate in Child Development are prepared for employment opportunities in child care centers, family child care homes, church-related and other similar child care programs.

**GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 3**

English	3 hours	ENGL 1113	English Comp I
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**TECHNICAL-OCCUPATIONAL COURSES ..... Credit Hours: 15**

All students MUST complete this coursework to earn the Certificate of Child Development Assistant.	3 hours	*CHLD 1103	*Child Development Professional
	3 hours	CHLD 2013	Introduction to Child Development (Growth and Development)
	3 hours	CHLD 2713	Diversity in the Early Care Program
	3 hours <b>or</b> 3 hours	CHLD 2003 <b>or</b> CHLD 2153	Conscious Discipline Seminar <b>or</b> Behavior and Guidance
	3 hours <b>or</b> 3 hours	CHLD 2113 <b>or</b> CHLD 2313	Nutrition, Health, and Safety <b>or</b> Children's Literature and Language

**TOTAL CREDIT HOURS: 18**

\*This course is required for all Early Childhood students during their first semester.

A grade of "C" or better must be obtained in all Early Childhood/Child Development courses.

## Certificate Farm and Ranch Management [07100]

Agricultural Division Director: Dr. Jennifer Hammack [jennifer.hammack@wosc.edu](mailto:jennifer.hammack@wosc.edu)

The Farm and Ranch certificate program is designed to help students apply knowledge gained through the program to a career in the farming and/or ranching industry. Students will learn how to manage farms and ranches via courses in economics, animal husbandry, soil science, and plant science as well as completing an industry-related internship.

**GENERAL EDUCATION REQUIREMENTS ..... Credit Hours: 0**

	0 hours	*See Notation
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**AGRICULTURE COURSES ..... Credit Hours: 30**

All students MUST complete at least 30 hours from the following core AGRI courses.	3 hours 4 hours 4 hours 3 hours 3 hours 3 hours 3 hours 4 hours 3 hours	AGRI 1113 AGRI 1124 AGRI 1314 AGRI 1243 AGRI 2233 AGRI 1223 AGRI 2573 AGRI 2124 AGRI 2143	Introduction to Agriculture Economics Introduction to Animal Science Plant Science **Agriculture Internship Animal Management Techniques Range Management Livestock Management Fundamentals of Soil Science Farm and Ranch Business Management
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**TOTAL CREDIT HOURS: 30**

\*There are no general education courses required for this certificate; however, the student will be required to clear any curricular deficiencies in reading, writing, and math.

\*Agriculture Internship can be completed during Fall or Spring semester.

A grade of "C" or better must be obtained in all required Agriculture courses.

## Certificate Infants and Toddlers [07300]

**Child Development Coordinator:** Shanna McBride [shanna.mcbride@wosc.edu](mailto:shanna.mcbride@wosc.edu)  
**Child Development Division Director:** CL Carden [cl.carden@wosc.edu](mailto:cl.carden@wosc.edu)

The Infant Toddler Certificate is designed for the student who plans to enter the job force immediately to teach children newborn to thirty-six months. Students completing the Certificate in Infant Toddler are prepared for employment opportunities in Early Head Start, child care centers, family child care homes, church-related and other similar child care programs.

**TECHNICAL-OCCUPATIONAL COURSES ..... Credit Hours: 18**

Required Early Childhood/Child Development Courses for Infant and Toddler Certificate	3 hours	CHLD 1103	**Child Development Professional Growth and Development of Infants and Toddlers Communication and Literacy for Infants and Toddlers Nutrition, Health, and Safety for Infants and Toddlers Behavior and Guidance for Infants and Toddlers Curriculum and the Environment for Infants and Toddlers
	3 hours	CHLD 1213	
	3 hours	CHLD 2723	
	3 hours	CHLD 2733	
	3 hours	CHLD 2743	
	3 hours	CHLD 2753	

**TOTAL CREDIT HOURS: 18**

\*\*This course is required for all Early Childhood students during their first semester.  
 A grade of "C" or better must be obtained in all required child development courses.  
 Students must be removing any reading and writing/English deficiencies while in their first semester.

**Program Learning Outcomes by Program****Behavioral Science Associate in Arts**

Identify and discuss key concepts, terminology and principles relating to the fields of psychology/sociology.

Identify and discuss theorists and theories relating to the fields of psychology/sociology.

Identify and discuss methodological approaches relating to the fields of psychology/sociology.

Identify and discuss the biological processes relating to the fields of psychology/sociology.

**Liberal Arts Associate in Arts**

Construct proper written and oral communication.

Analyze global and/or social issues with respect to a person's role in society.

Apply critical thinking skills to reflect on an issue from a variety of perspectives.

**Social Science Associate in Arts**

Identify the significant events, persons, and movements that have shaped History/Political Science.

Evaluate the significance of the important persons, events and movements that have shaped History/Political Science.

Analyze the evolution of institutions in Social Science.

Explain the ideals and principles found in Social Science.

**Agricultural Sciences Associate in Science**

Define agricultural terminology and concepts.

Interpret information pertaining to agricultural management decisions.

Discuss and compare current methods utilized in agriculture.

Discuss the role of agriculture in society and assess the evolving nature of agriculture.

Recognize and use competent communication skills relative to the agricultural industry.

**Business Administration Associate in Science**

Organize and analyze data from accounting, economics, business statistics, elementary calculus, and business communications.

Solve a variety of logic problems, some of which will require analytical reasoning and critical thinking.

Use computer software programs appropriately.

**Health, Physical Education, and Recreation Associate in Science**

Identify and explain the concepts related to the promotion of health, safety and disease prevention.

Identify and explain the basics of nutrition and personal health.

Identify and explain a level of fitness and health throughout a lifetime.

Translate the rules of the selected sports.

Describe a career in physical education and the trends and changes in physical education.

**Mathematics and Sciences Associate of Science****Biology Option**

Use the scientific method and apply it to strategies of critical thinking to reach tenable conclusions.

Use computer hardware and software as well as program-specific equipment and instrumentation.

Define and explain basic biological concepts and principles.

**Math Option**

Identify and convert mathematical terminology.

Use appropriate technology to solve mathematical problems and interpret their results.

Use critical thinking skills to breakdown and analyze information to solve mathematical problems.

Apply numerical, graphical, symbolic, and verbal approaches to solve mathematical problems.

**Physical Science and Engineering Associate of Science**

Use the Scientific Method and apply it to strategies of critical thinking to reach tenable conclusions.

Use computer hardware and software as well as program-specific equipment and instrumentation.

Extend concepts learned and habits of critical thinking by defining and explaining basic scientific principles.

**Aviation Associate in Applied Science**

Recognize the flight environment, ground or air, in which the aircraft can be safely operated with the ability to analyze trends that can adversely affect safe operations.

Establish a working knowledge of rule and regulations governing the operation of aircraft. The student will recognize and have the knowledge and skill to locate and research specific relations that affect the safety and legality of both flight and ground operations.

Cultivate the sound technical and managerial skills associated with the aviation industry. The student will be able to efficiently manage both people and equipment and will possess the competence to identify conditions that are unsafe and act to rectify the unsafe conditions.

Develop and cultivate managerial and business skills. The student will possess the basic skills and recognize the expertise required in the aviation industry.

Develop sound written and effective oral communication skills necessary in the aviation environment. The student will be able to communicate competently using oral, written and other visual media.

**Criminal Justice Associate in Applied Science**

Identify and explain cases, events, persons, and amendments that have influenced criminal justice.

Identify and analyze criminal evidence and the laws allowing its use in the American justice system.

Identify and analyze criminal procedures in the American justice system.

Analyze criminal investigations in various aspects of criminal justice.

Identify cultures, victimization and unique societal problems as related to the criminal justice system.

**Early Childhood Associate in Science & Child Development Associate in Applied Science (all options and certificates)**

Promote child development and learning.

Build family and community relationships.

Observe, document, and assess to support young children and families.

Use developmentally effective approaches.

Build meaningful curriculum.

Become a professional.

**Military Studies Associate in Applied Science**

Articulate ideas clearly through oral and written communication.

Identify the impact of technical skills learned in the military to the global community.

Examine the impact of peacekeeping and humanitarian efforts of the military on society.

Identify moral and ethical issues related to the military.

Analyze concepts of military history and leadership.

**Nursing Associate in Applied Science**

Provide evidence-based clinically competent, contemporary nursing care, utilizing the nursing process and within the framework of functional health patterns, to assist individuals and families to attain and maintain an optimal level of functioning within the dimensions of physiological, psychological, socio-cultural and spiritual needs throughout the life-span.

Demonstrate critical thinking and problem-solving skills in diverse settings.

Provide culturally sensitive care to a diverse society.

Demonstrate caring behavior towards individual clients, families, peers and other members of the health-care team.

Efficiently and effectively use human, physical, financial and technological resources to meet client needs and support the health care organization.

Communicate and collaborate as a member of the health team to provide continuity of care and achieve positive client outcomes.

Function within ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.

Promote and provide preventive and wellness care.

Demonstrate knowledge of outcomes for varied nursing roles in the twenty-first century.

Acknowledge the need to continue to learn and to help others learn.

List of Humanities Courses

To fulfill the six-credit hour requirement in humanities, students may select from a wide range of courses offered in the various departments of the college.

The following courses are accepted in fulfillment or partial fulfillment of the humanities requirement at Western Oklahoma State College. One course from two different departments is recommended.

Questions concerning other courses as fulfillment of the humanities requirement should be addressed to faculty advisors or the Vice President for Academic Affairs.

ANTH	1113	General Anthropology
ANTH	2413	Cultural Anthropology
ARTS	1213	Art Appreciation
ARTS	2613	Art History I
ARTS	2623	Art History II
ENGL	2123	Creative Writing
ENGL	2413	Introduction to Literature
ENGL	2453	African American Literature
HIST	1223	Early Western Civilization
HIST	1323	Modern Western Civilization
HUMA	2113	General Humanities I
HUMA	2131-2133	Selected Topics in Humanities
HUMA	2223	General Humanities II
MUSI	1013	American Popular Music
MUSI	1033	Fundamentals of Music
MUSI	1133	Music Appreciation
PHIL	1113	Introduction to Philosophy
PHIL	2233	Ethics
PHIL	2243	Philosophy of Religion
RELI	1213	Introduction to the Old Testament
RELI	1223	Introduction to the New Testament
RELI	2221-2223	Selected Religious Studies
SPAN	1115	Beginning Spanish I
SPAN	1225	Beginning Spanish II
SPCH	1513	Introduction to Theater

### Course Numbering System

The first four letters are the 'course prefix', which designates the department. Following the four-letter departmental prefix is the four-digit course number. The first digit indicates the class year in which the subject is ordinarily taken (1 = Freshman, 2 = Sophomore). The two middle digits identify the course within the department and the course sequence. The last digit in each number indicates the semester credit hours.

### Courses

Courses are listed by prefix in alphabetical order. Within each subject, the courses are arranged by course number. Following the name of the course, some courses contain a set of letters and numbers in brackets, for example: [AA 001]. This indicates that the course is transferable to other colleges and universities in Oklahoma through the course equivalency matrix and gives the transfer matrix category prefix and number. The institution evaluating a transcript can use this catalog information to help evaluate each course for equivalency. The notation in parentheses at the end of the course description indicates whether the course may be taken for general education (GE), liberal arts and sciences (LAS), and/or humanities (H) credit. The information at the end of each course notes the number of credit hours the course receives, the number of clock hours each semester that are required for lecture, and the number of clock hours each semester that are required for laboratory experience.

**Accounting****ACCT 2003 Accounting for Small Businesses**

A course designed for management personnel that will enable them to acquire the knowledge and basic skills in bookkeeping, which is needed for employment in service or trading concerns and other small businesses. This course will also prepare a person for financial accounting. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ACCT 2113 Financial Accounting [AC 201]**

Basic principles of financial accounting. Emphasis is placed on preparation and usage of the financial statements for corporations. Coverage includes the analysis and recording of transactions involving cash, accounts receivable, inventories, fixed assets, bonds and capital stock as well as adjusting, closing and reversing entries. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ACCT 2213 Managerial Accounting [AC 201]**

The continuation of ACCT2113 with the statement of cash flow. Introduction to managerial accounting. Analysis of cost behavior for short- and long-term decision-making, budgeting, product cost accumulation for planning and performance evaluation. Emphasis on job order costing, process costing, cost-volume-profit analysis, capital budgeting, standard costing, departmentalization, and just-in-time analysis. (LAS)

**Prerequisites:** ACCT2113

(3 credit hours, 48 lecture hours, 0 lab hours)

**ACCT 2773 Micro-Accounting with Integrated Software**

Introduction to computerized procedures used in accounting by proprietorships, partnerships, and corporations to carry out simulated accounting tasks with the accounting cycle and spreadsheet software: accounts receivable, accounts payable, voucher system, depreciation, inventory, merchandising, payroll, departmentalized accounting, and financial statement analysis. Familiarity with the keyboard is suggested. (LAS)

**Prerequisites:** ACCT2003

(3 credit hours, 48 lecture hours, 0 lab hours)

**Agriculture****AGRI 1001 Individual Studies in Agriculture**

Individual student study designed for specific topics in the field of agriculture.

(1 credit hours, 16 lecture hours, 0 lab hours)

**AGRI 1011 Agriculture Orientation**

An orientation course required of all freshmen in the agricultural field. It covers methods of study, discussion of degree requirements, and exploration of career opportunities in various fields of agriculture.

(1 credit hours, 16 lecture hours, 0 lab hours)

**AGRI 1023 Undergraduate Research Methods**

This is an introductory course describing research principles, methodology, and experimental design. Course emphasis will be on development of research skill sets, application of scientific knowledge, and the value of experimental research. (LAS)

**Prerequisites:** ENGL1113

(3 credit hours, 32 lecture hours, 32 lab hours)

**AGRI 1033 Introduction to Plant and Soil Systems**

This course is designed to introduce students to the concepts of plant and soil systems, including cropland, rangeland, and pastureland. A systems approach to the importance of plant and soil resources to the producer, consumer and citizen; modern management and production practices; maintenance of natural resources. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 1043 Principles of Horticulture Science**

This introductory horticulture course will cover the basic physical and physiological process responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and art of production, cultivation utilization, and/or storage of horticultural plants. (LAS)

(3 credit hours, 32 lecture hours, 32 lab hours)

**AGRI 1111 Agriculture Career Development**

Career planning and exploration of career opportunities in Agricultural and Natural Resources industries. Students will complete professional and career related activities such as job searching process, writing cover letters, resume building, and interview processes. (LAS)

(1 credit hour, 16 lecture hours, 0 lab hours)

**AGRI 1113 Introduction to Agriculture Economics**

A study of the role of agriculture within the American economic system with emphasis on market structures and economic analysis as a management tool. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 1124 Introduction to Animal Science**

Includes the study of species adaptability, product standards, and types of production, processing, and distribution of products - includes meat animals, dairy, and poultry. (LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**AGRI 1133 Fundamentals of Food Science**

Food industry from producer to consumer and the current U.S. and world food situation. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 1152 Livestock Evaluation**

A study of live animal form and function in beef cattle, dairy cattle, swine, sheep, and horses. Where applicable, slaughter animals, as well as breeding animals, are evaluated.

**Prerequisite:** AGRI1124

(2 credit hours, 16 lecture hours, 32 lab hours)

**AGRI 1222 Equine Evaluation**

Evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics, and standard performance classes. Emphasis given to breed standards and rules of judging performance horses. Both English and Western performance events will be discussed. (LAS)

(2 credit hours, 16 lecture hours, 32 lab hours)

**AGRI 1223 Range Management**

This course will explore various range management topics including rangeland types, range plant physiology, range ecology, range condition, range livestock production, and range wildlife management. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 1241-3 Agriculture Internship**

The internship course is designed to provide students appropriate college credit for career-oriented learning experiences that complement and enhance their formal classroom training. Course credit is awarded upon successful completion of a structured intern program with a business or organization involved in the production, processing, distribution, regulation, or oversight of agricultural and food products, services, or related resources.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**AGRI 1443 Computers in Agriculture**

An introductory course in the application of microcomputers in the agricultural environment. Students will develop a management system in some aspect of the farm or ranch enterprise. Students will learn to use basic microcomputer programs to make spreadsheets, cash flow statements, and budgets. The use of the worldwide web to market agricultural products and services will also be covered. The student will exit the course with an understanding of how to effectively incorporate computers in an agricultural business. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 1511-3 Agriculture Practices and Procedures**

A course designed to teach the student how to evaluate and correct problems in process and techniques in specific agriculture practices and principles. (LAS)

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**AGRI 2013 Crops and Environment**

A survey of the various important agronomic crops, which include effects of climates, soils, biotic factors, and agronomic principles and practices. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2103 Principles of Plant Collection and Identification**

Field techniques of collection, identification, and classification of Oklahoma plant species. Terminology of description, use of taxonomic keys, techniques of specimen preservation, field recognition of plant taxa and communities. Principles of classification and nomenclature. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2114 Environmental Science [ES 102]**

A survey of the fundamental principles that govern the functioning of the environment with an emphasis on problems considered to be the core of most environmental issues: growing population, shortages in food and energy resources. The ethical issues related to the environmental problems are also considered. (LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**AGRI 2123 Livestock Feeding**

A study of livestock feeding problems including the selection of feeds and their preparation for the different classes of livestock, balancing rations, and practical feeding methods.

**Co-requisite:** CHEM1115

(3 credit hours, 48 lecture hours, 32 lab hours)

**AGRI 2124 Fundamentals of Soil Science**

The study of the formation and classification of soils including chemical, biological, and physical properties of soils in relation to plant growth. (LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**AGRI 2133 Communications in Agriculture**

This course is designed to be an overview of information systems and media associated with the agriculture industry. The purpose of this course is to improve written, visual, and oral communication skills for students in the agriculture industry. This is accomplished by studying oral and written communication through articles, proposals, advertisements, presentations, and other various forms of media. (LAS)

**Prerequisite:** ENGL1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2143 Farm/Ranch Business Management**

Fundamentals of farm/ranch managerial functions including production planning with enterprise budgeting, market planning, financial statements and records, as well as income tax management for the individual farm/ranch business. This course will also cover aspects of organization and management of human, financial, and physical assets for the profitable operation of an agriculture business.

**Co-requisites:** AGRI1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2213 Herbaceous Ornamental Plants**

Identification, growth habits, cultural requirements and use of ornamental foliage and flowering plants for indoor garden environments. Tropical foliage plants, annual and perennial bedding plants and deciduous flowering shrubs are emphasized.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2214 Forages and Hays**

This course covers the use of forage crops for pasture, hay, and silage with reference to growth and development, production, nutritional quality, and grazing systems. Practical aspects will be demonstrated during class time of forage identification, legume seed inoculation, fertilizer and animal waste calculations, pasture stocking rate problems, and whole-farm forage planning.

**Prerequisites:** AGRI1033

(4 credit hours, 48 lecture hours, 32 lab hours)

**AGRI 2223 Irrigation Systems Design**

This course is designed to teach the basic principles of irrigation and drainage. Students will be presented with basic engineering concepts related to water dynamics, as well as soil-water-plant interactions, irrigation system components, and efficiency of various designs.

(3 credit hours, 32 lecture hours, 32 lab hours)

**AGRI 2233 Animal Management Techniques**

Animal handling and management practices. Basic husbandry procedures for domestic animals in farm, ranch, and/or other production settings or environments. Emphasis on practical handling, restraint, health evaluation, medication, and treatment practices.

**Co-requisites:** AGRI1124

(3 credit hours, 32 lecture hours, 32 lab hours)

**AGRI 2303 Principles of Agriculture Marketing**

A study of the marketing system, its importance to the economy, and the role of the individual firm. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2323 Equine Management**

This course covers current topics and trends in the horse industry. Basic principles of equine nutrition, reproduction, marketing, exercise physiology, health care, genetics, behavior and welfare.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2333 Personal Leadership Development in Agriculture**

This course focuses on how leaders identify key attributes of leadership and link them to their own unique vision, values, and personal strengths. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2422 Horse Management**

This course includes management, care, and handling of horses for work and pleasure. (LAS)

(2 credit hours, 32 lecture hours, 0 lab hours)

**AGRI 2423 Precision Agriculture**

Application of global positioning systems (GPS) and geographic information systems (GIS) in agriculture and natural resource management. Identification and delineation of locations and areas; collection, analysis, storage, and retrieval of site and time specific data for agriculture and natural resource management and monitoring.

**Prerequisites:** AGRI1033

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2443 Applied Animal Reproduction & Breeding**

In this course, students will learn the anatomy, function, and regulation of livestock animal's reproductive cycle. Students will learn to implement managerial practices designed to improve reproductive efficiency and concepts related to the reproductive technologies such as artificial insemination, embryo transfer, as well as gain hands-on experience with bovine pregnancy diagnosis. Students will be introduced to genetic selection principles and methods of genetic and production measurement for the improvement of livestock.

**Prerequisites:** AGRI1124

(3 credit hours, 32 lecture hours, 32 lab hours)

**AGRI 2532 Animal Health Management**

A comprehensive analysis of the nature of livestock diseases including the causes of disease, disease prevention, and disease resistance. Students will learn management practices that address establishing vaccination programs, treatment of infectious and noninfectious diseases, control of internal and external parasites, toxicology, and ethical treatment of livestock.

**Prerequisites:** AGRI1124

(2 credit hours, 32 lecture hours, 0 lab hours)

**AGRI 2573 Livestock Management**

A study of modern production and management practices for beef cattle, swine, and sheep.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AGRI 2613 Beef Cattle Management**

Application of economic, breeding selection, reproduction, nutrition, health, and marketing principles of beef cattle production enterprises. Students will learn concepts of selection of breeding cattle based on evaluation of available natural resources, analysis of production records, and visual appraisal for economically important traits. Analysis of reproductive efficiency, ability to gain weight, and carcass value to enhance marketing opportunities domestically and internationally.

**Prerequisites:** AGRI1124; AGRI1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**Anthropology****ANTH 1113 General Anthropology [AN 101]**

An introductory course in anthropology that covers various aspects of past cultures including, socio-cultural lifestyles, pre-history or archeology, physical-biological anthropology, and linguistics. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ANTH 2413 Cultural Anthropology [AN 102]**

A survey of the cultural variations of people all over the world. Particular emphasis is placed on preliterate cultures. Topics of study include marriage and family, kinship systems, religious beliefs, and economic and political organizations. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**Art****ARTS 1013 Drawing I [AA 056]**

Introduction to the basic principles, techniques and media of drawing/perception.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1053 Watercolor I [AA 171]**

The art of painting with water-soluble pigments to produce finished results on various qualities of paper. Students explore transparent and opaque techniques expressing subjects of their choice.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1073 Painting I [AA 130]**

Painting I will explore the principles, techniques, media and creative potential of painting.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1103 Ceramics I [AA 030]**

The introduction to ceramic techniques with a focus on exploration, ideas, and the aesthetic form. The student will acquire knowledge and basic techniques through construction, firing, and glazing procedures.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1193 Photography I [AA 024]**

Introduction to use of the camera, the grayscale, exposing, development and enlarging. Introduction to paper grades, cropping, burning-in with emphasis on creative and technical abilities. Students must provide their own 35mm SLR camera and film.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1213 Art Appreciation [AA 005, HH 006]**

An introduction to various aspects of the visual arts with illustrated lectures and studio demonstrations. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ARTS 1263 Applied Design I**

Individual study for students interested in receiving 3 credit hours for any creative activity or area of special interest in the Art or Commercial Art career fields. Examples: papier-mâché, specialized sculpture, ceramics research, printmaking. Individualized instruction by arrangement.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1373 Digital Photography**

An introduction to the critique and creation of digital images using image editing and/or image manipulation software. Readings will explore issues concerning the digital image and graphic design for the internet as well as printed graphic media. Topics include scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Students will be expected to use graphics software and create WWW pages to complete design assignments. Outside lab hours are required to complete assigned projects.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1513 Sculpture I [AA 154]**

The study of three-dimensional expression by means of three basic techniques: carving, modeling, and assembly. The student is given the opportunity to create form in space with an emphasis on the object produced and the effects of the third dimension.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1523 Sculpture II [AA 155]**

Continuation of ARTS 1113 Sculpture I.

**Prerequisites:** ARTS1513

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 1733 Stained Glass**

The introduction to stained glass techniques with a focus on exploration, ideas, and the aesthetic form. The student will acquire knowledge and basic techniques through construction, glass selection, and various soldering procedures. May be repeated for credit.

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2013 Drawing II [AA 057]**

Continuation of ARTS 1013 Basic Drawing I.

**Prerequisites:** ARTS1013

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2053 Watercolor II [AA 172]**

Continuation of ARTS 1053 Watercolor I. Advanced watercolor techniques with individual attention to the student as he or she develops.

**Prerequisites:** ARTS1053

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2073 Painting II [AA 131]**

Continuation of ARTS 1073 Painting I.

**Prerequisites:** ARTS1073

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2103 Ceramics II [AA 031]**

Continuation of ARTS 1103 Ceramics I.

**Prerequisites:** ARTS1103

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2193 Photography II [AA 025]**

An advanced black and white course emphasizing archival processing, extending film, vocabulary and processing techniques. Emphasis will be placed on conceptual and technical development. Students must provide their own 35mm SLR camera and film.

**Prerequisites:** ARTS1193

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2263 Applied Design II**

Continuation of ARTS 1263 Applied Design I.

**Prerequisites:** ARTS1263

(3 credit hours, 32 lecture hours, 32 lab hours)

**ARTS 2613 Art History I [AA 015, HH 006]**

A survey of the painting, sculpture, and architecture from prehistoric times through the Gothic Period. (Lecture, films, discussion) (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ARTS 2623 Art History II [AA 016, HH 006]**

A study of man's creative expression in painting, architecture, sculpture, etc., from the Renaissance through the present. (Lecture, films, discussion) (GE, H,L AS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**Aviation****AVIA 1202 Private Pilot Laboratory**

Flight training to meet the requirements of the Federal Aviation Administration Regulation Part 141 for the private pilot certificate. Requires a minimum of 20 hours of flight instruction and a minimum of 15 hours of solo flight.

**Prerequisites:** AVIA1313

**Co-requisites:** AVIA2861

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 1212 Commercial Pilot Lab I**

Western awards credit for 50 hours of pilot training beyond the private pilot certificate directed toward preparation for a commercial pilot certificate.

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 1222 Commercial Pilot Lab II**

Continuation of AVIA 1212 Commercial Pilot Lab I for a total of 150 hours.

**Co-requisites:** AVIA2881

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 1232 Commercial Pilot Lab III**

Continuation of AVIA 1222 Commercial Pilot Lab II until the individual has completed the requirements for the FAA practical test for the Commercial Pilot Certificate.

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 1241-5 Equipment and Safety in Aviation**

An orientation to the specialized equipment and safety associated with the aviation trades. Focuses on safety in the workplace and the consequences of incorrect use of the equipment in the aviation industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 1251-5 Blueprint Reading for the Aviation Industry**

A course designed to enable the student to accurately interpret blueprints, be familiar with symbols and know their meaning related to the technical specifications of the aviation industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 1261-5 Introduction to Aviation Technology**

An orientation course designed to provide an industry overview as well as general introductory skills related to the aviation industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 1271-5 Basic Electricity Principles**

Principles of electrical components and wiring as related to aviation power frame mechanics. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 1313 Private Pilot Ground School**

This course prepares the student for the FAA Private Pilot knowledge examination. It includes theory of flight, instruments and systems, weight and balance, meteorology, air navigation, radio navigation, and regulations and procedures.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 1323 Commercial Pilot Ground School**

This course prepares the student for the FAA Commercial Pilot knowledge examination. It includes a review of private pilot requirements, advanced navigation, systems, meteorology, regulations and procedures, maintenance, inspection and operation of airplanes and power plants, a review of aerodynamics, and theory of flight.

**Prerequisites:** AVIA1313

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 1333 Airport Management**

This course prepares a student to manage a small municipal airport. Emphasized are training in handling of personnel, buying, legal procedures, aviation regulations, airport master planning and good business practices.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2112 Instrument Flying Laboratory**

This course provides flight instruction for a private or commercial pilot to obtain an instrument rating. The course includes instruction in maneuvering an airplane solely by reference to instruments; IFR navigation; instrument approaches using navigation systems (to include VOR and ILS); cross-country instrument flying and simulated emergencies.

**Prerequisites:** AVIA2343

**Co-requisites:** AVIA2871

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 2122 History of Aviation**

An introduction to the history of aviation and its impact upon the world around us. (LAS)

(2 credit hours, 16 lecture hours, 0 lab hours)

**AVIA 2131 History of Aviation Independent Study**

In-depth research paper of specific topics in Aviation History to include significant civil, commercial and military events as well as important people, places and technological developments.

**Co-requisites:** AVIA2122

(1 credit hours, 0 lecture hours, 16 lab hours)

**AVIA 2141-5 Sheet Metal Layout and Design for Airframe**

A course designed to teach the skills of layout and assembly of sheet metal as related to the aviation airframe industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 2151-5 Basic Pneumatics for Air Frame Mechanics**

A course that covers pneumatics controls, motors, gaseous fluids and their actions in pneumatically driven devices in the airframe industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 2161-5 Basic Hydraulic Airframe Mechanic**

A course that covers hydraulic controls, motors, drive mechanisms and pump operations and their actions in hydraulically drive devices in the airframe industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 2171-5 Electric Machinery and Controls in the Airframe Industry**

A course that covers the design, maintenance, installation and use of electrical machinery and controls that are used in the airframe industry. Not available for credit except through Prior Learning Assessment (PLA) credit.

(1-5 credit hours, 0-72 lecture hours, 0-128 lab hours)

**AVIA 2333 Advanced Airport Management**

Companion to AVIA 1333 Airport Management which broadens the scope of airport management to include the study of federal grants in aid, interpretation of laws and regulations, weather information availability, handling of personnel, and other matters dealing with managing a large airport.

**Prerequisites:** AVIA1333

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2343 Instrument Pilot Ground School**

The course prepares pilots to take the FAA instrument knowledge examination. Students gain the aeronautical and procedural knowledge necessary for safe flight under instrument conditions.

**Prerequisites:** AVIA1313

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2553 General Aviation Management**

This course prepares the student to manage a flight school and air taxi operation. Includes the study of FAA requirements, flight instruction, pilot training, inter-airline relations, insurance, sales promotion, and forecasting marketing potential for an airport service area. This course is highly recommended for the Aviation Mechanic [Option 00302].

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2653 Aviation Meteorology**

Understanding the tropospheric meteorology from the viewpoint of the pilot on the ground and in the air. This will acquaint the student with the varied weather systems and meteorological forecasting in relation to the aviation community.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2723 Aviation Mechanic General**

The objective of this course is to prepare the student for the FAA Aviation General Knowledge examination.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2733 Powerplant Mechanic**

The objective of this course is to prepare the student for the FAA powerplant mechanic knowledge and oral examination.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2742 Powerplant Practical (Reciprocating Engine)**

The objective of this course is to prepare the student for the FAA Powerplant Mechanic Practical Examination.

**Prerequisites:** AVIA2733

(2 credit hours, 16 lecture hours, 32 lab hours)

**AVIA 2833 Airframe Mechanic**

This course prepares the student for the FAA Airframe Mechanic knowledge and oral examinations.

(3 credit hours, 48 lecture hours, 0 lab hours)

**AVIA 2842 Airframe Practical**

This course prepares the student for the FAA Airframe Mechanic Practical Examination.

**Prerequisites:** AVIA2833

(2 credit hours, 16 lecture hours, 32 lab hours)

**AVIA 2861 Private Pilot Simulator Laboratory**

This course provides instruction in a flight training device equipped with an enclosed pilot's cockpit, controls to simulate rotation about the three axes, a means to simulate visual flight conditions by use of a model and instruments and equipment required by FAA Part 91. Of the 16 simulator hours, a minimum of five hours of simulator flight will include flight training in traffic pattern operations, maneuvering during slow flight, recognition and recovery from stalls and spins, maneuvering solely by reference to instruments, VOR and ADF radio navigation, and emergency procedures in preparation for obtaining a private pilot certificate.

**Prerequisites:** AVIA1313

(1 credit hours, 0 lecture hours, 32 lab hours)

**AVIA 2862 Instrument Flight Faculty Lab**

This course includes flight instruction to prepare the student for the Instrument Flight Faculty Rating Practical Test.

(2 credit hours, 0 lecture hours, 64 lab hours)

**AVIA 2871 Instrument Pilot Simulator Laboratory**

This course provides instruction and practice in a flight training device equipped with an enclosed pilot's cockpit, controls to simulate rotation about the three axes, a means for recording the flight path simulated, and instruments required by FAA Part 91. A minimum of ten hours of simulator flight will include maneuvering solely by reference to instruments. This course includes IFR Navigation and Instrument approaches.

**Prerequisites:** AVIA2343

(1 credit hours, 0 lecture hours, 32 lab hours)

**AVIA 2881 Commercial Pilot Simulator Laboratory**

This course provides instruction in a flight training device equipped with an enclosed pilot's cockpit, controls to simulate rotation about the three axes, a means to simulate visual flight conditions by use of a model, a means for recording the flight path simulated by the trainer, and instruments and equipment required by FAA Part 91. A minimum of 10 hours of simulator flight will include maneuvering during slow flight, recognition of imminent stall, recovery from stalls with and without power, spins and spin recovery, operation of retractable landing gear, flaps, and controllable propeller; and emergency procedures in preparation for obtaining a commercial pilot certificate.

**Prerequisites:** AVIA1323

(1 credit hours, 0 lecture hours, 32 lab hours)

**Business Computer Information System****BCIS 2773 Cooperative Work Experience**

A capstone course designed to develop BCIS skills. Student, faculty, and employer develop objectives to be achieved in an applied setting. Workplace skills such as sociability and workplace ethics are emphasized.

(3 credit hours, 0 lecture hours, 96 lab hours)

**Biological Science****BIOL 1001 Individual Studies in Biology**

Individual studies in the life sciences with field and laboratory activities. (LAS)

(1 credit hours, 0 lecture hours, 32 lab hours)

**BIOL 1004 Biology for Non-Science Majors**

This course is an introductory non-majors biology course with lab that introduces the student to the concepts and methods of biology. It will include key concepts in biology such as homeostasis, evolution, prokaryotes, plants, animals, ecology, and human impacts on the biosphere. Students will apply the scientific method to solve problems and to explain natural phenomena. This course is designed for students who have little to no training or background in science. Credit for this course may not be applied to any of the options under the AS in Mathematics and Science. (GE, LAS)

**Note:** Must be college ready in Reading for enrollment.

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1023 Undergraduate Research Methods**

This is an introductory course describing research principles, methodology, and experimental design. Course emphasis will be on development of research skill sets, application of scientific knowledge, and the value of experimental research. (LAS)

**Prerequisites:** MATH1513, ENGL1113

(3 credit hours, 32 lecture hours, 32 lab hours)

**BIOL 1114 General Biology [BI 102]**

Fundamentals of the organization, metabolism, genetics, taxonomy, and interactions of protozoan and metazoan organisms, with their ecological implications. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1124 General Botany [BI 201]**

A study of the structure and physiology of higher plants with a short survey of the plant kingdom. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1134 General Zoology [BI 701]**

A study of fundamental anatomical structures, physiology, taxonomy, and ecology of the animal kingdom. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1144 General Biology I (Majors)**

The first course in a two-semester sequence of introductory biology courses with labs designed specifically for Biology majors. This course sequence includes an in-depth study of fundamental biological principles and concepts, including metabolism, homeostasis, heredity, evolution, and ecology at the subcellular, cellular, and organismal levels. Coverage includes animal, plant, and microbial biology. They provide the foundation for other advanced courses in the biological sciences. Since the distribution of topics may vary among programs, both courses must be taken from the same institution to meet equivalency approval. (If this is not the case, single courses can transfer at the discretion of the receiving institution). Minimum of eight semester hours (lecture plus lab) credit. At least 75% of the lab component must be face-to-face instruction. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1154 General Biology II (Majors)**

The second course in a two-semester sequence of introductory biology courses with labs designed specifically for Biology majors. This course sequence includes an in-depth study of fundamental biological principles and concepts, including metabolism, homeostasis, heredity, evolution, and ecology at the subcellular, cellular, and organismal levels. Coverage includes animal, plant, and microbial biology. They provide the foundation for other advanced courses in the biological sciences. Since the distribution of topics may vary among programs, both courses must be taken from the same institution to meet equivalency approval. (If this is not the case, single courses can transfer at the discretion of the receiving institution). Minimum of eight semester hours (lecture plus lab) credit. No pre-requisites. At least 75% of the lab component must be face-to-face instruction. (GE, LAS)

**Prerequisites:** BIOL1144

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 1241-3 Biological Sciences Internship**

The internship course is designed to provide students with the opportunity to explore employment opportunities in biological sciences by completing a paid or unpaid internship in a business, non-profit organization, or governmental setting.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**BIOL 2104 Human Anatomy [BI 406]**

This course presents a systemic approach to the study of the human body. Lecture presentation begins with an introduction of anatomical terminology and an overview of cellular processes and tissue classification. Students then learn the gross and microscopic anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, and digestive. The laboratory component of the course generally parallels and reinforces lecture concepts through the use of models, histological slides, skeletal and muscle materials along with many dissections including fetal pig dissection.

**Note:** Prerequisite not required with ACT science sub score of 21.

**Prerequisites:** BIOL1114, BIOL1144, BIOL1134

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2114 Environmental Science [EC 102, ES 102]**

A survey of the fundamental principles that govern the functioning of the environment with an emphasis on problems considered to be the core of most environmental issues: growing population, shortages in food and energy resources. The ethical issues related to the environmental problems are also considered. (LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2204 Anatomy & Physiology I [BI 301]**

This course presents a systemic approach to the study of the human body. Lecture presentation begins with an introduction of anatomical terminology and an overview of cellular process and tissue classification. An emphasis is placed on the following human organ systems; integumentary, skeletal, muscular, special senses, circulatory, respiratory, and digestive. As part of the course requirements, students will complete a laboratory component of the course. (LAS)

**Notes:** Prerequisite not required with ACT science sub score of 21.

**Prerequisites:** BIOL1114, BIOL1144, BIOL1134

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2214 Anatomy& Physiology II [BI 301]**

This course presents a systemic approach to the study of the human body and its function. Lecture presentation begins with an introduction to homeostasis and Chemistry. An emphasis is placed on the following systems and their functions: nervous, endocrine, muscular, cardiovascular, immune, respiratory, urinary and digestive. The functionality of these systems is thoroughly explained, as well as, cellular respiration, cellular transport and enzyme functions. As part of the course requirements, students will complete a laboratory component for each system in course.

**Prerequisites:** BIOL1114, BIOL1144, or BIOL1134; BIOL2204

(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2224 Introduction to Microbiology [BI 301]**

Introductory principles of microbiology, including their application to human and animal diseases. Emphasis on growth and cultivation with identification of individual organisms. (GE, LAS)

**Prerequisites:** CHEM1115, BIOL1114 or BIOL1144  
(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2304 Human Physiology [BI 465]**

A study of the normal function of the human body. Strong emphasis is placed on homeostasis. Laboratory required.

**Prerequisites:** BIOL2104, CHEM1115  
(4 credit hours, 48 lecture hours, 32 lab hours)

**BIOL 2373 Medical Terminology [BI 903]**

An introduction to medical terminology and nomenclature; standard medical abbreviations and spelling; appreciation of the logical method found in medical terminology; and proper use of terms in written communication.

(3 credit hours, 48 lecture hours, 0 lab hours)

**Business****BUSI 1113 Introduction to Business**

An introductory course designed to give the student an understanding of the whole area of business, to help the student become knowledgeable of the different vocational areas, and to acquire a vocabulary of business terms. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**BUSI 2013 Business Statistics [ST 002]**

Provides an introduction to the elements of statistics. Includes frequency distributions, measures of central tendency, elementary probability, binomial distribution, measures of variation, normal distributions, random sampling, tests of significance, t-test and chi-square test. Projects may be assigned using statistical software. (LAS)

**Prerequisites:** MATH1513  
(3 credit hours, 48 lecture hours, 0 lab hours)

**BUSI 2213 Business Communications [BC 001]**

This course is designed to strengthen basic language skills and to teach advanced communication techniques including skillful use of words, parallelism, emphasis, unity, tone, and style. Students are taught to use concise clear, straightforward language. Emphasis is placed in the development of problem-solving and critical thinking skills by analyzing business problems, the resolution of which results in functional business documents. Students are taught to be more perceptive and skillful communicators by improving interpersonal, listening, and speaking skills. Students will integrate electronic elements in the oral and written communication process. International communications will also be stressed. (LAS)

**Prerequisites:** ENGL1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**BUSI 2313 Business Internship**

Application of the theory and principles of business and/or economics to actual businesses or other organizations in which the student receives on-the-job experience. The intern must be directly supervised by a business professional. The internship supervisor at the work location and the internship faculty are both responsible for evaluating the internship. This course will be taken during the student's last semester.

(3 credit hours, 0 lecture hours, 96 lab hours)

**BUSI 2901-3 Directed Studies in Business**

This is a varying credit course that directs second-year students into special projects to extend and complement the required curriculum. This course can be used as a service-learning course.

(1-3 credit hours, 16-48 lecture hours, 0 lab hours)

**Chemistry****CHEM 1004 Introduction to Chemistry**

Introductory Chemistry, a one-semester course in preparation for the general chemistry sequence or for students with a degree plan that has a one-semester chemistry requirement. This course includes fundamental knowledge of inorganic chemistry; with laboratory. (GE, LAS)

**Co-Requisite:** Any College Level Math Course

(4 credit hours, 48 lecture hours, 32 lab hours)

**CHEM 1023 Undergraduate Research Methods**

This is an introductory course describing research principles, methodology, and experimental design. Course emphasis will be on the development of research skill sets, application of scientific knowledge, and the value of experimental research. (LAS)

**Prerequisites:** MATH1513, ENGL1113

(3 credit hours, 32 lecture hours, 32 lab hours)

**CHEM 1115 General Chemistry I [CH 140]**

The study of elements, atomic and molecular structure, stoichiometry bonding, chemical reactions, gas laws and thermochemistry; with laboratory. (GE, LAS)

**Co-requisites:** MATH1513

(5 credit hours, 64 lecture hours, 32 lab hours)

**CHEM 1215 General Chemistry II [CH 150]**

The study of solution chemistry, kinetics, chemical equilibrium, electrochemistry, chemical thermodynamics, acids and bases; with laboratory. (GE, LAS)

**Prerequisites:** CHEM1115

(5 credit hours, 64 lecture hours, 32 lab hours)

**CHEM 1241-3 Chemistry Internship**

The internship course is designed to provide students with the opportunity to explore employment opportunities in chemistry by completing a paid or unpaid internship in a business, non-profit organization, or governmental setting.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**CHEM 1614 Chemistry for Non-Science Majors [CH 110]**

A one-semester basic chemistry course specially designed for non-science majors. This course includes fundamental knowledge of inorganic chemistry; with laboratory. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

**CHEM 2001 Individual Studies in Chemistry**

A laboratory course covering the preparation of solutions, lab preparation and individual experimental research. (GE, LAS)

(1 credit hours, 0 lecture hours, 32 lab hours)

**CHEM 2014 Organic Chemistry [CH 210]**

Aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions, and an introduction to interpretive spectroscopy.

**Prerequisites:** CHEM1215

(4 credit hours, 48 lecture hours, 32 lab hours)

## Child Development

### **CHLD 1023 Administrative Program Planning (for Directors) [CD 114]**

Focus on how to effectively manage child care programs. Relevant and current issues in the field are addressed. Licensing requirements, managing staff, and ethical professional issues are studied.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CHLD 1103 The Child Development Professional [CD 105]**

An introduction to the profession of early childhood education, focusing on the professional competency standards that form the core of accreditation and credentialing programs. Topics include developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. A grade of 'C' or better must be obtained in this course for degree completion.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CHLD 1213 Growth and Development of Infants and Toddlers [CD 112]**

Emphasizes developmental processes and environmental factors that can affect physical growth, shape personality and achievement from conception to three years of age. Presents skills for a group of individual care of infants or toddlers such as individual daily schedules, record keeping, food preparation, age-appropriate discipline techniques and activities. Also, includes interpreting the Oklahoma licensing standards for infants and toddlers. Students apply learning in four clock hours of field experiences.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CHLD 2003 Conscious Discipline [CD 102]**

This course presents how to create a school family. The students learn how to foster a caring and cooperative environment and developmentally appropriate instruction that uses everyday situations to build character and social skills. Emphasis will be placed on principles of guidance and organization/management of classroom environments and instruction. A grade of "C" or better must be obtained in this course for degree completion.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2013 Introduction to Child Development (Growth & Development) [CD 101]**

This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children. Emphasis is on the study of the developmental aspects of child growth from conception to eight and its relationship to planning of appropriate curriculum for young children. Students apply learning through field experience. A grade of "C" or better must be obtained in this course for degree completion.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2113 Nutrition, Health and Safety [CD 106]**

This course is a study of principles of nutrition applied to the selection, preparation, and preservation of food as it relates to young children in early childcare and the study of health and safety for young children based on the environment. It includes the study of practices, supervision, and instruction in habits of health, care, and safety. Students apply learning in 16 clock hours of field experiences (labs). A grade of "C" or better must be obtained in this course for degree completion.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2131 Capstone Practicum**

Capstone Practicum is required of all students during their last semester prior to graduation. It provides an opportunity to synthesize learning from previous course work and field experiences and demonstrate that learning at the field site for the field experience supervisor/teacher and Child Development Program personnel. The culminating experiences are the completion of the student's professional portfolio and demonstration of classroom management and implementation of a developmentally appropriate activity which supports the student's knowledge, skills, and abilities as they relate to the NAEYC associate degree standards for early childhood. Students demonstrate learning in four clock hours of field experiences. A grade of "C" or better must be obtained in this course for degree completion.

(1 credit hours, 16 lecture hours, 0 lab hours)

**CHLD 2153 Behavior and Guidance [CD 102]**

This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving young children. Emphasis will be placed on principles of guidance and organization/management of classroom environments and instruction. Students apply learning in 32 clock hours of field experiences (labs). A grade of "C" or better must be obtained in this course for degree completion. (LAS)

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2303 The Abused and Neglected Child**

Designed to educate students in current federal, state, and local child abuse laws, including the Oklahoma licensing standards. Includes procedures for observations, documentation, and interpretation of policies; as well as activities to encourage problem-solving and decision making. Students apply learning in four hours of field experience

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2313 Children's Literature and Language [CD 107]**

This course is a study of language development and emergent literacy theories and practices for children birth to age eight. Students learn children's use of language for representing and constructing meaning. Literacy standards and stages of children's language development are placed in context of the early childhood environment while creating and implementing literacy learning experiences. Students apply learning in 16 clock hours of field experiences. (LAS)

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2323 Effective Parenting**

Provides effective parenting skills appropriate for anyone who is interested in parenthood. Students learn to teach and monitor the child's progress, develop reasoning skills to implement proper first aid, medication, and appropriate guidance measures. Effective listening and speaking techniques in parent/teacher conferences are developed along with communicating skills. Child-care situations and resources are explained and written report examples are developed. The intellectual and emotional growth of children and parents will be taught as well as learning how to develop strategies for managing stressful situations.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2413 Planning Curriculum for Young Children [CD 109]**

This course has been designed for developing a preschool classroom that balances teacher- and child-directed learning by responding to children's learning styles and building on their strengths and interests. Provides the opportunity to plan, implement, and evaluate an integrated curriculum that takes into account cultural-valued content and children's home experiences. Students apply learning through 30 hours of field experience. A grade of "C" or better must be obtained in this course for degree completion.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2423 Child Care Management and Financial Strategies [CD 114]**

An introduction to effective personnel management and budgeting processes of an early childhood program. This course includes managing enrollment, staff recruitment and retention, budgets, and financial record keeping.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2513 Cognitive Activities in Math, Science & Social Studies [CD 110]**

The study of suitable activities in the physical, natural and social sciences; also a study of the development of reasoning processes through concrete experiences. Students apply learning in ten hours of field experience.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2543 Socialization and Support of Young Children [CD 103]**

This course will focus on the relationships and promoting optimum development and support between the child, family, community, and early childhood educators. Students apply learning in 16 clock hours of field experiences (labs). A grade of "C" or better must be obtained in the course for degree completion.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2613 Creative Activities in Play, Art & Music [CD 108]**

A survey of appropriate materials and techniques in presenting art, music, dance, and drama. Different types of play are studied. Students apply learning through ten hours of field experience.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2703 Children with Special Needs [CD 104]**

This course introduces the students to children with special needs, their families, and support services. Emphasis is placed on the characteristics of special needs, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Students apply learning through ten hours of field experience. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2713 Diversity in the Early Care Program**

This course is an in-depth study of culture, diversity, and ability diversity among children and families being served in early care programs. The primary objectives of the course are to guide students to become culturally competent, focused on individual uniqueness, and responsive educators to each and every child and their families. Students will assess their own culture, diversity, and uniqueness while developing strategies to build trust and effectively deal with the effects of circumstances, beliefs, biases, and special needs while working within the early care field.

**Co-requisites:** CHLD1103

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2723 Communications and Literacy for Infants and Toddlers**

This course is a study of language development and emergent literacy theories and practices specific to children birth to 30 months. Students will implement developmentally appropriate practices which enhance language development and fundamentals of literacy skills. Students will apply learning in at least 16 clock hours of field experiences. A grade of "C" or better must be obtained in this course for degree completion.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2733 Nutrition, Health, and Safety for Infants and Toddlers**

This course is a study of principles of nutrition, health, and safety specific to infants and toddlers. Included are the study of practices, supervision, and instruction in habits of health, care, and safety. Students apply learning in 16 hours of field experience. A grade of "C" or better must be obtained in this course for certificate or degree completion.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2743 Behavior and Guidance for Infants and Toddlers**

This course is the study of the importance of attachment, attunement, and social play to establish the basics for self-regulation, socialization, and problem-solving. Theories are incorporated into the hands-on activities that support the use of positive guidance techniques and the creation of organizing and managing an infant and toddler environment. Students apply learning through 16 clock hours of field experience. A grade of "C" or better must be obtained in this course for degree completion.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2753 Curriculum and the Environment for Infants and Toddlers**

This course focuses on developmentally appropriate curriculum and room arrangement that is based on building attachment which nurtures learning. The student is provided with opportunities to plan, implement, and evaluate the environment and the curriculum for culturally, linguistically, and ability diverse inclusiveness. Students apply learning through 16 clock hours of field experiences. A grade of "C" or better must be obtained in this course for degree completion.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CHLD 2801 Child Care Staff Management**

Presents organizational skills, such as developing and communicating, job descriptions, job qualifications, employee policies and staff work schedules. Develops skills in hiring and dismissing employees. Staff maintenance will be covered, including staff meetings, employee records, self-analysis and improvement. Emphasizes staff training strategies, such as educational activities, planning workshops, use of consultants and resource libraries.

(1 credit hours, 16 lecture hours, 0 lab hours)

**CHLD 2811 Food & Meal Management**

Presents an interpretation of local, state and federal regulations regarding planning and servicing nutritious meals to the children, with sanitation and cost factors being considered. Emphasizes planning a cycle menu, evaluating nutrient content and calculating food costs as well as listing required kitchen equipment and outlining systems of sanitation, safety and purchasing for food service. Also, stresses serving meals to children in order to make mealtime fun and organized.

(1 credit hours, 16 lecture hours, 0 lab hours)

**CHLD 2821 Program Communications & Discipline**

Emphasizes the importance of open communication and positive relationships between the staff members and the parents. Also, concentrates on choosing strategies and techniques, which can be used in guiding child behavior.

(1 credit hours, 16 lecture hours, 0 lab hours)

**Computer Science****COSC 1153 Microcomputer Applications [CS 000, IS 001]**

Designed to familiarize the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, and includes desktop publishing, graphics, Internet, and data communications. Basic knowledge of keyboarding recommended. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

## Criminal Justice

### **CRIJ 1003 Orientation and Legal Matters**

The Constitution and legal basis of law enforcement: the penal code, formation of law enforcement bodies, local ordinances and regulatory functions. (COP students must take this course before Criminal Investigation).

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CRIJ 1013 Introduction to Criminal Justice [CJ 101]**

An overview of the criminal justice system, to include police, courts, and corrections as they pertain to both adults and juveniles. An understanding of the participants and their roles in accomplishing the missions of the criminal justice system.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CRIJ 1033 Criminal Law I [CJ 105]**

The basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability, and defenses.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CRIJ 1043 Applied Criminology**

The objective of this course is to introduce the student to the study of criminal behavior within our society. The information will be presented from both a theoretical and practical point of view. The information will be presented beginning with the theoretical point of view and moving into specific crimes and cases for study.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CRIJ 1113 Criminal Investigation [CJ 110]**

An introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, and collection and preservation of evidence.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **CRIJ 1503 Introduction to Corrections [CJ 103]**

An overview of the historical development and a complete analysis of the entire adult corrections system.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 1513 Special Problems in Corrections**

Intensive probing of selected problem areas through the employment of concepts learned in previous courses. The faculty will select germane topics of which the following are examples: Problems in Development of Prison Industries, Selection of Parolees, Functions of Psychiatry in Prison, and Balancing of Treatment and Social Protection as Goals and Conflicting Role Demands in Police Work.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 1523 Interpersonal Relations in Corrections**

This course emphasizes the application of various models of counseling and leadership to interpersonal relations with peers and inmates. Given a corrections social setting, the student will be able to select social and psychological techniques likely to elicit positive behavior in the setting.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 1533 Correctional Treatment Systems**

A study of the basic concepts of behavior therapies and therapeutic methods based on experimentally established principles of learning. Special attention is placed on custody, rehabilitation, and treatment programs as recognized by modern penology.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 1543 Firearms**

Care and use of police firearms, including legal provisions and restrictions. COP students must have permission from department coordinator.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 1553 Defensive Tactics / Custody Control**

The study and practice of methods of defense employed by police officers. COP students must have permission from department head.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2003 Community Relations [CJ 111]**

An examination of the relationships existing between the police and the communities they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights, and the elements of effective community relations. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2013 Patrol [CJ 112]**

A study of the police patrol operation, its organization and measurement of effectiveness, assignment of personnel, department policies, public relations, and the use of equipment in patrol operations.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2023 Police Administration [CJ 115]**

This course views the police as a functional unit in the criminal justice process. It presents the principles of police organization and administration and surveys the administration of operational staff and auxiliary units including patrol, traffic, detective, and juvenile.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2043 Human Relations**

Application of sociological theory and methods to various job situations. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2073 Correctional Services in the Community**

A study of the problems of released prisoners; interrelationships between institutional programs and their subsequent experiences; and the place and functions of probation, parole, pre-release centers, halfway houses, and work release.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2103 Introduction to Juvenile Justice and Delinquency [CJ 104]**

An overview of the organization, function, and jurisdiction of the juvenile justice system; methods of handling, processing and detention of juveniles; case disposition and court procedures.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2113 Traffic [CJ 113]**

Police responsibility in traffic control; organization of traffic and patrol division; routine traffic duties and accident reports.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2123 Criminal Evidence [CJ 109]**

An analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence and its exceptions.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2133 Criminal Procedures [CJ 108]**

Rules, principles, and concepts governing the enforcement of arrest, search, and seizure primarily focusing on the Fourth, Fifth, and Sixth Amendments to the U.S. Constitution.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2223 Cultural Diversity**

An investigation of the sociological processes of a racially and culturally heterogeneous society. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2241 Law Enforcement Driver Training**

Emphasizes defensive driving skills needed by police officers. Open only to COP students with permission of department head.

(1 credit hours, 8 lecture hours, 20 lab hours)

**CRIJ 2243 Current Issues in Criminal Justice**

A survey of matters of topical interest which influence law enforcement in American society. Focus is on social actions; legislative, executive and court decisions; and contemporary developments within criminal justice agencies.

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2253 Criminal Law II [CJ 106]**

An examination of the nature of the criminal acts of substantive criminal law defining the necessary elements and punishment of each act. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2293 Introduction to Counseling**

A survey of the individual and group approaches to counseling. The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated. (LAS)

**Prerequisites:** PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2373 Criminal Justice Internship**

A capstone experience. Placement of advanced Criminal Justice majors in community-based agencies for career development. Involves frequent contact with faculty supervisor and off-campus supervisor. May not be repeated without department director's approval.

(3 credit hours, 0 lecture hours, 100 lab hours)

**CRIJ 2563 Practicum I**

A capstone experience. Students work in a corrections institution in preparation for certification.

(3 credit hours, 0 lecture hours, 100 lab hours)

**CRIJ 2573 Practicum II**

A capstone experience. Students work in a corrections institution in preparation for certification.

(3 credit hours, 0 lecture hours, 100 lab hours)

**CRIJ 2583 Practicum III**

A capstone experience. Students work in a corrections institution in preparation for certification.

(3 credit hours, 0 lecture hours, 100 lab hours)

**CRIJ 2601-3 Topics in Criminal Justice**

A study of a topic which includes current analysis of industry problems or technical training which enhances student knowledge and skills within the criminal justice industry. This course may be repeated with different topics.

(1-3 credit hours, 16-48 lecture hours, 0 lab hours)

**CRIJ 2703 Introduction to Substance**

As an overall introduction to the field of substance abuse studies, this course covers categories of substance abuse, physiological and psychological effects of alcohol and other drugs, the disease concept of addiction, family and social dimensions of substance abuse, and the principle therapy and treatment approaches to the disease. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2803 Domestic Violence**

An examination of the relationships of individuals in society, dealing in particular with recognized relationships and conflict. A focus on child, spouse, and elderly abuse with the discussion of services available to the abused is studied. Social influences will be examined that may cause or reinforce violent behavior in the home. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2812 Private Security Skills I**

Required for all forms of security guard licenses. This course is related to general private security tasks such as: interpreting the Oklahoma Security Guard and Private Investigator Act, developing basic first aid skills, operating a fire extinguisher and firefighting equipment, writing field notes and reports, and interpreting legal powers and limitations.

(2 credit hours, 32 lecture hours, 0 lab hours)

**CRIJ 2813 Victimology**

This course is a survey course of contemporary developments in the field of victimology. The course will focus on conceptual boundaries, basic concepts, literatures, and its sub-fields and role as a field of study in criminal justice and sociology. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**CRIJ 2822 Private Security Skills II**

This course is related to tasks of unarmed security guards. Instruction will be given in public relations, performing fixed post duties, patrolling, and investigating security incidents.

(2 credit hours, 32 lecture hours, 0 lab hours)

**CRIJ 2832 Private Security Skills III**

This course is related to tasks of private investigators. Instruction will be given in responsibilities to clients, interpreting private investigations laws, complying with the Fair Credit Reporting Act, conducting investigations and surveillance, and locating and communicating information.

(2 credit hours, 32 lecture hours, 0 lab hours)

**CRIJ 2842 Private Security Skills IV**

This course is related to firearms skills for armed security and private investigators. Instruction will be given in safety, revolver maintenance and nomenclature, inspecting, revolver shooting fundamentals, legal issues and deadly force, range procedures and tower commands, revolver qualification, and shotgun familiarization.

(2 credit hours, 8 lecture hours, 24 lab hours)

**CRIJ 2901-3 Law Enforcement Seminar**

The study, practice, and/or analysis of a selected topic in law enforcement. May be repeated with a different topic.

(1-3 credit hours, 16-48 lecture hours, 0 lab hours)

**CRIJ 2913 The Study of Terrorism**

This course studies the effects of terrorism on our society. The course examines past, present, and future international players in the world of terrorism. The course is designed to develop a better understanding of terrorism while managing the consequences. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**Economics****ECON 2113 Principles of Economics I [BU 410]**

Fundamental macroeconomic principles appearing in production, consumption, and distribution of wealth; monetary and fiscal policy; determinants of such aggregates as national income, output, inflation, employment and price; and aspects of international trade interdependence. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ECON 2123 Principles of Economics II [BU 420]**

The continuation of ECON 2113, Principles of Economics I, with fundamental microeconomic principles involving behavior of consumers, business firms, market structures, and resource owners as they relate to the allocation of resources; individual price and output determination; goals of economic behavior with applications and illustrations from current issues; and international trade. (LAS)

**Prerequisites:** ECON2113

(3 credit hours, 48 lecture hours, 0 lab hours)

**English****ENGL 0123 English Fundamentals**

A pre-collegiate course designed to aid students in mastering the basic language arts and communications skills.

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 0222 English Integrated Review**

This pre-collegiate course will supplement ENGL 1113 to provide focused instruction on strategies for writing clear, organized essays correctly. ENGL 0222 - Integrated Review content includes paragraph and essay writing with focused instruction on organization, unity, usage, and basic grammar rules. This course will provide an integrated review of content that the typical English Comp I eligible student would possess as prior knowledge.

**Note:** Appropriate placement score required for enrollment.

**Co-requisites:** ENGL1113

(2 credit hours, 32 lecture hours, 0 lab hours)

**ENGL 0223 ESL Writing/Usage I**

A pre-collegiate level beginning English as a Second Language course for non-native speakers emphasizing elementary competency in standard written English with a focus on basic grammar, writing skills, and sentence structure.

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 0243 ESL Writing/Usage II**

A pre-collegiate level intermediate English as a Second Language course for non-native speakers of English designed to aid students in developing skills in standard written English with a continued focus on basic grammar, writing skills, and paragraph and essay structure.

**Prerequisites:** ENGL0223

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 1113 English Composition I [E 001]**

Systematic analysis of expository rhetoric and composition with regular practice to develop proficiency. (GE, LAS)

**Note:** Appropriate placement score or lower level deficiency cleared required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 1213 English Composition II [E 002]**

This course provides instruction in academic writing and research technique and builds upon the skills developed in English Composition I. (GE, LAS)

**Prerequisites:** ENGL1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 2123 Creative Writing [E 010]**

A study of the writing techniques involved in the various literary genres. The course provides a survey of all writing areas with an emphasis on individualized writing interest. Extensive outside practice writing; class analysis and discussion. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 2413 Introduction to Literature [E 003]**

An introduction to literature's forms and components. Readings in prose, poetry, and drama accentuate the universality of literature from a variety of cultures and eras. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**ENGL 2453 African American Literature [E 015]**

This course will be a combination of literature created about and by African Americans from pre-slavery to current day. It will contain reading, study, and discussion of prominent African American writers with particular attention to themes and philosophies dealing with the African American experience. This will demonstrate the ways in which African Americans have contributed to, been influenced by, and have transformed America. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

## Geography

### **GEOG 2243 Fundamentals of Human Geography [GG 102]**

An introductory course which emphasizes the interrelationships of man and his physical and cultural environment. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

## Geology

### **GEOL 1114 General Geology [GE 100, GS 110]**

Fundamentals of physical and historical geology, including basic mineral and rock types, rock structures, plate tectonics, erosion and deposition, and principles of interpreting earth history. (GE, LAS)

(4 credit hours, 48 lecture hours, 32 lab hours)

## History

### **HIST 1223 Early Western Civilization [HS 001]**

A survey of early European civilization from prehistoric times to 1648. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **HIST 1323 Modern Western Civilization [HS 002]**

A survey of European civilization from 1648 to present. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **HIST 1483 American History (1492 to 1865) [HS 005]**

A survey of American History from the discovery of the New World through the Civil War. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **HIST 1493 American History (1865 to Present) [HS 006]**

A survey of American History from the Reconstruction period after the Civil War to the present. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **HIST 2323 Oklahoma History [HS 007]**

A survey of the development of Oklahoma from the first explorers to the present. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**HIST 2901-3 Selected Topics in History**

A directed study of history, providing the opportunity for the student to study a selected topic and develop elementary skills in research, analysis, interpretation, and writing as they pertain to history. May be repeated for a maximum of three credit hours. (GE, LAS)

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**Health, Physical Education & Recreation****HPER 1003 Lifetime Health**

This course is designed to provide the student with a philosophy of living that encourages a higher quality of life and a state of well-being. Lifestyle choices are identified and explained in regard to proper exercise, weight management, stress management, health care, nutrition and cardiovascular disease prevention. Assessment techniques and development of individual prescriptions in the areas of muscular strength, muscular flexibility, cardiovascular endurance, body composition, and nutrition are studied. Lifetime leisure skills are identified and developed to provide a well-rounded exposure to wellness.

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 1011 Weight Training**

Introductory theory, skills, and training for weight lifting. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1021 Cardio-Circuit Training**

Skills and training in exercise for flexibility, muscle strengthening, and cardiovascular fitness including monitoring pulse. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1053 Personal and Community Health**

Principles from the physical, biological, and social sciences applied to personal and community health policy and practice. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 1101 Bowling**

Rules, skills, and practice in bowling. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1121 Social Dance**

Instruction and practice of a variety of popular dances for exercise and enjoyment. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1231 Intercollegiate Softball-Women**

Rules, skills, strategies, and practice of softball with intercollegiate team competition for women. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1241 Intercollegiate Baseball-Men**

Rules, skills, strategies, and practice of baseball with intercollegiate team competition for men. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1251 Intercollegiate Basketball-Men**

Rules, skills, strategies, and practice of basketball with intercollegiate team competition for men. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1261 Intercollegiate Basketball-Women**

Rules, skills, strategies, and practice of basketball with intercollegiate team competition for women. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1271 Aerobics**

Skills and practice of aerobic exercises for muscle tone and circulatory conditioning. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1283 Care and Treatment of Athletic Injuries**

Safety and prevention of injuries in athletic and physical education programs, with theory and practice of emergency treatment and care for injuries and illness.

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 1311 Golf**

Rules, skills, strategies and practice of golf with intercollegiate team competition for men. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1421 Cheerleading**

Theory, skills, and practice of cheerleading, including squad activities at college sporting and promotional events. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1423 Nutrition**

A basic course in which nutrients are studied in relation to the food requirements of an individuals' nutrition. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 1431 Intercollegiate Rodeo-Men and Women**

Rules, skills, strategies, and practice of rodeo with intercollegiate team competition. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 1953 Introduction to Health, Physical Education, and Recreation**

History, philosophy, current practices and opportunities in the field of Health, Physical Education, and Recreation. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 1991 Country and Western Dance**

Instruction and practice of a variety of traditional and contemporary country and western dances for exercise and enjoyment. Activity course. (GE)

(1 credit hours, 0 lecture hours, 32 lab hours)

**HPER 2013 Sports Officiating I**

Study of interpretation of rules and practice in officiating at football, soccer, volleyball, and swimming events including tournaments and meets.

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 2023 Sports Officiating II**

Study of interpretation of rules and practices in officiating at baseball, basketball, softball, and wrestling events including tournaments and meets.

(3 credit hours, 48 lecture hours, 0 lab hours)

**HPER 2111-3 CPR/First Aid**

Theory and practical skills for emergencies when medical assistance is not available, including techniques of CPR and clearing airway obstructions.

(1-3 credit hours, 16-48 lecture hours, 0 lab hours)

**Humanities****HUMA 2113 General Humanities I [HH 001]**

This humanities course provides an examination of various art forms, including philosophy, drama, music, literature, painting, and architecture from the beginning of civilization through the Medieval Period. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**HUMA 2131-3 Selected Topics in Humanities [HH 010]**

A directed study of the humanities, providing the opportunity for the student to study a selected topic and develop elementary skills in research, analysis, interpretation, and writing as they pertain to the humanities. May be repeated for a maximum of three credit hours. (H, LAS)

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**HUMA 2223 General Humanities II [HH 002]**

This humanities course provides an examination of various art forms, including philosophy, drama, music, literature, painting, and architecture beginning with the Renaissance and continuing into the modern era. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**Journalism****JOUR 1113 Introduction to Mass Communication [JR 130, SP 050]**

A survey course in the field of mass communications and its influence on modern society. This course is also a comparative study of communication through newspapers, radio, television, magazines, and motion pictures with an emphasis on journalism techniques. Special emphasis will be placed on emerging technologies, such as the Internet and the rapidly increasing varieties of news and entertainment outlets. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**JOUR 2001-3 Individual Studies in Communications**

Independent study provides the opportunity for specialized activities that augment a student's program of study. At Western, independent study in journalism will consist of an internship arrangement through the Public Information and Marketing Office on campus or through a commercial media outlet in the geographical area. Students who work off campus will be required to maintain a log and/or complete a portfolio depending on the type of assignment(s) agreed upon. Students may choose to focus on a specialty area such as video, graphics, or writing, or a broader approach, such as working as a general assistant to the Public Information/Marketing Office. A minimum of 32 hours of work is required per credit hour. Permission of the Coordinator for Arts and Humanities Division is required.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**Liberal Arts****LART 2001 Liberal Arts Capstone**

Liberal Arts Capstone is required of all Liberal Arts students during their last semester prior to graduation. This course provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis from previous coursework. Students select an area of interest related to their academic studies and engage in an activity leading to a research project, creative project or applied project reflective of comprehensive knowledge of the Associates in Arts Degree in Liberal Arts.

(1 credit hours, 16 lecture hours, 0 lab hours)

**Mathematics****MATH 0253 Math Fundamentals for STEM College Algebra**

A developmental course designed to assist the student in the study of polynomial operations and factoring, rational expressions, roots and radicals including complex numbers, graphing linear equations and inequalities in one and two variables and preparing students for STEM-College Algebra (MATH1523). This course does not satisfy requirements for any degree plan at Western Oklahoma State College. This course is a high school deficiency removal course. Appropriate placement score required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 0323 Math Fundamentals for Functions & Modeling**

A developmental course designed to assist the student in the study of decimals, percents, ratios, proportion, polynomials, factoring and graphing and preparing students for the Functions and Modeling course (MATH1483). This course does not satisfy requirements for any degree plan at Western Oklahoma State College. This course is a high school deficiency removal course. Appropriate placement score required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 0333 Math Fundamentals for Survey of Mathematics**

A developmental course designed to assist the student in the study of fractions, decimals, percents, ratios, proportion, polynomials, and preparing students for Survey of Mathematics (MATH1143). This course does not satisfy requirements for any degree plan at Western Oklahoma State College. This course is a high school deficiency removal course. Appropriate placement score required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 0512 Integrated Review for College Algebra**

Integrated Review content includes order of operations, linear equations, and factoring polynomials, properties of exponents, simplifying rational expressions, simplifying complex numbers, and solving quadratic equations.

(2 credit hours, 32 lecture hours, 0 lab hours)

**MATH 0522 Integrated Review for Functions and Modeling**

Integrated Review content includes order of operations, linear equations, and factoring polynomials, properties of exponents, simplifying rational expressions, simplifying radical expressions, and solving quadratic equations.

**Note:** Appropriate placement score required for enrollment.

(2 credit hours, 32 lecture hours, 0 lab hours)

**MATH 0532 Integrated Review for Survey of Math**

Integrated Review content includes order of operations, fractions, decimals, percents, ratios, proportions, and basic geometric figures.

**Note:** Appropriate placement score required for enrollment.

(2 credit hours, 32 lecture hours, 0 lab hours)

**MATH 0542 Integrated Review for STEM College Algebra**

Integrated Review content includes order of operations, linear equations, and factoring polynomials, properties of exponents, simplifying rational expressions, simplifying complex numbers, and solving quadratic equations.

**Note:** Appropriate placement score or lower level deficiency cleared required for enrollment.

(2 credit hours, 32 lecture hours, 0 lab hours)

**MATH 1143 Survey of Mathematics [MA 201]**

Exploration of various topics designed to give the student an appreciation of mathematics and the expose the student to mathematical problems within numerous disciplines. Not intended for students majoring in science, mathematics, computer science, and business. (GE, LAS)

**Note:** Appropriate placement score or lower level deficiency cleared required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 1483 Functions & Modeling**

Study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical); digital techniques for graphing functions, solving equations, and modeling data using regressions. This course is designed for students in agricultural, business, life/health science, or social science majors. (GE, LAS)

**Note:** Appropriate placement score or lower level deficiency cleared required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 1523 STEM College Algebra**

Study of equations and functions (polynomial, rational, radical, exponential, logarithmic), system of equations. Suitable for students planning on taking calculus. (GE, LAS)

**Note:** Appropriate placement score or lower level deficiency cleared required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 1613 Trigonometry [MA 204]**

Course content includes trigonometric functions, identities and equations, trigonometric function graph, inverse trigonometric functions, and solutions of triangles. (GE, LAS)

**Prerequisites:** MATH1523

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 1743 Elementary Calculus for Business, Life, and Social Sciences [MA 602]**

An introductory course in calculus for non-mathematics majors with topics in limits, derivatives, differentiation, integration of polynomial functions, and introduction to exponential and logarithmic functions. Applications related to the business, economics, and the social sciences. (LAS)

**Prerequisites:** MATH1513 or MATH1483

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 2013 Elementary Statistics [ST 001]**

Provides an introduction to the elements of statistics. Includes frequency distributions, measures of central tendency, elementary probability, binomial distribution, measures of variation, normal distributions, random sampling, tests of significance, t-test and chi-square test. Projects may be assigned using statistical software. (LAS)

**Prerequisites:** MATH1523 or MATH1483

(3 credit hours, 48 lecture hours, 0 lab hours)

**MATH 2215 Calculus I**

Topics include differentiation and integration of functions, curve tracing, definite integrals, and treatment of trigonometric, exponential, and logarithmic functions. Students may enter course directly from high school if student's courses include college algebra and trigonometry and if student's ACT test is sufficiently high. (GE, LAS)

**Prerequisites:** MATH1523, MATH1613

(5 credit hours, 80 lecture hours, 0 lab hours)

**MATH 2235 Calculus II**

Topics include hyperbolic functions, techniques of integration, disc and shell methods, parametric equations and polar coordinates, l'Hopital's Rule, sequences and series, and an introduction to vectors. (GE, LAS)

**Prerequisites:** MATH2215

(5 credit hours, 80 lecture hours, 0 lab hours)

**MATH 2273 Calculus III**

A continuation of MATH 2235 Calculus II. Includes vectors, infinite series, partial derivatives, multiple integration, Green's Theorem, and Stokes' Theorem.

**Prerequisites:** MATH2235

(3 credit hours, 48 lecture hours, 0 lab hours)

## Mid-Management

### **MGMT 2213 Principles of Management [MG 001]**

An introductory management course dealing with the fundamental principles of management such as planning, organizing, leading, and controlling the basic processes. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **MGMT 2323 Principles of Marketing [MK 003]**

A survey course for students who have prior course work and understanding in business includes a survey of all the aspects of marketing - consumer behavior issues, products, pricing, distribution, promotion, research, strategy, and trends. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

## Military Studies

### **MILS 1003 Military Studies**

This course provides an orientation to the systematic study of the military. It explores topics that include grand strategy, the role of the military in the promotion of national security, how the application of military force can promote peace, the character traits necessary for moral and effective leadership, and the ethical dilemmas raised by the use of military force.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **MILS 1103 Introduction to Leadership**

This is an introductory course in the acquisition of information about historical and contemporary theories, concepts, and issues associated with leadership. Students will be exposed to the nature of leadership through the presentation of objective material through group activities.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **MILS 1201-5 Beginning Military Technical Skills**

This is an orientation course designed to provide an overview as well as generalized introductory skills in a specialized technical field. This course may be taken in any technical military specialty where the student wishes to get basic skills in a specific field of study. This class will be an application course of technical training.

(1-5 credit hours, 0 lecture hours, 32-160 lab hours)

**MILS 1211-5 Intermediate Military Technical Skills**

This is an intermediate course designed to provide more in-depth concepts and skills in a specialized technical field. This course may be taken in any technical military specialty where the student wishes to get more complex skills in a specific field of study. This class will be an application course of technical training.

(1-5 credit hours, 0 lecture hours, 32-160 lab hours)

**MILS 1303 Communications**

This course is designed to strengthen basic language skills and to teach advanced communication techniques. Students are taught to use concise clear, straightforward language. Students are taught to be more perceptive and skillful communicators by improving interpersonal, listening, and speaking skills. Students will integrate electronic elements in the oral and written communication process.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 1403 Management**

An introductory management course dealing with the fundamental principles of management such as planning, organizing, leading, and controlling the basic processes.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 1503 Emergency Management**

This course provides students with insight into the profession of emergency management, its history, principles, participants, functions, structure, and future. This course includes concepts related to accreditation of emergency management programs.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 1703 Occupational Safety**

This course is an introduction to occupational safety from a holistic approach rather than individual safety rules for the individual occupational area. A concentration on the development of a safe attitude as related to such topics as technology changes, new and existing hazards, health and safety regulations, ethics, and cooperate responsibilities as well as individual responsibilities, philosophies related to product safety and a basic understanding of safety program.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 1803 Physical Conditioning**

This is an activity course designed to help students build high levels of overall physical conditioning. Students should expect to physically challenge themselves through a variety of activities focusing on aerobic, anaerobic, and resistance training. Additionally, students will have an opportunity to learn the skills necessary to create safe, complete conditioning programs while considering safety and injury prevention.

(3 credit hours, 0 lecture hours, 96 lab hours)

**MILS 2103 Advanced Military Leadership**

This is an advanced course in the theories and concepts of leadership with an in-depth look at military leaders. A close examination of how and what made specific military leaders successful by studying their leadership techniques and military careers. This course is designed to inspire an interest in the principles and practices of military leadership and to explore how these high-impact principles and practices may be professionally applied in the workplace.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 2201-5 Advanced Military Technical Skills**

This course is designed to provide students advanced concepts and skills in a specialized technical field. This course may be taken in any technical military specialty where the student wishes to gain advanced skills and knowledge in a specific field of study. This class will be a combination of theory and application of the more advanced concepts that require students to analyze and collaborate to resolve issues in a specific technical area.

(1-5 credit hours, 8-40 lecture hours, 16-80 lab hours)

**MILS 2303 Strategic Operations Management**

This course provides students with strategic management principles of operations and manufacturing in both domestic and international affairs. Explore common strategies based on overall operations improvement, productivity, quality control, processes, and customer service. Examine facilities, capacity, process/work-force planning organization, people, systems integration, and coordination between operations.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 2403 Logistics**

This course explores logistics principles, practices and techniques. It includes career progression, logistics module, wartime and contingency planning, logistics command and control, support agreements, and deployment management.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 2503 Military Operations**

This course analyses the concepts and principles of ground, air and naval operations. Includes strategic, tactical and support operations.

(3 credit hours, 48 lecture hours, 0 lab hours)

**MILS 2603 Military Studies Capstone**

This course is designed to allow students to demonstrate their mastery of the learning outcomes of the Military Studies program by demonstrating the ability to conduct research using primary and secondary sources and by creating a final research paper and presentation requiring comprehensive critical analysis during the last semester of the program.

**Prerequisites:** ENGL1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**Music Applied****MUAP 1100 Recital Attendance**

Non-credit course required for all instrumental applied lessons. (Lab to applied lessons.)

(0 credit hours, 0 lecture hours, 2 lab hours)

**MUAP 1110 Vocal Recital Attendance**

Non-credit course required for all vocal applied lessons.

(0 credit hours, 0 lecture hours, 3 lab hours)

**MUAP 1111 Applied Brass I [MU 130]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1121 Applied Brass II [MU 131]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1211 Applied Woodwind I [MU 110, MU 090]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1221 Applied Woodwind II [MU 091]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1241 Applied Guitar I**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1251 Applied Guitar II**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1271 Western Jazz Ensemble Lab**

A lab all Western Jazz students must attend once a week.

**Co-requisites:** MUAP1251

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1311 Applied Strings I [MU 070]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1321 Applied Strings II [MU 071]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1411 Applied Percussion I [MU 110]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1421 Applied Percussion II [MU 111]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1431 Brass Class**

Class instruction in one brass instrument and survey of the brass family. May be repeated for credit.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1511 Applied Organ I [MU 030]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1521 Applied Organ II [MU 031]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1531 Woodwind Class**

Class instruction in one woodwind instrument and survey of the woodwind family. May be repeated for credit.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1611 Applied Piano I [MU 030]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1621 Applied Piano II [MU 031]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1631 Percussion Class**

Class instruction in one percussion instrument and survey of the percussion family. May be repeated for credit.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 1711-2 Applied Voice I [MU 050]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1110

(1-2 credit hours, 0 lecture hours, 32-64 lab hours)

**MUAP 1721-2 Applied Voice II [MU 051]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1110

(1-2 credit hours, 0 lecture hours, 32-64 lab hours)

**MUAP 2041 Applied Guitar III**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2051 Applied Guitar IV**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2131 Applied Brass III [MU 132]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2141 Applied Brass IV [MU 133]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2231 Applied Woodwind III [MU 092]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2241 Applied Woodwind IV [MU 093]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2331 Applied Strings III [MU 072]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2341 Applied Strings IV [MU 073]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2431 Applied Percussion III [MU 112]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2441 Applied Percussion IV [MU 113]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2531 Applied Organ III**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2541 Applied Organ IV**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2631 Applied Piano III**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2641 Applied Piano IV [MU 033]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1100

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUAP 2731-2 Applied Voice III [MU 052]**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1110

(1-2 credit hours, 0 lecture hours, 32-64 lab hours)

**MUAP 2741-2 Applied Voice IV**

Private instructions in piano, organ, voice, strings, wind or percussion instruments is primarily for music majors, but open to all students as an elective. One half-hour lesson per week per hour of credit. Performance in recital is a requirement for all music majors and minors; all students enrolled will perform before a faculty jury before a final grade is issued. May be repeated for credit.

**Co-requisites:** MUAP1110

(1-2 credit hours, 0 lecture hours, 32-64 lab hours)

**Music****MUSI 1013 American Popular Music**

A lecture course for students of all levels. The focus is on American popular music of the last two hundred years, and mainly the twentieth century. Folk music, Tin Pan Alley, rock 'n roll, jazz, and blues are some of the highlighted areas of study. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 1033 Fundamentals of Music [MU 003]**

This course is a precursor to Music Theory covering the elements of music inclusive of staves, clefs, key signatures, meter signatures, intervals, etc. (H,LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 1133 Music Appreciation [HH 007, MU 001]**

A study of the basic elements of music to encourage the enjoyment and appreciation of the various styles and periods of music history. Includes listening to recordings of music and attending musical performances. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 1251 Western Pioneer Band**

This is the large ensemble at Western Oklahoma State College. Pioneer Band rehearses and performs a diverse range of music and styles each semester, as well as performing in a variety of venues. It performs on and off campus. Instruction includes coaching toward proper ensemble/individual performance techniques, sight reading, and rhythmic reading skills. This course is open to any instrumental musician, subject to the faculty's approval.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1261 Community Jazz Band**

Instrumental ensemble open to adults who play saxophone, trumpet, trombone, piano, trap set, electric guitar and bass. Students must be able to read music for their instrument and have a high school or above playing ability on a jazz band instrument.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1271 Wind Ensemble**

A wind or wind and percussion group to work on concert or small ensemble music. The music will depend on the instrument each semester. Not a beginner piece.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1301 Beginning Piano Class**

An introduction to the rudiments of piano performance. Musical terminology, technical skills, folk songs, simple harmonization, and beginning piano literature are included in the course. Consult with faculty.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1513 Music Theory I [MU 004]**

A study of the basic rudiments of tonal music including scales, modes, key signatures, intervals, triads, meter, and rhythmic notation. These principles are taught by written exercises and analysis. Application of the proceeding to keyboard harmony. (LAS)

**Co-requisites:** MUSI1531

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 1523 Music Theory II [MU 005]**

A further study of the rudiments of music including harmonic modulation, non-harmonic tones, and secondary functions. This includes beginning composition; analysis of four-part chorales; instrumental, vocal, and piano music from Baroque and early Classical periods. Advanced keyboard theory is also included. (LAS)

**Prerequisites:** MUSI1513, MUSI1531

**Co-requisites:** MUSI1541

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 1531 Aural Skills I [MU 027]**

Designed to improve musical skills as related to melodic, harmonic, and rhythmic dictation, sight reading and keyboard harmony. Taken concurrently with Music Theory I. (LAS)

**Co-requisites:** MUSI1513

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1541 Aural Skills II [MU 028]**

Designed to improve musical skills as related to melodic, harmonic, and rhythmic dictation, sight reading and keyboard harmony. Taken concurrently with Music Theory II. (LAS)

**Prerequisites:** MUSI1513, MUSI1531

**Co-requisites:** MUSI1523

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1901 Voice Class**

Laboratory class instruction in voice dealing with tone production, breath control, articulation, and interpretation. May be repeated for a total of 2 hours credit.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1911 Vocal Diction**

An introduction to diction in Italian, German, and French based on song literature and using the International Phonetic Alphabet. Each language will be offered separately except for English. Vocal choir experience required for enrollment.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1921 Vocal Ensemble**

Performance-based group of 16-18 members. Two or three rehearsals a week, depending on ensemble assignment. Enrollment by audition and permission of faculty.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 1941 Community Chorus**

This course is designed as a community choir program. The repertoire depends upon the constituency of the choir. A wide variety of small and large works is studied and performed. There is one public performance presented at the end of the semester.

(1 credit hours, 16 lecture hours, 0 lab hours)

**MUSI 1951 Guitar Class**

Study of classical guitar and musical note reading.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 2211 Western Choir**

A selected ensemble of vocalists concentrating on the study and performance of contemporary entertainment music and traditional choral music. The Western Choir functions as a public relations and recruitment group for the college. Enrollment is open to any student who wishes to audition for the director. Scholarships are available to qualified students.

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 2301 Intermediate Piano Class**

A continuation of MUSI 1302, Beginning Class Piano. Emphasis is on piano literature and harmonization. Required of music majors who have had less than one year of previous piano training.

**Prerequisites:** MUSI1301

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 2421-3 Selected Topics in Music**

A directed study of music providing the opportunity for the student to study a selected topic and develop elementary skills in research, music theory, composition, and performance.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**MUSI 2513 Music Theory III**

A continued study of musical elements and style in the music of the late Classical and early Romantic Periods. Chords, borrowed chords, altered dominant chords, and augmented sixth chords are included. Modulations to all keys and analysis of the 19<sup>th</sup>-century music. (LAS)

**Prerequisites:** MUSI1523, MUSI1541

**Co-requisites:** MUSI2531

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 2523 Music Theory IV**

A study of musical elements, style, form, and medium in music from the late Romantic Period to present Twentieth Century techniques in form and composition, with continued related aural and oral exercises. Students will study, analyze, and compose music as related to the styles of the late Romantic Period and the Twentieth Century. (LAS)

**Prerequisites:** MUSI2513, MUSI2531

**Co-requisites:** MUSI2541

(3 credit hours, 48 lecture hours, 0 lab hours)

**MUSI 2531 Aural Skills III**

Advanced musical skills developed to complement the corresponding theory course. Emphasis is on advanced melodic, harmonic, rhythmic, dictation, sight reading, and keyboard development. Taken concurrently with Music Theory III. (LAS)

**Prerequisites:** MUSI1523, MUSI1541

**Co-requisites:** MUSI2513

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 2541 Aural Skills IV**

Advanced musical skills developed to complement the corresponding theory course. Emphasis is on advanced melodic, harmonic, rhythmic, dictation, sight reading, and keyboard development. Taken concurrently with Music Theory IV. (LAS)

**Prerequisites:** MUSI2513, MUSI2631

**Co-requisites:** MUSI2523

(1 credit hours, 0 lecture hours, 32 lab hours)

**MUSI 2711 Community Band**

The Community Band studies and performs a wide variety of concert band literature. Open to all instrumentalists in the community, the band performs one concert per semester. Not for beginning instrumental instruction. Required of all instrumental majors. May be repeated for credit.

(1 credit hours, 0 lecture hours, 32 lab hours)

## Nursing

**Students must be formally admitted to the Nursing Program to be enrolled in NURS courses.**

### **NURS 1119 Nursing I - Foundations of Nursing and Functional Health Patterns**

This course introduces the student to the concepts essential for establishing a foundation in professional nursing practice and the skills needed to become a competent associate degree nurse. The foundations of nursing practice include, but are not limited to, competent, contemporary nursing care and skills, critical thinking and problem solving skills, caring behavior, efficient and effective use of all resources, communicative and collaborative skills, cultural sensitivity, health promotion and wellness care, ethical and legal practice, and desire to continue to learn and help others learn. Functional health patterns is the conceptual foundation for client care while the nursing process is the foundational bases for providing client care. Clinical focus is on developing clinical skills for therapeutic interventions when caring for clients experiencing dysfunctional health patterns and identifying practices which promote optimal functioning. Nursing Process emphasis is on Assessment and Nursing Diagnosis, with a beginning introduction to outcome identification, planning, implementation, and evaluation in providing client care.

**Prerequisites:** BIOL2104, CHEM1115, MATH1513

**Co-requisite:** BIOL 2304

(9 credit hours, 96 lecture hours, 144 lab hours)

### **NURS 1123 LPN to RN Transition**

This course is for LPNs who are articulating into the program under advanced standing status. This course is designed to validate prior learning and experiences and enhance the student's knowledge. This course will focus on the transition of the LPN to that of a student preparing for the role of RN. Gordon's Functional Health Patterns are utilized as a framework for gathering and organizing data. This course will also focus on the RN/LPN scope of practice; nurse competencies; nursing process; and clinical skills.

**Prerequisites:** BIOL2104, BIOL2304, MATH1513, CHEM1115

**Co-requisites:** ENGL1113, PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**NURS 1129 Nursing II - Functional Health Patterns for Maternal/Infant and Child Care**

Functional health patterns for maternal/newborn and child-care are the emphasis for this course. Students use the nursing process to develop a plan of care for the maternal/newborn and pediatric client. Students continue to build on the foundations of nursing practice and in skill development for therapeutic interventions. Advanced skills of intravenous medication administration, is introduced during this course. Nursing process emphasis is on Assessment, Nursing Diagnosis, and Outcome Identification while continuing to expand awareness of planning, implementation, and evaluation in providing client care.

**Prerequisites:** NURS1119

**Co-requisites:** ENGL1113, PSYC1113

(9 credit hours, 96 lecture hours, 144 lab hours)

**NURS 2219 Nursing III - Functional Health Patterns - Adult Client Care**

This course is divided between the nursing care of the adult client with dysfunctional health patterns in mental health and in physical health. The students are introduced to the principles and concepts of mental health, psychopathology and treatment modalities and also begin the study of dysfunctional health patterns of the adult client in an acute care setting. This course continues to build on and enhance the student's foundation in nursing practice and skill development. Critical thinking is emphasized in relationship to entry-level competencies of the associate degree nurse. Management and leadership concepts are emphasized in both the mental health and physical health components of this course. Nursing process emphasis is on Assessment, Nursing Diagnosis, Outcome Identification, Planning, and Implementation, and developing an awareness of evaluation in providing client care.

**Prerequisites:** NURS1129

**Co-requisites:** ENGL1213, POLS1113

(9 credit hours, 96 lecture hours, 144 lab hours)

**NURS 2229 Nursing IV - Functional Health Patterns - Advanced Adult Client Care**

Students continue to study dysfunctional health patterns of the adult client in an acute care setting but are also introduced to advanced complex nursing roles. The focus of this course is to solidify the foundational bases for nursing practice and skill competencies for the entry-level associate degree nurse. Critical thinking is enhanced through a semester-long problem-solving project. Management and leadership concepts continue to be emphasized for the associate degree nurse in an acute care setting. The last course brings together all aspects of the nursing process, Assessment, Nursing Diagnosis, Outcome Identification, Planning, Implementation, and Evaluation, as a foundational base for providing client care.

**Prerequisites:** NURS2219

**Co-requisite:** HIST1483 or HIST1493

(9 credit hours, 96 lecture hours, 144 lab hours)

**Philosophy****PHIL 1113 Introduction to Philosophy [HH 004, PI 101]**

The study of fundamental problems of philosophy and the use of philosophical methods for studying the world and human life throughout recorded time. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**PHIL 2233 Ethics [PI 103]**

A study of the major philosophers, theories, and ethical issues concerning the morality of human behavior. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**PHIL 2243 Philosophy of Religion [PI 210]**

This course examines the major religious questions of mankind. It focuses primarily on the great religions of the world. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**Physics****PHYS 1023 Undergraduate Research Methods**

This is an introductory course describing research principles, methodology, and experimental design. Course emphasis will be on the development of research skill sets, application of scientific knowledge, and the value of experimental research. (LAS)

**Prerequisites:** MATH1513, ENGL113

(3 credit hours, 32 lecture hours, 32 lab hours)

**PHYS 1115 General Physics I [PH 120]**

Algebra-based physics for students majoring in fields other than the physical sciences. Mechanics, fluids, oscillations, heat, and thermodynamics. (GE, LAS)

**Prerequisites:** MATH1513, MATH1613

(5 credit hours, 64 lecture hours, 32 lab hours)

**PHYS 1215 General Physics II [PH 130]**

Continuation of PHYS 1115, General Physics I. Waves, electricity and magnetism, optics, electronics, and atomic and particle physics. (GE, LAS)

**Prerequisites:** PHYS1115

(5 credit hours, 64 lecture hours, 32 lab hours)

**PHYS 2115 Physics I for Physical Science Majors [PH 240]**

Calculus-based physics for students majoring in the physical sciences or engineering. Mechanics, fluids, oscillations, heat, and thermodynamics. (GE, LAS)

**Prerequisites:** MATH2215

(5 credit hours, 64 lecture hours, 32 lab hours)

**PHYS 2215 Physics II for Physical Science Majors [PH 250]**

Continuation of PHYS 2115, Physics I for Physical Science Majors. Waves, electricity and magnetism, optics, electronics, and atomic and particle physics. (GE, LAS)

**Prerequisites:** PHYS2215

(5 credit hours, 64 lecture hours, 32 lab hours)

**Political Science****POLS 1113 American Federal Government [PS 101]**

Studies of the principles, structure, processes and functions of the United States Federal Government. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**POLS 2203 Introduction to Law [PS 205]**

An introduction to the U.S. legal system through a study of the origins and evolution of the United States Constitution and selected Supreme Court cases. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**POLS 2703 Introduction to Political Theory [PS 202]**

An introduction to the foundations of political philosophy. Examines the major works of selected political thinkers of Western Civilization. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**POLS 2901-3 Selected Topics in Political Science**

A directed study of political science, providing the opportunity for the student to study a selected topic and develop elementary skills in research, analysis, interpretation, and writing as they pertain to political science. May be repeated for a maximum of three credit hours. (LAS)

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**Physical Science****PSCI 1134 General Physical Science [GS 101]**

A lecture-laboratory course designed for students with intentions for a non-science major. A study of selected topics from physics, chemistry, and astronomy. (GE)

(4 credit hours, 48 lecture hours, 32 lab hours)

**PSCI 1241-3 Physical Sciences Internship**

The internship course is designed to provide students with the opportunity to explore employment opportunities in physical sciences by completing a paid or unpaid internship in a business, non-profit organization, or governmental setting.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**PSCI 1651 Fall and Winter Meteorology**

Introduces the student to the fundamentals of weather with emphasis on fall/winter weather. (LAS)

(1 credit hours, 16 lecture hours, 0 lab hours)

**PSCI 2561 Spring Meteorology**

Introduces the student to the fundamentals of weather with emphasis on spring weather. (LAS)

(1 credit hours, 16 lecture hours, 0 lab hours)

**Psychology****PSYC 1113 Introduction to Psychology [PY 101]**

A survey of the major areas of study in Psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2253 Developmental Psychology [PY 103]**

A theoretical and research-based course, with a prerequisite of Introduction to Psychology, offered at the 2000 level or above. The course will cover social, emotional, physical and cognitive aspects of human development throughout the life-span, from conception to death of old age. (GE, LAS)

**Prerequisites:** PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2273 Social Psychology [PY 102]**

A psychology course with a prerequisite of Introduction to Psychology offered at the 2000 level or above. The course will cover topics such as conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison. (GE, LAS)

**Prerequisites:** PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2293 Introduction to Counseling**

A survey of the individual and group approaches to counseling. The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated. (LAS)

**Prerequisites:** PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2403 Personality Theories [PY 104]**

A psychology course with a prerequisite of Introduction to Psychology examining personality processes and the various theoretical approaches to the study of personalities such as psychodynamic, behavioral, phenomenological, trait, and social learning theories. (GE, LAS)

**Prerequisites:** PSYC1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2713 Aging [PY 163]**

Introduces the student to the processes of aging, including both the physical and psychological aspects. Discusses federal and state programs designed to serve the aging and social changes associated with aging. (LAS)

**Prerequisites:** PSYC1113 or SOCI1113

(3 credit hours, 48 lecture hours, 0 lab hours)

**PSYC 2901-3 Selected Topics in Psychology**

A directed study of psychology, providing the opportunity for the student to study a selected topic and develop elementary skills in research, analysis, interpretation, and writing as they pertain to psychology. May be repeated for a maximum of three credit hours.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

## Reading

### **READ 0113 Reading Fundamentals**

A pre-collegiate level course designed to help students advance reading and thinking skills. The course does not count toward degree requirements or in a student's cumulative grade-point average. This course may be required to remove curricular deficiency in reading.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **READ 0423 ESL Reading I**

A pre-collegiate level course designed to emphasize the acquisition of simple reading skills, expansion of receptive and productive vocabulary, and comprehension of short, adapted reading selections. Simple reading skills practice includes previewing, finding the main idea, simple outlining, scanning and detecting sequence.

(3 credit hours, 48 lecture hours, 0 lab hours)

### **READ 0433 ESL Reading II**

A pre-collegiate course designed to emphasize the continued acquisition of reading skills needed for the expansion of receptive and productive vocabulary and comprehension of medium-length adapted reading selections.

**Note:** Appropriate placement score required for enrollment.

(3 credit hours, 48 lecture hours, 0 lab hours)

## Religion

### **RELI 1213 Introduction to the Old Testament [RL 101]**

This course is designed to give the student a grasp of the basic elements of the Old Testament from the standpoint of the text as historical literature. The focus is on gaining an understanding of the actual words that shaped Judaism, Christianity, and Islam. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

### **RELI 1223 Introduction to the New Testament [RL 102]**

This course is designed to give the student an understanding of the New Testament text as historic literature. It focuses on the impact of the New Testament in shaping human thought. (H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**RELI 2221-3 Selected Religious Studies**

This class will allow the student to seek more in-depth religious studies, specifically, but not limited to, study abroad. (H, LAS)

(1-3 credit hours, 16-48 lecture hours, 0 lab hours)

**Sociology****SOCI 1113 Introduction to Sociology [SS 001]**

An analysis and description of society, focusing on culture, the socialization process, social change, social institutions (family, the economy, education), and social inequality. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SOCI 2013 Marriage and Family [SS 008]**

The study of values and goals of marriage and the family with major emphasis on specific problems such as role conceptions, parenthood, and child training as influenced by psychological factors of modern society. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SOCI 2113 Social Problems [SS 031]**

A study of some of the major social problems in American society including, but not limited to, crime and delinquency, drug and alcohol abuse, poverty, mental health, family violence, and environmental problems. The problems are analyzed with emphasis on the underlying conditions dealing with their probable causes, extent, cost, and possible solutions. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SOCI 2223 Cultural Diversities [SS 014]**

An investigation of the sociological processes of a racially and culturally heterogeneous society. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SOCI 2901-3 Selected Topics in Sociology**

A directed study of sociology, providing the opportunity for the student to study a selected topic and develop elementary skills in research, analysis, interpretation, and writing as they pertain to sociology. May be repeated for a maximum of three credit hours.

(1-3 credit hours, 0 lecture hours, 32-96 lab hours)

**Spanish****SPAN 1113 Conversational Spanish [WL 105-SP]**

Intensive practice in speaking Spanish on topics of everyday life. The study is designed to develop fluency in speaking Spanish and command of idiomatic expression. (LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SPAN 1115 Beginning Spanish I [WL 110-SP]**

A course designed to establish a sound foundation in the basics of the language, understanding, speaking, reading, and writing Spanish. Emphasis is on the essentials of grammar and phonetics, simple reading, composition, and oral-aural practice in the classroom. (GE, H, LAS)

(5 credit hours, 80 lecture hours, 0 lab hours)

**SPAN 1225 Beginning Spanish II**

Follows SPAN 1115, Beginning Spanish I. Continued review of grammar, idioms, composition, oral-aural practice, and readings in modern Spanish usage. Emphasis is on the expansion of the student's passive vocabulary and his ability to make inferences as to the meaning of Spanish constructions. (GE, H, LAS)

**Prerequisites:** SPAN1115

(5 credit hours, 80 lecture hours, 0 lab hours)

**Speech****SPCH 1113 Public Speaking [SP 020]**

Principles and techniques of preparing for, participating in, and evaluating communication behavior at the interpersonal and public levels. (GE, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SPCH 1513 Introduction to Theater [HH 008,TH 353]**

A survey and analysis of theater history, literature, and practices relating to the theater as a social force. (GE, H, LAS)

(3 credit hours, 48 lecture hours, 0 lab hours)

**SPCH 2291 Theater Practicum [TH 311]**

Credit is given for participation in major dramatic productions as an actor, a director, or as an assistant in stagecraft. This includes three hours of lab work for each one hour of credit per week.

(1 credit hours, 0 lecture hours, 48 lab hours)

## Section VI – Personnel

**Stephen ‘Morgan’ Adams** – HVAC/Lead Maintenance (2014)

**Beau Allen** – Maintenance Technician (2020)

**Beth Barber** – Nursing Faculty (2017), M.S.N., A.R.P.N., N.P.-C

**Edith ‘Pia’ Bauer** – Math, Business, and Computer Sciences Division Director/Math Faculty (2008), B.A., M.S.

**Kimberlie Borrego** – Upward Bound Information Specialist (2019) A.A.

**Jeff Bourgeois** - Helpdesk Specialist (2012)

**Eddie Broughton** - Women’s Basketball Coach (2016), B.S.

**Leslie Brown** - POWER Program Director (2010), A.S., B.S.

**C.L. Carden** - Criminal Justice, Child Development, Aviation, and Military Studies Division Director/Faculty (1996), B.S., M.S., M.CJA

**Brian Carpenter** - Computer Information Systems Specialist (2001), A.S.

**Nick Cavin** - Instructional Support Specialist (2012), A.S., B.S.

**Lisa Chaney** - Biology Faculty (2008), A.S., B.S., M.S.

**Jimmy Childs** – Math Faculty (2017), B.S., M.Ed.

**Amy Cobb** – Administrative Assistant to the President (2018)

**Emily Cox** –Academic Support Advisor (2020), B.S., M.S.

**Ashton Davis** – Director of Institutional Effectiveness (2019), A.A.

**Bailee Decker** – Accounts Receivable/Billing Clerk (2020), A.A.

**Rolando De La Barrera** - Men’s Basketball Coach (2006), B.S.

**Sa’Vana Denton** – Director of Financial Aid (2013), B.B.A

**Kass Deweese** - Student Store Manager (2006), A.S.

**Lisa Downs** – Simulation Coordinator (2020), A.A., B.S.N., M.S.N., F.N.P.

**Tricia Duncan** – Assistant Director of Financial Aid (2020), A.A.

**Diane Fairchild** - Nursing Faculty (2015), A.S.N., B.S.N., M.S.N., R.N.

**Courtney Fortwengler** – Retention Specialist/Testing Coordinator (2020), B.S., M.S.

**Misty George** - Math Faculty (2014), B.S., M.Ed.

**Dr. David Goodman** – Science Faculty (2017), B.S., M.Ed., Ph. D.

**Dr. Jennifer Hammack** – Agriculture, Nursing, & Science Division Director/Animal Science Faculty (2015), B.S., M.S., Ph.D.

**Amy Harmon** – Business Education Faculty (2018), B.S., M.B.A.

**Rachael Holder** – Nursing Clinical Coordinator/Faculty (2018), B.S., M.S.N., R.N.

**Heather Hood** - Controller (2004), A.S., B.B.A, M.B.A

**Nick Hood** - Facilitator and Interactive Media Specialist (2006), A.A., A.A.S.

**Joanne Huff** - Library Technical Assistant (1996), A.S., A.A.S., B.B.A.

**Doyle Jencks** - Director of Physical Plant and Public Safety (2010), B.A.

**Leandra Johnson** - Upward Bound Academic Coordinator (2016), A.A., B.S., M.Ed

**Robin Lee** – Student Loan Specialist (2017), A.A.P., B.S.

**Daniel Lopez** - Maintenance Technician (2014)

**Dr. Stacey Machado** – Director of Nursing (2014), B.S.N., M.S.N., R.N., D.N.P.

**Dr. Keila Manos** – Assistant Director of Admissions & Registrar (2020), B.A., M.S., M.A., Ph.D

**Randy Marceleno** - Lead Floor Tech (2011)

**Maegan Martin** – Director of Public Relations (2015), A.A., B.A.

**Shanna McBride** – Child Development Coordinator/Faculty (2012), A.S., A.A., B.S., M.Ed

**Melissa McMahan** – Vice President for Business Affairs (2018), B.B.A., B.S., M.S.

**Kenneth Mendez-Diaz** – Upward Bound Director (2018), A.A., B.S.

**Deena Morley** - Science Faculty (2015), B.S., M.S.

**Larry Muck** - Nursing Faculty - Elk City Campus (2016), A.S., B.S.N., M.B.A., R.N.

**April Nelson** - Director of Personnel (1999), A.S., B.S.

**Tamara Norvell** – Administrative Assistant/Nursing Office Coordinator (2020), B.S.

**Cheryl Orr** - Counselor (2016), B.S., M.S.

**Chrystal Overton** - Vice President for Academic Affairs (2002), B.S.N., M.S., R.N.

**Mike Pate** - WINDS Director (2011), A.A., B.S., M.Ed.

**Terri Pearson** – Vice President for Student Support Services (2016), B.S., M.Ed

**Freddy Perez** – Grounds Maintenance (2019)

**Mary Ann Perez** - Lead Custodian (2014)

**Casey Podoll** - English/Speech Faculty (2009), B.A., M.A.

**Jimmy Poe** - Safety and Security Coordinator/Utilities Manager (2012), A.A.S

**Patricia Purdue** – Social Science, Behavioral Science, Philosophy, and Religion Division Director (2014), B.S., M.S.

**Suzanne Rooker** - Director of Learning Resources Center (2012), B.A., M.L.I.S.

**Kylah Rucker** – Nursing Evening Faculty, Lawton Campus (2020), B.S., M.S.N., R.N.

**Kurt Russell** - Baseball Coach (2005), B.S., M.B.A.

**Cullen Sanders** - Safety and Security Technician (2014)

**Hunter Sawders** – Physical Plant Coordinator (2019), A.A.S., B.S., M.S.

**Allison Sayre** – Nursing Online Coordinator (2017-2018, 2020), B.S.N., M.S.N., R.N.

**Lana Scott** - Director of Admissions and Registrar (1994), A.S., A.A., B.B.A.

**Jessica Segraves** – Biology Faculty (2011), A.A.S., B.S.R.S., M.S.R.S.

**Kristin Shelby** – Communications, Humanities, Music, Art, Reading, and HPER Division Director/Faculty (2013), B.S., M.Ed.

**Leigh Sheridan** – WINDS Student Support Specialist (2020), B.A.

**Jennifer Sommers** - Accounts Payable /Inventory Coordinator (2001), A.A.

**Christina Stewart** – Administrative Secretary to the Vice President for Academic Affairs (2019)

**Kheela Smith** – Director of Information Technology (2020), B.S., M.S.

**Genny Stidham** – Softball Coach (2018), B.S.

**Brenda Straub** - English Faculty (2016), B.A., M.A.

**Katelynn Thompson** – Recruiting & Merchandising Specialist (2020), A.A., B.A.

**Meredy Thompson** – Director of Student Billing (2014-2019, 2020), B.A.

**Jesse Tiernery** – Rodeo Coach (2017)

**Alejandra Tillman** – Scholars Coordinator (2017), A.S., B.A., M.B.A.

**Polly Walker** - Nursing Faculty, Elk City Campus (2011), B.S.N., R.N., M.S.N

**Tonya Ware** – Salary and Benefits Coordinator (2015), A.A., B.S.

**Dr. Chad Wiginton** - President (2001), B.B.A., M.Ed., Ed. D

**Bruce Wilson** - WINDS Academic Specialist (2011), B.S., M.Ed, Ed. S.

**Tanya Wingate** - Information Center Receptionist (1996), A.A.S.

**Deborah Wolff** – Graduation Clerk/VA Specialist (2006), A.A., A.S., B.S.

### Emeriti

**Patsy E. Allen** - English Faculty 1987-2000

**Gayle Austin** - Office Systems Technology Faculty, 1975-1999

**\*Ben Bailey** - Director of Aviation/Faculty 1989-2000

**Fred Baker** - Lead Custodian/Maintenance Technician, 2000-2006

**Jacqueline Bellamy** - Child Development Coordinator/Faculty, 2006-2018

**\*Phil Birdine** – President, 2008-2018

**Darlene Bock** - Division Director/Speech Faculty, 1971-1996

**\*James D. Brazell** - Director/Social Science Faculty, 1979-1993

**Wilma Briscoe** - Admissions Secretary, 1973-2003

**\*Roger D. Brown** - Vice President for Academic Affairs, 1999-2006

**\*Jerry Bryan** - Art Faculty, 1997-2013

**Jim Burbank** - Natural Science Faculty, 1971-2003

**\*W. C. Burris** - President, 1971-1990

**Doloras Carlisle** - Computer Science Faculty, 1994-2012

**\*Cecil Chesser** - Academic Dean, 1966-1987

**Toni Coakley** - Science Faculty 1976-79, 1989-2015

**\*Donnie Connell** - Registrar, 1973-1987

**\*Pam Crain** - Special Programs/AAFB Liaison, 1985-2003

**Beverly Creed** - Business Faculty, 1970-1981

**Thad Crosnoe** - Math Faculty, 1979-2010

**Myrna Cross** – Director of Financial Aid, 1988-2019

**Randy Cumby** - President, 1977-2010

**\*Barry Davis** - Welding Faculty/Rodeo Coach, 1982-2001

**Jane Davis** - Director of Student Financial Aid, 1967-1995

**Larry Davis** - Advanced Maintenance Technician, 2006-2012

**\*Richard Davis** - History and Government Faculty, 1960-1986

**\*Don Deweese** - Assistant Director of Physical Plant, 1998-2001

**Paul Dorton** - Custodian, 1981-1997

**\*Helen S. Dreschler** - College Nurse/Science Faculty, 1971-1991

**Bill Drury** - Math Faculty, 1988-2004

**Larry K. Duffy** - Vice President for Development and Alumni Relations, 1978-2013

**Vicki Elkins** - Assistant Director of Purchasing, 1976-2012

**\*Donnie Elliott** - P.E. Faculty/Coach, 1981-1986

**Lloyd English** - Art Faculty, 1975-1996

**Zachary Estes** - Agri-Business/Science Faculty, 1983-2011

**\*Estelle Faulconer** - Assistant to the President, 1971-1976

**Sandra Foster** - Math Faculty, 2004-2013

**Don Frank** - Mathematics Faculty, 1967-1987

**\*Joe Frederick** - Philosophy Faculty, 1970-1988

**Dean Garrett** - Vice President for Business Affairs, 1971-1995

**\*Haywood Goodlow** - Groundskeeper, 1980-1998

**Mickey Graham** - History Faculty, 1982-2016

**Lisa Greenlee** - Vice President for Academic Affairs, 1996-2018

**Elizabeth Greenwood** - Nursing Clinical Coordinator 2010-2018

**Estella Guerra** - Nursing Faculty – Lawton Campus 2007-2020

**Bobby Hall** - Custodian/Maintenance, 1993-2010

**Harold Harris** - Fleet Technician, 1999-2012

**\*Henry Hartsell** - Dean of Business and Technical Education/Faculty, 1976-1997

**Steven Hensley** - President, 1990-1994

**Sue Higdon** - ITV Technician, 1999-2011

**Larry Hillis** - Speech Faculty, 1975-2003

**Walter Hoehne** - Dean of Student Services, 1977-1987

**Larry Huntzinger** - Math Faculty/Cooperative Agreement-Applied Tech, 1975-2013

**\*J. C. Ivey** - Custodian, 1976-1994

**Art Jantz** - Director/Faculty Science, Mathematics, and Physical Education Division, 1971-1992

**Charles Jeffries** - Computer Hardware/Networking Faculty, 2000-2006

**Charles Johnson** - Business Education Faculty, 1975-2003

**Fannie E. Johnson** - Business Education Faculty, 1976-2000

**\*Harvey Kaylor** - Director of Physical Plant, 1981-1999

**\*Larry Kelley** - Vice President for Student Affairs, 1999-2006

**Carol Kendrix** – Dean of Technical Education, 1990-2010

**\*Derrill Wayne Killian** - Agri-Business Faculty, 1973-1991

**Kathy King** - Nursing Faculty, 2000-2010

**\*Roland Lankford** - Graphic Arts Faculty, 1980-1997

**Tricia Latham** - Vice President for Business Affairs, 1996-2018

**Bill Lewis** - Custodian, 1977-1999

**\*Barbara Long** - Director of Public Relations and Information, 1973-1995

**Monte Lowrance** - Drafting and Design Faculty, 1981-1987

**Glenna Lunday** - Business Education Faculty, 1988-2018

**\*Emma Madden** - English Faculty, 1965 -1977

**\*Dorothy Maffry** - Art Faculty, 1967-1983

**\*Richard Maffry** - Business and Language Faculty, 1970-1983

**\*Paul McConnell** - Custodian, 1986-1993

**\*Bonnie McKee** - Director of Learning Resources Center, 1972-1987

**George Medlock** - Grounds Supervisor, 2006-2014

**Allan R. Meier** - Swimming/Physical Education Faculty, 1985-2009

**Vicki Melton** - Library Technical Assistant, 1996-2012

**Anita Miller** - Director of Administrative Computing, 1976-2018

**\*Louise Moberly** - Photojournalism Faculty, 1971-1981

**Karla Moore** - Director of Assessment, 1989-2016

**Rebekkah Morrow** - History Faculty, 2004-2014

**Beverlie Newby** - Library Technical Assistant, 1990-2010

**Bruce A. Newman** - Political Science Faculty, 1991-2018

**Celia Nippert** - Math and Sciences Coordinator/Computer Science/Math Faculty, 1999-2013

**Glyna Olson** - Director of Counseling and Student Assessment, 1988-2008

**Jim Otten** - Custodian, 1984-1994

**\*Betty Patton** - English Faculty, 1977-1997

**Larry W. Paxton** - Dean of Student Support Services, 1988-2008

**Louise Paxton** - Administrative Secretary to the President, 1999-2003

**Otis Pelt** - HVAC Technician, 2003-2016

**Leon Perrigo** - Custodian, 1995-2001

**\*Pauline Perry** - English Faculty, 1976-2002

**Bob Pearson** - Director of Physical Education and Athletic Development, 1983-2018

**John A. Phelan** - Social Sciences Coordinator/Psychology Faculty 1984-2015

**Joe Pierce** - Information Systems Specialist, 1995-2005

**\*Bill Phillips** - Physical Education Faculty/Basketball Coach, 1978-1996

**Brenda Phillips** - Nursing Faculty 2010-2015

\***Lois Reynolds** - Admissions Secretary, 1986-2002

\***Herman Riesenber**g - Director of Nursing, 1981-1990

\***Karen Robinson** - PBX Operator/Receptionist, 1985-1994

\***Velma Robison** - Secretary to the Dean of Business and Technical Education, 1985-1996

**Nick Roman** - Evening Custodian, 1995-2010

\***Glenn Royal** - Physical Education Faculty/Coach, 1971-1983

**Donn Rowlett** - Music Education Faculty, 1983-2009

\***June Self** - Secretary for the Vice President for Student Affairs, 1978-1995

\***William Shafer** - Drafting and Design Faculty, 1948-1981

**Lourie Shartz**er - Administrative Secretary to the Vice President for Academic Affairs and Student Support Services, 2004-2014

**Janice K. Shera** - Child Development Program Director/Faculty, 1977-2003

\***Edwina Smith** - Director of Social Science Division/Faculty, 1974-1993

**Randy Smith** - Maintenance Tech, 2001-2014

**Jim Strawn** - Agriculture Faculty, 1991-2001

\***Robert Taylor** - Director of Physical Plant, 1993-2004

**Margaret Thomas** - Director of Nursing, 1982-2001

\***Lupe Trevino** - Financial Aid Secretary, 1995-2010

**Michael B. Tucker** - English Faculty, 1990-2016

\***LaVeta Vinyard** - Registrar, Office of Admissions and Records, 1962-1986

**Elizabeth M. Wallace** - Chemistry Faculty 1978-2015

**Carmen Ward** - Child Development Scholars Coordinator, 2001-2012

**Radonna Whitaker** – Salary & Benefits Coordinator, 2003-2020

**Bruce Wiese** - Vice President for Business Affairs, 1995-2009

**William L. Wilkes** - Director of Physical Plant, 1979-1994

\***Lucie Williams** - Business Faculty, 1981-1986

**Nick Wolfe** - Business and Social Science Faculty, 1971-1987

**Pete Wylie** - Behavioral Science Faculty, 1975-1993

\***Duane Zeman** - English Faculty, 1978-2003

\*Deceased

## Section VII – Student Handbook

It is essential to the growth and education of our students that they have the freedom to inquire, study, increase understanding and knowledge and further their intercultural and interpersonal development; however, freedoms cannot be protected or exercised in a college that lacks order and stability. The Student Handbook and the incorporated Student's Rights and Responsibilities were created to inform the student body of the expected standards of behavior, policies, and fundamental expectations of a student at Western Oklahoma State College. Furthermore, the purpose of this Student Handbook is to develop boundaries so that the college can maintain a comfortable living and learning environment for all college members. The intent of the college is to make certain that students adhere to their civic and social responsibilities and not lose their rights as citizens of the college community. The Student Handbook specifically clarifies the rights and responsibilities of student members of this academic community. **Note: Violation of this trust may result in penalties up to and/or including expulsion from the college.**

### Liability and Responsibility

Whether enrolled in an on-campus class or in a college-sponsored internship, practicum, course, or activity involving domestic or foreign travel, a member of the college community or a guest thereof, the student or guest is responsible for his or her own medical treatment and is liable for his or her actions. In the event of injury or illness, while participating in a college-sponsored activity, the college cannot approve a claim for treatment or reimbursement.

Information on insurance is available in the office of the Vice President for Student Support Services, Room SSC201A, 580.477.7708. A number of reasonably-priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in the appropriate coverage.

### Family Educational Rights and Privacy Act (FERPA) (as amended)

Western Oklahoma State College (Western) designates the following student information as public or directory information which may be released at any time without the express consent of the student.

#### Directory Information

Category 1: Student's name, local and permanent address, e-mail address, telephone number(s), classification, dates of attendance at Western, enrollment status (full-time, part-time).

Category 2: Major field(s) of study/degree program, educational institutions previously attended, degrees and awards granted, educational background, degree(s) held and date(s) granted and institutions granting such degree(s).

Category 3: Place of birth, participation in officially recognized organizations, activities, and sports, and weight and height of participants in officially recognized sports. This information may be disclosed by the college for any purpose, at its discretion.

Students may withhold disclosure of any or all categories of directory information. Forms requesting the withholding of directory information are available in the registrar's office in Room SSC200A. Forms must be submitted by the end of the add/drop period.

### Release for Educational Purposes

It is the policy of the college to release personally identifiable information from the educational records of a student, without written consent, to college officials (faculty, staff, administration, and agents of the college having responsibility for working with students in admissions, registration, advisement, counseling, teaching, financial aid, payment of fees or any other activity directly related to the student's academic program, or pursuant to law or government regulation.)

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of college policy and 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;  
or
3. Using a student's ID number without his/her permission to gain access to other college services.

### Access to Student Records

Students are entitled to access official educational records directly related to the student, including the right of inspection and review within 45 days of the day that the college receives a request for access from an eligible student. The student may request to see his/her records by filing a written request to the college registrar. Conduct records may be requested by contacting the Vice President for Student Support Services.

By written declaration, the student may authorize access to his/her educational records by parents or other individuals. The right to access shall include the following:

1. The right to a list of the types of educational records maintained by the institution and directly related to students.
2. The right to inspect and review the content of those records.
3. The right to obtain copies of those records, which may be at the expense of the eligible student or parent. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 are entitled to access official education records of that student.
4. The right to a response from that institution to reasonable requests for explanations and interpretations of those records.
5. The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document on more than one student.
6. The right to an opportunity for a hearing to challenge the content of those records as follows.
  - a. The hearing shall be conducted and a decision rendered within a reasonable period of time following the request for the hearing;
  - b. The hearing shall be conducted and the decision rendered by an institutional official or another party who does not have a direct interest in the outcome of the hearing;
  - c. The eligible parents or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart C, Section 99 of the Family Educational Rights and Privacy Act of 1974; and
  - d. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

### Health or Safety Emergency

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31 (a)(10) and § 99.36 of the FERPA regulations. Educational agencies and institutions may disclose information from an education record “to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals” and that exception will be “strictly construed.”

### Compliance Complaints

Eligible students and the parents of a student have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Oklahoma State College to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The name and address of the office that administers FERPA of 1974 is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605  
Telephone: 202.260.3887

### Terms and Definitions

1. The terms “college” and “Western” all mean Western Oklahoma State College.
2. The term “student” includes all persons taking courses at the college, whether full-time or part-time, taking classes for college credit or developmental (zero level) courses, pursuing undergraduate or professional studies. Persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have continuing relations with the college, or who have been accepted for admission are considered “students” as are persons who are living in college residence halls although not enrolled in the institution. Someone who frequents campus and interacts with students in a student-like manner as deemed by the Vice President for Student Support Services will also be considered a “student” for purposes of this Student Handbook.
3. The term “faculty member” or “faculty” means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term “member of the college community” includes any person who is a student, faculty member, college official, or any other person employed by or otherwise officially affiliated with the college. A person’s status in a particular situation shall be determined by the President of the college.
6. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
8. The term “Student Conduct Board” means any person or persons authorized by the Vice President for Student Support Services to determine whether a student has violated the student code and to recommend sanctions that may be imposed when a rules violation has been committed. In most cases, the Vice President for Student Support Services or his/her designee will be the Student Conduct Board.
9. The term “Student Conduct Administrator” means a college official, as appointed by the College President to be responsible for imposing sanctions upon students found to have violated the student code. In most cases, the Vice President or his/her designee will be the Student Conduct Administrator.
10. The term “appellate board” means any person or persons authorized by the Vice President for Student Support Services to consider an appeal from a conduct administrator’s determination that a student has violated the student code or from the sanctions imposed by the conduct administrator. Normally the appellate board will be composed of two faculty members, two students, and the Vice President for Student Support Services who will serve as chair. The Vice President for Student Support Services may adjust membership at his/her discretion to expedite consideration.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Support Services is that person designated by the College President to be responsible for the administration of the student code.
14. The term “policy” means the written regulations of the college as found in, but not limited to, the student code, student handbook, college website and computer use policy, and the academic catalog.
15. The term “complainant” means any person who submits a charge alleging that a student violated this student code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under the student code as are provided to the complainant, even if another member of the college community submitted the charge.
16. The term “accused student” means any student accused of violating this student code.

### **Student Conduct Authority**

The Student Conduct Administrator shall determine the composition of Student Conduct Boards. The Vice President shall develop policies for the administration of the student conduct system and procedural rules for the provisions of the student code. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the specified appeal process.

### **Student Policies and Conduct Regulations**

The college’s basic code of behavior requires that students NOT:

1. Violate any municipal, state, or federal laws, or
2. Interfere with or disrupt the educational process of Western Oklahoma State College as judged by the administration, or
3. Violate the college policy, rule, or regulation published in hard copy or available electronically on the college website.

The student code shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objective. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The student code shall apply to a student's conduct even if the student withdraws from school while disciplinary action is pending. The Vice President shall decide whether the student code shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

Admission of students who are currently under disciplinary sanctions at other institutions must first be reviewed by the Vice President for Student Support Services. The college reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

### **Prohibited Conduct**

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following.
  - a. Furnishing false information to any college official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any college document, records, or instrument of identification.
  - c. Tampering with any college-related election.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities including its public service functions on or off campus, or of other unauthorized activities when the conduct occurs on college premises or at an official college event.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person. This will include but is not limited to, sexual assault, domestic violence, rape, stalking, fighting, discrimination or harassment with regards to sex, race, national, origin, and sexual orientation, and other threatening behavior. Also, see the sexual misconduct policy later in this chapter.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into affiliation with, or as a condition for continued membership in a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties and/or failure to fully and truthfully identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of premises.
8. Use, possession, dispensing, manufacturing, sale or distribution, or conspiracy to sell, distribute, or possess, or being in the chain of sale or distribution of any illegal chemical substance. "Illegal chemical substance" means any substance which an individual may not sell, possess, use,

distribute, or purchase under Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all illicit drugs, such as prescription drugs obtained without authorization and prescribed drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat the current health condition of the student). The term "illegal chemical substance" also includes mood-altering substances such as paint, glue, aerosol sprays, and similar substances.

9. Use, possession, manufacturing, or distribution of alcoholic beverages, including low-point (3.2) beer, or public intoxication on college property, such as the resident hall, public areas, and any college-sponsored trip or event regardless of age.
10. Violation of published or posted residential life/housing policies and/or contract.
11. In-line skating, roller skating, and skateboarding on college property or in college buildings.
12. Possession of firearms, explosives, other dangerous weapons, or dangerous chemicals on college premises or use of any such item.
13. Participating in an on- or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding and abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, restroom, or dormitory room.
16. Conduct in which a student engages or threatens to engage in behavior that poses a danger of causing physical harm to self or others.
17. Conduct which would cause property damage, directly impede the lawful activities of others, or interfere with the educational process and the orderly operation of the college.
18. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - b. Unauthorized transfer of a file;
  - c. Use of another individual's identification and/or password;
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official;
  - e. Use of computing facilities and resources to send obscene and abusive messages;
  - f. Use of computing facilities and resources to interfere with normal operation of the college computing system;
  - g. Use of computing facilities and resources in violation of copyright laws; and/or
  - h. Any violation of the college computer use policy.

19. Abuse of the student conduct code system including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the student conduct system;
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board;
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
  - d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  - e. Attempting to influence the impartiality of a member of a Student Conduct Board proceeding;
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, and/or during the course of the Student Conduct Board proceeding;
  - g. Failure to comply with the sanction(s) imposed under the student code; and/or
  - h. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
20. Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.
21. The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned or under the control of Western Oklahoma State College, including parking lots owned or under the control of, and in vehicles used by Western employees when conducting business anywhere. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes, or other types of inhalation devices.
22. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
23. Violation of any federal, state, or local law.

### Student Conduct Code Procedures

#### Charges and Student Conduct Board Hearings

1. Any member of the college community may file charges against a student for violation of the student code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place. Delayed reports may make the resolution more difficult or impossible.
2. The Student Conduct Administrator may conduct an investigation to determine if any charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. The Student Conduct Administrator may later serve in the same matter as a member of the Student Conduct Board. If the student admits to violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the accused student in written form. A time shall be set for a student conduct hearing, not less than five nor more than 15 calendar days after the student has

been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.

4. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following guidelines.
  - a. Student Conduct Board hearings shall be conducted in private.
  - b. The complainant, accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the student conduct hearing shall be at the discretion of the Student Conduct Board and/or Student Conduct Administrator.
  - c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, at his/her discretion, may permit the Student Conduct Board hearings concerning each student to be conducted either separately or jointly.
  - d. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Board hearing. Witnesses will provide information to and answers for each question from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.
  - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each item of the student code which the student is charged with violating.

- i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the student code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in student code proceedings.
- 5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The records shall be the property of the college.
- 6. If an accused student, with proper notice, fails to appear before a Student Conduct Board hearing as scheduled, the information in support of the charges may, at the discretion of the board, be presented and considered even if the accused student is not present.
- 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statement, or other means as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

### Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code.
  - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Conduct Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
  - d. Fines—Previously established and published fines may be imposed.
  - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions—Work assignments, essays, service to the college, or other discretionary assignments.
  - g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion—Permanent separation of the student from the resident halls.
  - i. College Suspension—Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. College Expulsion—Permanent separation of the student from the college.
  - k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other violations committed by a student prior to graduation. Revocation of the degree requires President and/or Board of Regent's approval.

- I. Withholding Degree—The college may withhold awarding a degree otherwise earned until the completion of the process set forth in the student conduct code, including the completion of all sanctions imposed if any. Withholding of a degree requires approval from the Vice President for Academic Affairs.
2. One or more than one of the sanctions listed above may be imposed for any single violation.
3. Other than college expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, college suspension, college expulsion, or revocation/ withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, college suspension or expulsion, or revocation/withholding of a degree shall be expunged from the student's confidential record five years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be a victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be recorded in the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations.
  - a. Those sanctions listed above previously.
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the student code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to the sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes he/she was the victim of another student's conduct) in writing of its determination and of the sanctions(s) imposed, if any.

### Interim Suspension

In certain circumstances, the Vice President for Student Support Services, or a designee, may impose a resident hall suspension prior to the student appearing before a Student Conduct Board.

1. Interim suspension may be imposed only:
  - a. to ensure the safety and well-being of members of the college community or preservation of college property;
  - b. to ensure the student's own physical or emotional safety and well-being; or
  - c. to prevent an ongoing threat of disruption of, or interference with, the normal operations of the college.
2. During the interim suspension, a student shall be denied access to the resident halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Support Services or Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on a normal schedule, up to and through a Student Conduct Board hearing, if required.

### Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the accused student(s) or complainant(s) to an appellate board within five academic days of the decision. Untimely appeals will not be considered. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee. The appellate board shall meet and issue its decision in a timely manner.
2. Except as needed for Item d, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing. The purpose of the appellate board is:
  - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the student code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the student code which the student was found to have committed.
  - d. To consider new information not presented at the original Student Conduct Board hearing.
3. The appellate board may, at its discretion,
  - a. uphold the determination of the Student Conduct Board;
  - b. overrule the Student Conduct Board and declare the case closed;
  - c. modify the sanction(s) imposed by the Student Conduct Board; or
  - d. refer the case back to the Student Conduct Board with guidance to reconsider the case and/or sanctions.

### Appeal to the President

Within five working days of the appellate board's decision an accused student or organization may submit a written appeal to the President of the college. Untimely appeals will not be considered. The President's review will normally be limited to determining if the accused student or organization received appropriate procedural due process in the previous steps. In extraordinary circumstances, as determined by the President, he/she may make a decision on the substantive issues of the case. The President's decision is final and not appealable.

### Interpretation and Revision

Any questions of interpretation or application of the student code shall be referred to the Vice President for Student Support Services or his/her designee for final determination. The student code shall be reviewed every year under the direction of the Vice President for Student Support Services.

### Academic Integrity Policy

Western Oklahoma State College is committed to instilling and upholding integrity as a core value. All members of the Western Oklahoma State College community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. Western is devoted to maintaining an honest academic environment and ensures a fair resolution of alleged violations of academic integrity.

Students are expected to:

1. Present their own work for evaluation by their Instructors.
2. Appropriately cite the words and ideas of others.
3. Protect their work from misuse.
4. Accept responsibility for their own actions.
5. Read the Academic Integrity Policy and sign manually or electronically to acknowledge they have read and understand this policy.

Instructors are expected to:

1. Set reasonable standards in their classes within the approved guidelines.
2. Clearly discuss and communicate information about academic integrity to students and ensure that students have read and signed said policy.
3. Reduce opportunities for dishonesty through vigilant exam security and proctoring, and give clear instructions for homework and projects.
4. Fairly and consistently evaluate Students and award credit based on professionally- judged academic performance established by the instructor.
5. Be fair in the evaluation of information that may indicate a student has violated academic integrity.

Behaviors that violate the fundamental values of academic integrity may include, but are not limited to:

- A. **Unauthorized Collaboration:** Completing an assignment or examination with other Students, turning in work that is identical or very similar to others' work, or receiving help on assignments without the permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.
- B. **Plagiarism:** Presenting the written, published, or creative work of another as the Student's own work. Whenever the Student uses wording, arguments, data, design, etc., belonging to someone

else in a paper, report, oral presentation, or other assignments, the Student must make this fact explicitly clear by correctly citing the appropriate references or sources. The Student must fully indicate the extent to which any part or parts of the project are attributed to others. The Student must also provide citations for paraphrased materials. The following are examples of plagiarism:

1. Copying another Student's assignment, computer program, or examination with or without permission from the author.
  2. Copying another Student's computer program and changing only minor items such as logic, variable names, or labels.
  3. Copying or paraphrasing material from an Internet or written source without proper citation.
  4. Copying words and then changing them a little, even if the Student gives the source.
  5. Verbatim copying without using quotation marks, even if the source is cited.
  6. Expressing in the Student's own words someone else's ideas without giving proper credit.
- C. **Multiple Submissions:** Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the Student repeats a course) without permission of the Instructors.
- D. **Cheating on Examinations:** Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another Student take an examination for the Student.
- E. **Fabricating Information:** Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.
- F. **Helping Another Person Cheat:** Providing information about an examination to another Student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another Student to copy an examination, assignment, or computer program). A Student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another Student.
- G. **Unauthorized Advance Access to Examinations:** Obtaining an advance copy of an examination without the Instructor's permission or getting questions and answers from someone who took the examination earlier.
- H. **Altering or Destroying the Work of Others:** Changing or damaging computer files, papers or other academic products that belong to others.
- I. **Fraudulently Altering Academic Records:** Altering graded papers, computer material/records, course withdrawal slips, or academic documents. This includes forging an Instructor or adviser signature and altering transcripts.

Per the discretion of the individual Faculty, these behaviors may subject the Student to disciplinary action including receiving a failing grade on an assignment, examination, or course; receiving a notation

of a violation of academic integrity on the transcript; and suspension from the College. Serious violations discovered after a Student graduates may lead to revocation of a degree.

## PROCEDURES

1. The Instructor discovers sufficient information to substantiate an alleged violation of academic integrity.
2. Within five days of the discovery, the Instructor completes an Academic Integrity Violation Form listing possible academic integrity violations and gives or mails the form to the Student (certified and signed for by the addressee).

Once an Instructor has identified an alleged violation of academic integrity, the Student may not drop the course. A Student who drops the course in question will be re-enrolled by the Registrar.

**Note:** In the event an incident is not resolved by the time grade reports are due to the Registrar, an incomplete grade will be assigned until the allegation is resolved.

3. The Student contacts the Instructor within five days of receiving the Academic Integrity Violation Form to schedule a meeting. Failure of the Student to contact the Instructor before the deadline will result in them forfeiting the right to challenge.
4. The Student, Instructor, and the Academic Dean meet to discuss the alleged violation and sign the Academic Integrity Resolution Form. The following actions may result from this meeting.
  - A. The Instructor and Student agree that no violation of academic integrity occurred. No further action is needed.
  - B. The Student admits responsibility for a violation and accepts the Instructor's sanction. A copy of the signed form is given to the Student, the Instructor retains a copy, and copies are sent to the Academic Dean and to the Vice President for Academic Affairs.
  - C. The Student admits responsibility but does not agree with the sanction. The Instructor assigns a sanction and the case is referred to the Academic Integrity Committee. To initiate an appeal, the Student must submit documentation to the panel within five days after completion of the Academic Integrity Resolution Form.
  - D. The Student denies responsibility for the alleged violation and does not agree with the sanction. The Instructor assigns a sanction and the case is referred to the Academic Integrity Committee. To initiate an appeal, the Student must submit documentation to the Committee within five days after completion of the Academic Integrity Resolution Form.
  - E. The Academic Integrity Committee is a standing committee. Standing committees are appointed prior to the academic year. The committee shall be comprised of the Vice President for Student Support Services; the Academic Dean, the Counselor; and three faculty members.
  - F. If the student chooses to appeal to the Academic Integrity Committee, the student may provide evidence and/or witnesses.
  - G. The Student fails to appear for the resolution meeting. The Instructor and Facilitator discuss the alleged violation, the Instructor assigns a sanction, and they sign the Academic Integrity Resolution form. A copy of the form is mailed to the Student, the Instructor retains a copy, and a copy is sent to the Vice President for Academic Affairs.

The assigned sanction becomes final if the Student does not submit documentation to the Panel by the five-day deadline.

**5. The Instructor awards an academic sanction for alleged violations of academic integrity.**

The following sanctions are recommended based on the seriousness of the violation. Instructors should assign one of the following Level One or Level Two sanctions for alleged violations of academic integrity.

**A. Level One Sanction**

Award a grade of “zero” or “F” for the assignment or examination for violations including but not limited to the following.

1. Copying material from a written or Internet source without proper citation.
2. Cheating on a quiz or assignment.
3. Receiving unauthorized help on an assignment.
4. Working on an assignment with others when the Instructor asked for individual work.
5. Using a false excuse to obtain an extension on a due date.
6. Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
7. Turning in a paper copied from another Student.
8. Turning in a paper obtained in full or in part from a term paper “mill” or website.
9. Fabricating or falsifying a bibliography.
10. Getting questions or answers from someone who has taken an examination.
11. Using unauthorized notes during an examination.
12. Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
13. Copying from another Student during an examination with or without his/her knowledge.
14. Helping someone else cheat on an examination.
15. Altering a grade or scoring on an examination or paper to obtain unearned credit.
16. In a course requiring computer work, copying another Student’s program rather than writing one’s own.
17. Fabricating or falsifying laboratory data.
18. Inappropriately sharing or using work on an online assignment or examination.
19. Turning in work done by someone else.
20. Submitting substantial portions of the same assignment to more than one class without permission of the Instructors.

**B. Level Two Sanction**

Award a grade of “F!” for the course for violations including but not limited to the following:

- a. Obtaining an unauthorized copy of an examination in advance.
- b. Having another Student take an examination.
- c. Stealing an examination or problem answer from the Instructor.
- d. Having another individual complete a course for you.

**6. The Instructor or Academic Integrity Committee may permit a Student to drop a course with a grade of “W” if the allegation is dismissed or if the Student admits responsibility for a level one sanction;**

however, the Student must meet the deadline to drop the course or withdraw from the College. A Student may not drop a course in which the “F!” grade was assigned.

7. Certain violations (e.g., theft of an examination) may also violate the Student Handbook. Instructors should contact the Office of Student Support Services to report such violations.

8. Students who are accused of a second alleged violation of academic integrity with a sanction of a “zero” or “F” on an assignment or examination will be referred to the Academic Integrity Committee. After conducting a hearing, the Panel may change the sanction for a second violation to an “F!” for the course.

9. Students who received one “F!” and violate academic integrity a second time will be suspended from the college. If the Academic Integrity Committee finds that the Student committed the alleged act, the Student will be suspended from the college for no less than one regular (fall or spring) semester. Students suspended for the fall will also be suspended for the previous summer sessions and those suspended for the spring will also be suspended for the subsequent summer sessions.

### Drug and Alcohol Abuse Prevention Program (DAAPP)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Western Oklahoma State College (WOSC), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by WOSC students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

### Standards of Conduct

#### **A. Employees**

Western Oklahoma State College, in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug-Free Schools and Communities Act (20 U.S.C. 1145g), adopted a policy entitled, “Drug and Alcohol Policy.”

According to this policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol on property owned or controlled by the College or as part of

any College-sponsored program off campus is prohibited. Sanctions for violating this policy are outlined in section V (A) below.

The full version of the current Drug and Alcohol Policy can be found in the Employee Handbook Section 3.3 Drug-Free Work Place.

## **B. Students**

Students attending Western Oklahoma State College are held responsible to our Student Code of Conduct. In addition to local, state and federal laws, our Student Code of Conduct prohibits:

- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, even if substances were lawfully consumed or used in the place (state) of consumption or use. This includes the college campus as well as any college-associated trip.
- Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication on college property, such as the resident hall, public areas, and any college-sponsored trip or event regardless of age.
- Furnishing false identification for the purpose of obtaining alcoholic beverages or to conceal the student's true identity.
- Other alcohol-related offenses as determined by the vice president.

### Legal Sanctions

The security officers employed by the Office of Safety and Security enforce all federal and state laws as well as local ordinances. Any student or employee who violates the drug and alcohol policy is subject both to the institution's sanctions and to criminal sanctions provided by federal, state, and local law.

#### **A. Federal**

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

A description of federal penalties and sanctions for illegal trafficking and possession of a controlled substance can be found at <http://www.justice.gov/dea/druginfo/ftp3.shtml>

#### **B. Oklahoma State Laws - Alcohol**

##### Age Restrictions:

As with all other states, Oklahoma has a minimum alcohol purchase age of 21 years old. In addition, property owners are forbidden from allowing a person under 21 to drink on their property, punishable by a fine and up to 5 years in prison.

Also, it is a misdemeanor for anyone under 21 to pretend he/she is over 21 for the purposes of buying alcohol.

Open Container:

The "open container" law in Oklahoma forbids consuming alcohol in public, as well as making it illegal to be intoxicated in public. If cited, you could face a small fine and possibly between 5 and 30 days of imprisonment.

An open container in any location accessible by the driver of a car is also prohibited. Even as a passenger of someone who is drinking and driving or has paraphernalia you will be charged with possession as well.

Driving Under the Influence:

Driving Under the Influence (DUI) is defined as a blood or breath alcohol content of 0.08% or more in the state of Oklahoma. It is punishable by a fine of up to \$1000 and up to 1 year in prison.

If under the age of 21, a blood or breath alcohol content of anything over 0.00% results in a DUI charge and driver's license revocation.

**Oklahoma State Laws – Controlled Dangerous Substance (CDS)**

Oklahoma divides CDS into five "Schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse, and increase in recognized medical uses.

Schedule I or II CDS

Penalties for a first offense include a fine of up to \$5,000, at least two (and up to five) years in prison, or both. Second and subsequent offenses incur a fine of up to \$10,000, at least four (and up to 20) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(1).)

Schedule III, IV or V CDS

Penalties for a first offense include a fine of up to \$1,000, up to one year in jail, or both. Second and subsequent offenses incur a fine of up to \$5,000, at least two (and up to ten) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(2).)

Purchase or Possession Near a School

Buying or possessing CDS on or within 1,000 feet of a school, public park or recreation area, or in the presence of a child under 12 years old incurs twice the fine, prison time, or both applicable to the underlying offense (as described above). Second and subsequent offenses incur up to three times the applicable prison time, an additional fine of up to \$10,000, or both. (63 Okl. Stat. Ann. § 2-402(C).)

A complete and detailed listing of Oklahoma sanctions pertaining to controlled dangerous substances can be found at [http://oklegal.onenet.net/oklegal-cgi/get\\_statute?99/Title.63/63-2-401.html](http://oklegal.onenet.net/oklegal-cgi/get_statute?99/Title.63/63-2-401.html)

### C. Local

The City of Altus ordinances regarding alcohol includes but are not limited to: consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city ordinances pertaining to alcohol (Chapter 3, Articles I – VI) can be found at <http://library.municode.com/index.aspx?clientId=10356>

The City of Altus ordinances regarding the possession of controlled dangerous substances include but are not limited to the possession of marijuana as well as the delivery, sale, possession, manufacture, or use of drug paraphernalia. A full version of the city ordinances pertaining to controlled dangerous substances (Chapter 20, Sections 23-24) can be found at <http://library.municode.com/index.aspx?clientId=10356> The City of Altus and District Attorney for Jackson County (District #3) adhere to the sanctions established by the State of Oklahoma. A complete and detailed listing of Oklahoma sanctions pertaining to controlled dangerous substances can be found at [http://oklegal.onenet.net/oklegal-cgi/get\\_statute?99/Title.63/63-2-401.html](http://oklegal.onenet.net/oklegal-cgi/get_statute?99/Title.63/63-2-401.html)

### Health Risks

The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

**Alcohol** produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

**Amphetamines/stimulants** (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

**Anabolic steroids** seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

**Barbiturates/depressants** (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

**Cocaine/crack** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco/nicotine** causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

### Drug and Alcohol Programs

The following training, programs, resources, counseling, treatment, rehabilitation or re-entry programs are available to employees and/or students as described below.

#### **A. Employees**

- Substance abuse needs are covered by all medical plans offered by Western Oklahoma State College. Employees pay only their plan's deductible or co-pay for all treatment services.
- Resources available to employees from Blue Cross Blue Shield (BCBS) can be found at <http://www.bcbsok.com/employer/pdf/blueresource/53739.pdf>
- Leaves of Absence: Western Oklahoma State College offers leaves covered under the Family and Medical Leave Act and those not covered by the Act. Employees may work with WOSC Personnel Department to request leave to participate in treatment, and the reason for the leave is maintained confidentially. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.
- Employees also have access to the campus counselor as well as drug and alcohol awareness activities provided on campus such as the "Arrive Alive" tour.

#### **B. Students**

- WOSC works in conjunction with the Altus Police Department and/or the local Oklahoma Highway Patrol unit to present a workshop on the dangers of drinking and driving.

- Students residing in on-campus housing are presented with general information during their orientation about drug and alcohol abuse, as well as resources if they find themselves struggling with abuse.
- The WINDS program provides a workshop on a yearly basis related to drug and alcohol abuse.
- Student-athletes are presented with general information during initial team meetings about drug and alcohol abuse, as well as resources if they find themselves struggling with abuse.
- Through the Office of Student Support Services, students have access to the campus counselor in regards to any concerns about substance abuse, with possible referral to an outside agency. Resources are also available on the counselor's web page. <http://www.wosc.edu/index.php?page=counseling>
- The "Arrive Alive" tour or a similar student activity is available to all students on campus showcasing the dangers of drinking/texting and driving.

### C. Resources

The following drug and alcohol-related services and resources are available through local agencies:

Dancing Hawk Counseling (580) 379-4900  
 Kristina McKune LPC, LADC  
 118 W. Broadway, Altus, OK 73521

Taliaferro Mental Health Center (580) 248-5780  
 602 SW 38<sup>th</sup> St, Lawton, OK

Inpatient and outpatient treatment. Counseling appointments are available in Altus. Accepts clients without any insurance and does have psychiatrists on staff.

Roadback Inc (Lawton, OK)  
 (580) 357-6889 or (580) 357-8114  
 In-patient treatment for women, halfway house for men and women

Regional resources and agencies available to students and employees include, but are not limited to:

Brookhaven Hospital (Tulsa, OK)  
 (918)438-4257 and 888-298-HOPE  
 Comprehensive health center for the treatment of behavioral health issues, substance abuse and neurologic disorders

Eagle Ridge Institute (Oklahoma City, OK)  
 (405)840-1359  
 Specialize with college-age students. Accepts families into treatment

Lighthouse Substance Abuse Services (Woodward, OK)  
 (580) 256-9700  
 Residential substance abuse treatment services for adult men and women

Laureate Psych Clinic & Hospital (Tulsa, OK)

(918) 491-3700 or 800-322-5173

Specializing in several diagnostic areas including chemical dependency & eating disorders

Norman Alcohol & Drug Treatment Center (Norman, OK)

(405) 573-6624 ext 2121

Residential short-term and long-term treatment for mental and substance disorders

Parkside Psych Hospital & Clinic (Tulsa, OK)

(918) 588-8888

Specializing in chemical dependency & gambling

Rolling Hills (Ada, OK)

(580) 427-6409 or 844-201-8716

Inpatient care for adolescent, adult, geriatric and intellectually disabled psychiatric and substance abuse treatment

12 & 12 (Tulsa, OK)

(918) 664-4224 or 800-680-8979

Residential treatment center for adult men and women

Valley Hope (Cushing, OK)

(918) 417-1063 or 800-722-5940

Drug rehab center services include residential, day or partial care, medically monitored alcohol detox, family and continuing care services

## Disciplinary Sanctions

WOSC will impose sanctions on students and employees for violation of WOSC's policies and standards of conduct (consistent with federal, state, and local laws) up to and including reprimands, expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

### **A. Employees:**

See Employee Handbook section **3.3.1.A Drug-Free Work Place**.

### **B. Students**

The Vice President for Student Support Services or designee handles matters that require disciplinary action at Western Oklahoma State College. The concept of progressive discipline will be utilized in all cases, taking into consideration the severity of the incident, the number of times the student has been referred to the conduct system, etc.

For alcohol-related offenses Western has developed a four-strike system as follows:

**First offense** - \$50 fine and/or 10 hours of campus beautification, a certified letter sent to the parent(s) or guardian and high school (concurrently enrolled student only), and placed on "Warning."

**Second offense** - \$100 fine and/or 20 hours of campus beautification, a certified letter sent to the parent(s) or guardian and high school (concurrently enrolled student only), and a five-page paper on alcohol education.

**Third offense** - \$200 fine and/or 40 hours of campus beautification, a certified letter sent to the parent(s) or guardian and high school (concurrently enrolled student only), completion of an alcohol education program, and placed on "Conduct Probation."

**Fourth offense** – A certified letter sent to the parent(s) or guardian and high school (concurrently enrolled student only) "College Suspension" or "College Expulsion" from Western Oklahoma State College.

A Family Educational Rights and Privacy Act (FERPA) amendment adopted in the fall of 1998 (P.L. 105-244), permits colleges and Universities to inform the family of a student under 21 years of age when their student has been found in violation of University alcohol or other drug policies and/or in the case of a health or safety emergency.

## Notification of the DAAPP

### **A. Employee Notification**

Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via an all-staff email and Moodle (Course Management System). New employees receive notification during their orientation process. The DAAPP is also available for review online. It can be accessed at: <http://www.wosc.edu/index.php?page=HEA>

## B. Student Notification

Notification of the information contained in the DAAPP is distributed to all currently enrolled students at the beginning of each semester via email and Moodle (Course Management System). The DAAPP is also available for review online. It can be accessed at: [https://www.wosc.edu/docs/Drug\\_and\\_Alcohol\\_Abuse\\_Prevention\\_Program-DAAPP.pdf](https://www.wosc.edu/docs/Drug_and_Alcohol_Abuse_Prevention_Program-DAAPP.pdf)

### Oversight Responsibility

The Vice President for Student Support Services, Director of Personnel and Safety and Security Coordinator shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The DAAPP Oversight Team has been established to assist with these responsibilities.

### Sexual Assault, Sexual Harassment and Sexual Misconduct Policy

#### Introduction

Western Oklahoma State College values civility, dignity, diversity, education, equality, freedom, honesty, and safety, as described in the “Student Handbook” (located on pages 171-184) and is firmly committed to maintaining a campus environment free from sexual assault, harassment, and misconduct collectively referred to in this policy as sexual misconduct.

Sexual misconduct jeopardizes the mental, physical, and emotional welfare of our students and the safety of our community. Sexual misconduct diminishes students’ individual dignities and impedes their access to educational, social, and employment opportunities. It may cause lasting physical and psychological harm. Sexual misconduct violates our institutional values, and its presence in the community presents a barrier to fulfilling Western’s scholarly, educational, and service missions. Sexual misconduct, therefore, will not be tolerated at Western Oklahoma State College and is expressly prohibited.

This policy provides information regarding Western’s prevention and educational efforts related to sexual misconduct by students. The policy also explains how Western will proceed once it is made aware of possible student sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other applicable law.

### Offices and Roles

The Title IX Coordinator is responsible for ensuring Title IX compliance across the College. The Title IX Coordinator manages coordination between all relevant college offices to ensure a fair, thorough, timely, and appropriate response to reported concerns of sexual misconduct. Any questions regarding sexual assault or harassment and Title IX, in general, may be directed to the Title IX Coordinator.

Hunter Sawders

Physical Plant Coordinator

Western Oklahoma State College

2801 North Main Street

Altus, OK 73521

[hunter.sawders@wosc.edu](mailto:hunter.sawders@wosc.edu)

580.477.7727

The Vice President for Student Support Services provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Vice President for Student Support Services also coordinates interim separation issues when necessary.

Terri Pearson

Vice President for Student Support Services

Western Oklahoma State College

2801 North Main Street

Altus, OK 73521

[terri.pearson@wosc.edu](mailto:terri.pearson@wosc.edu)

580.477.7918

The Office of Guidance and Counseling provides direct support to complainants as they navigate critical incidents covered under this policy. Guidance and Counseling also provides crisis intervention and academic, legal, and medical advocacy for Complainants at their request.

Cheryl Orr

Office of Guidance and Counseling

Western Oklahoma State College

2801 North Main Street

Altus, OK 73521

[cheryl.orr@wosc.edu](mailto:cheryl.orr@wosc.edu)

580.477.7710

The Safety and Security Office provides direct support to faculty, staff, and students in reporting sexual misconduct, and if necessary, assists the local police department in conducting the investigation of the alleged misconduct.

James Poe

Coordinator, Safety and Security

Western Oklahoma State College

2801 North Main

Altus, OK 73521

[james.poe@wosc.edu](mailto:james.poe@wosc.edu)

580.477.7945

### **Prohibited Conduct and Definitions**

The College expects all members of the Western community to conduct themselves in a manner consistent with the Western mission statement, as described in the Student Handbook, and the Employee Handbook. Western Oklahoma State College prohibits sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual assault, sexual harassment, and any other sexual misconduct.

#### **Definition of Prohibited Conduct**

**Sex Discrimination:** Includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to a treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Assault:** Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use of or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual assault includes the following acts:

- Attempted or actual penetrations.
- Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

#### **All Other Forms of Non-Consensual Sexual Contact**

Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include but is not limited to, kissing or touching the private parts of another or causing the other to touch the harasser's private parts.

Consent and related terms are defined in part B of this section.

**Sexual Exploitation:** Sexual exploitation is an act or omission to an act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant.

Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other person's knowledge and consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by that behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or covertly providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advance knowledge or consent.

**Stalking:** Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

**Sexual Harassment:** Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of:
  - Unreasonably interfering with an individual's academic or professional performance; or

- Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;
- A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
- Displaying or showing pictures, cartoons, and other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance; or
- Exposing the private parts of one's body to another person or in public forums.

**Intimate Partner Violence:** Intimate partner violence is also sometimes known as and includes dating violence or domestic violence.

**Dating Violence:** Dating violence includes violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic violence crimes in Oklahoma are crimes of assault or assault and battery committed against a victim who is a current or former spouse of the offender, spouse of the offender's former spouse, family member of the offender (by blood or marriage), foster parent of the offender,

person the offender is dating or dated in the past, person the offender lives with or lived with previously, or person with whom the offender has a child.

The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Intimate partner violence affects individuals without regard to gender or sexual orientation and does not discriminate by racial, social, or economic background.

**Incest:** Incest is non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Statutory rape is non forcible sexual intercourse with a person who is under the statutory age of consent.

**Retaliation:** Retaliation is defined as any attempt or act to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in college proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a respondent or complainant, and may be committed against the Complainant, Respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

### Definition of Related Terms

**Alcohol and Other Drugs:** The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or other drugs can limit a person's ability to freely and clearly give consent. From the perspective of a Respondent, the use of alcohol or other drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

Being intoxicated or impaired by alcohol or other drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

**Coercion:** Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places an individual in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to

engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

**Complainant:** An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

**Consent:** Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

**College Program:** A college-sponsored activity that primarily includes elementary, secondary, or postsecondary student participants.

**Incapacitation:** An individual is incapacitated when he or she is not able to make rational, reasonable judgments and, therefore, is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age or use of alcohol, drugs, medication, and/or other substances. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual may also be in a state known as a "blackout" where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Such an individual may appear to act normally but later may not have recall of the events in question. The extent to which

a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout must be evaluated in determining whether consent could be considered as having been given. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

**Investigator:** An appropriately trained individual, who may be a college employee, who reviews and investigates reports of sexual misconduct under this policy.

**Reporter:** An individual who reports a concern regarding possible sexual misconduct to the College. A Reporter need not be a Complainant.

**Respondent:** A college student or participant in a college program who is reported to have engaged in sexual misconduct. This term also includes individuals whose identities are unknown if (a) there is reason to believe that they may be a college student or participant in a college program or (b) the Complainant or Reporter is a student.

**Sexual Misconduct:** Umbrella term used to describe unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that result in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy. Sexual misconduct may include the following:

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. (For example, a single instance of sexual assault can constitute sexual harassment).

**Support Person:** An individual or individuals chosen by a Complainant, Respondent, Reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the investigative process (for example, as a Complainant, Respondent, witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual they are supporting. An attorney representing an involved party in a related criminal proceeding may be present in an advisory capacity only.

**Title IX:** Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including sexual harassment and sexual assault, in education programs that receive federal financial assistance.

**Title IX Coordinator:** The College official charged with ensuring the College's overall compliance with Title IX and related college policy.

### **State Law Definitions**

In accordance with the Violence Against Women Reauthorization Act of 2013, please be advised that the following definitions are applicable should you wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the College's administrative policy definitions noted above. The College's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma's State Court Network site: <http://www.oscn.net>.

### **Oklahoma Criminal Law Definition of Rape**

Oklahoma Penal Code, §21-1111:

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
  1. Where the victim is under sixteen (16) years of age;
  2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
  3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
  4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
  5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
  6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
  7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
  8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

### **Definition of Consent Under Oklahoma Criminal Law**

Oklahoma Penal Code, §21-1114A: Provides lack of consent in rape cases where:

1. Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or
2. Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or
4. Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or
5. Rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or
6. Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
7. Rape by instrumentation committed upon a person under fourteen (14) years of age.

### **Definition of Domestic/Dating Violence under Oklahoma Criminal Law**

Oklahoma Penal Code, §21-644: defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

### **Definition of Stalking under Oklahoma Criminal Law**

Oklahoma Penal Code, §21-1173: defines stalking as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

### **Policy Coverage**

For purposes of this policy, sexual misconduct encompasses a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment.

This policy applies to sexual misconduct that is committed by a Western student or by a participant in a Western program regardless of whether that sexual misconduct occurs on campus or off campus if it is (a) in connection with a Western-recognized program or activity; or (2) in a manner that may pose an

obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of Western's community.

This policy also prohibits retaliation in connection with any reports of possible sexual misconduct made under this policy. This policy and related processes may also, at Western's discretion, apply to a Respondent's reported violations of other college policies if, in Western's judgment, those other allegations are directly related to the reported sexual misconduct.

Sexual misconduct reportedly committed by faculty or staff, including by student-employees in the context of their employment or otherwise not covered by this policy will continue to be addressed in accordance with Western's Sexual Harassment Policy found in Section 3.8 of Western's [Employee Handbook](#).

### **Reporting Sexual Misconduct**

Western strongly encourages the prompt reporting of sexual misconduct. The report may be made by:

- A person who believes they experienced sexual misconduct ("Complainant"); or
- A person who has information that sexual misconduct may have been committed by a Western student or a participant in a Western program ("Reporter").

If the Reporter or Complainant chooses not to participate in Western's review of the report, the College may, as described below, pursue the report without that person's participation.

#### **A. Non-Confidential Reporting**

Reports should be made to Western's Title IX Coordinator, the Office of Safety and Security, and the Office of Student Support Services. Reports or disclosures made to any other non-confidential college employee will be directed to the Title IX Coordinator for further review.

#### **B. Confidential Reporting**

Complainants and Reporters may contact any of the confidential locations identified in this policy to access confidential assistance or resources or to explore reporting options without initiating further action from the College.

#### **C. Timeliness**

To promote timely and effective review, Western strongly encourages Reporters and Complainants to make reports of possible sexual misconduct within 180 calendar days following the last occurrence of the behavior giving rise to the concern. Although the Title IX Coordinator may pursue a report made after 180 days, the lapse of time may make it more difficult to gather relevant and reliable information. In the event of a sexual assault, Western strongly recommends the Complainant seek medical attention immediately.

#### **D. Reports to Law Enforcement**

Western also encourages anyone who believes they experienced a sexual assault (or any other crime) to make a report to the Western Oklahoma State College Office of Safety and Security (Room B2, 580-477-7945) if the assault occurred on campus, or to local law enforcement (Altus Police Department, 580-481-2296) for assaults occurring off campus. Designated college staff will, upon request, assist an individual in making a report to law enforcement. For reports relating to off-campus assaults, Western's Office of Safety and Security can assist in identifying the appropriate law enforcement agency to which to make the report. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement

investigations, so prompt reporting of the incident to law enforcement is especially critical.

In addition, upon being notified of a potential sexual assault or other forms of sexual misconduct that may also constitute a crime, the Title IX Coordinator will notify the Office of Safety and Security to ensure appropriate distribution of college-wide warnings, if needed, and maintenance of accurate statistics.

### **The College's Response Procedure**

Upon receipt of a report, the College will generally proceed as described below.

#### **A. Services**

Once the College is put on notice of possible sexual misconduct, the Complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. Western will take appropriate steps to prevent and/or address retaliatory conduct following a report.

The Respondent will also be offered appropriate confidential support and other resources and notified of applicable institutional policies. If requested, other participants in the process (such as Reporters or witnesses) may also be offered appropriate support services and information. If needed, the Vice President for Student Support Services will help to coordinate the services provided for students by various college offices.

After the initial discussion with a Complainant alleging sexual misconduct, a Western representative will provide a written acknowledgment of the discussion and the Complainant will sign a statement indicating the course of action he/she wishes to pursue.

#### **B. Interim Interventions**

Western may also implement interim interventions, as may be appropriate for the individuals involved and for the larger college community. Interim interventions may include separation of the Complainant's and Respondent's academic and living situations or other interventions outlined in Section VI below. These interim interventions may be kept in place until the end of any review or appeal process.

#### **C. Decision to Proceed with Investigation**

If the Complainant is willing to participate in the review and investigation process, Western's Title IX Coordinator will proceed as described in the Investigation section below. If the Complainant requests confidentiality or asks that the report of sexual misconduct not be pursued, The Title IX Coordinator and key staff members will make a recommendation on whether and how to proceed.

In all cases, the final decision on whether, how, and to what extent Western will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct, rests solely with the Title IX Coordinator. Regarding incidents of sexual assault or harassment, Western will investigate all incidents which it becomes aware of, regardless of whether a complaint is filed.

**D. Investigation**

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, Western will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, Western will strive to complete its review within 60 calendar days (unless multiple complaints or multiple incidents are involved). The typical time frame of 60 calendar days may be extended by the Title IX Coordinator when deemed necessary. In most cases, this review will involve conducting a thorough fact-finding investigation, which includes meeting separately with the Complainant (if participating), Respondent, Reporter (if applicable), and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted (For example, see Section VIII- Informal Resolution Options).

Both the Complainant and the Respondent are entitled to the same opportunities. At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses regarding the matter under review. The Complainant, Respondent, and all witnesses will be advised during the interview process that the matter is confidential. Throughout the process, any person participating in the process may have a support person present at any meeting related to the review of the reported sexual misconduct. Both the Respondent and Complainant may receive periodic updates during the grievance process. Western will disclose any conflicts of interest between a party and the fact finders or decision makers.

**E. Standard of Proof**

The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

**F. Investigation Findings and Outcome Notification**

In most cases, the Investigator will prepare a written report at the conclusion of an investigation using written findings of facts, transcripts, and any audio recordings obtained during the investigation. The Investigator's final written report will generally contain, at a minimum:

1. A summary of the investigation;
2. The Investigator's findings; and
3. A summary of the Investigator's rationale in support of the findings.

The Investigator's report and findings must be reviewed and approved by the Title IX Coordinator. Western's written determination will then be provided simultaneously to the participating Complainant and Respondent. The College neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either person. If a Complainant has chosen not to participate in the College's review of the sexual misconduct report but desires to be notified of the outcome, the College will notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the College will honor that decision. In such cases, Western will not send the notification itself to the Complainant but may proceed with any necessary follow up, including as described below, and may need to provide

notification of that follow up if appropriate.

Once a decision has been reached and approved by the Vice President for Student Support Services, a letter will be issued to the Respondent and Complainant sharing, in a manner appropriate to honor due process and privacy considerations, the final sanctions/interventions. In the event that the Complainant is deceased, Western will notify the next of kin of the outcome of the investigation.

### **Sanctioning**

If the Respondent is found responsible for sexual misconduct, Western will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting Western's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the college community or so damaging to the educational process that it may require more serious sanctions or interventions, such as removal from college housing, removal from specific courses or activities, suspension from the College, or expulsion.

### **Potential Sanctions or Interventions**

Sanctions or interventions may include, but are not limited to, one or more of the following:

- Formal Reprimand: A formal notice that the student has violated college policy and that future violation may be dealt with more severely.
- Disciplinary Probation: A designated period of time during which the student is not in good standing with the College. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- Restriction from employment at the College: Prohibition of or limitation on college employment.
- Class/Workshop/Training/Program Attendance: Enrollment in and completion of a class, workshop, training, or program that could help the student or the college community.
- Educational Project: Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence.
- College Housing Transfer or Removal: Placement in another room or removal from college housing. Housing transfers or removals may be temporary or permanent depending on the circumstances.
- Professional Assessment: Completion of a professional assessment that could help the student or the College ascertain the student's ongoing supervision or support needs to successfully participate in the college community.
- Removal from Specific Courses or Activities: Suspension or transfer from courses or activities at the College for a specific period of time.
- No Contact: Restriction from entering specific college areas and/or from all forms of contact with certain persons.
- Suspension: Separation from the College for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the College.

In addition to the sanctions/interventions applied to students found responsible for sexual misconduct, Western may find it helpful or necessary to request or require others to undertake specific steps designed to eliminate the misconduct, prevent its recurrence, or remedy its effects. Examples include, but are not limited to, the following:

- Requesting or requiring a college entity to conduct training for its staff or members;
- Making involved parties aware of academic support services available;
- Making involved parties aware of counseling or medical services available;
- Arranging, where possible, for a party to re-take or withdraw from a course without penalty; and
- Revising college policies, practices, or services.

### **Review of the Decision**

Either party may appeal the outcome of the matter except where a Respondent has accepted an agreement under the sanctioning process outlined above. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s); or
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s). To request a review, a party must submit a written appeal to the Vice President for Student Support Services within ten (10) calendar days of the date of the notification of the decision regarding any sanctions or interventions.

The Appeals Board described in the Student Handbook will strive to complete review of an appeal within 15 days of its receipt. In a closed session, the Appeals Board will review the matter based on the issues identified in the request for appeal. The Appeals Board may conclude that there are no relevant issues of concern and therefore recommend that the Vice President for Student Support Services affirm the final decision and any sanctions/interventions. If the Appeals Board identifies issues of concern, the Board will provide the Vice President for Student Support Services with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new Investigator with corrective instructions from the Appeals Board;
2. If new information appears relevant, refer the matter to the Title IX Coordinator and the original Investigator, if available, to determine whether any modifications may need to be made to the original investigative report;
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly; or
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the Vice President for Student Support Services or designee to review, in consultation with the Title IX Coordinator, and make any necessary

modifications to the report. After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the Vice President for Student Support Services or designee may accept or modify the recommendations made by the Appeals Board. The Vice President for Student Support Services final and unreviewable decision will be made available to the participating parties, in writing, simultaneously.

### **Informal Resolution Options**

The College recognizes that in some limited circumstances (and never in sexual assault cases) voluntary informal resolution options may if implemented consistently with institutional values and legal obligations, be an appropriate means of addressing some behaviors reported under this policy. The informal resolution options available under this policy recognize:

- Sexual misconduct affects Complainants, Respondents, Reporters, community members, family members, and others (collectively “affected parties”);
- Affected parties often benefit when resolution processes and outcomes are tailored to meet their unique needs and interests;
- Complainants and other affected parties may find it useful to meet with a Respondent who acknowledges the substance of the underlying events and who acknowledges that the Complainant or other affected parties have reported experiencing harm as a result;
- Structured interaction between affected parties can facilitate long-term healing and reduce recidivism; and
- Participants in informal resolution processes must be protected from secondary victimization and other potential harms.

With approval from the Title IX Coordinator, informal resolution options may be used during any of the following phases of the resolution process:

- The investigation phase: as a means of addressing the reported or admitted behavior, preventing its recurrence, and remedying its effects absent a formal finding;
- The sanctioning phase: as a means of creating appropriate sanctions or interventions after a finding of responsibility; and/or
- The reintegration phase: as a means of reintegrating the Respondent into the college community after a period of separation and addressing any lingering community concerns.

The following conditions must be satisfied for an informal resolution process to be initiated:

- The Title IX Coordinator must have reviewed the matter to the extent necessary to confirm that it is of the type that would be appropriate for an informal resolution process and must have concluded, in consultation with appropriate college employees, that use of an informal resolution process would be consistent with the College’s legal obligations under Title IX or otherwise;
- Participating parties must have voluntarily elected to pursue an informal resolution process without pressure or compulsion from others and must have been advised that they may withdraw from the process at any time and pursue a formal complaint if desired;
- The Respondent must acknowledge the substance of the underlying events and that the Complainant and other affected parties have reported experiencing harm as a result; and

- Individuals who wish to participate in an informal resolution process must have successfully completed preparatory meetings with appropriate staff.

Individuals may be accompanied by a support person at any meeting related to the informal resolution process. Information shared or obtained during an informal process will be treated as confidential to the extent permitted by law and will not result in subsequent disciplinary action by the College, unless additional action is deemed necessary to fulfill the institution's legal obligations. Any agreements reached in an informal process must be approved by the Vice President for Student Support Services, who will consult with the Title IX Coordinator to ensure consistency with the College's Title IX obligations. If the Vice President for Student Support Services approves an agreement, the Respondent will be required to comply with the agreement. If no agreement is reached, the matter may be referred to the Title IX Coordinator for further action.

For further information regarding informal resolution options, including whether a specific matter may be eligible for informal resolution, an affected party may consult the Vice President for Student Support Services.

### **Student Expectations and Rights**

All students are afforded the rights outlined in the Student Handbook. Certain additional student protections and expectations pertaining to the process for resolving student sexual misconduct allegations. Respondents and Complainants participating in this process may also expect the following:

- Respect for privacy
- Information and choice on participation
- Access to confidential assistance and resources
- Other resources for students
- Protection from retaliation and assurance of fair treatment
- Timeliness of process
- Coordination with concurrent legal proceedings
- Respect for medical amnesty provisions
- Confidential college counseling services

### **A. College Resources**

Mental health counseling is available to all students at Western. The campus counselor is available to help with various issues including trauma and sexual assault.

Cheryl Orr

Office of Guidance and Counseling

Western Oklahoma State College

2801 North Main Street

Altus, OK 73521

[cheryl.orr@wosc.edu](mailto:cheryl.orr@wosc.edu)

580.477.7710

The Vice President for Student Support Services provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Vice President for Student Support Services also coordinates interim separation issues when necessary.

Terri Pearson

Vice President for Student Support Services

Western Oklahoma State College

2801 North Main Street

Altus, OK 73521

[terri.pearson@wosc.edu](mailto:terri.pearson@wosc.edu)

580.477.7918

The Safety and Security Office provides direct support to faculty, staff, and students in reporting sexual misconduct, and if necessary, assists the local police department in conducting the investigation of the alleged misconduct.

James Poe

Coordinator, Safety and Security

Western Oklahoma State College

2801 North Main

Altus, OK 73521

[james.poe@wosc.edu](mailto:james.poe@wosc.edu)

580.477.7945

## **B. Community Resources**

Any member of the Western community may also contact the following community resources:

**Altus Police Department – 911 for emergencies; 580.481.2296 non-emergencies; 509 S. Main Street**

**ACMI House** provides services to victims of domestic violence and sexual assault. It serves Jackson, Kiowa, Tillman, Harmon, and Greer Counties. This program provides advocacy in obtaining protective orders, sexual assault examinations, legal advice, and various other community services. Counseling services are available to assist clients in areas of trauma, safety planning, domestic violence, and parenting. Shelter is available to victims of domestic violence and/or sexual assault who are not in a safe living environment. Twenty-four-hour crisis intervention is available as well.

ACMI House

Altus, OK 73521

1.800.466.3805 (24-Hour Crisis Line)

580.482.3800

**JCMH Counseling Center** provides counseling for Western students at a reduced rate. The counseling center provides counseling for a variety of issues and offers psychiatric services as well.

Jackson County Memorial Hospital Counseling Service

1200 East Tamarack Road

Altus, OK 73521

580.379.6850

**Western is committed to providing a variety of programs which are designed to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Examples include online education and campus presentations.**

### Related Information

**Advocacy:** Investigators do not function as advocates for Complainants or Respondents. Investigators can, however, identify support resources for Complainants and Respondents (See Confidential Assistance). The Vice President for Student Support Services may coordinate services for students upon request.

**Anonymous Complainants:** Western may not be able to fully address reports received from anonymous sources unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation. The College will, however, take whatever steps it deems appropriate in the best interests of the overall college community, consistent with the information available. Anonymity may limit the institution's ability to investigate and respond to the allegations.

**Non-Confidential Reporting Locations:** Unless an office has been designated as a confidential resource, as described above, students should assume that any other college office to which a report is made will share that report with the Title IX Coordinator for review and handling in accordance with this policy. As noted above, the Title IX Coordinator may also share that report with the Office of Safety and Security if it involves a sexual assault or other crime.

**Student-Employees:** Student-employees who are reported to have engaged in sexual misconduct in their employment capacity will continue to be subject to review under Western's Sexual Harassment Policy (See [Employee Handbook](#)) rather than under this policy. If a student-employee is found to have engaged in sexual misconduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status.

### Annual Reporting

The Office of Safety and Security will issue an [Annual Security Report](#) to the Western Oklahoma State College community that will include all reports of sexual misconduct. The Annual Security Report can be found under the About Us section of Western's homepage. The report will inform the community of response efforts and engage the community in education and prevention initiatives.

### Motor Vehicle Regulations

Responsibility for any vehicle and contents parked on college property is at the risk of the owner. It is advisable to keep cars locked at all times.

The following regulations apply to students, administration, faculty, and staff. The regulations apply to cars, trucks, motorcycles, motorbikes, and motor scooters.

1. Parking of any unauthorized vehicle in fire lanes, fire zones, handicapped zones, or reserved areas will result in a citation being issued.
2. Student parking will be in the north and south parking lots with the exception of reserved areas. A special parking area is provided for bicycles and motorcycles. Students should not park in the center circle, which is reserved for visitors.
3. Occupying more than one parking space is a violation.
4. The speed limit on campus is 10 miles per hour.
5. City and state traffic regulations governing the use of motor vehicles shall be observed at all times. Accidents and damage to vehicles must be reported immediately to the Western Oklahoma State College Security Office.
6. Citations will result in a warning for the first violation and a fine of \$25 for the second and possible towing after the second violation.
7. Fines will be paid at the Business Affairs Office.
8. Failure to pay fines will result in grades and transcripts being held until the fines are paid.
9. Violators may appeal citations to the Vice President for Student Support Services.
10. Written notice of appeal must be made to the Vice President for Student Support Services within one week of the citation.

### Tobacco-Free Campus

Western Oklahoma State College will be in full compliance with the Governor of Oklahoma's Executive Order 2012-01 (issued February 6, 2012) and Executive Order 2013-43 (issued December 23, 2013) prohibiting the use of any tobacco product, electronic cigarette, or vaping device throughout all indoor and outdoor areas or property owned or under the control of Western, including parking areas, outdoor common areas, sporting facilities, outside buildings, and in vehicles used by Western employees when conducting business anywhere.

Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products

(including but not limited to cloves, bidis, and kreteks) and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes, or other types of inhalation devices.

Noncompliance by a student will be handled by the Vice President for Student Support Services in accordance with procedures outlined in the Code of Student Conduct, pages Section VII of the College Catalog.

A complete copy of the Tobacco-Free Environment policy may be obtained upon request from the Vice President for Student Support Services office.

#### Passing of Worthless Checks

The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed to the college, shall constitute a sufficient reason for suspension from school.

#### Payment of College Accounts

It is expected that students will make satisfactory arrangements for the settling of accounts promptly. Failure on the part of the student to make satisfactory arrangements for the settlement of an account by the due date may result in either the cancellation of the student's enrollment or the placing of a "hold" on the student's records. He/she may neither re-enroll, receive a diploma, nor obtain a transcript until he/she has (a) cleared the account, and (b) paid a service charge to cover the administrative expense involved in placing a "hold" on his/her record if such is deemed appropriate by responsible officials.

#### Firearms

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include but is not limited to the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in college vehicles, or on college-sponsored trips.

Exceptions to this policy are police and peace officers employed by Western Oklahoma State College and those who have been called to assist or to perform law enforcement duties on campus. Collegiate Officer Program students during supervised skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of Western Oklahoma State College with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on Western Oklahoma State College property. Any exceptions are pursuant under state law.

Items used for instruction or training purposes are not considered weapons under this policy.

#### Learning Resources Center and Student Center

Special rules or regulations may govern acceptable behavior in certain areas such as the Learning Resources Center, Student Center, and other facilities. These will be posted, published, or made known to students in various ways. Violation of these rules may result in disciplinary action.

## Immunizations

### Certification of Meningococcal Compliance

Oklahoma Statutes, Title 70 §3243, requires that all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parents and other legal representatives detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine.

The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

### Certification of Compliance – Hepatitis B, Measles, Mumps and Rubella (MMR)

Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

The statute requires that institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps, and rubella (MMR), including the risks and benefits of the vaccination.

The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student, or if the student is a minor, the student's parent or other legal representatives, to sign a written waiver stating that the administration of the vaccine conflicts with the student's moral or religious tenets.

The statute requires the adoption of certain policies for implementation of this section of the law – including exceptions within the framework of the law for certain categories of students at the institution's discretion.

### Complaints and Complaint Log Statement

All complaints directed to college personnel by students are considered important and will be addressed by the respective employee, department and/or office personnel. Complaints concerning the facility, employees, or other students should be directed to the appropriate department. Only written student complaints, including those sent by e-mail, filed with the Vice President for Student Support Services are considered official complaints.

Official complaints are documented, investigated, their resolution and/or disposition noted, with a record of such complaints maintained for no less than two years.

Students and institutional personnel are hereby advised that information about these official complaints will be shared with the college's accrediting agency, the Higher Learning Commission, and appropriate college officials; however, individual student identities will be shielded without the express consent of said complainants.

The complaint log will be reviewed annually by the Vice President for Academic Affairs to determine whether or not the complaints follow any particular pattern and whether or not special intervention,

direction, and/or staff development may be needed in order to mitigate subsequent complaints or address problems with institutional quality.

### Information Technology and Computer/Network Use Policy

#### 1. **Purpose**

As an institution of higher learning, Western Oklahoma State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with other college policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the college are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the college's policy for computing use.

#### 2. **Scope**

This policy is applicable to all individuals using college-owned or college-controlled computers and computer communication facilities or equipment, whether such persons are students, staff, faculty, or authorized third-party users of college computing information resources. It is applicable to all college information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the college. This includes, but is not limited to, word processing equipment, personal computers, workstations, administrative computing systems, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. The college policy regarding access by external users and any subsequent revisions thereto may apply. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

#### 3. **User Responsibilities and Expectations**

- A. Access to the information resource infrastructure both within and beyond the college campus, sharing of information and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the information technology resources at Western Oklahoma State College is a privilege granted to college students, faculty, staff, and third parties who have been granted special permission to use such facilities. Access to college information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the sensitivity of the information, and the risk of damage to or loss by the college.
- B. Anyone who accesses, uses, destroys, alters, or damages college information resources, properties, or facilities without authorization may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of the policy to disciplinary action by the college, including possible

termination from employment, expulsion as a student, and/or loss of computing systems privileges.

- C. The college requires that members of its community act in accordance with these responsibilities, this policy, the student or faculty handbook, as applicable, Western policies and procedures, relevant laws and contractual obligations, and the highest standards of ethics. The policies as stated in this policy are intended to ensure that users of college information resources shall:
  - 1. Respect software copyrights and licenses;
  - 2. Respect the integrity of computer-based information resources;
  - 3. Refrain from seeking to gain unauthorized access; and
  - 4. Respect the privacy of other computer users.
- D. The college reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than college faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, college policy, or any federal, state, county, or local law or ordinance. However, users are personally responsible for all activities on their user id or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computing systems under their control even if not personally engaged in by the person controlling the computer or system.

#### **4. Individual User Notifications**

- A. The college makes available both internal and external computing facilities consisting of hardware and software. The college accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The college makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.
- B. Liability for any loss or damage shall be limited to a credit for fees and charges paid to the college for use of the computing facilities which resulted in the loss or damage.
- C. The college cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the college cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.
- D. An individual using college computing resources or facilities must do so in the knowledge that he/she is using college resources in support of his/her work. The college owns everything stored in its facilities unless it has agreed otherwise. The college has the right to access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The college will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.
- E. Any individual using college computing resources and facilities must realize that computer systems maintain audit trails logs or file logs within the computing systems

computer. Such information as the user identification, date and time of the session, the software used, the files used, the computer time and storage used, the user account, and other run-related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, the information is reviewed by system administrators, either at the request of an academic department or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

- F. IT employees and system administrators do not routinely look at individual data files. However, the college reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of college resources. Violations of policy that come to the attention of college officials during these and other activities will be acted upon. User data on the administrative computing systems will be periodically copied to backup tapes. The college cannot guarantee the confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet and electronic mail and messages, will not necessarily remain confidential from third parties outside the college in transit or on the destination computer system as those data networks are configured to permit fairly easy access to transmissions.
- G. The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for the security of the system. System administrators operating computers and networks may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of a violation of law or policy and for other lawful purposes. System administrators may access computer user files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer and storage systems, such as to create backup copies of media.
- H. When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problem or otherwise resolve the situation.
- I. Individual users are responsible for maintaining basic security for their workstation or terminal by keeping passwords secure and by securing the physical location or office where their assigned system is located.

##### 5. **Authorized User Purposes**

**Harassment of another individual on the network or connected systems is not permitted at any time.** Computer users shall not intentionally develop or use programs which harass other computer users of the facility, infiltrate the system, or damage the software or hardware components of the system.

**Use of the electronic communication facilities (such as MAIL or PHONE, or systems with similar functions) to send fraudulent, harassing, obscene, indecent, profane, intimidating, or**

**other unlawful messages is prohibited by state law.** Also, the electronic communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use. Messages relating to or in support of illegal activities may be reported to the authorities.

Should any student, faculty, staff, or any user of the Western computer facilities complain of sexual harassment by virtue of obscene images, video, or text, the person or persons who is/are the source of the complaint will have computer lab privileges revoked. If needed, special workstations are available for research in sensitive areas. These workstations are located in the Learning Resources Center.

All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any Western facility or system, except in accordance with the license. This means that such computer and microcomputer software may only be copied in order to create back-up copies if so licensed. Additional copyright information is available in the Western Computer Software Usage/Copyright Policy.

The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased unless otherwise stipulated in the purchase contract.

Images and written materials available via electronic resources may be subject to copyright laws. Individual users are responsible for acquiring the appropriate permissions for any usage of such materials.

#### 6. **Computer Equipment Usage**

Computer equipment in the Western labs is primarily, although not exclusively, intended for classroom-related use by Western students, faculty, and staff that has been assigned an account. The usage criteria are as follows.

- A. **Usage directly related to classroom assignments.** These include assignments in a computer course or assignments in another academic course.
- B. **Usage directly related to a Western function.** These include clerical work of college reports, faculty dossier, in-house equipment training, etc. Usage for these purposes is both acceptable and encouraged.
- C. **Personal usage.** Included in this category are classroom assignment papers, reports, theses, or dissertations, as well as any other personal usage. For-profit use may be prohibited.

Computer users shall use care to ensure that they do not use programs or utilities which interfere with other computer users of the facility or which infiltrate or modify the system or an account. This includes all network links and damages caused to the software or hardware components of the system.

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in system accounting or system security are to be immediately reported to

the Information Technology Department so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action.

The integrity of the system is maintained by password protection of accounts. By law, a computer user who has been authorized to use an account may be subject to both civil and criminal liability if the account is made available to unauthorized persons without the appropriate permission. If sharing is necessary, it is advisable to authorize access in writing (when possible) to protect yourself when using someone else's account. Computer users shall not intentionally seek, provide, or modify information in, or obtain copies of files, programs, or passwords belonging to other computer users without the permission of those other computer users. This includes all system files and accounts. The password requirements for various systems are addressed in policy documents addressing specific systems.

The cooperation of all users is needed to ensure prompt action. The integrity of most systems is maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to both criminal and civil liability, as well as college discipline if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

## 7. **Computer Lab Rules**

Lab hours change from one semester to another and will be posted. If you have questions, you may contact the Information Technology Help Desk at 580.477.7907 or the appropriate department in which a lab is associated. A lab may be closed without prior notice in the event that a lab attendant is not available for supervision or if emergency work/maintenance on computer(s)/network(s) is required.

Computer lab staff and work studies may not be utilized by any faculty, staff, or student for any services outside their normal duties (e.g. helping to enter a report or other paper into the word processor, repairing a computer, help with software, etc.). Except in special circumstances, individuals without a computer/network account with Western will not be given access to Western equipment. Not all software will be loaded on every machine or in every lab.

All users are expected to abide by the following rules, which include, but are not limited to, the following:

- No food, drinks, or tobacco products are allowed unless otherwise posted.
- No children or unapproved visitors.
- No duplication or sharing of software programs or files.
- Do not write or send abusive messages to others.
- Do not reveal your personal address or phone number or those of students or colleagues.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not provide any other user with your password.
- Do not display video or materials that may be sexually, ethnically, or otherwise offensive to another person.
- Excessive noise which disrupts other lab users is not permitted.

Users will be required to surrender a current Western ID if asked in all academic computing labs. Limited access may be provided with a driver's license in the LRC at the discretion of the Learning Resources Center Director.

Western reserves the right to limit a computer user's session if there are insufficient resources or if the user is determined by appropriate authorities to be acting in an irresponsible or unlawful manner. Western also reserves the right to cancel, restart or place a hold on a job, process, or program to protect or to improve system performance if necessary.

## 8. Computer Network Accounts

At Western, there are three types of computer lab accounts

1. A college account is the property of Western and is to be used by staff or faculty for administrative or academic work. The college accounts are subject to applicable college policies, copyright and intellectual property rights, and applicable federal and state laws. Account privilege and access to a college account or information is to be authorized by the manager or department head.
2. A student account is the property of Western and is to be used for educational work related to the student's association with the institution. Student accounts are subject to applicable college policies, copyright and intellectual property rights, and applicable federal and state laws. Student computer/email accounts will in most cases consist of the first name + last name (Example: for John Doe the account would be john.doe@email.wosc.edu). You will be assigned a randomly generated password. Registered students may use the computer lab resources to retrieve their user name and password. Initially, the student must log in to the computer lab computer with a username of "student" and a blank password. This will grant them access to limited resources on that computer including access to Moodle and CampusConnect. By following the instructions on the screen, students can retrieve their permanent user name and password that will grant them regular access to the computer lab, online classes, and other technology resources.
3. An affiliate account is the property of Western and is provided to individuals or groups who are not directly associated with the institution, but whose access to the network has a clear and distinct connection to the college and carries with it some intrinsic value for the institution. Affiliate accounts shall be the property of the college, are subject to applicable college policies, copyright and intellectual property rights, and applicable federal and state laws. The Director of Information Technology must authorize account privilege and access to an affiliate account or information.

The privileges afforded by any account may be revoked immediately by Western at any time for failure to follow rules or attempts to:

1. Defeat the security systems of any computer,
2. Circumvent the accounting system,
3. Use an account without authorization, or
4. Use accounts for other than intended purposes.

Use of an account which invades the rights of privacy or which misappropriates the data or files of others may also subject the offender to both criminal and civil liability. Western reserves the right to bar a computer user from a college, student or affiliate account if Western officials determine impropriety.

To ensure the existence of this information resource environment, members of the college community will take actions, in conjunction with state and federal agencies and other interested parties, to identify and set up technical and procedural mechanisms to make the information technology environment at Western Oklahoma State College and its internal and external networks resistant to disruption.

**9. Email Accounts**

Western Oklahoma State College does provide student email accounts. Student accounts will generally be provided in the following format: `firstname.lastname@email.wosc.edu` and can be accessed when a student first retrieves their campus username and password.

**10. PCI Compliance**

The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that ALL companies that process, store, or transmit credit card information maintain a secure environment. Western Oklahoma State College takes the protection of financial data very seriously and requires compliance with PCI standards. Please see the PCI compliance policy for the policies and procedures related to the safeguarding of financial data available at <http://www.wosc.edu/pcic>.

## Section VIII - Accreditations, Approvals, and Affiliations

Western Oklahoma State College is a public, state-supported institution and is a member of Oklahoma State System of Higher Education coordinated by the Oklahoma State Regents for Higher Education (655 Research Parkway, Suite 200, Oklahoma City, OK 73104-3603). The college is regionally accredited by the Higher Learning Commission (20 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504).

The Nursing Program is accredited by the National League of Nursing Commission for Nursing Commission for Nursing Education Accreditation (NLNCNEA), 2600 Virginia Avenue, NW, Washington, DC 20037.

The College is approved by the Federal Aviation Administration as a pilot school with the following ratings: (1) private pilot course; (2) commercial pilot course; and (3) instrument rating course.

The Associate in Science in Early Childhood and Associate in Applied Science in Child Development Programs are accredited by the National Association for the Education of Young Children (NAEYC).

Memberships
Air Force Association
Altus Chamber of Commerce
AMIGOS Library Services
Career Guidance Network of Oklahoma
Council for Online Learning Excellence (COLE)
Council for Opportunity in Education
Duke Chamber of Commerce
Educause
Frederick Chamber of Commerce
Higher Learning Commission
Jenzabar South Central Users Group
Kiwanis Flag Program
National Association for the Education of Young Children (NAEYC)
National Association of College and University Business Officers
National Intercollegiate Rodeo Association
National Junior College Athletic Association for Men
National Junior College Athletic Association for Women
National League for Nursing
Oklahoma Association of College and University Business Officers
Oklahoma Association of College and University Physical Plant Administrators
Oklahoma Association of College Testing Personnel
Oklahoma Association of Collegiate Registrars and Admissions Officers (OACRAO)
Oklahoma Association of Community Colleges (OACC)
Oklahoma Association of Student Financial Aid Administrators
Oklahoma Board of Nursing
Oklahoma Campus Compact
Oklahoma Career Development Association (OCDA)
Oklahoma College Public Relations Association
Oklahoma College Recruitment Alliance, OCRA

**Memberships**

Oklahoma Council of Academic Library Directors
Oklahoma Council of Business Officers
Oklahoma Council of College Presidents
Oklahoma Council of Instructional Technology
Oklahoma Council of Student Affairs
Oklahoma Council on Instruction
Oklahoma Division of Student Assistance
Oklahoma Financial Managers Association
Oklahoma Higher Education Employee Interlocal Group (OKHEEI)
Oklahoma Music Educators Association (OMEA)
Oklahoma Veterans Education Specialist Association
Online Computer Library Center (OCLC)
Online Consortium of Oklahoma
Online Learning Consortium
Quality Matters Affiliate
Shortgrass Arts and Humanities Council
Southern Association of College and University Business Officers
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Southwest Association of Student Assistance Programs
Southwest Association of Student Financial Aid Administrators
Western Trail Historical Society