



**University of Science and Arts of Oklahoma
2012-14
Course Catalog**



University of Science and Arts of Oklahoma

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Chickasha OK 73018-5322

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www.usao.edu

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CORRESPONDENCE DIRECTORY

Academic Requirements, Degrees	Vice President for Academic Affairs, dmable@usao.edu
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Financial Matters	Vice President for Business & Finance, mcoptoni@usao.edu
General Information	Director of Communications & Marketing, karnold@usao.edu
Housing	Dean of Student Services, nhughes@usao.edu
Information Services	Vice President for Information Services & Technology, lboyce@usao.edu
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Registration	Registrar & Director of Enrollment & Records, jwevans@usao.edu
Scholarship and Financial Aid	Director of Financial Aid, nmoats@usao.edu
University Advancement	Vice President for University Advancement, mnealeigh@usao.edu

ADDRESS

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Chickasha, OK 73018-5322

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Office of the President	405-574-1395
Main Campus	405-574-1220
Business Office and Academic Areas	405-574-1397
Instructional Technology & Distance Learning	405-574-1396
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MISSION

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

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

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

7. To conduct research and foster scholarly activities appropriate to the nature and the needs of the university.
8. To provide cultural, educational, and professional opportunities and services which enrich the university and the state.

Accreditation

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS
Since 1920

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

OKLAHOMA COMMISSION FOR TEACHER PREPARATION

COUNCIL ON EDUCATION OF THE DEAF

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

Member of

AMERICAN COUNCIL ON EDUCATION

AMERICAN ASSOCIATION OF STATE COLLEGES AND UNIVERSITIES

ASSOCIATION OF AMERICAN COLLEGES AND UNIVERSITIES

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

COUNCIL OF PUBLIC LIBERAL ARTS COLLEGES

AMERICAN ASSOCIATION OF GOVERNING BOARDS

AMERICAN ASSOCIATION OF COLLEGES AND UNIVERSITIES

ASSOCIATION OF CORE TEXTS and CURRICULUM

COLLEGES OF DISTINCTION

2012-2014 Academic Calendars

FIRST TRIMESTER–FALL 2012

<i>August</i>	18	<i>Residence Halls Open for students in Freshman Orientation, 8:00 a.m.</i>
	19	<i>Housing meeting for Freshman Campus Residents, 8:00 p.m.</i>
	20-23	<i>Freshmen Orientation</i>
	23	<i>Convocation</i>
	24	<i>Registration</i>
	25	<i>Residence Halls open for all other students in campus housing</i>
	26	<i>Housing meeting for all other students in campus housing, 8:00 p.m.</i>
	27	<i>First Day of Classes</i>
	28	<i>Fees for Late Registration Begin</i>
	31	<i>Enrollment Closes. Last day to Add or Drop Course</i>
<i>September</i>	3	<i>Labor Day Holiday, Offices/Classes Closed</i>
	21	<i>Last day to apply for Graduation in order to participate in fall ceremony</i>
	27	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
	28	<i>Last Day to Withdraw with an Automatic "W"</i>
<i>October</i>	18-19	<i>Fall Break, Offices/Classes Closed</i>
<i>November</i>	9	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon</i>
	16	<i>Last Day to Withdraw from a Course</i>
	21-23	<i>Thanksgiving Holiday, Offices/Classes Closed</i>
<i>December</i>	3	<i>Last Day of Classes for MWF</i>
	4	<i>Last Day of Classes for TT</i>
	5-7	<i>Exam Days</i>
	7	<i>Commencement, 6:30 p.m.</i>
	8	<i>Sparks Hall closes, 2:00 p.m.</i>
	11	<i>Grades Due, 4:00 p.m.</i>
	24-28	<i>Christmas Holidays, Offices Closed</i>

SECOND TRIMESTER–SPRING 2013

<i>January</i>	1	<i>New Year's Day Holiday, Offices Closed</i>
	2	<i>Residence Halls move in, 10:00 a.m.</i>
	2-3	<i>Registration</i>
	4	<i>First Day of Classes</i>
	7	<i>Fees for Late Registration Begin</i>
	11	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	31	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
<i>February</i>	1	<i>Last day to apply for Graduation in order to participate in spring ceremony</i>
	8	<i>Last Day to Withdraw with an Automatic "W"</i>
<i>March</i>	8	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon</i>
	18-22	<i>Spring Break, Classes Closed</i>
<i>April</i>	5	<i>Last Day to Withdraw from a Course</i>
	15	<i>Last Day of Classes for MWF</i>
	16	<i>Last Day of Classes for TT</i>
	17-19	<i>Exam Days</i>
	19	<i>Commencement, 6:00 p.m. and 8:00 p.m.</i>
	20	<i>Residence Halls- move out, 2:00 p.m.</i>
	23	<i>Grades Due, 4:00 p.m.</i>

THIRD TRIMESTER–INDEPENDENT STUDY 2013

<i>April</i>	21	<i>Lawson Court Apartments- move in, 10:00 a.m.</i>
	22	<i>Registration</i>
	22	<i>Independent Study Begins, 5-Week Classes Begin</i>
	23	<i>Fees for late Registration begin</i>
	24	<i>Enrollment closes. Last day to Add or Drop Course</i>
<i>May</i>	25	<i>Independent Study Ends, 5-Week Classes End</i>

SUMMER TERM–2013

May	25	<i>Lawson Court Apartments- move in, 10:00 a.m.</i>
	27	<i>Memorial Day Holiday, Offices Closed</i>
	28	<i>Registration</i>
	28	<i>First Day of Classes</i>
	29	<i>Fees for Late Registration Begin</i>
	31	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
June	7	<i>Last Day to Withdraw with an Automatic "W"</i>
	14	<i>Last day to apply for summer graduation</i>
	19	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon, by appointment, ext.</i>
1328		
July	4-5	<i>Independence Day Holiday, Office/Classes Closed</i>
	19	<i>Last Day to Withdraw from a Course</i>
	29	<i>Last Day of Classes</i>
July 30-August 1		<i>Exam Days</i>
August	3	<i>Lawson Court Apartments- move out, 2:00 p.m.</i>
	6	<i>Grades Due, 4:00 p.m.</i>

FIRST TRIMESTER–FALL TERM 2013

August	24	<i>Residence Halls Open for students in Freshman Orientation, 8:00 a.m.</i>
	25	<i>Housing meeting for Freshman Campus Residents, 8:00 p.m.</i>
	26-29	<i>Freshmen Orientation</i>
	29	<i>Convocation</i>
	30	<i>Registration</i>
	31	<i>Residence Halls open for all other students in campus housing</i>
September	2	<i>Housing meeting for all other students in campus housing, 8:00 p.m.</i>
	2	<i>Labor Day Holiday, Offices Closed</i>
	3	<i>First Day of Class</i>
	4	<i>Fees for Late Registration Begin</i>
	9	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	26	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
	27	<i>Last day to apply for Graduation in order to participate in the fall ceremony</i>
October	4	<i>Last Day to Withdraw with an Automatic "W"</i>
	17-18	<i>Fall Break, Offices/Classes Closed</i>
November	8	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon</i>
	22	<i>Last Day to Withdraw from a Course</i>
	27-29	<i>Thanksgiving Holiday, Offices/Classes Closed</i>
December	9	<i>Last Day of Classes for MWF</i>
	10	<i>Last Day of Classes for TT</i>
	11-13	<i>Exam Days</i>
	13	<i>Commencement, 6:30 p.m.</i>
	14	<i>Sparks Hall closes, 2:00 p.m.</i>
	17	<i>Grades Due, 4:00 p.m.</i>
	23-27	<i>Christmas Holiday, Offices Closed</i>

SECOND TRIMESTER–SPRING TERM 2014

January	1	<i>New Year's Day Holiday, Offices Closed</i>
	8-9	<i>Registration</i>
		<i>Residence Halls- move in, 10:00 a.m.</i>
	10	<i>First Day of Classes</i>
	13	<i>Fees for Late Registration Begin</i>
	17	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	30	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
February	7	<i>Last day to apply for Graduation in order to participate in spring ceremony</i>
	7	<i>Last Day to Withdraw with an Automatic "W"</i>
March	7	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon</i>

	17-21	<i>Spring Break, No Classes.</i>
April	11	<i>Last Day to Withdraw from a Course</i>
	21	<i>Last Day of Classes for MWF</i>
	22	<i>Last Day of Classes for TT</i>
	23-25	<i>Exam Days</i>
	25	<i>Commencement, 6:00 p.m. and 8:00 p.m.</i>
	26	<i>Residence Halls- move out, 2:00 p.m.</i>
	29	<i>Grades Due, 4:00 p.m.</i>

THIRD TRIMESTER—INDEPENDENT STUDY 2014

April	27	<i>Lawson Court Apartments- move in, 10:00 a.m.</i>
	28	<i>Registration</i>
	28	<i>Independent Study Begins, 5-Week Classes Begin</i>
	29	<i>Fees for late Registration begin</i>
	30	<i>Enrollment closes. Last day to Add or Drop Course</i>
May	26	<i>Memorial Day Holiday, Offices/Classes Closed</i>
	30	<i>Independent Study Ends, 5-Week Classes End</i>

SUMMER TERM—2014

May	31	<i>Lawson Court Apartments- move in, 10:00 a.m.</i>
June	2	<i>Registration</i>
	2	<i>First Day of Classes</i>
	3	<i>Fees for Late Registration Begin</i>
	6	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	13	<i>Last Day to Withdraw with an Automatic "W"</i>
	18	<i>Teacher Education Oral English Screening, 10 a.m.-12 noon, by appointment, ext.</i>
1328	20	<i>Last day to apply for summer graduation</i>
July	4	<i>Independence Day Holiday, Offices/Classes Closed</i>
	25	<i>Last Day to Withdraw from a Course</i>
	4	<i>Last Day of Classes</i>
August	5-7	<i>Exam Days</i>
	9	<i>Lawson Court Apartments- move out, 2:00 p.m.</i>
	12	<i>Grades Due, 4:00 p.m.</i>

STUDENT SERVICES

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

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

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

Parking Services – On campus parking and traffic is supervised by Campus Security. Parking permits may be obtained from the Office of Student Services – 3rd floor of the Student Center. There is a \$30 annual fee for a parking permit for all students.

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

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

Career Services – The Career Services Office, located on the 3rd floor of the Student Center, is available to assist all interested students in finding employment throughout their collegiate career as well as upon graduation. Guidance is offered in career planning and job searches including assistance in creating and updating resumes, writing cover letters, enhancing interview skills, exploring internship opportunities and completing job applications properly. USAO also participates in the Greater Graduate Fair sponsored by the Greater Oklahoma City Chamber of Commerce.

Health Services – A health professional and support staff provides referral, primary health care, and some non-prescriptive medications. The Health Service office (located in the Health and Wellness Center on the 2nd floor of the Student Center) conducts seminars and counseling on health issues. Materials on a wide variety of hygienic needs are available to students through this office, as is health insurance information.

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

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

Disability Services – USAO is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. The Director of Disability Services (Student Center 301) will serve as a liaison in arranging reasonable accommodations. Students must register their disabilities with the coordinator for disability services a minimum of two weeks prior to enrollment to discuss any special arrangements that may be needed. Registration with Disability Services entails: (1) completion of a waiver to authorize the release of information regarding their disability to professors and other campus personnel providing services for the student and (2) presentation of documentation from a qualified professional who is licensed or certified to diagnose the disability in question and provide recommendations regarding accommodations. Acceptable documentation should be current and reflect:

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

Student Association – As a student at the University of Science and Arts of Oklahoma you are already a member of the Student Association. We hope that as a student of USAO you take advantage of the opportunities that the Student Association offers to you such as running for a student government office or participate in the annual events and programs planned such as Welcome Week, Droverstock, Homecoming and many more!

Student Development – Being involved outside the classroom is a perfect complement to our liberal arts education and enhances the overall educational experience of our students. We offer a variety of involvement opportunities through leadership development programs, volunteer opportunities, new student orientation, first year experience series, academic resources, and student organization advisement. USAO’s student clubs and organizations also provide a variety of opportunities to get involved in campus life. Getting involved is a great way to meet new people, gain leadership skills, and engage in co-curricular activities that enrich the student experience.

Aquatics and Wellness – USAO promotes a healthy lifestyle and provides aquatic and fitness facilities for USAO individuals to enhance their physical development. USAO houses an indoor pool for instruction and open swim opportunities. The Nobbs Wellness Center is located on the 2nd floor of the Student Center and houses a variety of exercise equipment including treadmills, elliptical machines and a room for aerobic activity.

ADMISSIONS POLICIES

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

Regular Admission Requirements

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

1. High School Curricular Requirements

Units/Yrs Course Areas

- | | |
|----|--|
| 4 | English (<i>grammar, composition, literature</i>) |
| 3 | Lab Science (<i>biology, chemistry, physics, or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement.</i>) |
| 3 | Mathematics (<i>from algebra I, algebra II, geometry, trigonometry, math analysis, pre-calculus, calculus, Advanced Placement statistics</i>) |
| 3 | History and Citizenship Skills (<i>including one unit of American history, and two additional units from history, economics, government, geography, or non-Western culture</i>) |
| 2 | Electives (<i>additional units from subjects previously listed or selected from foreign language, computer science, any Advanced Placement course except applied courses in fine arts</i>) |
| 15 | Total Required Units |

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

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

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

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

Computer Science courses (one or more units) that meet the State Regents' guidelines for high school curricular requirements may satisfy the postsecondary system wide computer proficiency graduation requirement.

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

2. High School Performance Criteria

"Performance criteria" refers to the grades a student earns in required courses, class rank, and standardized test scores.

One of the following performance criteria is required for admission:

- a. Option 1: a minimum composite ACT score of 24 or combined critical reading and mathematical scores on the SAT of 1090 and 3.0 GPA or top 50% of high school class, or
- b. Option 2: a grade point average of 3.0 or higher on a 4.0 scale in four years of high school study and scholastic ranking among the top 25% of the members in his or her high school graduation class, or
- c. Option 3: a grade point average of 3.0 or higher on a 4.0 scale in the 15-unit high school core curriculum required for university admission, and an ACT composite score of 22 or a SAT score of 1020.

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

The high school GPA used for admission purposes in option 2 is the unweighted average of all grades ("A" equating to 4.00 and "D" equating to 1.00) taken in the 9th through 12th grades. The GPA used for admission purposes in option 3 shall add a standard weighting (1.0) to the College Board's Advanced Placement courses and the International Baccalaureate Organization's higher-level courses (an "F" remains zero).

While the State Regents strongly support the initiation of honors courses, honors weighting will not be used in the calculation of either high school GPA because there is no equitable mechanism to include the honors premium.

Special Admission Requirements

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

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

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

1. Summer Provisional Admission

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

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

If accepted, the student must take a minimum of two summer courses in "core academic" disciplines (English/mathematics). If credit has been earned through advanced standing or concurrent enrollment in either introductory college-level English or college algebra or the equivalent, the student may take an additional course in one of these categories: social science (college-level course approved for general education credit), or natural science (college-level introductory lab science course approved for general education credit). During the summer, students in this program will be required to participate in academic support programs to enhance their success, such as academic tutoring, mentoring, career counseling, diagnostic testing, etc. If the student earns at least a "C" or the equivalent (RP – remedial pass), he or she will be admitted in the following fall term. Students who are admitted and enrolled under these criteria will be required to participate during the fall term in the Drover Achievement Program (DAP). The DAP gives the student additional support by enrolling them in a "college achievement" course, as well as assigning the student a mentor for their freshman year.

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

2. The Summer Curricular Deficiency Program

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

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

3. Alternative Admission

First-time students admitted under this Right-to-Try admission option are those who do not meet State Regents' admission standards for USAO, but possess unusual talent or abilities. A limited number of students may be admitted under this category if they:

- a. have a reasonable chance for academic success, based on: ACT composite score of 19 and high school GPA (2.70), class rank (upper half), or GPA in the 15-unit core (2.70),
- b. have unusual talent or ability in art, theatre arts, music, sports, etc., *or*
- c. are educationally or economically disadvantaged and show promise of being able to succeed in a program or curriculum at USAO.

Students wishing to enter USAO under this category are given the opportunity to convince an admissions committee of their motivation and ability to succeed at USAO. Students who are accepted and enrolled under these criteria will be required to participate in the Drover Achievement Program (DAP). The DAP gives the student additional support by enrolling them in a "college achievement" course for their first trimester. The university has a mentoring program designed to assist first-year students making the transition to college both academically and socially.

4. Home School or Unaccredited High Schools

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

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

5. Concurrent Enrollment of High School Students

- a. A 12th-grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to USAO as a special student taking courses in college while still in high school:
 - (1) must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission. This includes having earned a composite score of 24 on the ACT or the equivalent score on the SAT (1090) combined critical reading and mathematical scores, or a high school GPA of 3.0 and class rank in the top 25 percent.
 - (2) must be enrolled in less than a full-time load (fewer than six courses per semester) at the high school which he or she is attending, as attested by the high school principal.
 - (3) must obtain a written recommendation from the high school counselor, written permission from their parent(s), and a signed statement from their high school principal confirming their eligibility to satisfy by the spring of the senior year the high school graduation requirements, including curricular requirements for college admission. This form is available in the USAO Registrar's Office.

There are minimum ACT subtest scores required for enrollment in certain classes:

- 19 ACT in English to take an English class
- 19 ACT in mathematics to take a mathematics class
- 19 ACT in science to take a science class
- 19 ACT in reading to take history or social studies, or any other collegiate course (outside of English, mathematics and science)

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

equivalent to three credit hours of college work. For example: 3 high school courses equal 9 college credit hours.

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

University coursework is designed to be both an enriching and challenging experience. High school students who seek concurrent enrollment in college or university classes must meet special, higher admission standards as specified in State Regents Policy. Concurrently enrolled students will find themselves competing with older students, all of whom have achieved a high school diploma or equivalent. Many will have already completed several years of college-level work. In addition, higher education caters to adult learners and presumes a high level of responsibility on the part of students. USAO students accept the primary responsibility for attending class, reading assignments, meeting deadlines, understanding course requirements, and monitoring their own progress during the semester. While USAO prides itself on the accessibility of its faculty and offers numerous tutoring and academic counseling services, it is understood to be the duty of students to be proactive and access these resources.

Credits earned at USAO become part of a student's university record and will transfer to other higher education institutions. By the same measure, while under certain conditions unsatisfactory grades may be appealed or retaken, they cannot normally be expunged and will remain a part of a student's permanent undergraduate record. To continue concurrent enrollment the student must maintain a "C" average (2.00 grade point average).

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative GPA of 2.0 or above on a 4.0 scale. Following high school graduation, such a student may continue his or her enrollment at USAO, provided he or she has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets USAO's entrance requirements (including the high school curricular requirements).

- b. An 11th-grade student enrolled in an accredited high school may, if he or she meets the requirements listed above and the additional requirements set forth below, be admitted provisionally to USAO as a special student:
- (1) if the student has achieved a composite score on the ACT (24), *or* if the student's combined score on the SAT critical reading and mathematical sections equal (1090), *or*
 - (2) if the student has a high school GPA of 3.5 or better.

There are minimum ACT subtest scores required for enrollment in certain classes in paragraph "5a" above.

- c. A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to USAO as a special student if he or she meets the requirements set forth below:
- (1) must be 17 years of age or older and meet the standardized test admission requirements of USAO, *or*
 - (2) must be 16 years of age and have achieved a composite score of 24 or whose combined critical reading and mathematical scores equal 1090.

There are minimum ACT subtest scores required for enrollment in certain classes in paragraph "5a" above.

6. Opportunity Admission Category

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

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

7. Transfer Admission

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

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

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

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

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

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

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

- a. Transcripts of record from colleges or universities accredited by the North Central Association Higher Learning Commission (NCA HLC) or other regional associations will be given full value.
 - (1) Each nonresident applicant must be in good standing in the institution from which he or she plans to transfer.
 - (2) Each nonresident applicant must have made satisfactory progress (an average grade of "C" or better or meet this policy's current retention standards, whichever is higher) in the institution from which he or she plans to transfer.
- b. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when USAO has had an opportunity to validate the courses or programs.
 - (1) Each nonresident undergraduate applicant must meet the conditions of a(1) and a(2) above.
 - (2) Each nonresident undergraduate applicant who meets a(1) and a(2) above also will be required to validate the transferred credit by making satisfactory progress (an average of "C" or better) for at least one semester (12 credit hours).

c. **Non-native Speakers of English**

Transfer students who are non-native speakers of English must meet the same transfer admission standards as outlined in paragraph a or b above, dependent upon their educational background or have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a minimum of 24 semester credit hours with passing grades and also meet other transfer requirements.

Student with less than 24 hours from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

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

A maximum of 62 credit hours of junior college coursework may count toward the baccalaureate degree at USAO.

Students who hold associate in arts, associate in science, or baccalaureate degrees and who transfer from accredited junior colleges or four-year colleges or universities of Oklahoma will be considered by USAO as having met all lower-division general education requirements for a baccalaureate degree from USAO.

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

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

8. Special Nondegree-Seeking Student

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

9. Adult Admission

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

10. International Students, First-Time Admission

A student from another country must:

- a. be a graduate of a secondary school and/or college with a GPA of at least 2.0 based on a 4.0 scale,
- b. earn a combined SAT score of 1090 on critical reading and mathematics or an ACT composite score of 24. Complete the native country's requirements for students who plan to enter school in the United States,
- c. If English is not the primary language of the country, present evidence of language proficiency of 500 or higher on paper version of the Test of English as a Foreign Language (TOEFL) or 173 on

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

GENERAL ADMISSION POLICIES

1. Curricular Deficiencies

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

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

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

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

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

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

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

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

History Deficiency – Remediation in history is necessary when the student failed to complete one year of high school U.S. history and one additional year of another high school history course. A student who is deficient in history must take a 3-hour college history course in addition to the required IDS courses in American Civilization. Required IDS courses may not be used to remove a history deficiency.

2. Financial Obligations

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

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

3. Graduation Catalog

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

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

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

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

4. In-State/Out-of-State Status of Enrolled Students [Residency Status]

The Oklahoma State Regents for Higher Education have approved policy changes on In-State/Out-of-State Status for Enrolled Students. The policy establishes definitions, principles, criteria and guideline to assist institutional officials in the classification of postsecondary students as in-state/out-of-state students. Also, the policy statement should be helpful to prospective students in determination of their in-state/out-of-state status prior to enrollment or for those out-of-state students seeking to be reclassified as in-state. Interested persons may view the policy at www.okhighered.org click on Higher Ed Admin. Refer to the State Regents Policy and Procedures Manual section 3.17. Additional information on procedures at USAO can be accessed at www.usao.edu under "Future Students" on the home page or by contacting the Registrar's Office.

5. Advanced Standing Credit

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

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

College Entrance Examination Board (CEEB) Advanced Placement Program Examinations are taken in the spring in high school. Credit will be awarded by USAO for a score of three, four, or five on any examination equivalent to courses in the USAO curriculum, except English. A score of 4 or 5 on the AP examination is required for credit in Writing I and/or II, and a CLEP score of 54 is required on College Composition for credit in Writing I.

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

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

6. Readmission

A student who has been away from USAO for 12 months must reapply for admission. All returning students must begin the application process in the Registrar's office, Troutt Hall 204. To be accepted for readmission, the student must complete a new application and pay a \$25 application fee to the Business Office, Troutt Hall 220. If the applicant has attended another college or university during the absence from USAO, official transcripts of all course work attempted must be submitted. Returning students will also need to contact the Financial Aid office to update and reinstate aid processes.

7. Articulation Policy

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

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

8. Equal Opportunities Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, USAO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies or procedures. The Title IX coordinator is Mike Coponiti, Vice President for Business and Finance, Troutt Hall 220, (405) 574-1333.

ACADEMIC POLICIES AND REQUIREMENTS FOR ALL ADMITTED STUDENTS

1. USAO Orientation

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

2. Physical Education Requirement

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

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

3. Class Attendance

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

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

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

4. Student Assessment

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

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

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

In addition, if an entering student subject score on the ACT admissions test is below 19, the student will be required to complete placement tests to determine if he or she is ready for college-level studies in those subject areas (refer to General Admission Policies, paragraph 1).

5. Change of Major

To change a major, a student must:

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

6. Credit-Hour Load

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

7. Academic Calendar

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

8. Student Classification

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

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

9. Transfer of Course Credit

USAO normally accepts credits from other regionally accredited institutions of higher learning equivalent to those taught at USAO. Transfer credits are accepted and applied to degree programs generally in accordance with the recommendations in the Transfer Credit Practices Guide published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Consequently, credits from some technical and professional schools may not be applicable toward degree requirements at USAO due to the

highly technical or specialized nature of the coursework. Transfer work is counted as lower-division or upper-division credit, depending on the level at which it was offered at the institution where it was earned. Two-year college work is accepted only as lower-division credit.

To make course transfer decisions easier, students will want to consult the Oklahoma State Regents for Higher Education website and look at the course transfer matrix that outlines courses which will transfer among Oklahoma’s public colleges and universities. To do this use www.okhighered.org, click on “Students,” then “Transfer Students,” then “Course Transfer.” Students can select the discipline under which the course falls for the school year desired, then the equivalent courses will be displayed. For Independent (private) colleges and universities transfer guidelines vary from institution to institution. A student will need to check with the institution he or she wishes to attend for additional information. For transfer courses to count toward the major or general education core a grade of at least a “C” must be earned.

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

10. Grading System

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

Here’s how the system works:

<u>GRADE</u>	<u>NOTE</u>	<u>GRADE POINTS PER HOUR</u>	<u>OTHER SYMBOLS</u>
A	excellent	4	W withdrawal
B	good	3	P passing
C	average	2	NP not passing
D	passing	1	RP remedial pass
F	failing	0	RF remedial fail
I	incomplete		
AW	administrative withdrawal		
AU	Audit		
N	grade was not submitted by the instructor by the appropriate deadline.		

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

Administrative Withdrawal may be assigned by the office of Academic Affairs to indicate that a student has been “involuntarily withdrawn” from class(es) after the add/drop period for disciplinary or financial reasons, or inadequate attendance documented by the instructor.

Audit is used for the student not interested in obtaining a course grade, but who is enrolled to get course information. A student may change from audit to credit during the add period, but must meet admission/retention standards.

For each hour of “A,” students receive four grade points; for “B,” three points; for “C,” two points; and for “D,” one point. Incomplete and failing grades earn no points. Grades of W, AW, AU, RP, and RF are not counted as hours attempted, and are not calculated in the retention/graduation GPAs. Financial Aid Satisfactory Academic Progress (SAP) policies are completely separate from academic policies. If a student withdraws from a course failing, the grade is recorded as an “F” and the hours are counted as hours attempted, which effects the GPA.

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

11. Honor Rolls

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

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

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

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

12. Change in Grade

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

13. Continued Enrollment in the University

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

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

14. Academic Notice, Probation, and Suspension

a. Academic Notice

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

b. Academic Probation

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

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

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

c. Academic Suspension

- (1) Students who have earned *fewer than 90 credit hours* toward a degree *and* who fail to meet the criteria for removal from probation will be immediately **suspended** from the university. Unless an appeal is granted by the Academic Regulations Committee (see below), such students will not be reinstated until one regular trimester (fall, spring, or summer) has elapsed.
- (2) A *one-time-only* exemption may be offered to suspended students with *90 or more earned hours* in a specified degree program. This exemption will allow the suspended senior to enroll in an additional 15 trimester hours in a further attempt to achieve the requirements for retention. During these 15 hours of enrollment, the student must achieve a minimum 2.0 semester GPA during each enrollment or raise the retention/graduation GPA to 2.0 or above.

Academic notice, probation and suspension are completely separate from the Financial Aid Satisfactory Academic Progress (SAP) policies.

15. Academic Appeal and Readmission Procedures

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

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

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

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

16. Withdrawal Policy

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

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

17. Academic Forgiveness

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

Three procedures for academic forgiveness are available:

a. Repeated Courses

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

b. Academic Reprieve

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

c. Academic Renewal

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

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

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

18. Enrollment for Audit

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

19. Enrichment Courses

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

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

20. Graduation Requirements

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

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

Degree candidates must apply for graduation in the Registrar's Office. *Application for graduation must be completed before the student's last trimester begins. A student who applies late for graduation is subject to a late fee of \$150.*

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

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

ENROLLMENT CHECKLIST

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

1. Go to the Office of Admissions for advisor assignment, enrollment excuse letter, and advisement form. **Troutt Hall, Room 225.** Complete assessment tests, if necessary.
2. Go to your faculty advisor's office. Consult with your advisor, fill out the advising form and obtain your advisor's signature.
3. All first-time students new to USAO and those needing housing go to the Student Services Office for housing contract, meal plan information, and student ID. **Student Center, 3rd Floor.**
4. Go to the Financial Aid Office for financial aid processing and advisement. **Troutt Hall, Room 112.**
5. Go to the Registrar's Office and submit your advisement form to get enrolled. **Troutt Hall, Room 204.**
6. Go to the Business Office for class schedule and fees statement. **Troutt Hall, Room 220.**
7. Return to the Office of Admissions to make sure that all steps have been completed. **Troutt Hall, Room 225.**

ESTIMATED COST OF ATTENDANCE

*2012-13 Academic Year**

Trimester Estimate

	<u>12 Hrs.</u>	<u>15 Hrs.</u>
Estimated Tuition (\$141/hr)	\$1692	\$2115
Basic Student Fees (\$39/hr)	468	585
Book Cost Estimate	480	600
Academic Trimester Total	\$2496	\$3120

Out-of-state tuition: additional \$244/hr

Guaranteed tuition rate: \$162/hr (2012-13)

Estimated On-Campus Living Expenses (per trimester):

Sparks Housing Rates:

Double Occupancy Room	\$1340
Private Room w/shared bath	1685

Lawson Court Housing Rates:

4 bdrm furnished apartment (per trimester)	\$2115
2 bdrm furnished apartment (per trimester)	2555

Lawson Court Summer Housing Rates:

4 bdrm furnished apartment	\$1380
2 bdrm furnished apartment	1710

Meal Plans:

225 Cafeteria meals	\$1240
225 Cafeteria meals + \$150 DCB	1315
150 Cafeteria meals + \$200 DCB	1315
85 Cafeteria meals + \$300 DCB	1180
100 Cafeteria meals + \$100 DCB	865

All meal punches are transferable to Student Center Terrace Room.

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

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

Deposits are required with housing contracts:

Sparks	\$200
Lawson Court	200

Estimates

Estimated cost for an Oklahoma student taking 12 hours and living in Sparks Residence Hall with a 225-meal plan is \$5,220 per trimester or \$9,982 for Fall/Spring.

Estimated cost for an Oklahoma student taking 12 hours and living in a 4-bedroom apartment in Lawson Court with a 225-meal plan is \$5,746 per trimester or \$11,492 for Fall/Spring.

Special Fees, Charges, and Expenses

Assessment Center Fees

- College Level Examination Program (CLEP)
 - Local Administration Fee \$15.00
 - National (CLEP) Fee 77.00
- Assessment test fee after two attempts (per test) 5.00
 - Study Guide per guide \$2.00 or set of three for \$5.00
- Adult Student Assessment Administration Fee
 - Three study guides, six tests 20.00
 - Residual ACT Fee 35.00
 - Proctor Test Administration Fee 15.00 per test

Art Laboratory	\$5/course
Application Fee	\$25.00
Audit	Same charge as for credit
Books and Classroom Supplies	Approx. \$100/course
International Student Record Fee	\$15/trimester or \$10/summer
Late Enrollment Fee	\$5
Special Music Instruction	\$50/course
Re-enrollment after withdrawal	\$5
Remedial Course Fee (in addition to regular tuition)	\$20/credit hour
Science Laboratory	\$15/course
Tutorial Fee	\$30/course
Mission Enhancement Fee	\$10/course
Freshman Experience	\$25/course
Parking Fee	\$30/annually
Student ID Replacement	\$10

John Morris Speech & Language Clinic (for non-USAO students):

Speech and Language Evaluation	\$30
Speech and Language Screening	\$15

Therapy (approximately 30 therapy sessions) \$60/trimester

John Morris Speech & Language Clinic (for USAO Students):

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

Collection of Fees and Tuition

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

Refund of Fees and Tuition

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

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

Refund of Room and Board

In accordance with signed room and board contract.

Guaranteed Tuition Rate Program

The Oklahoma Legislature passed a law (House Bill 3397) requiring that a new student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. At the time of first enrollment, a full-time undergraduate student who is a resident of Oklahoma can now choose to pay a guaranteed tuition rate (\$148/hr for 2011-12) based on the projected average for the next four years – as an option to the regular annual rate (\$129/hr for 2011-12). The guaranteed annual rate is available only to students meeting the criteria. A listing of that criteria and all applicable rules is available at the USAO Business Office or on the USAO website. The guaranteed rate applies only to tuition charges and does not cover mandatory or course-specific fees.

FINANCIAL ASSISTANCE

Free Application for Federal Student Aid (FAFSA)

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

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

The FAFSA is available on the web at www.fafsa.gov. The USAO Federal Title IV Code number is 003167.

Financial Aid Package

A financial aid package is the aid eligible to be awarded to a student and may include one or more of the following: Federal Pell Grant, Federal Supplemental Education Opportunity (FSEOG) Grant, Federal Direct Loans, Federal Perkins Loan, Federal College Work-Study Program, USAO scholarships and grants, and state grants such as the Oklahoma Tuition Aid Grant (OTAG) and Oklahoma's Promise (OHLAP).

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

Federal and State Assistance Programs

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

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

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

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

OKLAHOMA TUITION AID GRANT (OTAG) is also available to Oklahoma residents who meet the eligibility requirements. Students need to complete the FAFSA in early spring to be considered for the next academic year. The OTAG priority deadlines are listed on the FAFSA. OTAG funds are part of the Federal Leap Grant and are funded by the federal government, the state and where applicable, other contributing partners.

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

WILLIAM D. FORD DIRECT LOAN PROGRAM provides funding for regular students enrolled in an eligible program of study at least half-time.

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

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

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

INSTITUTIONAL SCHOLARSHIPS are competitive and have early spring deadlines or priority dates which are published on the USAO website. Scholarship applications received after a priority date will be considered if funds are available. Applicants must be approved for admission to USAO and have completed the USAO financial aid and scholarship applications, included in the online USAO Admissions Application, to be considered for any scholarship award. Specific criteria and application requirements are listed on the website and are available from the Financial Aid Office. Continuing students will want to apply for continuing student scholarships beginning in February of each year and can obtain the application on the USAO website or from the Financial Aid Office.

FAST TRACK SCHOLARSHIPS are unique, renewable tuition waivers that can help students afford to attend during the summer terms and fast-track their degree completion. The scholarship is available to any Oklahoma resident who is a graduate of an Oklahoma high school and enters USAO as a beginning first-year student *and* who attends the first and second terms consecutively as a full-time student (earning a minimum of 12 hours each term). Students must be enrolled in a minimum of 12 hours in independent study and/or the regular summer term to qualify. The scholarship pays tuition for up to 14 credit hours. The scholarship is available for a total of three consecutive years if the student makes satisfactory academic progress and continues completion of full-time enrollment each term.

PRESIDENTIAL LEADERSHIP SCHOLARSHIPS are four-year scholarships given to Oklahoma high school seniors having a GPA of 3.5 on a 4.0 scale and a composite ACT score of 24 or higher. Membership in three school organizations plus civic involvement, a minimum of two letters of recommendation and an essay are also required. A personal interview is conducted for finalists. It is a very selective process and a limited number of scholarships are awarded. Recipients must maintain contract requirements (GPA, attendance, leadership positions, participation, etc.) for renewal each year. This scholarship has a definite deadline each year for submission of all required paperwork.

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

OTHER ACADEMIC SCHOLARSHIPS INCLUDE: Drover Academic Scholarship, University Scholarship, Green & Gold Scholarship, Transfer Student Scholarship, Out-of-State Scholarships and International Student Scholarships.

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

ATHLETIC SCHOLARSHIPS are awarded through the athletic department. The student should contact the coach regarding their interest to participate in the athletic program.

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

USAO ALUMNI SCHOLARSHIPS are established by alumni and friends to honor the college and provide assistance to USAO students. Students wishing to apply for USAO Alumni Association Scholarships must provide the necessary materials by the deadline stated on the scholarship application form. The application is available from the Office of Alumni Development or on the website at <http://usao.edu/alumni>.

USAO CONCURRENT STUDENT SCHOLARSHIP is a tuition waiver for high school seniors who are admitted under the Concurrent Admissions Policy requirements. The scholarship waives tuition for up to 6 hours each term.

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

Student Responsibility

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

Class Attendance Policy for Financial Aid Eligibility

Class attendance is essential for students who receive financial aid. If the student doesn't begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the Financial Aid Office must calculate, or recalculate, the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. A student is considered not to have begun attendance in any class in which the school is unable to document that attendance, so faculty will be monitoring attendance for approximately the first two weeks of each class. It is the student's responsibility to attend class, make contact with the professor regarding arranged courses, or make arrangements with the professor if there are extenuating circumstances that prohibit attendance, within the first two weeks of each term to establish proof of attendance.

Financial Aid Satisfactory Progress Policy

Students must maintain Satisfactory Academic Progress toward a degree as stipulated in the chart below to receive financial aid at USAO from the following programs: Federal Pell Grant, Federal SEOG, Federal Work Study, Oklahoma Tuition Aid Grant (OTAG), Federal Direct Student Loans (subsidized and unsubsidized), Federal PLUS Loans and Perkins Loans. Satisfactory Progress is measured by Pace (amount of hours earned/amount of hours attempted), and GPA (quality of work), and maximum hours allowed to complete a degree. Beginning in fall 2012 all students who receive Oklahoma's Promise (OHLAP) must also meet these standards.

USAO has also adopted this standard to govern its institutional based aid, which includes (but is not limited to): tuition waivers, room and food waivers, academic, athletic, incentive, foundation and talent scholarships. Students may still remain eligible for external resources such as Vocational Rehabilitation, Bureau of Indian Affairs, ASCOG, etc.

Total Hours Attempted from All Institutions	
Minimum retention GPA	2.00
Minimum retention GPA for teacher certification programs	2.50
Minimum % of total hours successfully completed (Pace)	57%
Maximum total hours attempted allowed for earning a degree <i>Max of 186 hours for a Bachelor of Arts or Science</i> <i>Maximum 202 hours for a Bachelor of Fine Arts</i>	150%

Satisfactory Academic Progress (SAP) Evaluation

1. SAP is calculated for all USAO students at the end of each fall, spring and summer term. Transfer or returning students are evaluated when all previous transcripts are submitted.
2. FINANCIAL AID WARNING will be given to students who in the previous term did not meet the requirements above. These students are eligible to receive aid for one semester.
3. FINANCIAL AID SUSPENSION will be required for any students on Warning who do not meet the requirements shown above. This status also applies to students who do not meet the requirements above and do not appeal. Students cannot receive funds from the aid programs listed above while not making SAP (See Appeals). Students may reestablish aid eligibility by meeting the requirements above. Aid will be reinstated in the following term.
4. FINANCIAL AID PROBATION. This is available to students who have successfully appealed their SAP status after being on suspension. If an appeal is granted, students remain eligible for one semester. Students cannot receive consecutive terms of probation, so if SAP is not met, the student must appeal again to be considered for the possibility of being placed on an academic plan.
5. Rules are applied uniformly to all students whether or not aid has been received previously.
6. Eligibility is reestablished after the student improves their scholastic record to meet the minimum standards. In cases of suspension due to exhaustion, aid eligibility cannot be reinstated by student performance if denied by the committee.
7. Academic notice, probation, and suspension are completely separate from the Financial Aid SAP policies. The academic policy is available in the catalog.

Transfer and Returning Students

1. Transfer students must submit all prior transcripts before eligibility can be determined. All transfer hours accepted count toward the total hours attempted.
2. Transfer and returning students who do not meet the conditions explained above are entered on financial aid warning or suspension.
3. Students who leave USAO with an approved appeal and return after non-attendance and have not attended another institution, are considered to be on financial aid probation when they return.
4. Students who leave USAO in good academic standing and return after a period of non attendance and have not attended another institution are considered to be in good academic standing when they return.

Grades

1. For financial aid purposes, all grades of A, B, C, D, RP, P, F, W, WP, WF, AW, I, N and NP are hours attempted.
2. Only grades of A, B, C, D, RP and P are counted as hours successfully completed. CLEP and advanced placement classes count as hours attempted and completed. Audit classes are not eligible for financial aid and are not counted as hours attempted or completed.
3. All classes attempted at all institutions are used in SAP calculations.
4. Remedial classes count as hours attempted and completed but do not affect GPA.

Repeated Courses

The federal regulations indicate that financial aid may be paid for repeated coursework previously taken in the program but may not include more than one repetition of a previously passed course. This means courses for which you have passed with a grade of D or better can only be repeated once in your enrollment status to count for Federal Financial Aid eligibility determination. After the second time the course is taken and a passing grade is earned, the credit hours for the repeated courses will be excluded from your financial aid enrollment only.

Appeals

1. Financial Aid Suspension may be appealed if there are extenuating circumstances affecting student performance. Extenuating circumstances include (but are not limited to) illness, severe injury, or death in the family.
2. The appeal forms are available in the Financial Aid Office, Troutt Hall 112 and are also included in the notification of financial aid suspension.
3. Incomplete appeals are not considered.
4. Appeals must consist of a signed, typed personal explanation of extenuating circumstances affecting student performance and information on the improvement of these circumstances, a complete current mailing address, a degree plan completed with the assistance of and signature of the student's advisor, and complete unofficial transcript(s).
5. Appeals will be reviewed by the Financial Aid Appeals Committee. Decisions will be mailed to the student following the committee meeting.
6. Students must meet all conditions of appeal approval in order to continue receiving aid until they meet minimum requirements. The conditions may include enrollment changes such as a reduction in hours or a change in courses.
7. All decisions of the appeals committee are final.
8. Students who have regained eligibility after attending on financial aid suspension cannot receive aid retroactively for a term already ended.

Academic Plan

1. The appeals committee may recommend an academic plan for some students.
2. The academic plan must bring the student up to academic progress by a certain point in time. Students who have academic plans will be evaluated each term to see that the academic plan is being met.
3. Students who do not meet the requirements of the academic plan are placed on suspension.
4. Students who are placed on suspension after not meeting the requirements of the plan may reestablish SAP by meeting the requirements above. Aid will be reinstated after the term when SAP is established.

Student Responsibility

Students are held responsible for their SAP eligibility criteria and their status at the end of each semester. If questions arise, contact the Financial Aid Office. NOTE: SAP hours attempted may differ from those on academic transcripts due to withdrawals and remedial courses, which must be included in evaluating SAP. Also, the cumulative GPA on a grade report may differ from the student's retention/graduation GPA.

Refund Policy for Financial Aid Recipients Who Withdraw

Any student receiving federal financial assistance who completely withdraws from all classes at USAO will be subject to the Return of Title IV Funds refund policy required by federal regulation.

This policy applies to students receiving assistance through the Pell Grant, Supplemental Education Opportunity Grant, Perkins Loan, Subsidized Direct Loan, Unsubsidized Direct Loan, and Parent Loans for Undergraduate Students (PLUS) Programs.

This policy assumes a student earns his or her financial aid based on the period of time the student remains enrolled through the semester. Upon withdrawal, the Financial Aid Office will determine the date of the student's withdrawal and will calculate the amount of financial assistance the student earned while enrolled in classes according to the following formula: number of days enrolled divided by total number of days in the semester.

If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the university, the student, or both are required to return some portion of the federal aid received. Late disbursements for which the student is eligible are required to be included.

Students who remain enrolled beyond the 60% of the semester are considered to have earned 100% of the financial aid received. Students who are enrolled for less than 60% of the semester will likely be responsible for repaying a portion of the financial aid received.

The Financial Aid Office will calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulation. Any refund amount calculated from this formula will be returned to the appropriate federal financial aid programs. If the University returns funds to the Title IV aid programs, it could result in the student owing USAO charges that were originally paid at the time of disbursement. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Federal Pell Grant, SEOG Grant, other federal financial aid programs.

Under this policy, the date of withdrawal is the date the student began the institution's withdrawal process (as described in the USAO catalog) or "officially" notified the institution of intent to withdraw. If a student leaves USAO without notifying the institution, the withdrawal date will be designated as the midpoint of the semester or the last date of attendance at a documented academically related activity. For students who fail to return from an approved leave of absence, the withdrawal date will be designated as the date the leave of absence began.

Students who do not receive ANY "earned" grades are considered to be unofficial withdrawals that stopped attending ALL of the courses prior to the end of the term. When professors report grades at the end of the semester they are required to report whether the student stopped attending or never attended and must indicate the last date of attendance. Once grades are posted, the Financial Aid Office identifies all Title IV students who received NO passing grades and processes them under the unofficial withdrawal policy.

Attendance is the key. If enrollment is maintained in at least one class with attendance beyond the 60 percent date during the term, this policy will not affect the student. All withdrawals will impact satisfactory academic progress. Please refer to the Satisfactory Academic Progress Policy.

Financial Aid Office

The Financial Aid Office is in Troutt Hall, Room 112. The typical office hours are 8 a.m. to 5:00 p.m., Monday through Friday. The staff is available to discuss student needs and make suggestions for improved aid opportunities. All financial aid questions need to be addressed directly to the financial aid office so the student will receive answers relative to their personal circumstances and in accordance with current policies and compliance regulations.

Federal Phone Numbers and Web Sites

To file a FAFSA	www.fafsa.gov
To apply for a Pin Number	www.pin.ed.gov
General info about FAFSA	1-800-433-3243
Hearing impaired/TDD	1-800-730-8913
Suspect fraud or waste?	1-800-647-8733
Online help	www.studentaid.ed.gov

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

For the most current information on FERPA, check with the Registrar's office, Troutt Hall, room 204.

PUBLIC DIRECTORY INFORMATION AND STUDENT ACCESS TO OFFICIAL EDUCATIONAL RECORDS

Procedures for the Release of Information about Students

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

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

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

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

1. Directory Information

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

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

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

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

2. Confidential Information

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

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

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

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

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

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

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of university policy/federal law. Examples of violations include but are not limited to: 1) illegally accessing information from student or faculty information terminals; 2) misrepresentation to obtain another student's transcript, semester grades, or class registration; 3) using a student's ID number without his/her permission to gain access to other university services.

3. Procedures to Inspect Education Records

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

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

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

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

4. Limitations on Right of Access

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

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

5. Refusal to Provide Copies

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

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

STUDENTS RIGHT-TO-KNOW

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

[/usao.edu/infoservices/student-right-know-information](http://usao.edu/infoservices/student-right-know-information)

Paper copy is available upon request by contacting the Office of Information Services, 405-574-1245.

STUDENT LIABILITY AND RESPONSIBILITY

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

PROGRAMS OF STUDY

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

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

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

DEGREES

Bachelor of Arts

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

Bachelor of Science

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

Bachelor of Fine Arts

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

Second Bachelor's Degree

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

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

TUTORIAL SCHOLARS PROGRAM

Description of the Program

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

1. Eligibility

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

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

2. Program Requirements

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

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

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

3. Applying for the Program

The process of applying for the program is as follows:

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

C: Curriculum Committee Approval, certifying that the student, committee, and curriculum meet all of the program requirements.

6. If approved, the Curriculum Committee will forward the application to the Vice President of Academic Affairs for final approval. The Office of Academic Affairs will open a file for the Tutorial Scholar and return signed copies to the student and the Tutorial Coordinator.

TEACHER CERTIFICATION

USAO offers 11 programs in teacher certification, including art, physical education (PHED), language arts (English), math, music (vocal and/or instrumental), science, social studies, elementary, early childhood, and deaf education. Major requirements for a teaching certificate in these areas can be found on the respective program's checklist and in the *Teacher Education Handbook*.

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

All USAO teacher certification programs are nationally recognized and are accredited by both the Oklahoma Commission on Teacher Preparation and the National Council for Accreditation of Teacher Education. The *Teacher Education Handbook*, available from the USAO Bookstore, provides further information concerning the program and its requirements.

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

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

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

Teacher Certification in K-12 and Secondary Education

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

Teaching Certificate Programs

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

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

Admission to Teacher Education

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

Minimum requirements for admission to Teacher Education are:

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

Requirements for the Professional Trimester (Student Teaching)

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

Certification Requirements

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

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

Teacher Education Background Check Policy

Recognizing that public trust is important to the education system and that those working with children are held to a high standard of conduct as well as knowledge and skill, the University of Science and Arts of Oklahoma has adopted the following Background Check Policy to assure our education partners that every effort is made to protect the safety of their students.

All college students enrolled in Field Level I classes are required to complete a criminal background check. Each student must be cleared through his/her background check before being allowed to begin the 20-hour classroom observation experience for Direct Field I/Practicum I. Refusal to submit to a background check will result in the student's withdrawal from the course.

If the background check is not clear, that student will receive notification by letter and will be required to drop the course. He/she may not reenroll until cleared by the background check process.

It is emphasized that only the individual, the Director of Teacher Education, and the Coordinator of Field Based Experiences will have knowledge of the results of the background check. All results will be held in strict confidence and on a “need to know” basis.

Candidates enrolling in Field Level II classes will be required to sign an affidavit verifying that they do not have any convictions, outstanding criminal charges or warrants of arrest pending in Oklahoma or in any other jurisdiction.

Teacher candidates applying for the professional trimester will be required to submit to a criminal background check during the application process. Results must be obtained and on file in the Teacher Education office before a candidate will be allowed to report to his/her first assignment. If the candidate's background check is not clear, the application for the Professional Trimester will be denied. Denial notification will be sent to the teacher candidate via certified letter. It should be noted that the teacher candidate will be ineligible for future professional trimester opportunities until a subsequent background check clears them.

Minor in Education

A minor in education is available for a student pursuing a major in Art, Physical Education, (English) Language Arts, Mathematics, Natural Science, Social Studies or Music. A student must be successfully admitted to the Teacher Education Program to be able to enroll in any 3000 or 4000 level Professional Education course.

16 hours including:

- EDUC 2002 Orientation to Teaching
- EDUC 2011 Directed Field Experiences I
- EDUC 2022 Education of the Exceptional Child
- EDUC 2103 Human Growth and Development
- EDUC 3102 Educational Psychology
- EDUC 3203 School and Society
- EDUC 3211 Directed Field Experiences II
- EDUC 4442 Classroom Management and Evaluation Theory

Plus, the Methods Course corresponding to the appropriate major: (2 or 3 or 4 hours)

- ART 3273
- PHED 3104
- ENGL 4763
- MATH 4463
- NCSI 4463
- HIST 4763
- MUSC 4552 or MUSC 4562 or MUSC 4572

Teacher Education Paraprofessional Option

The federal reauthorization of the Elementary and Secondary Education Act (ESEA), also known as the “No Child Left Behind” Act, requires paraprofessionals working as teacher assistants in school districts to be highly qualified. Oklahoma’s Legislature recognizes that public school paraprofessionals play an important role in education school children and in assisting teachers. An Oklahoma Title I Paraprofessional Credential is available to persons meeting the following requirements:

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

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

- IDS 1001 Freshman Orientation
- IDS 1013 Rhetoric and Critical Thinking
- IDS 1113 Writing I
- IDS 1213 Writing II
- IDS 1133 The Individual in Contemporary Society
- IDS 1223 Math in the Modern World
- IDS 2013 Physical Science
- IDS 2023 Life Science
- IDS2133 American Civilization I

CSCI 1143	Introduction to Computer Science
EDUC 2002	Orientation to Teaching
EDUC 2011	Directed Field Experience I
EDUC 2022	Education of the Exceptional Child
EDUC 2103	Human Growth and Development

12 hours of Electives, recommended to include:

IDS 2143 American Civilization II

Begin a foreign language

6 hours in one area of interest,

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

MATH 2113 Number Systems and Problem Solving and

EDUC 2323 Reading I

Applications for the credential are available in Gary Hall 106.

Alternative Paths to Teacher Certification

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

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

PRE-PROFESSIONAL AND GRADUATE SCHOOL PREPARATION

Information about entering graduate schools and pre-professional programs is available from faculty advisors in the specific academic areas. For example, a student interested in graduate study in physics should consult a USAO faculty member in that discipline. Because of the intimate size of the USAO campus, students never have trouble finding faculty and staff willing to help.

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

INDEPENDENT STUDY

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

IS 1115 INDEPENDENT STUDY

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

- IS 1125 INDEPENDENT STUDY
Independent Study in *group* projects for a student enrolled in independent study while classified as a freshman. 5 hours.
- IS 2115 INDEPENDENT STUDY
Independent Study in *individual* projects for a student enrolled in independent study while classified as a sophomore. 5 hours.
- IS 2125 INDEPENDENT STUDY
Independent Study in *group* projects for a student enrolled in independent study while classified as a sophomore. 5 hours.
- IS 3115 INDEPENDENT STUDY
Independent Study in *individual* projects for a student enrolled in independent while classified as a junior. 5 hours.
- IS 3125 INDEPENDENT STUDY
Independent Study in *group* projects for a student enrolled in independent study while classified as a junior. 5 hours.
- IS 4115 INDEPENDENT STUDY
Independent Study in *individual* projects for a student enrolled in independent study while classified as a senior. 5 hours.
- IS 4125 INDEPENDENT STUDY
Independent Study in *group* projects for a student enrolled in independent study while classified as a senior. 5 hours.

INTERDISCIPLINARY CORE CURRICULUM

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

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

COURSE LISTINGS IN IDS (IDS)

Preparation

1 hour

IDS 1001 USAO ORIENTATION

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

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

Interdisciplinary Skills

12 hours

IDS 1013 RHETORIC and CRITICAL THINKING

Rhetoric and Critical Thinking introduces critical thinking skills that form the basis of a liberal arts education, including logical structure, fallacies, and the processes of evaluating arguments. Skills are demonstrated through a variety of methods that will include oral presentation. 3 hours

IDS 1113 WRITING I

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

IDS 1213 WRITING II

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

IDS 1223 MATHEMATICS IN THE MODERN WORLD

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

Artistic Expression (Fine and Performing Arts)

2 hours

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

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

Theatre Arts 1403, 1801, 2113

English 2403

Music 1021, 1031, 1041, 1051, 1061, 1081, 1102, 1203, 4901(USAO Show Band, USAO Key Players, or USAO Vocal Jazz Ensemble), 4903 (Song Writing)

Photography 1023, 2133

Physical Expression

2 hours

Two hours must be successfully completed from the following:

PHED 1011 *and* 1 hour chosen from:

PHED 1001, 1021, 1031, 1041, 1061, 1081, 1091, 1111, 1121, 1141, 1151, 1161, 1181, 1191, 2101.

These concept courses begin in the freshman year with IDS 1133: The Individual in Contemporary Society. Later concept courses cover the Physical and Life Sciences, the nature of American Civilization, the development and impact of World Thought and Culture, and an overview of the history of Political and Economic Systems and Theories. A faculty-guided, independent Senior Seminar project provides a capstone experience that completes and closes USAO's undergraduate curriculum.

Interdisciplinary Ideas (Team-Taught)

30 hours

IDS 1133 THE INDIVIDUAL IN CONTEMPORARY SOCIETY

Introduces the major theories of human nature, individual behavior, and the meaning of society.

Taught primarily from a psychology and sociology perspective, the course also utilizes other social sciences to allow students to consider the interplay of individuals and major social issues. 3 hours

- IDS 2011 FOUNDATIONS OF SCIENCE LABORATORY
An interdisciplinary laboratory offering experiments in both the biological and physical sciences. Satisfies the laboratory experience for mathematics education. Co-requisite: Foundations of Life Science – IDS 2023. 1 hour
- IDS 2013 FOUNDATIONS OF PHYSICAL SCIENCE
IDS 2013 and 2023 should be taken in sequence. Introduction of basic concepts of the scientific method illustrated by the physical sciences of astronomy, physics, chemistry, and geology. Topics include the historical and philosophical development of these sciences and their relationship to modern concerns with technology, environment, and energy. 3 hours
- IDS 2023 FOUNDATIONS OF LIFE SCIENCE
IDS 2013 and 2023 should be taken in sequence. Continuation of the study of the scientific method with illustrations from the life sciences. Topics include fundamental elements of life sciences, such as cell structure and function, classification systems and evolution, and their relationship to modern concerns with environment, genetics, and population dynamics. Pre-requisite IDS 1223 3 hours
- IDS 2133 AMERICAN CIVILIZATION (HISTORY/GOVERNMENT) I
IDS 2133 and 2143 should be taken in sequence. Examination of American ideas and culture through 1877, the end of Reconstruction. The course explores the experiences of American peoples by focusing upon government; values; religious, social, and political concerns; and creative expressions. 3 hours
- IDS 2143 AMERICAN CIVILIZATION (HISTORY/GOVERNMENT) II
IDS 2133 and 2143 should be taken in sequence. Examination of American ideas and culture from 1877, the end of Reconstruction to the present. The course explores the experiences of American peoples by focusing upon government; values; religious, social, and political concerns; and creative expressions. 3 hours
- IDS 2880 SPECIAL TOPICS
Special topics in interdisciplinary studies. 1-4 hours. ELECTIVE CREDIT ONLY.
- IDS 3223 POLITICAL AND ECONOMIC SYSTEMS AND THEORIES
Examination of representative global political and economic theories and practices with emphasis on contemporary public policy alternatives for the United States. Includes a discussion of the relationship of geography to the development of political and economic systems and strategies. 3 hours
- IDS 3313 WORLD THOUGHT AND CULTURE I
IDS 3313, 3323, and 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations through the Second Century, C.E. The course focuses on significant achievements in architecture, art, theatre arts, literature, music, philosophy, religion, and science. 3 hours
- IDS 3323 WORLD THOUGHT AND CULTURE II.
IDS 3313, 3323 and 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations from the Second Century, C.E. through the Seventeenth Century, C.E. The course focuses on significant achievements in architecture, art, theatre arts, literature, music, philosophy, religion, and science. 3 hours
- IDS 4333 WORLD THOUGHT AND CULTURE III
IDS 3313, 3323, and 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations from the Seventeenth Century, C.E. to the present. The course focuses on significant achievements in architecture, art, theatre arts, literature, music, philosophy, religion, and science. 3 hours

IDS 4522 SENIOR SEMINAR

Synthesis of the interdisciplinary program by writing several short papers and completing a formal project. The project may integrate a student's major field with the IDS program. Prerequisite: completion of IDS courses below the 4000 level. 2 hours

Research Endorsement

The Research Endorsement is an optional course of study that will satisfy the IDS requirement of IDS 4522 Senior Seminar. The Research Endorsement will provide considerably more rigorous instruction in research methods across the curriculum, and should result in sophisticated research projects suitable for presentation at state, regional, and national conferences.

The Research Endorsement will also provide a rigorous academic experience for the Independent Study term. (IDS 3415 Research Endorsement: Introduction to Research Methods and Design will be taught only during the Independent Study period.) The Research Endorsement will require a total of 10 credit hours spread over approximately 12 months.

The Research Endorsement is added to the student transcript signifying the development of the skills associated with a quality undergraduate research project. The essential components include an introduction to research methods, and the design, execution, and presentation of the project. Divisional research courses may be substituted for research endorsement courses or competencies with the approval of the Director of Undergraduate Research. Off-campus research internships may be substituted for research endorsement courses or competencies with the approval of the Director of Undergraduate Research.

The following courses will be taken in sequence:

- IDS 3415 RESEARCH ENDORSEMENT: INTRODUCTION TO RESEARCH METHODS AND DESIGN
Introduction to Research Methods and Design is the initial course in the sequence that leads to the Research Endorsement. This course introduces the concepts and skills involved in understanding and analyzing the broad range of research methodologies to be found across the spectrum of academic disciplines. While students should expect to study much of this material in greater depth through additional course work before being fully prepared to conduct independent research, this course should enhance the ability to locate, read, comprehend, and begin to analyze critically research articles and reports. As such, the goals of this course are twofold: 1) To gain introductory level of familiarity with the principles and methods of various forms of research and 2) to become better "consumers" of published research. 5 hours. Prerequisite: junior class standing.
- IDS 3421 RESEARCH ENDORSEMENT: RESEARCH PROJECT I (DESIGN)
In consultation with a faculty supervisor, the student will prepare a research proposal to be completed in IDS 4552 Research Project II (Implementation) and IDS 4562 Research Project III (Presentation). The proposal will be informed by the research design and literature search elements of IDS 3415 Introduction to Research Methods and Design. The proposal must be sufficiently complete that implementation can begin in the following courses. 1 hour
Prerequisite: IDS 3415 Introduction to Research Methods and Design
- IDS 4552 RESEARCH ENDORSEMENT: RESEARCH PROJECT II (IMPLEMENTATION)
In consultation with the faculty supervisor, the student will arrange a schedule to implement the research proposal completed in IDS 3421 Research Project I (Design). 2 hours
- IDS 4462 RESEARCH ENDORSEMENT: RESEARCH PROJECT III (PRESENTATION)
Research Project III completes the sequence of courses necessary for receiving the Research Endorsement. The student will meet with the faculty supervisor to prepare the research project for presentation. The presentation requirement allows for flexible options including the presentation before undergraduate research conferences, discipline meetings, or a faculty committee. The student will forward the presentation plan to the Director of Undergraduate Research for approval. If required, the Director will arrange a faculty committee to hear the presentation. The committee will send an evaluation of the project to the Director who will forward the recommendations to the faculty supervisor for final evaluation. Upon successful completion of IDS 4462 and the recommendation of the Director of Undergraduate Research, the student will have the Research

Endorsement added to the transcript. 2 hours

IDS 4880 SPECIAL TOPICS
Special topics in interdisciplinary studies. 1-4 hours. ELECTIVE CREDIT ONLY.

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

MINOR IN LIBERAL ARTS (18 HOURS)

Required Courses (12 hours)

IDS 3223 POLITICAL & ECONOMIC SYSTEMS & THEORIES
IDS 3313 WORLD THOUGHT & CULTURE I
IDS 3323 WORLD THOUGHT & CULTURE II
IDS 4333 WORLD THOUGHT & CULTURE III

No courses can be substituted for these four IDS courses.

Additional Courses (6 hours)

These additional hours:

- Must be within the traditional liberal arts
- Cannot be courses that also count for credit within the required IDS Core Curriculum, including Artistic Expression courses.
- Must be approved by the student's advisor and the IDS Director

Service Learning and Civic Engagement Course Components

USAO's Service Learning courses allow the transcription of non-credit service-oriented undergraduate research, internships, practica, five-week independent studies, tutorials, capstone and senior projects, fieldwork, colloquia projects, and other community-based experiential learning activities. Parallel course numbers distinguish between faculty-designed course components (2710, 4710) and independent student projects (2720, 4720). These course numbers are:

Faculty-designed course components

SLCE 2710 – S-L course component (0 credit; Pass/No Pass; lower division) – [course name]

SLCE 4710 – S-L course component (0 credit; Pass/No Pass; upper division) – [course name]

Independent student projects

SLCE 2720 – S-L independent project (0 credit; Pass/No Pass; lower division) – [course name]

SLCE 4720 – S-L independent project (0 credit; Pass/No Pass; upper division) – [course name]

Similar to the concurrent enrollment procedure for some required labs, the science colloquium, or required Music program recital attendance, SLCE course components are listed as non-credit with pass/fail grading. If the SLCE component of a class is optional, students not participating in the project would not be required to enroll in the SLCE section of course. SLCE participation does not increase tuition costs or impact grade point averages. Instead they exist to record and encourage Service Learning opportunities for both faculty and students.

SLCE applications and other materials are available from the Office of Academic Affairs in Troutt Hall.

Division of Arts and Humanities

ART

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

Bachelor of Arts in Art

Required Art Core (52 hours):

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

Required Art Electives (choose 6 hours):

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

ART 4433 History of 20th Century Art 3

plus:

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

Bachelor of Fine Art

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

1. Students must have and maintain a cumulative GPA of 2.75 in art to complete degree.
2. Receive a satisfactory review of a portfolio presentation.
3. Make application for admission into the program when the student has second-year standing in art.
4. Complete the Bachelor of Fine Arts degree core of 54 hours in art. In conjunction with the Bachelor of Fine Arts degree core, students must work with their faculty advisor to develop an individualized studio

concentration. This concentration requires a minimum of 29 hours of advanced level studio art courses in addition to the BFA core and art faculty approval. Students must maintain 3.00 G.P.A. in concentration.

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

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

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1003	Beginning Drawing Studio I	3
ART 1013	Beginning Drawing Studio II	3
PHOT 2133	Digital Photography I	3
ART 1112	Design and Composition Studio I	2
ART 1122	Design and Composition Studio II	2
ART 1212	Ceramic Hand building	2
ART 1312	Sculpture Studio I	2
ART 2112	Figure Drawing Studio I	2
ART 2122	Figure Drawing II	2
ART 2222	*Pottery on the Wheel or	
ART 2322	*Sculpture Studio II	2
ART 2413	Oil Painting and Composition Studio I	3
ART 3102	Watercolor & Composition Studio	2
ART 3413	*Oil Painting II (second semester) or	
ART 3102	*Watercolor (second semester)	2
ART 3113	Graphic Design I	3
ART 3123	Graphic Design/Computer Graphics	3
ART 3513	*Printmaking Studio I or	
ART 3523	*Printmaking Studio II	3
ART 3493	Ancient Art History	3
ART 4113	European Art History	3
ART 4223	History of 19th Century Art	3
ART 4433	History of 20th Century Art	3
ART 4333	Seminar (BFA Exhibit)	3

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

Plus: 29 hours of advanced level studio art courses.

ART 1662 Jewelry will be utilized as Artistic Expression.

Bachelor of Arts in Art/Teacher Certification

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

- Professional Education Core (31 hours),
- Art Core (52 hours)
- ART 3273 Teaching Art in the Public School
- ART 1662 Jewelry (complete 2 or 3 hours of craft, required for Teacher Certification)
- 2 semesters in Foreign Language

Minor in Art

Required Courses (24 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1003	Beginning Drawing Studio I	3
ART 1013	Beginning Drawing Studio II	3
ART 1112	Design and Composition Studio I	2
ART 1122	Design and Composition Studio II	2
ART 1212	Ceramic Handbuilding	2
ART 1312	Sculpture Studio I	2
ART 2112	Figure Drawing Studio I	2
ART 2413	Oil Painting and Composition Studio I	3
ART	Art History (<i>one of four</i>)	3

Plus: 2 hours of art electives (with approval of discipline chair)**Minor in Photography***Program descriptions and course listings for the art photography minor immediately follow the course listings in art.***COURSE LISTINGS in ART (ART)**

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

- 2122 **FIGURE DRAWING COMPOSITION STUDIO II**
Sketches and finished drawing of live models; stress on pose, composition. Emphasis of varied media. 2 hours. Prerequisite ART 2112.
- 2222 **POTTERY ON THE WHEEL**
Secondary course in pottery studio. Emphasizes developing skills on the potter's wheel. Glaze theory and formulation are studied. 2 hours. Prerequisite: ART 1212.
- 2322 **SCULPTURE STUDIO II**
Continuation of ART 1312. Emphasizes human head construction, including the skull, muscles, portrait bust, and casting. 2 hours. Prerequisite: ART 1312.
- 2413 **OIL PAINTING AND COMPOSITION STUDIO I**
The subject matter is to include still-life, landscape, and portraits. Emphasis would be on painting methods, composition, and color theory. 3 hours. Prerequisites: ART 1013 and ART 1122.
- 2662 **JEWELRY STUDIO II**
Secondary course in Jewelry. Continuation of Jewelry techniques: metal forming, casting, soldering, raising, stone cutting, stone setting with emphasis on design craftsmanship. 2 hours. Prerequisite: ART 1662 Jewelry I.
- 2701 **BUSINESS OF ART**
Introduction of the art student to the practical and theoretical concerns of the professional artist. 1 hour.
- 2711 **CREATIVITY**
Class is designed to analyze and engage the creative processes of the individual student regardless of academic rank or artistic experience. 1 hour.
- 2732 **STAINED GLASS**
An introductory class covering history, design theory, and basic construction procedures used in the production of stained glass. 2 hours (may be repeated for maximum of 4 hours, to include additional stained glass technologies, with emphasis on technical and conceptual development).
- 2880 **SPECIAL TOPICS**
Special topics in the area of art. 1-4 hours (may be repeated for total of 6 hours).
- 2900 **WORKSHOP**
A guided study in art under faculty supervision. Topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 2990 **TUTORIAL**
An independent study in art under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in topic and content).
- 3052 **ADVANCED FIGURE DRAWING AND COMPOSITION STUDIO**
Live model. Varied drawing media. Stress on pose and composition. 2 hours (may be repeated for maximum of 4 hours). Prerequisite: ART 2112.
- 3102 **WATER COLOR AND COMPOSITION STUDIO**
Subject matter unrestricted; attention to subject and composition in line, shape, value, color, texture, etc. 2 hours (may be repeated for maximum of 4 hours). Prerequisite: Third-year art standing.
- 3113 **GRAPHIC DESIGN I**
Orientation to typographical structures and design; layout, paste-up, and product presentation; 2-D illustration techniques and procedures. 3 hours. Prerequisite: Third-year art standing.

- 3123 GRAPHIC DESIGN/COMPUTER GRAPHICS
An introduction to basic computer graphics technology, including terminology, Macintosh operating system, Raster/Vector software, 3D software, multimedia, and input/output devices. 3 hours.
- 3133 GRAPHIC DESIGN II
This course is designed to introduce the graphic design student to the basic design formats which are used in publication. Emphasis will be placed on considering graphic design as a fine art. Technological and conceptual development are an important consideration for grades. 3 hours.
- 3143 GRAPHIC DESIGN/COMPUTER ILLUSTRATION
This course is designed for the advanced graphic design student. The course will cover advanced graphic design, illustrational computer graphics software, and techniques. Technological and conceptual development are an important consideration for grades. Professional-level work ethic will be employed. 3 hours. Prerequisite: ART 3113 or portfolio equivalent.
- 3153 GRAPHIC DESIGN/ILLUSTRATION
This course is designed for the advanced art student. The course will cover advanced graphic design illustrational techniques such as airbrush and color markers. Technological and conceptual development are an important consideration for grades. Professional-level work ethic will be employed. 3 hours. Prerequisite: ART 3113 or portfolio equivalent.
- 3233 ADVANCED SCULPTURE STUDIO
Advanced modeling and casting, or wood carving, or stone carving, or metal sculpture. 3 hours (may be repeated for maximum of 6 hours). Prerequisite: ART 2112.
- 3243 ADVANCED OIL PAINTING COMPOSITION STUDIO
Continuation of ART 3413. 3 hours (may be repeated to a maximum of 6 hours).
- 3262 PUBLIC SCHOOL ART
Studio art course for elementary education majors with emphasis on building confidence and experience in the skills of drawing, perspective, shading, color, and design. Application of right-brain theory to appropriate crafts for the elementary curriculum is provided. 2 hours. Prerequisite: admission to Teacher Education.
- 3273 TEACHING ART IN THE PUBLIC SCHOOL
Philosophy and methods of teaching art in the public school, kindergarten through grade 12, with emphasis on experience in lesson presentation and evaluation, and development of a personal philosophy of art education. 3 hours. Prerequisite: admission to Teacher Education.
- 3413 OIL PAINTING AND COMPOSITION STUDIO II
Subject matter would be unrestricted. Emphasis would be on painting methods, composition, and color theory. Course would include choice of subjects and composition in line, shape, value, color, and texture. 3 hours. Prerequisites: ART 2413.
- 3443 ADVANCED CERAMIC STUDIO
Designed for greater mastery of ceramic medium through strengthening vital skills of potter's art, including advanced hand building, throwing skills, glaze technology, techniques, historical and philosophical issues of the professional potter-artist. 3 hours (may be repeated for total of 6 hours).
- 3493 HISTORY OF ANCIENT AND CLASSICAL ART
History of painting, sculpture, and architecture: Prehistoric, Egyptian, Middle Eastern, Aegean, Greek, Etruscan, Roman, and Early Christian, Byzantine. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of the instructor.

- 3513 PRINTMAKING STUDIO I
Introduction of practical and conceptual application of process of relief and intaglio printing, emphasizing manual and photo-mechanical methods of printing in black and white, as well as color ink, technical ability, conceptual development, and media experimentation. 3 hours.
- 3523 PRINTMAKING STUDIO II
Introduces the art student to the practical and the conceptual applications of the silkscreen and Planographic printing processes. Emphasizes the manual and photographic methods of printing in black and white, as well as color ink, technical ability, conceptual development, and media experimentation. 3 hours.
- 3663 ADVANCED JEWELRY/METALSMITHING I
Advanced Jewelry/Metalsmithing techniques and exploration of design concepts and media. 3 hours.
Prerequisite: ART 2662.
- 3673 ADVANCED JEWELRY/METALSMITHING II
Advanced Jewelry/Metalsmithing techniques and continued development of design concepts and media. 3 hours. Prerequisite: ART 3663.
- 4102 ADVANCED WATERCOLOR AND COMPOSITION STUDIO
Subject matter unrestricted; attention to composition design and procedure. 2 hours (may be repeated for total of 4 hours). Prerequisite: ART 3102.
- 4113 HISTORY OF EUROPEAN ART
History of painting, sculpture, and architecture: Carolingian, Ottonian, Romanesque, Gothic, Renaissance, Baroque, Rococo. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4223 HISTORY OF NINETEENTH CENTURY ART
History of painting, sculpture, and architecture: Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Expressionism. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4333 SEMINAR
Advanced study in student's art area of interest. Prerequisite: all hours in the chosen area, permission of instructor, *or* third-year art standing. 3 hours (may be repeated as needed to complete B.F.A. requirements).
- 4335 SEMINAR PROFESSIONAL CONCENTRATION
Advanced study in student's art area of interest leading to a professional competence. 5 hours (may be repeated as needed to complete B.F.A. requirements). Prerequisites: completion of all hours in chosen area *and* permission from instructor.
- 4433 HISTORY OF TWENTIETH CENTURY ART
History of painting, sculpture, and architecture: Cubism, Futurism, Dadaism, Surrealism, Abstract Expressionism, Pop Art, Op-Art, Super-Realism, Conceptual Art, Funk Art, Performance Art, Earth Art. Recent developments since 1900. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4880 SPECIAL TOPICS
Special topics in art. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Guided study in art under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

4990 TUTORIAL
 Independent study in art under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

Minor in Art Photography

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

Required Photography Core (23 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1112	Design and Composition Studio	2
PHOT 1023	Black & White Photography I	3
PHOT 2133	Digital Photography I	3
PHOT 3013	Graphic Arts Photography	3
PHOT 3113	Color Film and Photography	3
PHOT 3123	Black & White Photography II	3
PHOT 3133	Digital Photography II	3
PHOT 4033	Digital Photography III	3
<i>or</i>		
PHOT 4133	Portfolio	3

COURSE LISTINGS in ART PHOTOGRAPHY (PHOT)

- 1023 BLACK & WHITE PHOTOGRAPHY I
 This course is an introduction to beginning analog photography. Emphasis will be placed on basic manual 35mm camera operation, as well as elementary black and white film & paper processing techniques. Technical ability and conceptual growth will be stressed. 3 hours.
- 2133 DIGITAL PHOTOGRAPHY I
 An introductory course orientating the photography student to basic digital photography workflows. This will include basic manual DSLR camera, programming, menu and export options. Technical ability and conceptual growth will be stressed. 3 hours.
- 3013 GRAPHIC ARTS PHOTOGRAPHY
 An introduction to ortho film technology and contact printing, including film processing, screen texture, tonal separation, and contact printing as an art form. 3 hours (may be repeated for maximum of 6).
- 3113 COLOR FILM AND PHOTOGRAPHY
 An introductory course for color negative and positive film exposure, processing, scanning and digital printing. Emphasis will be placed on the use of color materials as well as conceptual and technical development.
 Prerequisite: PHOT 1023. 3 hours.
- 3123 BLACK & WHITE PHOTOGRAPHY II
 A black and white analogue photography course introducing medium format equipment. Emphasis will be placed on use of medium and large format cameras as well as lighting equipment and fiber base archival printing. Technical ability and conceptual growth will be stressed. Prerequisite: PHOT 1023. 3 hours.

- 3133 DIGITAL PHOTOGRAPHY II
An intermediate course used to further develop the photography students' camera control, image editing and outsource options. Technical ability and conceptual growth will be stressed. Prerequisite: PHOT 2133. 3 hours.
- 4033 DIGITAL PHOTOGRAPHY III
An advanced course used to further develop the photography students camera control, image capture option, editing, and outsourcing. Technical ability and conceptual growth will be stressed. Prerequisite: PHOT 3133
- 4133 PORTFOLIO
An advanced course used by the student to organize and produce an interview portfolio and support documentation. Technical and conceptual resolution to at least four professional categories will be stressed. Course may be repeated. This course requires minimum junior status or permission of instructor.

COMMUNICATION

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

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

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

Bachelor of Arts in Communication

Required Communication Core (45 hours):

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

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

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

Minor in Communication

18 hours to be selected in consultation with minor advisor.

COURSE LISTINGS IN COMMUNICATION (COMM)

- 1003 FOUNDATIONS OF COMMUNICATION THEORY
Basic course for communication majors but open to all students. Provides overview of how communication works within individuals, interpersonally, in small and large groups in various formats. Assignments typically include classroom speeches and team projects. 3 hours.
- 1113 MASS COMMUNICATION
Basic course for communication majors but open to all students. Provides overview of print and electronic media, Internet, public relations, advertising, music and film industry, including career possibilities and necessary skills. 3 hours.
- 2100 COMMUNICATION COLLOQUIUM
Non-credit course required six times during student's tenure at USAO. Students are required to attend six presentations of Senior Communication Projects, prepare formal reviews of their communication career goals by the end of their sophomore years, and attend seminars on various aspects of the communication profession, as scheduled. Pass/Fail. 0 hours.
- 2203 PERSUASION
Study and practice of persuasive principles that influence the belief and action of an audience. Assignments typically include classroom speeches of varying lengths. Prerequisite: COMM 1003 or permission of instructor. 3 hours.
- 2330 NEWSPAPER WORKSHOP
Practicum reporting for the student newspaper. Assignments typically include gathering and writing stories, layout of pages, photography, advertising sales. May be repeated for a total of 6 hours. 1-3 hours.
- 2313 NEWS REPORTING I
Basic theories of journalistic news gathering and writing, including inverted pyramid, leads, interviewing, quotations and attribution, journalistic research, press law and ethics, beat reporting, writing to deadlines, basic editing. *AP Stylebook*. Assignments typically include writing for the student newspaper. Prerequisites: Grade of "C" or better in Writing I and II (or permission of instructor) and computer literacy. Course is Macintosh-based. 3 hours.
- 2323 NEWS REPORTING II
Advanced reporting, special forms of journalistic writing, photojournalism, writing to deadlines. Students will be required to write and shoot photographs for student newspaper. Introduction to basics of newspaper layout. Prerequisites: COMM 2313, PHOT 1023. 3 hours.
- 2880 SPECIAL TOPICS IN COMMUNICATION
Special topics in communication. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.

- 2900 COMMUNICATION WORKSHOP
Guided practicum in communication activity under faculty supervision. Assignments may vary. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 2990 TUTORIAL
Independent study in communication under faculty supervision. Prerequisite: Permission of instructor. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 3203 GROUP COMMUNICATION
Theory of small group dynamics, including rules and norms, roles, and leadership styles. Assignments typically include several group projects and written analysis of each project. 3hours.
- 3333 PRACTICUM IN PRINT MEDIA
Practicum in advanced reporting, editing, layout, photography, advertising, and business management, print production, circulation. Practicum prepares student for role as newspaper editor. Prerequisites: COMM 2313, COMM 2323, and PHOT 1023. May be repeated for a total of 6 hours with change in duties. 3 hours.
- 3513 PUBLIC RELATIONS
Study of evolution of public relations as a profession and basic theories about public opinion, public relations research and writing, developing and maintaining effective relationships with various publics, types of public relations communication, ethical and legal issues, and crisis management. Emphasis on applying theory to practice. Assignments typically include creation of public relations materials for major class project, analysis of case studies, and paper on legal/ethical issues. Prerequisite: COMM 2313 or permission of instructor. 3 hours.
- 4313 ETHICAL AND LEGAL ISSUES IN COMMUNICATION
Study and discussion of ethics and laws that affect contemporary communication issues, especially those that support and/or limit American free speech principles. Prerequisite: Junior standing and major in communication or permission of instructor. 3 hours.
- 4403 PROFESSIONAL SPEAKING
Oral presentations in variety of formats and purposes. Emphasis on written and vocal expression. Prerequisite: COMM 2203 and major in communication or permission of instructor. 3 hours.
- 4513 COMMUNICATION INTERNSHIP
Practicum in professional communication. Student must work in "real-world" setting approved by academic advisor and internship supervisor. Prerequisite: Junior standing, communication GPA of at least 3.0, and approval of communication advisor. May be repeated with change in work responsibilities. 1-3 hours.
- 4523 COMMUNICATION RESEARCH
Readings in communication theory as discussed in scholarly and professional literature; analysis of arguments; oral and written responses to arguments, including organization of material and use of evidence, reasoning, language, and recognition of fallacies. Prerequisite: Junior standing and major in communication or permission of instructor. 3 hours.
- 4533 COMMUNICATION SENIOR PROJECT
Individual project developed and presented with written, visual, and oral elements. Course requirements include public presentation of project plus professional portfolio of (1) communication materials that reflect mastery of principles in communication courses, (2) master resume, and (3) statement of preparation for career goal(s). Prerequisite: Senior standing and major in communication. 3 hours.
- 4880 ADVANCED SPECIAL TOPICS IN COMMUNICATION
Special topics in communication taught at advanced levels. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.

- 4900 **ADVANCED WORKSHOP FOR GROUPS**
 Guided practicum in advanced communication activity under faculty supervision. Assignments may vary. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 4990 **ADVANCED TUTORIAL**
 Advanced independent study in communication under faculty supervision. Prerequisite: Permission of instructor. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.

THEATRE ARTS

The USAO Theatre Arts program is an interdisciplinary program in theatre arts that requires each student to complete a survey of Core Courses (27 credit hours) in dramatic literature, theatre history, performance study, and technical theatre practice.

Students are encouraged to explore contemporary applications of theatre arts training and must develop an Emphasis (minimum of 21 credit hours) by collaboration with their academic advisor. Courses for the Emphasis must be approved by the academic advisor and may be drawn from program electives and courses from other programs.

The interdisciplinary liberal arts environment at USAO facilitates a unique opportunity for a student to pursue a Bachelor of Arts degree in theatre arts that is tailored to their interests and career goals and limited only by their creativity.

Bachelor of Arts in Theatre Arts

Required Theatre Arts Core (27 hours)

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
THTR 1010	Audition and Audience (to be taken each trimester)	0
THTR 1800	Theatre Lab (must have a total of at least 3 hours)	3
THTR 1103	Introduction to the Theatre	3
THTR 1303	Introduction to Dramatic Literature	3
THTR 1403	Stagecraft	3
or THTR 1203	Costume Craft	3
THTR 2113	Acting	3
THTR 2303	Playwriting	3
THTR 3203	Development of the Theatre I	3
THTR 3213	Development of the Theatre II	3
THTR 4993	Seminar in Dramatic Literature	3

Students must also complete 21 hours of a chosen emphasis from coursework listed below with approval from the advisor.

Performance Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Courses (21 hours)

Chosen with approval from advisor from courses such as Oral Interp./Readers Theatre; Phonetics; Class Voice/Applied Studio Voice; Introduction to Dance; Special Topics in Theatre Arts; Yoga/Fencing/Aerobics; Human Anatomy and Physiology; Kinesiology; Elementary Psychology; Advanced Acting; Acting III; Internship in Theatre Arts.

Technical Theatre Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Core (21 hours)

Chosen with approval from advisor from courses such as Design and Composition Studio I/II; Beginning Drawing Studio I/II; Principles of Design; Art History; Graphic Design I/II; Special Topics in Theatre Arts; Internship in Theatre Arts.

Musical Theatre Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Core (21 hours)

Chosen with approval from advisor from courses such as The American Musical Theatre; Introduction to Dance; Special Topics in Theatre Arts; Class Piano; Music Theory; Accompanying; Conducting; Private Instruction in Voice; Ideology and Mass Culture; Seminar in Music-Theatre Repertoire; Internship in Theatre Arts.

Dramatic Literature Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Core (21 hours)

Chosen with approval from advisor from courses such as Special Topics in Theatre Arts; Creative Writing; America/British/World Literature; Shakespeare; Literary Genres/Themes/Periods; Traditional and Contemporary Indian Literature; Young People's Literature; Internship in Theatre Arts.

Theatre Management Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Core (21 hours)

Chosen with approval from advisor from courses such as Foundations of Communication Theory; News Reporting I; Mass Communication; Public Relations; Introduction to Business; Principles of Marketing; Principles of Management; Elementary Statistics; Principles of Accounting; Graphic Design I; Business of Art; Music Business; Internship in Theatre Arts.

Theatre History Emphasis

Required Theatre Arts Core (27 hours)

Required Emphasis Core (21 hours)

Chosen with approval from advisor from courses such as Shakespeare; Seminar in Dramatic Literature; Ancient Civilizations; Medieval/Early Modern Civilizations; U.S. Economic History; Introduction to Law and the Legal System.

Students wishing to minor in Theatre Arts must complete 18 credit hours of theatre arts courses. The program advisor must approve substitutions for the following requirements:

Minor in Theatre Arts (18 hours)

- THTR 1010 Audition and Audience (to be taken each trimester)
- THTR 1801 Theatre Lab (must have a total of at least 3 hours)
- THTR 1103 Introduction to the Theatre
- THTR 1303 Introduction to Dramatic Literature
- THTR 1403 Stagecraft
- or* THTR 1203 Costume Craft
- THTR 2113 Acting
- or* THTR 2303 Playwriting

COURSE LISTINGS in THEATRE ARTS

- 1010 **AUDITION AND AUDIENCE**
A non-credit course required of all students pursuing the program major or minor during each trimester enrolled. Students must attend all auditions and all productions of the program and must participate in seminars and discussions as scheduled. Pass/Fail. 0 hours.
- 1103 **INTRODUCTION TO THE THEATRE**
A basic survey of the arts and crafts of the theatre. Included will be lecture and discussion of acting, directing, stagecraft, scene design, lighting, costuming, aesthetics, theatre careers, and the basic forms, styles, and types of drama. 3 hours.
- 1303 **INTRODUCTION TO DRAMATIC LITERATURE**
A survey of the theatre arts from Ancient Greece to the present. Lecture and discussion of assigned plays representative of the major types, styles, and historical periods of theatre arts. 3 hours.
- 1113 **INTRODUCTION TO FILM**
A broad survey of the development of the cinema and the genres of narrative, documentary, animation, and experimental film. The student will develop an appreciation for the art of the filmmaker and learn the vocabulary appropriate to an intelligent critique of classic and contemporary film. 3 hours.
- 1121 **INTRODUCTION TO DANCE**
An introduction to the practice of dance as artistic expression. Topics include: the development of dance, dance terminology, development of body awareness, introduction of warm-up techniques, introduction to varying dance styles, and the application of skills to practice a basic movement vocabulary. 1 hour.
- 1403 **STAGECRAFT**
The basics of scenery construction, planning, and handling; working with tools; painting techniques; forms and styles of scenery; architectural trim; and the functions and relationships of scenery to the theatrical production. 3 hours.
- 1203 **COSTUME CRAFT**
An introduction to the knowledge and skills appropriate for a costume technician, with an emphasis on hand and machine stitching and pattern development. 3 hours.
- 1800 **THEATRE LAB**
Laboratory work on theatrical productions in performance, technical theatre, or administrative assignments. 1-3 hours. (May be repeated for a total of 6 hours credit toward the major.)
- 2103 **ORAL INTERPRETATION AND READER'S THEATRE**
The study of literature through the medium of oral performance, designed to develop interpretive skills (voice, facial expression, gesture) in order to communicate the student's intellectual and emotional perceptions of literary material. This course also serves as an introduction to reader's theatre, a communal medium wherein two or more interpreters communicate directly to an audience. 3 hours.
- 2303 **PLAYWRITING**
An introduction to the art and craft of the playwright including the analysis and discussion of dramatic literature and the practice of exercises to introduce techniques of script writing. 3 hours.
- 2113 **ACTING**
Application of the basic principles of acting and the development of basic acting techniques. Training through lectures, class improvisations, scene work, and play analysis. 3 hours.

- 2213 **ADVANCED ACTING**
Advanced performance training in realistic acting exploring the techniques of Stanislavski, Chekhov, Strasberg, and Meisner. 3 hours. Pre-requisite: THTR 2113.
- 2880 **SPECIAL TOPICS**
Special topics in the area of theatre arts. 1-4 hours. (May be repeated for a total of 6 hours).
- 2900 **WORKSHOP**
A guided study in theatre arts under faculty supervision. Topics and methods of instruction may vary. 1-4 hours. (May be repeated for a total of 6 hours of credit with a change in topic and enrollment).
- 2990 **TUTORIAL**
An independent study in theatre under faculty supervision. 1-4 hours. (May be repeated for a total of 9 hours with a change in title and content).
- 3203 **DEVELOPMENT OF THE THEATRE I**
A study of the growth and development of western theatre from its beginnings to the year 1700 with consideration of the changes in dramatic literature, the physical theater, staging practices, and the social significance of the theatre. 3 hours.
- 3213 **DEVELOPMENT OF THE THEATRE II**
A continued study of the growth and development of western theatre from the year 1700 to the present with consideration of the changes in dramatic literature, the physical theater, staging practices, and the social significance of the theatre. 3 hours. Pre-requisite: THTR 3203.
- 3313 **ACTING III**
An advanced study of performance techniques through scene work with varying styles of plays and the discussion and practice of diverse approaches to the craft of the actor. 3 hours (may be repeated for a total of 9 hours with changes to title and content). Pre-requisite: THTR 2213.
- 3423 **PRINCIPLES OF DESIGN**
An introduction to the theatrical design process through a study of the principles inherent in the various visual arts and the translation of text to live production. Included is an introduction to script analysis from the perspective of the designer and a general introduction to the history of architecture and/or dress, décor, and theatrical practices. Areas of emphasis will vary: Scenery, Costumes, Make-up, Lighting, Sound, and Multimedia. 3 hours. (May be repeated for a total of 9 hours credit toward the major.)
Pre-requisite: ART 1112 and ART 1122
- 3553 **DIRECTING**
Exploration of the rise of the director as a central creative force in contemporary theatre, plus direct and practical experience in the art and craft of directing. 3 hours. Prerequisite: THTR 2113.
- 3563 **RENDERING FOR THEATRE DESIGN**
An introduction to the fundamentals of visual communication for the theatre design student. This course introduces approaches to design presentation and offers instruction in the techniques and skills appropriate to working with the varied media options. 3 hours.
- 4003 **DIRECTING II**
An advanced study of directing techniques offering the student the opportunity to direct a short play for presentation to the public. 3 hours. Pre-requisite: THTR 3553.
- 4103 **THE AMERICAN MUSICAL THEATRE**
A study of the nature of the American musical designed primarily for the music-theatre specialist; includes the evolution of the American musical, the principal works written for the musical theatre, and a familiarization with the unique musical and dramatic techniques involved in staging a work in this medium. 3 hours.

- 4383 **SPECIAL TOPICS IN TECHNICAL THEATRE**
Advanced study and practice in Design, Scene Painting, Carpentry, Electrics, Costuming, and/or other topics within the scope of technical theatre. 3 hours (may be repeated for a total of 12 hours with change in title and content).
- 4453 **SEMINAR IN MUSIC-THEATRE REPERTORY**
Selected areas of American and foreign music-theatre, including operettas, operas, film musicals, traditional musical comedies, plus current Broadway, Off-Broadway, and West End musical productions. Areas of concentration will vary. 3 hours (may be repeated for a total of 6 hours with change in title and content).
- 4493 **SEMINAR IN DRAMATIC LITERATURE**
An exploration of the masterworks of dramatic literature. Course content will vary by period, form, and style. 3 hours (may be repeated for a total of 12 hours with change in title and content). Pre-requisites: THTR 1303 or IDS 1113 and IDS 1213
- 4510 **INTERNSHIP IN THEATRE ARTS**
A practicum in professional theatre. The student must work in a “real-world” setting approved by their academic advisor. A professional mentor should supervise the student on-site. Pre-requisite: 61 hours completed, minimum major GPA of 3.0, and approval of advisor. 0-6 hours (may be repeated concurrently or consecutively with a change of content).
- 4880 **SPECIAL TOPICS**
Special topics in the area of theatre arts. 1-4 hours. (May be repeated for a total of 6 hours).
- 4900 **WORKSHOP**
Principles of administering professional and nonprofessional theatre production; organizational as well as creative talent and technical areas; advanced technical supervision and production design. 1-6 hours.
- 4990 **TUTORIAL**
An independent study in theater arts and/or technical theatre under faculty supervision. 1-4 hours. (May be repeated for a total of 9 hours with a change in title and content).

ENGLISH

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

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

Bachelor of Arts in English

Required English Core (39 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ENGL 2113	Methods of Literary Study	3
ENGL 2313	American Literature I*	3
ENGL 2323	American Literature II*	3

ENGL 2333	American Literature III*	3
ENGL 3003	Shakespeare	3
ENGL 3213	British Literature I*	3
ENGL 3223	British Literature II*	3
ENGL 3233	British Literature III*	3
ENGL 3503	Rhetoric and Composition	3
ENGL 4003	Linguistic History	3
ENGL 4503	Critical Approaches to Literature (Not required for teacher certification)	3
	<i>*Choose 2 American and 2 British for a total of 12 hours.</i>	
6 hours selected from:		
ENGL 4103	Literary Genres	3
ENGL 4203	Literary Themes	3
ENGL 4303	Literary Figures	3
ENGL 4403	Literary Periods	3
Required Upper-Level Courses (choose 6 hours):		
ENGL 3113	World Literature I	3
ENGL 3123	World Literature II	3
ENGL 3133	World Literature III	3
ENGL 3403	Advanced Grammar	3
ENGL 3603	Composition Theory	3
ENGL 4773	Practicum in English	3

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

Bachelor of Arts in English/Teacher Certification

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

Required Professional Education Core (34 hours)

Required English Core (39 hours), *including*:

ENGL 3603	Composition Theory	
ENGL 3403	Advanced Grammar	3
and 3 hours from one of the following:		
ENGL 3113	World Literature I	3
ENGL 3123	World Literature II	3
ENGL 3133	World Literature III	3

Minor in English

18 hours, including:

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

Minor in Professional Writing

18 hours, including:

ENGL 2403	Creative Writing	3
BADM 3223	Business Communication	3
ENGL 3403	Advanced Grammar	3

ENGL 3503	Rhetoric and Composition	3
	a course in technical communication	3
	a writing elective approved by the advisor	3

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

COURSE LISTINGS in ENGLISH (ENGL)

- 0123 **BASIC COMPOSITION SKILLS**
 Skills in grammar and composition preparatory to IDS 1113 (Writing I); extensive practice in writing paragraphs and essays to help students attain control of sentence structure, punctuation, and other mechanics. 0 hours (no credit but tuition fee for 3-hour course).
- 1013 **ENGLISH FOR INTERNATIONAL STUDENTS I**
 Principles of grammar and composition in English, basic English readings, and practice in conversation. 3 hours.
- 1023 **ENGLISH FOR INTERNATIONAL STUDENTS II**
 Continuation of ENGL 1013. 3 hours.
- 2113 **METHODS OF LITERARY STUDY**
 Introduction to English theory, methods, and terminology. Pre-requisites: Successful completion of Writing I and II. 3 hours.
- 2313 **AMERICAN LITERATURE I**
 A survey of American literature to 1865. 3 hours.
- 2323 **AMERICAN LITERATURE II**
 A survey of American literature from 1865 to 1945. 3 hours.
- 2333 **AMERICAN LITERATURE III**
 A survey of American literature from 1945 to present day. 3 hours.
- 2403 **CREATIVE WRITING**
 Introduction to the principles of writing short stories, longer fiction, and poetry. 3 hours (may be repeated for total of 9 hours, but no more than 3 hours in creative writing may be applied to Teaching Certificate program).
 Pre-requisite: Grade of A or B in IDS 1213.
- 2880 **SPECIAL TOPICS**
 Special topics in language, literature, or writing. 1-6 hours.
- 2900 **WORKSHOP**
 A guided study in language, literature, or writing under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 **TUTORIAL**
 An independent study in language, literature, or writing under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3003 **SHAKESPEARE**
 Shakespearean drama including comedies, history plays, and tragedies. 3 hours.

- 3113 WORLD LITERATURE I
Survey of the major works of the ancient world. 3 hours.
- 3123 WORLD LITERATURE II
Survey of the major works of world literature from 6th through 17th centuries. 3 hours.
- 3133 WORLD LITERATURE III
Survey of major works of world literature from 18th to 20th centuries, including all major literary movements. 3 hours.
- 3213 BRITISH LITERATURE I
The significant works in British literature to 1750, excluding Shakespeare's dramas. 3 hours.
- 3223 BRITISH LITERATURE II
The significant works in British literature from 1750 through 1900. 3 hours.
- 3233 BRITISH LITERATURE III
The significant works in British literature from 1900 to present day. 3 hours.
- 3302 LITERATURE FOR YOUNG PEOPLE
Survey of authors, illustrators, and genres of children's literature. Provides students with the opportunity to: (a) read and become familiar with literature written specifically for children and young adults, (b) teach lessons in literary skills commonly taught in grades K-12, and (c) develop and present examples of the various ways of encouraging and assessing children's responses to literature. 2 hours.
- 3403 ADVANCED GRAMMAR
Intensive study of English and American rhetoric and grammar with emphasis on modern usage. 3 hours.
- 3503 RHETORIC & COMPOSITION
Study of grammar and rhetoric with documented writings in literary criticism. Should be taken prior to the English seminars. 3 hours.
- 3603 COMPOSITION THEORY
For English majors seeking a secondary education certificate or planning to attend graduate school: survey of composition theory and pedagogy needed to successfully teach writing; topics include history of composition studies, composing process, philosophies and various approaches to composition study, collaborative learning, Writing Across the Curriculum, evaluation, and correlation between literature and writing. 3 hours.
- 4003 LINGUISTIC HISTORY OF THE ENGLISH LANGUAGE
Development of the English language to the present day. 3 hours. Prerequisite: 15 hours in English, *or* permission of instructor.
- 4103 LITERARY GENRES
A seminar on a single literary genre. 3 hours (may be repeated for total of 6 hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4203 LITERARY THEMES
Seminar on a single or multiple literary themes. 3 hours (may be repeated for total of 6 hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4303 LITERARY FIGURES
Seminar on one or more major literary figures. 3 hours (may be repeated for total of 6 credit hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.

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

Minor in French (22 hours)

Students must take the following courses:

1104 Elementary French I *and* 1114 Elementary French II (OR 1118 Elementary French I & II)
2004 Intermediate French I *and* 2014 Intermediate French II (OR 2018 Intermediate French I & II)

Two upper-level courses taken at USAO with approval of French advisor:

FREN 3203 / Phonetics and Conversation

FREN 3213 / Composition and Advanced Grammar

COURSE LISTINGS in FRENCH (FREN)

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

- 2018 INTERMEDIATE FRENCH I & II
Language saturation in intermediate French. 8 hours
- 3203 PHONETICS AND CONVERSATION
Overview of French phonetics in addition to conversation practice on various culture related topics.
3 hours
- 3213 COMPOSITION AND ADVANCED GRAMMAR
Additional development of writing skills through practice and a comprehensive overview of grammar.
3 hours
- 4003 SURVEY OF LITERATURE I
A survey of French and Francophone literature from the 18th to the 20th century. 3 hours
- 4013 SURVEY OF LITERATURE II
A survey of French and Francophone literature from the Middle Ages to the 17th century. 3 hours
- 4770 PRACTICUM
Practicum for students seeking teaching experience in French. Students may observe and assist planning and teaching a section of FREN 1104, FREN 1114, FREN 2004, or FREN 2014. 1-4 hours
- 4880 SPECIAL TOPICS
Special topics in language, literature, or writing. 1-6 hours

Minor in Spanish (22 hours)

Students must take the following courses:

1104 Elementary Spanish I *and* 1114 Elementary Spanish II (OR 1118 Elementary Spanish I & II)
2004 Intermediate Spanish I AND 2014 Intermediate Spanish II (OR 2018 Intermediate Spanish I & II)

Two upper-level courses taken at USAO with approval of Spanish advisor.

SPAN 3203 / Phonetics and Conversation

SPAN 3213 / Composition and Advanced Grammar

COURSE LISTINGS in SPANISH (SPAN)

- 1104 ELEMENTARY SPANISH I
For students with no previous study of Spanish: pronunciation, elements of grammar, conversation and composition based on situations in everyday life, reading of simple texts, laboratory activities. 4 hours
- 1114 ELEMENTARY SPANISH II
Continuation of 1104. The completion of this course with a "C" or above satisfies the requirement of "exhibiting competency in a foreign language at the novice high level" for an Oklahoma teaching certificate. 4 hours
- 1118 ELEMENTARY SPANISH I & II
Language saturation in elementary Spanish. 8 hours
- 2004 INTERMEDIATE SPANISH I
Intensive work in Spanish pronunciation, speaking, understanding, and reading skills. 4 hours
- 2014 INTERMEDIATE SPANISH II
Continuation of 2004. 4 hours
- 2018 INTERMEDIATE SPANISH I & II
Language saturation in intermediate Spanish. 8 hours

- 3203 PHONETICS AND CONVERSATION
Overview of Spanish phonetics in addition to conversation practice on various culture related topics.
3 hours
- 3213 COMPOSITION AND ADVANCED GRAMMAR
Additional development of writing skills through practice and comprehensive overview of grammar.
3 hours
- 4003 SURVEY OF LITERATURE I
A survey of Spanish and Spanish-American literature from the 18th to the 20th century. 3 hours
- 4013 SURVEY OF LITERATURE II
A survey of Spanish and Spanish-American literature from the Middle Ages to the 17th century. 3 hours
- 4770 PRACTICUM
Practicum for students seeking teaching experience in Spanish. Students may observe and assist planning and teaching a section of SPAN 1104, SPAN 1114, SPAN 2004, or SPAN 2014. 1-4 hours
- 4880 SPECIAL TOPICS
Special topics in language, literature, or writing. 1-6 hours

MUSIC

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

The following courses in music qualify for Artistic Expression credit: MUSC 1021 (Class Voice), MUSC 1031 (Class Piano), MUSC 1102 (Music Fundamentals), MUSC 1202 (The Enjoyment of Music), and Applied Studio Instruction.

The following ensembles qualify for Artistic Expression credit: Concert Band, Concert Choir, USAO Show Band, USAO Key Players, USAO Vocal Jazz Ensemble.

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

Courses of study include:

- **Bachelor of Arts degree in music (with an emphasis in Performance)**
- **Bachelor of Arts in Music Education degree with teacher certification in instrumental or vocal music**
- **Minor in music**

Applied Music (Private Instruction)

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

Applied Juries and Progress and Skills Exams

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

Senior Recital

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

Ensemble Participation

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

Recital Attendance

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

Application for Admission to the Bachelor of Arts in Music Degree

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

All students intending to major in music are required to audition on their principal instrument for the music faculty prior to acceptance into the music major.

Academic Requirements

Music majors must maintain a 2.5 GPA in music coursework.

Bachelor of Arts in Music

Required Music Core (29 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1113	Music Theory I	3
MUSC 1111	Aural Skills Lab I (concurrent with MUSC 1113)	1
MUSC 1123	Music Theory II	3
MUSC 1121	Aural Skills Lab II (concurrent with MUSC 1123)	1
MUSC 2880	Recital Attendance (<i>must complete five times</i>)	0
MUSC 2103	Music Theory III	3
MUSC 2113	Music Theory IV	3
MUSC 3102	Forms and Analysis	2
MUSC 3201	Music Technology	1
MUSC 3303	Music History to 1750	3
MUSC 3313	Music History 1750-Present	3
MUSC 4102	Principles of Conducting	2
	Music Electives	4
	Applied Study (7 hours)	
	Primary Instrument Applied Study	7
MUSC 2880	Recital Attendance (5 trimesters passed)	0

Majors must select one of the following areas of specialization:

Voice Specialization (13 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1051	Concert Choir	6
MUSC 3513	Voice Diction and Pedagogy	3

Piano as a secondary instrument		4
Piano Specialization (13 hours):		
Course	Title	Hours Required
MUSC 2101	Accompanying	3
MUSC 1051 or 1081	Concert Choir or Concert Band	6
	Secondary instruments	4
Instrumental Specialization (13 hours):		
Course	Title	Hours Required
MUSC 1081	Concert Band	6
	Piano	4
	Other secondary instruments	2
	MUSC 1051 (Concert Choir) or MUSC 1021(Class Voice)	1
Composition Specialization (13 hours)		
Course	Title	Hours Required
MUSC 1051 (Concert Choir) or MUSC 1081 (Concert Band)		6
	Piano	4
	Secondary Instruments	3
<i>Students must choose one area of emphasis:</i>		
Performance Emphasis (26 hours)		Hours Required
	Additional hours of Primary Applied Study	3
MUSC 4082	Senior Recital Project	2
MUSC 3122	Music Business	2
	General Education (non-music)	19
Fine & Performing Arts Emphasis (26 hours)		Hours Required
ART 1004	Beginning Drawing Studio OR	3
ART 1112	Des & Comp Studio I	
ART 3493, 4113, 4223 or 4433	(Art History)	3
DRAM 1103	Introduction to the Theatre	3
DRAM 2113	Acting OR	3
DRAM 3423	Principles of Design	3
COMM 1113	Mass Communications	3
MUSC 3122	Music Business	2
MUSC 3322	History of Pop Music in America	2
MUSC 3212	World Music	2
	Electives	5
<i>(may be taken in Art, Theatre Arts, Philosophy, Communications or disciplines other than Music)</i>		
Studio Teaching Emphasis (26 hours)		Hours Required
MUSC 4082	Recital Project	2
MUSC 2552	Elementary Music Methods OR	2
MUSC 4562	Secondary Vocal Methods OR	
MUSC 4572	Secondary Inst. Methods	2
BADM 1503	Intro to Business	3
EDUC 2103	Human Dev and Learning	3
MUSC 3800	Studio Teaching Practicum	0
MUSC 3122	Music Business	2
PSYC 1643	Elementary Psychology	3
BADM 3243	Principles of Marketing	3

Electives	8
<i>(May be taken in Education, Psychology, Business, Communications or disciplines other than music)</i>	

Music Business & Industry Emphasis (26 hours)	Hours Required
BADM 1503 Intro to Business	3
BADM 3223 Business Communication	3
BADM 3243 Principles of Marketing	3
COMM 1113 Mass Communication	3
MUSC 3122 Music Business	2
MUSC 3212 World Music	2
MUSC 3322 History of Pop Music in America	2
Electives	8

(May be taken in Business, Economics, Accounting, Communications, or discipline other than Music)

Bachelor of Arts in Music/Teacher Certification

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

In addition to the IDS requirements (50 hours), all students seeking music certification must complete the required professional education core (28 hours), required music core (29 hours), and an emphasis in either choral music education (27 hours) or instrumental music education (29 hours). At least two trimesters of summer enrollment will be necessary to complete this program within four years.

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

Required Music Core (29 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1113	Music Theory I	3
MUSC 1111	Aural Skills Lab I (concurrent with MUSC 1113)	1
MUSC 1123	Music Theory II	3
MUSC 1121	Aural Skills Lab II (concurrent with MUSC 1123)	1
MUSC 2880	Recital Attendance (<i>must complete five times</i>)	0
MUSC 2103	Music Theory III	3
MUSC 2113	Music Theory IV	3
MUSC 3102	Forms and Analysis	2
MUSC 3201	Music Technology	1
MUSC 3303	Music History to 1750	3
MUSC 3313	Music History 1750-Present	3
MUSC 4552	Elementary Music Methods	2
MUSC 4102	Principles of Conducting	2
	Music Electives	2

Primary Applied Study (10 hours)

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

Students must choose either the choral emphasis or instrumental emphasis:

Choral Emphasis (17 hours):

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

Instrumental Emphasis (19 hours):

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

Minor in Music

Required Music Courses (19 hours):

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

COURSE LISTINGS in MUSIC (MUSC)

- 1021 CLASS VOICE
Class instruction in voice, designed for beginning voice student; includes group and individual instruction. (May be repeated for total of 2 hours). 1 hour
- 1031 CLASS PIANO
Class instruction in piano, designed for beginning piano student; includes group and individual instruction. (May be repeated for total of 2 hours). 1 hour
- 1041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours

- 1051 CONCERTCHOIR
Performance experience in various choral styles. Open to students from all majors; no audition required. (May be repeated for total of 8 hours). 1 hour
- 1061 CLASSGUITAR
Designed for the beginning guitar student; group and individual instruction. 1 hour.
- 1081 CONCERTBAND
Open to students from all majors; no audition required. (May be repeated for total of 8 hours). 1 hour
- 1102 MUSIC FUNDAMENTALS
Study of staff, clef signs, notation, scales, and musical terminology; analysis of simple rhythm, melody, and chordal structure; introduction to the keyboard and the singing of simple melodies. Open to all students. 2 hours.
- 1111 AURAL SKILLS I
Aural Skills I lab is taken concurrently with Music Theory I. Aural Skills will emphasize rhythmic reading; sight-singing; melodic, harmonic, and rhythmic dictation, and notation skills. 1 hour
- 1113 MUSIC THEORY I
A course combining aspects of harmonic theory, sight singing, dictation, and keyboard approached through the study and analysis of music of the Baroque and Early Classical Periods. Co-requisite: MUSC 1111 3 hours.
- 1121 AURAL SKILLS II
Aural Skills II lab is taken concurrently with Music Theory II. Aural Skills will emphasize rhythmic reading; sight-signing; melodic, harmonic and rhythmic dictation and notation skills. Prerequisite: A grade of "C" or better in Aural Skills I. 1 hour
- 1123 MUSIC THEORY II
Continuation of the study of harmonic theories, sight singing, dictation, and keyboard approached through the study and analysis of music of the Classical and Early Romantic Periods. 4 hours. Co-requisite: 1121. Prerequisite: MUSC 1113. Prerequisite: A grade of : "C" or better in Music Theory I. 3 hours
- 1161 ORCHESTRAL STRINGS
Elementary fundamentals and techniques in playing of stringed instruments. 1 hour.
- 1171 ELEMENTARY WOODWIND TECHNIQUES
Elementary fundamentals and techniques in playing of flute, oboe, bassoon, clarinet, and saxophone. 1 hour.
- 1181 ELEMENTARY BRASS AND PERCUSSION TECHNIQUES
Elementary fundamentals and techniques in playing of trumpet, trombone, French horn, tuba, and percussion instruments. 1 hour.
- 1203 THE ENJOYMENT OF MUSIC
Development of musical listening, recreating, and aesthetic skills through introduction to music literature; stresses active student participation. 3 hours.
- 2002 ACCOMPANYING
Practical applications in piano accompanying with singer and instrumentalist; analysis of musical examples from representative music. Includes studio accompanying assignments and lecture time. 2 hours.

- 2031 CLASS PIANO
Class instruction in piano. (May be repeated for total of 2 hours). Prerequisite: MUSC 1031 or equivalent. 1 hour
- 2041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar or composition. (May be repeated for total of 4 hours). 1-3 hours
- 2101 APPLIED ACCOMPANYING
Specific assignments in piano accompanying in variety of settings, including recitals, ensembles, and private studio lessons. Practical experience in piano accompanying will include supervised classroom time for coaching and review. 1 hour
- 2103 MUSIC THEORY III
Continuation of harmonic theory, sight singing, dictation, and keyboard with emphasis on chromatic movement through the late Romantic Period. Prerequisite: MUSC 1123 with a grade of "C" or better. 3 hours
- 2113 MUSIC THEORY IV
Continuation of harmonic theory, sight singing, dictation, and keyboard with emphasis on counterpoint and music of 20th century. Prerequisite: MUSC 2103 with a grade of "C" or better. 3 hours
- 2222 MUSIC FOR ELEMENTARY TEACHERS
Methods and materials applicable to teaching of public school music grades 1-6. Designed for candidates for the elementary certificate. 2 hours.
- 2880 RECITAL ATTENDANCE
Students must complete 5 times if music majors and 2 times if music minors.
- 2900 WORKSHOP
Guided study in music under supervision of a faculty member; topics and methods of instruction may vary. (May be repeated for total of 6 hours with change in title and topic). 1-4 hours
- 2990 TUTORIAL
Independent study in music under faculty supervision. (May be repeated for total of 9 hours with change in title and content). 1-4 hours
- 3041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours
- 3102 FORMS AND ANALYSIS
Study and analysis of musical forms and compositional techniques approached through each structural level. Prerequisite: MUSC 2103. 2 hours
- 3122 MUSIC BUSINESS
Will introduce students to aspects of the music industry; marketing, administration, careers, publicity, financial management, resources, publishing, and recording. 2 hours
- 3201 MUSIC TECHNOLOGY
Contemporary skills in music and performing require familiarity with sound reinforcement equipment, music recording techniques, computers, various music software, and the ability to combine these skills in performance or the classroom. 1 hour

- 3212 SURVEY OF WORLD MUSIC
This course offers a survey of non-western music; music of Africa, Asia, the Pacific Islands, South America, as well as folk music from the Americas. The course provides study of indigenous instruments, the influence of music of other cultures, music practices, and listening skills. 2 hours
- 3303 MUSIC HISTORY TO 1750
Chronological study of history of western music from beginnings to 1750; includes aural and analytical recognition of instrumental and vocal literature. Prerequisites: MUSC 1114 *and* MUSC 1203, *or* permission of instructor. 3 hours.
- 3313 MUSICHISTORY, 1750-PRESENT
Chronological study of history of western music from 1750 to present; includes aural and analytical recognition of instrumental and vocal literature. Prerequisites: MUSC 1114 *and* MUSC 1203, *or* permission of instructor. 3 hours
- 3322 THE HISTORY OF POPULAR MUSIC IN AMERICA
An introduction to cultural and historic influences leading to developments in popular music in America, from early American folk music to pop, rock, and hip-hop music. The course introduces major contributors, developments and performers. 2 hours
- 3513 VOICE DICTION AND PEDAGOGY
Study of specific problems posed by both beginning and more advanced voice students; includes essential materials, methods, and literature, and supervised practical experience in teaching voice students. Phonetic diction skills applied to vocal literature in the Latin, Italian, German, French, and English languages. 3 hours
- 3611 OPERA SCENES
Coaching, staging, and performing of various scenes and arias from opera, operetta, and musical theatre. 1 hour (may be repeated). Prerequisite: permission of instructor.
- 3800 PRACTICUM IN STUDIO TEACHING
Gives students the opportunity to develop studio teaching skills by working with students privately and in groups in real teaching situations monitored by a professor.
- 4041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours
- 4082 SENIOR RECITAL PROJECT
Instruction in piano, voice, guitar, woodwind, brass, percussion or composition, ending with recital. 2 hours.
- 4102 PRINCIPLES OF CONDUCTING
Problems of baton technique, score reading and interpretation, rehearsal technique, and musical style as they concern the conductor. Prerequisite: MUSC 3102. 2 hours
- 4112 CHORAL CONDUCTING
Continuation of 4102 with emphasis on advanced choral conducting techniques. 2 hours
- 4212 INSTRUMENTAL CONDUCTING
A continuation of 4102 with emphasis on advanced instrumental conducting techniques. 2 hours
- 4552 ELEMENTARY MUSIC METHODS
Study of methods, materials, and procedures used in teaching music in elementary grades, including selected song materials, approved texts, and Orff, Kodaly and Curwen systems of teaching. 2 hours

- 4562 **SECONDARY VOCAL METHODS**
Study of methods, materials, and procedures used in teaching music in secondary schools, including selection of choral literature for various choral ensembles, curriculum guidelines, and vocal techniques for choral ensemble. 2 hours
- 4572 **SECONDARY INSTRUMENTAL METHODS**
Study of methods, materials, and procedures used in teaching instrumental music in secondary schools, including introduction of marching techniques, general treatment of instrumental music, music appreciation, music theory, materials for special programs, and general use in instrumental classes. 2 hours
- 4880 **SPECIAL TOPICS**
Special topics in the area of music. (May be repeated for total of 6 hours). 1-4 hours
- 4900 **MUSIC WORKSHOP**
Treatment of related topics and problems in music. (May be repeated for total of 9 hours with change in title and content). 1-6 hours
- 4901 **SMALL ENSEMBLE**
Performance experience in one of several ensembles, including Chamber Choir, Opera Scenes, Musical Theatre, USAO Band, USAO Choir, USAO Show Band, or other vocal or instrumental ensembles. 1 hour (may be repeated).
- 4990 **TUTORIAL**
Independent study in music under faculty supervision. (May be repeated for total of 9 hours with change in title and content). 1-4 hours

PHILOSOPHY AND RELIGION

A minor in Philosophy and Religious Studies will prepare students for further graduate study in philosophy and religious studies or fields traditionally related to philosophy, such as law and other fields in the humanities.

Minor in Philosophy and Religious Studies

18 hours, must choose at least one “topical course”, one “historical course”, and one upper division (junior or senior level) course.

TOPICAL COURSE ELECTIVES:

PRLG 1103 Logic
PRLG 1233 Sign, Symbol, Myth
PRLG 2103 Comparative Religion
PRLG 2273 Ethics
PRLG 2383 Aesthetics
PRLG 2243 Philosophy of Religion
PRLG 3433 Social and Political Philosophy

HISTORICAL COURSE ELECTIVES:

PRLG 2003 Introduction to Philosophy and Religious Studies
PRLG 2213 Medieval and Modern Philosophical and Religious Thought
PRLG 2223 19th and 20th Century Philosophy
PRLG 3003 Greek and Roman Moral Philosophy

UPPER-LEVEL COURSE ELECTIVES:

PRLG 3203 The Idea of God from an Inter-Religious Perspective
PRLG 4003 The Wisdom of Living

PRLG 4013 Conversations Among Science, Philosophy, and Religion
PRLG 4133 Symbolic Logic
PRLG 4590 Honors Research
PRLG 4903 Advanced Seminar in Philosophy and Religion
PRLG 4990 Tutorial

COURSE LISTINGS in PHILOSOPHY and RELIGION (PRLG)

- 1103 LOGIC
Methods and principles used to distinguish correct from incorrect reasoning, including logical functions of language, the nature of logical argument, and methods of deduction and induction; emphasis on practical application. 3 hours
- 1233 SIGN, SYMBOL, AND MYTH
Functions of sign, symbol, and myth in the life of humans as each may be observed to order and to organize human existence both individually and corporately. 3 hours
- 2003 INTRODUCTION TO PHILOSOPHY AND RELIGIOUS STUDIES
This course will survey some of the topics covered by philosophy and religious studies in the Western world from Ancient Greece to the present. It is also intended to illuminate the history of particular ideas and questions of the Western tradition. Some of these questions include, but are not limited to, the nature of truth, how one should act, how we come to possess knowledge, the nature of God and belief, and the meaning of life. 3 hours
- 2103 COMPARATIVE RELIGION
Survey of major religions of world civilizations, as well as ideologies which compete for human religious commitment; includes Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and others. 3 hours
- 2213 MEDIEVAL AND MODERN PHILOSOPHICAL AND RELIGIOUS THOUGHT
This course examines Western philosophical and religious thought from approximately 450 CE to 1800 CE, starting with works of the post-Nicene Christian Church through works of the late Enlightenment. The course surveys early Christian theology, medieval Jewish and Muslim thought, the work of Thomists and Scholastics, and philosophy of the modern period, especially that of Descartes, Leibniz, Hume, and Kant. 3 hours
- 2223 19th AND 20th CENTURY PHILOSOPHY
This course will cover European thought after Kant and Hegel, including, but not limited to, philosophical movements such as existentialism, phenomenology, philosophy of language and philosophy of mind, critical theory, deconstruction, feminism, and post-colonialism. Students will become acquainted with some of the major philosophical movements of the past two hundred years as well as the ways in which they have shaped contemporary thought. 3 hours
- 2243 PHILOSOPHY OF RELIGION
This course explores a number of the topics and themes traditionally considered under the disciplinary heading of philosophy of religion. The class will consider the nature of religious experience, the relationship between faith and reason, the nature of God, and relevant criticisms of the Western religious experience, including the problem of evil. Constructive theologies may also be considered. As a survey course, this class will expose students to a variety of perspectives and will acquaint them with philosophical forms of expression and critical analysis. 3 hours
- 2273 ETHICS
Major positions in Western and Eastern ethical thought from Homer to the present in an attempt to discover the basic principles of moral decisions. 3 hours

- 2383 **AESTHETICS**
 Systematic inquiry into major philosophical problems involving definition and meaning of art, aesthetic value, aesthetic judgment, and the creative process. 3 hours
- 3003 **GREEK AND ROMAN MORAL PHILOSOPHY**
 This course focuses on the development of Moral Philosophy in the Greco-Roman World from the seventh century BCE to the 3rd century CE. The course also examines the impact of cultural influences on the development of Moral Philosophy. 3 hours
- 3203 **THE IDEA OF GOD FROM AN INTER-RELIGIOUS PERSPECTIVE**
 This course will expose students to a variety of contemporary ideas regarding the object of religious faith from multiple religious traditions. In particular, ideas regarding the divine from Judaism, Christianity, Islam, Native American thought, and western atheism will be emphasized. The course will focus on the ways in which the divine is conceptualized, and how this conceptualization is related to ethical, social, political, and philosophical concerns. Students will be encouraged to develop their own “theology” in relation to the multiple theologies encountered within the class. 3 hours
- 3433 **SOCIAL AND POLITICAL PHILOSOPHY**
 This course will survey some major philosophical positions on the nature of a person’s relation to society and the state. The course will generally include, but is not limited to, Plato, Aristotle, Aquinas, Hobbes, Locke, Rousseau, Hegel, Marx, and Rawls. 3 hours
- 4003 **THE WISDOM OF LIVING**
 This seminar will acquaint students with philosophy and religion as they can be applied to considerations of everyday life. In particular, the course will examine the ways in which theoretical considerations from a range of thinkers can alter one’s diet, relationships, career, and purpose in life. Students will be given the opportunity to implement these considerations in a constructive component of the course. 3 hours
- 4013 **CONVERSATIONS AMONG SCIENCE, PHILOSOPHY, AND RELIGION**
 This seminar aims to understand recent interactions among the sciences, philosophy, and religion. Areas which may be covered include: philosophy of biology, the evolution of religion, the evolution of morality, and theologies which are in conversations with the sciences. Particular attention will be given to research conducted in the past twenty years. 3 hours
- 4133 **SYMBOLIC LOGIC**
 This course is a continuation of PRLG 1103 to include symbolic logic. Prerequisite: PRLG 1103. 3 hours
- 4590 **HONORS RESEARCH**
 Arranged independent research culminating in original thesis paper and defense of position assumed. Prerequisite: 9 hours of philosophy/religion courses *or* permission of instructor. 1-3 hours
- 4903 **ADVANCED SEMINAR IN PHILOSOPHY AND RELIGION**
 This course is an advanced seminar which allows for an intensive examination of philosophical and religious ideas. Content is to be determined by the instructor. 3 hours
- 4990 **TUTORIAL**
 Independent study in philosophic and religious thought under faculty supervision. (May be repeated for total of 6 hours with change in title and content). 1-3 hours

Division of Social Sciences and Business

SOCIALSCIENCES

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

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

AMERICAN INDIAN STUDIES

The American Indian Studies program provides knowledge of the traditions and history of the first Americans and an understanding of the unique relationship of the government of the United States to the tribes and individual American Indians. Its curriculum has shifted to accommodate changing contemporary requirements of students. Greater emphasis has been placed on understanding the sovereignty of American Indian Nations and how it affects tribal governments and relationships with various local, state and federal government agencies.

The goal of the American Indian Studies program is to develop a diverse student body to include American Indians from the many tribes in Oklahoma and the nation. In addition to traditional on-campus offerings, the program also offers internships and service learning opportunities. As an academic program, American Indian Studies is designed to advance USAO's interdisciplinary, liberal arts mission and further enrich the IDS experience.

Bachelor of Arts in American Indian Studies (30 hours total)

Required American Indian Studies Core (9 hours)

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
INST 3133	History of Federal Indian Law and Policy	3
INST 4533	Seminar in American Indian Studies*	3
<i>Plus must complete at least three hours from the following</i>		
<i>American Indian Communication- choose one from the following:</i>		3
INST 1123	Cross-Cultural Communication INST	
2880	Clemente I <i>or</i> Clemente II 1-4 hours	
INST 2900	Kiowa (or other American Indian Language) 1-4 hours	
INST 4900	Kiowa (or other American Indian Language) 1-4 hours	

American Indian Studies Electives (choose 21 hours):

INST 1333	Oklahoma Indian Tradition and History	3
INST 2003	Contemporary American Indian Issues	3
INST 2133	American Indian Education	3
INST 2880	Special Topics* (Clemente I or Clemente II Communication)	1-4
INST 2900	Workshop* (Kiowa or other American Indian Language)	1-4
INST 2990	Tutorial*	1-4
INST 3233	Tribal Government and the Law	3
INST 3323	American Indian History before 1492	3
INST 3353	History of Plains Indian Warfare	3
INST 3393	Topics in American Indian History	3
INST 3443	American Indian Economics	3
INST 4383	American Indian Arts	3
INST 4533	Seminar in American Indian Studies*	3

INST 4880	Special Topics*	1-4
INST 4900	Workshop* (Kiowa or other American Indian Language)	1-4
INST 4990	Tutorial*	1-4
	<i>*May be repeated for total of 6 hours</i>	

Minor in American Indian Studies (18 hours total)

Required American Indian Studies Core same as for major, except the student should not take INST 4533 (6 hours)

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

COURSE LISTINGS in AMERICAN INDIAN STUDIES (INST)

- 1123 AMERICAN INDIAN CROSS-CULTURAL COMMUNICATION
Techniques of communicating across tribal and cultural lines of understanding from courses in American Indian tradition, emphasizing oral and written communication skills. 3 hours (may be repeated for total of 6 hours).
- 1333 OKLAHOMA INDIAN TRADITION AND HISTORY
Survey of traditional and historical materials concerning the many diverse tribes which migrated or were forcibly removed to Indian Territory and their history as tribal peoples in the State of Oklahoma. 3 hours.
- 2003 CONTEMPORARY AMERICAN INDIAN ISSUES
Current issues facing American Indian tribes and individuals, emphasizing tribal cultural perspectives and the use of contemporary logical skills in their analysis. 3 hours.
- 2123 TRADITIONAL AND CONTEMPORARY INDIAN LITERATURE
General survey of various types of traditional and contemporary American Indian prose and poetry, particularly legends, myths, oratory, poetry, short stories, novels, and memoirs. 3 hours.
- 2133 AMERICAN INDIAN EDUCATION
Systematic analysis of traditional and contemporary educational methods practiced among American Indian tribes of North America, with emphasis upon Oklahoma tribal practices. 3 hours.
- 2880 SPECIAL TOPICS
Special topics in American Indian Studies. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in Indian studies under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in American Indian Studies under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 3133 HISTORY OF FEDERAL INDIAN LAW AND POLICY
This course surveys the development of U.S. Indian Law and policy from the founding of the United States to present, paying particular attention to fundamental laws and cases that govern the Federal-Indian relationship to this day.
- 3233 TRIBAL GOVERNMENT AND THE LAW
General survey of American Indian tribal government with special emphasis on its legal basis. 3 hours.
- 3323 AMERICAN INDIAN HISTORY BEFORE 1492
Examination of American Indian civilizations in the pre-contact era.

- 3353 HISTORY OF PLAINS INDIAN WARFARE
An examination of the Plains wars of the late 1800's, with an emphasis on the causes and consequences of these wars.
- 3393 TOPICS IN AMERICAN INDIAN HISTORY
This course will examine particular topics and eras in American Indian History
- 3443 AMERICAN INDIAN ECONOMICS
A study of traditional and current economic concerns affecting both American Indian tribes and individuals. 3 hours.
- 4383 AMERICAN INDIAN ARTS
A study of the meaning of American Indian arts, including painting and other graphic arts, dance and music. 3 hours.
- 4533 SEMINAR IN AMERICAN INDIAN STUDIES
Required for all American Indian Studies majors: research methods and writing, supervised independent study, and preparation of a research report or paper. (May be repeated for total of 6 hours with change of title and content). 3 hours
- 4880 SPECIAL TOPICS
Special topics in American Indian Studies. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Treatment of related topics and issues in American Indian Studies. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in American Indian Studies under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

ECONOMICS

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

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

Bachelor of Arts in Economics (36 hours total)

Required Core (18 hours)

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ECON 2113	Principles of Macroeconomics	3
ECON 2123	Principles of Microeconomics	3
ECON 3133	Intermediate Macroeconomics	3
ECON 3113	Intermediate Microeconomics	3

ECON 3653	History of Economic Thought	3
MATH 2203	Elementary Statistics	3

Social Science Emphasis

Required Economics core (18 hours) +

Economics Electives chosen from the following (15 hours):

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

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

BADM 3483	Principles of Finance	3
BADM 4453	Business Ethics	3
HIST 3223	Russian History	3
HIST 4403	History of England & France 1515-1815	3
HIST 4503	Ideology & Mass Culture in the Modern World	3
HIST 3663	Colonial and Revolutionary America	3
HIST 3773	The United States, 1789-1877	3
HIST 3883	The United States, 1877-1945	3
HIST 3993	Contemporary United States	3
INST 3443	American Indian Economics	3
MATH 1743	Calculus and Analytic Geometry I	3
MATH 2223	Calculus and Analytic Geometry II	3
MATH 2243	Calculus and Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3263	Calculus and Analytic Geometry IV	3
PSCI 3103	State and Local Government	3
PSCI 3213	Interest Groups and Political Parties	3
PSCI 3234	Introduction to Political Theory	3
PSCI 3643	International Relations	3
PSCI 3753	Public Administration	3
PSCI 3803	Public Policy	3
PSCI 4213	American Foreign Policy	3
SOC 3543	Social Stratification	3
SOC 3863	Population	3
SOC 4773	Social Theory	3
SOC 4783	Methods of Social Research	3

Business Emphasis

Required Economics Core (18 hours) +

Economics Electives chosen from the following (12 hours):

ECON 3313	Money and Banking	3
ECON 3443	Comparative Economic Systems	3
ECON 3773	International Economics and Finance	3

ECON 3783	Public Finance	3
ECON 4223	U.S. Economic History	3
ECON 4333	Regional Economics	3
ECON 3553	Economics of Race, Class and Gender	3
ECON 3223	Labor Economics	3
ECON 4880	Special Topics	1-3
ECON 4990	Economics Tutorial	1-3

Business Electives chosen from the following (12 hours):

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

Minor in Economics

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

COURSE LISTINGS in ECONOMICS (ECON)

- 1003 ECONOMICS IN LIFE
This course teaches the utilization of present and future income. Money management strategy, banking services, credit management, consumer decisions, insurance and estate planning are introduced. 3 hours
- 2113 PRINCIPLES OF MACROECONOMICS
Introduction to theory of income and employment, money and banking, fiscal policy, and economic growth. 3 hours
- 2123 PRINCIPLES OF MICROECONOMICS
Introduction to theory of price, price and output determination in different market situations, and public policy toward business. 3 hours
- 2880 SPECIAL TOPICS
Special topics in economics. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in economics under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in economics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3113 INTERMEDIATE MICROECONOMICS THEORY
Principles of demand, supply, production, and costs; price and output determination in different market situations. Prerequisite: ECON 2123. 3 hours
- 3133 INTERMEDIATE MACROECONOMIC THEORY
Measurement and analysis of determination of national income and employment; general price level; stabilization and growth. Prerequisite: ECON 2113. 3 hours

- 3223 **LABOR ECONOMICS**
 Labor Economics is an applied Microeconomic theory course that studies how labor markets are organized, the outcomes of labor markets, and how participants make decisions within that market. This course applies not only that narrow micro approach, but also presents labor issues as part of a larger institutional arrangements, historical development of labor markets, labor law, and the social consequences of work and income distribution. 3 hours
- 3313 **MONEY AND BANKING**
 Essentials of commercial and central banking; monetary theory and policy. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3443 **COMPARATIVE ECONOMIC SYSTEMS**
 Comparative study of different economic systems proposed or used to deal with economic organization of society. 3 hours
- 3553 **ECONOMICS OF RACE, CLASS AND GENDER**
 Economics is choice theory: how people make decisions and how those decisions impact the economy as a whole as well as the individual. The Economics of Race, Class and Gender addresses the reality that different people will have different opportunities to make choices, different abilities to make choices, and different outcomes from those choices when their race, class and/or gender is taken into consideration. The purpose of this course is twofold: first, to understand how economics as an academic discipline incorporates social groups into theory; and secondly, to understand how group membership impacts economic outcomes by analyzing a specific issue such as poverty. 3 hours
- 3653 **HISTORY OF ECONOMIC THOUGHT**
 Economic theory since Smith, including theories and doctrines of Smith, Marx, Veblen, Keynes, and others. 3 hours
- 3773 **INTERNATIONAL ECONOMICS AND FINANCE**
 Basis of trade, foreign exchange, foreign investments, and world economic growth. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3783 **PUBLIC FINANCE**
 Fiscal theory and policy; incidence of taxation. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3893 **GOVERNMENT AND BUSINESS**
 Factors determining industrial organization and economic behavior; operation of antitrust laws; public regulation of business. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 4223 **U.S. ECONOMIC HISTORY**
 This course discusses critical events in U.S. economic history from colonial times through the Great Depression. In addition, methods of economic history are analyzed. The cumulative nature of history is emphasized, as well as how political and social change impacts the functioning and performance of the American economy. 3 hours
- 4333 **REGIONAL ECONOMICS**
 This course discusses the factors that affect the size and character of regional economies. Regional Economic theory that evaluates the character and health of regional economies is discussed, and the research methods used to evaluate specific economies are practiced by analyzing the history, health, and development options of the area's local economy. 3 hours
- 4880 **SPECIAL TOPICS**
 Special topics in economics. 1-4 hours (may be repeated for total of 6 hours).

- 4893 SENIOR SEMINAR IN ECONOMICS ANALYSIS
Selected topics in economics depending upon instructor and interest of students. 3 hours (may also be taken as independent study). Prerequisites: Senior standing and permission of instructor.
- 4900 WORKSHOP
Related topics and problems in economics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in economics under faculty supervision. 1-4 hours (may be repeated for a total of 9 hours with change in title and content).

HISTORY

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

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

Bachelor of Arts in History (36 hours total)

Required History Core (12 hours)

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

Plus History Electives (choose 24 hours):

HIST 1103	Oklahoma History	3
HIST 2880	Special Topics*	1-3
HIST 2900	Workshop*	1-3
HIST 2990	Tutorial*	1-3
HIST 3223	Russian History	3
HIST 3563	The Mediterranean World from Constantine to the Crusades	3
HIST 3663	Colonial & Revolutionary America to 1789	3
HIST 3773	The United States, 1789-1877	3
HIST 3883	The United States, 1877-1945	3
HIST 3993	Contemporary United States, 1945 to Present	3
HIST 4333	Classical Greece	3
HIST 4343	The Hellenistic World & Early Christianity	3
HIST 4353	The Roman Republic	3
HIST 4403	History of England & France, 1515-1815	3
HIST 4503	Ideology & Mass Culture in the Modern World	3
HIST 4880	Special Topics*	1-3
HIST 4900	Workshop*	1-3
HIST 4990	Tutorial*	1-3

**May be repeated for total of 6 hours*

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

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

Teacher Certification in Social Studies

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

Required Professional Education Core (34 hours)

Required Social Studies Core (42 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
HIST 1103	Oklahoma History	3
HIST 1213	Ancient Civilizations	3
HIST 1223	Medieval & Early Modern Civilizations	3
HIST 1233	Modern Civilizations	3
HIST 3663	Colonial & Revolutionary America to 1789	3
HIST 3773	The United States, 1789-1877	3
HIST 3883	The United States, 1877-1945	3
HIST 3993	Contemporary United States, 1945 to Present	3
SOCI 1123	General Sociology	3
PSCI 2343	Government of the United States	3
ECON 2113	Principles of Macroeconomics	3
ECON 2123	Principles of Microeconomics	3
GEOG 1103	Principles of Human Geography	3
	<i>or</i>	
GEOG 2203	Nature of Geographic Problems	3
	<i>or</i>	
GEOG 3303	Political Geography of the Modern World	3
	<i>Plus Electives in Social Studies</i>	3

Minor in History

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

COURSE LISTINGS in HISTORY (HIST)

- 1103 OKLAHOMA HISTORY
General survey of historical, political, and cultural development of Oklahoma. 3 hours.
- 1213 ANCIENT CIVILIZATIONS
General survey of both western and non-western, early civilizations. 3 hours
- 1223 MEDIEVAL & EARLY MODERN CIVILIZATIONS
Examines the cultural, religious, and political history of the medieval world and early modern world.
3 hours
- 1233 MODERN CIVILIZATIONS
Examines the development of modern nations in Western Europe, Asia, Africa, and the Americas. 3 hours
- 2880 SPECIAL TOPICS
Special topics in history. 1-3 hours (may be repeated for total of 6 hours).

- 2900 WORKSHOP
Guided study in history under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in history under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 3223 RUSSIANHISTORY
The course is a political, cultural, and economic history of Russia from the medieval period to the fall of the Soviet Union. 3 hours
- 3563 THE MEDITERRANEAN WORLD FROM CONSTANTINE TO THE CRUSADES
This course focuses on the cultural, religious, and political development of the Mediterranean World from the reign of the Emperor Constantine to the Crusades by examining the development of the three great Mediterranean Civilizations (Byzantine, Islamic, and Western) that formed during this period and the interactions among these civilizations.
- 3663 COLONIAL AND REVOLUTIONARY AMERICA TO 1789
European backgrounds and colonization; social, religious, and intellectual institutions; social evolution and conflict; revolutionary motives and tactics; constitutional formulation and ratification. 3 hours.
Prerequisite: IDS 2133 or equivalent.
- 3773 THE UNITED STATES, 1789-1877
Constitutional and party issues of the Federal period; American frontiers; Jacksonian politics; social, economic, religious, and reform concerns of the antebellum era; sectionalism and the Civil War; Reconstruction and post-war racial adjustments. 3 hours. Prerequisite: IDS 2133 or equivalent.
- 3883 THE UNITED STATES, 1877-1945
Industrialization and its impact; organization of labor and farmers; reform movements and political parties; overseas expansion and World War I; cultural and political dissent; the 1920s; the Great Depression; and World War II. 3 hours. Prerequisite: IDS 2143 or equivalent.
- 3993 CONTEMPORARY UNITED STATES, 1945 TO PRESENT
Origins and course of the Cold War; domestic life and loyalty campaigns of the 1950s; civil rights, Black power, and women's issues; the Indochina war and debate; American counterculture; Watergate; economics, politics, and culture of the '70s and '80s. 3 hours. Prerequisite: IDS 2143 or equivalent.
- 4233 SEMINAR
Required of all history majors: methods of historical research and writing; selected writings of representative historians; preparation of research papers on assigned topics. 3 hours (may be repeated for total of 6 hours).
- 4333 CLASSICAL GREECE
Examines the cultural and political development and ultimate decline of the city-states of Classical Greece with particular attention placed on the city-states of Athens and Sparta. 3 hours
- 4343 THE HELLENISTIC WORLD & EARLY CHRISTIANITY
Examines the religious, cultural, philosophical and political environment of the Mediterranean World from the death of Alexander the Great in 323 BC to the Fall of the Roman Empire. 3 hours
- 4353 THE ROMAN REPUBLIC
Examines Roman history and culture through the end of the Roman Republic. The course explores Experiences of the Romans by focusing on government, values; religious, social and political concerns; philosophical achievements; and creative expressions.

- 4403 HISTORY OF ENGLAND & FRANCE, 1515-1815
Course examines the cultural, economic, and political development of England and France from approximately 1515 to 1815. 3 hours
- 4503 IDEOLOGY & MASS CULTURE IN THE MODERN WORLD
Course examines the development of mass culture and key political ideologies in the modern world from the French Revolution to the present. 3 hours
- 4763 TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL
Problems of teaching social studies; curriculum-making; evaluation of textbooks, library, and other social studies material; methods of classroom procedure. 3 hours (education credit only). Prerequisite: admission to Teacher Education.
- 4880 SPECIAL TOPICS
Special topics in history. 1-3 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in history. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in history under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

POLITICAL SCIENCE

Political science is an academic and research discipline that deals with the theory and practice of government and politics and the description and analysis of political systems and political behavior.

Political science majors develop excellent critical thinking and communication skills as well as an understanding of history and culture and current events. Courses will introduce political concepts, political behavior, policy issues, and governmental institutions.

There are several fields within the political science discipline, all having equal relevance: public administration, public policy, American government, comparative government, international relations, and political theory. You will have the opportunity to take classes in many of these areas.

Because political science deals with current events and sophisticated statistical analysis, it is always a cutting-edge area of study. Whether students are analyzing voting patterns in a presidential campaign or the pros and cons of different systems of government, political science is timely, fascinating, and perpetually changing.

The political science program provides a foundation for the student interested in further graduate work, as well as a career in government service, journalism, law, criminal justice, or any number of other fields. A pre-professional program for students interested in a law career also is offered.

Bachelor of Arts in Political Science (30 hours total)

Of the 30 hours required for the political science major, 6 may be taken in related disciplines *with permission from political science faculty*. Requires a "C" average in political science courses taken for the Major in Political Science.

Required Political Science Core (6 hours):

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

Plus Required Political Science Electives (choose 24 hours):

PSCI 1133	Introduction to the Criminal Justice System	3
PSCI 2143	Introduction to Law and the Legal System	3
PSCI 2880	Special Topics*	1-3
PSCI 2900	Workshop*	1-3
PSCI 2990	Tutorial*	1-3
PSCI 3103	State and Local Government	3
PSCI 3213	Interest Groups and Political Parties	3
PSCI 3233	Introduction to Political Theory	3
PSCI 3433	Contemporary Political Thought	3
PSCI 3553	Political Propaganda	3
PSCI 3643	International Relations	3
PSCI 3653	The Presidency and Congress	3
PSCI 3753	Public Administration	3
PSCI 3803	Public Policy	3
PSCI 4113	Civil Rights and Liberties	3
PSCI 4213	American Foreign Policy	3
PSCI 4423	United States Constitutional Law	3
PSCI 4533	Seminar*	3
PSCI 4880	Special Topics*	1-3
PSCI 4900	Workshop*	1-3
PSCI 4990	Tutorial*	1-3

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

Minor in Political Science

Required Political Science Core (6 hours):

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

Remaining 12 hours will be selected with approval of political science advisor. Requires a “C” average in political science coursed taken for the Minor in Political Science.

The Pre-Law Program

There is no single course of study at any institution of higher learning that might properly be designated as *pre-law*. Law schools generally look for a well-balanced liberal arts background and the ability to think rationally and logically. Since law necessarily relates to government, and knowledge of accounting and elementary business practices is generally necessary in a law career, the following program is offered to USAO students as *one possible approach* to law school preparation. Other approaches may be planned with the pre-law advisor.

Required Pre-Law Core (30 hours):

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

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

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

COURSE LISTINGS in POLITICAL SCIENCE (PSCI)

- 1133 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM
Survey of the various components of the criminal justice system with special emphasis on the role of law enforcement. 3 hours
- 2133 COMPARATIVE GOVERNMENT
Required of all political science majors: introduction to government as an institution presented in the form of a comparative analysis of the various techniques, purposes, and ends of government. 3 hours.
- 2143 INTRODUCTION TO LAW AND THE LEGAL SYSTEM
Study of legal principles and case law in the context of the United States legal system. 3 hours.
- 2343 GOVERNMENT OF THE UNITED STATES
Survey of the Constitution of the United States, civil rights, instruments of popular control, organization, powers and procedures of national government. 3 hours.
- 2880 SPECIAL TOPICS
Special topics in political science. 1-3 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in political science under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in political science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 3103 STATE AND LOCAL GOVERNMENT
Organization, structure, functions, and administration of state and local governments. 3 hours
- 3213 INTEREST GROUPS AND POLITICAL PARTIES
Examination of the organization and functions of interest groups and political parties in the American political system. 3 hours
- 3234 INTRODUCTION TO POLITICAL THEORY
Analytical and historical study of the classes of political philosophy from *The Republic* of Plato through Social Contract of Rousseau. 3 hours
- 3433 CONTEMPORARY POLITICAL THOUGHT
Survey of conflicting theories of 19th and 20th centuries and their effect on the modern world. 3 hours
- 3553 POLITICAL PROPAGANDA
A survey of the history of political propaganda, which analyzes the use of manufactured images in the age of mass media. 3 hours
- 3643 INTERNATIONAL RELATIONS
Systematic relations between states, the growth and description of national power balance, and emergence of institutions aiming at a peaceful settlement of disputes. 3 hours
- 3653 THE PRESIDENCY AND CONGRESS
A study of the history and development, structures, processes, and interactions of these two basic institutions of American government. 3 hours

- 3753 PUBLIC ADMINISTRATION
A study of the means by which policies are put into effect. Problems of bureaucratic organization and of personnel management are emphasized, with special references to federal government. 3 hours
- 3803 PUBLIC POLICY
Contemporary issues in public policy: substantive issues, such as education and macroeconomic policy, as well as various methods of policy analysis. 3 hours
- 4113 CIVIL RIGHTS AND LIBERTIES
A study of the history and development of civil rights and liberties in the United States with international comparisons. The emphasis is on U.S. Supreme Court cases. 3 hours
- 4213 AMERICAN FOREIGN POLICY
Problems involved in pursuing American national interests on world level and means of formulating policy; critical examination of principal American decisions in the field since World War II. 3 hours
- 4423 UNITED STATES CONSTITUTIONAL LAW
Analysis of the evolution of Constitution in light of amendments, judicial interpretation, and legislative elaboration. Prerequisite: PSCI 2343. 3 hours
- 4533 SEMINAR
Methods of political science research, writing, and preparation of research papers on assigned topics. 3 hours (may be repeated for total of 6 hours).
- 4880 SPECIAL TOPICS
Special topics in political science. 1-3 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in political science. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in political science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

PSYCHOLOGY

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

Bachelor of Science in Psychology (36 hours total)

Required Psychology Core (15 hours):

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

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

Minor in Psychology

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

COURSE LISTINGS in PSYCHOLOGY (PSYC)

- 1643 ELEMENTARY PSYCHOLOGY
An introduction to psychology; a survey of the fundamentals of human behavior, designed to acquaint the student with the scope of psychological phenomena and the methods of the psychologist. 3 hours
- 1723 PERSONAL ADJUSTMENT
A study of the factors conducive to favorable adjustment, with an emphasis on the nature of personal difficulties and means of coping with them. 3 hours
- 1803 HUMAN SEXUALITY
A course designed to provide students with a broad range of knowledge about sexuality, with emphasis on up-to-date information needed for everyday living. 3 hours
- 1903 PSYCHOLOGY OF GENDER
An examination of the psychological factors in the development of identity in women and men, including sex differences and gender roles. 3 hours
- 2123 SOCIAL PSYCHOLOGY
Study of social forces influencing human behavior, with emphasis on attitudes and attitude change, social perception, and group behavior. Prerequisite: PSYC 1643. 3 hours
- 2263 PSYCHOLOGY OF PERSONALITY
Study of the development of the personality with special consideration given to personality determinants and approaches to personality. Prerequisite: PSYC 1643. 3 hours
- 2513 INFANT, CHILD, & ADOLESCENT DEVELOPMENT
This course is designed to study human growth and development from conception through adolescence. Emphasis is placed on physical, cognitive, social, and emotional domains of human development. Prerequisite: PSYC 1643. 3 hours
- 2523 ADULT DEVELOPMENT & AGING
This course is designed to study the longest phase of the life cycle--adulthood. The course is guided by a biopsychosocial approach to understanding human behavior and subjective experience. Prerequisite: PSYC 1643.
3 hours
- 2880 SPECIAL TOPICS IN PSYCHOLOGY
Specialized topics in psychology not covered in sufficient depth in existing courses. 3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *or* permission of instructor.
- 2990 TUTORIAL
Independent study in psychology (under faculty supervision) either in empirical research or individual instruction *in lieu of* an existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *and* permission of instructor.

- 3003 RESEARCH METHODS IN PSYCHOLOGY
Introduction to techniques and research designs in psychological research, with analysis of their appropriate use and interpretation. Prerequisites: MATH 2203 and PSYC 1643 *plus* 3 additional hours in psychology. 3 hours
- 3213 ABNORMAL PSYCHOLOGY
Consideration of the types of psychological disorders and their causes, prevention, and treatment. Prerequisite: PSYC 1643. 3 hours
- 3513 LEARNING & MOTIVATION
This course examines the empirical and theoretical foundations of our present understanding of human learning and motivation. Prerequisite: PSYC 1643. 3 hours
- 3523 COGNITIVE PSYCHOLOGY
This course will provide the student with a working knowledge of the field of cognitive psychology. The content of the course includes the study of human cognition, including but not limited to, such topics as memory, attention, problem solving, and consciousness. Prerequisite: PSYC 1643. 3 hours
- 3900 PRACTICUM
An opportunity for observation and supervised participation in a community social service agency or other appropriate setting. 1-2 hours (may be repeated for total of 6 hours with permission of advisor). Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology.
- 4003 HISTORY OF PSYCHOLOGY
Review of problems, theories and methods throughout history of psychology. Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology. 3 hours
- 4223 INTRODUCTION TO COUNSELING
Introduction to major counseling theories and techniques, including discussion of case histories. Prerequisites: PSYC 1643 *and* PSYC 3213. 3 hours
- 4413 PHYSIOLOGICAL PSYCHOLOGY
Study of the biological bases of behavior. Specific topics include, but are not limited to, anatomy and function of the nervous system, sensory processes, hormones and sexual behavior, memory and motivation, and drugs and behavior. Prerequisite: PSYC 1643. 3 hours
- 4423 EXPERIMENTAL PSYCHOLOGY
This course provides students with the opportunity to apply the concepts and skills developed in PSYC 3003. Prerequisite: PSYC 1643 & PSYC 3003. 3 hours
- 4433 ADVANCED RESEARCH METHODS
This course provides students with the opportunity to apply the concepts and skills developed in PSYC 3003. Prerequisite: PSYC 1643 & PSYC 3003. 3 hours
- 4533 SEMINAR
Group research project for advanced psychology students on subject of mutual interest to members of the class. 3 hours (may be repeated for total of 6 hours). Prerequisites: PSYC 1643, PSYC 3003, *and* permission of instructor.
- 4543 PSYCHOLOGICAL MEASUREMENTS
Review of measurement techniques used in psychological research and testing, including reliability and validity, and introduction to standardized tests of achievement, aptitude, and personality. Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology. 3 hours

- 4880 SPECIAL TOPICS IN PSYCHOLOGY
Specialized topics in psychology not covered in sufficient depth in existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisite: PSYC 1643 *or* permission of instructor.
- 4990 TUTORIAL
Independent study in psychology (under faculty supervision) either empirical research or individual instruction *in lieu of* an existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *and* permission of instructor.

SOCIOLOGY

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

Bachelor of Arts in Sociology (30 hours total)

Required Sociology Core (12 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
SOCI 1123	General Sociology	3
SOCI 4773	Social Theory	3
SOCI 4783	Methods of Social Research	3
MATH 2203	Elementary Statistics	3
<i>Plus</i> Required Sociology Electives (choose 18 hours):		

SOCI 1133	Introduction to the Criminal Justice System	3
SOCI 1223	Introduction to Social Work	3
SOCI 2213	Social Problems	3
SOCI 2423	Collective Behavior	3
SOCI 2633	Sociology of Health and Medicine	3
SOCI 2880	Special Topics	1-3
SOCI 2900	Workshop	1-3
SOCI 2990	Tutorial	1-3
SOCI 3203	Anthropology	3
SOCI 3213	Introduction to Social Welfare Theory	3
SOCI 3423	The Sociology of the Family	3
SOCI 3543	Social Stratification	3
SOCI 3633	Introduction to Law Enforcement Systems	3
SOCI 3753	Criminology	3
SOCI 3773	Introduction to Social Gerontology	3
SOCI 3863	Population	3
SOCI 3903	Internship in Sociology	3
SOCI 4103	Race and Ethnic Relations	3
SOCI 4313	Urban Sociology	3
SOCI 4513	Community Development	3
SOCI 4613	Delinquency and the Juvenile Justice Sys	3
SOCI 4623	Corrections System	3
SOCI 4643	Criminal Justice Administration	3
SOCI 4773	Social Theory	3
SOCI 4783	Methods of Social Research	3

SOCI 4803	Survey Research	3
SOCI 4880	Special Topics	1-3
SOCI 4900	Sociology Workshop	1-3
SOCI 4990	Tutorial	1-3

Minor in Sociology

18 hours in sociology, including SOCI 1123.

Strongly recommended: SOCI 4773 and SOCI 4783

Minor in Criminal Justice

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

COURSE LISTINGS in SOCIOLOGY (SOC)

- 1123 GENERAL SOCIOLOGY
A general survey of the field with emphasis on socialization, social institutions, social processes, culture, social changes and the numbers, distribution, and organization of people. 3 hours
- 1133 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM
Survey of the various components of the criminal justice system with special emphasis on the role of law enforcement. 3 hours
- 1223 INTRODUCTION TO SOCIAL WORK
This course will serve to introduce students to the rudiments of the social service agency. The course will direct students to examine the historical development, components, functions, and clientele of this important agency, and the obstacles, which it faces in the political economy. 3 hours
- 2213 SOCIAL PROBLEMS
A study of contemporary social problems in American society, with particular reference to the genesis of antisocial attitudes in the individual, family, and community. 3 hours
- 2423 COLLECTIVE BEHAVIOR
A study of social, political, and industrial group behavior patterns considered as a reflection of social attitudes. Crowds, fads, fashion, mobs, public opinion, propaganda, and social movements are among topics studied. 3 hours
- 2633 SOCIOLOGY OF HEALTH AND MEDICINE
Sociological and psychological factors in human health and disease; the behavior and the social relations of patients, physicians, nurses, and public health leaders; ecological and demographic factors in health and medicine; health problems relating to the family, personality, and the life cycle. 3 hours
- 2880 SPECIAL TOPICS
Special topics in sociology. 1-3 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in sociology under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 3203 ANTHROPOLOGY
A logistic approach that introduces students to the subfields of anthropological studies, the course focuses on the interaction of the biological, historical, and social studies for an understanding of the dynamics of human cultures and societies. 3 hours

- 3213 INTRODUCTION TO SOCIAL WELFARE THEORY
Theory, structure, and techniques of private, municipal, state, and federal social work agencies. 3 hours
- 3423 THE SOCIOLOGY OF THE FAMILY
Study of structure and functions of the family as an institution in various historical and contemporary societies. 3 hours
- 3543 SOCIAL STRATIFICATION
Study of the distribution of power, prestige, and position within society. 3 hours
- 3633 INTRODUCTION TO LAW ENFORCEMENT SYSTEMS
An introduction to the structure and functions of law enforcement agencies at local, national and international levels, The course will explore the interrelationships of these agencies and how these connections facilitate or impede crime control, prevention and the administration of justice. The special character of law enforcers as protectors of citizens and the law is underscored. 3 hours
- 3753 CRIMINOLOGY
Inquiry into the origin and societal consequences of crime and its prevention and treatment. 3 hours
- 3773 INTRODUCTION TO SOCIAL GERONTOLOGY
Overview of social aspects of aging, including examination of social, social psychological, and cultural factors that affect the aging process, the experience of aging, and the concerns of the aged as a growing population in a changing society. Presents major concepts, findings, theories, and issues in the field of aging as a multidisciplinary endeavor. 3 hours
- 3863 POPULATION
Problems resulting from population composition and change and the concepts used in the study of population and ecology. 3 hours
- 3903 INTERNSHIP IN SOCIOLOGY
A limited field-training experience at an agency or institution allowing the student to observe and assist the designated supervisor in various work duties. Possible sites include legal system facilities, service-providing agencies, and government organizations. 3 hours (may be repeated for total of 6 hours in same or different site *but only 3 hours* applies toward requirements of the major). Prerequisites: sociology major, junior standing, consent of faculty director and field supervisor.
- 4103 RACE AND ETHNIC RELATIONS
Social and cultural aspects of minority group relations with major emphasis on those within the United States. Prerequisite: SOCI 1123. 3 hours
- 4313 URBAN SOCIOLOGY
Study of urbanization in industrial societies, with emphasis on growth, development, and organization of modern American city. Examines social structures and processes of modern urban ways of life and its implications for city dwellers with the socio-cultural milieu. 3 hours
- 4513 COMMUNITY DEVELOPMENT
This course is centered on building participant knowledge and appreciation of the community development process. It is the study of the processes, methods, programs and movements that mobilize whole populations with common concerns to advance common interests. 3 hours
- 4613 DELINQUENCY AND THE JUVENILE JUSTICE SYSTEM
This provides a detailed examination of the processes involved in the causation, forms, extent, prevention and control of juvenile delinquency. Students will critically examine the procedures utilized by the various juvenile justice agencies from initial contact with law enforcement agents to the selection of a disposal alternative. 3 hours

- 4623 **CORRECTIONS SYSTEM**
An examination of the corrections/penal system and its effectiveness in crime control, punishment, rehabilitation or prevention. The course is intended to provide students an understanding of the activities, organization on limitations of corrections systems as a sub-system in the American criminal justice system. 3 hours
- 4643 **CRIMINAL JUSTICE ADMINISTRATION**
Criminal Justice Administration is designed to provide students an opportunity to study the organizational characteristics of the court, corrections and law enforcement as specialized agencies of the criminal justice system. The focus will be on examining administrative policies, processes. Channels, and objectives of these institutions within the constraints of the wider society in which they function. 3 hours
- 4773 **SOCIAL THEORY**
Review and analysis of sociological theories from Comte to the present.
Prerequisite: SOC 1123 and a grade of "C" or better. 3 hours
- 4783 **METHODS OF SOCIAL RESEARCH**
Introduction to scientific methods as they pertain to sociology and related fields, including scientific logic, experimental design, problem development and formulation of hypotheses, concept measurement, data collection and analysis, interpretation and reporting of findings. Project assignments provide training in application of selected research elements and in scientific report writing. Prerequisite: CSCI 1143 and IDS 1223. 3 hours
- 4803 **SURVEY RESEARCH**
Application of skills and concepts studied in SOC 4783 that are directly relevant to initiating and completing survey research studies. The student will develop skills in data collection, analysis, interpretation, report writing, and presentation using multivariate statistical methods applicable to survey data. Prerequisite: SOC 4783 with a grade of B or better
- 4880 **SPECIAL TOPICS**
Special topics in sociology. 1-3 hours (may be repeated for total of 6 hours).
- 4900 **SOCIOLOGY WORKSHOP**
Related topics and problems in sociology. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 **TUTORIAL**
Independent study in sociology under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

GEOGRAPHY

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

COURSE LISTINGS in GEOGRAPHY (GEOG)

- 1103 **PRINCIPLES OF HUMAN GEOGRAPHY**
Study of interactions between social humans and their natural environment, with emphasis on human perception of and impact upon the environment and the corresponding impact of the environment on human culture. 3 hours

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

BUSINESS ADMINISTRATION

USAO's Bachelor of Science Degree in Business Administration combines the practical procedure of the discipline with the people-oriented aspect of the liberal arts. Business students find an emphasis on such areas as effective evaluation of factual information, working efficiently with others, the promotion of moral and ethical values within the business community, and sound and creative decision making. Business Administration majors have a 33-hour business core designed to ensure student success in the business field. In addition, students have the flexibility of tailoring their program through an additional 15 hours in business elective courses to earn an emphasis in Accounting, Business Administration or Management.

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

Bachelor of Science in Business Administration (48 hours total)

Required Business Core (33 hours):

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

Plus 15 hours of Business electives to be selected with approval of advisor:

Courses from accounting, general business, and/or management

Minor in Business Administration

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

ACCT 2103	Principles of Accounting I	3
BADM 3223	Business Communications	3
MGMT 3253	Principles of Management	3
ECON 2113	Principles of Macroeconomics OR	3
ECON 2123	Principles of Microeconomics	
BADM 3103	Business Law I OR	3
BADM 3113	Business Law II	

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

COURSE LISTINGS in ACCOUNTING (ACCT)

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

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

COURSE LISTINGS in GENERAL BUSINESS (BADM)

- 1013 **BUSINESS MATHEMATICS**
Practical application of principles of mathematics to various phases of business, common and decimal fractions, cash and trade discounts, simple and compound interest, bank discount, and cost of credit. Elective credit only. 3 hours
- 1503 **INTRODUCTION TO BUSINESS**
Identification of role of business in modern society, including analysis of specialized fields within business organizations and overall picture of business operations; first course for business majors and also provides understanding of modern American business for non-business majors. 3 hours
- 2103 **COMPUTER TECHNOLOGY SYSTEMS**
Learning the use of various software programs, including word processing, spreadsheet and desktop publishing. Prerequisite: keyboarding skills. 3 hours
- 2880 **SPECIAL TOPICS**
Special topics in business administration. 1-4 hours (may be repeated for total of 6 hours).

- 2900 WORKSHOP
Guided study in business administration under faculty supervision; varied topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in business administration under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3013 ADVANCED COMPUTER TECHNOLOGY SYSTEMS
Continuation of BADM 2103. Prerequisite: BADM 2103 or equivalent. 3 hours
- 3103 BUSINESS LAW I
Contracts, negotiable instruments, agencies, suretyship, insurance, sales, partnerships, corporations, property. 3 hours
- 3113 BUSINESS LAW II
Continuation of BADM 3103. 3 hours
- 3223 BUSINESS COMMUNICATION
Psychology of communication, functional writing and speaking, emphasis on management policies and practices which lead to effective communication. Prerequisites: IDS 1113 (Writing I) and IDS 1213 (Writing II). 3 hours
- 3243 PRINCIPLES OF MARKETING
Current practices and structure of the market; analysis of marketing functions, institutions, pricing, demand creation, costs and marketing legislation. Prerequisites: ACCT 2103, ACCT 2203, ECON 2113, and ECON 2123. 3 hours
- 3253 PRINCIPLES OF INSURANCE
Types of policies available and protection offered. 3 hours
- 3363 ADMINISTRATIVE RESOURCE DEVELOPMENT
Organization and control of office environment, management of mid-level office and leadership involved in working with people, ergonomics, and equipping an office. 3 hours
- 3383 REAL ESTATE PRINCIPLES
Fundamentals of real estate: contracts, deeds, leases, abstracts, options, liens, management, appraisal, and taxes. 3 hours
- 3483 PRINCIPLES OF FINANCE
Identification, analysis, and solution of problems in finance; nature and investment merits of corporate bonds; preferred stocks and common stocks. 3 hours
- 4333 SEMINAR
A course offering senior business majors an opportunity to engage in research or advanced study of problems of mutual interest to members of class. 3 hours
- 4453 BUSINESS ETHICS
This course provides a general overview of contemporary and historical theories of ethics. Understanding that social responsibility as opposed to legal responsibility involves a voluntary response from an organization that is above and beyond what is specified by law. Conflicting obligations, feelings, and opinions that people often face in personal and professional situations will be explored using a case study format. Prerequisite: junior or senior standing. 3 hours
- 4880 SPECIAL TOPICS
Special topics in business administration. 1-4 hours (may be repeated for total of 6 hours).

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

COURSE LISTINGS in MANAGEMENT (MGMT)

- 2002 RECORDS MANAGEMENT
Collecting, controlling, storing and retrieving records; records management; how to establish records management system. 2 hours
- 2900 WORKSHOP
Guided study in management under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in management under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3203 LEADERSHIP IN FILM
Contemporary film has as one of its basic component, the diffusion of social and cultural morals and values. Often with the entertainment that is provided by film, there are messages that teach us about key ideas of our society. This class will utilize six contemporary films to identify and create an arena for discussion of this thing we call "leadership". 3 hours
- 3213 GROUP DYNAMICS AND TEAMWORK
This course is designed to provide the student with a working knowledge of the complex nature of group dynamics and methods for increasing the effectiveness of groups and teams. 3 hours
- 3233 MANAGEMENT COMMUNICATION
Methods of research in report writing; nonverbal communication; techniques of listening; using visual aids for improved communication; oral reporting; applying general semantics to improve management communication. Prerequisite: BADM 3223. 3 hours
- 3253 PRINCIPLES OF MANAGEMENT
Policies, forms of organization, and techniques as applied in successful business organizations and management. 3 hours
- 3373 HUMAN RESOURCE MANAGEMENT
Fundamental functions of human resource management; relationship between personnel management and organizations; emerging role of personnel administration in development of strategic policy for organizations. Prerequisite: MGMT 3253. 3 hours
- 3383 ORGANIZATIONAL BEHAVIOR
Organizations and human behavior controversy in organizational theory and the study of human behavior; motivation, perception, nature-nurturing, learning and culture; selected styles of management rooted in behavioral sciences. Prerequisites: MGMT 3253 and MGMT 3373. 3 hours

- 3393 SMALL BUSINESS ORGANIZATION AND MANAGEMENT
Essentials of organization and management, production and marketing, purchasing and collections, financial management and management systems, accounting and taxation, and insurance and legal problems. 3 hours
- 4353 MANAGERIAL STRATEGY
Implementing and formulating basic business strategy; analytic approach to strategic decisions using practical examples of problems firms face or will face given current environmental trends. Prerequisites: all business core courses *and* senior standing. 3 hours
- 4403 INTERNATIONAL MANAGEMENT
As the world's business climate changes many companies are finding value in involvement in international trade. Technological, as well as government evolution has increased the attractiveness of many markets. This move into foreign investment is not without risk. This course is designed to introduce students to the various factors that companies must consider before making such a move. 3 hours
- 4880 SPECIAL TOPICS
Special topics in management. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Guided study in management under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 4990 TUTORIAL
Independent study in management under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Division of Education and Speech-Language Pathology

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

Within the Division of Education and Speech-Language Pathology are professional education coursework required for all certification programs and specific coursework that allows students to obtain an Oklahoma teaching certificate in early childhood education, elementary education, or education of the deaf. The speech pathology program prepares students for graduate programs in Communication Sciences and Disorders. A master's degree is required for a standard certificate in Speech-Language Pathology. Programs to add elementary or early childhood to early childhood, elementary, or deaf education have been approved by the Oklahoma Commission for Teacher Preparation.

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

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

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

A Minor in Education available for some majors. See page 40

Graduation Without Certification

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

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

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

PROFESSIONAL EDUCATION

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

COURSE LISTINGS in PROFESSIONAL EDUCATION (EDUC)

- 1002 COLLEGE READING AND STUDY SKILLS
To help the student improve basic reading rate, comprehension, techniques, concentration, vocabulary, flexibility, and purpose. 2 hours
- 2002 ORIENTATION TO TEACHING
Orientation to education, including a survey of the historical development of education and current educational trends. 2 hours
- 2011 DIRECTED FIELD EXPERIENCES I
Directed observation and limited participation in instructional environments (minimum: 20 clock hours) with emphasis on developing generic teaching skills and understanding roles of the teacher in instructional environment. Prerequisite: EDUC 2002 or successful completion of 30 hours of college credit. 1 hour
- 2022 EDUCATION OF THE EXCEPTIONAL CHILD
Survey course concerning identification and instruction related to various exceptionalities, including intellectual disabilities, learning disabilities, sensory impairment, mental health issues, other health impaired, and gifted/talented. Exposure to resources available to the classroom teacher and strategies for effective teaching of children with a wide range of learning styles. 2 hours
- 2103 HUMAN DEVELOPMENT & LEARNING (*Not required for Early Childhood Education*)
Study of human growth and development from birth to late adulthood, with emphasis on progression of human development and its application to instructional processes. 3 hours
- 3102 EDUCATIONAL PSYCHOLOGY
Study of application of psychology to the instructional process, with emphasis on various learning theories and the learning process from birth to adulthood. Prerequisite: admission to Teacher Education. 2 hours

- 3203 SCHOOL AND SOCIETY
Foundations underlying the development of American education with emphasis on cultural pluralism as it relates to American education; special attention to community and parental relations. Prerequisite: admission to Teacher Education. 3 hours
- 3211 DIRECTED FIELD EXPERIENCES II
Directed observation and active participation in instructional environments (minimum: 25 clock hours). Emphasis on development of generic teaching skills and directed experiences with children and youth. Prerequisites: EDUC 2002, EDUC 2011, *and* admission to Teacher Education. Co-requisite: enrollment in EDUC 3203. 1 hour
- 3221 DIRECTED FIELD EXPERIENCES – SUPPLEMENTAL
Directed observation and active participation in instructional environments (minimum 25 clock hours). Designed to supplement prior field experiences with experiences in other certification levels. Prerequisite: EDUC 3211 Directed Field Experiences II. 1 hour
- 3343 EDUCATIONAL MEDIA AND TECHNOLOGY
Introductory survey course dealing with educational media designed to develop understanding and familiarity with media hardware and software used in public schools. Special emphasis on media production, operation, selection, use, and evaluation techniques of wide range of educational media, particularly microcomputers. Prerequisite: Admission to Teacher Education. 3 hours
- 3443 CHILD DEVELOPMENT (*Early Childhood Majors Only*)
Study of children from conception through adolescence, including physical, emotional, cognitive, and social development. Additional emphasis will be placed on physical and emotional health. Required observation and participation in the USAO Child Development Center. Prerequisite: admission to Teacher Education. 3 hours
- 4305 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE ELEMENTARY SCHOOL
Directed observation and teaching under supervision and guidance in elementary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 5 hours
- 4310 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE ELEMENTARY SCHOOL
Directed observation and teaching under supervision and guidance of experienced teachers in elementary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 10 hours
- 4405 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE SECONDARY SCHOOL
Directed observation and teaching under supervision and guidance in secondary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 5 hours
- 4410 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE SECONDARY SCHOOL
Directed observation and teaching under supervision and guidance in secondary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 10 hours
- 4442 CLASSROOM MANAGEMENT AND EVALUATION THEORY
Comprehensive study of the theoretical principles and techniques of classroom management and evaluation. Prerequisites: admission to Teacher Education and completion of 90 hours. 2 hours

- 4512 PROFESSIONAL PORTFOLIO DEVELOPMENT
This class is for those seeking guidance with preparation of the Professional Portfolio required for teacher certification. The course is limited to those who have previously completed Senior Seminar. Permission of instructor is required. 2 hours
- 4542 APPLIED PROFESSIONAL STUDIES
Application of principles and techniques of classroom management and evaluation. Emphasis on effective decision-making in classroom environments. Attention also given to career issues such as job search techniques and professionalism.
Co-requisites: EDUC4305 and 4405, or EDUC 4310 or EDUC 4410
Pre-requisites: admission to Teacher Education, EDUC 4442, and Approval to Student Teach. 2 hours
- 4633 SPEECH-LANGUAGE PATHOLOGY IN THE SCHOOL (*Speech Pathology Majors Only*)
A course designed to prepare pre-service speech-language pathologists for independent organization and management of speech/language programs both in public schools and other clinical settings. 3 hours

EARLY CHILDHOOD EDUCATION

This program prepares individuals to obtain an Oklahoma teaching certificate in early childhood education and become effective teachers in this area. Individuals certified in early childhood education are qualified to teach pre-kindergarten, kindergarten, first, second, and third grade levels (PK-3). A grade of "C" or better is required in all professional education classes and classes specific to the major.

Bachelor of Science in Early Childhood Education

Required Professional Education Core (28 hours):

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

**Courses must be taken concurrently.*

Required Early Childhood Education Core (44 hours):

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

	and Program Planning	3
EDUC 4313	Child Guidance	3
EDUC 4323	Reading III: Assessment and Instruction of Literacy	3
EDUC 4412*	Early Childhood Education: Practicum	2
NSCI 2113	Geology/Oceanography	
Math Elective		3

**Courses must be taken concurrently.*

ADDING ELEMENTARY CERTIFICATION TO EARLY CHILDHOOD

A recommendation for Elementary certification can be added to Early Childhood certification if the early childhood candidate:

1. Completes all early childhood program requirements
2. Completes the following additional 8 hours with a “C” or better: EDUC 3203 School and Society, EDUC 4003 Social Studies in the Elementary School, EDUC 3321 Elementary Math Teaching Strategies, and EDUC 3221 Directed Field Experiences Supplemental
3. Passes the Elementary OSAT

ELEMENTARY EDUCATION

This program prepares individuals to obtain an Oklahoma teaching certificate in elementary education and become effective teachers in the elementary grades. Individuals certified in this area are qualified to teach in grades 1-8; however, most 7th- and 8th-grade situations could require a Middle School Certification Endorsement in core areas. A grade of “C” or better is required in all professional education classes and classes specific to the major.

Bachelor of Science in Elementary Education

Required Professional Education Core (31 hours):

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

**Courses must be taken concurrently.*

Required Elementary Education Core (41 hours):

EDUC 3003	Language Arts in the Elementary School	3
EDUC 2323	Foundations of Literacy	3
EDUC 3222	Strategies & Materials for Literacy Instruction	2
EDUC 3313	Elementary Math Methods	3
EDUC 4003	Social Studies in the Elementary School	3
EDUC 4323	Assessment & Instruction of Literacy	3
MATH 2113	Number Systems and Problem Solving	3
MATH 3113	Foundation of Geometry and Measurement	3
ENGL 3302	Young People's Literature	2
NSCI 2423	Science in the Elementary School	3

ART 3262	Public School Art	2
PHED 3333	Physical Education in the Elementary School	3
MUSC 2222	Music for Elementary Teachers	2
NSCI 2113	Geology/Oceanography	3
	Math Elective	3

ADDING EARLY CHILDHOOD CERTIFICATION TO ELEMENTARY

A recommendation for Early Childhood certification can be added to Elementary certification if the elementary education candidate:

1. Completes all elementary education program requirements
2. Completes the following additional 8 hours with a “C” or better: EDUC 4313 Child Guidance, EDUC 4233 Early Childhood Education: Curriculum and Program Planning, EDUC 4412 Early Childhood Education: Practicum
3. Passes the Early Childhood OSAT

COURSE LISTINGS in EARLY CHILDHOOD and ELEMENTARY EDUCATION (EDUC)

- 1123 **HEALTH, SAFETY, AND NUTRITION**
A study of the approaches that recognize that direct relationships exist between health status, safety, and nutrition. Emphasis is intended for students working in an educational setting and for adults and parents who desire additional information about current concepts in the fields of health, safety, and nutrition and their relationship to the young child. 3 hours
- 2323 **READING I: FOUNDATIONS OF LITERACY**
Study of a wide number of approaches and materials for teaching reading and literacy. Special emphasis will be on using procedures and materials most suitable for emergent, beginning, and conventional readers. 3 hours
- 2880 **SPECIAL TOPICS**
Special topics in education. 1-4 hours (may be repeated for total of 6 hours).
- 2900 **WORKSHOP**
Guided study in education under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 3003 **LANGUAGE ARTS IN THE ELEMENTARY SCHOOLS**
Content of and effective strategies for teaching the language arts curriculum so that teachers can help students develop communicative competence. Prerequisite: admission to Teacher Education. 3 hours
- 3222 **READING II: STRATEGIES AND MATERIALS FOR LITERACY INSTRUCTION**
Study of instructional literacy strategies for beginning, elementary, and upper-grade readers. Attention to effective teaching strategies and evaluation of reading materials, narrative and informational texts, and content-area texts. Prerequisites: EDUC 2323 *and* admission to Teacher Education. 2 hours
- 3303 **EARLY CHILDHOOD EDUCATION: COGNITIVE SKILLS, ARTS, & MOVEMENT**
Study of cognitive development of children in the areas of social studies, science, mathematics, language, and creative arts, and movement. Prerequisite: Admission to Teacher Education. 3 hours
- 3312 **PRIMARY MATH METHODS**
Designed to familiarize prospective elementary teachers with the content, scope, and sequence of mathematics for the primary grades (PreK-3). The course deals with the instructional methods and materials for teaching primary school mathematics. Prerequisite: Admission to Teacher Education. 2 hours

- 3313 ELEMENTARY MATH METHODS
Designed to familiarize prospective elementary teachers with the content, scope, and sequence of mathematics for the elementary grades (PreK-8). The course deals with the instructional methods and materials for teaching elementary school mathematics. Prerequisite: Admission to Teacher Education. 3 hours
- 3321 ELEMENTARY MATH TEACHING STRATEGIES
This course supplements EDUC 3312, Primary Math Methods (PreK-3) with the instructional methods, materials, content, scope and sequence of mathematics for grades 4-8.
Co-requisite: EDUC 3312; prerequisite: Admission to Teacher Education. 1 hour
- 4003 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL
Adaptation of the subject matter, methods, and materials in social studies subjects to the needs and maturity levels of elementary school children. Prerequisite: Admission to Teacher Education. 3 hours
- Must be taken in conjunction with EDUC 4412; familiarizes students with scope of major academic areas, organization, and planning that is part of the curriculum for early childhood education. Prerequisites: EDUC 3303, EDUC 3443, EDUC 4313, *and* admission to Teacher Education. 3 hours
- 4313 CHILD GUIDANCE
Study of the developmental needs and behavior of young children with emphasis on principles of guidance and methods of working with children and parents. Required: observation and participation in Child Development Center. Prerequisites: EDUC 3443 *and* admission to Teacher Education. 3 hours
- 4323 READING III: ASSESSMENT AND INSTRUCTION OF LITERACY
Study of strategies to link theory to practice in assessing and extending literacy development. Attention to assessment techniques, designing and implementing instructional plans, developing literacy programs, and working with assigned student for practicum experience. Prerequisites: EDUC 3003, EDUC 2323, EDUC 3222, *and* admission to Teacher Education. 3 hours
- 4412 EARLY CHILDHOOD EDUCATION: PRACTICUM
Participation in the USAO Child Development Center. Experiences related to guidance, planning, implementing, and evaluating activities. Prerequisites: EDUC 3303, EDUC 3443, EDUC 4313, *and* admission to Teacher Education. Co-requisite: EDUC 4233. 2 hours
- 4880 SPECIAL TOPICS
Special topics in the area of education. 1-4 hours (may be repeated for a total of 6 hours). Prerequisite: Admission to Teacher Education.
- 4900 WORKSHOP
Treatment of related topics and problems in education. 1-6 hours (may be repeated for total of 9 hours with change each enrollment in title and content).
- 4990 TUTORIAL
Independent study in education under faculty supervision. 1-4 hours (may be repeated for a total of 9 hours with change in title and content). Prerequisite: Admission to Teacher Education.

EDUCATION OF THE DEAF

This program prepares individuals to teach deaf and hard-of-hearing children. Graduates are eligible for certification by both the Oklahoma State Department of Education and the Council on Education of the Deaf to teach deaf students in grades PK-12. A grade of "C" or better is required in all professional education classes and deaf education classes.

Bachelor of Science in Education of the Deaf

Required Professional Education Core (26 hours):

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

**Courses must be taken concurrently*

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

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

Specialization Component: 20 hours for secondary, 26 hours for elementary or early childhood.

Other required courses in addition to the general education requirements depend on specialization component but must ensure content knowledge in math, science, language arts, and social studies.

ADDING ELEMENTARY CERTIFICATION TO DEAF EDUCATION

A recommendation for Elementary certification can be added to Deaf Education certification if the deaf education candidate:

1. Completes all deaf education program requirements
2. Completes the following additional 26 hours:

EDUC 2323	Reading I
EDUC 3211	Directed Field Experiences II (in elementary regular education classes)
EDUC 3222	Reading II
EDUC 3303	Cognitive Skills, Arts & Movement
EDUC 3313	Elementary math Methods
EDUC 4003	Social Studies in the Elementary School
ENGL 3302	Literature for Young People
MATH 2113	Number Systems and Problem Solving
MATH 3113	Foundations of Geometry and Measurement
NSCI 2423	Science in the Elementary School
3. Passes the Elementary OSAT

ADDING EARLY CHILDHOOD CERTIFICATION TO DEAF EDUCATION

A recommendation for Early Childhood certification can be added to Deaf Education certification if the deaf education candidate:

1. Completes all deaf education program requirements
2. Completes the following additional 26 hours:
 - EDUC 2323 Reading I
 - EDUC 3222 Reading II
 - EDUC 3312 Primary Math Methods
 - EDUC 4313 Child Guidance
 - EDUC 4233 Curriculum and Program Planning
 - EDUC 4412 Practicum
 - ENGL 3302 Literature for Young People
 - MATH 2113 Number Systems and Problem Solving
 - MATH 3113 Foundations of Geometry and Measurement
 - NSCI 2423 Science in the Elementary School
3. Passes the Early Childhood OSAT

COURSE LISTINGS in EDUCATION of the DEAF (DFED)

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

- 2232 AURAL/ORAL COMMUNICATION II
Continuation of DFED 2133. Prerequisite: DFED 2133. 3 hours
- 2880 SPECIAL TOPICS
Special topics in education of the deaf. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Related topics and problems in education of the deaf. 1-3 hours
- 2990 TUTORIAL
Independent study in education of the deaf under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3042 PRACTICUM II
Scheduled and supervised observation and participation in a classroom for deaf and/or hard-of-hearing students (75 clock-hours minimum). 2 hours
- 3112 AMERICAN SIGN LANGUAGE IV
Capstone course in ASL with emphasis on expressive and receptive skills demonstrative through various projects; students should have advanced skills in ASL grammar, cultural behaviors, and conversational skills. Prerequisites: DFED 1213, DFED 2113, DEFD 2213, *or* equivalents. 2 hours
- 3123 LANGUAGE DEVELOPMENT II
Study of factors that influence acquisition of receptive and expressive language abilities in pre-primary and school-age deaf children and of principles, methods, and techniques that may facilitate language acquisition process. Prerequisite: DFED 2123. 3 hours
- 3223 LANGUAGE DEVELOPMENT III
Continuation of DFED 3123, with emphasis on development of secondary-level literacy skills. Prerequisites: DFED 2123 and DFED 3123. 3 hours
- 3254 CURRICULUM DEVELOPMENT AND INSTRUCTION I - METHODS FOR THE DEAF
Study and application of principles and methods of planning and implementing appropriate and effective educational programs for deaf and hard-of-hearing students. Prerequisites: DFED 3123, DFED 3223, or permission of instructor *and* admission to Teacher Education. 4 hours
- 4153 CURRICULUM DEVELOPMENT AND INSTRUCTION II- METHODS FOR THE DEAF
Continuation of DFED 3254. Prerequisites: DFED 3123, DFED 3223, DFED 3254, or permission of instructor *and* admission to Teacher Education. 3 hours
- 4880 SPECIAL TOPICS
Special topics in education of the deaf. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in education of the deaf. 1-3 hours
- 4990 TUTORIAL
Independent study in education of the deaf under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

SPEECH-LANGUAGE PATHOLOGY

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

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

Bachelor of Science in Speech-Language Pathology

Required Professional Education Core (11 hours):

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

+Required Related Electives (19 hours): Electives should be related to speech-language pathology, approved by advisor; students should consult advisor for list of suggested electives.

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

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

COURSE LISTINGS in SPEECH-LANGUAGE PATHOLOGY (SLPA)

- 1123 INTRODUCTION TO SPEECH-LANGUAGE PATHOLOGY
Survey of speech-language pathology as interdisciplinary behavioral science, including information relating to diagnosis and remediation of communicative disorders. 3 hours
- 1143 PHONETICS
Study of the phonemes of the American-English language; practical use of the International Phonetic Alphabet will be emphasized. 3 hours
- 1153 NORMAL SPEECH AND LANGUAGE DEVELOPMENT
Study of the acquisition and development of speech and language as social behavior, including a review of past and present linguistic theories. 3 hours
- 2011 FIELD OBSERVATION
Directed observations of speech and language evaluations and therapy with emphasis on development of teaching strategies and roles of a speech/language pathologist. 1 hour

- 2103 ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING MECHANISMS
Study of the structure and function of the vocal mechanism, the ear, and nervous system as they relate to production of speech. 3 hours
- 2113 AUDIOLOGY
Structure and function of the hearing mechanism, nature of sound and its relationship to hearing, etiologies of hearing disorders, audiometric assessment procedures, differential diagnosis of hearing disorders, and types of amplification. 3 hours
- 2123 ARTICULATION DISORDERS
Articulatory disorders as they relate to acquisition, appraisal, differential diagnosis, and remediation. 3 hours
- 2342 LANGUAGE DISORDERS I
Receptive/expressive language disorders and delays in children, including those associated with mental retardation, learning disability, autism, and hearing impairment. 2 hours
- 2652 DIAGNOSTIC METHODS IN SPEECH-LANGUAGE PATHOLOGY
Principles and methods used in formal and informal evaluation and diagnosis of communication disorders in individuals from birth through adulthood. 2 hours
- 2880 SPECIAL TOPICS
Special topics in speech-language pathology. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Related topics and problems in speech-language pathology. 1-3 hours
- 2990 TUTORIAL
Independent study in speech-language pathology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3113 CLINICAL PROCEDURES IN SPEECH-LANGUAGE PATHOLOGY
Methods, materials, and techniques utilized in remediation of communication disorders in children and adults and their practical application in individual and group therapy situations. 3 hours
- 3123 LANGUAGE DISORDERS II
Acquired aphasia in adults resulting from CVA or other trauma, current issues and trends in the field, and diagnostic and remedial procedures. 3 hours
- 3642 CLINICAL PRACTICUM IN SPEECH-LANGUAGE PATHOLOGY I
Clinical practicum in individual and group therapy and diagnostic evaluations at on-campus and off-campus sites (minimum of 25 supervised and documented clock-hours). Prerequisites: 20 hours of SLPA courses, including SLPA 2011, SLPA 2652, and SLPA 3113, *and* minimum overall GPA of 3.0. 2 hours
- 3653 SPEECH READING/AUDITORY TRAINING/AURAL REHABILITATION
Speech, reading, and auditory training techniques used for the habilitation and rehabilitation of the hearing-impaired. 3 hours
- 4102 CLINICAL PRACTICUM IN SPEECH-LANGUAGE PATHOLOGY II
A continuation of SLPA 3642 (minimum of 60 supervised and documented clock-hours is required). Prerequisite: SLPA 3642. 2 hours
- 4602 STUTTERING
Overview of stuttering, historical perspectives, theories on etiology, current research and treatment approaches. 2 hours

- 4613 **ORGANIC DISORDERS**
Nature and treatment of organically based speech disorders, including cerebral palsy and progressive neurological disorders and their associated dysarthria and apraxias. Prerequisite: SLPA 2103. 3 hours
- 4623 **VOICEDISORDERS**
Nature of voice disorders, diagnostic implications, and remediation approaches. Prerequisite: SLPA 2103.
3 hours
- 4633 **SPEECH-LANGUAGE PATHOLOGY IN THE SCHOOL** (*Speech Pathology Majors Only*)
A course designed to prepare pre-service speech-language pathologists for independent organization and management of speech/language programs both in public schools and other clinical settings. 3 hours
- 4880 **SPECIAL TOPICS**
Special topics in speech-language pathology. 1-4 hours (may be repeated for total of 6 hours).
- 4900 **WORKSHOP**
Related topics and problems in speech-language pathology. 1-3 hours
- 4990 **TUTORIAL**
Independent study in speech-language pathology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Division of Science and Physical Education

SCIENCES

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

BIOLOGY

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

Bachelor of Science in Biology

Total hours required: 76-77.

Biology Courses (42 hours)

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

<i>Elective Course</i>	<i>Title</i>	<i>Hours Required (20)</i>
BIOL 2201	Comparative Vertebrate Anatomy Lab	1
BIOL 2203	Comparative Vertebrate Anatomy	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 2880	Special Topics	1-4
BIOL 2900	Workshop	1-4
BIOL 2990	Tutorial	1-4
BIOL 3104	Principles of Evolution	4
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3201	Vertebrate Embryology Lab	1
BIOL 3203	Vertebrate Embryology	3
BIOL 3401	Principles of Ecology Lab	1
BIOL 3403	Principles of Ecology	3
BIOL 3901	Immunology Lab	1
BIOL 3913	Immunology	3
BIOL 4401	Virology Lab	1
BIOL 4403	Virology	3
BIOL 4800	Biological Projects	1-4
BIOL 4900	Workshop	1-4
BIOL 4990	Tutorial	1-4

Chemistry Courses (17-18 hours)

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

<i>Elective Courses</i>	<i>Title</i>	<i>Hours Required (4-5)</i>
CHEM 3312	Organic Chemistry II Lab	2
CHEM 3313	Organic Chemistry II	3
CHEM 3011	Analytical Chemistry Lab	1
CHEM 3013	Analytical Chemistry	3
CHEM 3211	Biochemistry Lab	1
CHEM 3323	Biochemistry	3

Physics Courses (8 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (8)</i>
PHYS 1301	General Physics I Lab	1
PHYS 2113	General Physics I	3
PHYS 1401	General Physics II Lab	1
PHYS 2123	General Physics II	3

Mathematics Courses (9 or 6 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (9 or 6)</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 2203	Elementary Statistics	3
OR		
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2203	Elementary Statistics	3
With approval of the advisor and an ACT Math score of 25		

Exit Requirements:

1. Must schedule and satisfactorily complete the exit exam which may include both a written and an oral section. (see item "d" under graduation requirements.)
2. If transfer students with Associate Degrees (AA or AS) require additional upper-level hours for graduation, they may select them from the following:
IDS 3223, IDS 3313, IDS 3323, IDS 4333, IDS 4522, or any other 3000/4000 level courses.
3. NSCI 2700 or NSCI 2701 must be taken in all USAO fall/spring semesters.

Minor in Biology

24 hours, including BIOL 1011, BIOL 1013, BIOL 1111, BIOL 1113, *plus* 16 additional hours of biology to be selected with approval of biology advisor.

COURSE LISTINGS in BIOLOGY (BIOL)

- 1011 GENERAL BOTANY LAB
This course will cover the anatomy of plants, reproduction and molecular botany techniques. Co-requisite BIOL 1013. 1 hour
- 1013 GENERAL BOTANY
Survey of plant kingdom, including algae, fungi, and higher plants with emphasis on structure, life processes, and reproduction of higher plants. 3 hours
- 1111 GENERAL ZOOLOGY LAB
Basic principles of zoology with emphasis on structure and classification in a laboratory setting. Co-requisite BIOL 1113. 1 hour
- 1113 GENERAL ZOOLOGY
Major biological principles and concepts illustrated in structure and function of animals; emphasis is on vertebrate self-regulatory mechanisms and adaptive significance. 3 hours
- 1222 BIOLOGICAL AND MEDICAL TERMINOLOGY
Basic biological and medical terms; Greek and Latin origins of commonly used prefixes, roots, and suffixes; and current uses and interpretations of these terms. 2 hours

- 2201 COMPARATIVE VERTEBRATE ANATOMY LAB
Laboratory study and dissection of selected vertebrates. Co-requisite: BIOL 2203. 1 hour
- 2203 COMPARATIVE VERTEBRATE ANATOMY
Study of anatomy and evolutionary development of vertebrate organ systems. Prerequisite: BIOL 1113. 3 hours
- 2251 HUMAN ANATOMY LAB
Laboratory study of tissues and organ systems. Co-requisite: BIOL 2253. 1 hour
- 2253 HUMAN ANATOMY
Development and gross morphology of the human body and its systems. 3 hours
- 2880 SPECIAL TOPICS
Special topics in biology. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in biology under faculty supervision. Topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in biology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3104 PRINCIPLES OF EVOLUTION
Processes of evolution with emphasis on differentiation, speciation, natural selection within populations, the nature of species, and evolution above the species level. Four lectures per week. Prerequisites: BIOL 1013 *and* BIOL 1113. 4 hours
- 3121 HUMAN PHYSIOLOGY LAB
Laboratory study of human physiological systems. Co-requisite: BIOL 3123. 1 hour
- 3123 HUMAN PHYSIOLOGY
Functions of the organ systems of the human body (e.g., circulation, digestion, respiration, excretion, reproduction, nervous, muscular, endocrine) and basic relationships between these systems (e.g., metabolism and homeostasis). Prerequisites: BIOL 1113 *or* BIOL 2253, *plus* CHEM 1111 and CHEM 1113. 3 hours
- 3201 VERTEBRATE EMBRYOLOGY LAB
Laboratory studies of protochordate, frog, chick, and mammal development. Co-requisite: BIOL 3203. 1 hour
- 3203 VERTEBRATE EMBRYOLOGY
Development of the vertebrate body from gamete formation through early organ formation; development of frog, chicken, and pig studied in laboratory. Prerequisites: BIOL 1113 *and* BIOL 2253. 3 hours
- 3331 GENERAL GENETICS LAB
This laboratory will investigate principles of genetics using DNA and other organisms such as bacteria, fruit flies and corn. Co-requisite BIOL 3333. 1 hour
- 3333 GENERAL GENETICS
Principles of inheritance at the gene, chromosome, and population levels; nature of genetic material and its involvement in determination of structure and function. Prerequisites: BIOL 1013, BIOL 1113, one year of general chemistry (biochemistry is also recommended), MATH 1513 *and* MATH 2203. 3 hours

- 3401 PRINCIPLES OF ECOLOGY LAB
Laboratory and field studies of organisms, populations and ecosystems; field trips required. Co-requisite: BIOL 3403. 1 hour
- 3403 PRINCIPLES OF ECOLOGY
Relationships of plants, animals, and microorganisms to each other and to their physical environments. Study of succession in different community types. Various sampling techniques discussed and used in laboratory and field work. Prerequisites: BIOL 1013, BIOL 1113, MATH 2203, *and* 1 year of general chemistry. 3 hours
- 3511 CELLULAR & MOLECULAR BIOLOGY LAB
This course will cover cell molecular techniques such as DNA and protein electrophoresis, chromatography, polymerase chain reaction of student's DNA, sequencing, cloning in bacteria and cell culture. Co-requisite with BIOL 3523. 1 hour
- 3523 CELLULAR & MOLECULAR BIOLOGY
This course provides a comprehensive overview of the organization and activities of cells, with emphasis on the ultra-structure and function of cellular organelles. Topics to be covered include general cell structure, signal transduction, protein processing, cytoskeletal structures, gene regulation and cell cycle control. Pre-requisites: BIOL 1013 and 1011, BIOL 1113 and 1111, CHEM 3303 and CHEM 3313 or permission of instructor. 3 hours
- 3811 BASIC MICROBIOLOGY LAB
This course will cover the basic techniques for the examination, cultivation and identification of microorganisms. Co-requisite with BIOL 3813. 1 hour
- 3813 BASIC MICROBIOLOGY
This course is an introduction to microorganisms including the morphology, physiology, genetics, taxonomy, and cultivation of bacteria, viruses, fungi, and protozoans with an emphasis on medically relevant bacteria. Pre-requisites: BIOL 1013 and 1011, BIOL 1113 and 1111, CHEM 1113 and CHEM 1111 or permission of instructor. 3 hours
- 3901 IMMUNOLOGY LAB
This course will cover classical and current immunology techniques such as radial immunodiffusion, Ouchterlony, ELISA, immunoelectrophoresis, and Western Blot analysis. Co-requisite: BIOL 3913. 1 hour
- 3913 IMMUNOLOGY
This course is an extensive overview of the human immune system with topics to include the development of the innate and acquired immunity, complement fixation and disorders of the immune system. Pre-requisites: BIOL 3813 and BIOL 3811, and BIOL 3523 and BIOL 3511 or permission of instructor. 3 hours
- 4401 VIROLOGY LAB
This course will provide the student with an overview of basic virological methods such as cell culture, plaque assays and virus detection with various techniques. Co-requisite with BIOL 4403. 1 hour
- 4403 VIROLOGY
This course provides a comprehensive overview of the structure, function, and classification of viruses, and their impact on modern society and the biological world. This course will investigate viruses from nucleic acid replication to capsid assembly to infection of additional cells. Pre-requisites: BIOL 3523 and BIOL 3511 or permission of instructor. 3 hours
- 4800 BIOLOGICAL PROJECTS
Research and seminar projects; may be taken unlimited number of times. 1-3 hours (credit to be arranged by instructor). Prerequisites: 8 hours of biology *and* permission of instructor.

- 4900 WORKSHOP
Related topics and problems in biology. 1-6 hours (may be repeated for total of 9 hours with change in title and content). Prerequisites: 8 hours of biology *and* permission of instructor.
- 4990 TUTORIAL
Independent study in biology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content). Prerequisites: 8 hours of biology *and* permission of instructor.

CHEMISTRY

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

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

Bachelor of Science in Chemistry

Required Chemistry Core (41 hours):

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

Supporting Courses (23 hours)

PHYS 1301	General Physics Lab I	1
PHYS 2113	General Physics I	3
PHYS 1401	General Physics Lab II	1
PHYS 2123	General Physics II	3
<i>and</i>		
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2203	Elementary Statistics	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3263	Calculus & Analytic Geometry IV	3

Recommended Science Electives:

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

Exit requirement:

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

Minor in Chemistry

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

COURSE LISTINGS in CHEMISTRY (CHEM)

- 1111 GENERAL CHEMISTRY LABORATORY I
A study of the general principles of chemistry. Co-requisite: CHEM 1113. 1 hour
- 1113 GENERAL CHEMISTRY I
Study of general principles of chemistry, including atomic structure, bonding, states of matter, equilibrium, kinetics, thermo chemistry, acids and bases, Lewis Structures and oxidation / reduction. Prerequisite: No math deficiency. Co-requisite: CHEM 1111. 3 hours
- 1121 GENERAL CHEMISTRY LABORATORY II
Continuation of CHEM 1111. Prerequisites: CHEM 1111 *and* CHEM 1113. Co-requisite: CHEM 1123. 1 hour
- 1123 GENERAL CHEMISTRY II
Study of the general principles of chemistry, including kinetics, equilibrium, acids and bases, complex ions, spontaneity of reaction, electrochemistry, nuclear reactions and organic chemistry. Prerequisites: CHEM 1111, CHEM 1113, and MATH 1513. Co-requisite: CHEM 1121. 3 hours
- 2880 SPECIAL TOPICS
Special topics in chemistry. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in chemistry under faculty supervision; various topics and methods. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in chemistry under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3011 ANALYTICAL LABORATORY
Laboratory experiments in quantitative analysis, including gravimetric and volumetric techniques. Volumetric analysis includes precipitation, acid-base, complexometric, and redox titrations. Preparation of samples and statistical treatment of results are included. 1 hour
- 3013 ANALYTICAL CHEMISTRY
Study of modern theories of solutions, separation techniques and methods of analysis. Prerequisite: CHEM 1123. Co-requisite: CHEM 3011. 3 hours
- 3021 INSTRUMENTAL LABORATORY
Laboratory experiments using instrumentation, including UV-visible spectroscopy, AA spectroscopy, IR spectroscopy, gas chromatography, high performance liquid chromatography, and ion-selective electrodes. Analysis of NMR and mass spectra are also included. 1 hour

- 3023 INSTRUMENTAL ANALYSIS
Introduction to instrumental methods of analysis, with emphasis on spectrophotometric methods and gas and high-performance liquid chromatography. Prerequisite: CHEM 3013. Co-requisite: CHEM 3021. 3 hours
- 3301 SEMINAR
Topic to be selected according to student and instructor interests. Prerequisite: permission of instructor. 1 hour
- 3302 ORGANIC CHEMISTRY I LABORATORY
The first part of the course is to teach basic organic laboratory principles, techniques of compound isolation/purification, and other operations. The remaining part of the course is to provide the students with some basic organic synthetic skills. Co-requisite: CHEM 3303. 2 hours
- 3303 ORGANIC CHEMISTRY I
Study of principles of organic chemistry. Co-requisite: CHEM 3302. 3 hours
- 3312 ORGANIC CHEMISTRY II LABORATORY
The first part of the course emphasized organic compound syntheses and analyses using modern spectroscopic techniques: UV, IR, MS, ^1H - and ^{13}C -NMR. The last part of the course provides the students the opportunity to carry out experiments on qualitative organic analysis. Co-requisite: CHEM 3313. 2 hours
- 3313 ORGANIC CHEMISTRY II
Continuation of CHEM 3303. Prerequisite: CHEM 3303. Co-requisite: CHEM 3312. 3 hours
- 3321 BIOCHEMISTRY LABORATORY
Laboratory experiments involving qualitative and quantitative identification of biomolecules including sugars, proteins, electrolytes, nucleic acids, fatty acids and enzymes using spectrophotometric, GC, and HPLC techniques. 1 hour
- 3323 BIOCHEMISTRY
Introduction to broad field of biochemistry, includes a study of proteins, nucleic acids, carbohydrates, lipids, enzymes, and intermediary metabolism. Prerequisite: CHEM 3313. 3 hours
- 4411 PHYSICAL CHEMISTRY LABORATORY I
Theory of errors and selected experiments in physical phenomena. Co-requisite: CHEM 4413. 1 hour
- 4413 PHYSICAL CHEMISTRY I
Study of thermodynamics, equilibria, quantum theory, spectroscopy, kinetics, and solution processes. Prerequisites: PHYS 2123 *and* MATH 3263. Co-requisite: CHEM 4411. 3 hours
- 4421 PHYSICAL CHEMISTRY LABORATORY II
Measurement of fundamental constants and selected experiments in physical phenomena. Prerequisite: CHEM 4411. 1 hour
- 4423 ADVANCED INORGANIC CHEMISTRY
Study of topics of inorganic chemistry, molecular structure, acids and bases, coordination chemistry. Prerequisite: CHEM 4413. 3 hours
- 4433 PHYSICAL CHEMISTRY II
Continuation of CHEM 4413. Prerequisite: CHEM 4413. Co-requisites: CHEM 4421 *and* MATH 3263. 3 hours

- 4450 RESEARCH
Research in various topics and problems in chemistry; chosen in consultation with advisor. 1-3 hours
- 4880 SPECIAL TOPICS
Special topics in chemistry. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in chemistry. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in chemistry under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

COMPUTER SCIENCE

USAO offers a minor in computer science. Taking CSCI 1143, Introduction to Computer Science is one way in which a student may satisfy the requirement by the Oklahoma State Regents for Higher Education of demonstrating computer proficiency. Computer science courses provide support for a number of major programs at USAO.

Most of USAO's computer science coursework is taught in a dedicated computer lab which has the latest, state-of-the-art facilities. These high-speed microcomputers are networked together and with the internet.

Minor in Computer Science

Required courses (6 hours)

Course	Title	Hours Required
CSCI 2143	Programming in C/C++ I	3
CSCI 2243	Programming in C/C II	3

Plus 12 hours of electives selected with the help of an advisor from the following courses:

CSCI 3143	Data Structures	3
CSCI 3443	Graphical User Interface/OOP	3
CSCI 3453	Computer Organization	3
CSCI 4053	Data Base Design	3
CSCI 4143	Programming Languages	3
CSCI 4153	Algorithms Analysis	3
CSCI 4163	Software Engineering	3
CSCI 4883	Computer Networks	3

COURSE LISTINGS in COMPUTER SCIENCE (CSCI)

- 1143 INTRODUCTION TO COMPUTER SCIENCE
Practice and theory in general computer concepts including computer capabilities, data representation and programming techniques. 3 hours
- 2143 PROGRAMMING IN "C/C++" I
"C" I is an introduction to programming techniques and covers basic programming with functions. Character processing, data types, arrays and storage classes are included with an introduction to pointers. 3 hours

- 2243 PROGRAMMING IN "C/C++" II
 "C" II is a continuation of "C" I and covers pointers in greater detail. Both linear and multidimensional arrays are introduced and then correlated to pointer access. Strings will be presented and pointer association with these and recursive techniques. File access will be complemented with software tools and an introduction to C++ and Object Oriented Programming. Prerequisite: CSCI 2143. 3 hours
- 2343 PROGRAMMING IN COBOL
 General problem solving techniques and design of the COBOL language. Formulation and solution of representative business problems (such as payroll and inventory) using business-oriented language (COBOL). Prerequisites: CSCI 1143 *and* Math 0123. 3 hours
- 2353 FILE ORGANIZATION
 File processing concepts, alternative file organization including sequential, indexed, and relative. Programming solution of practical business applications using alternate file organization methods. Prerequisite: CSCI 2343. 3 hours
- 2443 SYSTEM ANALYSIS & DESIGN
 Principles, techniques, and procedures for analyzing, designing, and implementing systems for information management and application of business programs and database systems for implementation of representative systems. Prerequisite: CSCI 2353. 3 hours
- 2880 SPECIAL TOPICS
 Special topics in computer science. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
 Guided study in computer science under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
 Independent study in computer science under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3043 DISCRETE MATHEMATICS
 Mathematics for foundations of computer science. Topics include sets, functions, relations, symbolic logic, algebraic structures, graphs, and counting techniques. Prerequisite: MATH 1743 *or* permission of instructor. 3 hours
- 3143 DATA STRUCTURES
 Study of data structures, including arrays, stacks, queues, linked lists, trees, sorting and files. Various algorithms are studied and implemented on existing systems. Prerequisite: CSCI 2243. 3 hours
- 3443 GRAPHICAL USER INTERFACE/OBJECT ORIENTED PROGRAMMING
 Graphical User Interface is an introduction to human-computer interaction and graphical user interfaces with object oriented programming. Topics include drawing in 2-D primitives, the 2-D graphic pipeline, human-computer interaction, window systems, and some extensions of 3-D graphics. Current graphics programming tools will be used with Objective-Oriented programming techniques. Prerequisite: CSCI 2243. 3 hours
- 3453 COMPUTER ORGANIZATION
 Introduction to organizing and structuring hardware components of computers and the mechanics of information transfer and control. Prerequisite: CSCI 2143. 3 hours
- 3880 SPECIAL TOPICS
 Special topics in computer science. 1-4 hours (may be repeated for a total of 6 hours).

- 4053 DATA BASE DESIGN
Fundamental concepts of database design and management, including relational, network, and hierarchical database systems. Prerequisites: CSCI 2353 *or* CSCI 3143. 3 hours
- 4143 PROGRAMMING LANGUAGES
Introduction to structure and facilities of procedure-oriented programming languages. Several languages will be presented to demonstrate capabilities.
Prerequisites: CSCI 2143, CSCI 2343, *and* CSCI 3143. 3 hours
- 4153 ALGORITHM ANALYSIS
Fundamental algorithms, including sorting, searching, string processing, graph algorithms, mathematical algorithms, and NP-complete problems. Prerequisite: CSCI 3143. 3 hours
- 4163 SOFTWARE ENGINEERING
Development of software as an engineering product which requires planning, analysis, design, implementation, and testing. Prerequisite: CSCI 2243 and junior- or senior-level standing. 3 hours
- 4453 COMPUTER ARCHITECTURE
Basic concepts of computer systems design and communication between components along with examples of architectures of different generations of computer systems. Prerequisite: CSCI 3453. 3 hours
- 4713 OPERATING SYSTEMS
Investigation of fundamental concepts of operating systems, including program management, input/output control systems, systems deadlock, and file management. Different operating systems compared.
Prerequisite: CSCI 3143. 3 hours
- 4880 SPECIAL TOPICS
Special advanced topics in computer science in areas of formal language and JAVA, compiler theory, artificial intelligence, parallel processing, and network theory. 1-4 hours. Prerequisite: permission of instructor.
- 4900 WORKSHOP
Related topics and problems in computer science. 1-4 hours (may be repeated for total of 9 hours with change in title and content). Prerequisite: permission of instructor.
- 4990 TUTORIAL
Independent study in computer science under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 4911 SENIOR COLLOQUIUM
A forum where faculty and students present new developments in computer science. Also, review of fundamental computer science concepts. Prerequisite: senior-level standing. 1 hour

MATHEMATICS

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

Bachelor of Science in Mathematics

Required Math Core (39 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3

MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3233	Linear Algebra *	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry *	3
MATH 3323	Modern Algebra I	3
MATH 3333	Modern Algebra II *	3
MATH 3353	Differential Equations *	3
MATH 3363	Advanced Calculus I *	3
MATH 3373	Advanced Calculus II *	3
MATH 4303	Probability & Statistics I *	3
MATH 4403	Probability & Statistics II *	3
MATH 4413	Numerical Analysis *	3
MATH 4423	Complex Variable Theory *	3
<i>and</i>		
PHYS 2113	General Physics I	3
<i>* Choose 4 of these courses for a total of 12 hours</i>		

Bachelor of Science in Mathematics/Teacher Certification

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

Required Professional Education Core (34 hours)

Required Math Core (43 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry	3
MATH 3323	Modern Algebra I	3
MATH 4303	Probability & Statistics I	3
MATH 4403	Probability & Statistics II	3
MATH 4463	Teaching Mathematics in Secondary School	3
<i>and</i>		
IDS 2011	Foundations of Science Lab	1
PHYS 2113	General Physics I	3

Minor in Mathematics

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

MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry	3
MATH 3323	Modern Algebra I	3

MATH 3353	Differential Equations	3
MATH 4303	Probability and Statistics I	3
MATH 4403	Probability and Statistics II	3

COURSE LISTINGS in MATHEMATICS (MATH)

- 0103 **BASIC MATH SKILLS**
Whole number, integer, and real number operations, fractions, decimals, ratio and proportion, percents. Tuition fee for a 3-hour course; no credit.
- 0123 **BASIC ALGEBRA SKILLS**
The real numbers, absolute value, polynomials, factoring, rational expressions, rational exponents, radicals, complex numbers, linear equations and applications, quadratic equations and applications, inequalities. Tuition fee for a 3-hour course; no credit. Prerequisite MATH 0103 or equivalent.
- 1513 **COLLEGE ALGEBRA**
Functions and graphs, quadratic equations including systems of quadratic equations; binomial theorem; progressions; logarithms; and exponential functions; determinants; inequalities. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours
- 1613 **TRIGONOMETRY**
Study of trigonometric functions; identities; equations; and applications. Prerequisite or co-requisite: MATH 1513. 3 hours
- 1743 **CALCULUS & ANALYTIC GEOMETRY I**
Topics covered include equations of straight lines: conic sections; functions and their graphs; rates of change; limits and continuity of elementary functions; derivatives; applications of derivatives including extreme value problems and curve sketching. Prerequisites: MATH 1513 *and* MATH 1613 *or* the equivalent. 3 hours
- 2113 **NUMBER SYSTEMS AND PROBLEM SOLVING**
Inductive and deductive reasoning, relations and functions, number theory, the systems of whole numbers, integers, rational numbers and real numbers, mental math & estimation, proportional reasoning and percents. Prerequisites IDS 1223 or equivalent *and* MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours
- 2203 **ELEMENTARY STATISTICS**
An introduction to statistical principles and probability, with applications in business, social and behavioral sciences. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours
- 2213 **FINITE MATH**
Elements of set theory. Matrix and determinant, linear programming, decision theory, finance math, and probability theory. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours
- 2223 **CALCULUS & ANALYTIC GEOMETRY II**
Topics covered include antiderivatives; definite integrals, indefinite integrals; applications of integrals; differential and integral calculus of transcendental functions. Prerequisite: MATH 1743. 3 hours
- 2243 **CALCULUS & ANALYTIC GEOMETRY III**
Topics covered include integration techniques; improper integral; sequences, infinite series, power series, calculus of polar curves, vector analysis. Prerequisite: MATH 2223. 3 hours
- 2880 **SPECIAL TOPICS**
Special topics in mathematics. 1-4 hours (may be repeated for total of 6 hours).

- 2900 WORKSHOP
Guided study in mathematics under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in mathematics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3113 FOUNDATIONS OF GEOMETRY AND MEASUREMENT
Spatial reasoning, constructions, congruence and similarity, concepts of measurement, motion geometry and tessellations, and graphical representations of data. 3 hours
- 3233 LINEAR ALGEBRA
Systems of linear equations, vector spaces, linear transformations and matrices, dot products and cross products, eigenvalues, and eigenvectors. Prerequisite: MATH 1743 *or* equivalent. 3 hours
- 3253 FOUNDATIONS OF MATHEMATICS
Study of logic structure in mathematics, mathematical language and proof, set theory, relations and functions, and number system. Prerequisite: MATH 2223. 3 hours
- 3263 CALCULUS & ANALYTIC GEOMETRY IV
Topics covered include vector calculus, multivariable functions and their derivatives; extreme values; Lagrange multipliers; multiple integrals; integration in vector fields. Prerequisite: MATH 2243. 3 hours
- 3313 ADVANCED EUCLIDEAN GEOMETRY
Logical structure and proofs in several geometries including affine, Euclidean and some finite geometries. Prerequisite *or* co-requisite: MATH 3253. 3 hours
- 3323 MODERN ALGEBRA I
Introduction to algebraic properties of groups, rings, fields and other abstract algebras. Prerequisite: MATH 3253. 3 hours
- 3333 MODERN ALGEBRA II
Continuation of MATH 3323. Prerequisite: MATH 3323. 3 hours
- 3353 DIFFERENTIAL EQUATIONS
Study of some ordinary differential equations, their applications, and methods of obtaining solutions. Prerequisite: MATH 3263. 3 hours
- 3363 ADVANCED CALCULUS I
Rigorous treatment of topics, including advanced topics in calculus of one variable, calculus of several variables, sequences and series, vector calculus, line and surface integrals. Green's and Stoke's theorems. Prerequisite: MATH 3263. 3 hours
- 3373 ADVANCED CALCULUS II
Continuation of MATH 3363. Prerequisite: MATH 3363. 3 hours
- 4303 PROBABILITY AND STATISTICS I
Probability and statistical theory including such topics as conditional probability; distributions; moment generating functions; estimation and confidence intervals. Prerequisite: MATH 2223. 3 hours
- 4403 PROBABILITY AND STATISTICS II
Continuation of MATH 4303. Study includes such topics as curve fitting; testing hypotheses; decision making; estimation; small sample distributions; nonparametric methods; regression; correlation and analysis of variance. Prerequisites: MATH 2223 *and* MATH 4303. 3 hours

- 4413 **NUMERICAL ANALYSIS**
Selected topics in this field including approximation theory; iterative methods for solving equations; interpolation; numerical differentiation and integration; and difference equations. Emphasis on methods of high speed computing. Prerequisites: CSCI 2243 *and* MATH 3263. 3 hours
- 4423 **COMPLEX VARIABLE THEORY**
Complex numbers, elementary functions and analytic functions, conformal mappings, complex integrals, power series, and integration by the method of residues. Prerequisite: MATH 3263. 3 hours
- 4450 **SEMINAR**
Selected topics in mathematics. Topic of study will vary; seminar may be repeated for additional credit with each change in content to total of 6 hours. 1-3 hours.
- 4463 **TEACHING MATHEMATICS IN THE SECONDARY SCHOOL**
Survey of methods and materials used in teaching mathematics in secondary school. Prerequisite: admission to Teacher Education in mathematics. Education credit only. 3 hours
- 4880 **SPECIAL TOPICS**
Special topics in mathematics. 1-4 hours (may be repeated for total of 6 hours).
- 4900 **WORKSHOP**
Related topics and problems in mathematics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 **TUTORIAL**
Independent study in mathematics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

NATURAL SCIENCE

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

Bachelor of Science in Natural Science

Required Natural Science Core (60 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
BIOL 1011	General Botany Lab	1
BIOL 1013	General Botany	3
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111	General Chemistry I Laboratory	1
CHEM 1113	General Chemistry I	3

CHEM 1121	General Chemistry II Laboratory	1
CHEM 1123	General Chemistry II	3
CHEM 3302	Organic Chemistry Lab I	2
CHEM 3303	Organic Chemistry I	3
PHYS 1301	General Physics I Laboratory	1
PHYS 2113	General Physics I	3
PHYS 1401	General Physics II Laboratory	1
PHYS 2123	General Physics II	3
NSCI 2113	Geology/Oceanography	3
NSCI 2123	Meteorology/Astronomy	3
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 2203	Elementary Statistics	3

Bachelor of Science in Natural Science/Teacher Certification

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

Professional Education Core (34 hours)

Required Natural Science Core (60 hours)

COURSE LISTINGS in NATURAL SCIENCE (NSCI)

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

- 2990 TUTORIAL
Independent study in science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 4463 TEACHING SCIENCE IN SECONDARY SCHOOL
Methods of teaching science in secondary school. Prerequisite: admission to Teacher Education *and* permission of instructor. 3 hours
- 4522 SENIOR SCIENCE SEMINAR
A capstone experience in science to demonstrate academic development in the major field and science in general. Knowledge and the ability to communicate this orally and in written form will be demonstrated. All senior science majors will participate by turning in a completed portfolio, completing other exit requirements including senior oral and written examinations, and making a formal presentation to the science colloquium. 2 hours
- 4880 SPECIAL TOPICS
Special topics in science. 1-3 hours (may be repeated for total of 6 hours).
- 4990 TUTORIAL
Independent study in science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with a change in title and topic).

PHYSICS

Physics is the study of nature, from subatomic particles to the grand scale of the universe. USAO's physics curriculum provides the student with a solid foundation in the major disciplines of physics. In addition, the physics major acquires strong problem solving abilities, critical thinking skills, laboratory and computational savvy, and a mathematical dexterity which allows graduates to pursue a variety of careers upon graduation or continue on to graduate or professional school.

Bachelor of Science in Physics

Required Physics Core (28-30 Hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PHYS 1301	General Physics Laboratory I	1
PHYS 1401	General Physics Laboratory II	1
PHYS 2113	General Physics I	3
<i>or</i> PHYS 2214	General Physics with Calculus I	4
PHYS 2123	General Physics II	3
<i>or</i> PYHS 2224	General Physics with Calculus II	4
PHYS 2513	Modern Physics	3
PHYS 3013	Mathematical and Computational Methods in Physics	3
PHYS 3113	Physical Mechanics	3
PHYS 3213	Electricity and Magnetism -Field Theory	3
PHYS 4003	Quantum Mechanics	3
PHYS 4102	Advanced Laboratory	2
PHYS 4113	Waves and Physical Optics	3

Supporting Courses (29 Hours):

MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3

MATH 3233	Linear Algebra	3
MATH 3263	Calculus and Analytic Geometry IV	3
MATH 3353	Differential Equations	3
<i>and</i>		
CHEM 1111	General Chemistry Laboratory I	1
CHEM 1113	General Chemistry I	3
CHEM 1121	General Chemistry Laboratory II	1
CHEM 1123	General Chemistry II	3
<i>and</i>		
CSCI 2143	Programming in "C/C++" I	3

Recommended Mathematics and Science Electives:

MATH 2203	Elementary Statistics	3
MATH 4303	Probability and Statistics I	3
MATH 4403	Probability and Statistics II	3
MATH 4413	Numerical Analysis	3
MATH 4423	Complex Variable Theory	3
<i>and</i>		
CHEM 3021	Instrumental Laboratory	1
CHEM 3023	Instrumental Techniques	3
CHEM 4411	Physical Chemistry Laboratory I	1
CHEM 4413	Physical Chemistry I	3
CHEM 4421	Physical Chemistry Laboratory II	1
CHEM 4433	Physical Chemistry II	3
PHYS 4313	Selected Topics in Modern Physics	3

Exit Requirements:

- A. Enrollment in Colloquium (NSCI 2700 or NSCI 2701)
- B. Completion of exit exam

Minor in Physics

18 hours to be selected with approval of physics advisor.

COURSE LISTINGS in PHYSICS (PHYS)

1301	GENERAL PHYSICS LABORATORY I Simple experiments concerning basic laws of physics. 1 hour
1401	GENERAL PHYSICS LABORATORY II Simple experiments concerning basic laws of physics with emphasis on electrical measurements. 1 hour
2113	GENERAL PHYSICS I Mechanics, heat, and wave motion. Prerequisites: MATH 1513 and MATH 1613. 3 hours
2123	GENERAL PHYSICS II Continuation of PHYS 2113. Electricity, magnetism, physical optics, and modern physics. Prerequisite: PHYS 2113. 3 hours
2214	GENERAL PHYSICS WITH CALCULUS I Includes topics from mechanics, heat and wave motion. Co-requisite: MATH 1743. 4 hours
2224	GENERAL PHYSICS WITH CALCULUS II Continuation of PHYS 2214. Electricity, magnetism, physical optics, and modern physics. Prerequisite: PHYS 2214. Co-requisite: MATH 2223. 4 hours

- 2513 MODERN PHYSICS
Study of physics after 1900. Topics covered include relativity, wave-particle duality of light and particles, atomic structure, quantum mechanics, statistical mechanics, and nuclear physics. 3 hours. Co-requisite: MATH 2223
- 2880 SPECIAL TOPICS
Special topics in physics. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in physics under faculty supervision; various topics and methods of instruction. 1-6 hours (may be repeated for total of 6 hours with change in title and topic.)
- 2990 TUTORIAL
Independent study in physics under faculty supervision. 1-3 hours (may be repeated for total of 9 hours with change in title and content).
- 3013 MATHEMATICAL AND COMPUTATIONAL METHODS IN PHYSICS
Study of the mathematical and computational methods utilized by physicists to solve problems. Topics include complex numbers, linear equations, partial differentiation, multiple integrals, vector calculus, Fourier series, ordinary and partial differential equations, boundary value problems, special functions and advanced numerical techniques. Computer programming and computational techniques will be used for both algebraic and numerical computations. 3 hours. Prerequisites: MATH 2223 and PHYS 2513
- 3113 PHYSICAL MECHANICS
Statics and dynamics of a particle; potential theory; introduction to orbit theory and rigid body dynamics. Prerequisites: MATH 2223 *and* PHYS 2123 *or* PHYS 2224. 3 hours
- 3213 ELECTRICITY AND MAGNETISM-FIELD THEORY
Laws and principles of electrostatics, moving electric charges and electromagnetism. Prerequisites: MATH 2223 *and* PHYS 2123 *or* PHYS 2224. 3 hours
- 3301 SEMINAR
Prerequisite: approval of instructor. 1 hour
- 4003 QUANTUM MECHANICS
Fundamental concepts of quantum mechanics. Topics include the Schrödinger equation, one-dimensional potentials, wave mechanics and operator methods, perturbation theory, and the hydrogen atom. 3 hours. Prerequisites: MATH 2223 and PHYS 2513
- 4102 ADVANCED LABORATORY
Senior level experiments in physics and digital electronics. 2 hours (may be repeated for total of 4 hours).
- 4113 WAVE MOTION AND PHYSICAL OPTICS
Wave equations, wave propagation, coherence, interference, diffraction, polarization, interaction of light with matter, and radiation. Prerequisites: MATH 3263 *and* PHYS 3213. 3 hours
- 4880 SPECIAL TOPICS
Special topics in physics. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 4900 WORKSHOP
Related topics and problems in physics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).

- 4990 TUTORIAL
Independent study in physics under faculty supervision. 1-3 hours (may be repeated for total of 9 hours with change in title and content).

PRE-PROFESSIONAL PROGRAMS PRE- DENTISTRY

The University of Science and Arts of Oklahoma has a designated pre-dental advisor who receives information concerning the entrance requirements of the dental colleges and who will help students plan their program for each trimester they are in college, regardless of what major they may choose. The pre-dental student should secure approval of the pre-dental advisor each time the student enrolls. Although the various dental colleges do not have uniform entrance requirements, there is a great deal of similarity among them. The pre-dental students can start their program before selecting a dental college. The minimum coursework should include:

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
CHEM 1111, 1113, 1121, 1123	General Chemistry	8
CHEM 3302, 3312, 3303, 3313	Organic Chemistry	10
CHEM 3321	Bio Chemistry Lab	1
CHEM 3323	Bio Chemistry	3
PHYS 1301, 1401, 2113, 2123	General Physics	8
PSYC 1643	Elementary Psychology	3
Biology elective with laboratory	Biology (4 courses)*	16

*e.g., Anatomy, Genetics, Histology, Immunology, Microbiology, Cellular and Molecular Biology, Physiology or Zoology

PRE-MEDICINE

The University of Science and Arts of Oklahoma has a designated pre-medical advisor who receives information concerning the entrance requirements of medical colleges. The pre-med advisor will help those students whose interests lie in this area to plan their program for each trimester they are in college, regardless of what major they may choose. The pre-medical student should secure the approval of the pre-medical advisor each time the student enrolls. Although the various medical colleges do not have uniform entrance requirements, there is a great deal of similarity among them. The pre-medical students can start their program before selecting a medical college. Minimum coursework should include:

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113,1213	Writing	6
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 1222	Biological & Medical Terminology	2
BIOL 2201	Comp. Vert. Anatomy Lab	1
BIOL 2203	Comp. Vert. Anatomy	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
CHEM 1111, 1121, 1113, 1123 /	General Chemistry	8
CHEM 3302, 3312, 3303, 3313 /	Organic Chemistry	10
PHYS 1301, 1401, 2114, 2124 /	General Physics	10

PSYC 1643	Elementary Psychology	3
SOCI 1123	General Sociology	3
English elective	Selected	3
Humanities or Philosophy elective / Selected		3

Recommended: BIOL 3511, BIOL 3523, CHEM 3321, CHEM 3323

PRE-NURSING (R.N.)

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

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1013	Rhetoric and Critical Thinking	3
IDS 1113	Writing I	3
IDS 1123	Writing II	3
IDS 2023	Foundations of Life Science	3
IDS 2133	American Civilization I	3
IDS 2143	American Civilization II	3
CSCI 1143	Introduction to Computer Science	3
MATH 1513	College Algebra	3
MATH 2203	Elementary Statistics	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1113	General Chemistry I	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
PSYC 1643	Elementary Psychology	3

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

PRE-PHARMACY

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

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
IDS 2133, 2143	American Civilization	6
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1

BIOL 3123	Human Physiology	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111, 1121, 1113, 1123 /	General Chemistry	8
CHEM 3302, 3312, 3303, 3313 /	Organic Chemistry	10
CHEM 3321, 3323	Biochemistry	4
PHYS 1301, 1401, 2114, 2124 /	General Physics	10
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2203	Elementary Statistics	3
MATH 2223	Calculus & Analytic Geometry II	3
ECON 2113	Principles of Macroeconomics	3
IDS 3313	Understanding Artistic Forms	3
IDS 3323	Western Civilization and Culture	3
IDS 4333	Non-Western Culture	3

Although the student may choose any program of study for a major, most pre-pharmacy students choose either a biology or chemistry major. These two majors provide the best preparation for the PCAT (Pharmacy College Admission Test).

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

PRE-VETERINARY MEDICINE

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

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
BIOL 1011	General Botany Lab	1
BIOL 1013	General Botany	3
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111, 1121, 1113, 1123 /	General Chemistry	8
CHEM 3302, 3312, 3303, 3313 /	Organic Chemistry	10
CHEM 3321, 3323	Biochemistry	4
COMM 2133	Public Speaking and Persuasion	3
COMM 4103	Technical Writing	3
MATH 1513	College Algebra	3
PHYS 1301, 1401, 2114, 2124 /	General Physics	10
ANSI 3543	Principles of Animal Nutrition*	3

**Available from Oklahoma State University by correspondence.*

Pick 2 of the following humanities or social science courses:

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

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

PRE-HEALTH RELATED STUDY IN OTHER FIELDS

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

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

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

PHYSICAL EDUCATION

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

Bachelor of Science in Physical Education

Required PHED Core (42 or 43 hours):

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

Bachelor of Science in Physical Education/Teacher Certification

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

Required Professional Education Core (30 hours)

Required Physical Education Core (41 hours)

Minor in Physical Education

Required PHED Minor Core (23-25 hours):

<i>Courses</i>	<i>Title</i>	<i>Hours</i>
PHED 1061	Folk, Square, and Social Dance	1
PHED 1111	Beginning Swimming	1
<i>or</i>		
PHED 1132	Water Safety Instruction	2
PHED 1222	Foundations of PHED	2
PHED 1322	Fundamentals of Team Sports	2
PHED 1422	Fundamentals of Individual Sports	2
PHED 2223	First Aid and Civil Defense	3
PHED 2233	Community and Consumer Health	3
PHED 3104	Methods of Teaching Physical Education	4
<i>or</i>		
PHED 3333	Physical Education in the Elementary School	3
PHED 3342	Sports Officiating	2
PHED 4102	Organization and Administration	2
PHED 4212	Adapted Physical Education	2
Coaching Endorsement		
PHED 2313	Prevention & Care of Athletic Injuries	3

COURSE LISTINGS in PHYSICAL EDUCATION (PHED)**1001 VARSITY ATHLETICS**

Student athletes competing for a varsity athletic team are permitted to enroll once from any of the offerings listed under "Varsity Athletics" as electives toward graduation; thereafter, it is for no credit. A course selected from the Varsity Athletics offerings waives 1-hour credit from the activity requirements. Student athletes participating in more than one sport are allowed to enroll once for each varsity sport. Student athletes may take one or more activity courses similar to their varsity sports and receive 1 hour for each course. The remaining activity course requirements are to be selected from the list of physical education activities.

VARSITY ATHLETIC OFFERINGS:

Section 1: Varsity Basketball. Membership and participation in activities of the varsity basketball squad. Only 1 hour may be counted toward graduation requirements.

Section 2: Varsity Soccer. Membership and participation in activities of the varsity tennis/soccer teams. Only 1 hour may be counted toward graduation requirements.

Section 3: Varsity Baseball/Softball. Membership and participation in activities of the varsity baseball/softball squads. Only 1 hour may be counted toward graduation requirements.

- 1011 CONCEPTS OF HEALTH AND FITNESS
Basic concepts applicable to the attainment and maintenance of good health and physical fitness, including personal evaluations and fitness activities. 1 hour
- 1061 FOLK, SQUARE AND SOCIAL DANCE
American folk dances, square and round dances and current social dances. 1 hour.
- 1081 AEROBICS AND PHYSICAL CONDITIONING
Development of physical fitness through aerobic activities and conditioning exercises for strength, muscular endurance, flexibility, agility. 1 hour
- 1091 WEIGHT TRAINING
Use of progressive resistance exercise to develop muscular strength and endurance; exposure to different systems of training and various methods for attaining maximal muscular strength. 1 hour
- 1111 BEGINNING SWIMMING
Red Cross Certification: Skills, techniques, stroke development, and water safety rules for the beginning swimmer. 1 hour.
- 1132 WATER SAFETY INSTRUCTION
Red Cross certification for instruction in water safety practices and lifesaving techniques. 2 hours
- 1141 BOWLING
Skill development, rules, strategies and competitive play. 1 hour
- 1151 GOLF
Basic skill development, rules, strategies, club selection and competitive play. 1 hour
- 1161 TENNIS
Basic skill development, rules, strategies and competitive play in both singles and doubles. 1 hour
- 1181 FENCING
Theory and practice of foil fencing, including fundamentals of footwork, defense, attack, strategy, and bouting.
1 hour
- 1191 AEROBIC DANCE
Improvement of cardiovascular fitness through use of rhythm, running, jogging, swinging, and dance steps.
1 hour
- 1222 FOUNDATIONS OF PHYSICAL EDUCATION
History, philosophy, current practices, trends and opportunities in physical education. 2 hours
- 1233 PERSONAL HEALTH
Designed to assist students in developing broad understanding of their obligations to themselves and society in health matters. 3 hours
- 1322 FUNDAMENTALS OF TEAM SPORTS
Basic basketball, soccer, softball, and volleyball. Majors only. 2 hours
- 1331 YOGA
This course will introduce the student to yoga skills. It will assist in increasing breathing, balance, flexibility, body tone and improved posture. 1 hour

- 1422 FUNDAMENTALS OF INDIVIDUAL SPORTS
Basic golf, gymnastics, tennis and badminton. Majors only. 2 hours
- 2101 WATERAEROBICS
Improvement of cardiovascular fitness through utilization of various types of movement in aquatic setting. 1 hour
- 2223 FIRST AID AND CIVIL DEFENSE
Instruction in treatment and prevention of injuries; structure and purpose of Civil Defense. 3 hours
- 2233 COMMUNITY AND CONSUMER HEALTH
Information specific to any aspect of health as it relates to consumer needs; focused on situations and circumstances that affect a person's basic health. 3 hours
- 2313 PREVENTION AND CARE OF ATHLETIC INJURIES
Theory and practical experiences relating to prevention of athletic injuries and the current practices and limitations involved in treating injuries. 3 hours
- 2433 HUMAN ANATOMY AND PHYSIOLOGY
Study of human body and its systems. 3 hours
- 2880 SPECIAL TOPICS
Special topics in physical education. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in physical education under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in physical education under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3104 TEACHING METHODS IN PHYSICAL EDUCATION
Theory and practice of methods and techniques used in teaching physical education, class organization, program planning, teaching/ resource units and lesson planning, discipline, accountability; teacher-aid lab experience to be arranged. Prerequisites: PHED 1322, PHED 1422, *and* admission to Teacher Education. 4 hours
- 3202 SOCIO-CULTURAL DIMENSIONS OF PHYSICAL EDUCATION AND SPORT
Survey of the historical, sociological and philosophical issues in physical education and sport. 2 hours
- 3213 KINESIOLOGY
Principles of movement applied to basic mechanical and kinesiological interpretation of normal and abnormal motor functions. Prerequisite: PHED 2433 *or* permission of instructor. 3 hours
- 3333 PHYSICAL EDUCATION IN ELEMENTARY SCHOOL
Physical education techniques and materials for the elementary school teacher. Development of knowledge and skill in teaching movement exploration, fundamental rhythm, sports skills, and games for elementary children. Observation and laboratory practice are included. 3 hours
- 3342 SPORTS OFFICIATING
Rules, principles, court and field mechanics involved in officiating team sports. (May be repeated for total of 4 hours: 2 hours each in football/volleyball and basketball/baseball/softball). 2 hours
- 3352 THEORY OF COACHING INTERSCHOLASTIC SPORTS
Emphasis on coaching major team sports. Instruction includes psychology of coaching; certification of coaches; finance and budgeting; purchase, care, and repair of equipment; methods of scheduling; rules of the sport; and fundamentals of offense and defense. (May be repeated for total of 8 hours: 2 hours each in

- baseball, basketball, football, and track & field). 2 hours
- 3402 PSYCHOLOGICAL DIMENSIONS OF PHYSICAL EDUCATION AND SPORT
Examination of the psychological components of individual participation in physical education and sport. 2 hours
- 4102 ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION
Organizational and administrative procedures connected with physical education programs; program objectives; scheduling; construction and maintenance of facilities; personnel problems; program policies; and public relations. 2 hours
- 4212 ADAPTED PHYSICAL EDUCATION
Emphasis on the characteristics and needs of the physically challenged and how to best meet those needs in the elementary and secondary school setting. 2 hours.
- 4223 MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION
Purpose and organization of tests and measurements with emphasis on tests and physical fitness; skill ability; body mechanics and growth patterns; grading; standard procedures for evaluating test results. Laboratory experiences will be provided. 3 hours
- 4313 PHYSIOLOGY OF EXERCISE
Physiological effects of exercise in relation to anatomical structure and organic function power of the human body. Prerequisite: PHED 2433 *or* permission of instructor. 3 hours
- 4430 SEMINAR
1-6 hours (may be repeated for total of 6 hours).
- 4880 SPECIAL TOPICS
Special topics in physical education. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in physical education. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in physical education under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Personnel at USAO

ADMINISTRATION

JOHN H. FEAVER, President: 1980, 1988, 2000
B.A., M.A., Ph.D., University of Oklahoma

J. LYNN BOYCE, Vice President for Information Services & Technology: 1992, 1996, 2002
B.S., University of Science and Arts of Oklahoma; M.B.A., University of Oklahoma

MICHAEL COPONITI, Vice President for Personel and Business Office: 1994, 1999, 2006
B.A., University of Science and Arts of Oklahoma; M.B.A., Cameron University

JOHN DEXTER MARBLE, Vice President for Academic Affairs: 1972, 2010
B.A., Stanford University; M.A., Ph.D., Texas Christian University; J.D., University of Oklahoma

MICHAEL NEALEIGH, Vice President for University Advancement: 2006
B.A., Howard Payne University; M.Div. Southwest Baptist Theological Seminary; Ph.D., Baylor University

MONICA TREVINO, Vice President for Enrollment Management: 2009
B.A., M.A., University of Texas-Pan American

KELLY ARNOLD, APR, Director of Communications and Marketing: 2013
B.S., Arkansas Tech University; M.A. University of Oklahoma

KELLY BROWN, Director of Nash Library: 2002
B.S., University of Oklahoma; M.L.S., Emporia State University

JOSEPH W. EVANS, Jr., Director of Enrollment & Records & Registrar: 1999, 2007
B.A., M.S., University of Georgia

VICKI FERGUSON, Director of Teacher Education: 1988, 1993, 1999, 2003
B.A., Agnes Scott College; M.A., University of Texas at Austin; Ph. D., University of Oklahoma

ERIC FEUERBORN, Director of Alumni Development: 2010
B.S., University of Science and Arts of Oklahoma

KELLEE JOHNSON, Director of Development: 2007
B.S., M.B.A., Southeastern University (Florida)

BRISCO McPHERSON, Athletic Director: 1980, 2002
B.A., University of Science and Arts of Oklahoma; M.Ed., Central State University

NANCY J. MOATS, Director of Financial Aid: 1999
B.S., M.Ed., Phillips University, (Oklahoma)

TIM STIGER, Director of Physical Plant: 1998
B.A., M.S., M.B.A., J.D., University of Oklahoma

PROFESSIONAL STAFF

DAN BICE, Educational Interpreter: 1998

DIANE CARROLL, Executive Assistant to the President and Secretary to the Board of Regents: 2000, 2009
A.S., Oklahoma City Junior College; B.S., University of Science and Arts of Oklahoma

MICHAEL CARTER, Chief of Security: 2011
B.S., Cameron University

ANNETTE CHARBONEAU, Institutional Assessment Coordinator: 2010
B.A., Oklahoma Panhandle State University

LAURA COPONITI, Assistant Director of Financial Aid: 1992
B.S., University of Science and Arts of Oklahoma

JENNIFER CODY, Head Women's Softball Coach: 2009
B.S., Florida State University

DAVID DUNCAN, Television Production Specialist: 1999

ERINN GUZIK, Director of Counseling, Disability & Career Services: 2010
B.A., University of Montana; M.A., University of Massachusetts, Dartmouth

JAMES HAMPTON, Men's/Women's Soccer Coach: 1998
 B.S., Northeastern Oklahoma State University

JENNIFER HAYDEN, Head Women's Basketball Coach: 2012
 B.S., Oklahoma Panhandle State University; M.Ed., West Texas A&M University

ADAM HEILMAN, Printing Services Manager: 2010
 B.F.A., University of Science & Arts of Oklahoma

JIM HOPKINS, Database Administrator: 2000, 2005

NANCY HUGHES, Dean of Students: 2007, 2010
 B.S., University of Tulsa; M.S., University of Memphis

JESSICA JACKSON, Asst. Dir. Communications & Marketing/Sports Information: 2009
 B.A., University of Oklahoma

LEANDRA JOHNSON, Assistant Women's Basketball Coach, Head Men's and Women's Cross Country Coach: 2011
 B.S. Northwestern Oklahoma State University

VINSON METCALF, Assistant Men's Basketball Coach: 2001
 B.S., Oklahoma Baptist University; M.S., University of Tulsa

ROLAND NUNEZ, Director of Student Development/Assistant to the Dean: 2012
 B.S., Embry-Riddle; M.S. Oklahoma State University

MONICA PARK, Lawson Court Manager: 2006
 B.A., Northwestern State University

KEN RICHARDSON, Assistant Women's Softball Coach: 2009

MICHAEL ROSS, Head Baseball Coach: 2005
 B.A., University of Science and Arts of Oklahoma; M.S.S., United States Sports Academy

BOBBIE SIMPSON, Resident Life Director/Sparks Hall: 2009
 B.A., University of Science and Arts of Oklahoma

JASON SHERMAN, Library Systems Specialist: 2006
 B.A., University of Science & Arts of Oklahoma; MLIS, University of Oklahoma

ALEXIS VIZARELIS, Assistant Men's and Women's Soccer Coach: 2006
 B.A., University of Science & Arts of Oklahoma

DIVISION CHAIRS

VICKI FERGUSON, Chair of the Division of Education & Speech-Language Pathology: 2003
 B.A., Agnes Scott College; M.A., University of Texas at Austin; Ph.D., University of Oklahoma

JENNIFER LONG, Chair of Interdisciplinary Studies: 2007
 B.A., University of Tulsa; Ph.D., University of Tennessee, Knoxville

DARRYEL REIGH, Chair of the Division of Science and Physical Education: 2011
 B.S., Southeastern Oklahoma State University; Ph.D., University of Oklahoma

CHRIS WALKER, Chair of the Division of Social Sciences and Business: 2010
 B.A., Oklahoma Baptist University; M.Ed., Ph.D., University of Oklahoma

STEPHEN WEBER, Chair of the Division of Arts and Humanities: 2011
 B.A., Concordia University; M.A., Trenton State College; Ph.D., Texas Tech University

FACULTY

ANNICK BELLEMAIN, Associate Professor of Languages: 2006, 2011
 B.A., M.A. Brigham Young University; Ph.D., University of Utah

KENNETH A. BOHANNON, Associate Professor of Music: 1995, 1996, 2001, 2005
 B.A., Hendrix College; M.M., University of Tennessee, Knoxville; D.M., Indiana University

STEVE BREERWOOD, Assistant Professor of Art: 2007
 B.A., Nicholls State University; M.F.A., Florida State University

BRENDA BROWN, Professor of English: 1992, 1996, 1997, 2005
 B.A., University of North Texas; M.A., University of Texas at Arlington; Ph.D., Texas Christian University

KELLY BROWN, Instructor/Director of Library: 2002
 B.S., University of Oklahoma; M.L.S., Emporia State University

STEVE BROWN, Professor of Art: 1981, 1988, 1992, 1994, 2003
 B.A., Oklahoma College of Liberal Arts; B.F.A., University of Oklahoma; M.F.A., University of Ohio

JOHN BRUCE, Associate Professor of Language and Literature: 1998, 2000, 2004, 2005
 B.A., Humboldt State University; M.A., University of Texas-Pan American; Ph.D., University of Glasgow (Scotland)

J.C. CASEY, Professor of Communication: 1992, 1997, 1998, 2005
 B.A., Northeast Louisiana University; M.A., Northwestern State University (Louisiana); Ph.D., University of Maryland

ROCH CHAN-YU-KING, Professor of Chemistry: 1988, 1993, 1994, 2005
 B.S., M.S., Université d'Aix-Marseille I, France; Ph.D., Southern Illinois University

JOHN PAUL COOK, Assistant Professor of Mathematics: 2012
 B.S., University of Oklahoma; M.A., University of Oklahoma; Ph.D., University of Oklahoma

KEVIN CROW, Associate Professor of History/Education, 2005, 2009, 2010
 B.A., Arkansas Tech University; M.A., Ph.D., University of Kentucky

CYLATHIA DANIEL, Assistant Professor of Deaf Education: 2009
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