

# CONNORS STATE COLLEGE



## 2011-2012 COLLEGE CATALOG

# MESSAGE FROM THE PRESIDENT



At Connors State College we refer to our mission as *changing lives one at a time*. From academics to athletics, financial aid to food service or campus activities to the President's office, all of us strive to recognize that everyone at the college has their own goals, hopes and dreams. At Connors we realize that the key to our success is in helping our students' faculty staff and supporters fulfill the promise of their potential.

We achieve this goal by setting rigorous academic, activity, social and civic standards. We support our goal by doing all we can to help individuals meet or exceed those standards as they achieve excellence. Our bottom line at Connors is to provide the best possible educational experience for our students and the community we serve. Our values of integrity, quality, learning, critical thought, community involvement, hard work and fun guide us as we design our courses, programs, activities and facilities to prepare our students to be competitive in a global market place.

Whether you are someone with a clear plan for your future, or someone looking for a direction, Connors is the place for you. If you are returning to college from the workforce to update your skills, learn something new, or maybe just looking for an educational experience to enrich your life, Connors is the place for you. Because we are committed to our mission to view and treat people as individuals, it doesn't matter if you are full-time or part-time, traditional or non-traditional, on one of our campuses or at a distance; we're ready to help you start achieving your success.

Welcome to Connors State College!

Dr. Tim Faltyn  
President

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Ronald S. Ramming, Ph.D., Vice President for Enrollment Management and Student Services

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# ACCREDITATION AND AFFILIATIONS

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## **Accredited by:**

Oklahoma State Regents for Higher Education  
Oklahoma State Accrediting Agency  
Oklahoma State Board of Nursing Registration and Nursing Education  
National League of Nursing  
The Higher Learning Commission

## **Member of:**

The Higher Learning Commission  
230 South LaSalle Street  
Suite 7-500  
Chicago, IL 60604-1413

## **Affiliated with:**

American Association of Community Colleges  
Muskogee Educational Consortium  
National Council for Community Relations  
National Junior College Athletic Association  
Oklahoma Association of Collegiate Academic Advisors  
Oklahoma Association of Collegiate Registrars and Admissions Officers  
Oklahoma Association of Community Colleges  
Oklahoma Distance Learning Association  
Oklahoma Global Education Consortium  
Oklahoma Financial Aid Group

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# THE COLLEGE

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## LOCATION

Connors State College has three campus locations. The main campus is in Warner; a rural, agricultural community located at the junction of United States Highway 64 and Interstate 40 in Eastern Oklahoma.

The branch campus locations are located 18 miles northeast of Warner in Muskogee, a port city of 38,000 that serves as a regional market on the McClellan-Kerr Arkansas River navigation system. The Muskogee Downtown campus is located at 201 Court Street. The Muskogee Three Rivers Port campus is located at 2501 North 41<sup>st</sup> Street East.

## HISTORY

Connors State School of Agriculture came into existence in 1908. The State Board of Agriculture was the school's governing board and the school was named after the Board's first chairman, John P. Connors. Classes were first held in downtown Warner in 1909. In 1911, the present Classroom Building was constructed and the school moved to its present location, one mile west of Warner. Connors State Agricultural College became a fully accredited junior college in 1927. The State Board of Agriculture governed Connors until 1944. That year the Legislature created the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. This Board then became the governing board of Connors State Agricultural College. In 1967, the Oklahoma Legislature changed Connors' name to Connors State College of Agriculture and Applied Science. The College's name was changed again by the Oklahoma Legislature in 2002 to Connors State College.

In 1977, Connors began regularly offering off-campus, extension courses in Muskogee at various public school locations. In 1985 classes were moved downtown to the Holly Building at 4<sup>th</sup> and Broadway. In 1986 Connors purchased the Holly Building, renovating it in 1989. In 1988, Muskogee became a branch campus offering resident college credit courses and programs. Connors received title to the C.N. Haskell Building located at 2<sup>nd</sup> and Court Streets in downtown Muskogee in 1992. In 1993, the downtown Muskogee campus was moved from the Holly Building to the Haskell Building.

In 1994, Connors acquired 42 acres of land in the northeastern section of Muskogee for the construction of a classroom/science facility. The Three Rivers Port Campus opened for classes in 1996.

In 1993, Connors also received title to a 1,316 acre ranch site located five miles south of the Warner campus. The South Ranch contains farmland, wetlands, and wildlife habitat.

## MISSION

Connors State College utilizes the highest standards in its commitment to provide affordable, innovative, life-long learning opportunities that enable students to succeed in a global society.

We accomplish our mission by exemplifying the functions of a two-year or community college in Oklahoma as defined by the Oklahoma State Regents for Higher Education (OSRHE). These functions include:

- Provide general education for all students.
- Provide education in several basic fields of study for those students who plan to transfer to a College and complete a baccalaureate degree.
- Provide one-and two-year programs of technical and occupational education to prepare individuals to enter the labor market.
- Provide programs of remedial and developmental education for those whose previous education may not have prepared them for college.
- 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.
- Carry out programs of institutional research designed to improve the institutions' efficiency and effectiveness of operation.
- Participate in programs of economic development independently or with universities to meet the needs of each institution's geographic service area.

## CORE VALUES

Connors State College serves its employees, students, communities and stakeholders by operating within the following Core Values:

- Adaptability
  - Connors has the flexibility to adapt to changing environmental needs.
- Community
  - Connors values its varied constituencies and their talents, dedication, and support.
  - Connors values the educational goals of the students served.
  - Connors collaboratively partners with key constituencies to achieve mutual goals.
- Communication
  - Connors provides multiple channels of communication and takes appropriate actions to those communications when needed.
- Integrity
  - Connors practices ethical, progressive leadership in partnerships with communities, other educational institutions, agencies, and organizations for the betterment of the region and state.
- Service
  - Connors places worth on the importance of providing programs and services that effectively accomplish our mission.
- Student Success
  - Connors is open and fair in interactions with diverse student populations in admissions, programs, processes, activities, and services.
  - Connors strives to continuously provide educational excellence for increasing students' capacities to succeed.
  - Connors maintains a reputation for excellence in all extracurricular activities.

## FACILITIES – WARNER

**A.D. Stone Student Union (1963)**—The Union contains the cafeteria, snack bar, game room, bookstore, student post office, commuter lounge, and solarium.

**Administration Building (1936)**—Built originally as a shop building and completely renovated in 1980, this native stone structure houses the offices of the Vice-President for Fiscal Services, Business Office and Computer Center.

**Beef Testing Center (1962)**—Each year state and area breeders consign young beef bulls to the Center. Two performance tests are conducted annually with approximately 90 bulls in each test. Agriculture students conduct semi-annual bull sales following the completion of the tests. This program provides educational and applied research opportunities for students in the College's agriculture program.

**Biff Thompson Baseball Field**—The field is located south of the Education Building. The lighted facility includes an indoor batting cage and clubhouse.

**Campus Farm**—The farm encompasses 404 acres used primarily as field laboratories to supplement classroom instruction in the College's agriculture programs. The College also owns herds of beef cattle, sheep and swine. These herds provide hands-on experiences in animal evaluation, production, breeding management, and feeding. Pasture development and management activities correlate with the livestock operations.

**Carl Westbrook Library Learning Center (1985)**—Named after the College's eleventh president, The LLC houses the Library, Learning Skills Center, Office of the President, 150 seat Library Auditorium and two distance learning classrooms.

**Classroom Building (1912)**—The Classroom Building is the oldest building in continuous use at CSC. Completely renovated in 1963, the three-story building provides space for business, computer, social science, communications, agriculture, and math classes as well as space for faculty offices and labs.

**Education Building (1963)**—This two-story building houses two distance learning classrooms, multimedia equipped classrooms, biology laboratories, the newly renovated chemistry and microbiology laboratory, and faculty offices for agriculture, mathematics, science, and some social science instructors. The physical science laboratory will also be relocated to the Education Building.

**Equine Facilities (1980)**—Facilities include three barns with 52 stalls for students to house their assigned horses and training equipment. Training facilities also include a 150'x 300' outdoor arena, five round pens and a 100'x 250' indoor arena.

**Faculty and Student Housing**—The College maintains housing units for faculty, staff, and students. Housing is available for single and married students, students with dependent children, and students age 21 and older. Units in Millers Crossing are available on a first-come, first-served basis.

**Fine Arts Building (1938)**—Built originally as a physical education facility, this building was remodeled in 1975 includes a 600-seat auditorium, classrooms, and faculty offices. The building also houses a War Memorial to veterans from Connors' six-county primary service area who were killed in action in Vietnam.

**Anna B. Gatlin Hall (1999)**—This two-story, neoclassic building was originally a women's dormitory housing 80 women during the academic year and housing camps during the summer. In 2006-2007 the building was converted into a "One Stop Enrollment Center" for the Warner Campus. The offices of admissions and registrar, advising, cashier, financial aid, recruitment, and Student Support Services are located in Gatlin. Also located in Gatlin are the offices of Assessment of Student Learning, Academic Services, Human Resources, and an office for technology support.

**Harding Ranch/Research Station (1993)**—The 1,316 acre ranch is located five miles south of the Warner Campus. It contains farmland, wetlands and wildlife habitat. The ranch functions as a laboratory for agriculture and science programs as well as serving as the site for Connors' Summer Science Academy activities.

**Holloway Hall (1930)**—The first floor of two-story Holloway Hall has served in many capacities, including housing the offices of the Vice President for Student Services, the art laboratory, student apartments, and offices for rent. It is currently occupied by the Director of Institutional Research/SCT Operations, health services, and rental offices.

**Jacob Johnson Science Building (1951)**—Named after the College's ninth president, the two-story building currently houses the classrooms, labs and faculty offices for the Warner Campus fall entry associate degree day nursing program.

**McClarren Hall (1963)**—Extensively remodeled in 1989, this three-story dormitory has served to house 150 students and includes living quarters for a dorm parent. This Hall provides summer camp housing.

**Melvin Self Field House (1967)**—Named after Connors' tenth president, the Field House has basketball and volleyball courts and spectator seating capacity of over 1,100 persons. It contains a collegiate-sized swimming pool, classrooms, hospitality room, and faculty offices for coaches. In 1982, an addition to the Field House included a multi-purpose room, fitness center, and additional office space. In 2000 it was upgraded again with new bleachers, a new concession stand and new restrooms.

**Miller's Crossing (2002)**—Opened in time for the 2002 fall semester, this four-plex and double occupancy housing complex provides the convenience and services of an apartment community including swimming pool, computer and study room, Laundromat, cable television access, Internet access and phone service. Both married and single students may live in the complex.

**Shop Building**—A one-story metal building located south of the campus houses the College's maintenance and garage facilities.

**Softball Field (1985)**—The lighted facility includes restrooms, bleachers, concession stand and an indoor batting cage.

**Upward Bound**—Located west of the Westbrook Library, the Upward Bound office provides potential students with Connors' information, counseling, programs and testing for college-bound youth during regular and summer semesters.

## **FACILITIES - MUSKOGEE**

**C.N. Haskell Building (1889)**—The C.N. Haskell Building is registered by the National Register of Historic Places as the "Railway Express Building." Since 1889, it has housed a federal courthouse, law offices, railroad company offices, the Veteran's Administration Offices and the Muskogee County Department of Human Services. In 1992, the eight-story, downtown building was deeded to Connors State College. It currently serves as the hub of Connors' operation in Muskogee with the offices of the Director of the Muskogee Campuses, Admissions, Business Office, and Financial Aid. It also contains a bookstore, library service center, conference center, computer labs, student lounge, classrooms and faculty offices.

**Three Rivers Port Campus (1996)**—The Ronald D. Garner Science Building, named in honor of the college's 12<sup>th</sup> President serves primarily as a classroom/science complex. The 28,500 square foot facility on the northeast side of Muskogee houses the Office of Institutional Advancement, FOCUS training program, distance education classrooms, science labs and faculty offices.



## ADMISSIONS POLICIES

Admission requirements to Connors State College (CSC) are established by the Oklahoma State Regents for Higher Education (OSRHE). Determination of resident and non-resident status, which governs tuition and fee payment, is also based on upon criteria established by the OSRHE.

Admission to the College does not insure admittance to a particular course or program of studies. Students may, in some instances, be required to meet program entrance requirements or take preparatory classes to remove curricular deficiencies before acceptance into a program or course.

There is no discrimination in the admission or recruitment of students on the basis of race, color, national origin, sex, disability, ancestry, marital status, religion, unfavorable military discharge or sexual orientation and Connors State College is in compliance with the 1972 Educational Amendments of Title IX.

## REGULAR ADMISSION

Applicants who are graduates of accredited high schools or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated), have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or similar, approved battery of test, meet high school curricular requirements are eligible for admission to Connors State College.

Students admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet high school curricular requirements (see Entry-Level Assessment, page 24) must make up the deficiencies within the first 24 hours attempted or subsequent enrollment will be restricted to deficiency removal courses until the deficiencies are removed. ALL students must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. The only exceptions involve those instances where an additional course in a discipline is required to satisfy a deficiency.

Students entering an Associate in Applied Science degree or certificate programs must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. Students admitted under this provision may not transfer to an Associate in Arts or Associate in Science program without first completing the high school curricular deficiencies.

### CURRICULAR REQUIREMENTS

The following high school curricular requirements must be met for admission to all Oklahoma Public Colleges and Universities 2010-2011:

#### HIGH SCHOOL CURRICULAR REQUIREMENTS

Units (Years)	Course Areas
4	<b>English</b> ( <i>Grammar, Composition, and Literature</i> ).
3	<b>Lab Science</b> ( <i>Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet requirement.</i> )
3	<b>Mathematics</b> ( <i>Algebra I, Algebra II, Geometry, Pre-Calculus (must have completed Geometry and Algebra II) Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics</i> ).

3	<b>History and Citizenship Skills</b> ( <i>including 1 unit of American History and 2 additional units from the subjects of History, Economics, Geography, Government, and or Non-Western Culture.</i> )
2	<b>Additional units</b> of subjects listed above or from <i>Computer Science, Foreign Language, etc.</i>
15	<b>Total Required Units</b>

In addition to the above requirements, the following subjects are recommended for college preparation: two units of fine arts (music, art, drama) or Speech, one unit of lab science, one unit of mathematics.

### SUBMISSION OF ACADEMIC CREDENTIALS

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information are grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Connors State College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Connors State College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

### TRANSCRIPT POLICY

Transcripts must be official, affixed with the issuing school's seal or signature, and should be mailed directly from the school. Connors State College does not accept transcripts issued to the student, mailed by the student, or faxed. **Transcripts may not be faxed or mailed by the student.**

### REQUIREMENTS FOR ALL APPLICANTS

All new students and students who have not attended Connors in the past twelve (12) months must complete an Application for Admission. The following additional information is also needed:

#### FIRST-TIME COLLEGE STUDENTS

- Students age **twenty (20) and younger** (high school class must have graduated) must provide:
  - An official high school transcript with date of graduation or last date of attendance.
  - Official transcript from all colleges/universities attended as a high school concurrent student. (see transcript policy)
  - ACT or SAT scores.
  - COMPASS Placement Test scores if ACT sub-scores are less than 19 or if SAT is used.
  - Proof of immunization documentation.
- Students age **twenty-one (21) or older** must provide:
  - Official high school transcript with date of graduation or last date of attendance.
  - COMPASS Placement Test (CPT) scores (may use ACT if sub scores are 19 or above), or voluntary remediation of all courses.
  - Official transcript from all colleges/universities attended. (see transcript policy)
- Provide immunization documentation.

## SPECIAL ADMISSION CATEGORIES

The following groups of students may be admitted to CSC upon the completion of skill level assessment and receipt of appropriate documentation.

### ADULT ADMISSION

1. Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of assessment of academic skills.
2. Applicants who have not graduated high school but whose high school class has graduated, and who have participated in the ACT, the SAT or a similar battery of tests, are eligible for admission. Students admitted under this category will be required to remove any academic deficiencies as stated in the Regular Admission Policy.

### HOME STUDY NON-ACCREDITED HIGH SCHOOLS

Individuals who are graduates of private, parochial or other non-public high schools that are not regionally or state-accredited are eligible for admission under the following criteria:

1. The student's equivalent public high school class must have graduated.
2. The student must participate in the American College Testing Program (ACT).
3. The student must demonstrate proficiency in curricular subject areas.

### NON-DEGREE SEEKING STUDENTS

Non-degree seeking students are permitted to enroll in up to nine (9) college credit hours without submitting academic credentials. Proficiency assessments may be required before enrollment in college level courses. After completion of the nine-hour limit, students are required to submit official credentials and meet the formal admission or transfer criteria as outlined in the Admission Requirements section. Students must take placement tests for enrollment in English, math or science.

### CONCURRENT ADMISSION/ENROLLMENT

High school seniors and juniors from accredited high schools and non-accredited private or non-public high schools may concurrently enroll provided:

1. Student meets Composite ACT and GPA Requirements of:
  - a. **Seniors** - Have an ACT composite score of 19 or a 3.0 GPA.
  - b. **Juniors** - Have an ACT composite score of 21 or a 3.5 GPA.
2. Meet admission criteria.
3. Are enrolled less than full-time in high school (fewer than six (6) credit courses per semester), as attested by their high school principal.
4. Are eligible to satisfy graduation requirements from high school (including the curricular requirements for college admission) no later than the spring of their senior year, as attested by the high school principal.
5. Submit three signatures of approval on the Concurrent High School Enrollment Verification form. Signatures are required from a) high school principal, b) high school counselor and c) parent or legal guardian.
6. Provide current official high school transcript for each semester of concurrent enrollment.
7. Provide official transcripts from any other college or university attended as a concurrent high school student.

Concurrently enrolled students may not enroll in a combined number of high school and college courses per semester that exceed a full-time college load of 19 semester credit hours. For the purposes of calculating a workload, one high school credit

course is equivalent to one three credit hour semester college course.

Students who are otherwise eligible under this policy may enroll in a maximum of nine (9) college credit hours during a summer session following the end of their junior year of high school, without being concurrently enrolled in high school classes during the summer term.

Students may enroll only in those curricular areas where they have demonstrated competency and have met the curricular requirements for admission. Students can only take classes in areas that their ACT sub scores meet or exceed 19. Concurrently enrolled students are not allowed to enroll in any zero-level preparatory courses designed to remove high school curricular requirements and/or establish competency in any subject areas. **Concurrent high school students may not participate in secondary testing to establish proficiency in any areas.**

### TRANSFER STUDENTS

Transfer students are defined as students with more than six (6) attempted credit hours, excluding preparatory or pre-college work and excluding credit hours accumulated by concurrent enrollment.

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for admission to CSC.

Transcripts from The Higher Learning Commission accredited institutions will be given full value. Transcripts from non-accredited institutions may be accepted upon validation of course work.

The following are required:

1. Official transcript(s) from all colleges or universities attended. Transcripts must be in a sealed envelope from the college/university. Opened transcripts are considered *unofficial*.
2. An official high school transcript if student seeks to prove history and lab science curricular requirements have been met.
3. Verification of proficiency in English, mathematics, reading and science by:
  - a. ACT or COMPASS scores, or
  - b. Successful completion of preparatory curricular requirements or college level course work.
  - c. Fulfillment of high school curricular requirements **(including history and lab science requirements)** within first 12 hours of enrollment. (See high school graduates/non-graduates lacking curricular requirements.)
4. Provide immunization documentation.

Students transferring with less than a 2.0 GPA may be admitted on probation. Students suspended from other institutions may be admitted to CSC provided the following conditions are met:

1. Provide a current official transcript from the transferring institution prior to enrollment.
2. Take the COMPASS Placement Test, if necessary.
3. Enroll under the guidance of an academic advisor.
4. Provide immunization documentation.

Admission will be on a probationary basis. Retention standards **(See Academic Information Section)** must be maintained or the student will be placed on Academic Suspension and may not be reinstated until one regular semester (fall or spring) has elapsed. See college catalog for detailed information or contact the Registrar's Office for additional guidance.

### OPPORTUNITY ADMISSION

Applicants who have not yet graduated from high school and whose ACT score is at the 99<sup>th</sup> percentile (Oklahoma norms) may be eligible for admission

### INTERNATIONAL STUDENTS

Students from countries outside the United States who have completed their secondary education or its equivalent and are eligible for admission to colleges and universities in the United States are defined as International Students.

International students are required to meet academic performance standards equivalent to Oklahoma residents and non-residents for admission to Connors State College. In addition, students for whom English is a second language are required to present evidence of English proficiency prior to admission, either as first time students or by transfer from another college or College.

Prospective International students must correspond directly with the College by writing the Registrar's Office, Warner Campus. The College will not accept applications for admission or supporting documents from agents/agencies or third parties acting on behalf of the students. *International students will be assessed a \$15.00 fee upon enrollment at Connors State College.*

The following items must be submitted prior to students' acceptance:

1. International Student Admission application.
2. Evidence of English proficiency is required for applicants for whom English is a second language
3. Proof of completion of the high school core requirements at an English speaking high school or graduation from an English speaking high school. Demonstrate competency as outlined through the Policy on Remediation and Removal of the High School Curricular Deficiencies.
4. Official transcripts of secondary and/or college-preparatory schools. Official transcripts from all other colleges must be sent directly from the Registrar of those institutions to Registrar at Connors State College, Warner Campus. Official transcripts from college or universities outside of the United States must have an international transcript evaluation report. Students must submit official transcripts from all international colleges or universities attended to one of the college approved agencies listed below:

Foreign Credentials Services of America

E-mail: [info@fcsa.biz](mailto:info@fcsa.biz) ; [www.fcsa.biz](http://www.fcsa.biz)

Education Credential Evaluators, Inc.

E-mail: [eval@ece.org](mailto:eval@ece.org) [www.ece.org](http://www.ece.org)

Global Credential Evaluators, Inc.

E-mail: [gce@gceus.com](mailto:gce@gceus.com)

[www.gceus.com](http://www.gceus.com) or [www.gcevaluators.com](http://www.gcevaluators.com)

World Education Services

E-mail: [info@wes.org](mailto:info@wes.org) [www.wes.org](http://www.wes.org)

Once evaluated, the agency you choose must forward their evaluation report directly to the Registrar at Connors State College. We only accept evaluation reports from the above listed agencies.

5. Notarized Letter of Financial Guarantee for a minimum of one year. (Affidavit of Support)
6. Evidence of accident and health insurance.
7. Immigration and naturalization documents.

First-time students for whom English is a second language are required to show proof of English proficiency by:

1. **Standardized Testing** - Students must score 500 or higher on the paper based Test of English as a Foreign Language

exam (TOEFL) or 173 or higher for the computer based test; or

2. **Intensive English Program** – Students must score 460 or higher on the paper based TOEFL or 140 on the computer based test administered at a special testing or an international testing center and successfully complete a minimum of 12 weeks of study at an International Education Program approved by the Oklahoma State Regents for Higher Education. At least two-thirds of the 12 weeks must be advanced level instruction; or
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 academic competency; or
4. **Institutional Discretion** – In extraordinary and deserving cases, the college president or designee may admit a student who fails to meet the above requirements. The applicant must demonstrate English proficiency prior to admission.

### INTERNATIONAL TRANSFER STUDENTS

International students must have attended accredited, English-speaking colleges or universities for a minimum of 24 semester credit hours with passing grades and meet other curricular requirements/proficiencies can be met by:

1. English, Math, Reading, Science:  
See section titled Demonstration of Curricular Proficiencies.
2. History and Citizenship: One US History and two additional courses in the areas of History, Geography, Economics, Government, or Non-Western Culture.

### RETURNING STUDENTS

*(Students who have not attended Connors during the past 12 months)*

1. Official transcript(s) from all college attended since last attending Connors.
2. Verification of proficiency in English, mathematics, reading and science by:
  - a. ACT or COMPASS scores.
  - b. Successful completion of preparatory or college level course work in those four areas.
3. Completion of updated Oklahoma State Regents requirements for admission and enrollment since last attendance at Connors State College.

### NON-ACADEMIC CRITERIA FOR ADMISSIONS

Connors State College may take into account non-academic criteria in admitting first-time students, students applying for readmission or transfer students including:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such that if, at the time of conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

Students suspended from other institutions for academic reasons may be admitted to Connors State College on Academic Probation. Other conditions may apply such as course/credit hour limitations and/or being required to report to an Academic Advisor on a regular basis to monitor progress.

Admission of students who are currently under disciplinary sanctions at other institutions or meet any of the other conditions outlined above must first be approved through the Office of Vice President for Enrollment Management and Student Services, 213 Gatlin Hall. The College reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

Physical, emotional and mental status of the student must be such that no danger is presented to him/her or others while attending the College. If there is any question of the status of the student, the College may require a diagnostic examination.

#### VETERANS

Connors State College is an approved institution for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance is available for Veterans who plan to attend college under the new GI Bill must contact the Veterans' Coordinator, Muskogee Campus, for information on veterans' benefits and for enrollment at Connors State College.

### WHEN TO APPLY

Application for admission can be made at any time but it is advisable to apply well in advance of the first semester in which enrollment is desired.

### GED GENERAL EDUCATION DIPLOMA

The Oklahoma State Regents' "Policy Statement on Admission to, Retention in, and Transfer Among Colleges and Universities of the State System" (II-2-35) requires high school graduation as one criterion for college admission. There are exceptions in the State Regents' special admission provisions. **The policy recognizes the GED exam as the equivalent of a high school diploma with one stipulation. If a student is to be admitted with the GED, the applicant's high school class must have graduated.** Therefore, Connors State College may grant admission to a student whose high school class has not graduated **only if** the student is a junior or senior concurrently enrolled at the high school level and who will complete his or her high school curricular requirements for graduation with his or her class.

**Prospective students who falsify their admission information will be subject to dismissal.**

### ADDITIONAL REQUIREMENTS FOR ADMISSIONS

**Immunization Requirements** All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). First-time students living on campus must provide written documentation of vaccination for Meningococcal Disease (Meningitis). More information can be found on the college website at <http://www.connorsstate.edu/page.php?p=studocs>.

## SPECIFIC PROGRAM ADMISSIONS REQUIREMENTS

#### ASSOCIATE DEGREE NURSING PROGRAM ADMISSION

Students interested in the Nursing Program are admitted to the college on the same basis as other students. However, admission to the college does not insure admission into the nursing program. Students are accepted into the nursing program based on a point system.

Applicants must meet the following criteria:

1. Admission to Connors State College
2. GPA of 2.4 in required general education courses; or 19 ACT in each sub-score (if within one year of high school graduation);
3. Successfully pass a departmental basic math test with 74.9 percent score or better prior to the application deadline;
4. Completion of the Nelson-Denny Reading Test.

Applicants who meet the above criteria will be assigned points in the following areas:

1. Nelson-Denny Reading Test score;
2. Degree requirements completed with a grade of "C" or better;
3. Recommended courses completed with a grade of "C" or better;
4. Health care related schooling / work experience;
5. Required nursing program curriculum course GPA;
6. College-level degrees in other areas.

Applications are accepted for the Fall entry from September 15 to February 15 and for the Spring entry from April 15<sup>th</sup> to October 1<sup>st</sup> of each year. Those who meet the criteria and have not been selected will be placed on an alternate list. Consideration will be given as openings arise.

The general education and required science courses along with the recommended electives facilitate progression in the program. Completion of these courses is recommended prior to admission into the program.

Successful completion of the nursing program requires a "C" in all courses related to the Associate in Applied Science Degree in Nursing.

Nursing students are responsible for uniforms and other accessories, transportation to the clinical facilities, testing and liability insurance needs, and enrollment fees.

#### Physical and Mental Qualifications

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the Connors State College Nursing Program:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around the clients' rooms and in work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, monitoring alarms; and to auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to speak, write and comprehend the English language proficiently.



7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.

#### Career Ladder Program

The Career Ladder Program for Nursing at Connors State College is especially designed to provide mobility for the Licensed Practical Nurse and the Licensed Paramedic. Only those individuals who are licensed in the State of Oklahoma are eligible for admission to the program. Applicants must complete required courses, challenge exams, *NURS 2223 Nursing Process and NURS 1132 Math for Nurses*, prior to entrance into the program. Qualified students wishing to pursue the Career Ladder Program should make an appointment to speak with a nursing advisor. Students will be admitted to the program based on space available.

#### ELIGIBILITY TO SIT FOR BOARDS

"The Connors State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered or practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U. S. citizens, U. S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

For more information, go to:

<http://www.youoklahoma.com/nursing>.

Students wishing licensure in another state will need to contact that state board of nursing (the Departmental Secretary will have their addresses).

For further clarification about the Nursing Program's accreditation status, comments, or concerns, call the National League For

Nursing 1-800-669-1656, or the Oklahoma Board of Nursing 405-962-1800.

## REQUESTING ACADEMIC TRANSCRIPTS

Requests for academic transcripts must be made in writing with a student's signature appearing on the request. The Transcript Request form is located on the Connors State College website. The form can be submitted by mail, fax, or In person. Official transcripts are mailed from and may be picked up at the Warner Campus Admissions Office only. Students requesting a transcript in person must bring a photo ID. Current CSC students must present their CSC issued student ID card. The student's signature is required to process a transcript request; therefore, e-mail and telephone requests will not be accepted. Our policy prohibits the distribution of transcripts via fax or email. Students with transcript holds (such as holds due to outstanding financial obligations to the college, transcripts, etc.) will not be granted an official transcript until the hold has been cleared with the appropriate college officials. Copies of transcripts from other institutions cannot be furnished.

Currently enrolled students may print an unofficial copy of their transcript by logging into SIS (Student Information System) on the website.

## RESIDENCY STATUS

Regulations governing the residency status of students are based on the policies of the Oklahoma State Regents for Higher Education and apply to all public colleges and universities in the State System. The policy statement set forth in the following paragraphs establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or non-residents for fee and tuition-payment purposes. Determination of residence status for the purposes of attendance at an institution in the Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

Initial Classification. A student's initial residence status is determined by the Office of Admissions when you apply to Connors State College.

Residence Reclassification. If you are a current CSC student classified as a non-resident and wish to be considered for in-state status, you must petition for a reclassification of your residence status through the Office of the Registrar. The Petition for In-State Residency is located on the website and in the Office of Admissions.

Deadlines for submitting petitions to be considered for reclassification in a given semester is one month prior to the term in which the petition is being requested.

**Non-residents of Oklahoma are required to pay out-of-state tuition and fees.**

Oklahoma residence status (and associated in-state tuition) is not granted on a retroactive basis. If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a residency reclassification may affect your aid.

Appeal Procedures. Students may appeal their residence classification decision. A Petition for Oklahoma Residency form must be submitted along with any additional supporting documentation to the Office of the Registrar. You will be notified in writing of the decision following the final review. Regulations governing the residence status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education.

## Principles Governing Residence

Article XIII-A of the Constitution of Oklahoma creates The Oklahoma State System of Higher Education and establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions supported by legislative appropriations. Title 70 O.S. 3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or nonresidents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at an institution in The Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

### Section I. 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 work force, 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. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

### Section II. 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 residence 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 nonresidents who do not intend to remain in Oklahoma after graduation but are situational 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.
5. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state. Unless he or 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: 1) when a nonresident 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, and 2) as provided in Sections VII and VIII.

7. 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 set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

### Section III. Definitions

1. Resident of Oklahoma—A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, 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 legal guardian.
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 six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.

### Section IV. Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of his or her having come to Oklahoma with the intention of establishing domicile, he or 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 person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

### Section V. Dependent Persons

The legal residence of a dependent person is that of his or her parents, or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than his or her parents, the legal residence is that of his or her legal guardian. The dependent person may become emancipated (freed from his or her parental domicile) through marriage, formal court action, abandonment by parents, or positive action on his or her own part evidential of his or her alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated him or 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

or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### Section VI. Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he or she holds lawful permanent residence status as defined by U.S. 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 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 House Bill 1804, an undocumented immigrant student enrolling for the first time in 2007-08 and thereafter, separates eligibility for resident tuition and for state financial aid. To be eligible for resident tuition, an undocumented immigrant student must:

1. Have graduated from a public or private high school in Oklahoma (Note: GED or home school education will not establish eligibility for any student);
2. Have resided in Oklahoma for at least two years prior to graduation;
3. Satisfy admission standards (Admission Requirements);
4. Have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. Do one of the following:
  - a. Provide to the institution a copy of true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize the student's immigration status; or
  - b. File an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than either:
    - (a) one year after the date on which the student enrolls for study at the institution; or
    - (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. Students who file an affidavit must present to the institution a copy of a true and correct application filed with the USCIS no later than either:
      - i. one year after the date on which the student enrolls for study at the institution; or
      - ii. if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. When a student provides or presents to the institution a copy of an application or petition filed with USCIS, the copy shall be maintained in the student's permanent record.

#### Section VII. Military Personnel

A student attending an institution while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which he or she is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be

admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents that provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status. Dependent children of military personnel that establish residency as described in Section II of this policy shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

#### Section VIII. 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 immediately declared an Oklahoma resident along with his or her spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described in Section II of this policy. Dependent children of the above professionals that establish residency as described in Section II of this policy may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains his or her residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with his or her spouse and dependent children.

#### Section IX. Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet certain criteria for the current and immediately preceding year. Contact the Office of the Registrar for more information.

#### Section X. Administration of Policy Statement

Each institution should designate the admissions officer or some other individual to be responsible for administration of the policy, and should make appropriate provision for a student's appeal of an adverse decision.

#### Section XI. Tuition Waivers

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

# GENERAL FINANCIAL INFORMATION

## TUITION AND FEES APPROVED FOR FALL 2011

### Tuition and Mandatory Fees per Credit Hour

Fee	Amount
Resident (In-state) Tuition	\$70.14
Activity Fee	\$10.00
Technology Services Fee	\$3.00
Student Union Fee	\$10.00
Student Senate Fee	\$2.00
Cultural & Recreation Fee	\$2.75
<b>Total Resident Tuition &amp; Fees per Credit</b>	<b>\$97.89</b>
Non-Resident Fee	\$140.89
<b>Total Non-Resident Tuition &amp; Fees per Credit</b>	<b>\$238.78</b>

### Miscellaneous Fees

Fee	Amount
Late Enrollment Fee	\$5.00
Student ID Card	\$10.00
Parking Fee	\$10.00
Wellness & Fitness Fee	\$10.00
Publications Fee	\$5.00
Returned Check Charge	\$25.00
Advanced Standing (per hour)	\$10.00
Overnight Guest	\$10.00
Nursing Testing Fee	\$112.50
Graduation Fee	\$35.00
Diploma Replacement Fee	\$10.00
Computer Lab Fee	\$25.00
Biology Lab Fee	\$15.00
Chemistry Lab Fee	\$15.00
Physics Lab Fee	\$15.00
Fitness Center Fee (Credit or Non)	\$15.00
Lab Fee	\$10.00
Equestrian Riding Fee	\$50.00
Floral Design Fee	\$96.00
Horticulture Lab Fee	\$15.00
Remedial Fee (per credit)	\$18.00
Private Room (addl ½ of room rate)	Variable
International. Student Status Maint Fee	\$15.00
Residual ACT Testing Fee	\$35.00

## CLASS REFUND POLICY

Student refunds of tuition and fees will be based on the following:

1. Students who add classes on or before the last day to Add/Drop will be charged in full for each class added.
2. Students who withdraw from a class on or before the last day to Add/Drop will receive a full refund for each course dropped.
3. No refunds will be made after the Add/Drop period.
4. The official withdrawal date is the date students are withdrawn in the CSC computer system. All refunds are approved and processed based upon the date of official withdrawal in the Registrar's Office.
5. First time students who receive Title IV financial aid will receive refunds as mandated by federal guidelines.\*

Non-attendance does not constitute dropping a class or withdrawal from the college. No refunds will be granted for non-attendance. Drops and withdrawals must be initiated through the Admissions Offices.

*\*A copy of the refund policy for Title IV recipients as defined by the Higher Education Act Amendments of 1992 is available in the Financial Aid Office.*

### Periods for Adding/Dropping Courses without Penalty

Term	Add/Drop Period
Fall/Spring (16 week classes)	1 <sup>st</sup> through 10th day of classes
Summer and eight week sessions	1 <sup>st</sup> through 4th day of classes
Mini-mesters (9 days)	1 <sup>st</sup> day of enrollment through 1 <sup>st</sup> day of class

## TUITION WAIVERS

State System higher education institutions are authorized to waive the tuition/fees for the following:

**Senior Citizens**—Oklahoma residents aged 65 and older may have tuition waived to audit academic courses that have openings on the first day of class. Senior citizen students will be responsible to pay for additional educational supplies and/or texts that may be required in some classes. Senior citizen students are admitted on a space-available basis.

**Prisoners of War, Missing in Action and Dependents**—Any former prisoner of war or persons mission in action, and their dependents may, if otherwise qualified, enroll at CSC without paying tuition. Dependents are not eligible if federal funds are provided to pay tuition. The duration of the tuition waivers is five years, or the completion of a bachelor's degree, whichever occurs first.

**Dependents of Peace Officers and Fire Fighters**—No tuition shall be charged to the dependents of Oklahoma peace officers or fire fighters that have given their lives in the line of duty. These waivers are limited to a five-year period from the date of the first waiver. A dependent ceases to be eligible for benefits on his/her 24<sup>th</sup> birthday.

**Independent Living Act**—No tuition shall be charged to individuals who have been in the custody of the DHS for at least nine months between the ages of 16 and 18.

## ROOM AND BOARD FEES APPROVED FOR FALL 2011

### Student Housing Application Fees

	Amount
Family Housing Application Fee*	\$125.00
Single Student Housing Application Fee*	\$55.00

\*The last day to claim specific room assignments and to check into Millers Crossing at the beginning of each academic semester is the first day of classes, unless special arrangements are made with the Director of Residential Life. All reservations will be cancelled after 5:00 p.m. on the first day of classes.



## Resident Hall Meal Plans

Meal Plans	Cost/Semester
10 meals/week (2 meals M-F)	\$1084.00
15 meals/week (Total of 15 meals for the week M-S)	\$1331.00
20 meals/week (3 meals M-F, 2 meals S & S)	\$1521.00
150 Block Meals	\$1005.00
175 Block Meals	\$1095.00
200 Block Meals	\$1185.00
50 Block Gap Plan (Purchased in addition to a block meal plan)	\$387.00
Summer	\$476.00
Commuter 30 Meals	\$163.00

## Single Student Housing Plans

Room Plans	Cost/Semester
<b>Millers Crossing</b>	
Four-Plex Units Fall & Spring Terms	\$2,073.00
Four-Plex Units Summer Term	\$1,037.00
<b>McClarren Hall:</b>	
Double Occupancy Fall & Spring	\$1004.00
Double Occupancy Summer	\$502.00

## FAMILY HOUSING

Housing is available to full time students who are married, have dependent children or who are 21 years or older. Priority is given to students with dependent children. A \$125 housing application fee is required to reserve family housing. For additional information, contact the Director of Residential Life, Millers Crossing Housing Complex, Connors State College, Route 1 Box 1000, Warner, OK 74469 (918) 463-2931 ext. 6296.

**\*\*A 12-Month Lease is required for Miller's Crossing Family Apartments (see below).**

## Family Housing Plans

Room Plans	Cost/Semester
Two Bedroom Apartments Fall & Spring Terms	\$3,185.00
Two Bedroom Apartments Summer Term	\$1,593.00

Deposits and costs subject to change.

## REFUNDS

Student housing and board refunds will be made in the following manner:

Before the end of the Drop/Add period of a term<sup>1</sup> prorated to the date of total withdrawal

End of Drop/Add period to Mid-term ½ refund

Mid-term to end of term No refund

<sup>1</sup> Last day to Drop/Add classes is typically the final business day of the second week of a fall or spring semester or the final business day of the summer term.

## RESIDENCE HALLS RESERVATIONS AND ASSIGNMENTS

Residence hall housing applications may be obtained by writing or calling the:

Director of Residential Life  
Connors State College

Route 1 Box 1000  
Warner, Oklahoma 74469  
918-463-2931 ext. 6296

The Vice President's Office will confirm resident hall reservations when the following items have been received:

1. Application for Admission to Connors State College.
2. Housing Application with application fee.
3. Housing Contract signed by applicant.

## CANCELLATIONS

Students must send a written notice to the Director of Residential Life to cancel residence hall reservations.

Deadlines for cancellations are:

Semester	*Deadline date
Fall	August 1
Spring	January 2

**\*All unclaimed rooms will be declared vacant at 5:00 p.m. on the first day of class.**

## MOVE-OUT NOTICE

At least thirty days written notice of intent to move out must be given by resident to the lessor. Verbal move-out notice shall not be sufficient. Residents are required to meet with the lessor's representative for move-out inspection, using the check-in/check-out inventory and condition forms.

**Note: Each semester all rental charges, tuition and fees will be subtracted from the student's first available funds.**

## BOOKSTORE

### TEXTBOOK PURCHASE- SEMESTER REFUND POLICY

**Full Refund**—A student will receive a **full refund** for the return of any textbook purchased for a current semester if:

1. The book is returned in the same condition as when it was purchased.
2. The book is returned within two weeks after the first day of class.
3. The student has documentation of class withdrawal.

**Partial Refund**—Students will receive a **50 percent refund** after the first two weeks of classes if:

1. The student has a withdrawal form that indicates complete withdrawal from the college.
2. The book will be used the following semester.

The student's account will be credited for the amount of the refund. If the account has been paid in full, the student will receive a check for the refunded amount. The bookstore cannot refund money on a textbook if an instructor decides not to use the book.

**End of Semester Buy-Back**—The Bookstore will purchase books that will be used the following semester if they are in usable condition. Books not required the following semester may be sold to an independent book company. The company establishes the buy-back policy.

# FINANCIAL AID

Financial aid in the form of grants, scholarships, loans and part-time employment from federal, state, institutional and private sources is available to assist students with their educational expenses. Awards from these programs may be combined. Financial need, available funds, student classification and academic performance determine the types and amounts of aid awarded.

- **Scholarships/Grants**--funding sources that do not need to be repaid. Eligibility is based on financial need and determined by federal or state guidelines.
- **Federal Work Study**--is a program that provides wages for part-time work on campus.
- **Loans**--have a definite repayment schedule.
- **College Work**--Part-time work on campus funded by Connors State College.

## FEDERAL AID PROGRAMS

Federal Financial Aid is available through the following

- **Federal Supplemental Education Opportunity Grant (FSEOG)**
- **Federal PELL Grants**
- **Federal Work/Study Program (FWS)**
- **Federal Direct Loan Program. Federal Direct Student Loans** are low-interest rate loans through the federal student aid program. The Financial Aid Office at Connors State College determines loan eligibility according to federal guidelines.
- **Veterans' Administration Benefits**--The Veterans' Administration Benefits Program is coordinated through the Office of Advisement and Student Admissions at Connors State College. For additional information concerning benefits or eligibility you may also call the Veterans Administration (1-888-442-4551).

## OKLAHOMA AID PROGRAMS

- **Oklahoma Tuition Aid Grants (OTAG)**
- **Vocational Rehabilitation Assistance**--The Oklahoma Rehabilitation commission offers assistance for tuition and other related expenses to students with certain identified disabilities. Application for assistance should be made directly to the nearest Vocational Rehabilitation Office. The Office of the Dean of Student Life can assist in locating the correct Vocational Rehabilitation Office.

## TRIBAL AID PROGRAMS

- **Bureau of Indian Affairs (BIA) Grants**--BIA grants (through individual tribes) are available to students with a Certificate of Degree of Indian Blood (CDIB) card. Applications for a CDIB card and the BIA Higher Education Grant and renewal forms are available directly from tribal offices

## FEDERAL FINANCIAL AID

To apply for federal financial aid, students must:

1. Complete and return the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
2. Respond to any request for information from the Financial Aid Office.
3. Complete all requirements for admission to Connors State College (See Getting Started - Admissions section).
4. Complete other applications or forms that may be required.
5. Observe all due dates.

Awards are made until funds are exhausted. Once financial aid is obtained, future eligibility is determined by the student's progress toward a degree. Guidelines for continued eligibility are included in the award letter and are also available in the Financial Aid Office.

Applications for financial aid may be obtained from high school counselors or from Connors Financial Aid Offices (918-463-2931, **Warner**), or (918-687-6747, **Muskogee**).

Applications for Scholarships may be obtained from the Office of Advisement and Student Admissions at Connors State College (918-463-2931).

## SCHOLARSHIPS

- Connors State College awards a variety of scholarships. Regents' Scholarship eligibility is based on one or more of the following criteria: ACT scores, GPA (grade point average), GED scores, class ranking, financial need, leadership activities, area of interest, etc.
- A variety of additional scholarships are offered through the Connors State College Development Foundation and various private sources. The entity making the award determines the requirements for these scholarships. Geographic location, religious or other affiliations, physical impairments, major course of study, special abilities, etc., may be considered.
- Applications received prior to March 1 are given priority consideration. Applications received after the indicated deadline will be given consideration based on availability of funds. Funds not claimed during the fall semester may be awarded for the spring semester.
- Scholarships include, but are not limited to, the following:
  - ACT and ACT Enhanced Scholarships
  - President's Leadership Class (Fall Deadline, Feb 1)
  - Regents' Academic Achievement
  - Regents' Departmental Scholarships
  - Regents' Leadership
  - Regents' Service Area Scholarships
  - Regents' Special Area Scholarships
  - Salutatorian Scholarships
  - Valedictorian Scholarships
  - CSC Foundation Scholarships (applications due March 1st)
  - Oklahoma National Guard
- Contact the Scholarship Office at (918) 463-2931 for detailed scholarship information and application forms.

# STUDENT SERVICES AND ACTIVITIES

## STUDENT SERVICES POLICIES

### ACCESS TO STUDENT RECORDS

Student records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) amended 1995. FERPA gives parents certain rights with respect to their children's educational records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Education institutions must have written permission from the student in order to release any information from a student's educational record.

A student's FERPA rights begin with his or her registered attendance at CSC. Attendance need not be physical, such as in cases of correspondence and distance learning courses. Applicants who are denied admission or who are admitted but never attend are not covered under FERPA. There is no end point for FERPA rights—as long as the student is living.

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education

Students must provide to Connors State College written permission for release of their educational records. The Office of the Registrar is the official office of the college for maintaining and releasing information pertaining to students' academic records. The Office of the Vice President for Student Services is the official office of the University for maintaining and releasing information pertaining to students' discipline records. Billing information is maintained by the Office of the Bursar, and financial aid information is maintained by the Office of Financial Aid.

The Act provides that certain portions of students' records may be deemed Directory Information and may be released to a third party without students' written consent. Directory Information may include the student's name, address and phone number, date and place of birth, current class schedule, degrees earned, major, dates of attendance, hours earned, honor awards, and GPA as well as participation in officially-recognized sports, and the weight and height of athletic team members.

Connors State College does not publish a student directory for student or public use. Names, addresses and telephone numbers are released on a case-by-case basis at the discretion of the college. See the following Family Educational Rights and Privacy Act (FERPA) information.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Among them is the right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits access to a student's records without the student's consent is disclosure to school officials who have legitimate educational interests. A school official is defined as a person employed by Connors State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Connors State College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on or employed by the Oklahoma State Regents for Higher Education

or CSC A&M Board of Regents; or a student serving on an official committee such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Connors State College may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
- To comply with requests from appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Oklahoma State Regents for Higher Education, the Oklahoma State College A&M Board of Regents, and to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of Connors State College;
- To the alleged victim of a violent crime, the result of an institutional disciplinary proceeding against the person allegedly responsible for the crime.

Directory Information which may be released on a case by case basis includes:

- Student's name
- Local or permanent address
- Telephone number
- Major field of study
- Year of birth
- Academic classification/Degrees granted
- Athletic participation
- Height and weight of athletic participants
- Academic institutions previously attended
- Dates of attendance at Connors State College
- Part-time and full-time status

Students may restrict the Release of "Directory Information", except to school officials with legitimate educational interests and others as indicated above.

To do so, a student must make the request in writing to:

Office of the Registrar  
Connors State College  
Route 1 Box 1000  
Warner, OK 74469

Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

For purposes of compliance with FERPA, Connors State College considers all students independent.

The policies of Connors State College prohibit discrimination on the basis of education, employment, race, ethnicity, religion, sex, age, marital status, national origin, ancestry, sexual orientation, disabled veteran status, physical or mental ability, mental retardation, and other specifically covered mental disabilities and criminal records that are not job-related.

Voluntary ethnic information submitted by Connors State College students is compiled in accordance with the college's requirement to report statistical data and information to the U.S. Department of Education, the Oklahoma State Regents for Higher Education, The Board of Regents for the Oklahoma A&M Colleges and various legislative bodies and governmental agencies as required by law.

Student voluntary submission of ethnic information will remain confidential and be made available in statistical form only. Students' rights to privacy and protection under the Family Educational Rights and Privacy Act (FERPA) are assured (see following section). Students are not required to provide ethnic information and failure to do so will not adversely affect a students' admission, enrollment, or access to programs and activities at Connors State College.

#### **PARENTAL ACCESS TO STUDENT EDUCATION RECORDS**

At the elementary and secondary school level, FERPA gives parents the right to access education records. When a student reaches 18 years of age or is attending an institution of post-secondary education, FERPA rights transfer from parent to student. Therefore, at the postsecondary level, parents have no inherent rights to inspect their son's or daughter's education records.

Information regarding education records is best obtained by direct communication between the parent and the student. If desired, students can obtain grades, class schedule, billing, and other information online and provide a copy to their parents. Student records are available at the student self-service web site - <http://www.connorsstate.edu>. Students may also setup a guest login to Bursar billing information at the web site: <https://bursar.okstate.edu/login.aspx>.

Students may consent to release their education records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an un-coercive environment.

Parents of a dependent student may challenge denial of access to educational records by providing to the Registrar's Office evidence that they declare the student as a dependent on their most recent Federal Income Tax form (Form 1040).

## **PARKING/PARKING PERMITS**

A parking permit is required on any vehicle the student uses to park at any Connors' campus location. A vehicle license number and a paid receipt from the Business Office are required to obtain a parking permit. Parking permits are available from the Business Offices at the Downtown Muskogee and Warner campuses. (See Special Costs). Students must park their vehicles in designated parking areas outlined in the information attached to their permit. Students may receive parking tickets for failure to park in designated areas. Parking tickets may be paid at the Business Offices.

## **COMPUTING SERVICES**

CSC computing and electronic communication facilities and services are intended for instructional, educational, research and administrative purposes. Their use is governed by all applicable College policies, including sexual harassment, patents and

copyrights, student and employee disciplinary policies as well as by applicable federal, state and local laws.

Persons using CSC computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. CSC cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of CSC computing and electronic communications facilities and services are warned they may unwillingly come across, or be recipients of, material that they may find offensive.

Persons using CSC computing and electronic communications facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of college and CIS policy to use electronic mail to libel, harass or threaten others. It is also a violation of College and CIS policy to access and view materials in a manner that would create the existence of a sexually hostile working and/or educational environment.

The use of CSC computing and electronic communications facilities and service is a privilege that may be revoked for inappropriate conduct. Persons who violate applicable federal, state or college policies will be asked to cease those activities and are also subject to suspension/revocation of such privileges and/or college disciplinary action.

CSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CSC will not be responsible for any damage suffered through the use of CSC computing and electronic communications facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. CSC specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications and facilities.

When computer labs are not full there will be a two-hour limit on computer use. CIS is not responsible for data loss.

## **SEXUAL HARASSMENT POLICY**

Connors State College explicitly condemns sexual harassment of students, staff and faculty and will not tolerate such conduct on or off-campus. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties.

Sexual harassment is prohibited in the workplace and in the recruitment, appointment and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The College reserves the authority to independently deal with sexual harassment issues upon becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Definition - Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of instruction, employment, status or participation in any course, program or other college activity.
- Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Such conduct has the purpose of unreasonably interfering with an individual's work or educational performance or of



creating an intimidating, hostile or offensive environment for working or learning.

#### **Verbal**

- a. Unwelcome sexual flirtation, advances or propositions for sexual activity.
- b. Continued or repeated verbal abuse of a sexual nature.
- c. Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.
- d. Stating, indicating or implying that benefits will be gained or lost based on response to sexual advances.

#### **Non-Verbal**

- a. Displaying sexually demeaning or offensive objects and pictures.
- b. Staring at someone, blocking another's path or otherwise restricting his or her movements, invading a person's personal body space.
- c. Bringing physical items to work that express sexually offensive comments regarding men or women.
- d. Making sexual gestures with hands or body movements.
- e. Letters, gifts or materials of a sexual nature.

#### **Physical**

- a. Offensive physical contact.
- b. Sexual assault coerced sexual intercourse or other sexual contact.

It is a violation of College policy for any employee to initiate any personal action outside the judicial system or established college disciplinary system in retaliation or reprisal against a faculty member, staff employee or student for reporting sexual misconduct or for anyone to make an accusation of sexual harassment without good cause or reasonable basis. Such types of conduct may result in disciplinary action.

#### **Complaint Resolution Procedures**

Emphasis is placed on resolving complaints informally in a non-adversarial process in which the involved parties reach a mutually satisfactory understanding and agreement.

An individual may bring the matter to the appropriate supervisor whose role will be to discuss with the complainant his or her options for further action. If the person does not wish to talk to his or her supervisor, he or she may seek assistance from the affirmative action officer. If an extraordinary conflict of interest prevents the usual review procedures, the complainant may request assistance directly from the Office of the President. Every attempt will be made to protect the privacy of the parties involved.

The complainant may ask for a mediated resolution between himself or herself and the accused. The goal of mediation is to provide a forum where the complainant and the accused can come to a mutually agreed-upon resolution. Mediation will occur only if both parties are willing to participate in the process. The appropriate vice-president will serve as mediator.

Either the complainant or the accused may ask that the matter be handled formally rather than informally. All formal grievances must be filed in writing within 180 days of occurrence. The appropriate procedures are as follows:

1. Students – Formal complaints against other students are addressed in the Student Handbook under Student Disciplinary Regulations. If one or more allegations are proven to have merit, disciplinary actions may include, but are not limited, to warning, reprimand, probation, suspension or expulsion from college.

2. Employees – Employees or students can make complaints against college employees by filing it with the Affirmative Action Officer. The procedures are as follows:
  - a. A formal complaint shall consist of a signed statement detailing the sequence and nature of events.
  - b. Review of complaint by Affirmative Action Officer.
  - c. Notification to the accused who will then be afforded opportunity to respond.
  - d. Affirmative Action committee will be provided with a written response statement from the complainant. Interviews will be conducted, if necessary, with all that have knowledge of the matter. These proceedings will be kept confidential.\*
  - e. Request additional information, as needed.

The Affirmative Action Committee determines if the allegation is with or without merit. If merit cannot be established, the Affirmative Action Officer shall dismiss the complaint and shall inform the complainant. The complainant can appeal the decision by addressing one of the other vice-presidents in writing as to the basis of the disagreement.

If the Affirmative Action Committee concludes that there is reasonable merit to the alleged violation, the Affirmative Action Officer shall prepare a written report to the college president. Within 45 days of receipt of the report, the president will make a determination and take appropriate action. Employees can appeal to Connors' president.

It is the view of the College that it is unwise and inappropriate for faculty or staff that have romantic relations with students to teach such students in their classes, supervise them in work or recommend them for scholarships, awards or employment. Romantic relationships that might be appropriate in other contexts may, at college, create the appearance of an abuse of power or of undue advantage. Prudence and the best interests of the students dictate that in such circumstances of romantic involvement, students should be advised to obtain other instructional or supervisory arrangements.

Moreover, even when both parties have consented at the out-set to a romantic involvement, such consent does not preclude subsequent charge of sexual harassment against the employee.

In all allegations of harassment, all involved parties will be provided privacy. All documents will be marked "confidential" and will be retained in sealed envelopes bearing "confidential" labels.

## **Student Mail and E-Mail**

Students are responsible for maintaining a current local mailing address and a current e-mail address with the Office of the Registrar. Because many official CSC communications are sent to the student at their local mailing address and their CSC email address, students are responsible for regularly checking their U.S. mail and CSC e-mail. CSC departments reserve the right to send correspondence through either means of communications from professors and academic advisors, communications regarding enrollment and communications regarding student conduct. CSC e-mail can be forwarded to another e-mail account if student chooses. More details can be found online at <http://www.connorsstate.edu/page.php?p=newstudent>.

## **STUDENT HOUSING POLICY**

All single students under the age of 20 and living beyond a 50 mile radius from the CSC campus where they are enrolled are required to live in campus housing. Exceptions may be made for

students who are married, single parent with children, 21 yrs. or older, residing with parent or guardian, veterans, or enrolled part-time (less than 12 hours). Exceptions require a release form obtained from the Office of the Vice President for Enrollment Management and Student Services, Warner Campus.

Apartments are available to married students, students with dependent children, and students age 21 and older. Priority is given to married students and students with dependent children. Students are not permitted to enroll until their housing status is determined. Subsequent changes must have prior approval from the Director for Residential Life.

Priority for available housing is given to students currently residing in CSC housing. All other housing assignments are determined on a first-come, first-served basis.

## SERVICES TO STUDENTS WITH DISABILITIES

### **Nondiscrimination Policy for Students with Disabilities**

CSC is committed to the spirit and letter of the Americans with Disabilities Act. The college is also committed to the nondiscrimination provisions of Section 504 of the Rehabilitation Act of 1973. Under Section 504, the College has instituted various administrative policies, and procedures to ensure nondiscrimination against individuals with disabilities. These policies, practices, and procedures have been amended to comply with requirements of the Americans with Disabilities Act and Section 504.

Accordingly, "no qualified individual with a disability shall, by reason of such disability, be either excluded from participation in or be denied the benefits of the services, programs, or activities" of CSC. Moreover, no qualified individual with a disability shall be discriminated against because of the disability of that individual with regard to job application procedures, the hiring or discharge of employees, compensation, advancement, job training, and other terms, conditions, and privileges of employees.

### **When Does A Student Need To Provide Information About His/Her Disability?**

If the student needs accommodations, the student should provide the information and documentation at a reasonably early date (four weeks) to allow time for the development and arrangement of appropriate accommodations. In some cases, as when books on tape need to be requested from the Visual Services Division of Vocational Rehabilitation Services in Muskogee, several weeks advance arrangement is needed.

### **What Are the Student's Responsibilities?**

In contrast to the student's responsibilities in high school, the student's responsibilities become very important at the collegiate level. Any student with a disability must act to identify the disability; and if desiring to request accommodations, must take specific action to request such accommodations for their disabilities. They must also provide verifying documentation such as psycho-educational test results, medical documents and doctor's statements. The documentation must verify the disability, describe the extent of the impairment and provide information, which supports the need for and design of specific accommodations.

### **Responsibility of the College**

The Vice President for Enrollment Management and Student Services (918.463.2931) is responsible for coordinating CSC's compliance with the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for student accommodations. The CSC Director of Human Resources (918.463.2931) is responsible for coordinating accommodations relating to workplace accommodations.

The Vice President for Enrollment Management and Student Services will provide the student's instructors a memo outlining the recommended accommodation(s) and when appropriate, provide the instructor with a series of options or choices. The student will receive a copy of this memo.

Students who obtain accommodation(s) should meet with each instructor during instructor's office hours (identified on the instructor's syllabus), to activate the accommodations for each class.

## STUDENT ACTIVITIES

### **Athletics and Intramurals**

Connors State College is a member of the National Junior College Athlete Association and offers baseball, softball, men's and women's basketball, and men's and women's rodeo. The rodeo team competes in the Central Plains Region which includes 26 two-year and four-year colleges in Kansas and Oklahoma.

CSC competes in NJCAA Division I of Region II that includes the junior colleges in Oklahoma and Arkansas. CSC is a member of the Bi-State Athletic Conference.

A variety of Intramural programs are offered to all students including: volleyball, dodge ball, softball, basketball, kickball and many others.

### **Cheerleading Squad**

The CSC cheerleaders participate in student pep rallies and support the athletic teams. They perform at all home and away events. Selection is made through try-outs each spring and fall.

### **Collegian**

First published in 1924, the Collegian has served as Connors' campus newspaper for 87 years. Students interested in journalism and/or journalistic writing publish the Collegian. A faculty member serves as the publication's advisor.

### **CSC Weekly Calendar**

The office of the Student Activities produces the CSC Weekly Calendar throughout the year. The calendar provides information about events important to the campus community.

### **Former Students Association**

The Former Students Association is open to former CSC students who wish to remain in contact with each other and support the College. They raise funds for scholarships for eligible dependents and grandchildren of former students. They host an annual banquet and publish at least one newsletter per year. To become a member of the CSCFSA, please contact the CSC Development Foundation Office (918) 463-6342.

### **Health Services**

The Health Services office is located in Holloway Hall for the use of all students, faculty and staff. It is open during the morning Monday through Friday. A doctor is present one morning per week (Warner Campus only). Optional accident student insurance programs are available through the Vice-President for Fiscal Services.

### **Honors Assembly/Reception**

Academic awards are presented each Spring to students who have achieved outstanding success in various academic or extra-curricular activities.

### **Library Learning Center**

The Westbrook Library Learning Center encompasses the services of the Warner Campus Library, Muskogee Campus Library Service Center, the Learning Skills Center, and two distance education (ITV) classrooms.

The Warner campus Library and Muskogee campus Library Service Center have the following services for student use: automated catalog, books, Internet and online resources, computers, copiers, fax, interlibrary loan, magazines and periodicals, newspapers, reference materials, typewriters and videos.

The Learning Skills Center includes computers, developmental education and reading courses, individualized instruction, learning skills and tutorial software.

#### **Mr. and Ms. Connors**

These honors are given annually to a male and female student who best exemplifies the spirit and image of Connors State College. The faculty and staff make the selection by secret ballot. The award is presented at the annual Honors assembly/reception.

#### **Religious Organizations**

The Baptist Christian Ministry, Chi Alpha Christian Fellowship and Wesleyan Center are three off-campus organizations in Warner that provide programs to meet students' spiritual needs.

#### **Student Identification Cards**

Required identification cards are used for positive identification in the cafeteria, bookstore and library as well as free or reduced admission to college sponsored functions. (See Special Costs). Identification cards are available during fall and spring general registration periods at the Warner and downtown Muskogee campuses.

#### **Fitness Center**

The Fitness Center offers the latest in the state of the art exercise equipment. Classes for students, faculty, staff, and community members are offered and may be taken for personal enjoyment and in some cases, for a nominal fee. The Fitness Center is located in the Melvin Self Field House at the Warner Campus.

#### **Student Union**

The A.D. Stone Student Union, Warner campus, houses the following services: Bookstore, cafeteria, game room, snack bar and post office boxes. In Muskogee there are student areas at the Downtown Campus, Three Rivers Port Campus, and the NSU/CSC campus location.

## **STUDENT ORGANIZATIONS**

The following clubs and organizations are available to all students. Students are encouraged to participate in extra-curricular activities to be more fully involved in the total college experience. In some cases, students may need to meet academic requirements for invitation into the program.

#### **Aggie Club**

The goal of the club is to support and promote Connors State College and its agriculture programs.

#### **Phi Beta Lambda (Business) Club**

PBL promotes mutual understanding and cooperation among businesses, industry, labor, religious, family and educational institutions to improve tomorrow's world. Membership is open to students with business, computer information systems or other business-related majors or students interested in the world of business. Club activities include visits to areas businesses, networking, off-campus conferences and competitions, social events and fundraising activities.

#### **Phi Theta Kappa**

PTK is the international honor society of two-year colleges. CSC's Mu Chi Chapter maintains a commitment to excellence in scholarship, leadership, service and fellowship – the four hallmarks of the honor society. Membership is by invitation only.

#### **Science Club**

The Science Club is a student run organization that facilitates the exploration of the scientific community. Activities are determined by a vote of the current members. The Science Club is opened to all Connors State College students. There are no fees or dues required.

#### **Student Nursing Association**

Connors' SNA is open to all nursing majors. Membership in the local chapter entitles students to join both the state and national organizations. The association promotes leadership, personal and professional development.

#### **Teachers Learning with Children**

Teachers Learning with Children is an organization that strives to develop and enrich understanding of child development, promotes acceptance of diversity through inclusive practices, and promotes awareness of developmentally appropriate practices for young children. The Club focuses on celebrating National Family Week and Week of the Young Child through college and Community events.

#### **Student Government Association**

The Connors State College Student Government Association is the governing board for student activities and organizations on campus. The members consist of a President, Vice President, Secretary, Treasurer and a Parliamentarian. It also includes the sophomore and freshman class officers and a representative from each of the active campus clubs. The CSGA's primary responsibilities are to coordinate student activities and organizations, to serve as an advisory group to the Administration, and to recommend members for college committees. Senate meetings comply with HB 1416 Public Meeting Law. A copy of the CSGA's Constitution and By-Laws can be obtained at the Student Activities Office.

# ACADEMIC REGULATIONS

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In addition to these minimal regulations, additional college, department or program requirements may apply. Students are advised to review all steps of their academic progress with their academic adviser.



## 1. ADMISSION, ACADEMIC STANDING AND WITHDRAWAL

**1.1 Admission of Freshmen.** Policies and procedures governing the admission of new freshmen are detailed in another section of the Catalog. (See "Admissions.")

**1.2 Admission of Transfer Students.** Policies and procedures governing the admission of transfer students are detailed in another section of the Catalog. (See "Admissions.")

**1.3 Entry Level Assessment/Course Placement.** The Oklahoma State Regents for Higher Education require the individual assessment of each student to determine academic preparation and course placement. All first-time students and transfer students with fewer than 24 hours seeking admission or re-admission into degree programs are required to participate in entry-level assessment. The purpose of assessment is to assist faculty and admissions personnel to make enrollment decisions that will help students attain their academic goals. Assessment is required in four subject areas: English, mathematics, reading and science.

The ACT is the primary entry-level assessment tool at Connors State College for recent high school graduates and non-graduates age 20 and younger. ACT sub scores of 19 are required in English, reading, mathematics and science for enrollment in college level courses. Adult students (age 21 and older) and recent high school graduates and non-graduates age 20 and younger whose ACT sub scores are less than State Regents' entrance requirements (sub scores of 19 in all subject areas) will be required to take the COMPASS entry-level assessment. First-time college students may re-take all or portions of the COMPASS one time for a fee of \$10 per test unit and only if there are mitigating circumstances and approval after discussion with the Registrar's Office in consultation with the Office of the Vice-President for Academic Services.

Credit Hours Attempted	GPA Retention Requirement*
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.

No additional entry level assessment testing is permitted after the student enrolls and on or after the first day of the semester. For example, a student who has completed or is attending a zero-level math class is no longer eligible to take the math placement test. The same process applies to English, reading, and science proficiency testing.

All students are required to provide State-Issued photo IDs to take any COMPASS and/or Residual ACT test.

### 1.3.a Curricular Proficiencies and Course Placement

Course placement is used to maximize students' success. All students, including transfer students, must establish proficiency in English, mathematics, reading and science before enrolling in college credit courses in those areas. Students must show proficiency in reading before they can enroll in any English course. Furthermore, all students, including transfer students, must satisfy the Oklahoma State Regents for Higher Education (OSRHE) curricular requirement for history and citizenship skills.

Students enrolling in Associate in Applied Science (AAS) programs must satisfy the proficiency requirement within the particular subject area they are required to complete. For example, if an AAS program does not require college level math within the degree, a student is not required to complete his or her proficiency in math. If, however, a student changes from an AAS degree to an Associate in Science (AS) or Associate in Arts (AA) degree, the math proficiency requirement will become effective. Students may establish proficiency by one the following methods:

### English\*

1. ACT: sub-score of 19+, or
2. SAT: CR 470
3. COMPASS: W score of 75+ and R of 76+, or
4. ACCUPLACER: SS 80+ and RC 80+; or
5. Successful completion of ENGL 0123 – Fundamentals of English or ENGL 1113-English Composition I or equivalent.

### Mathematics\*

1. ACT sub-score of 19+ or
2. SAT: M 460+
3. COMPASS PA 66 or A 61+ or CA 50+
4. ACCUPLACER: EA 73+
5. Successful completion of MATH 0123 – Intermediate Algebra or any college level math course.

### Science\* (1000 level classes from BIOL or GPS)

1. ACT: sub-score of 19+ or
2. SAT: CR 470+ and PA51+ or A 41+
3. COMPASS: R of 76+ and PA 51+ or A 41+ and W 75+ or
4. ACCUPLACER: RC 80+ and EA 53+ or EA 53+19 ACT in Reading or RC 80+ and 19 ACT Math
5. Successful completion of ENGL 0123 and MATH 0113 and ENGL 0013

### Reading\*

1. ACT sub-score of 19+ or
2. COMPASS Reading score of 76+ or
3. ACCUPLACER: RC 80+
4. Successful completion of ENGL 0013 – Reading Development II or any college-level reading course.

**\*Scores effective March 2003. Proficiency courses (zero-level) do not apply toward degree programs or graduation requirements.**

**1.4 Admission to Nursing Program.** Admission to Connors State College does not insure admission into the Nursing Program. (See "Admissions" and appropriate college sections in the Catalog.)

**1.5 English Proficiency Requirement.** As a condition of admission to CSC, all persons for whom English is a second language shall be required to present evidence of English proficiency. (See "Admissions.")

**1.6 Satisfactory Academic Progress.** Students not under academic suspension from the College are judged to be making satisfactory progress toward their educational objectives. (See Academic Regulation 1.3 Admission to Certain Professional Programs.)

**1.7 Academic Good Standing.** Connors State College defines students in academic good standing if they are not on academic probation or academic suspension. Some outside agencies may define this as a student with a grade of "B" or better.

**1.8 Academic Probation.** CSC requires students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students will be placed on academic probation if they fail to meet the following requirements:

Credit Hours Attempted	GPA Retention Requirement*
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity 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, excluding any courses repeated or reprieved, and excluding remedial courses and physical education activity courses. These calculations are made five times per year, to coincide with the conclusion of the fall and spring semesters, and the May, August, and summer terms. Grades submitted after these calculations are carried forward to the next calculation. (See also Academic Regulations 6.4 Grade-point Average Calculating and 6.13 Academic Forgiveness.)

A student enrolling on probation should seek help from an academic adviser when deciding on an academic load and extracurricular activities.

**1.9 Academic Suspension.** A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

GPA Retention Requirement*	
Credit Hours Attempted	
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.

**1.10 Reinstatement after Academic Suspension.** A student who has been suspended from the College for academic reasons may not be readmitted until one regular semester (fall or spring) has elapsed (unless the Academic Appeals committee grants immediate reinstatement). A student's readmission will be probationary and Students who wish to appeal suspension status should inquire about procedures and deadlines from the Office of Academic Services.

Readmission after one regular semester (fall or spring) has elapsed will be considered on the merits of the individual case. Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA before readmission to CSC can be considered.

A student suspended from CSC at the end of the spring semester may continue in the summer semester at CSC if this spring suspension was the student's first suspension. The student must achieve a 2.00 summer semester GPA, or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the fall semester. The student should contact the Register's Office for additional information and restrictions. (see also Academic Regulation 1.9 Academic Suspension.)

Students who have been placed on academic suspension for the first time may petition the Academic Suspension Appeals Committee for reinstatement based on documented evidence of extraordinary personal circumstances that may have contributed to their academic deficiencies.

The suspension appeal procedure is as follows:

1. Student petitions the Vice President for Academic Services in writing detailing the circumstances that contributed to their academic deficiency.
2. The Vice President for Academic Services will call a meeting of the Academic Suspension Appeals Committee.

3. Student either appears before the Committee and states the reasons for his/her request for appeal or may choose to just submit the written appeal. After the student's appeal, the Committee will make one of the following decisions:
  - a. Appeal denied - suspension upheld.
  - b. Appeal granted - conditional probation enrollment granted.
  - c. Appeal granted - no conditions.
4. If, in the student's opinion, the decision of the Committee is not satisfactory, he or she may appeal to the Vice President for Academic Services and then to the President.

**1.11 Students Suspended from Other Institutions--**Students suspended from other Oklahoma State System institutions may request admission to Connors State through the Registrar's Office. Students will be admitted under the same conditions as set forth under First Time Suspensions of Connors' students.

**1.12 Readmission.** A student who has attended CSC but was not enrolled during the past 12 months must submit an updated Application for Admission. A student who has enrolled in another college or College since last attending CSC must submit an official college transcript from that school. Admission status will be determined after an evaluation of the previous work has been made.

**1.13 Withdrawing from the College.** Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester, and therefore the student is no longer enrolled. The withdrawal process is initiated in the Admissions Office.

After the beginning of "Finals Week" a student may not withdraw from the College and will be assigned the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," by the instructor of each course at the end of the semester or summer session. International students need to consult with Registrar/International Advisor before withdrawing. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

## 2. Student Status

**2.1 Classification of Students.** Undergraduate classification is determined by the criteria below:

Freshman	30 or fewer semester credit hours passed
Sophomore	31 or more semester credit hours passed

These hours are calculated based on graduation/retention hours earned.

**2.2 Full-time Students.** Students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students.

**2.3 Part-time Students.** Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

**2.4 Special Students.** A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program.

### 3. Undergraduate Degree Requirements

**3.1 Date of Matriculation.** A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

**3.2 Changes in Degree Requirements.** A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The request must be formally made in the Admissions Office no later than the semester prior to graduation.

**3.3 General Education Requirements.** All Associate of Arts and Associate of Science degrees at Connors State College have a minimum general education requirement of 37 hours (see page 35).

**3.4 Changing Majors.** Students are advised to select a specific major no later than the end of the freshman year. Students on probation, or not making satisfactory progress toward a degree, may change majors only with the approval of their academic advisor. Students should contact the Office of Admissions concerning procedures and forms to change majors.

**3.5 Deadline for Completion of Requirements.** Degrees are conferred only on specific commencement dates. If a student completes requirements for a degree after a commencement date, the degree will be granted at the next scheduled commencement after the student files a diploma application. (See Academic Regulation 7.8 Diploma Application.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

**3.6 Second Associates Degree.** A student who receives an associate degree from CSC may use all applicable courses toward a second associate degree. A minimum of 15 semester credit hours of additional work, including all requirements of the second associates degree, is required. An additional associate degree may not be earned in the same major or degree as the first degree, even if the option is different. For example, it is not possible to earn both an AS degree in Biology with an option in Allied Health and an AS degree in Biology with an option in General Biology. Completion of requirements for more than one option may be noted on the official transcript, but a second degree will not be awarded.

**3.7 Final Exam Overload.** The Office of Academic Services must approve any departure from the published final schedule.

### 4. CREDITS

**4.1 Residence Credit.** Residence credit is awarded for work taken on campus (not through correspondence or credit earned by examination) or at a location officially designated as a residence center by the governing board of the institution.

**4.2 Advanced Standing Credit.** These are credit hours earned elsewhere that may be accepted toward a degree. Such credit may be given for work done at another higher education institution, by examination or "testing out" or by military service. A \$5.00 per credit charge is assessed for Advanced Standing Credit tests. A grade of "P" is assigned to advanced standing credit and will not affect the GPA.

Students at Connors may earn a maximum of eighteen (18) semester hours of credit by examination. The following general rules apply:

1. Students eligible to receive advanced standing credit must be enrolled at CSC.
2. Twelve (12) or more semester credit hours must be completed before the advanced standing credit is recorded on the students' official transcripts.
3. The number of advanced standing hours students receive may not exceed the number of resident credit hours they have earned.
4. Credit is awarded only for courses appearing in the current catalog and is designated as advanced standing credit with the neutral grade of "P".
5. Credit may not be earned in any course in which credit has been earned in a higher-level course in the same subject area.
6. Work taken at proprietary schools, secondary vocational-technical schools, institutions offering clock-hours' work, other non-collegiate institutions, unaccredited institutions of higher education or experimental learning must be evaluated and validated through examination or proficiency testing on a course by course basis.

**Connors recognizes CSC departmental tests, the College Level Examination Program subject tests (CLEP), the Advanced Placement Program (APP) and the OSRHE advanced standing exam for the college course *Introduction to Business*, for advanced standing credit.**

Advanced standing credit once recorded and validated by Connors, is transferable on the same basis as regularly earned course work.

#### 4.3 Transfer Credit From Other Accredited Institutions.

Undergraduate and graduate semester credit hours earned at another college may be applied toward a degree or certificate program at CSC. The credit must have been earned in courses offered at a college or university that has been fully accredited within the Association of the Council on Postsecondary Accreditation. The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to CSC. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time. Applicability of evaluated courses to a particular program at CSC is made by the academic division of the specific curriculum in accordance with the recommendations for transfer from the Office of the Registrar. Credit will be evaluated from each individual college transcript.

**4.4 Evaluation of Military Credit.** Connors State College does not automatically award military credit to students at the onset of enrollment. A military credential evaluation is optional and has no bearing on admission into Connors State College. However, after a degree-seeking student is at Connors State College and earned 12 hours, he or she may request that the military record be evaluated in the Registrar's Office. Credit is evaluated using the ACE Guide for evaluation of military credit (Army, Navy, Air Force, Coast Guard). No credit will be awarded based on Military Occupancy Specialty (MOS) which has not been held a primary duty assignment for a minimum duration of one year or more.

It is responsibility of the student to provide the information below for evaluation. Evaluation will begin upon receipt of the following documents:

- (1) Military Training Evaluation  
Send a copy of your DD-214 or a DD-295
- (2) MOS Evaluation  
Your current primary MOS can be reviewed for possible credit if you received an official evaluation within the last 12 months.

Student will not be certified for VA benefits after the first regular semester until the College's VA Certifying Officer has received the DD-214 and any other transcripts for evaluation.

Connors State College awards the credit listed below where appropriate to all veterans that have completed two years of active duty as verified by the veteran's DD-214.

HLTH 1113 Personal Health (3 credit hours)  
PHED 1112 First Aid (2 credit hours)

Students will be given Advanced Standing credit and charged \$5.00 per credit hour for the above hours. Credit earned is designated on the transcript by the letter "P".

**4.5 Semester Credit Hour.** A semester credit hour is equivalent to (a) sixteen 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or (b) sixteen 3-hour laboratory sessions, or (c) sixteen 2-hour laboratory sessions plus 16 hours of preparation time. These same equivalencies apply to outreach courses, short courses and other learning formats for which academic credit is awarded.

## 5. ENROLLMENT

**5.1 Course Numbering System.** All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry College credit. A course number ending in zero indicates that the course carries variable credit.

**5.2 Adding Courses.** The 10<sup>th</sup> class day of a regular semester or the fourth class day of an eight-week summer session, or the proportionate period for block or short courses is the last day a course may be added.

**5.3 Dropping Courses.** may occur during the first twelve weeks of a regular 16-week semester or the first six weeks of an eight-week term. Courses dropped within the add/drop period will not be transcripted and students receive 100% refund. Courses dropped after the drop/add period but before the end of the twelfth week of a regular 16 week term or the sixth week of a summer or eight-week will be transcripted with a grade of "W" (Developmental courses cannot be dropped without permission.) Permission of the Vice President for Academic Services (or designee) is required to drop a single course after the last date a single course may be dropped. Verifiable extenuating circumstances must be demonstrated for permission to be granted. Verifiable extenuating circumstances must be reasons out of your control, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** There is no refund for courses dropped after the add/drop period.

Enrollment changes, such as dropping courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a course.

**5.4 Withdrawing** from the college means that you are dropping **all** of your courses and are **no longer enrolled for the current semester**. This may occur until the final day of classes before Finals Week. The withdrawal process is initiated in the Admissions/Registrar's Office.

International students need to consult with the Registrar before dropping courses or withdrawing for the semester. Under

reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

**5.5 Course Load--**A course load is the number of credit hours students may enroll in during a semester. Students in good academic standing can enroll in a maximum of nineteen (19) credit hours in the fall or spring semesters without prior approval of the Vice-President for Enrollment Services. In the summer semester, students may enroll in a maximum number of ten (10) credit hours without approval.

**5.6 Dual Credit.** Students may earn credits at another institution in regular course work, extension, correspondence, distance education or online courses while currently enrolled in residence. Approval for dual credit must be secured in advance from the Vice-President for Academic Services or the credits will not be accepted. Request form is located in the Admissions Office.

**5.7 Class Enrollment Maxima.** The maximum number of students permitted to be enrolled in each section of a course is determined by the Division Chair and can be increased or decreased only by the Vice President for Academic Services (or designee). The number of students enrolled in a class may not exceed the fire code capacity of the designated classroom.

**5.8 Priority Enrollment.** Enrollment is based on a first come, first served basis. Currently enrolled students are encouraged to enroll before they leave for the end of the term in which they are enrolled.

**5.9 Late Enrollment.** Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fourth day of an eight-week summer session or during proportionate periods for block or short courses. Students enrolling late are responsible for any class work missed. See the "Tuition, Fees, and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

**5.10 Auditing Courses.** A student who does not wish to receive credit in a course may enroll as an auditor, provided space is available. A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course by any method other than that described below under "Audit to Credit." Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits. The request to audit a course is requested at the *time of enrollment* of the course with the advisor and Admissions Office. Initial enrollment in a course as an auditor may be completed only between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course.

Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Late enrollment fees are waived for audit enrollments. Any individual 65 years or older may audit a class College Academic Regulations at no charge.

## 6. GRADES AND GRADING

**6.1 Official Transcripts.** All official transcripts of the student's academic record at CSC are prepared and released by the Office

of the Registrar. Copies of transcripts from other institutions cannot be furnished.

**6.2 Grade Interpretation.** The quality of student performance in all classes is indicated as follows:

**GRADES**

Grade	Status	Credit	Grade Point Value
A	Excellent	1	4 pts.
B	Good	1	3 pts.
C	Average	1	2 pts.
D	Poor	1	1 pt.
F	Failing	0	0 pts.
P	Pass	Credit	Not computed
Au	Audit	None	Not computed
I	Incomplete	None	Not computed
NP	No Pass	None	Not computed
S	Satisfactory	None	Not computed
U	Unsatisfactory	None	Not computed
W	Withdrawal	None	Not computed
AW	Administrative Withdrawal	None	Not computed

Audit (Grade of "Au") Students who do not want to receive college credit in a course may, with the approval of an instructor, audit the course as a "visitor." Students who audit a course shall have "Au" entered on their permanent record. Tuition and fees are the same for audit classes as for credit classes. Students cannot ask the institution at a later date to obtain college credit for a previously audited course.

Incomplete (Grade of "I") An "I" is given to students who satisfactorily complete the majority required work in a course (usually 75%), but were prevented from completing the remaining course work due to extenuating circumstances. The "I" grade is not given at midterm.

The conditions for removal of an "I" grade are indicated on the appropriate forms provided by the instructor. **The maximum time allowed for students to remove an "I" is one semester.** The Vice-President for Academic Services may authorize the adjustment of this time period under extraordinary circumstances.

It is the students' responsibility to satisfy the requirements stipulated by the instructor at the time the "I" is assigned. It is the responsibility of the instructor to initiate action to have the "I" grade replaced by the students' final earned grade. If an "I" grade is not changed by the instructor to a credit-bearing grade or an "F" within the specified time, the grade of "I" will permanently remain and not contribute to the student's GPA.

Pass and No Pass (Grades of P and NP) The "P" grade indicates course requirements have been met and credit earned in courses designated as Pass/Fail or Pass/No Pass. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A", "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP". "W" and "I" are recorded without change.

The "P" grade is also used to indicate credit earned through advanced standing examinations for military service credit or in accordance with the American Council of Education. The grades of "P" and "NP" are GPA neutral.

Satisfactory and Unsatisfactory (Grades of S and U) The grades of "S" and "U" are GPA neutral and are used for non-credit seminars, workshops and "O"level remedial or preparatory work. These grades do not apply toward graduation requirements.

Withdrawal and Administrative Withdrawal (Grades of "W" and "AW") Grades of "W" are GPA neutral and are used when students initiate procedures to formally withdraw from class (es). Students may not initiate a withdrawal from a single course after

the posted last day to withdraw each semester unless they have obtained written permission from the Vice-President for Academic Services. **It is the student's responsibility to initiate a withdrawal from class(es). (See current class schedule for "Last Day to Withdraw" date).**

Mark of "N." An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

**6.3 Calculating Grade Point Average.** To determine the grade points for each course, multiply the number of points for each assigned letter grade times the number of credit hours for the course (A=4 points; B=3; C=2; D=1. F=0). Add the grade points of all courses to obtain the total grade points earned for the semester. Divide the total number of grade points by the number of hours attempted for the semester to get the grade point average (G.P.A.).

$$\text{Grade Point Average (G.P.A.)} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}}$$

The Connors State College transcript contains several credit and grade point calculations. These are:

Attempted Hours (AHRS) All credit hours attempted. Category includes physical education activity credits, credits for zero-level courses and specific repeat credits that affect grade point average. Not all attempted hours may count toward the cumulative graduation/retention G.P.A.

Earned Hours (EHRS) Credit hours earned (including physical education credit) but excluding zero level credits.

Quality Hours (QHRS) Credit hours counting toward graduation. These do not include physical education activity credits, withdrawal credits or repeated credits which affect the GPA. Quality hours used to calculate academic actions such as Probations and Suspensions.

Quality Points (QPTS) A calculation in the formula for assigning grade point averages. It is computed by multiplying the number of points assigned to each letter grade by the number of credit hours for each course. See Calculating Grade Point Averages above.

Grade Point Average (GPA)--The average of all college level grades applied to a student's total enrollment history. Based upon a 4.0 grading scale.

Current GPA Credit and grade point average category applied to current semester only.

Institution GPA Credit and grade point average category applied to Connors State College only. Does not include transfer credits.

Cumulative Graduation/Retention (Cum Grad/Ret) GPA Accumulated credits and grade point averages applied to Connors State College graduation and retention requirements. Includes transfer credits applied to the degree. Does not include physical education activity courses.

Cumulative GPA All credits and grade point averages accumulated from all courses attempted during a student's academic experience. Includes all transfer credits, failing grades and credits counting for college credit.

**6.4 Mid-Term Progress Reports.** Faculty are expected to report eight week progress grades for all students (regardless of classification). Mid-term grades are made available to all students electronically via the Student Information System.

**6.5 Grade Reports.** Grade reports are mailed to the students' home address at the conclusion of each semester or session and/or distributed electronically through SIS. **All admission**

**requirements and/or all financial obligations to the college must be met before grades are released.**

**6.6 Correcting Grades Reported in Error.** The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade.

**6.7 Grade Appeals.** A student may appeal a grade given by an instructor in cases in which he or she believes the grade awarded is inconsistent with announced grading policy.

The student grade appeal process must be initiated within six months from the time the student receives his/her contested grade. The procedure to follow is:

1. **Instructor**--Student meets with instructor. If consensus is not reached, the appeal moves to **Division Chair** level.
2. **Division Chair**--Student prepares a written appeal and presents it to the appropriate Division Chair. If the Division Chair is the student's instructor, the appeal is presented to the Vice-President for Academic Services. If consensus is not reached, the appeal moves to the **Grade Appeals Committee**.
3. **Grade Appeals Committee**--Committee is appointed by Vice-President for Academic Services. The Vice President for Enrollment management and Student Services (or designee) chairs the Grade Appeals Committee. Committee members selected will not be from the academic division involved. At a Grade Appeals Committee meeting the following events will occur:
  - a. The student states in writing (and in person if the student requests) the reason for the appeal.
  - b. The instructor provides evidence indicating how the grade was assigned.
  - c. The committee evaluates the evidence, provides reasons for their decision and prepares a report.
  - d. If the decision of the committee is not satisfactory to the student, the appeal moves to the Vice President for Academic & Student Services.
4. **Vice President for Academic Services**-- The student may make an appeal to the Vice President for Academic Services in writing. If no consensus is reached, the student may move to step 5, the College President.
5. **College President**--Student submits a written appeal to the President, providing all documentation. The decision of the President is final.

**6.8 Honor Rolls.** Full-time Students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00 (i.e., all "A's") are placed on the President's Honor Roll. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Vice President's Honor Roll. (See also Academic Regulation 6.4 Grade-point Average Calculating.)

**6.9 Academic Forgiveness-Repeated Courses.** A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first attempt are included in

the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages and identified with a statement under the course "Repeated (included in GPA)."

Students wishing to repeat more than four (4) courses or eighteen (18) credit hours may do so with the understanding that all original and repeated grades will be used in the calculation of the retention and graduation GPAs.

If students repeat a course in which they received a grade of "C" or better, both grades are used in calculation of the GPA and no additional hours will be earned.

Students who repeat courses must contact the Registrar's Office for proper academic documentation and information entry into the computer system. The notification should be made during the semester in which the course or courses are to be repeated.

Students transferring to four-year institutions should consider repeating courses at Connors if they earned a grade of "D" or "F". Lower-than-"C" grades may not successfully transfer to some programs at four-year institutions, particularly in the pre-professional majors such as pre-medicine, pre-dental, pre-pharmacy, and education.

**6.10 Academic Reprieve Policy.** Academic Reprieve is a provision allowing students who have encountered academic difficulty in the past to request an Academic Reprieve of all course work taken in up to two consecutive semesters. Requirements for the academic reprieve include:

1. At least three years must have elapsed between the time the grades were earned and the reprieve is requested.
2. Students must be currently enrolled at CSC and prior to requesting the reprieve, must have earned a GPA of 2.0 or higher with no grade lower than a "C" in a minimum of twelve credit hours of regularly graded course work at Connors State College.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms. The semester(s) requested must have a GPA of less than 2.00 or contain "F" grades.
4. Students must submit a written request including copies of all college transcripts to the Vice President for Academic Services for consideration of an academic reprieve.
5. The Registrar reviews each request and recommends either an approval or denies the request based on OSRHE Policy guidelines
6. The information is forwarded to the Vice President for Academic Services for the final decision and to notify the student.
7. Students may not receive more than one academic reprieve during their academic career.
8. If a reprieve is granted for a specific term, all grades and credit hours previously earned during that term are affected.
9. The courses for a semester that is reprieved are excluded from the retention and graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)".

**6.11 Academic Renewal Policy.** Offering academic renewal for students is optional for all State System institutions. 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 these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request;
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
3. The request will be for all courses completed before the date specified in the request for renewal;
4. The student must petition for consideration of Academic Renewal according to institutional policy;
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.

## 7. GRADUATION

**7.1 Graduation Requirements.** The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.

**7.2 Resident Credit Hours at CSC.** At least 15 of the final 30 hours applied toward the degree or at least fifty percent of the hours required by CSC in the degree must be satisfactorily completed at CSC. Prior approval by the **Academic Vice President** is required for credits transferred into CSC the semester of graduation.

**7.3 Minimum Hours for Graduation.** Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the college catalog. No degree program shall require fewer than 60 semester credit hours for graduation. (By OSRHE policy, these 60 are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree

**7.4 Grade-Point Average for Graduation.** A retention/graduation grade-point average of 2.00 or higher is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Regulation 6.13 Academic Forgiveness.)

**7.5 Payment of Graduation Fees.** An Application for Graduation fee is charged to the student at the time of application. The application fee is valid for one year if the student fails to meet graduation requirements.

**7.6 Requirements for Honors Degrees.** Students are eligible to graduate with academic honors if they complete their graduation requirements and achieve the following cumulative grade point averages:

- 4.00 - 3.95 *Summa Cum Laude*
- 3.94 - 3.80 *Magna Cum Laude*
- 3.79 - 3.65 *Cum Laude*

**7.7 Graduation Application.** All degree candidates must submit a graduation application in the Admissions Office before or during their final semester to be eligible for graduation. Students must be classified as a sophomore before they can submit a graduation application. Students must submit their graduation application by the end of the second week of March for spring and summer graduate names to appear in the spring commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term,

but are invited to participate in the spring commencement ceremony.

Students who have filed a graduation application and need to modify their expected graduation term should file a Graduation Application Extension form with the Office of the Registrar. This form allows you to change the expected graduation term on your diploma application, and allows you to register for classes in the following semester.

**7.8 Presence at Commencement Exercises.** Connors State College will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session are invited and encouraged to participate in the Commencement exercises at the close of the previous spring semester.

The College encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory.

## 8. MISCELLANEOUS TERMS AND POLICIES

**Academic Advisors--**Academic advisors assist students to select the correct courses, review the course requirements in the subject field they have selected and with academic problems that may occur. Students are encouraged to seek advisement under a faculty member within their major or discipline. The faculty also serves as advisors. Additionally, a federally funded Student Support Services program is available to students who qualify.

**ACT/SAT Tests--**The American College Test (ACT) and Scholastic Aptitude Test (SAT) are used for admission purposes, measuring students' knowledge in English, math, reading and science. Connors offers ACT National and Residual testing. Contact the Registrar's Offices and ACT's website at [www.act.org](http://www.act.org) for additional information.

**Class Attendance--**Students are expected to attend all classes. It is the students' responsibility to follow each instructor's attendance policy as outlined in the instructor's course syllabus.

**Class Schedule--**Connors publishes and distributes a class schedule prior to the beginning of each semester. With the help of academic advisors or faculty members, students develop their own individual class schedules for each semester they are enrolled. Courses are designated in the class schedule by course department, course number, description, time and days, the room number and building name, and the instructor's name.

**Commuters--**Commuters are students who live off campus and drive to and from classes.

**COMPASS Test --**COMPASS is a computerized assessment test developed by ACT, the American College Testing Program. It provides information about students' abilities in English, and mathematics and reading. At Connors State College, it is used for entry-level assessment and course placement.

**Credit Hours--**Students must attend class one classroom hour (usually 50 minutes) per week for sixteen weeks to earn one credit hour. To earn three credit hours students must attend class three classroom hours per week for sixteen weeks or an equivalent amount of minutes. Students earn credit hours by successfully completing course requirements.

**Degree Requirements--**Degree requirements are those courses and regulations prescribed for the completion of a program of study. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study and Outcomes Assessment.

**Final Exams--**These exams are given during the last week of the semester.

**Freshmen**--Students who have earned 30 or fewer college credits are classified as freshmen.

**Full-Time/Part-Time Students**--To be classified as full-time, students must be enrolled in 12 or more hours during a fall or spring semester or in 6 or more hours during a summer semester. Part-time students enroll in 11 or fewer hours in the fall or spring or 5 hours or less in the summer. The maximum number of hours allowed are 19 hours during fall and spring semesters and 10 hours during summer sessions. Maximum limits may be extended upon approval of the Vice President of Enrollment Services.

**Honor Rolls**--Students who earn a 4.0 GPA in 12 hours or more each semester are placed on the *President's Honor Roll*. Students who earn a GPA of 3.0 to 3.9 with 12 hours or more are placed on the *Vice-President's Honor Roll*. Students may not earn a failing or unsatisfactory grade in the current semester and still be listed on the honor rolls.

**Junior/Community College**--A junior/community college is a two-year institution of higher education. Course offerings include transfer curricula with credits transferable toward a bachelor's degree at a four-year college, and occupational/technical programs with courses designed to prepare students for employment in two years.

**Lecture/Laboratory Classes**--Lecture and laboratory classes are the two most prominent types of classes in college. In lecture classes, students attend class on a regular basis and the instructor presents the course material. A laboratory or lab class requires students to perform certain functions in controlled situations that help them test and understand what they are being taught.

**Non-Credit Courses (Zero-Level)**--These are courses not meeting the requirements for a college degree or certificate. Non-credit courses may serve to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences and to fulfill high school curricular requirements.

**Open-Door Institution**--An open door institution has an admissions policy that offers admission to anyone, provided their high school class has graduated. A high school diploma or GED is not required under this policy.

**Prerequisite Courses**--Prerequisite courses are courses taken in preparation for another course. For example, Accounting I is a prerequisite course for Accounting II and Introduction to Psychology is a prerequisite for Developmental Psychology.

**Registrar**--The Registrar is responsible for the maintenance of all academic records and maintains class enrollments, provides statistical information on student enrollment, certifies athletic eligibility and student eligibility for honor rolls, administers probation and retention policies, and verifies the completion of degree requirements for graduation.

**Semester**--An academic year is composed of three (3) terms. Fall and spring semesters are 16 weeks in length; the summer semester lasts eight weeks; and mini-mester sessions last approximately two weeks. Typically, two mini-mesters are conducted each year. The spring mini-mester is scheduled in May and the summer mini-mester follows the summer term in August of each academic year.

**Student Support Services**--A federally funded program providing qualified students opportunities for academic development by assisting them to meet basic requirements, maintain retention efforts and complete their postsecondary education.

**Syllabus**--The syllabus is an instructor's action plan for the class. It is a listing of course objectives and a schedule of requirements, usually explaining the intent of the course and what the students' responsibilities are, such as assigned readings, papers and testing dates.

**Transcripts**--Transcripts are the students' permanent academic records. Transcripts typically show courses taken, grades received, academic status and honors received.

Students may request official transcripts be sent to other educational institutions, to employers and to themselves by submitting a written request to the Admissions Office. All transcripts requested as "official" will be mailed in compliance with federal law regarding privacy rights of individual students. Transcript request forms are available in the Admissions Office at the Muskogee and Warner campuses and on the website under "Registrar".

**Official transcripts will not be released until all admission, enrollment and financial obligations have been met.**

**Tuition**--Tuition is the dollar amount paid for each credit hour of enrollment. Tuition does not include the cost of books or room and board. Tuition charges vary and are dependent on such factors as resident or out-of-state status, preparatory or college-level courses.

**Withdrawal**--Students may withdraw from either individual courses or from the college during a semester according to established procedures and dates. Current class schedules outline withdrawal procedures.

**Withdrawal from a single course**--Students must complete the following to withdraw or "drop" a class:

1. During the published drop/add period:
  - a. Complete the proper form in the Admissions Office. Courses dropped during the drop/add period will not be transcribed.
2. After the drop/add period but prior to the end of the 12<sup>th</sup> week of a regular semester or the sixth week of a summer or eight week course:
  - a. Secure the proper form from the Admissions Office.
  - b. Have your advisor complete the form and both you and the advisor sign.
  - c. Return completed form to the Admissions Office for processing.

Students will receive a grade of "W" on their transcript.

Students may not initiate a withdrawal and receive a "W" from a single course after the last day to withdraw unless they have obtained special permission from the Vice-President for Academic Services.

**Withdrawal from Connors**--Students desiring to completely withdraw from the College must complete the following:

1. Secure the proper form from the Admissions Office.
2. Complete the Exit Survey.
3. Obtain the signature of the Financial Aid Officer, a Bursar's Office official, Librarian, Director of Housing and Director of Veterans Upward Bound (If applicable).
4. Return the form to the Admissions Office the day the paperwork is initiated.

Students will receive a grade of "W" in each class.

Students may not initiate a withdrawal and receive grades of "W" after the final exams have begun unless they have obtained special permission from the Vice-President for Academic Services.

**If students leave the college and fail to officially withdraw from a single course or from all courses they were enrolled in, grades of "F" will be assigned to each course.**



**Withdrawal forms may be obtained from the Admissions Office.**

**Military Call to Active Duty-**Connors State College will make every effort to assist students who are called to active duty while enrolled. Military Call to Active Duty cases are processed through the Office of the Vice President for Academic Services at the Warner Campus.

## GRADUATION REQUIREMENTS

Each student candidate for an Associate in Arts, Associate in Science or Associate in Applied Science degree shall:

1. Complete specified degree or certificate requirements with a minimum grade point average of 2.00 ("C").
2. Complete a minimum of 60 semester credit hours. Exclusive of a physical education activity, military science, performance courses and preparatory or remedial courses ("0-level").
3. Completion of the outcomes assessment requirement. Assessment results cannot be used to prohibit graduation; the failure to participate in the process will result in a delay in graduation until the requirement is met.
4. At least 15 of the final 30 hours applied toward the degree or at least 50 percent of the hours required by the institution in the major field must be satisfactorily completed at the awarding institution. Concurrent enrollment in correspondence, extension, distance education, on-line or campus-based courses at other colleges must have the prior approval of the Vice President for Academic Services.

**Note:** Students must meet the degree requirements set forth in the Connors State College catalog current at the time of a student's initial enrollment. These requirements remain in effect as long as a student remains continuously enrolled (excluding summers) until graduation. **If a student does not remain continuously enrolled, the degree requirements in effect at the time of re-admission will apply.**

If degree requirements change while a student is continuously enrolled, the student may elect to meet the new requirements. However, the old and the new requirements may not be combined. The Admissions Office must be notified the semester prior to graduation.

If the student is unable to meet degree requirements because of changes and/or omissions in academic requirements or class offerings made by Connors State College, it is the student's responsibility to arrange approval by the Registrar and the Vice-President for Academic Services for an exception.

**Students should obtain a graduation check from the Admissions Office upon the completion of 30 college credits.**

### **EDUC 2320 Outcomes Assessment Information**

All students who plan to graduate must enroll in EDUC 2320, Outcomes Assessment. There is no charge for this course. If the student does not complete Outcomes Assessment, a hold will be placed on the graduate's transcript and diploma.

Outcomes Assessment is the 4-hour CAAP test published by the ACT Company. The **Collegiate Assessment of Academic Proficiency (CAAP)** is the standardized, nationally normed assessment program from ACT that enables postsecondary institutions to *assess, evaluate, and enhance* the outcomes of their general education programs. For more information see the following website: <http://www.act.org/caap>

### **Prerequisites:**

Proficiency in all academic areas

Completion of 45 college level credit hours

Completion of all general education requirements listed on the student's degree program and, **specifically:**

Completion of, or concurrent enrollment in, the following general education courses:

**English Comp I and English Comp II**

**College Level Mathematics**

**Two College Level Science Classes (Including One Lab Science)**

# GENERAL EDUCATION REQUIREMENTS

**Applicable to All:**

**Associate in Arts Degrees**

**Associate in Science Degrees**

**General Education Hours ..... \*37 hours**

*(\*Check catalog course listings section for prerequisites)*

**Communications .....9 hours**

ENGL 1113 English Composition I .....3 hours

ENGL 1213\* English Composition II.....3 hours

SPCH 1113 Intro to Oral Comm.....3 hours

**American History .....3 hours**

HIST 1483 US History to 1865 .....3 hours

HIST 1493 US History from 1865 .....3 hours

**U.S. Government.....3 hours**

POLS 1113 American Federal Govt.....3 hours

**Science (one must be a lab science)..... 7-10 hours**

BIOL 1113 Intro to Environmental Science3 hours

BIOL 1114 General Biology.....4 hours

BIOL 1314 Anatomy and Physiology I.....4 hours

BIOL 1324 Anatomy and Physiology II.....4 hours

BIOL 1404 General Botany .....4 hours

BIOL 1604\* General Zoology .....4 hours

BIOL 2104\* Human Anatomy .....4 hours

BIOL 2114\* Human Physiology.....4 hours

BIOL 2124\* General Microbiology .....4 hours

BIOL 1313 Human Ecology.....3 hours

BIOL 2403 General Entomology .....3 hours

CHEM 1315\* General Chemistry I.....5 hours

CHEM1515\* General Chemistry II.....5 hours

CHEM 2013\* Organic Chemistry.....3 hours

GEOL 1114 General Geology .....4 hours

GPS 1104 General Physical Science .....3-4 hours

PHYS 1114\* General Physics I .....4 hours

PHYS 1214\* General Physics II .....4 hours

PHYS 2014\* Engineering Physics I.....4 hours

PHYS 2114\* Engineering Physics II.....4 hours

**EDUC 2320 Outcomes Assessment**

**Humanities ..... 6 hours**

ENGL 2543\* English Literature to 1800 .... 3 hours

ENGL 2653\* English Literature since 18003 hours

ENGL 2773\* American Literature to 1865. 3 hours

ENGL 2883\* American Lit since 1865..... 3 hours

HIST 1223 Early Civilization ..... 3 hours

HIST 1323 Modern Civilization ..... 3 hours

HUMN 1113 Art Appreciation ..... 3 hours

HUMN 1123 Music Appreciation..... 3 hours

HUMN 2113 Ancient Greece-Mid Ages .... 3 hours

HUMN 2223 Renaissance - Present..... 3 hours

HUMN 2300 Special Topics..... 0-3 hours

HUMN 2413 World Literature ..... 3 hours

PHIL 1113 Intro to Philosophy ..... 3 hours

**Mathematics..... 3 hours**

Any College Level Math\* ..... 3 hours

*See degree plan for required course and prerequisite.*

**Computer Literacy..... 3 hours**

COMS 1133 Fund. of Computer Usage .... 3 hours

AGRI 2113 Microcomputers in Agric..... 3 hours

**Selected Electives ..... 3 hours**

Courses from Psychology, Foreign Language, Social Science, Philosophy, Music, Drama or Art.

**Additional Electives ..... 0-4 hours**

Courses from Liberal Arts, Science, or Communications. *Physical Education activity courses do not count toward graduation*

**\*Course has prerequisite. See Course Description section of catalog.**

**Minimum General Education ..... 37 hours**

# AGRICULTURE DEGREE PLANS

<b>Associate in Science (AS) Agriculture .....</b>	<b>37</b>
Option: Agriculture Economics/Agribusiness .....	37
Option: Agriculture Education, Communication, & Leadership.....	38
Option: Animal Science .....	39
Option: Horticulture .....	40
Option: Natural Resources .....	41
Option: Plant and Soil Science .....	42
Option: Pre Veterinary Medicine .....	43
 <b>Associate in Science (AS) Agricultural Equine .....</b>	 <b>44</b>

## Goal Statement

The Agriculture Program is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in the agricultural degree area of their choice.

## Program Objectives

1. Graduates will successfully transfer into the agricultural baccalaureate degree program of their choice.
2. Graduates will:
  - a. Demonstrate a basic understanding of the biological principles involved in the production of food and fiber.
  - b. Develop an understanding of agriculture's importance to local, national and global economies.
  - c. Develop an awareness of current issues that affect the agricultural industry.
  - d. Be able to discuss the proper use and conservation of natural resources.
  - e. Develop an awareness of the diverse career opportunities in agriculture.
  - f. Demonstrate the basic computer skills needed in the modern work place.
  - g. Exhibit qualities of good citizenship.
  - h. Think Critically.
  - i. Think Globally.

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – AGRICULTURE ECONOMICS/AGRIBUSINESS

**TOTAL MINIMUM DEGREE HOURS .....64 HOURS**

**General Education Requirements ..... 40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government.....	3 hours
BIOL 1114 General Biology .....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements ..... 24 hours**

**Program Core ..... 18-24 hours**

AGRI 1111 Agricultural Orientation.....	1 hour
BUSN 2543 Financial Accounting.. .....	3 hours
BUSN 2643 Managerial Accounting.....	3 hours
AGRO 1214 Introduction to Plant Science.....	4 hours
AGRO 2114 Fundamentals of Soil Scienc.....	4 hours
AGRI 2303 Ag in the Environment.....	3 hours
ANSI 1124 Introduction to Animal Science.....	4 hours
AGEN 1123 Agriculture Engineering .....	3 hours
AGLE 2303 Personal Leadership in Agriculture .....	3 hours
ANSI 2213 Livestock Feeding.....	3 hours
ANSI 2302 Purebred Sales Managemen.t.....	2 hours
HORT 1013 Principles of Horticulture.....	3 hours
AGCM 2113 Communications in Agriculture.....	3 hours

**Guided Electives<sup>1</sup> .....0-6 hours**

STAT 2103 Elementary Statistics .....	3 hours
BUSN 2113 Macroeconomics.....	3 hours
AGEQ 2123 Equine Advertising and Marketing.....	3 hours
CHEM 1515 General Chemistry II .....	5 hours
HORT 2202 Commercial Plant Production.....	2 hours

<sup>1</sup> Consult Advisor for appropriate selections.

**EDUC 2320 Outcomes Assessment**

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – AGRICULTURE EDUCATION, COMMUNICATION & LEADERSHIP

**TOTAL MINIMUM DEGREE HOURS .....63 HOURS**

**General Education Requirements.....40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government .....	3 hours
BIOL 1114 General Biology.....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra.....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements.....23 hours**

**Program Core .....18-23 hours**

AGRI 1111 Agricultural Orientation.....	1 hour
AGLE 2303 Personal Leadership in Agriculture.....	3 hours
AGCM 2113 Communications in Agriculture.....	3 hours
AGED 2113 Introduction to Agriculture Education .....	3 hours
AGRO 1214 Introduction to Plant Science .....	4 hours
AGRO 2114 Fundamentals of Soil Science.....	4 hours
ANSI 1124 Introduction to Animal Science .....	4 hours
HORT 1013 Principles of Horticulture.....	3 hours

**Guided Electives<sup>1</sup> ..... 0-5 hours**

PSYCH 1113 Introduction to Psychology.....	3 hours
STAT 2103 Elementary Statistics.....	3 hours
AGRI 2300 or HORT 2300 Special Topics.....	0-3 hours
AGRI 2303 Ag in the Environment .....	3 hours
AGEN 1123 Agriculture Engineering.....	3 hours
ANSI 1124 Introduction to Animal Science.....	4 hours

<sup>1</sup> Consult Advisor for appropriate selections.

### EDUC 2320 Outcomes Assessment

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – ANIMAL SCIENCE

**TOTAL MINIMUM DEGREE HOURS ..... 63 HOURS**

**General Education Requirements ..... 40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government.....	3 hours
BIOL 1114 General Biology .....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements ..... 23 hours**

**Program Core ..... 15-23 hours**

AGRI 1111 Agricultural Orientation.....	1 hour
AGRO 1214 Introduction to Plant Science .....	4 hours
AGRO 2114 Fundamentals of Soil Science .....	4 hours
ANSI 1102 Live Animal Evaluation .....	2 hours
ANSI 2323 Meat Animal & Carcass Evaluation .....	3 hours
ANSI 1124 Introduction to Animal Science.....	4 hours
ANSI 2213 Livestock Feeding .....	3 hours
ANSI 2302 Purebred Sales Management .....	2 hours
AGED 2113 Introduction to Agriculture Education .....	3 hours
AGRI 2303 Ag in the Environment .....	3 hours
AGEN 1123 Agricultural Engineering .....	3 hours

**Guided Electives<sup>1</sup> ..... 0-8 hours**

AGLE 2303 Personal Leadership in Agriculture .....	3 hours
AGCM 2113 Communications in Agriculture .....	3 hours
PSYCH 1113 Introduction to Psychology.....	3 hours
STAT 2103 Elementary Statistics .....	3 hours
AGRI 2300 or HORT 2300 Special Topics .....	0-3 hours
AGRI 2300 Special Topics .....	0-3 hours
HORT 1013 Principles of Horticulture .....	3 hours
ANSI Advanced Live Animal Evaluation .....	2 hours
BIOL 1604 Zoology .....	4 hours
BIOL 2124 Microbiology.....	4 hours
BUSN 2543 Financial Accounting .....	3 hours
CHEM 1515 General Chemistry II .....	5 hours
MATH 1613 Plane Trigonometry .....	3 hours

<sup>1</sup> Consult Advisor for appropriate selections.

Effective Fall 2011

**EDUC 2320 Outcomes Assessment**

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION - HORTICULTURE

**TOTAL MINIMUM DEGREE HOURS .....63 HOURS**

**General Education Requirements.....40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government .....	3 hours
BIOL 1114 General Biology.....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra.....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements.....23 hours**

**Program Core .....15-23 hours**

AGRI 1111 Agricultural Orientation .....	1 hour
AGRO 2114 Fundamentals of Soil Science.....	4 hours
HORT 1013 Principles of Horticulture .....	3 hours
HORT 2513 Herbaceous Plant Materials .....	3 hours
HORT 2613 Woody Plant Materials .....	3 hours
BIOL 1404 General Botany .....	4 hours
AGRI 2303 Ag in the Environmen .....	3 hours
HORT 2403 Introduction to Turf grass Management .....	3 hours
HORT 2652 Beginning Floral Design .....	2 hours
HORT 2300 or AGRI 2300 Special Topics .....	0-3 hours
HORT 2202 Commercial Plant Production .....	2 hours
AGCM 2113 Communications in Agriculture.....	3 hours
AGLE 2303 Personal Leadership Skills in AG.....	3 hours

**Guided Electives<sup>1</sup> ..... 0-8 hours**

ART 1113 Fundamentals of Art.....	3 hours
BUSN 2543 Financial Accounting .....	3 hours
CHEM 1515 General Chemistry II .....	5 hours
HORT 2101 Landscaping with Native Materials .....	1hour
HORT 2201 Maintaining the Home Landscape .....	1 hour
HORT 2302 Horticulture Growing Systems .....	2 hours
HORT 2402 Residential Landscape Design .....	2 hours
STAT 2103 Elementary Statistics (or MATH 1613) .....	3 hours
AGED 2113 Intro to Agriculture Education .....	3 hours

<sup>1</sup> Consult Advisor for appropriate selections.

### EDUC 2320 Outcomes Assessment

Effective Fall 2011



## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – NATURAL RESOURCES

**TOTAL MINIMUM DEGREE HOURS ..... 63 HOURS**

**General Education Requirements ..... 40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government.....	3 hours
BIOL 1114 General Biology .....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements ..... 23 hours**

**Program Core ..... 15-23 hours**

AGRI 1111 Agricultural Orientation.....	1 hour
AGRO 2114 Fundamentals of Soil Science .....	4 hours
AGRI 2303 Ag in the Environment .....	3 hours
MATH 1613 Plane Trigonometry .....	3 hours
BIOL 1404 Botany .....	4 hours
STAT 2103 Elementary Statistics .....	3 hours
HORT 1013 Principles of Horticulture .....	3 hours
AGCM 2113 Communications in Agriculture.....	3 hours

**Guided Electives<sup>1</sup> ..... 0-8 hours**

AGEN 1123 Agricultural Engineering .....	3 hours
AGRO 1214 Introduction to Plant Science .....	4 hours
AGLE 2303 Personal Leadership in Agriculture .....	3 hours
CHEM 1515 General Chemistry II .....	5 hours
BIOL 1604 Zoology .....	4 hours
AGED 2113 Introduction to Agriculture Education .....	3 hours
PSYCH 1113 Introduction to Psychology.....	3 hours
AGRI 2300 or HORT 2300 Special Topics .....	0-3 hours

<sup>1</sup> Consult Advisor for appropriate selections.

### **EDUC 2320 Outcomes Assessment**

Effective Fall 2011

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – PLANT & SOIL SCIENCE

**TOTAL MINIMUM DEGREE HOURS .....63 HOURS**

**General Education Requirements.....40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government .....	3 hours
BIOL 1114 General Biology.....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra.....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements.....23 hours**

**Program Core .....15-23 hours**

AGRI 1111 Agricultural Orientation.....	1 hour
AGRO 2114 Fundamentals of Soil Science.....	4 hours
AGRO 1214 Introduction to Plant Science .....	4 hours
BIOL 1404 General Botany .....	4 hours
CHEM 1515 General Chemistry II.....	5 hours
HORT 2300 or AGRI 2300 Special Topics .....	0-3 hours
AGLE 2303 Personal Leadership Skills in AG .....	3 hours
STAT 2103 Elementary Statistics (or MATH 1613).....	3 hours
AGRI 2303 Ag in the Environment.....	3 hours
AGEN 1123 Agricultural Engineering.....	3 hours

**Guided Electives<sup>1</sup> ..... 0-8 hours**

HORT 1013 Principles of Horticulture .....	3 hours
BUSN 2543 Financial Accounting .....	3 hours
AGCM 2113 Communications in Agriculture .....	3 hours
ANSI 1124 Introduction to Animal Science .....	4 hours
HORT 2302 Horticulture Growing Systems .....	2 hours
AGED 2113 Intro to Agriculture Education .....	3 hours

<sup>1</sup> Consult Advisor for appropriate selections.

### **EDUC 2320 Outcomes Assessment**

## ASSOCIATE IN SCIENCE (AS) AGRICULTURE OPTION – PRE VET MEDICINE

**TOTAL MINIMUM DEGREE HOURS ..... 73 HOURS**

**General Education Requirements ..... 40 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government.....	3 hours
BIOL 1114 General Biology .....	4 hours
CHEM 1315 General Chemistry I .....	5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
AGEC 2114 Intro to Agricultural Economics .....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural .....	3 hours

**Program Requirements ..... 33 hours**

**Program Core ..... 24-33 hours**

AGRI 1111 Agriculture Orientation.....	1 hour
AGRO 1214 Introduction to Plant Science .....	4 hours
ANSI 1124 Introduction to Animal Science .....	4 hours
BIOL 1604 General Zoology .....	4 hours
BIOL 2124 Microbiology .....	4 hours
CHEM 1515 General Chemistry II.....	5 hours
MATH 1613 Plane Trigonometry.....	3 hours
PHYS 1114 General Physics I .....	4 hours
PHYS 1214 General Physics II .....	4 hours

**Guided Electives<sup>1</sup> ..... 0-9 hours**

HORT 1013 Introduction to Horticulture .....	3 hours
ANSI 2213 Livestock Feeding .....	3 hours
ANSI 2302 Purebred Sales .....	2 hours
AGLE 2303 Personal Leadership Skills in AG .....	3 hours
AGEN 1123 Agricultural Engineering .....	3 hours
AGEQ 1113 Skeletal Equine Anatomy .....	3 hours
AGCM 2113 Communications in Agriculture .....	3 hours
AGED 2113 Introduction to Agriculture Education .....	3 hours
AGEQ 1226 Basic Care and Training .....	6 hours

<sup>1</sup> Consult Advisor for appropriate selections.

**EDUC 2320 Outcomes Assessment**

Effective Fall 2011

## ASSOCIATE IN SCIENCE (AS) AGRICULTURAL EQUINE

**Total Minimum Degree Hours ..... 73 Hours**

**General Education Requirements..... 37 Hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493, U.S. History .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
AGRI 2113 or COMS 1133 .....	4 hours
AGEC 2114 or one course from the following areas: Psychology, Sociology, Foreign Language .....	3-4 hours

**Program Requirements.....36 hours**

*(\*Check catalog course listings section for prerequisites)*

AGEQ 1113 Skeletal Equine Anatomy .....	3 hours
AGEQ 1123 Internal Equine Anatomy .....	3 hours
AGEQ 2123 Equine Advertising and Marketing .....	3 hours
AGEQ 2133 Equine Breeding Management .....	3 hours
AGEQ 1226 Basic Care and Training .....	6 hours
AGEQ 1236 Advanced Care and Training.....	6 hours
AGEQ 2226 Specialized Equine Training .....	6 hours
AGEQ 2236 Advanced Performance Training .....	6 hours

**EDUC 2320 Outcomes Assessment**

# BUSINESS DEGREE PLANS

<b>Associate in Science (AS) Business Administration..</b>	<b>45</b>
Option A: Business Administration.....	46
Option B: NSU 2+2 Option .....	46
Option C: MIS Option .....	46

## Goal Statement

Graduates of the Business Administration program will be provided with the foundation and skills necessary to obtain entrance into a four-year degree granting institution and be successful. The program also prepares graduates with the appropriate academic knowledge and skills necessary to become productive and responsible members of the workforce.

## Program Objectives

1. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.
2. Graduates will demonstrate the ability to:
  - a. Graduates will demonstrate basic accounting concepts and principles.
  - b. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program. Graduates will demonstrate an understanding of basic accounting practices through analyzing and recording ordinary business transactions.
  - c. Graduates will demonstrate the business skills necessary to acquire an entry-level position in the business/marketing field.
  - d. Graduates will demonstrate proficiency in personal computer applications.
  - e. Graduates will demonstrate an understand of basic economic principles including scarcity and its consequences, supply and demand, the free enterprise system, unemployment and inflation, fiscal policy, and understand the definition, creation and function of money.
  - f. Think Critically.
  - g. Think Globally.
  - h. Exhibit Qualities of Good Citizenship.

# ASSOCIATE IN SCIENCE (AS) BUSINESS ADMINISTRATION

**Total Minimum Degree hours .....61 Hours**

**General Education Requirements .....37 Hours**

(\*Check catalog course listing section for prerequisites)

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 .....	3 hours
Lab Science.....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
Computer Literacy .....	3 hours
(At least one course from the following areas: Psychology, Sociology, Foreign Language or Fine Arts)	3-4 hours

**Program Requirements: ..... 24 Hours**

(\*check Catalog course listings section for prerequisites)

**Required Business Courses .....12 Hours**

BUSN 2113 Macroeconomics.....	3 hours
BUSN 2213 Microeconomics .....	3 hours
BUSN 2543 Financial Accounting .....	3 hours
BUSN 2643 Managerial Accounting .....	3 hours

**Business Options ..... 12 Hours**

## **Option A: Business Administration**

BUSN 1113 Business Principles.....	3 hours
COMS 1533 Spreadsheet Analysis.....	3 hours
BUSN 2133 Business Law .....	3 hours
BUSN 2143 Prin. of Management .....	3 hours
BUSN 2423 Desktop Publishing.....	3 hours
BUSN 2713 Principles of Marketing .....	3 hours
BUSN 2733 Business Statistics .....	3 hours
BUSN/COMS Electives .....	6 hours

## **Option B: NSU 2+2 Option**

BUSN 2133 Business Law .....	3 hours
BUSN 2143 Prin. of Management .....	3 hours
BUSN 2713 Principles of Marketing .....	3 hours
BUSN 2733 Business Statistics .....	3 hours

## **Option C: MIS Option**

COMS 1503 Programming in Basic .....	3 hours
COMS 1513 Visual Basic .....	3 hours
COMS 1543 Data Base Management ...	3 hours
COMS 2143 C++ .....	3 hours

## **EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution.*

# FINE ARTS DEGREE PLANS

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Associate in Arts (AA) Arts & Letters .....	48
Associate in Arts (AA) General Studies .....	50
Associate in Arts (AA) Pre-Elementary Education .....	52



## ASSOCIATE IN ARTS (AA) ARTS AND LETTERS

### Goal Statement

The Arts and Letters degree has two major goals:

- (1) to provide students with the reading, writing, critical thinking, and oral communication skills needed for personal, academic, and professional success
- (2) to provide students with the skills and insight to identify humankind's approach to creativity in the visual, literary, and musical arts and appreciate more fully the music, art, theater, and literature which they encounter.

### Program Objectives

1. Graduates will demonstrate the ability to do the following:
  - a. Exhibit effective written and oral communication skills
  - b. Relate literature and the arts to the historical development of humankind.
  - c. Engage in a critical analysis of literature and the arts.
  - d. Recognize the global importance of literature and the arts.
2. Graduates will participate in art, music, English, journalism, and speech activities which will allow them to move smoothly into College level programs in their respective areas.
3. Graduates will successfully transfer arts and letters courses to a four-year institution.

## ASSOCIATE IN ARTS (AA) ARTS AND LETTERS

**Total Minimum Degree Hours ..... 60 hours**

**General Education Requirements ..... 37 hours**

(\*Check catalog course listings section for prerequisites)

ENGL 1113 English Comp I .....	3 hours	Science .....	3-5 hours
ENGL 1213 English Comp II .....	3 hours	Humanities .....	6 hours
HIST 1483 or HIST 1493.....	3 hours	College Mathematics.....	3 hours
POLS 1113 American Federal Government.....	3 hours	Computer Literacy.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours	Social Science Elective .....	0-3 hours
Lab Science .....	4-5 hours	Liberal Arts Elective .....	0-3 hours

**Program Requirements ..... 23 hours**

(\*Check catalog course listings section for prerequisites)

**Arts and Letters Courses ..... 17-23 hours**

### English

ENGL 2113 Creative Writing .....	3 hours
ENGL/HUMN 2413 World Literature .....	3 hours
ENGL 2543 English Lit to 1800 .....	3 hours
ENGL 2643 English Lit from 1800.....	3 hours
ENGL 2773 American Lit to 1865.....	3 hours
ENGL 2883 American Lit from 1865 .....	3 hours
ENGL 2300 Special Topics .....	1-3 hours

### Philosophy

PHIL 1113 Intro to Philosophy .....	3 hours
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### Journalism

JORN 1113 Elem. Journalistic Writing .....	3 hours
JORN 1011, 1111, 1211, 1311 Journalism Staff Problems	
One hour each .....	1-4 hour

### Speech

SPCH 1013 Principles of Listening .....	3 hours
SPCH 1123 Elementary Dramatics .....	3 hours
SPCH 2213 Advanced Dramatics .....	3 hours
SPCH 2413 Group Discussion.....	3 hours
SPCH 2423 Interpersonal Communication .....	3 hours
SPCH 2703 Oral Interpretation of Literature .....	3 hours
SPCH 2713 Argumentation and Debate .....	3 hours
SPCH 1101, 1201, 1301, 1401 Intercollegiate Forensics	
One hour each .....	1-4 hours
SPCH 1111, 1121, 2111, 2121 Competitive Speech	
One hour each .....	1-4 hours
SPCH 2101, 2201, 2301, 2401 Dramatics Lab	
One hour each .....	1-4 hours
SPCH 2300 Special Topics.....	1-3 hours

EDUC 2320 Outcomes Assessment

### Art

ART 1113 Fundamentals of Art I.....	3 hours
ART 1213 Basic Drawing I .....	3 hours
ART 1313 Basic Color and Design.....	3 hours
ART 2113 Life Drawing .....	3 hours
ART 2213 Water Color I.....	3 hours
ART 2313 Beginning Painting I .....	3 hours
ART 2323 Introduction to Printmaking .....	3 hours
ART 2330 Special Topics.....	1-3 hours

### Music

MUSC 1153 Music Theory I .....	3 hours
MUSC 1253 Music Theory II .....	3 hours
MUSC 1512 Ear Training/Sight Singing I .....	2 hours
MUSC 1522 Ear Training/Sight Singing II .....	2 hours
MUSC 1122, 1222, 2322, 2422 Applied Instrument	
Two hours each .....	2-8 hours
MUSC 1111, 1211, 1311, 1411 Chorus Music	
One hour each .....	1-4 hours
MUSC 1112, 1212, 1312, 1412 Applied Voice	
Two hours each.....	2-8 hours
MUSC 2300 Special Topics .....	1-3 hours

### Humanities\*

HUMN 1113 Art Appreciation .....	3 hours
HUMN 1123 Music Appreciation .....	3 hours
HUMN 2113 Gen Human: Ancient World thr Mid Ages	3 hours
HUMN 2223 Gen Human: Renaissance to Present ....	3 hours

\* In addition to 6 hours selected for General Education Requirements

**Electives.....0-6 hours**

Recommended for students who intend to seek teacher certification

HLTH 1113 Personal Health .....	3 hours
GEOG 2243 Intro to Geography .....	3 hours
PSYC 1113 Intro to Psychology .....	3 hours
SOCI 1113 Prin. of Sociology .....	3 hours

## ASSOCIATE IN ARTS (AA) GENERAL STUDIES

### Goal Statement

The AA in General Studies is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

1. Graduates will successfully transfer into a baccalaureate degree program of their choice.
2. Graduates will:
  - a. Exhibit qualities of good citizenship.
  - b. Think Critically.
  - c. Think Globally.

## ASSOCIATE IN ARTS (AA) GENERAL STUDIES

**Total Minimum Degree Hours ..... 61 Hours**

**General Education Requirements.....37 hours**

(\*Check catalog course listings section for prerequisites)

ENGL1113 English Comp I .....3 hours

ENGL 1213 English Comp II .....3 hours

SPCH 1113 Intro to Oral Communication .....3 hours

HIST 1483 or HIST 1493 .....3 hours

POLS 1113 American Federal Government .....3 hours

Lab Science ..... 4-5 hours

Science ..... 3-5 hours

Humanities .....6 hours

College Mathematics.....3 hours

Computer Literacy .....3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts..... 3-4 hours

**Program Requirements.....24 hours**

(\*Check catalog course listings section for prerequisites)

At least one three-hour course must be taken from a minimum of four different disciplines (see listing below). Courses must be 1000 level or higher.<sup>1</sup>

Agriculture (AGCM, AGED, AGLE,  
AGEQ<sup>2</sup>, AGRI, AGRO, ANSI)  
Art (ART)  
Biological Sciences (BIOL)  
Business (BUSN)  
Child Development (CHDV)  
Chemistry (CHEM)  
Criminal Justice (CJPS)  
Computer Information Systems (COMS)  
Education (EDUC)  
English (ENGL)<sup>3</sup>  
Family Consumer Science Education  
(FCSE)  
Geography (GEOG)  
History (HIST)  
Health (HLTH)

Horticulture (HORT)  
Humanities (HUMN)  
Journalism (JORN)  
Mathematics (MATH)  
Music (MUSC)  
Nursing (NURS)  
Physical Education (PHED)<sup>4</sup>  
Political Science (POLS)  
Psychology (PSYC)  
Religion (RELI)  
Sociology (SOCI)  
Spanish (SPAN)  
Speech (SPCH)  
Statistics (STAT)

<sup>1</sup> Two-one hour seminars WILL COUNT toward graduation requirements.

<sup>2</sup> Six hour riding laboratories WILL NOT COUNT toward graduation requirements.

<sup>3</sup> ENGL 2113 or higher.

<sup>4</sup> Physical Education Activity Classes WILL NOT COUNT toward graduation requirements.

### EDUC 2320 Outcomes Assessment

Effective Fall 2009

## **ASSOCIATE IN ARTS (AA) PRE-ELEMENTARY EDUCATION**

### **Goal Statement**

The AA in Pre-Education is designed to provide graduates with the foundation and skills necessary to obtain entrance into an elementary education degree program at a four-year institution.

### **Program Objectives**

1. Graduates will successfully transfer into the elementary education baccalaureate degree program of their choice.
2. Graduates will:
  - a. Exhibit qualities of good citizenship.
  - b. Think Critically.
  - c. Think Globally.

## ASSOCIATE IN ARTS (AA) PRE-ELEMENTARY EDUCATION

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements.....38 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
POLS 1113 American Federal Government.....	3 hours
Biological Science BIOL 1114 .....	4 hours
General Physical Science with lab .....	4 hours
Humanities .....	6 hours
College Mathematics** .....	3 hours
Computer Literacy .....	3 hours
One course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts .....	3 hours

**\*\*Math 1493 or Math 1513**

**Program Requirements .....23 hours**

*(\* Check catalog course descriptions for prerequisites)*

<i>Mathematics</i> .....	3hours
<i>Math 2113 Modeling Geometry and Measurements</i> .....	3 hours

**Life Skills .....3 hours**

FCSE 1213 Intro to Nutrition .....3 hours

HLTH 1113 Personal Health.....3 hours

**Global Perspective .....6 hours**

Second Language (state cert. requirement) \*\*\* .....3 hours

GEOG 2243 Intro to Geography.....3 hours

**Program Electives .....11 hours**

ART 1113 Fundamentals of Art ..... 3 hours |

ART 1213 Basic Drawing I ..... 3 hours |

HIST 1223 Early Civilization ..... 3 hours |

HIST 1323 Modern Civilization ..... 3 hours |

HUMN 1113 Art Appreciation ..... 3 hours |

HUMN 2413 World Literature ..... 3 hours |

SPCH 1013 Principles of Listening..... 3 hours |

SPCH 1123 Elementary Dramatics..... 3 hours |

ENGL 2113 Creative Writing ..... 3 hours |

ENGL 2883 American Literature Since 1865 ..... 3 hours |

Prior to graduation from a 4-year college or university, students majoring in Elementary Education, Early Childhood, or Special Education must complete with a "C" or better a minimum of:

- 12 hours of Language Arts
- 12 hours of Social Science
- 12 hours of Mathematics
- 12 hours of Science

*And they must demonstrate Foreign Language Proficiency (Spanish, Sign Language, etc)*

**EDUC 2320 Outcomes Assessment**



# MATHEMATICS AND SCIENCES DEGREE PLANS

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## **Associate in Science (AS) Biological Science**

Option: Allied Health .....55

Option: General Biology .....57

Option: Pre-Medical Professional.....59

**Associate in Science (AS) Mathematics .....61**

**Associate in Science (AS) Physical Education .....63**

**Associate in Science (AS) Physical Science .....65**

## **ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE**

### **OPTION: ALLIED HEALTH**

#### **GOAL STATEMENT**

The goal of the Associate in Science (AS) Biological Science, Option: Allied Health major is to stimulate an appreciation for the biological sciences in their direct relationship to human welfare and to enhance the ability of the student to be successful when entering health related program.

#### **Program Objectives**

1. Graduates will successfully transfer chemistry courses to a four-year institution.
2. Graduates will demonstrate the ability to:
  - a. Understand basic organic chemistry and relationship to biological systems.
  - b. Understand basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations.
  - d. Understand reproductive processes in living organisms.
  - e. Develop an environmental and ecological awareness.
  - f. Understand physiological and metabolic processes of living organisms.
  - g. Identify anatomical structures and details of living organisms.
  - h. Understand evolutionary concepts.
  - i. Classify living organisms to taxonomic principles.
  - j. Think critically.
  - k. Exhibit Qualities of Good Citizenship.
  - l. Think Globally.

## ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE

### OPTION: ALLIED HEALTH

*Note: Students seeking admission into the CSC Nursing Program should follow the (AAS) Nursing Degree plan.*

**Total Minimum Degree Hours .....63 Hours**

**Minimum General Education Requirements..... 30 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I ..... 3 hours

ENGL 1213 English Comp II ..... 3 hours

SPCH 1113 Intro to Oral Communications..... 3 hours

HIST 1483 or HIST 1493 ..... 3 hours

POLS 1113 American Federal Government..... 3 hours

Humanities ..... 6 hours

MATH 1513 College Algebra ..... 3 hours

Computer Literacy ..... 3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts ..... 3 hours

(General Education Science requirements are satisfied in program requirements)

**Minimum Program Requirements\* .....33 hours**

*(8 hours of General Education Science requirements are satisfied in program requirements)*

**Biology..... 12-20 hours**

**Group I ..... 12 hours**

BIOL 1314 Anatomy and Physiology I ..... 4 hours

BIOL 1324 Anatomy and Physiology II..... 4 hours

BIOL 2124 General Microbiology\*\* ..... 4 hours

OR

**Group II ..... 20 hours**

BIOL 1114 General Biology or BIOL 1404 General Botany ..... 4 hours

BIOL 1604 General Zoology ..... 4 hours

BIOL 2104 Human Anatomy\*\* ..... 4 hours

BIOL 2114 Human Physiology\*\* ..... 4 hours

BIOL 2124 General Microbiology\*\* ..... 4 hours

**Chemistry .....5 hours**

CHEM 1315 Chemistry I\*\* ..... 5 hours

**Electives .....8-16 hours**

CHEM 1515 General Chemistry II\*\* ..... 5 hours

GEOG 2243 Introduction to Geography ..... 3 hours

FCSE 1213 Introduction to Nutrition ..... 3 hours

MATH 1613 Plane Trigonometry\*\* ..... 3 hours

NURS 1003 Medical Terminology ..... 3 hours

PHYS 1114 General Physics I\*\* ..... 4 hours

PHYS 1214 General Physics II\*\* ..... 4 hours

PSYC 1113 General Psychology..... 3 hours

PSYC 2313 Developmental Psychology\*\* ..... 3 hours

SOCI 1113 Principles of Sociology..... 3 hours

\* For courses required for programs at the transfer institution, see advisor and catalog of transfer institution.

\*\* Check CSC catalog course description section for prerequisites.

**EDUC 2320 Outcomes Assessment**

## **ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE**

### **OPTION: GENERAL BIOLOGY**

#### **Goal Statement**

The goal of the Associate in Science (AS) Biological Science, Option: General Biology major is the development of a fundamental understanding of the basic principles, concepts, and practices employed by biologist in characterizing the nature and function of living organisms. This program is particularly well suited to prepare students who seek degrees for careers in biology or related areas.

#### **Program Objectives**

1. Graduates will successfully transfer chemistry courses to a four-year institution.
2. Graduates will demonstrate the ability to:
  - a. Understand basic organic chemistry and relationship to biological systems.
  - b. Understand basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations.
  - d. Understand reproductive processes in living organisms.
  - e. Develop an environmental and ecological awareness.
  - f. Understand physiological and metabolic processes of living organisms.
  - g. Identify anatomical structures and details of living organisms
  - h. Understand evolutionary concepts.
  - i. Classify living organisms to taxonomic principles.
  - j. Think critically.
  - k. Exhibit Qualities of Good Citizenship.
  - l. Think Globally.

## ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE

### OPTION: GENERAL BIOLOGY

**Total Minimum Degree Hours .....63 Hours**

**General Education Requirements .....30 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government.....	3 hours
Humanities.....	6 hours
MATH 1513 College Algebra .....	3 hours
Computer Literacy .....	3 hours
At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts .....	3-4 hours

**Minimum Program Requirements\* .....33 hours**

*(8 hours of General Education Science requirements are satisfied in program requirements)*

*(\*Check catalog course listings section for prerequisites)*

**Biology.....16-23 hours**

BIOL 1113 Intro to Environmental Science .....	3 hours
BIOL 1114 General Biology .....	4 hours
BIOL 1404 Botany .....	4 hours
BIOL 1604 Zoology .....	4 hours
BIOL 2124 General Microbiology** .....	4 hours
BIOL 2114 Human Physiology** .....	4 hours
BIOL 2403 Entomology.....	3 hours

**Chemistry .....10 hours**

CHEM 1315 Chemistry I** .....	5 hours
CHEM 1515 Chemistry II** .....	5 hours

**Electives\* .....0-7 hours**

GEOG 2243 Introduction to Geography .....	3 hours
MATH 1613 Trigonometry** .....	3 hours
MATH 2214 Calculus I** .....	4 hours
MATH 2234 Calculus II** .....	4 hours
PHYS 1114 General Physics I** .....	4 hours
PHYS 1214 General Physics II** .....	4 hours
PSYC 1113 General Psychology .....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
STAT 2013 Elementary Statistics .....	3 hours

### EDUC 2320 Outcomes Assessment

\* For courses required for programs at the transfer institution, see advisor and catalog of transfer institution.

\*\* Check CSC catalog course description section for prerequisites.

## **ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE**

### **OPTION: PRE-MEDICAL PROFESSIONAL**

#### **Goal Statement**

The goal of the Associate in Science (AS) Biological Science, Option: Pre-Medical Professional major is to provide graduates a basis in biology, chemistry, and physics which will enable the success of the student in pursuit of a degree at a four-year college as well as completion of the prerequisites for acceptance into a professional, medically-related program.

#### **Program Objectives**

1. Graduates will successfully transfer science and mathematics courses to a four-year institution.
2. Graduates will demonstrate the ability to:
  - a. Understand basic organic chemistry and relationship to biological systems.
  - b. Understand basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations
  - d. Understand reproductive processes in living organisms.
  - e. Understand physiological and metabolic processes of living organisms.
  - f. Identify anatomical structures and details of living organisms
  - g. Understand evolutionary concepts.
  - h. Classify living organisms to taxonomic principles.
  - i. Understand the basic concepts of Chemistry.
  - j. Understand the basic concepts of physics.
  - k. Think critically.
  - l. Exhibit good citizenship.
  - m. Think globally.



## ASSOCIATE IN SCIENCE (AS) BIOLOGICAL SCIENCE

### OPTION: PRE-MEDICAL PROFESSIONAL

**Total Minimum Degree Hours .....63 Hours**

**General Education Requirements .....30 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government.....	3 hours
Humanities.....	6 hours
MATH 1513 College Algebra .....	3 hours
Computer Literacy .....	3 hours
At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts .....	3 hours

**Minimum Program Requirements\* .....33 hours**

*(8 hours General Education Science requirements are satisfied in program requirements)*

**Biology.....12-16 hours**

BIOL 1114 General Biology or BIOL 1404 General Botany .....	4 hours
BIOL 1604 General Zoology .....	4 hours
BIOL 2104 Human Anatomy** .....	4 hours
BIOL 2114 Human Physiology** .....	4 hours
BIOL 2124 General Microbiology** .....	4 hours

**Chemistry .....10 hours**

CHEM 1315 Chemistry I** .....	5 hours
CHEM 1515 Chemistry II** .....	5 hours

**Mathematics .....3 hours**

MATH 1613 Trigonometry** .....	3 hours
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**Physics .....4-8 hours**

PHYS 1114 General Physics I** .....	4 hours
PHYS 1214 General Physics II** .....	4 hours

**Electives\* .....0-10 hours**

GEOG 2243 Introduction to Geography .....	3 hours
MATH 2214 Calculus I** .....	4 hours
MATH 2234 Calculus II** .....	4 hours
PSYC 1113 General Psychology .....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
STAT 2013 Elementary Statistics** .....	3 hours

**EDUC 2320 Outcomes Assessment**

\* For courses required for programs at the transfer institution, see advisor and catalog of transfer institution.

\*\* Check CSC catalog course description section for prerequisites.

## ASSOCIATE IN SCIENCE (AS) MATHEMATICS

### Goal Statement

To provide the student with mathematics related educational requisites to satisfy general education curriculum and lower division requirements leading to a bachelor's degree in mathematics or mathematics related fields of study. Students who wish to teach mathematics should pursue this associate in science degree.

### Program Objectives

1. Prepare the student to transfer Associate of Science courses to a four-year college or College and seek a degree in a mathematics, secondary mathematics education, or engineering related field.
2. Graduates will demonstrate the ability to:
  - a. Use basic trigonometric functions to solve equations and applications problems involving triangles.
  - b. Apply the basic concepts of derivatives and integrals to solve application problems such as finding the area under a curve or the equation of a tangent to a curve at a particular point.
  - c. Students will demonstrate knowledge of more sophisticated mathematical concepts such as improper integrals, infinite series, and parametric equations.
  - d. Apply the principles of algebra, trigonometry, and calculus to the development and application of physical concepts.
  - e. Apply critical thinking skills to analyze and solve application problems in mathematics.
  - f. Perceive mathematics from a global perspective.
  - g. Develop an understanding of mathematical thinking and its place in developing effective citizenship skills.

## ASSOCIATE IN SCIENCE (AS) MATHEMATICS

**Total Minimum Degree Hours ..... 60 hours**

**General Education Requirements ..... 27 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I ..... 3 hours

ENGL 1213 English Comp II ..... 3 hours

SPCH 1113 Intro to Oral Communications..... 3 hours

HIST 1483 or HIST 1493 ..... 3 hours

POLS 1113 American Federal Government ..... 3 hours

Humanities..... 6 hours

Computer Literacy ..... 3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts ..... 3-4 hours

**Minimum Program Requirements\* ..... 33 hours**

*(8 hours of General Education Science requirements are satisfied in program requirements)*

*(\*Check catalog course listings section for prerequisites)*

**Mathematics ..... 16 - 17 hours**

MATH 1513 College Algebra ..... 3 hours

MATH 1613 Trigonometry..... 3 hours

MATH 2214 Calculus I..... 4 hours

MATH 2234 Calculus II..... 4 hours

STAT 2013 Elementary Statistics ..... 3 hours

Or:

MATH 1715 College Algebra and Trigonometry..... 5 hours

MATH 2214 Calculus I ..... 4 hours

MATH 2234 Calculus II ..... 4 hours

STAT 2013 Elementary Statistics ..... 3 hours

**Physics ..... 8 hours**

PHYS 1114 General Physics I ..... 4 hours

PHYS 1214 General Physics II ..... 4 hours

Or:

PHYS 2014 Engineering Physics I ..... 4 hours

PHYS 2114 Engineering Physics II ..... 4 hours

**Program Electives\* ..... 8 – 9 hours**

BIOL 1114 General Biology ..... 4 hours

BIOL 1404 General Botany ..... 4 hours

BIOL 1604 General Zoology ..... 4 hours

CHEM 1315 General Chemistry I..... 5 hours

CHEM 1515 General Chemistry II..... 5 hours

COMS 1503 BASIC or COMS 1513 Visual BASIC..... 3 hours

MATH 1493 Math Structures..... 3 hours

MATH 2113 Modeling: Geometry & Measurement..... 3 hours

\*For required courses, see Advisor and catalog of transfer institution.

**EDUC Outcomes Assessment**

Effective Fall 2010

## **ASSOCIATE IN SCIENCE (AS) PHYSICAL EDUCATION**

### **Goal Statement**

The goal of the Associate of Science Degree Program in Physical Education is to provide graduates a basis in physical education, health, family and consumer science, social science, and speech, which will enable the success of the student in pursuit of a degree at a four-year college.

### **Program Objectives**

1. Prepare the student to transfer Physical Education courses to a four-year college or College.
2. Graduates will demonstrate the ability to:
  - a. Understand basic concepts of physical education.
  - b. Understand the basic concepts of health.
  - c. Understand the basic concepts of nutrition.
  - d. Understand the basic concepts of social science.
  - e. Speak Publicly.
  - f. Think Critically.
  - g. Exhibit good Citizenship.
  - h. Think Globally.

## ASSOCIATE IN SCIENCE (AS) PHYSICAL EDUCATION

**Total Minimum Degree Hours .....60 Hours**

**General Education Requirements .....38 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government.....	3 hours
Lab Science .....	4-5 hours
Science.....	3-5 hours
Humanities.....	6 hours
College Mathematics .....	3 hours
Computer Literacy .....	3 hours
Liberal Arts Elective .....	1-4 hours

**Program Requirements\* .....22 hours**

*(\*Check catalog course listings section for prerequisites)*

**Health.....13 hours**

HLTH 1113 Personal Health .....	3 hours
HLTH 1122 First Aid/Responding to Emergencies .....	2 hours
HLTH 2312 Health of School Child .....	2 hours
HLTH 2353 Community Health .....	3 hours
HLTH 2383 Care and Prevention of Athletic Injury.....	3 hours

**Physical Education.....9-12 hours**

PHED 2133 Foundations of Physical Education.....	3 hours
PHED 2142 Theory of Coaching Baseball or PHED 2152 Theory of Coaching Basketball .....	2 hours
PHED 2223 Legal Aspects of Sports .....	3 hours
PHED 2512 Motor Learning.....	2 hours
PHED 2562 Sports Officiating.....	2 hours

**Additional Recommended Courses for Education Majors .....0-15 hours**

EDUC 1113 Strategies for Success .....	3 hours
PSYC 1113 Intro to Psychology .....	3 hours
PSYC 2113 Psychology of Personality Adjustment.....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
SOCI 2323 Social Problems .....	3 hours

### EDUC Outcomes Assessment

*\*For required courses, see Advisor and catalog of transfer institution.*

Effective Fall 2009

## ASSOCIATE IN SCIENCE (AS)

### PHYSICAL SCIENCE

#### Goal Statement

To provide the student with chemistry, engineering and science related educational requisites to satisfy general education curriculum and lower division requirements leading to a bachelor's degree in chemistry, engineering, and science related fields of study. Students who wish to teach secondary science should pursue this plan of study.

#### Program Objectives

1. Graduates will successfully transfer science and mathematics courses to a four-year institution.
2. Graduates will demonstrate the ability to:
  - a. Understand the basic physical concepts of mechanics, heat, sound, electricity, magnetism, and light, and the relationships of these concepts in the physical world.
  - b. Understand the nature of underlying scientific processes in the acquisition of chemical knowledge.
  - c. Be able to apply current principles and modern practices used in solving chemical problems.
  - d. Apply metric measurement and chemical nomenclature as established by IUPAC (International Union of Pure and Applied Chemistry)
  - e. Solve chemistry, science and engineering problems.
  - f. Display a broad base of knowledge of general science and the scientific method.
  - g. Apply the principles of algebra, trigonometry, and calculus to the development and application of physical concepts.
  - h. Think critically.
  - i. Exhibit good citizenship.
  - j. Think globally.



## ASSOCIATE IN SCIENCE (AS)

### PHYSICAL SCIENCE

**Total Minimum Degree Hours .....63 Hours**

**General Education Requirements .....27 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....3 hours

ENGL 1213 English Comp II .....3 hours

SPCH 1113 Intro to Oral Communications.....3 hours

HIST 1483 or HIST 1493 .....3 hours

POLS 1113 American Federal Government.....3 hours

Humanities.....6 hours

Computer Literacy .....3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts .....3 hours

**Minimum Program Requirements\* .....36 hours**

*(General Education Science requirements are satisfied in program requirements)*

*(\*Check catalog course listings section for prerequisites)*

**Chemistry .....10 hours**

CHEM 1315 General Chemistry I.....5 hours

CHEM 1515 General Chemistry II.....5 hours

**Mathematics .....13 hours minimum**

MATH 1513 College Algebra .....3 hours

MATH 1613 Trigonometry.....3 hours

MATH 2214 Calculus I.....4 hours

MATH 2234 Calculus II .....4 hours

Or:

MATH 1715 College Algebra and Trigonometry.....5 hours

MATH 2214 Calculus I.....4 hours

MATH 2234 Calculus II .....4 hours

**Physics .....8 hours**

PHYS 1114 General Physics I .....4 hours

PHYS 1214 General Physics II .....4 hours

Or:

PHYS 2014 Engineering Physics I .....4 hours

PHYS 2114 Engineering Physics II .....4 hours

**Program Electives.....4-5 hours**

GEOL 1114 General Geology .....4 hours

MATH 1493 Math Structures.....3 hours

MATH 2113 Modeling: Geometry & Measurement.....3 hours

STAT 2013 Elementary Statistics .....3 hours

**EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution.*

Effective Fall 2010

# NURSING DEGREE PLANS

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<b>Associate in Applied Science (AAS) Nursing .....</b>	<b>68</b>
<b>Associate in Science (AS) Pre-Nursing .....</b>	<b>70</b>
Option: Advanced Nursing Preparation (RN-BSN) .....	71
Option: Generic BSN Preparation.....	72

## **ASSOCIATE IN APPLIED SCIENCE (AAS) NURSING**

### **Goal Statement**

THE GOAL OF THE NURSING PROGRAM IS TO PROVIDE RESIDENTS OF THE COMMUNITY QUALITY CAREER EDUCATION FOR LICENSURE AS REGISTERED NURSES.

### **Program Objectives**

1. Provide competent nursing care to meet the bio-psycho-social and cultural needs of clients in a variety of settings where policies and procedures are specified and guidance is available.
2. Utilize the nursing process as a means for problem solving in order to promote the adaptation of clients across the life span.
3. Organize nursing care for a group of clients through delegation of care and consultation with other members of the health care team as needed to restore optimal health, prevent illness, or promote wellness.
4. Accept accountability for nursing practice and responsibility for professional growth.

## ASSOCIATE IN APPLIED SCIENCE (AAS) NURSING

**Total Minimum Degree Hours ..... 72 Hours**

**General Education Requirements.....20 hours**

*\*Check catalog course listings section for prerequisites.*

+ENGL 1113 English Comp I .....	3 hours
+ENGL 1213 English Comp II .....	3 hours
+HIST 1483 or HIST 1493 .....	3 hours
+POLS 1113 American Federal Government .....	3 hours
+BIOL 1314 Anatomy & Physiology I.....	4 hours
+BIOL 1324 Anatomy & Physiology II.....	4 hours

**Support and Related Courses.....10 hours**

+BIOL 2124 Gen Microbiology .....	4 hours
+FCSE 1213 Intro to Nutrition .....	3 hours
+PSYC 1113 Intro to Psychology .....	3 hours

**Recommended Electives ..... 0-5 hours**

CHEM 1315 General Chemistry I .....	5 hours
COMS 1133 Fund of Computer Usage .....	3 hours
MATH 1513 College Algebra .....	3 hours
*NURS 1002 Success in Nursing Education .....	2 hours
NURS 1003 Medical Terminology .....	3 hours
#*NURS1232 Pharmacology .....	2 hours
#*NURS 2301 Special Topics.....	1 hour
#*NURS 2302 Special Topics.....	2 hours
*STAT 2013 Elementary Statistics.....	3 hours

*\*Course has pre-requisite (see course description section of catalog)*

*# Requires acceptance into Nursing Program.*

**Program Requirements.....42 hours**

*\*Check catalog course listings section for prerequisites.*

+*NURS 1117 Foundations of Nursing .....	7 hours
+*NURS 1132 Math for Nurses .....	2 hours
+*NURS 1228 Adaptations of the Family .....	8 hours
+*NURS 1223 Clinical Practicum.....	3 hours
+*NURS 2137 Maladaptive States I.....	7 hours
+*NURS 2133 Nurse Practicum I.....	3 hours
+*NURS 2243 Nurse Practicum II.....	3 hours
+*NURS 2247 Maladaptive States II.....	7 hours
+*NURS 2252 Trends and Issues.....	2 hours

**Related Course..... 0-3 hours**

+*NURS 2223 Transition to Professional Nursing.....	3 hours
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*\*Course has pre-requisite (see course description section of catalog)*

*# Requires acceptance into the Nursing Program.*

*+Must be completed with a "C" or higher.*

**EDUC 2320 Outcomes Assessment**

## **ASSOCIATE IN SCIENCE (AS) PRE-NURSING**

### **OPTION 1: ADVANCED NURSING PREPARATION (RN-BSN)**

#### **Goal Statement**

The goal of this degree program is to facilitate the transfer of Associate Degree Nursing (ADN) graduates to a Bachelor of Science in Nursing (RN-BSN) completion program.

#### **Program Objectives**

1. Option 1 graduates will be eligible for acceptance into a RN-BSN completion program at an NLNAC accredited College.

## **ASSOCIATE IN SCIENCE (AS) PRE-NURSING**

### **OPTION 1: ADVANCED NURSING PREPARATION (RN-BSN)**

**Total Minimum Degree Hours ..... 84 Hours**

**AAS Nursing Requirements .....72 hours**

(See AAS Nursing Degree Plan)

**Support and Related Courses .....12 hours**

(\* Check catalog course listing section for prerequisites)

\*MATH 1513 College Algebra.....3 hours

COMS 1133 Fundamentals of Computer Usage .....3 hours

Humanities .....6 hours

**Recommended Electives ..... 0-5 hours**

**(Check with preferred College for specific requirements)**

(\* Check catalog course listing section for prerequisites)

\*STAT 2013 Elementary Statistics.....3 hours

\*CHEM 1315 General Chemistry I.....5 hours

\*BIOL 2104 Human Anatomy .....4 hours

\*BIOL 2114 Human Physiology .....4 hours

\*PSYC 2313 Developmental Psychology .....3 hours

SOCI 1113 Prin. of Sociology .....3 hours

SOCI 2413 Cultural Anthropology .....3 hours

SOCI 2423 Sociology of Family.....3 hours

SOCI 2323 Social Problems.....3 hours

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

## **ASSOCIATE IN SCIENCE (AS) PRE-NURSING**

### **OPTION 2: GENERIC BSN PREPARATION**

#### **Goal Statement**

The goal of this degree plan is to prepare pre-nursing students for transfer into a Bachelor of Science in Nursing program.

#### **Program Objectives**

Option 2 graduates will be eligible for acceptance into a generic BSN program.



## ASSOCIATE IN SCIENCE (AS) PRE-NURSING OPTION 2: GENERIC BSN PREPARATION

(FOR TRANSFER TO A COLLEGE BACCALAUREATE PROGRAM FOR FIRST NURSING DEGREE)

**Total Minimum Degree Hours ..... 60 Hours**

**General Education Requirements.....27 hours**

***(Check with preferred College for specific requirements)***

***(\*Check catalog course listings section for prerequisites)***

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493, U. S. History .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
Computer Literacy .....	3 hours

**Minimum Program Requirements\* .....33 hours**

***(General Education Science requirements are satisfied in program requirements)***

***(\*Check catalog course listings section for prerequisites)***

***You must complete one (1) of the following Biology Groups***

**Biology..... 12-16 hours**

**GROUP I**

BIOL 1314 Anatomy & Physiology I.....	4 hours
BIOL 1324 Anatomy & Physiology II.....	4 hours
BIOL 2124 General Microbiology.....	4 hours

**Or:**

**GROUP II**

BIOL 1114 General Biology or BIOL 1604 General Zoology.....	4 hours
BIOL 2104 Human Anatomy.....	4 hours
BIOL 2114 Human Physiology .....	4 hours
BIOL 2124 General Microbiology.....	4 hours

**Program Support Courses ..... 9 hours**

FCSE 1213 Intro to Nutrition .....	3 hours
PSYC 1113 Intro to Psychology .....	3 hours
*PSYC 2313 Developmental Psychology .....	3 hours

**Program Electives ..... 0-6 hours**

NURS 1003 Medical Terminology .....	3 hours
SOCI 1113 Principles of Sociology.....	3 hours

**Suggested Math & Science Electives ..... 0-14 hours**

BIOL 1114 General Biology.....4 hours	CHEM 1515 General Chemistry II ..... 5 hours
BIOL 1404 General Botany .....4 hours	MATH 1613 Trigonometry ..... 3 hours
BIOL 1604 General Zoology.....4 hours	PHYS 1114 General Physics I..... 4 hours
CHEM 1315 General Chemistry I.....5 hours	PHYS 1214 General Physics II..... 4 hours

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

# **SOCIAL SCIENCES DEGREE PLANS**

<b>Associate in Arts (AA) Child Development .....</b>	<b>75</b>
<b>Associate in Applied Science (AAS) Child Development .....</b>	<b>77</b>
<b>Associate in Applied Science (AAS) Child Care Administration.....</b>	<b>79</b>
<b>Associate in Arts (AA) History .....</b>	<b>80</b>
<b>Associate in Arts (AA) Pre-Law .....</b>	<b>82</b>
<b>Associate in Arts (AA) Psychology .....</b>	<b>84</b>
<b>Associate in Arts (AA) Sociology</b>	
Option: Criminal Justice/Police Science .....	86
Option: Pre-Social Work .....	88
Option: Pre-Professional Sociology .....	90

## ASSOCIATE IN ARTS (AA) CHILD DEVELOPMENT

### Goal Statement

The Child Development courses provide a foundation for the knowledge of how children grow and learn optimally and the transfer of that knowledge into practice through lab experience. The program is offered to educate students to a level of competence and proficiency that will enable them to provide quality care to young children in various early learning environments. The application of principles and standards is encouraged through problem solving, resource gathering, working with families, and involvement in professional organizations. The instructional activities and related services to support the student's academic endeavors, strives to focus on the Developmentally Appropriate Practice standards set forth by the National Association for the Education of Young Children. This program will enable students to transfer to a four-year degree program and obtain competitive employment in the field of child development. This program is designed to specifically meet the needs of Head Start Employees and child care providers.

### Program Objectives

1. Graduates will successfully transfer child development courses to a four-year institution.
2. Students will demonstrate the ability to:
  - a. Recognize that children's development is qualitatively different from adults.
  - b. Identify the various stages of development according to psycho-social, cognitive, and social theories.
  - c. Identify the ways in which children learn and apply techniques to assist children in that learning.
  - d. Apply guidance and discipline management and to specific situations.
  - e. Recognize that the family is of utmost importance to the child and that family involvement benefits the child.
  - f. Analyze the various socializing agents and influences on the child
  - g. Apply ethical standards of conduct in early learning environments.
  - h. Engage in discussion and debate in various current issues in child development.
  - i. Plan, execute, and evaluate developmentally appropriate activities and programs.
  - j. Understand that "subject" areas are integrated throughout curriculum.
  - k. Recognize and demonstrate that health and safety issues are fundamental to learning and that these components are integrated in all aspects of an early learning environment.
  - l. Understand children's need to belong and discover ways to develop a caring community of learners.
  - m. Develop properly functioning citizenship abilities.
  - n. Think critically
  - o. Think globally

## ASSOCIATE IN ARTS (AA) CHILD DEVELOPMENT

**Total Minimum Degree Hours .....65 Hours**

**Minimum General Education Requirements..... 38 hours**

*(Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....3 hours

ENGL 1213 English Comp II.....3 hours

SPCH 1113 Intro to Oral Communications.....3 hours

HIST 1483 or HIST 1493 .....3 hours

POLS 1113 American Federal Government.....3 hours

BIOL 1114 General Biology .....4 hours

GPS 1103 General Physical Science and GPS 1101 GPS Lab .....4 hours

Humanities (HUMN 2413 World Literature recommended) .....6 hours

College Mathematics (MATH 1493 Math and MATH 2113 recommended) .....3 hours

Computer Literacy .....3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts..... 3 hours

**Child Development Requirements.....21 hours**

CHDV 1112 Professional Preparation\* .....2 hours

CHDV 1121 Program Orientation+ .....1 hour

CHDV 1323 Health & Safety Young Child\*\* .....3 hours

CHDV 2243 Language and Literacy Development\*\* .....3 hours

CHDV 2433 Professional Development\*\*\* .....3 hours

CHDV 2523 Child Growth and Development .....3 hours

CHDV 2533 Guidance of the Young Child\*\* .....3 hours

CHDV 2563 Child and Family in Society\*\* .....3 hours

+ Taken with CHDV 2523, first semester

\*If CDA certification was obtained prior to enrollment, an elective may be substituted

\*\*Prerequisite: CHDV 2523 Child Growth and Development

\*\*\* Capstone, to be taken Spring semester prior to graduation

**Program Electives.....6 hours**

CHDV 2223 Creative Experiences for Young Children\*\* .....3 hours

CHDV 2233 Math, Science, and Social Studies\*\* .....3 hours

CHDV 2553 Program Planning\*\* .....3 hours

CHDV 2573 Children with Special Needs\*\* .....3 hours

CHDV 2593 Infant/Toddler Programs\*\*

\*\*Prerequisite: CHDV2523 Child Growth and Development

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

## **ASSOCIATE IN APPLIED SCIENCE (AAS)**

### **CHILD DEVELOPMENT**

#### **Goal Statement**

The Child Development courses provide a foundation for the knowledge of how children grow and learn optimally and the transfer of that knowledge into practice through lab experience. The program is offered to educate students to a level of competence and proficiency that will enable them to provide quality care to young children in various early learning environments. The application of principles and standards is encouraged through problem solving, resource gathering, working with families, and involvement in professional organizations. The instructional activities and related services to support the student's academic endeavors, strives to focus on the Developmentally Appropriate Practice standards set forth by the National Association for the Education of Young Children. This program is designed to specifically meet the needs of early childhood professionals who desire a broad understanding of child development and its practices and will enable students to obtain competitive employment in the field of child development.

#### **Program Objectives**

1. Students will successfully complete the Child Development Associate Credential Awarded by the CDA Council (NAEYC).
2. Students will demonstrate the ability to:
  - a. Recognize that children's development is qualitatively different from adults.
  - b. Identify the various stages of development according to psycho-social, cognitive, and social theories.
  - c. Identify the ways in which children learn and apply techniques to assist children in that learning.
  - d. Apply guidance and discipline management and to specific situations.
  - e. Recognize that the family is of utmost importance to the child and that family involvement benefits the child.
  - f. Analyze the various socializing agents and influences on the child.
  - g. Apply ethical standards of conduct in early learning environments.
  - h. Engage in discussion and debate in various current issues in child development.
  - i. Plan, execute, and evaluate developmentally appropriate activities and programs.
  - j. Understand that "subject" areas are integrated throughout curriculum.
  - k. Recognize and demonstrate that health and safety issues are fundamental to learning and that these components are integrated in all aspects of an early learning environment.
  - l. Understand children's need to belong and discover ways to develop a caring community of learners.
  - m. Develop properly functioning citizenship abilities.
  - n. Think critically.
  - o. Think globally.

## ASSOCIATE IN APPLIED SCIENCE (AAS)

### CHILD DEVELOPMENT

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements .....25 hours**

*(\*Check catalog course listings section for prerequisites).*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
COMS 1133 Fundamentals of Computer Usage .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
One Science .....	4 hours
SOCI 1113 Principles of Sociology .....	3 hours

**Child Development Requirements.....21 hours**

CHDV 1112 Professional Preparation* .....	2 hours
CHDV 1121 Program Orientation+ .....	1 hour
CHDV 1323 Health & Safety Young Child** .....	3 hours
CHDV 2243 Language and Literacy Development** .....	3 hours
CHDV 2433 Professional Development*** .....	3 hours
CHDV 2523 Child Growth and Development .....	3 hours
CHDV 2533 Guidance of the Young Child** .....	3 hours
CHDV 2563 Child and Family in Society** .....	3 hours

+ Taken with CHDV 2523 first semester

\*If CDA certification was obtained prior to enrollment, an elective may be substituted

\*\*Prerequisite: CHDV 2523 Child Growth and Development

\*\*\*Capstone, to be taken Spring semester prior to graduation

**Child Development Electives .....15 hours**

CHDV 2223 Creative Experiences for Young Children** .....	3 hours
CHDV 2233 Math, Science, and Social Studies** .....	3 hours
CHDV 2553 Program Planning** .....	3 hours
CHDV 2573 Children with Special Needs** .....	3 hours
CHDV 2593 Infant/Toddler Programs** .....	3 hours
CHDV 2300 Special Topics*** .....	1-2 hours
CHDV 2440 Externship*** .....	1-3 hours

\*\*Prerequisite: CHDV 2523 Child Growth and Development

\*\*\*Permission of Instructor Required

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

## ASSOCIATE IN APPLIED SCIENCE (AAS)

### CHILD CARE ADMINISTRATION

**Total Minimum Degree Hours ..... 63 Hours**

**General Education Requirements.....21 hours**

*(\*Check catalog course listings section for prerequisites).*

COMS 1133 Fundamentals of Computer Usage .....	3 hours
ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
SPCH 1113 Introduction to Oral Communication.....	3 hours

**Child Development Requirements.....18 hours**

CHDV 1113 Professional Preparation* .....	3 hours
CHDV 1323 Health & Safety Young Child .....	3 hours
CHDV 2433 Professional Development** .....	3 hours
CHDV 2523 Child Growth and Development.....	3 hours
CHDV 2533 Guidance of the Young Child.....	3 hours
CHDV 2563 Child and Family in Society .....	3 hours

*\*If CDA certification was obtained prior to enrollment, an elective may be substituted*

*\*\*Capstone, to be taken Spring semester prior to graduation*

**Business Requirements .....6 hours**

BUSN 1123 Business Mathematics.....	3 hours
BUSN 2433 Desktop Publishing .....	3 hours

**Program Electives .....15 hours**

**Child Development Electives.....6 hours**

CHDV 2553 Program Planning** .....	3 hours
CHDV 2573 Children with Special Needs** .....	3 hours
CHDV 2300 Special Topics*** .....	1-2 hours

**Business Electives.....9 hours**

BUSN 1113 Business Principles.....	3 hours
COMS 1533 Spreadsheet Analysis .....	3 hours
BUSN 2143 Principles of Management .....	3 hours
BUSN 2300 Special Topics .....	1-3 hours

**Support Courses .....3 hours**

BUSN 2153 Human Relations .....	3 hours
SOCI 2323 Social Problems.....	3 hours
SOCI 2423 Sociology Family.....	3 hours

*\*\*Prerequisite: CHDV 2523 Child Growth and Development*

*\*\*\*Permission of Instructor Required*

#### **Special Topics:**

*Accounting for Child Care Professionals*

*Legal Issues in Child Care Management*

*Business Plan for Child Care Entrepreneurs*

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009



## ASSOCIATE IN ARTS (AA) HISTORY

### Goal Statement

Graduates of the History Program will be provided with the foundation and skills necessary to obtain entrance into a four-year degree granting institution and be successful.

### Program Objectives

1. Graduates will successfully transfer History courses to a four-year institution
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method to behavior.
  - b. Identify various patterns of behavior, value systems, and social institutions of a particular time period and/or geographical region to form a factual foundation from which to build further analytical and expressive skills.
  - c. Apply moral and ethical standards to human relationships and develop personal standards of behavior.
  - d. Analyze problems of human behavior and offer potential solutions.
  - e. Identify current and past ways in which humans deal with social problems and discover and evaluate strengths and weaknesses.
  - f. Identify the raw materials of history; which include, among others, official documents, contemporary writings, material culture, and oral interviews.
  - g. Analyze both primary and secondary sources and develop a personal interpretation of the past.
  - h. Engage in open discussion and debate understanding that history is not a solitary process.
  - i. Gain greater knowledge of the past events that aided in the creation of the unique democratic character of the United States.
  - j. Develop properly functioning citizenship abilities.
  - k. Think Critically.
  - l. Think Globally.

## ASSOCIATE IN ARTS (AA) HISTORY

**Total Minimum Degree Hours ..... 61 Hours**

**General Education Requirements.....37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
College Mathematics.....	3 hours
Computer Literacy .....	3 hours
One course from any Liberal Arts, Social Science, Foreign Language, or Fine Arts .....	3-4 hours

**Program Requirements.....24 hours**

*(\*Check catalog course listings section for prerequisites)*

**History ..... 12 hours**

HIST 1113 Oklahoma History.....	3 hours
HIST 1223 Early Civilization .....	3 hours
HIST 1323 Modern Civilization .....	3 hours
HIST 1493 American History from 1865 .....	3 hours

**Geography..... 3 hours**

GEOG 2243 Intro to Geography .....	3 hours
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**Political Science..... 3 hours**

POLS 2113 State & Local Government .....	3 hours
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**Electives\* ..... 6 hours**

BUSN 2113 Macroeconomics .....	3 hours
BUSN 2123 Business Law I .....	3 hours
BUSN 2213 Microeconomics.....	3 hours
HIST 2223 Black History .....	3 hours
HIST 2423 Native American History .....	3 hours
PSYC 1113 Introduction to Psychology .....	3 hours
*PSYC 2113 Psychology of Personality Adjustment.....	3 hours
*PSYC 2313 Developmental Psychology .....	3 hours
SOCI 1113 Principles of Sociology.....	3 hours
*SOCI 2323 Social Problems .....	3 hours
SOCI 2413 Intro to Social Services .....	3 hours
*SOCI 2313 Intro to Counseling .....	3 hours
*SOCI 2423 Sociology of the Family .....	3 hours
*SOCI 2523 Social Psychology .....	3 hours

### **EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution*

## ASSOCIATE IN ARTS (AA) PRE-LAW

### Goal Statement

Graduates of the Pre-Law Program will be provided with the foundation and skills necessary to obtain entrance into a four-year degree granting institution and be successful.

### Program Objectives

1. Graduates will successfully transfer Pre-Law courses to a four-year institution.
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method to behavior.
  - b. Identify various patterns of behavior, value systems, and social institutions of a particular time period and/or geographical region to form a factual foundation from which to build further analytical and expressive skills.
  - c. Apply moral and ethical standards to human relationships and develop personal standards of behavior.
  - d. Analyze problems of human behavior and offer potential solutions.
  - e. Identify current and past ways in which humans deal with social problems and discover and evaluate strengths and weaknesses.
  - f. Develop understanding of structure, organization, powers, functions, and institutions of government.
  - g. Develop properly functioning citizenship abilities.
  - h. Think Critically.
  - i. Think Globally.

## ASSOCIATE IN ARTS (AA) PRE-LAW

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements..... 37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....3 hours

ENGL 1213 English Comp II .....3 hours

SPCH 1113 Intro to Oral Communications .....3 hours

HIST 1483 or HIST 1493 .....3 hours

POLS 1113 American Federal Government .....3 hours

Lab Science ..... 4-5 hours

Science ..... 3-5 hours

Humanities .....6 hours

College Mathematics.....3 hours

Computer Literacy .....3 hours

At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts..... 3-4 hours

**Program Requirements ..... 24 hours**

*(\*Check catalog course listings section for prerequisites)*

**Business ..... 15 hours**

BUSN 2113 Macroeconomics .....3 hours

BUSN 2123 Business Law I .....3 hours

BUSN 2213 Microeconomics.....3 hours

BUSN 2543 Financial Accounting.....3 hours

BUSN 2643 Managerial Accounting .....3 hours

**Government..... 3 hours**

POLS 2113 State & Local Government .....3 hours

**Criminal Justice ..... 6 hours**

CJPS 2013 Criminal Law I.....3 hours

CJPS 2023 Criminal Law II.....3 hours

**Electives .....0-3 hours**

CJPS 2033 Criminal Evidence .....3 hours

CJPS 2043 Criminal Procedures.....3 hours

CJPS 2063 Criminal Investigation .....3 hours

HIST 1113 Oklahoma History.....3 hours

HIST 1223 Early Civilization .....3 hours

HIST 1323 Modern Civilization .....3 hours

HIST 1483 American History to 1876 .....3 hours

HIST 1493 American History from 1876 .....3 hours

PSYC 1113 Introduction to Psychology .....3 hours

PSYC 2113 Psychology of Personality Adjustment .....3 hours

PSYC 2313 Developmental Psychology.....3 hours

SOCI 1113 Principles of Sociology.....3 hours

SOCI 2323 Social Problems.....3 hours

**EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution.*

## ASSOCIATE IN ARTS (AA) PSYCHOLOGY

### Goal Statement

To stimulate an appreciation for the social sciences and the direct relationship to human welfare, and afford an enriched background for undergraduate study.

### Program Objectives

1. Graduates will successfully transfer Psychology courses to a four-year institution.
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method of behavior.
  - b. Apply knowledge and understanding of the psychological principles of human behavior.
  - c. Distinguish among the seven contemporary approaches to psychology and identify contributors to each approach.
  - d. Discuss why biology, environment, mental processes, social world, culture, and individual variations are significant in the study of psychology.
  - e. Analyze the interaction of physical, social, and cognitive development and how they affect each of the developmental stages.
  - f. Cultivate the ability to engage in critical thinking.
  - g. Apply psychological concepts to a global setting.
  - h. Graduates will successfully transfer psychology courses to a four-year institution.

## ASSOCIATE IN ARTS (AA) PSYCHOLOGY

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements..... 37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
MATH 1513 College Algebra .....	3 hours
Computer Literacy .....	3 hours
One Course from any Liberal Arts, Social Science, Foreign Language, or Fine Arts .....	3-4 hours

**Program Requirements\* ..... 24 hours**

*(\*Check catalog course listings section for prerequisites)*

**Psychology..... 12 hours**

PSYC 1113 Intro to Psychology .....	3 hours
PSYC 2213 Introduction to Psychology of Personality.....	3 hours
PSYC 2313 Developmental Psychology .....	3 hours
PSYC 2543 Introduction to Social Psychology .....	3 hours

**Statistics..... 3 hours**

STAT 2013 Elementary Statistics .....	3 hours
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**Electives ..... 9 hours**

GEOG 2243 Intro to Geography .....	3 hours
HIST 1223 Early Civilization .....	3 hours
HIST 1323 Modern Civilization .....	3 hours
PSYC 2113 Introduction to Psychology of Adjustment (Course Title Change) .....	3 hours
PSYC 2300 Special Topic (Course Addition) .....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
SOCI 2113 Intro to Social Services .....	3 hours
SOCI 2313 Intro to Counseling.....	3 hours
SOCI 2323 Social Problems.....	3 hours
SOCI 2413 Introduction to Cultural Anthropology .....	3 hours
SOCI 2423 Sociology of the Family.....	3 hours
SPCH 1013 Principles of Listening.....	3 hours

*\*For required courses, see Advisor and catalog of transfer institution.*

**EDUC 2320 Outcomes Assessment**

Effective Fall 2010

## **ASSOCIATE IN ARTS (AA) SOCIOLOGY**

### **OPTION: CRIMINAL JUSTICE/POLICE SCIENCE**

#### **Goal Statement**

To help prepare students for a career in the criminal justice system.

#### **Program Objectives**

1. Graduates will successfully transfer Criminal Justice courses to a four-year institution.
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method to behavior.
  - b. Understand the various areas of the criminal justice system.
  - c. Think Critically.
  - d. Think Globally.



## ASSOCIATE IN ARTS (AA) SOCIOLOGY

### OPTION: CRIMINAL JUSTICE/POLICE SCIENCE

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements..... 37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
College Mathematics.....	3 hours
Computer Literacy .....	3 hours
One Course from any Liberal Arts, Social Science, Foreign Language, or Fine Arts .....	3-4 hours

**Program Requirements ..... 24 hours**

*(\*Check catalog course listings section for prerequisites)*

**Criminal Justice/Police Science..... 21 hours**

CJPS 1303 Introduction to Criminal Justice.....	3 hours
CJPS 2013 Criminal Law I.....	3 hours
CJPS 2023 Criminal Law II.....	3 hours
CJPS 2033 Police Report Writing.....	3 hours
CJPS 2043 Criminal Procedures.....	3 hours
CJPS 2063 Criminal Investigation .....	3 hours
CJPS 2073 Street Survival .....	3 hours

**Electives ..... 3 hours**

BUSN 2113 Macroeconomics .....	3 hours
*BUSN 2213 Microeconomics .....	3 hours
CJPS 2300 Criminal Justice Externship .....	3 hours
GEOG 2243 Intro to Geography .....	3 hours
HIST 2223 Black American History .....	3 hours
HIST 2423 US Indian History .....	3 hours
PSYC 1113 Introduction to Psychology .....	3 hours
*PSYC 2113 Psychology of Personality Adjustment.....	3 hours
*PSYC 2313 Developmental Psychology .....	3 hours
SOCI 1113 Principles of Sociology.....	3 hours
*SOCI 2113 Intro to Social Services.....	3 hours
*SOCI 2313 Intro to Counseling .....	3 hours
*SOCI 2323 Social Problems .....	3 hours
*SOCI 2413 Intro to Cultural Anthropology .....	3 hours
*SOCI 2423 Sociology of the Family .....	3 hours
*SOCI 2523 Social Psychology .....	3 hours

**EDUC 2320 Outcomes Assessment**

\*For required courses, see Advisor and catalog of transfer institution.

## **ASSOCIATE IN ARTS (AA) SOCIOLOGY**

### **OPTION: PRE-SOCIAL WORK**

#### **Goal Statement**

To help students see the impact of social forces and trends on human relations and life in society and the various areas of social services.

#### **Program Objectives**

1. Graduates will successfully transfer Pre-Social Work courses to a four-year institution.
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method to behavior.
  - b. Understand the influence of social institutions and groups on human behavior.
  - c. Understand the various areas of social services.
  - d. Think Critically.
  - e. Think Globally.

## ASSOCIATE IN ARTS (AA) SOCIOLOGY

### OPTION: PRE-SOCIAL WORK

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements..... 37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
College Mathematics.....	3 hours
Computer Literacy .....	3 hours
One Course from any Liberal Arts, Social Science, Foreign Language, or Fine Arts .....	3-4 hours

**Program Requirements ..... 24 hours**

*(\*Check catalog course listings section for prerequisites)*

**Sociology..... 18 hours**

SOCI 1113 Principles of Sociology .....	3 hours
SOCI 2113 Intro to Social Services .....	3 hours
SOCI 2313 Intro to Counseling.....	3 hours
SOCI 2323 Social Problems.....	3 hours
SOCI 2413 Intro to Cultural Anthropology .....	3 hours
SOCI 2423 Sociology of the Family.....	3 hours

**Psychology..... 3 hours**

PSYC 1113 Intro to Psychology .....	3 hours
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**Statistics..... 3 hours**

STAT 2013 Elementary Statistics .....	3 hours
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**Electives .....0-3 hours**

BUSN 2113 Macroeconomics .....	3 hours
BUSN 2213 Microeconomics.....	3 hours
*PSYC 2113 Psychology of Adjustment .....	3 hours
*PSYC 2313 Developmental Psychology .....	3 hours
*SOCI 2523 Social Psychology .....	3 hours

**EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution.*

Effective Fall 2009

## **ASSOCIATE IN ARTS (AA) SOCIOLOGY**

### **OPTION: PRE-PROFESSIONAL SOCIOLOGY**

#### **Goal Statement**

To help students see the impact of social forces and trends on human relations and life in society and the various areas of social services.

#### **Program Objectives**

1. Graduates will successfully transfer Pre-Social Work courses to a four-year institution
2. Students will demonstrate the ability to:
  - a. Recognize that the basis for knowledge in the social sciences is grounded in the application of the scientific method to behavior.
  - b. Understand the influence of social institutions and groups on human behavior.
  - c. Understand the various areas of social services.
  - d. Think Critically.
  - e. Think Globally.

## ASSOCIATE IN ARTS (AA) SOCIOLOGY

### OPTION: PRE-PROFESSIONAL SOCIOLOGY

**Total Minimum Degree Hours .....61 Hours**

**General Education Requirements..... 37 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government .....	3 hours
Lab Science .....	4-5 hours
Science .....	3-5 hours
Humanities .....	6 hours
College Mathematics.....	3 hours
Computer Literacy .....	3 hours
One Course from any Liberal Arts, Social Science, Foreign Language, or Fine Arts .....	3-4 hours

**Program Requirements ..... 24 hours**

*(\*Check catalog course listings section for prerequisites)*

**Sociology..... 18 hours**

SOCI 1113 Principles of Sociology .....	3 hours
*SOCI 2113 Intro to Social Services.....	3 hours
*SOCI 2313 Intro to Counseling .....	3 hours
*SOCI 2323 Social Problems .....	3 hours
*SOCI 2413 Intro to Cultural Anthropology .....	3 hours
*SOCI 2423 Sociology of the Family .....	3 hours

**Psychology..... 3 hours**

PSYC 1113 Intro to Psychology .....	3 hours
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**Statistics..... 3 hours**

STAT 2013 Elementary Statistics .....	3 hours
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**\*\*Suggested Electives .....0-3 hours**

*PSYC 2113 Psychology of Adjustment .....	3 hours
*PSYC 2313 Developmental Psychology .....	3 hours
*SOCI 2523 Social Psychology .....	3 hours

**EDUC 2320 Outcomes Assessment**

*\*For required courses, see Advisor and catalog of transfer institution.*

Effective Fall 2009

# **CERTIFICATE OF ACHIEVEMENTS**

<b>Certificate of Achievement (CA) Agricultural Equine Technology.....</b>	<b>93</b>
<b>Certificate of Achievement (CA) Child Development .....</b>	<b>95</b>
<b>Certificate of Mastery (CM) Child Development .....</b>	<b>97</b>

Certificates of Achievement are conferred upon students who complete an approved certificate program. Certificates are awarded for completion of specific courses in Associate of Applied Science degree programs.

The Certificate program requires the satisfactory completion of required courses with an overall grade point average of 2.00 (C). Students should consult the division chairperson in their department of study for information. Applications for Certificates may be made in the Registrar's Office

## **CERTIFICATE OF ACHIEVEMENT (CA) AGRICULTURAL EQUINE TECHNOLOGY**

### **Goal Statement**

The Equine Technology courses provide a foundation for the knowledge of how to successfully begin to work in the horse industry, and learn to apply training methods that will be beneficial to future employers. The program is offered to educate students to a level of competence and proficiency that will enable them to advance themselves in a specialized area of the industry after graduation. The application of principles and standards is encouraged through lab classes with hands on experience, theory classes, interaction with the public, and involvement with equine activities. This program is designed to specifically meet the needs of students wanting to be employed in the equine industry, which desire a foundation of knowledge and experience that will allow them to meet the needs of potential employers.

### **Program Objectives**

1. Students will successfully complete the Equine Technology program.
2. Students will demonstrate the ability to:
  - a. Apply the basic foundations of horse training.
  - b. Develop a level of competency in western equitation and then match their skill level with an unbroken two-year old.
  - c. Begin to specialize in an area of the horse industry.
  - d. Manage the daily duties that come with working in the horse industry.
  - e. Identify practical health and safety aspects of the horse.
  - f. Develop the students' communication skills to correctly talk with horse owners and professionals in the industry.
  - g. Develop properly functioning citizenship abilities.
  - h. Think critically.
  - i. Think globally.



## CERTIFICATE OF ACHIEVEMENT (CA) AGRICULTURAL EQUINE TECHNOLOGY

**Total Minimum Certificate Hours..... 30 Hours**

**Required Equine Technology Courses .....20 hours**

*(\*Check catalog course listings section for prerequisites)*

AGEQ 1113 Skeletal Equine Anatomy .....	3 hours
AGEQ 1123 Internal Equine Anatomy.....	3 hours
AGEQ 1132 Equine Evaluation .....	2 hours
AGEQ 1226 Basic Care and Training .....	6 hours
AGEQ 1236 Advanced Care and Training .....	6 hours

**Support and Related Courses.....10 hours**

AGRI 2113 Microcomputers in Agriculture .....	3 hours
BIOL 1114 General Biology .....	4 hours
ENGL 1113 English Comp I.....	3 hours
HIST 1483 or HIST 1493 History of the U.S.....	3 hours
HUMN 1113 Art Appreciation .....	3 hours
HUMN 2113 or HUMN 2223 General Humanities .....	3 hours
PHED 1411 Varsity Athletics Fitness Rodeo.....	1 hour
PHED 1421 Varsity Athletics Fitness Rodeo.....	1 hour
POLS 1113 American Federal Government.....	3 hours
PSYC 1113 Introduction to Psychology.....	3 hours
SOCI 1113 Principles of Sociology .....	3 hours
SPCH 1013 Principles of Listening .....	3 hours

**EDUC 2320 Outcomes Assessment**

## CERTIFICATE OF ACHIEVEMENT (CA) CHILD DEVELOPMENT

### Goal Statement

The Child Development courses provide a foundation for the knowledge of how children grow and learn optimally and the transfer of that knowledge into practice through lab experience. The program is offered to educate students to a level of competence and proficiency that will enable them to provide quality care to young children in various early learning environments. The application of principles and standards is encouraged through problem solving, resource gathering, working with families, and involvement in professional organizations. The instructional activities and related services to support the student's academic endeavors, strives to focus on the Developmentally Appropriate Practice standards set forth by the National Association for the Education of Young Children. This program will enable students to transfer these credits toward the Associate of Arts degree or the Associate of Applied science degree plans. This program is designed to specifically meet the needs of the "lead teacher" qualification for the tiered quality rating system of DHS as well as satisfy the educational requirements for the Child Development associate credential.

### Program Objectives

1. Students will successfully complete the Child Development Associate Credential Awarded by the CDA Council (NAEYC).
2. Students will demonstrate the ability to:
  - a. Recognize that children's development is qualitatively different from adults.
  - b. Identify the various stages of development according to psycho-social, cognitive, and social theories.
  - c. Identify the ways in which children learn and apply techniques to assist children in that learning.
  - d. Apply guidance and discipline principles to classroom management and to specific situations.
  - e. Recognize that the family is of utmost importance to the child and that family involvement benefits the child.
  - f. Analyze the various socializing agents and influences on the child.
  - g. Apply ethical standards of conduct in early learning environments.
  - h. Engage in discussion and debate in various current issues in child development.
  - i. Plan, execute, and evaluate developmentally appropriate activities and programs.
  - j. Understand that "subject" areas are integrated throughout curriculum.
  - k. Recognize and demonstrate that health and safety issues are fundamental to learning and that these components are integrated in all aspects of an early learning environment.
  - l. Understand children's need to belong and discover ways to develop a caring community of learners.
  - m. Develop properly functioning citizenship abilities.
  - n. Think critically.
  - o. Think globally.

## CERTIFICATE OF ACHIEVEMENT (CA) CHILD DEVELOPMENT

**Total Certificate Hours ..... 33 hours**

**Communications..... 3 hours**

ENGL 1113 English Comp I ..... 3 hours

**Child Development Requirements..... 15 hours**

*(Check catalog course listings section for prerequisites)*

CHDV 1113 Professional Preparation\* ..... 3 hours

CHDV 1323 Health & Safety of Young Child ..... 3 hours

CHDV 2523 Child Growth and Development ..... 3 hours

CHDV 2533 Guidance of Young Children ..... 3 hours

CHDV 2563 Child and Family in Society ..... 3 hours

*(\*If CDA certification was obtained prior to enrollment, an elective may be substituted)*

**Child Development Electives ..... 15 hours**

CHDV 2223 Creative Experiences for Young Children\*\* ..... 3 hours

CHDV 2233 Math, Science, and Social Studies\*\* ..... 3 hours

CHDV 2243 Language and Literacy Development\*\* ..... 3 hours

CHDV 2433 Professional Development\*\*\* ..... 3 hours

CHDV 2553 Program Planning\*\* ..... 3 hours

CHDV 2573 Children with Special Needs\*\* ..... 3 hours

CHDV 2300 Special Topics\*\*\* ..... 1-2 hours

CHDV 2440 Externship\*\*\* ..... 1-3 hours

**\*\*Prerequisite:** CHDV 2523 Child Growth and Development

**\*\*\*Permission of Instructor Required.**

**EDUC 2320 Outcomes Assessment**

## CERTIFICATE OF MASTERY (CM) CHILD DEVELOPMENT

**Total Certificate Hours.....18 hours**

**Communications .....3 hours**

ENGL 1113 English Comp I .....3 hours

**Child Development Requirements.....15 hours**

CHDV 1113 Professional Preparation\* .....3 hours

CHDV 2523 Child Growth and Development.....3 hours

CHDV 2533 Guidance of the Young Child.....3 hours

CHDV 2563 Child and Family in Society .....3 hours

(\* if CDA certification was obtained prior to enrollment, an elective may be substituted)

**One course from the selection below:**

CHDV 1323 Health & Safety Young Child .....3 hours

CHDV 2223 Creative Experiences for Young Children\*\* .....3 hours

CHDV 2233 Math, Science, and Social Studies\*\* .....3 hours

CHDV 2243 Language and Literacy Development\*\* .....3 hours

CHDV 2573 Children with Special Needs\*\* .....3 hours

**EDUC 2320 Outcomes Assessment**

# APPLIED TECHNOLOGY

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## **Associate in Applied Science (AAS) Applied Technology**

Cooperative Agreements with Indian Capital Technology Centers .....	99
Applied Technology-Navy Option .....	101
Applied Technology Industrial Technology Option – OG&E .....	102

## **ASSOCIATE IN APPLIED SCIENCE (AAS) APPLIED TECHNOLOGY**

### **Cooperative Agreements with *Indian Capital Technology Center***

#### **Program Objectives**

1. To provide a program that allows transfer credit toward program requirements in the technical area from employee training programs (the U.S. Navy and OG&E).
2. To provide a program that allows transfer credit toward program requirements in the technical area from area technology centers in specified programs through cooperative agreements (Indian Capital Technology Center and Northeast Technology Center).
3. To provide a program that will articulate and transfer into bachelor's degree technology programs (with Northeastern State College).
4. To provide the general education courses necessary for a student to complete an Associate of Applied Science program.

# ASSOCIATE IN APPLIED SCIENCE (AAS) APPLIED TECHNOLOGY

Cooperative Agreements with *Indian Capital Technology Centers*

**Total Minimum Degree Hours.....62 Hours**

**General Education Requirements .....32 hours**

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government.....	3 hours
College Mathematics .....	3 hours
COMS 1133 Fundamentals of Computer Usage.....	3 hours
GPS 1103 and GPS 1101 or PHYS 1114 .....	4-8 hours
or BIOL 1314 Anatomy & Physiology I or BIOL 1324 Anatomy & Physiology II for Radiology Tech Majors	
PSYC 1113 General Psychology.....	3 hours
BUSN 2143 Principles of Management.....	3 hours
BUSN 2300 Special Topic, Business Communications .....	2 hours
2 hours of BUSN Special Topics are permitted	

*Specific courses for the AAS in Applied Technology are determined by each student's enrollment in programs at Indian Capital Technology Center. See the Registrar's Office for further information.*

**Program Requirements.....30 hours**

TEC 1002 Intro to Technology Studies.....	2 hours
TEC 1012 Safety .....	2 hours
TEC 1022 Equipment/Tool Operation & Management.....	2 hours
TEC 1033 Beginning Applications I .....	3 hours
TEC 1045 Beginning Applications II .....	5 hours
TEC 1053 Intermediate Applications I .....	3 hours
TEC 1065 Intermediate Applications II .....	5 hours
TEC 2023 Advanced Applications I .....	3 hours
TEC 2035 Advanced Applications II .....	5 hours
TEC 2043 Special Topics I .....	3 hours
TEC 2055 Special Topics II .....	5 hours
TEC 2063 Special Projects I.....	3 hours
TEC 2075 Special Projects II.....	5 hours
TEC 2083 Job Readiness.....	3 hours
TEC 2093 Field Internship I .....	3 hours
TEC 2106 Field Internship II.....	6 hours

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

## ASSOCIATE IN APPLIED SCIENCE (AAS) APPLIED TECHNOLOGY-NAVY OPTION

**Total Minimum Degree Hours ..... 63 Hours**

**General Education Requirements.....21 hours**

*(\*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I .....	3 hours
ENGL 1213 English Comp II .....	3 hours
HIST 1483 or HIST 1493 .....	3 hours
MATH 1513 College Algebra .....	3 hours
POLS 1113 American Federal Government .....	3 hours
SPCH 1113 Intro to Oral Communication .....	3 hours
COMS 1133 Fundamentals of Computer Usage .....	3 hours

**Guided Electives .....12 hours**

**Science.....4 hours**

GPS 1103 General Physical Science & General Physical Science 1101 .....	4 hours
PHYS 1114 General Physics I.....	4 hours
PHYS 1214 General Physics II.....	4 hours

**Psychology .....3 hours**

PSYC 1113 Introduction to Psychology .....	3 hours
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**Business Training .....5 hours**

BUSN 2103, BUSN 2143, BUSN 2153, or BUSN 2300 .....	5 hours
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**Program Requirements\* .....30 hours**

Navy Block Training .....	30 hours
<i>(*See Registrar's Office for Program Approval)</i>	

**Navy Ratings with Courses and ACE Credits\***

*(\*See Ratings Details of programs at end of Catalog Section)*

1. AECF Electronics Technician (ET) .....	37 hours
2. AECF Fire Controlman (FC) .....	34 hours
3. Aviation Electronics Technician (AT) .....	41 hours
4. Fire Control Technician (FT).....	44 hours
5. Machinist's Mate (Submarines) MM (SS) .....	51 hours
6. Nuclear Field Electrician's Mate (NF EM) .....	59 hours
7. Nuclear Field Electronics Technician (NF ET) .....	64 hours
8. Nuclear Field Machinist Mate (NF MM) .....	54 hours

**EDUC 2320 Outcomes Assessment**

Effective Fall 2009



## ASSOCIATE IN APPLIED SCIENCE (AAS)

### APPLIED TECHNOLOGY INDUSTRIAL TECHNOLOGY OPTION - OG&E

<b>Program Requirements.....</b>	<b>63 Hours</b>
<b>General Education Requirements.....</b>	<b>21 hours</b>
(*Check catalog course listings section for prerequisites)	
<b>Communications.....</b>	<b>9 hours</b>
ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communication.....	3 hours
<b>History and Government.....</b>	<b>6 hours</b>
HIST 1483 or HIST 1493 .....	3 hours
POLS 1113 American Federal Government.....	3 hours
<b>Mathematics.....</b>	<b>3 hours</b>
MATH 1513 College Algebra or Above .....	3 hours
<b>Computer Science.....</b>	<b>3 hours</b>
COMS 1133 Fund of Computer Usage .....	3 hours
<b>Technical Occupational Specialty.....</b>	<b>42 hours</b>

*Students must complete the certified coursework and job performance measures (2,080 hours) at the OG&E Energy Corporation in the areas of Plant Operations, Instrumentation and Control, Plant Electricians, and Plant Mechanics at the following levels:*

#### Apprenticeship Level C-1, C-2, and C-3

Safety-- PPE and First-aid, Fall Suppression, Worker Right to Know/HAZCOM, Envirochemical, Confined Space, Basic Shop Equipment, Prints & Drawings, Clearance Procedures, Fuel Systems, SAP Notifications & Confirmation Notes, Ash Removal Systems, Circulating Water Systems, Steam Cycle, Compressed Air Systems, Turbine Auxiliaries, Generator, Plant Electrical Systems, Water Treatment, Plant Instrumentation, Fire Protection Systems, Hand Signals, Electrical Circuit Basics.

#### Apprenticeship Level B-1 and B-2

Coal System, Pulverizer and Feeders, Ash Systems, Closed Cooling Water System, Stator Cooling Water System, MCC Breaker System, Motor Megger, Pump/Motor Rigging & Removal, Small Motor (25 HP or Less) Overhaul, Tubing and Fittings, Metal Work and Welding, Main Turbine, Generator and Turbine Lube Oil Systems, Hydrogen Seal Oil System, Pump Seal Inspection, Heat Exchanger Inspection and Repair, Calibrate Gauge, Test & Repair Pressure Switches.

#### Apprenticeship Level A-1 and A-2

Control Loops, Piping, Condensate System, Feedwater System, Steam System, Closed Cooling Water System, Fuel System--Gas/Oil, Fuel System--Coal, Plant/Service Air System, Instrument/Control Air Systems, Emergency Generator, Waste Water Treatment System, Circulating Water System, Calibrate a Transmitter, Freeze Protection System, Centrifugal Pump, Test & Calibrate Positioners & Actuators, Lube Oil Systems, Generator/Electrical System, Test & Repair Pneumatic & Electronic Solenoid, Small Valve Refurbishment, Troubleshoot and Repair a Piston Actuator, Pump Bearing Inspection.

***Students are required to pass certifications for each level before credit can be transcribed.***

<b>TOTAL CREDIT HOURS REQUIRED.....</b>	<b>63 hours</b>
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**EDUC 2320 Outcomes Assessment**

Effective Fall 2009

# COURSE DESCRIPTIONS

All course descriptions are arranged in alphabetical order by course or program prefix, then by numerical order within the prefix.

Included in the description is the course prefix and number, name of course, number of credit hours, brief overview of course content, any required course prerequisites, the semester the course is offered and general education codes, if warranted.

**Course Numbering**--Each course carries a four-digit number. The first digit indicates the class year in which the course is usually taken; the second and third digits identify the course within the subject field; and the last digit indicates the number of credit hours the course carries. A course number beginning with "0" indicates that the course does not carry credit hours applicable to a degree.

**General Education Codes**--Code letters identify courses used to fulfill general education requirements in humanities and social science. These letters appear preceding the course description.

(H) = Humanities

(S) = Social Science

## AGRICULTURAL COMMUNICATIONS (AGCM)

**AGCM 2113 Communications in Agriculture** ..... 3 Credits

Class 3. *Prerequisite:* ENGL 1113 - This course focuses on the fundamentals of agricultural news writing and other communication methods. Students will learn about careers in and the role of the media in agriculture and related fields.

## AGRICULTURAL ECONOMICS (AGEC)

**AGEC 2114 - Introduction to Agriculture Economics**..... 4 Credits

(S) Class 4. A comprehensive introduction economics course with emphasis on the economics of agriculture, the food industry and natural resources in the global context. The course includes both microeconomic and macroeconomic concepts. The microeconomics portion of the course emphasizes production economics and the theory of the consumer. The macroeconomics portion deals with the role of government in the domestic and global environment.

## AGRICULTURAL EDUCATION (AGED)

**AGED 2113 Introduction to Agricultural Education**..... 3 Credits

Class 3. This course focuses on the fundamentals of teaching in an agricultural classroom or setting. Students will learn about careers in and the role of a teacher/presenter in agriculture and related fields.

## AGRICULTURAL LEADERSHIP (AGLE)

**AGLE 2303 Personal Leadership Development in Agricultural Sciences and Natural Resources**..... 3 Credits

Class 3. This course focuses on the development of leadership skills as they pertain to the Agriculture Industry and Career Fields. Students will also explore how leaders identify key attributes of leadership and link them to their own unique vision, values, and personal strengths.

## AGRICULTURE ENGINEERING (AGEN)

**AGEN 1123 - Engineering in Agriculture**..... 3 Credits

Class 3. A study of the use of machines, power, and engineered systems for the production and processing of agricultural products. Applications are made in land and water resources development and utilization.

## AGRICULTURE EQUINE TECHNOLOGY (AGEQ)

**AGEQ 1113 - Skeletal Equine Anatomy and Technology**..... 3 Credits

Class 3. *Prerequisite:* Consent of instructor. The course is a survey of the structure of the horse. The student is required to learn all bones, muscles, and tendons in the anatomy and physiology of the horse. This course also includes basic health indications and first aid treatments.

**AGEQ 1123 - Internal Equine Anatomy and Technology**..... 3 Credits

Class 3. *Prerequisite:* AGEQ 1113 - Skeletal Equine Anatomy and Technology or consent of instructor. Course includes the study of the respiratory, circulatory, digestive, urinary, and nervous systems. Additional topics include basic genetics and a practical study of feeds, nutrition, and ration balancing.

**AGEQ 1132 - Equine Evaluation** ..... 2 Credits

Class 1, Lab 3. *Prerequisite:* AGEQ 1113 - Skeletal Equine Anatomy and Technology and/or consent of instructor. The study of equine selection procedures as a form to function process. Incorporates the application of oral reasons.

**AGEQ 1226 - Basic Care and Training**..... 6 Credits

Class 0, Lab 15. *Prerequisite:* Consent of the instructor. This course has two sections. Section 1, Western Equitation, develops student's basic riding skills and prepares them for colt training in AGEQ 1236 – *Advanced Care and Training* course. Section 2, students care for, gentle, and train an unbroken horse.

<b>AGEQ 1236 - Advanced Care and Training</b> .....	<b>6 Credits</b>
Class 0, Lab 15. <i>Prerequisite:</i> AGEQ 1226 - Basic Care and Training and AGEQ 1113 - Skeletal Equine Anatomy and Technology, and/or consent of the instructor. This class is divided into two sections. In each section students will be assigned a green-break colt to advance beyond the objectives of AGEQ 1226 – Basic Care and Training course.	
<b>AGEQ 2123 - Equine Advertising and Marketing</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> AGEQ 2113 – Equine Nutrition and Health, and/or consent of the instructor. This course is designed to study and understand the skills and knowledge needed to advertise and sell horses. It includes the study of different methods of sale and advertising media layout.	
<b>AGEQ 2133 - Equine Breeding and Management</b> .....	<b>3 Credits</b>
Class 3. A course designed to review the reproductive systems of the horse. Includes field trips to various breeders to study breeding methods.	
<b>AGEQ 2142 - Equine Halter &amp; Performance Evaluation</b> .....	<b>2 Credits</b>
Class 1, Lab 3. <i>Prerequisite:</i> AGEQ 1132 – Equine Evaluation, and/or consent of the instructor. Students will be given the opportunity to apply the basic techniques of Equine Evaluation as it pertains to actual judging experience. It includes evaluation of conformation and performance, and expression of oral reasons.	
<b>AGEQ 2226 - Specialized Equine Training</b> .....	<b>6 Credits</b>
Class 0, Lab 15. <i>Prerequisite:</i> AGEQ 1236 – Advanced Care and Training, and/or consent of the instructor. This course is divided into two sections. Section 1, English Equitation, introduces students to beginning English equitation. Proper body, hand, and leg placement and control are stressed. In Section 2, the student is required to advance a horse beyond the objectives of AGEQ 1236 – Advanced Care and Training. Upon selection of the approach that best meets the students' interests, students will advance a horse from a "pleasure" or a "working performance" approach, both disciplines advancing toward a "more finished" horse.	
<b>AGEQ 2223 - Advanced Performance Training</b> .....	<b>3 Credits</b>
Class 0, Lab 6. <i>Prerequisite:</i> AGEQ 1226 – Basic Care and Training, AGEQ 1236 – Advanced Care and Training, and AGEQ 2226 – Specialized Equine Training, or consent of the instructor. Students will be assigned a green-break horse to advance beyond the objectives met in AGEQ 1226 – Basic Care and Training, and AGEQ 1236 – Advanced Care and Training.	
<b>AGEQ 2246 - Equine Externship</b> .....	<b>6 Credits</b>
Class 0, Lab 20. <i>Prerequisite:</i> Completion of all required courses in the Equine Technology Program or completion of the freshman year. Externship may be assigned during summer between freshman and sophomore years. Must have consent of the instructor. Students will be placed under the guidance of a prominent horseman in the industry who specializes in the students' main area of interest. At the end of the externship, the student will return to the campus for a seminar and analysis.	
<b>AGEQ 2250 - Individual Practicum</b> .....	<b>1-6 Credits</b>
Lab Varies. <i>Prerequisites:</i> Completion of all required courses in the Equine Technology Program and consent of the instructor. Designed to meet the needs of individual students who are not participating in the Externship Program. The student will green-break a horse and continue with it through advanced training under minimal supervision.	
<b>AGEQ 2300 - Special Topics (Equine)</b> .....	<b>1-5 Credits</b>
<i>Prerequisite:</i> Consent of the instructor. The study and/or analysis of a selected topic in Equine Technology. Individual and/or group study. May be repeated with a different topic.	

## AGRICULTURE (AGRI)

<b>AGRI 1111 - Agriculture Orientation</b> .....	<b>1 Credit</b>
Class 1. Required of all agriculture students. Methods of study, advertisement, organization of curriculum, and discussion of requirements and job opportunities in the various fields of agriculture.	
<b>AGRI 2003 Agriculture and the Environment</b> .....	<b>3 Credits</b>
Class 3. A study of contemporary issues related to agriculture and the environment including conservation of natural resources, water quality, use of fertilizer and chemicals, intensive animal production, animal well-being, land utilization, and use of genetically engineered plants and animals.	
<b>AGRI 2113 Microcomputer Techniques In Agriculture</b> .....	<b>3 Credits</b>
Class 3. An introduction to the operation and capabilities of microcomputers in agricultural applications. Course content will include the development of basic Internet skills in addition to word processing spreadsheet design and application, data management, and graphics/presentation development.	
<b>AGRI 2300 - Special Topics</b> .....	<b>1-5 Credits</b>
Class 1, Lab 5. <i>Prerequisite:</i> Consent of the instructor. The study and/or analysis of a selected topic in Agriculture. Individual and/or group study. May be repeated with a different topic.	

## AGRONOMY (AGRO)

<b>AGRO 1214 - Introduction to the Plant Sciences</b> .....	<b>4 Credits</b>
Class 3, Lab 2. Plant production and its effect upon world food supplies. Discussion of plant origin, distribution, classification, production, botany, propagation and methods of improvement. Cropping systems, tillage methods, harvesting and utilization of economic plant.	

- AGRO 2114 - Fundamentals of Soil Science** ..... 4 Credits  
Class 3, Lab 2. The origin, formation, composition, and classification of soils and the principal chemical, physical, and biological properties of soils in relation to plant growth, soil productivity, and land use.
- AGRO 2123 - Crop Adaptation and Distribution** ..... 3 Credits  
Class 2, Lab 2. *Prerequisite:* AGRO 1214 – *Introduction to Plant Sciences*. Climatic, edaphic, biotic, and genetic factors determining crop adaptation and distribution; global climate and the nature of species' adaptation.

## ANIMAL SCIENCE (ANSI)

- ANSI 1102 - Live Animal Evaluation** ..... 2 Credits  
Lab 3. Using tools for selection, including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, horses, and poultry.
- ANSI 1124 - Introduction to the Animal Sciences** ..... 4 Credits  
Class 3, Lab 2. Students are introduced to the production, marketing, and distribution of meat, milk, eggs, and other animal products. Also includes the study of commodity specialization, world need, and distribution of farm animals.
- ANSI 2122 - Advanced Live Animal Evaluation** ..... 2 Credits  
Lab 3. *Prerequisite:* ANSI 1102 - *Live Animal Evaluation*. Using basic techniques acquired in ANSI 1102 – Live Animal Evaluation, students will advance skills in the visual and objective appraisal of cattle, sheep, swine, and horse.
- ANSI 2213 - Livestock Feeding** ..... 3 Credits  
Class 3. Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation.
- ANSI 2302 - Purebred Livestock Sales Management** ..... 2 Credits  
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale.
- ANSI 2323 - Meat Animal and Carcass Evaluation** ..... 3 Credits  
Class 1, Lab 4. *Prerequisite:* ANSI 1124 – *Introduction to Animal Sciences*. A study of the selection of carcasses and wholesale cuts of beef, pork, and lamb. Also includes factors influencing grades, yields and values in cattle, swine, and sheep.

## ART (ART)

- ART 1113 - Fundamentals of Art I** ..... 3 Credits  
Class 3. A foundation course in drawing and composition expressed through drawing. It is designed to develop the student's power of observation and graphic expression; composition expressed through drawing, emphasizing the basic art principles underlying the fine and applied arts in present day civilization.
- ART 1213 - Basic Drawing I** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 – *Fundamentals of Art I* or concurrently with ART 1113. Object drawing emphasizing line, shape, form, value, and texture.
- ART 1313 - Basic Color and Design** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 - *Fundamentals of Art I* or concurrently with ART 1113. For art major. Exploration and execution of design problems as they relate to color theory, harmonics and contrast.
- ART 2113 - Figure Drawing** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 – *Fundamentals of Art I* and ART 1213 – *Basic Drawing*. Drawing from the human figure, the use of perspective, kinesthetic, observation and articulation are stressed with emphasis on artistic anatomy.
- ART 2213 - Watercolor I** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 – *Fundamentals of Art I*. Students are taught techniques of handling watercolor. Emphasis is placed on artistic composition and the student's method of expression.
- ART 2313 - Painting I** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 – *Fundamentals of Art I* and ART 1213 – *Basic Drawing I*. The medium techniques used in various approaches to problem solving; with emphasis on fundamentals of painting.
- ART 2323 - Introduction to Printmaking** ..... 3 Credits  
Class 3. *Prerequisite:* ART 1113 – *Fundamentals of Art I* or ART 1213- *Basic Drawing I*, or concurrent enrollment in either course. This studio course introduces students to the basic techniques of monoprints and the intaglio process. It includes the foundations of design, color, and composition.
- ART 2300 - Special Topics in Art** ..... 1-3 Credits  
*Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in Art. Individual and/or group study. May be repeated with a different topic.

## BIOLOGY (BIOL)

### **BIOL 0124 - Concepts of Science ..... 0 Credit**

Class 3, Lab 2. *Prerequisite:* ACT Science, Math, Reading, and English subscores less than 19; or appropriate COMPASS Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and MATH 0013 Basic Math. THIS COURSE IS DESIGNED FOR STUDENTS MAJORING IN PRE-NURSING AND HEALTH CARE FIELDS ONLY AND IS RECOMMENDED FOR STUDENTS WITHOUT AN ADEQUATE LAB SCIENCE EXPERIENCE IN HIGH SCHOOL. This is a developmental science course designed to provide the student with the necessary background for success in collegiate level science. Students will learn the essentials of the structures (anatomy) and functions (physiology) of the human body. *This class does not satisfy a science requirement for graduation.*

### **BIOL 1113 - Introduction to Environmental Science ..... 3 Credits**

Class 3. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Math proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the biotic and abiotic factors in the environment as well as the relationships between individuals and populations of various species within communities and biomes on the Earth. Emphasis will be given to sources of pollution in the air, water, and soil.

### **BIOL 1114 - General Biology..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the structure and function of living organisms. Emphasis will be given to cells, energy transformation and metabolism, cellular reproduction, genetics, tissues, organs, organ systems, evolution, taxonomy, and biological diversity. For Biology majors and for non-majors.

### **BIOL 1314 - Anatomy and Physiology I..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body, chemistry, cells, and tissues and emphasizes the integration of the integumentary, skeletal, nervous, and endocrine body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*

### **BIOL 1324 - Anatomy and Physiology II..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body and emphasizes the integration of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*

### **BIOL 1404 - General Botany..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the structure and function of plants. Students are introduced to classification, evolution, cell biology, genetics, tissues, organs, and plant physiology.

### **BIOL 1604 - General Zoology..... 4 Credits**

Class 3, Lab 2. *Prerequisite:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the structure, function, and classification of animals. Study includes a summary of the major taxonomic levels from Protozoa through Chordate in both lecture and lab. Theories of organic evolution as well as animal anatomy, physiology, and behavior will be covered.

### **BIOL 2104 – Human Anatomy..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course). A study of the structure of the cells, tissues, organs, and organ systems of the human body. The laboratory activities will include those that consider both human and animal anatomy.

### **BIOL 2114 – Human Physiology ..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course). A study of the function of the cells, tissues, organs and organ systems of the human body. The laboratory activities will include those that consider both human and animal physiology.

### **BIOL 2124 – General Microbiology..... 4 Credits**

Class 3, Lab 3. *Prerequisites:* MATH 0123 Intermediate Algebra and CHEM 1315 (or permission of the Division Chair upon recommendation of the academic advisor), and BIOL 1114 (or equivalent biological lab course). A survey of viruses, bacteria, algae, fungi, and protozoa with the emphasis on morphology, methods, metabolism, genetics, life histories, and control.

### **BIOL 2300 – Special Studies in Biology ..... 1-5 Credits**

Class by Arrangement. *Prerequisite:* Permission of the instructor. The study and/or analysis of a selected topic in biology. Individual and/or group study. May be repeated with a different topic.



**BIOL 2313 – Human Ecology ..... 3 Credits**  
Class 3. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* The examination of the social aspects of humans in a human-centered ecological system. Discussion of population, human culture versus nature, institutions for environmental control and other appropriate topics will be covered.

**BIOL 2403 – General Entomology ..... 3 Credits**  
Class 2, Lab 2. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* A general study of the biology and taxonomy of insects and closely related animals. Topics include the anatomy, physiology, reproduction, metamorphosis, classification, and control of insects as well as the medical, agricultural, and economic impact of insects on the quality of human life. Lab will include identification and labeling of insects in an insect collection.

## BUSINESS (BUSN)

**BUSN 1113 – Business Principles ..... 3 Credits**  
Class 3. Designed to acquaint the student with the modern business world. It compasses business organization, records, financial organization risks, personnel, marketing, business association, business and its public.

**BUSN 1123 – Business Mathematics ..... 3 Credits**  
Class 3. Elementary algebraic operations with application to commercial problems.

**BUSN 1523 – Word Processing ..... 3 Credits**  
Class 3. A basic study of theory, terminology and hands-on experience in word processing, including transcription, copying, revising, recopying on electronic word processing equipment.

**BUSN 2103 – Business Communications ..... 3 Credits**  
Class 3. *Prerequisite: English 1113 – English Comp I and COMS 1133 – Fund of Computers.* This course covers communications by and for management, effective human relations, and the role of the written word. An introduction of principles, problems, and procedures of writing business messages.

**BUSN 2113 – Macroeconomics ..... 3 Credits**  
(S) Class 3. Covers the nature of our present economic system, fundamental elements and concepts in economic life, organization of production, value, price, and monetary system. Referred to as Macro-economics at various institutions.

**BUSN 2123 – Introduction to Finance ..... 3 Credits**  
Class 3. *Prerequisite: Permission of instructor.* Surveys methods of financing business enterprises and their relationships to personal and company investment policies.

**BUSN 2133 – Business Law ..... 3 Credits**  
Class 3. Course covers principles of business law and their application as they affect the average businessperson. Includes law and its administration, contract, principal and agents, negotiable instruments, principal and surety, insurer and insured. This course does not fulfill pre-law requirements.

**BUSN 2143 – Principles of Management ..... 3 Credits**  
A study of the major approaches and techniques of management. Studies organizing, planning, staffing, directing and controlling an organization. Also includes authority, responsibility, delegation and assignment of activities to personnel.

**BUSN 2153 - Human Relations ..... 3 Credits**  
A study of physiological, psychological, and social factors which affect human behavior. Personality traits, employer-employee relations, leadership qualities, and business ethics are emphasized.

**BUSN 2203 - Principles of Advertising ..... 3 Credits**  
Class 3. A study of the various advertising media affecting society today and its evaluation.

**BUSN 2213 - Microeconomics ..... 3 Credits**  
Class 3. *Prerequisite: BUSN 2113 - Macroeconomics.* This course is a continuation of Economics I ECON 2113. The nature of our present economic system. Referred to as Micro-economics at various institutions.

**BUSN 2300 - Special Topics ..... 1-5 Credits**  
Class 1, Lab 4. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in business. Individual and/or group study. May be repeated with a different topic. Credit 1 to 5 hours.

**BUSN 2423 – Desktop Publishing ..... 3 Credits**  
Class 3. *Prerequisites: COMS 1133 - Fundamentals of Computer Usage.* This course includes the production of documents commonly used in business and industry. Students will learn the production of business cards, letterhead, newsletters, calendars, pamphlets and basic web page design.

**BUSN 2543 – Financial Accounting ..... 3 Credits**  
Class 3. Analyzes financial accounting; theory of debits and credits, financial statements, use of journals, sole proprietorships, and corporation.

**BUSN 2643 – Managerial Accounting ..... 3 Credits**  
Class 3. *Prerequisite: BUSN 2543 – Financial Accounting.* Includes managerial accounting; a study of managerial concepts and statements through differential analysis, budgeting, manufacturing accounting, profit reporting for management analysis.

- BUSN 2713 – Principles of Marketing..... 3 Credits**  
Class 3. Includes a survey of the field of distribution. Assesses the various corporate operations, chain stores and jobbers for effectiveness and profitability.
- BUSN 2733 – Business Statistics ..... 3 Credits**  
Class 3. *Prerequisites: Math 1513 with a grade of “C” or better.* Averages, dispersion, skewness and kurtosis; probability, probability distributions, and sampling distributions; statistical induction; parameter estimation, hypothesis testing and statistical quality control.
- BUSN 2743 – Introduction to Taxation ..... 3 Credits**  
Class 3. *Prerequisite: Three semester hours of accounting or equivalent or permission of instructor.* Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.
- BUSN 2943 – Cost Accounting I ..... 3 Credits**  
Class 3. *Prerequisite: BUSN 2643 – Managerial Accounting.* Covers elementary principles of cost accounting; internal records of manufacturing firms, prices, and job cost accounting.

## CHEMISTRY (CHEM)

- CHEM 1315 – General Chemistry I..... 5 Credits**  
Class 4, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0123 Intermediate Algebra.* This is a beginning college course in the fundamental principles of chemistry.
- CHEM 1515 – General Chemistry II..... 5 Credits**  
Class 4, Lab 2. *Prerequisite: CHEM 1315 General Chemistry I and MATH 1513 - College Algebra.* This is a continuation of CHEM 1315 – General Chemistry I, with emphasis on chemical principles and introductory topics from organic chemistry and biochemistry.
- CHEM 2013 – Survey of Organic Chemistry ..... 3 Credits**  
Class 3, Lab 0. *Prerequisite: CHEM 1515 General Chemistry II or concurrent enrollment.* This course includes an overview of aliphatic and aromatic chemistry. Emphasis is placed on functional group nomenclature, properties, preparation and reactivity. This course is not intended to substitute for a 3000 level Organic Chemistry course, but is designed to enhance the success of the student in future chemistry courses.
- CHEM 2300 - Special Topics in Chemistry..... 1-3 Credits**  
Class 1, Lab 4. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in chemistry. Individual and/or group study. The course number may be repeated with a different topic.

## CHILD DEVELOPMENT (CHDV)

- CHDV 1112 – Professional Preparation I..... 2 Credits**  
Class 3. An overview of all aspects of teaching young children, including child development, behavior and guidance, working with families, planning and implementing learning activities, professionalism and program management. This course also provides an overview of the early childhood profession and its multiple historical, philosophical, and social foundations as they relate to current thought and practice.
- CHDV 1323 – Health & Safety of Young Children ..... 3 Credits**  
Class 2, Lab 1. A course specifically designed to develop an understanding of the principles and practices for the health and safety of young children in group setting. Also includes the application of these principles and practices with young children in group care and the teaching of the practices to children.
- CHDV 2223 – Creative Experiences for Young Children ..... 3 Credits**  
Class 2, Lab 1. *Prerequisite: CHDV 2523.* This course is designed to provide an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts which include art, music, and drama.
- CHDV 2233 – Math, Science and Social Studies..... 3 Credits**  
Class 2, Lab 2. *Prerequisite: CHDV 2523.* A study of the use and value of appropriate materials in the teaching of mathematics, science and social studies to young children.
- CHDV 2243 – Language and Literacy Development ..... 3 Credits**  
Class 2, Lab 1. *Prerequisite: CHDV 2523.* This courses focuses on language development in young children and appropriate experiences in the language arts that promote literacy.
- CHDV 2300 – Special Topics..... 1-5 Credits**  
*Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in child development. Individual and/or group study. May be repeated with a different topic.
- CHDV 2433 – Professional Development ..... 3 Credits**  
Class 1, Lab 4. *Prerequisite: Consent of program director.* This field-based experience course will allow students to apply and demonstrate their knowledge of early care practice. This course will enhance student learning and ensure they are capable of functioning as competent members of an educational or childcare team. A professional Portfolio will be developed using NAEYC standards. Course is to be taken during the semester of graduation. Course also includes supervised observations.

- CHDV 2440 – Childhood Development Externship..... 1-3 Credits**  
Lab 3 to 5. *Prerequisite: Consent of the instructor.* A lab practicum designed for those wishing to enter the field of early childhood education. Credit is variable.

- CHDV 2523 - Child Growth and Development** ..... 3 Credits  
 Class 3. This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children from conception through middle childhood. The course will recognize the major theories of human development as they apply to children.
- CHDV 2533 - Guidance of Young Children**..... 3 Credits  
 Class 2, Lab 2. This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. A general understanding of behavior patterns of children, methods of guidance and directing children's behavior, and activities for positive growth and development are included.
- CHDV 2553 – Program Planning** ..... 3 Credits  
 Class 2, Lab 2. This course is designed to apply the principles and techniques associated with curriculum content including room arrangements and scheduling activities for young children in a group setting. It includes guidelines for selection of materials, equipment, and methods of improvising activities with children.
- CHDV 2563 - Child and Family in Society**..... 3 Credits  
 Class 2, Lab 2. A laboratory course to enable students to develop and demonstrate an understanding of the family in various cultural settings including the place of the child in the family as well as environmental factors. The development of referral methods for parents with special needs and participation in parent education activities.
- CHDV 2573 – Children with Special Needs** ..... 3 Credits  
 Class 2, Lab 2. *Prerequisite: CHDV 2523.* Course focuses on children with special abilities and implementing practical strategies for inclusion. Recognition of a child's potential through the development of methods for working with individuals and families is emphasized.
- CHDV 2593 – Infant and Toddler Programs** ..... 3 Credits  
 This course covers the dynamics of infant and toddler development as related to group situations, curriculum decisions and program planning. Use of the ITERS rating scale and observation will be included.

## COMPUTER INFORMATION SYSTEMS (COMS)

- COMS 1003 Computers 101** ..... 3 Credits  
 Class 3. This is an introductory computer course, designed specifically for those students with little or no computer experience. COMS 1003 will provide students with an orientation to terminology, keyboarding techniques, hardware, software, and Internet skills. Students will also receive a basic introduction to the following applications: Word Processing, Spreadsheets, Presentation and file management. This course **will not** substitute for COMS 1133 or other computer literacy requirements but is designed to prepare students for successful completion of the program required courses.
- COMS 1133 - Fundamentals of Computer Usage** ..... 3 Credits  
 Class 2, Lab 2. An introductory course providing an orientation to terminology, techniques, hardware, software, ethics and Internet skills. Students will learn to utilize the following applications: word-processing, spreadsheet, database, presentation and file management systems. *Meets the General Education requirement for the two-year degree and for most four-year degree plans.*
- COMS 1413 – Microcomputer Operating Systems** ..... 3 Credits  
 Class 3. This is a support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC hardware and software installation, upgrade configuration, maintenance, and trouble shooting in a user-based computing environment.
- COMS 1503 – Programming in BASIC** ..... 3 Credits  
*Prerequisite: MATH 0123 Intermediate Algebra.* An introductory course in procedural programming taught in the BASIC language. Students will learn to develop logic for problem solving (basic control structures), as well as write, execute and test programs. This course will include input/output, conditional statements, loops, subroutines, sequential file processing, single and multi-dimensional arrays and searching and sorting as well as other fundamental programming techniques.
- COMS 1513 – Visual Basic** ..... 3 Credits  
 Class 3. Fundamentals of data processing, including the history, basic hardware and software of computers. Class includes writing and executing programs in Visual Basic, with hands-on problem solving techniques, including variable types, branching, looping, formatting, subroutines, and arrays. Also includes modem access to, and file downloading from the Internet.
- COMS 1533 - Spreadsheet Analysis** ..... 3 Credits  
 Class 3. A course designed to teach the fundamentals of computer spreadsheets. An electronic spreadsheet is a table of rows and columns used to record transactions and manipulate numeric and text data. Hands-on experience is emphasized, using current spreadsheet software.
- COMS 1543 - Database Management** ..... 3 Credits  
 Class 3. A course designed to teach data base management techniques; a method designed to consolidate independent files into one integrated whole, so that the same data is accessible to many different users within the same organization. Hands on experience is emphasized, using current database management software.
- COMS 1823 - COBOL 1** ..... 3 Credits  
 Class 3. Fundamentals of the COBOL programming language, using hands-on, problem solving techniques, including the development of programming principles using structured methods. Also includes the structured methods approach to the development of programming principles.



**COMS 2013 – Web Development ..... 3 Credits**

Class 3. Lab 2. An introductory project-driven course in Web development that provides an orientation to terminology, techniques, Web design, html, software, and ethics. This course covers the production of Web pages, including design, construction and presentation. Students will learn to utilize Microsoft FrontPage as the html editor and will receive an introduction to Adobe Photoshop and Adobe Acrobat.

**COMS 2033 – Microcomputer Technology..... 3 Credits**

Class 3. Prerequisite: COMS 1133 Fundamentals of Computer Usage or equivalent course. Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis, troubleshooting, system optimization, and repair. Additional topics will include preventive maintenance as well as safety. This course is designed to prepare students for the A+ certification examination.

**COMS 2143 – C++ ..... 3 Credits**

Class 3. Prerequisite: COMS 1503 Programming in BASIC. C++ programming language will be studied using hands-on, problem-solving techniques. Topics include: variable types, operators, expressions, control flow, functions, structures, pointers and arrays.

**COMS 2213 – Network Fundamentals ..... 3 Credits**

Prerequisite: COMS 1133 Fundamentals of Computer Usage (or equivalent course), COMS 1413 Microcomputer Operating Systems and COMS 2033 Microcomputer Technology. The students will learn the fundamental technologies of a Local Area Network and will be able to identify the components of a LAN and determine the type of network design most appropriate for a given site. The student will identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network. The student will also differentiate between the different networking standards, protocols and access methods, determining which would be most appropriate for a specified Local Area Network (LAN). This course is designed to prepare students for the Network + certification examination.

**COMS 2233 – Network Operating Systems I..... 3 Credits**

Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals. The students will utilize a Microsoft Windows based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. This course is designed to prepare students for the Microsoft Certified Professional examination.

**COMS 2243 – Network Operating Systems II..... 3 Credits**

Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals. The students will utilize a Novell based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. The course is designed to prepare students for the Certified Novell Administrator examination.

**COMS 2263 – Internet Foundations ..... 3 Credits**

Prerequisites: COMS 1133 Fundamentals of Computer Usage (or equivalent course) and COMS 2213 Network Fundamentals. Course objectives will include: Internet basics, Internet clients, website development, networking, security, and business concepts. The course will provide baseline technical knowledge that would allow students to pursue a variety of Internet-related careers. This course is designed to prepare students for the Inet+ certification examination.

**COMS 2300 - Special Topics (1-3 hours)..... 1-3 Credits**

Class 3. Prerequisite: Consent of the Instructor. The study and/or analysis of a selected topic in computer information science. Individual and/or group study. May be repeated with a different topic.

**COMS 2500 – Computer Internship (1-3 hours)..... 1-3 Credits**

Prerequisite: Completion of at least 15 hour of computer courses in the Computer Information Systems Technician program and evaluation by the instructor. Each student will be placed in a practicum environment for utilizing computer skills, learning new skills, and becoming familiar with the workplace. The course is intended to provide the student with work experience.

## **CRIMINAL JUSTICE (CJPS)**

**CJPS 1303 - Introduction to Criminal Justice..... 3 Credits**

(S) Class 3. The study of the history, development and philosophy of law enforcement in a democratic society. Includes an introduction to agencies involved in the administration of criminal justice and career orientation.

**CJPS 2013 - Criminal Law I..... 3 Credits**

Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. 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.

**CJPS 2023 - Criminal Law II..... 3 Credits**

Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. An examination of the nature of the criminal acts of substantive criminal law and defining the necessary elements and punishments of each act.

**CJPS 2033 - Police Report Writing ..... 3 Credits**

Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. The study of police report writing methods and the various types of reports required by law enforcement.

**CJPS 2043 - Criminal Procedures ..... 3 Credits**

Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. Rules, principles and concepts governing the enforcement of arrest, search and seizure; primarily focusing on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> amendments to the Constitution.

<b>CJPS 2063 - Criminal Investigations</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> CJPS 2013 - Criminal Law I, CJPS 2043 - Criminal Procedures, and CJPS 2033 – Police Report Writing. An introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.	
<b>CJPS 2073 - Street Survival</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> Sophomore standing, Criminal Justice-Police Science major or certified law enforcement officer, completion of Police Self Defense or permission of the instructor. The study of tactics for armed encounter. This course includes study of line of duty deaths of police officers, survival shooting techniques and methods of apprehending armed offenders.	
<b>CJPS 2090 - Criminal Justice Externship</b> .....	<b>1-5 Credits</b>
<i>Prerequisite:</i> Sophomore standing and permission of instructor. One to five hours' credit for supervised work in cooperating criminal justice agencies. For each three hours of supervised experience per week during a semester, one hour of credit may be earned (up to a maximum of five credit hours) as a practitioner within the criminal justice system. A student may also receive credit for work experience that is not an assignment that they would normally perform in the course of their present duties.	
<b>CJPS 2300 - Special Topics</b> .....	<b>1-5 Credits</b>
Class 1, Lab 5. <i>Prerequisite:</i> Permission of the instructor. The study and/or analysis of a selected topic in Criminal Justice/Police Science. Individual and/or group study. May be repeated with a different topic.	

## EDUCATION (EDUC)

<b>EDUC 1111 – Orientation</b> .....	<b>1 Credit</b>
Class 1. A consideration of academic, social, vocational, and other basic problems common to first-year college students.	
<b>EDUC 1113 - Strategies for Success</b> .....	<b>3 Credits</b>
Class 3. This course is designed to assist students in obtaining personal and academic skills knowledge necessary to reach their educational objectives. Topics to be covered include memory development, time management, test-taking, communication skills, career planning, study skills and techniques, wellness, an understanding of diversity and career issues that face many college students. This course is recommended for all new students, returning students and others who may benefit.	
<b>EDUC 2300 - Special Topics in Education</b> .....	<b>1-3 Credits</b>
<i>Prerequisite:</i> Consent of instructor. The study and/or analysis of a selected topic in Education. Individual and/or group study. May be repeated with a different topic.	
<b>EDUC 2320 – Outcomes Assessment</b> .....	<b>0 Credit</b>
<i>Prerequisites:</i> Completion of, or concurrent enrollment in: ENGL 1113, ENGL 1213, 1 College-level math, and 2 College-level science classes (including one lab science).	
Outcomes Assessment is a 4-hour, exit-testing session during which the academic achievement of graduating students is assessed in the areas of Writing Skills, Mathematics, Reading, and Science by utilizing the <b>CAAP</b> test. The <b>Collegiate Assessment of Academic Proficiency (CAAP)</b> is the standardized, nationally normed assessment program published by the ACT Company. The purpose of the CAAP testing is to enable Connors State College to <b>assess, evaluate, and enhance</b> the student learning outcomes of its general education program. <i>*Outcomes Assessment is a prerequisite for graduation from Connors State College.</i>	

## ENGLISH (ENGL)

<b>ENGL 0003 - Developmental Reading I</b> .....	<b>0 Credit</b>
Class 3. <i>Placement into ENGL 0003 is required for students scoring below 19 on the ACT subtest in Reading and 59 or below on the COMPASS Reading Placement Test.</i> This course is designed to provide individualized instruction in beginning phonics, sight word recognition, sentence comprehension, and basic vocabulary. <i>ENGL 0003 credits do not count toward Associate Degrees.</i>	
<b>ENGL 0013 - Developmental Reading II</b> .....	<b>0 Credit</b>
Class 3. <i>Prerequisite:</i> A score of 60-75 on the COMPASS Reading Placement Test, or successful completion of ENGL 0003 - Developmental Reading I. The course is designed to improve reading comprehension skills. Main ideas, relationship of ideas, judgments, inferences, and conclusions are emphasized. Students must successfully complete this course in order to enroll in ENGL 1113-English Composition I. Student may concurrently enroll in ENGL 0013 and ENGL 0123. <i>ENGL 0013 credits do not count toward Associate Degrees</i>	
<b>ENGL 0123 - Fundamentals of English</b> .....	<b>0 Credit</b>
Class 3. <i>Prerequisite:</i> A score of 60 or above on the COMPASS Reading Placement Test, or successful completion of ENGL 0003 - Developmental Reading I. The course is required of students who score below 19 on the ACT subtest in English or below 60 on the COMPASS Writing Skills Placement Test. The course includes an overview of basic grammar, mechanics and paragraph construction. <i>Students may concurrently enroll in ENGL 0013 and ENGL 0123. ENGL 0123 credits do not count toward Associate Degrees.</i>	
<b>ENGL 1022 - College Reading</b> .....	<b>2 Credits</b>
Class 2. <i>Prerequisite:</i> College-level reading proficiency. This course is designed to enhance and improve reading proficiency. Reading rate, skimming, scanning, imagery, tone, and critical reading are emphasized. <i>ENGL 1022 credits count as elective credits toward an Associate Degree.</i>	
<b>ENGL 1013 - Technical Report Writing</b> .....	<b>3 Credits</b>
Class 3. An introduction to the practical aspects of preparing reports and communicating within groups. Emphasis is placed upon techniques for collecting and disseminating scientific data by means of informal and formal reports and special types of technical papers.	

<b>ENGL 1113 - English Composition I</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> ACT English sub-score of 19 or greater or satisfactory COMPASS English proficiency score; <u>and</u> ACT Reading sub-score of 19 or greater or satisfactory COMPASS Reading score. Required for graduation. Study and practice of paragraph and essay development with emphasis on documented writing.	
<b>ENGL 1213 - English Composition II</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> Successful completion of ENGL 1113 – English Comp I. Required for graduation. A literature based writing course with emphasis on essay answers and documented writing.	
<b>ENGL 2113 - Creative Writing</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> Successful completion of ENGL 1113. Designed to assist the student in the development of the writing skills used in fiction, poetry and drama.	
<b>ENGL 2300 – Special Studies in English</b> .....	<b>1-3 Credits</b>
<i>Prerequisite, consent of the instructor.</i> The study and/or analysis of a selected topic in English. Individual and/or group study. May be repeated with a different topic.	
<b>ENGL 2413/HUMN 2413-World Literature</b> .....	<b>3 Credits</b>
(H) Class 3. <i>Prerequisite</i> ENGL 1113 – English Comp I. A chronological study of literature as it reflects the development of Western culture.	
<b>ENGL 2543 – English Literature to 1800</b> .....	<b>3 Credits</b>
(H) Class 3. <i>Prerequisite</i> ENGL 1113 – English Comp I. Study of English Literature from its beginning to the Romantic Period.	
<b>ENGL 2653 – English Literature since 1800</b> .....	<b>3 Credits</b>
(H) Class 3. <i>Prerequisite</i> ENGL 1113 – English Comp I. Study of English Literature from the Romantic Period to the present.	
<b>ENGL 2773 – American Literature to 1865</b> .....	<b>3 Credits</b>
(H) Class 3. <i>Prerequisite</i> ENGL 1113 – English Comp I. A study of American literature from its beginning to Whitman.	
<b>ENGL 2883 – American Literature since 1865</b> .....	<b>3 Credits</b>
(H) Class 3. <i>Prerequisite</i> ENGL 1113 – English Comp I. Study of American literature after Whitman to the present.	

## FAMILY AND CONSUMER SCIENCE EDUCATION (FCSE)

<b>FCSE 1213 - Introduction to Nutrition</b> .....	<b>3 Credits</b>
Class 3. The consideration of basic nutrition related to food and health problems in the present socio-economic and cultural environment are included in this course.	

## GENERAL PHYSICAL SCIENCE (GPS)

<b>GPS 1103 – General Physical Science</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisites:</i> ACT Science, Reading, and English subscores of 19 or greater; or satisfactory COMPASS Reading, English, and Math proficiency scores; or ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. Scientific calculator recommended. A survey of the development and significance of laws physical science with consideration of topics from astronomy, geology, physics, chemistry and meteorology. See Advisor and catalog of transfer institution for possible 1 hour lab requirement.	
<b>GPS 1101 – General Physical Science Laboratory</b> .....	<b>1 Credit</b>
Lab 2. <i>Prerequisites:</i> GPS 1103 or concurrent enrollment. The study of the physical laws of nature in the laboratory setting. Activities will enhance the concepts learned in General Physical Science lecture.	

## GEOGRAPHY (GEOG)

<b>GEOG 2243 – Introduction to Geography</b> .....	<b>3 Credits</b>
Class 3. This class is an introduction to basic geographic concepts with an emphasis on the interrelationships of people with their physical and cultural environment.	

## GEOLOGY (GEOL)

<b>GEOL 1114 – General Geology</b> .....	<b>4 Credits</b>
Class 4, Lab 2. <i>Prerequisites:</i> ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0012 Developmental Reading II <u>and</u> ENGL 0123 Fundamentals of English <u>and</u> MATH 0113 Elementary Algebra. A study of the solid matter and history of the earth. Includes the study of topographic maps, rocks and minerals, and geological processes. Examples of topics covered are weathering, gradation by wind, running water, ground water, glaciers, wave and gravity, diastrophism, and volcanism.	

## HEALTH (HLTH)

<b>HLTH 1113 – Personal Health</b> .....	<b>3 Credits</b>
Class 3. A comprehensive study of personal health with emphasis on the body's mental, physical and social needs. The course also promotes the positive well-being of life style decisions.	

**HLTH 1122 – First Aid/Responding to Emergencies ..... 2 Credits**  
Class 2. This course includes the discussion and practice of the emergency treatment of injuries and illness. Includes knowledge of self-help techniques and home care if medical assistance is not available.

**HLTH 2300 – Special Topics ..... 1-3 Credits**  
*Prerequisites: Consent of the instructor.* The study and/or analysis of a selected topic in health. Individual and/or group study.

**HLTH 2312 – Health of the School Child ..... 2 Credits**  
Class 2. A study of the primary areas of school health with particular emphasis on health services, health instruction and healthful environment.

**HLTH 2353 – Community Health ..... 3 Credits**  
Class 2. A study of institutions, agencies, and individuals and their interrelationships and practices in responding to the health problems of communities. Course is designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education.

**HLTH 2383 – Care and Prevention of Athletic Injury ..... 3 Credits**  
Class 3. Introduction to the principles and techniques of preventing, treating and rehabilitating sports injuries. Includes therapeutic methods, mechanisms of injuries, and heat illness. Practical experience in the application of preventive taping and bandaging is also included.

## HISTORY (HIST)

**HIST 1113 – Oklahoma History ..... 3 Credits**  
(S) Class 3. Required for all history majors. This course is organized as a survey of the history of Oklahoma from earliest times to the present day, including geography, explorations, Indian removals, development of the "Nations", coming of the white man, territorial days, statehood, and social, economic, political development and cultural diversity.

**HIST 1223 – Early Civilization ..... 3 Credits**  
(H, S) Class 3. A survey of various cultures that have developed in both the East and West from the beginning of history to the mid-seventeenth century. Special emphasis is placed on development of institutions in Europe and on contributions of various cultures to Western civilization.

**HIST 1323 – Modern Civilization ..... 3 Credits**  
(H, S) Class 3. This course is a study of the development of contemporary institutions and ideas from the time of the Commercial Revolution to the present. The worldwide scope affords opportunity for the student to acquire knowledge of the progress of civilization in Asia, and Africa, as well as in the West, and to approach more intelligently the problems of civilized man in today's world.

**HIST 1483 – History of the United States to 1865 ..... 3 Credits**  
Class 3. A survey of American History from the period of the Age of discovery to the end of the Civil War era. This course satisfies the general education requirement for U.S. History.

**HIST 1493 – History of the United States Since 1865 ..... 3 Credits**  
Class 3. A survey of American History from the reconstruction era to the present. This course satisfies the general education requirement for U.S. History.

**HIST 2123 – Contemporary American Affairs ..... 3 Credits**  
(S) Class 3. A discussion and reading course devoted to the study of contemporary social, economic, and political problems.

**HIST 2223 – Black American History ..... 3 Credits**  
(S) Class 3. An examination of the contributions made by Black Americans to the development of the United States.

**HIST 2300 – Special Topics ..... 1-3 Credits**  
*Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in History. Individual and/or group study. May be repeated with a different topic.

**HIST 2423 – United States Indian History ..... 3 Credits**  
(S) Class 3. A survey of Indian Tribes from Pre-Columbian to the contemporary period. Emphasis on tribal cultures, impact with white civilization and U. S. Government relations.

## HORTICULTURE (HORT)

**HORT 1013 - Principles of Horticulture ..... 3 Credits**  
Class 2, Lab 2. Basic physical and physiological processes 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. Current research associated with various horticultural commodity groups.

**HORT 2101 Landscaping with Native Materials ..... 1 Credit**  
Class 1. Identification, culture, installation and maintenance of native plant materials for the home landscape.

**HORT 2201 Maintaining the Home Landscape ..... 1 Credit**  
Class 1. Maintenance techniques in mowing, pruning, fertilizing, spraying, pesticides and mulching of plants in the home landscape.

**HORT 2202 Commercial Plant Production ..... 2 Credits**  
Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.

<b>HORT 2112 - Indoor Plants and Interior Plant Scaping</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, cultural requirements and use of ornamental foliage and flowering plants for indoor gardens.	
<b>HORT 2212 - Herbaceous Ornamental Plants</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, cultural requirements and landscape value of ornamental flowering herbaceous plants. Discussions of design and installation of herbaceous beds and borders.	
<b>HORT 2403 Introduction to Turf Grass Management</b> .....	<b>3 Credits</b>
Class 3. This course focuses on the fundamentals of growing and managing turf grasses in a variety of settings. Students will learn about careers, plant varieties, tools, plant types, installation, basic care, pests and diseases of regional turf grasses.	
<b>HORT 2402 Residential Landscape Design</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification and placement of plant materials and hard scape materials in a residential setting, including plant types, hard materials, structures, basic design, bed types, etc.	
<b>HORT 2412 Horticulture Growing Systems</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, use and management of systems used for production, growth and maintenance of plant materials, including greenhouse structure types, cold frames, hot beds, propagation chambers, hot boxes, raised beds, etc.	
<b>HORT 2422 Commercial Plant Production</b> .....	<b>2 Credits</b>
Class 1. Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.	
<b>HORT 2513 Herbaceous Plant Materials</b> .....	<b>3 Credits</b>
Class 2, Lab 2. Identification, cultural requirements and use of ornamental garden and indoor herbaceous plants.	
<b>HORT 2613 Woody Plant Materials</b> .....	<b>3 Credits</b>
Class 2, Lab 2. Identification, cultural requirements and use of ornamental woody plants including deciduous and evergreen trees, shrubs and vines.	
<b>HORT 2652 - Beginning Floral Design</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flowers and dried materials for use in a home or retail shop. Skills useful to flower shop employment are emphasized.	

## HUMANITIES (HUMN)

<b>HUMN 1113 - Art Appreciation</b> .....	<b>3 Credits</b>
(H) Class 3. A study of the developments, philosophies, and practices of art in the major cultures from pre-history through the modern era.	
<b>HUMN 1123 - Music Appreciation</b> .....	<b>3 Credits</b>
(H) Class 3. An examination of historical periods as reflected through music with emphasis given to technique as it evolved in Western culture.	
<b>HUMN 2113 - General Humanities: Ancient World through Middle Ages</b> .....	<b>3 Credits</b>
(H) Class 3. A chronological study of significant ideas of Western man from ancient Greece through the Middle Ages as manifested in art, music, literature, and philosophy.	
<b>HUMN 2223 - General Humanities: Renaissance to Present</b> .....	<b>3 Credits</b>
(H) Class 3. A chronological study of significant ideas of Western man from the Renaissance to the present as manifested in art, music, literature, and philosophy.	
<b>HUMN 2300 - Special Topics</b> .....	<b>1-3 Credits</b>
(H) <i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in Humanities. Individual and/or group study. May be repeated with a different topic.	
<b>HUMN 2413/ENGL 2413-World Literature</b> .....	<b>3 Credits</b>
(H) Class 3. A chronological study of literature as it reflects the development of Western culture.	

## JOURNALISM (JORN)

<b>JORN 1011, 1111, 1211, or 1311 - Journalism Staff Problems</b> .....	<b>1 Credit</b>
Class 1. Specialized staff problems. Work in specialized fields of newspaper writing to meet the needs of the school newspaper.	
<b>JORN 1113 - Elementary Journalistic Writing</b> .....	<b>3 Credits</b>
Class 3. This course includes the theory and practice of journalistic writing. Students enrolled become reporters on the staff of <i>The Connors Collegian</i> , the campus newspaper.	
<b>JORN 1213 - Journalistic Writing</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite: JORN 1113 – Elementary Journalistic Writing.</i> Reporting, interviews, collecting and handling of news materials, introduction to advertising copy and layout are included in this course. Students assist with the publication of <i>The Connors Collegian</i> .	
<b>JORN 1313 - Introduction to Photography</b> .....	<b>3 Credits</b>
Class 2. The basic fundamentals of photography presented in a functional manner. Analysis of pictorial content, effective use of the camera, and basic laboratory skill are also included.	



**JORN 1513 - Copy Preparation, Design, and Layout** ..... 3 Credits  
Class 2, Lab 2. This course covers copy preparation for offset lithography and silkscreen processes. Paste-up procedures, proofreading, layout, and advertising composition are covered. Fundamentals of design and layout, application of the principles of design, copy fitting and planning production jobs are also included.

**JORN 2113 - News Editing** ..... 3 Credits  
Class 2, Lab 2. *Prerequisite:* JORN 1113 – *Elementary Journalistic Writing* and JORN 1213 – *Journalistic Writing*. Teaches theory of news selection, preparation and display. Emphasis is placed on the responsibility of the newsperson. Also included are lectures, discussions and work on the college newspaper.

**JORN 2300 - Special Topics** ..... 1-3 Credits  
*Prerequisites:* Consent of the instructor. The study and/or analysis of a selected topic in Journalism. Individual and/or group study. May be repeated with a different topic.

## MATHEMATICS (MATH)

**MATH 0013 - Basic Mathematics** ..... 0 Credit  
Class 3. *Placement:* ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score. A study of the fundamental operations with whole numbers, fractions, decimals, and signed numbers, including a study of percentage, measure, ratio, and proportion, geometry, and scientific notation. This proficiency course is designed to prepare students for Elementary Algebra. MATH 0013 credits do not count toward an Associate degree.

**MATH 0113 - Elementary Algebra** ..... 0 Credit  
Class 3. *Placement:* ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score or MATH 0013 - Basic Math This course does not assume prior knowledge of algebra. Topics include signed numbers, integer exponents, algebraic expressions, factoring, algebraic fractions, linear equations, linear graphing. This proficiency course is designed to prepare students for Intermediate Algebra. MATH 0113 credits do not count toward an Associate degree.

**MATH 0123 - Intermediate Algebra** ..... 0 Credit  
Class 3. *Placement:* ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score or MATH 0113 - Elementary Algebra. This course is an extension of MATH 0113 for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0123 credits do not count toward an Associate degree.

**MATH 1493 - Mathematical Structures** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 0123 – *Intermediate Algebra*, ACT subscore of 19 or greater, or satisfactory COMPASS Algebra proficiency score. A study of the fundamental structures of mathematics. This course is suitable for prospective elementary school teachers. Topics include systematic problem solving, logic, techniques of reasoning and proof, finite algebras and their properties, structure of number systems, algebraic systems, introduction to number theory.

**MATH 1513 - College Algebra** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 0123 - *Intermediate Algebra*, ACT sub-score of 19 or greater, or satisfactory COMPASS Algebra proficiency score. Scientific calculator required; graphing calculator recommended. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations and matrices and determinants.

**MATH 1613 - Trigonometry** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 1513 *College Algebra* with a grade of "C" or higher (or equivalent). Topics include trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.

**MATH 1715 - College Algebra and Trigonometry** ..... 5 Credits  
Class 5. *Prerequisite:* MATH 0123 – *Intermediate Algebra*, ACT sub-score of 19 or greater, or satisfactory COMPASS Algebra proficiency score. Graphing calculator required. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations, matrices and determinants, trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.

**MATH 1813 - Analytical Geometry** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 1613 *Trigonometry* or MATH 1715 *College Algebra and Trigonometry* with a grade of "C" or higher. *Instructor approval required for concurrent enrollment in MATH 1613.* Graphic calculator required. Topics include conic sections, translation and rotations of axes, polar coordinates, coordinate proofs, vector techniques and parametric equations.

**MATH 2103 - Elementary Calculus** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 1513 – *College Algebra* with a grade of "C" or higher. This course is an introduction to differential and integral calculus for students of business and social science.

**MATH 2113 - Modeling: Geometry and Measurement** ..... 3 Credits  
Class 3. *Prerequisite:* MATH 1493 *Math Structures* with a grade of "C" or higher. A study of mathematical concepts for prospective elementary teachers using tactile models and appropriate technology. This course is designed for prospective elementary school teachers. Topics include geometry, measurement and trigonometry.

**MATH 2214 - Calculus I** ..... **5 Credits**  
 Class 4. *Prerequisite:* MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher. Graphing calculator required. Topics include functions, limits, derivatives, applications of the derivative, the definite integral, the fundamental theorem of calculus and applications of integration.

**MATH 2234 - Calculus II** ..... **5 Credits**  
 Class 4. *Prerequisite:* MATH 2214 Calculus I with a grade of "C" or higher. Graphing calculator required. Topics include inverse functions, logarithm and exponential functions, hyperbolic functions, techniques of integration, improper integrals, L'Hospital's rule and infinite series.

**MATH 2300 - Special Studies in Math** ..... **1-5 Credits**  
*Prerequisite:* Consent of instructor. The study and/or analysis of a selected topic in mathematics. May involve individual and/or group study. This course may be repeated with a different topic.

## MUSIC (MUSC)

**MUSC 1111-1211-1311-1411 - Chorus Music** ..... **1 Credit**  
 Class 2, Lab 1. Course may be repeated for credit.

**MUSC 1112-1212 - Applied Voice** ..... **2 Credits**  
 Two lessons per week. This course covered the study of basic vocal techniques, proper breathing, diction, and singing style. Fee charged.

**MUSC 1121-1221-2321-2421 - College Band & Orchestra** ..... **1 Credit**  
 Credit 1. *Enrollment by permission of instructor only.* Two lessons per week. A study of the basic techniques and skills on musical instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged. May be repeated for credit.

**MUSC 1122-1222 - Applied Instrument**..... **2 Credit**  
*Enrollment by permission of instructor only.* Two lessons per week. A study of basic techniques and skills on instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged.

**MUSC 1153 - Music Theory I** ..... **3 Credits**  
 Class 2, Lab 2. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.

**MUSC 1253 - Music Theory II** ..... **3 Credits**  
 Class 2, Lab 2. *Prerequisite:* MUSC 1153 - Music Theory. Continuation of MUSC 1153. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.

**MUSC 1312 – 1412 – Applied Voice**..... **2 Credits**  
*Prerequisite:* MUSC 1212 – Applied Voice. Two lessons per week. This course is a continuation of MUSC 1212 and places advanced emphasis on vocal technique, especially on advanced English, Italian, and German Literature. Introduction of opera arias to capability of the student.

**MUSC 1512 – Ear Training and Sight Singing I** ..... **2 Credits**  
 Class 2. Includes ear training in sight singing, time and diction.

**MUSC 1522 – Ear Training and Sight Singing II**..... **2 Credits**  
 Class 2. *Prerequisite:* MUSC 1512 – Ear Training and Sight Singing. Includes advanced ear training in sight singing, time and diction.

**MUSC 2300 – Special Topics** ..... **1-3 Credits**  
*Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in Music. Individual and/or group study. May be repeated with a different topic.

**MUSC 2322–2422 – Applied Instrument** ..... **2 Credits**  
*Prerequisite:* MUSC 1222 – Applied Instrument. *Permission of instructor only.* Two lessons per week. The student will perform three solos each semester, two of which must be memorized. At least one solo must be contemporary, pre-romantic, and one of the student and/or instructor's choices. Fee Charged.

**MUSC 2361-2461 - Vocal Workshop** ..... **1 Credit**  
*Enrollment by permission of instructor only.* Music experience as an individual or as a member of vocal group including public performance. May be repeated for credit.

## NURSING (NURS)

**NURS 1002 – Success in Nursing Education**..... **2 Credits**  
 Class 2. *Prerequisite:* Consent of the instructor. This course has been designed to promote success in the nursing program. Students will be assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam. Exercises in critical thinking will be integrated throughout the course. Experience with the use of nursing informatics and time management skills will further enhance the student's probability of success in the nursing program.

<b>NURS 1003 – Medical Terminology .....</b>	<b>3 Credits</b>
Class 3. Introduction to word parts; root words, prefixes, and suffixes; structures, pathology, and procedures of body systems; diagnostic procedures; and pharmacology.	
<b>NURS 1117 – Foundations of Nursing.....</b>	<b>7 Credits</b>
Class 4. Clinical Lab 9. This course introduces the student to the roles of the nurse as a care manager and provider, and as a member within the discipline of nursing. As a care provider the student learns to assist the geriatric client to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for clients throughout the life span. Emphasis will be placed on establishing nurse/client relationships and therapeutic communication. Skills associated with the role of the nurse are the primary focus.	
<b>NURS 1132 – Mathematics for Nurses.....</b>	<b>2 Credits</b>
Class 2. <i>Prerequisite:</i> Concurrent enrollment in NURS 1117 Foundations of Nursing or NURS 2223 Nursing Process. Introduces the nursing major to the mathematical skills essential for calculating medication dosage. Content includes conversion between metric, apothecary, and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and critical care calculations.	
<b>NURS 1223 - Clinical Practicum.....</b>	<b>3 Credits</b>
Clinical 9. <i>Prerequisite:</i> NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family. Clinical experiences provide students with the opportunity to apply the nursing process in caring for clients and families experiencing childbearing, childrearing and selected medical-surgical problems.	
<b>NURS 1228 – Adaptations of the Family .....</b>	<b>8 Credits</b>
Class 8. <i>Prerequisite:</i> NURS 1117 - Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum. Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, childrearing, and selected medical/surgical problems. Focus will be placed on needs and developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.	
<b>NURS 1232 – Pharmacology .....</b>	<b>2 Credits</b>
Class 2. <i>Prerequisites:</i> Completion of NURS 1228 – Adaptations of the Family, or NURS 2223 - Nursing Process. Basic concepts, principles, and terminology used in the study of pharmacology as related to the role of the nurse. Included will be introduction to drug classifications and the use of drugs in the health status of individuals throughout the life span. Emphasis will be placed on utilizing the nursing process when administering medications of all types and includes legal and ethical responsibilities.	
<b>NURS 2133 – Nurse Practicum I .....</b>	<b>3 Credits</b>
Clinical 9. NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I. Utilizes theory content from NURS 2137 Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for clients with acute and chronic illnesses in the clinical setting.	
<b>NURS 2137 – Maladaptive States I.....</b>	<b>7 credits</b>
Class 7. <i>Prerequisites:</i> NURS 2223 - Nursing Process or NURS 1228 - Adaptations of the Family <u>AND</u> NURS 1223 - Clinical Practicum. NURS 2137 must be taken concurrently with NURS 2133 Nurse Practicum I. By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the bio-psycho-social needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing client care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.	
<b>NURS 2223 – Transition to Professional Nursing.....</b>	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> Acceptance into the Career Ladder program, must be taken concurrently with NURS 1132 Math for Nurses. This course is especially designed to provide career mobility for the eligible licensed practical nurse and licensed paramedic. The course provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Skills in interpersonal relationships will be developed with special emphasis on nursing process, communications, values clarification and role change.	
<b>NURS 2243 – Nurse Practicum II.....</b>	<b>3 Credits</b>
Clinical 9. NURS 2243 must be taken concurrently with NURS 2247 Maladaptive States II. Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.	
<b>NURS 2247 – Maladaptive States II .....</b>	<b>7 Credits</b>
Class 7. <i>Prerequisites:</i> NURS 2133 - Nurse Practicum I and NURS 2137 - Maladaptive States I. NURS 2247 must be taken concurrently with NURS 2243 Nurse Practicum II. This course focuses on the provision of advanced care for adult clients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of clients. In the roles of provider and manager of care, the student will be provided the opportunity to practice accountability for nursing judgments and actions.	
<b>NURS 2252 – Trends and Issues.....</b>	<b>2 Credits</b>
Class 2. <i>Prerequisites:</i> NURS 2137 - Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II. The student will use the nursing process to analyze current trends and issues influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in seminar format.	
<b>NURS 2301 – Special Topics.....</b>	<b>1 Credit</b>
<i>Prerequisite:</i> Consent of the instructor. The study and/or analysis of a selected topic in Nursing. Individual and/or group study. May be repeated with a different topic.	



**NURS 2302 – Special Topics..... 2 Credits**  
*Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Nursing. Individual and/or group study. May be repeated with a different topic.

**NURS 2303 – Special Topics..... 2 Credits**  
*Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Nursing. Individual and/or group study. May be repeated with a different topic

## PHILOSOPHY (PHIL)

**PHIL 1113 - Introduction to Philosophy ..... 3 Credits**  
(H). An introduction to the ideas of major Western philosophers by examining questions concerning reality, knowledge, justice and morality. *May be counted as a General Education Humanities course.*

## PHYSICAL EDUCATION (PHED)

**PHED 1131 – Aerobics ..... 1 Credit**  
Class 0. Lab 2. Provides opportunities for students to promote physical fitness through increasing lung capacity and oxygen transport system. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1241 – Tennis I ..... 1 Credit**  
Class 0. Lab 2. (Individual Games). The aims of this course are to introduce students to the three basic strokes of tennis so that they may play tennis well enough to enjoy it, and to learn the rules and etiquettes of the game. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1251 – Tennis II ..... 1 Credit**  
Class 0. Lab 2. (Individual Games). *Prerequisite: Tennis I or equivalent.* The aims of this course are to increase the proficiency of students in the three basic strokes of tennis, to learn to volley, and to learn the techniques of successful singles and doubles play. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1261 – Elementary Swimming ..... 1 Credit**  
Class 0. Lab 2. This course covers acclimatization to the water, introduction to basic skills, strokes, and instruction in elementary from of personal safety. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1271 – Advanced Swimming ..... 1 Credit**  
Class 0. Lab 2. *Prerequisite: PHED 1261 – Elementary Swimming or equivalent.* Review of basic skills; introduction and refinement of strokes including the crawl, sidestroke, breaststroke, and a study of personal skills. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1321 – Water Exercises ..... 1 Credit**  
Class 0, Lab 2. Conducted in shallow water. The exercises are designed to provide a total body workout. Swimming skills are not required. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1411 Varsity Athletics and Fitness ..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **fall** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.

**PHED 1421 Varsity Athletics and Fitness ..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **spring** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.

**PHED 1711 – Dance Team..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **fall** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1721 – Dance Team..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **spring** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1811 Freshman Cheerleading ..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **fall** semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.

**PHED 2711 – Dance Team..... 1 Credit**  
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **fall** semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

- PHED 2721 – Dance Team ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **spring** semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 1821 Freshman Cheerleading ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **spring** semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.
- PHED 2062 – Lifeguarding ..... 2 Credits**  
 Class 1. Lab 2. *Prerequisite – PHED 1271- Advanced Swimming or permission of instructor.* This course includes instruction and certification in American Red Cross Lifeguarding. The course encompasses the philosophy of lifeguarding, skills and responsibilities of a lifeguard, preventive lifeguarding, victim recognition, lifeguard skills, spinal injuries, pool maintenance and search and recovery.
- PHED 2101 – Total Fitness I ..... 1 Credit**  
 Class 0. Lab 3. An individualized self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 2131 – Total Fitness II ..... 1 Credit**  
 Class 0. Lab 3. *Prerequisite: PHED 2101 - Total Fitness I.* A continuation of the individualized, self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 2133 – Foundations of Physical Education ..... 3 Credits**  
 Class 3. Designed for professional orientation in health and physical education. Includes a brief history, philosophy and modern trends in physical education, teacher qualification and vocational opportunities. Required for students majoring in HPER.
- PHED 2142 – Theory of Coaching Baseball ..... 2 Credits**  
 Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of baseball are included in this course.
- PHED 2152 – Theory of Coaching Basketball ..... 2 Credits**  
 Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of basketball are included in this course.
- PHED 2223 – Legal Aspects of Sports ..... 3 Credits**  
 Class 3. Includes an examination of the interrelationships of the legal process in the field of physical education and athletics, discussion of fundamental legal concepts, analysis of litigated cases of tort-law, negligence. Also includes the liability of coaches and physical education instructors.
- PHED 2300 – Special Topics in Physical Education..... 1-3 Credits**  
 Class 1, Lab 0-3. *Prerequisite: Consent of instructor.* The study and/or analysis of a selected topic in Physical Education. Individual and/or group study. May be repeated with a different topic.
- PHED 2411 - Varsity Athletics and Fitness ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **fall** semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 2421 - Varsity Athletics and Fitness ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **spring** semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 2512 - Motor Learning..... 2 Credits**  
 Class 2. This course covers the concepts and applications of motor skill development dealing with attention, memory, knowledge of results, transfer, practice and motivation.
- PHED 2562 - Sports Officiating ..... 2 Credits**  
 Lab 2. A study of the rules, mechanics, and principles of officiating for basketball, baseball, and softball. Designed for students who desire to officiate interschool athletics.
- PHED 2811 - Cheerleading ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all **fall** semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.

**PHED 2821 - Cheerleading** ..... 1 Credit  
 Class 0, Lab 10. *Prerequisite:* Team tryouts & consent of the instructor. Open to all **spring** semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.

## PHYSICS (PHYS)

**PHYS 1114 – General Physics I** ..... 4 Credits  
 Class 3, Lab 2. *Prerequisites:* MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry. This course is an introductory non-calculus based physics course and includes topics from mechanics, heat, and sound.

**PHYS 1214 – General Physics II** ..... 4 Credits  
 Class 3, Lab 2. *Prerequisite:* PHYS 1114 General Physics I. Scientific calculator required. This course is a continuation of the general physics sequence and will include topics from electricity, magnetism, light, and atomic physics.

**PHYS 2014 – Engineering Physics I** ..... 4 Credits  
 Class 3, Lab 2. *Prerequisite:* MATH 2215 Calculus I. Scientific calculator required. This course is a calculus based physics course for physics, engineering or science majors. Topics include vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational kinematics and dynamics, equilibrium, oscillations, gravitation, fluid mechanics, and sound waves.

**PHYS 2114 – Engineering Physics II** ..... 4 Credits  
 Class 3, Lab 2. *Prerequisite:* PHYS 2014 Engineering Physics I. Scientific calculator required. This course is a continuation of the engineering physics sequence and will include topics such as temperature, heat, electricity, magnetism, and light and optics.

**PHYS 2300 – Special Topics in Physics**..... 1-4 Credits  
 Class 1-4. *Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in physics. May involve individual and/or group study. The course number may be repeated with a different topic.

## POLITICAL SCIENCE (POLS)

**POLS 1113 – American Federal Government** ..... 3 Credits  
 Class 3. This course provides an overview of the origin and framework of the federal government and political party machinery. Course satisfies the general education requirement for U.S. Government.

**POLS 2113 – Introduction to American State and Local Government** ..... 3 Credits  
 (S) Class 3. This course covers the political processes, government and administration of American States, cities, and counties with special emphasis on Oklahoma.

**POLS 2300 – Special Topics** ..... 1-3 Credits  
*Prerequisite:* Consent of instructor. The study and/or analysis of a selected topic in Political Science. Individual and/or group study. May be repeated with a different topic.

## PSYCHOLOGY (PSYC)

**PSYC 1113 – Introduction to Psychology** ..... 3 Credits  
 (S) Class 3. 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.

**PSYC 2113 – Psychology of Adjustment** ..... 3 Credits  
 (S) Class 3. *Prerequisite:* PSYC 1113 - Introduction to Psychology. Course is devoted to the emotional health of human beings. Primary topics include emotions and their development, control and relationship to bodily and mental health, physiological factors affecting mental stability and a discussion of important personal problem.

**PSYC 2213 – Introduction to Personality Theories** ..... 3 Credits  
 (S) Class 3. *Prerequisite:* PSYC 1113 – Introduction to Psychology. An introductory course examining processes and various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories.

**PSYC 2300 – Special Topics** ..... 1-3 Credits  
*Prerequisite:* Consent of instructor. The study and/or analysis of a selected topic in Psychology. Individual and/or group study. May be repeated with a different topic.

**PSYC 2301 – Special Topics – President's Leadership Class** ..... 1 Credit  
*Prerequisite:* PLC Application Portfolio and selection by PLC Advisory Council. Students eligible to submit the Application Portfolio are those who are current high school seniors. Refer to the President's Leadership Class Constitution for Purpose and the Policies of the President's Leadership Class. Eligible students may enroll in this course for up to four semesters. For more information, see Scholarships section of the catalog.

**PSYC 2313 – Developmental Psychology** ..... 3 Credits  
 (S) Class 3. *Prerequisite:* PSYC 1113 – Introduction to Psychology. A theoretical and research-based course that covers the social, emotional, physical and cognitive aspects of human development throughout the life span.

- PSYC 2443 – Leadership Development ..... 3 Credits**  
 Class 3. This course will examine all aspects of leadership development in the individual. Emphasis will be placed on the study of the philosophy, morals, ethics, individual ability, and style of leadership.
- PSYC 2543 – Introduction to Social Psychology ..... 3 Credits**  
 (S) Class 3. *Prerequisite: PSYC 1113 - A Psychology course, with a prerequisite of Introduction to Psychology 1113, which will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.*

## RELIGIOUS EDUCATION (RELI)

- RELI 1023 – New Testament Survey ..... 3 Credits**  
 Class 3. Course examines history, literature and culture of the New Testament world and its contribution to Western Civilization.
- RELI 1123 – Old Testament Survey ..... 3 Credits**  
 Class 3. Course examines history, literature, and culture of the Old Testament world and its contribution to Western Civilization.
- RELI 2113 – Christian Ethics and Social Thought ..... 3 Credits**  
 Class 3. Course provides an introduction to the problems and methods of translating the Biblical faith into action in the contemporary world.

## SOCIOLOGY (SOCI)

- SOCI 1113 – Principles of Sociology ..... 3 Credits**  
 (S) Class 3. This course provides a general survey of the field of sociology. Emphasis is placed on the foundation of human society, institutional organizations and social change.
- SOCI 2113 – Introduction to Social Services ..... 3 Credits**  
 (S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* This course is designed to acquaint the student with the various areas of social service. Includes an introduction to the philosophy, purposes and functions of various agencies.
- SOCI 2300 – Special Topics ..... 1-3 Credits**  
 (S) *Prerequisite: Consent of Instructor.* The study and/or analysis of a selected topic in Sociology. Individual and/or group study. May be repeated with a different topic.
- SOCI 2313 – Introduction to Counseling ..... 3 Credits**  
 (S) Class 3. *Prerequisite: SOCI 1113 –Principles of Sociology* Includes a study of the principles, viewpoints, and approaches in the counseling situation. Also addresses the directive, non-directive, and eclectic techniques in counseling.
- SOCI 2323 – Social Problems ..... 3 Credits**  
 (S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* An overview of current social problems in the United States. Analyzes sociological and ideological definitions of social problems and considers a variety of possible solutions.
- SOCI 2413 – Introduction to Cultural Anthropology ..... 3 Credits**  
 (S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* A survey course in the field of cultural anthropology. Emphasis is placed on a cross-cultural comparison of human institution.
- SOCI 2423 – Sociology of the Family ..... 3 Credits**  
 (S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* Includes an overview of the origin and development of marriage customs and systems of family organization. A cross-cultural survey of the family as a basic institution in human societies is also included.
- SOCI 2523 – Social Psychology ..... 3 Credits**  
 (S) Class 3. *Prerequisite: SOCI 1113 - Introduction to Psychology or SOCI 1113 - Principles of Sociology.* This course integrates sociology and psychology in the study of personality development, social adjustment and social control.

## SPANISH (SPAN)

- SPAN 1113 Elementary Spanish I ..... 3 Credits**  
 Class 3. Grammar, pronunciation, reading, composition, oral-aural practice.
- SPAN 1223 Elementary Spanish II ..... 3 Credits**  
 Class 5. *Prerequisite: SPAN 1113 – Elementary Spanish or one year of high school Spanish.* Includes the fundamentals of grammar, the subjunctive mood, composition and easy reading in the Spanish language. Students for whom Spanish is their native language may not receive credit for this course.

## SPEECH (SPCH)

- SPCH 1013 – Principles of Listening ..... 3 Credits**  
 Class 3. Course focuses on the role of listening in promoting successful oral communication in the business and educational communities. Includes components of listening comprehension, improving listening behavior, barriers to effective listening and elements of improving listening comprehension at five levels intrapersonal, interpersonal, small group, public address, and mass communication.
- SPCH 1101–1201–1301–1401 – Intercollegiate Forensics ..... 1 Credit**  
 Lab. *Prerequisite: Permission of Instructor.* These courses include preparation for and participation in intercollegiate debate events.

<b>SPCH 1111–1121–2111–2121 – Competitive Speech .....</b>	<b>1 Credit</b>
Lab. <i>Prerequisite:</i> <i>Permission of Instructor.</i> These courses include preparation for and participation in intercollegiate competitive speaking events.	
<b>SPCH 1113 – Introduction to Oral Communication .....</b>	<b>3 Credits</b>
Class 3. An introductory course designed to prepare students to effectively communicate in different situations, including group communication, conversation and public presentation. Elements of communication are emphasized including confidence, listening, non-verbal, outlining and presentation skills. The course consists of theory and performance.	
<b>SPCH 1123 – Elementary Dramatics .....</b>	<b>3 Credits</b>
Class 3. Examines the theater from the actor's point of view, including stage scenery and accessories. Introduces a brief history of the theater. Participation in a stage performance is required.	
<b>SPCH 2101–2201–2301–2401 – Dramatics Laboratory .....</b>	<b>1 Credit</b>
<i>Prerequisite:</i> <i>Permission of instructor.</i> Includes the application of dramatic theory. Participation in at least one production, either back-stage or acting is required. May be repeated for credit.	
<b>SPCH 2113 – Communications in Business &amp; the Professions .....</b>	<b>3 Credits</b>
Class 3. A course designed to help entry-level employees obtain a position, keeping the job, or advance in their field by improving their understanding of, and skill in, the forms of communication most crucial to their growth and success on the job. These communication skills include listening, providing feedback, decision-making/problem-solving, working in groups, giving and receiving orders, meeting management, interpersonal competency, speaking before small groups and participating with subordinates in and conducting interviews.	
<b>SPCH 2213 – Advanced Dramatics.....</b>	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> <i>SPCH 1123 Elementary Dramatics or Permission of Instructor.</i> This course is a continuation of SPCH 1113 – Elementary Dramatics.	
<b>SPCH 2300 – Special Topics.....</b>	<b>1-3 Credits</b>
Class 1-3. <i>Prerequisite:</i> <i>Permission of instructor.</i> The study and/or analysis of a selected topic in Speech. Individual and/or group study. May be repeated with a different topic.	
<b>SPCH 2413 – Group Discussion .....</b>	<b>3 Credits</b>
Class 3. Principles and methods for successful participation in group discussions, stressing understanding of leadership, interpersonal relations, problem solving and participation. This course will consist of basic theory and participation in group discussions.	
<b>SPCH 2423 – Interpersonal Communications.....</b>	<b>3 Credits</b>
Class 3. A course designed to develop communication skills to help effectively manage one-to-one relationships primarily in the context of work, family and other interpersonal experiences. These skills will help to initiate, develop and maintain fulfilling interpersonal relationships.	
<b>SPCH 2703 – Oral Interpretation of Literature .....</b>	<b>3 Credits</b>
Class 3. This course includes oral performance of literature including selection, analysis, rehearsal and performance of poetry, prose and/or drama.	
<b>SPCH 2713 – Argumentation and Debate .....</b>	<b>3 Credits</b>
Class 3. The study and application of logical argumentation in persuasion. Emphasis will be placed on application through debate and discussion focusing on value and policy propositions.	

## STATISTICS (STAT)

<b>STAT 2013 – Elementary Statistics .....</b>	<b>3 Credits</b>
Class 3. <i>Prerequisite:</i> <i>MATH 1513 or equivalent.</i> This course includes both descriptive and inferential statistics. Students will become familiar with data collection techniques and be able to make predictions about populations based on results of statistical testing. Topics will include frequency distributions and graphs, counting techniques and probability, discrete and continuous probability distributions, and hypothesis testing. Statistical tests covered in this course include the Z-test, T-test, F-test, Chi-Square-test and ANOVA. Correlation and regression will also be covered.	

# FACULTY AND STAFF

<b>Adair, M. Diane</b> .....	<b>2009</b>
Nursing; ADN, BSN, Bacone College; MS, University of Oklahoma	
<b>Armstrong, Jolene</b> .....	<b>2007</b>
Librarian, B.S. Eastern New Mexico University, MLIS University of Oklahoma	
<b>Baker, Sonya</b> .....	<b>1988</b>
Registrar; AS, Connors State College; BA, MS Southern Nazarene University	
<b>Beaver, Bridget</b> .....	<b>1974</b>
Division Chair Communications and Fine Arts/English; BA, Northeastern State University; MA, University of Tulsa	
<b>Best, Jack</b> .....	<b>1967</b>
Art, Humanities; BA, MA, University of Tulsa	
<b>Boes, Laurie</b> .....	<b>2011</b>
Nursing; ADN, Northwestern Louisiana State University; BSN, Oklahoma Wesleyan University; MSN, Southern Nazarene University	
<b>Booker, Kenard</b> .....	<b>2010</b>
Director of Student Support Services; BS, MS, University of Mary	
<b>Broussard, Greg</b> .....	<b>2009</b>
Biological Science; BS, MS, Midwestern State University	
<b>Brown, Wonda</b> .....	<b>2000</b>
Nursing; ADN, Bacone College; BSN Northeastern State University; MSN Howard University	
<b>Byers, Kristen</b> .....	<b>2006</b>
Distance Education Specialist; BBA, University of Oklahoma; Cameron University	
<b>Carbone, Rick</b> .....	<b>1995</b>
Head Softball Coach/Health and PE; BS, Northeastern State University	
<b>Carlton, Ryan</b> .....	<b>2004</b>
Biological Science; A.S., Connors State College; B.A. Northeastern State University; Doctor of Chiropractic, Parker College of Chiropractic, Dallas Texas	
<b>Casey, Sandi</b> .....	<b>2006</b>
Nursing; ADN Connors State College, BS, Northeastern State University; MS, University of Oklahoma	
<b>Clancy, Patrick E</b> .....	<b>2002</b>
Division Chair Business/Computer Information Systems; BS, MS, Northeastern State University	
<b>Corrado, Debara D</b> .....	<b>1997</b>
Director of Assessment; BS, MS, Oklahoma State University	
<b>Cowan, Robbi</b> .....	<b>1999</b>
Nursing; AD Nursing, Bacone College; BSN, Northeastern State University; MS, University of Oklahoma	
<b>Cullison, Marc</b> .....	<b>2001</b>
Mathematics, Science; BS, MS, Oklahoma State University	
<b>Derrick, Gwendolyn</b> .....	<b>2002</b>
Director of Human Resources; BS Southern Nazarene University; MS National Louis University	
<b>Digranes, Jo Lynn Autry</b> .....	<b>1991</b>
Executive Vice-President; BS, MS, Oklahoma State University; PhD, University of Oklahoma; University of Oregon	
<b>Dinger, Julie</b> .....	<b>2010</b>
Sociology; BA, Oklahoma University; MA, Oklahoma University	
<b>Foreman, Robert</b> .....	<b>2000</b>
Physical Education, Assistant Men's Baseball Coach; BS, Northeastern State University	
<b>Fowler, Matt</b> .....	<b>2007</b>
Director of Recruitment; BS, Oklahoma State University	
<b>Garland, Lee Ann</b> .....	<b>2007</b>
English; BA, MA, Northeastern State University	

<b>Golden, Debra K</b> .....	<b>2002</b>
Division Chair Agriculture, Horticulture; BS, MS, Oklahoma State University	
<b>Grady, Gary L</b> .....	<b>2007</b>
Social Sciences, DMIN, Trinity Theological Seminary	
<b>Greenmyer, Sharon</b> .....	<b>2004</b>
English; BA, Southeastern Oklahoma State University, M.Ed, Northeastern State University	
<b>Gunn, Brandon</b> .....	<b>2008</b>
Agriculture, Livestock Judging Coach, AS, Connors State College; BS, Texas A&M University	
<b>Haralson, Dianne E</b> .....	<b>1995</b>
Art; BS, College of Tennessee; BA, Northeastern State University; MA, University of Tulsa	
<b>Harris, W. Albert</b> .....	<b>2001</b>
Biological Sciences; BS, MS, Northeastern State University	
<b>Havellana, Linda</b> .....	<b>2005</b>
Reading; BA, MA, Northeastern State University	
<b>Hayes, Kimera</b> .....	<b>1997</b>
Communications; BA, University of Texas Arlington; MA, East Central University	
<b>Hendrix, Sharon</b> .....	<b>2003</b>
English; BA, Southeastern Oklahoma State University; M.Ed, Northeastern State University	
<b>Hodges, Heath</b> .....	<b>2004</b>
Director of Information Technology; AS, Connors State College, BS, MS Oklahoma State University	
<b>Holloway, Phoebe "Suzanne"</b> .....	<b>2010</b>
Focus Program Coordinator; BS, M.Ed., University of Arkansas	
<b>Jeyarajah, Shiranjini</b> .....	<b>2009</b>
Mathematics; BS, Northeastern State University, MS, Oklahoma State University	
<b>Jobey, Janice L</b> .....	<b>2002</b>
Child Development; BA, Harding University; MS University of Arkansas-Fayetteville	
<b>Johnson, Joyce</b> .....	<b>2004</b>
Nursing, ADN Connors State College, BSN, Northeastern Oklahoma State University, MS University of Oklahoma	
<b>Jones, Gina</b> .....	<b>2000</b>
Business/Information Technology; BBA, MS, Northeastern State University	
<b>Jones, Jodi G</b> .....	<b>2011</b>
Academic Advisor; BA, NSU; MS, OU-Tulsa	
<b>Keith, Perry</b> .....	<b>1983</b>
Head Baseball Coach, Physical Education; BS, Southwest Missouri State University; ME, Northeastern State University	
<b>King, Esther</b> .....	<b>1971</b>
Coordinator of Conference and Wellness Services; BS, MS, Northeastern State University	
<b>King, Kwana</b> .....	<b>2011</b>
Assistant Registrar; BBA, Bacone; MS, OU-Tulsa	
<b>Kite, John Eddie</b> .....	<b>2003</b>
Head Women's Basketball Coach; Physical Education, BA, East Texas Baptist University, Marshall Texas	
<b>Lane, Angela</b> .....	<b>2002</b>
Bursar; AS Connors State College	
<b>Lawson, Jake</b> .....	<b>1999</b>
Director of Equine Program, Head Rodeo Coach; Equine Technology; AS, AAS, Connors State College; BS, MS Northeastern State University	
<b>Lester, Heather</b> .....	<b>2010</b>
Mathematics; BS, Northeastern State University; MS, Northeastern State University	
<b>Lybarger, Susan</b> .....	<b>2006</b>
Nursing; BSN, MS, University of Oklahoma	
<b>Malone, Nancy</b> .....	<b>2010</b>
Student Support Services/Academic Advisor; BS, MS, Northeastern State University	

<b>Maly, John Paul</b> .....	2007
Business; MS, Oklahoma State University	
<b>McDonald, Kesa Lin</b> .....	2010
Mathematics, BS, Northeastern State University; MS, Northeastern State University	
<b>Melton, Tammy</b> .....	1994
Director of Auxiliary Services	
<b>Morgan, Gretchen</b> .....	1974
Director of Upward Bound; BS, MA, Northeastern State University	
<b>Muse, Bill</b> .....	1992
Athletic Director, Head Men's Basketball Coach, BS, University of Mississippi; M.Ed, University of South Alabama	
<b>Nelson, Blake</b> .....	2000
Director of Farm Operations/Agriculture; AS Connors State College; BS, Oklahoma State University	
<b>Nicholson, Constance</b> .....	2001
English; BA, MA, Northeastern State University	
<b>Noble, Colleen</b> .....	2008
Academic Advisor; BA, University of Sioux Falls	
<b>Owen, Sharon</b> .....	2007
Vice President for Fiscal Services; BS, Northeastern State University; MBA, University of Central Texas, CPA	
<b>Piearcy, Ramona</b> .....	1998
Director of Assessment and Institutional Research; AS, Carl Albert State College BS, M.Ed Southeastern Oklahoma State University; EdD, Texas A&M University	
<b>Ramming, Ronald S.</b> .....	1990
Vice President for Enrollment Management and Student Services; AS, Connors State College; BS, Oklahoma State University; MS, University of Tennessee; PhD, Oklahoma State University.	
<b>Richardson, Robert L</b> .....	1999
Focus Program; AA, Connors State College; BA, MA, Northeastern State University	
<b>Rigney, Margaret</b> .....	1977
Director Library Learning Center and External Funding; BA, East Central State University; MS, Northeastern State University	
<b>Rock, Lynette</b> .....	2004
Division Chair Mathematics, Science and Physical Education; BS, Northeastern State University; MS, Oklahoma State University	
<b>Sanders, James W.</b> .....	1999
Director of Veteran's Upward Bound Program; BS., MS., Southeastern Oklahoma State University; MA, University of Iowa. Lt. Colonel, USMC, Retired	
<b>Schoonover, Shelly</b> .....	2004
Nursing, ADN, Kansas Wesleyan; BSN Northeastern State University; MS, University of Oklahoma	
<b>Scott, Sandra</b> .....	2001
Nursing; ADN, Connors State College; BSN; MS, University of Oklahoma	
<b>Shanmugamani, Chinnarajan</b> .....	2003
Computer Sciences; BS, BT, University of Madras, Tamilnadu, India; MS, Computer Science, MS, Mathematics; Wichita State University, Wichita, Kansas	
<b>Sharp, Lyndsey</b> .....	2009
Coordinator of Student Life, Cheerleading Coach; BA, University of Central Oklahoma	
<b>Sloat, Alicia</b> .....	2010
Student Support Services/Academic Advisor; AA, Connors State College; BS, Northeastern State University	
<b>Smith, Brenda</b> .....	2008
Nursing; ADN, Connors State College; BSN, Bacone College; MS, University of Oklahoma	
<b>Strode, Rhoda</b> .....	2008
Director of Muskogee Campuses; BS, MS, Oklahoma State University	
<b>Swasey, Waltea</b> .....	2011
Nursing; BSN, Texas Woman's University; Med, University of Oklahoma; University of Phoenix	



<b>Twilley, Shirley</b> .....	<b>2010</b>
Controller; BS, Oral Roberts University; CPA	
<b>Tyrrell, Kenneth</b> .....	<b>2009</b>
Chemistry; BS, MBA, Northeastern State University; MNS, University of Oklahoma; MS, University of Tulsa	
<b>Vaughn, Charlotte</b> .....	<b>1989</b>
Director of Nursing; BSN, Texas Women's University; MS, University of Oklahoma	
<b>Walker, Jake</b> .....	<b>2007</b>
Assistant Rodeo Coach, Agriculture Equine Technology; AAS, AS, Connors State College; BS Oklahoma State University, MS East Central University	
<b>Walker, Nathaniel</b> .....	<b>2006</b>
Accounts Payable/Payroll Manager; BBA, Southwestern University	
<b>Watkins, Jennifer</b> .....	<b>2009</b>
Director of Financial Aid; BA, Northeastern State University; MS Northeastern State University	
<b>White, Jimmie L</b> .....	<b>1976</b>
Division Chair Social Sciences; BS, MA, Oklahoma State University	
<b>Wilson, Rhonda</b> .....	<b>2001</b>
Business, Computer Sciences; BS, MS, Northeastern State University	
<b>Wimber, Patricia</b> .....	<b>1972</b>
Social Science; AA, Brewton/Parker Junior College; BA, Georgia Southern University; MS, East Texas State University	
<b>Woods, Stuart</b> .....	<b>1988</b>
Science/Biology; BS, Washington State University; MS, EdD Oklahoma State University	
<b>Wright, Aaron</b> .....	<b>2009</b>
Director of Residential Life; BRS, Central Christian College of the Bible	
<b>Young, Jesse</b> .....	<b>1996</b>
Executive Director - WIA; BA, MS, Northeastern State University, Oklahoma State University	

This Catalog offers information about the academic programs and support services of the College. This Catalog is as accurate as possible, but the information may not remain current for the entire academic year. Circumstances may prompt changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered, and other College matters. Such changes authorized by the College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

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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.

For information, write to Connors State College, RT 1 Box 1000, Warner, OK 74469 or call (918) 463-2931. Publications concerning a number of topics are also available upon request.

CSC information is available via the Internet:  
<http://www.connorsstate.edu>

The summer and fall class schedules are usually available in March, and the spring class schedule is usually available in October and can be obtained via the Internet.

An application packet for prospective students is available through the Office of Recruitment and includes information on admissions, residence halls, financial aid, and scholarship.

The CSC Catalog may be obtained free of charge from the Office of Admissions. Reference copies are available in many administrative offices and libraries, and Oklahoma high schools.

In addition to these publications, many CSC divisions have printed material concerning their programs. Contact the individual departments for specific information.

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, nation of origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices or procedures. This provision includes but is not limited to admission, employment, financial aid and educational services.

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