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**UNDERGRADUATE**  
**academic**  
**catalog**

Does the world need more people to be leaders...or more leaders to be  
servants?  
What will you become?

**Disclaimer: The University of the Southwest reserves the right to make changes in the course offerings, degree requirements, charges, regulations, and procedures contained herein as educational and financial considerations require, subject to and consistent with established procedures and authorizations for making such change.**



# Message from the President



Dear Friend,

University of the Southwest is dedicated to being a Christ-centered educational community where students learn to be servant leaders by emphasizing faith, responsibility, and initiative in our curriculum and activities. Both on our campus through face-to-face learning experiences and through the variety of our internet-based programs, we are a vibrant academic enterprise.

We are a community of faith that is not aligned with any particular denomination – our faculty and staff comes from a wide variety of Christian traditions. Governed by an independent Board of Trustees, we are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. We participate actively in the Council for Christian Colleges and Universities. As a member of the Red River Athletic Conference (RRAC) and the National Association of Intercollegiate Athletics (NAIA), we embrace the “Champions of Character” core values of respect, responsibility, integrity, servant leadership, and sportsmanship. We welcome a diverse student body who represent a complementary diversity of race, religion, creed, and national origin.

We are confident that you will receive more from us than an education – you will also develop life-long relationships and values that will help you succeed.

Welcome to the journey!

Gary A. Dill, Ph.D., President

# Academic Calendar

\*Students will have access to Blackboard courses each session beginning one day prior to the first of classes and extending until three days after the last day of finals.

## Legend

Fall (16 week)	F
Fall A (8 week)	Fa
Fall B (8 week)	Fb
Wintermester	Wm
Spring (16 week)	S
Spring A (8 week)	Sa
Spring B (8 week)	Sb
Maymester	Mm
Summer (8 week)	SU
Summer A (4 week)	SUa
Summer B (4 week)	SUb

## Summer 2012

SU/SUa Classes Begin	June 4
SUa Last Day to Drop/Add	June 5
SU Last Day to Drop/Add	June 8
SUa Last Day to Drop with a "W"	June 21
SUa Final Exams/Classes End	June 29
Fourth of July Holiday	July 4
SUb Classes Begin	July 5
SUb Last Day to Drop/Add	July 6
SU Last Day to Drop with a "W"	July 12
SUb Last Day to Drop with a "W"	July 26
SU/SUb Final Exams/Classes End	July 31-Aug 1

## Fall 2012

F/Fa Classes Begin	August 20
F/Fa Drop/Add	August 24
Labor Day Holiday	September 3
Fa Last Day to Drop with a "W"	September 27
Fa Final Exams	October 11-12
Fb Classes Begin	October 15
Fb Drop/Add	October 11-19
F Last Day to Drop with a "W"	November 15
Fb Last Day to Drop with a "W"	November 27
Thanksgiving Holiday	November 19-23
F/Fb Final Exams	December 11-14

## Winter 2012/2013

Wm Classes Begin	December 17
Wm Last Day to Drop/Add	December 18
Christmas Holiday	December 24-28
New Year's Holiday	December 31-January 1
Last Day to Drop with a "W"	January 2
Final Exams	January 4

## Spring 2013

Martin Luther King Jr. Holiday	January 21
S/Sa Classes Begin	January 14
S/Sa Last Day to Drop/Add	January 18
Sa Last Day to Drop with a "W"	February 21
Spring Break	March 11-15
Sa Final Exams	March 7-8
Sb Classes Begin	March 18
Sb Drop/Add	March 14-22
S Last Day to Drop with a "W"	April 11
Good Friday Holiday	March 29
Sb Last Day to Drop with a "W"	April 25
S/Sb Final Exams	May 7-10
Commencement	May 11

## May 2013

Mm Classes Begin	May 13
Mm Drop/Add	May 9-14
Last Day to Drop with a "W"	May 23
Memorial Day Holiday	May 27
Final Exams	May 31



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Faith Initiative Community Mission  
Free-Enterprise  
Responsibility  
Christ-Centered Purpose

**general**  
**information**

# General Information

## Mission and Purpose

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive education community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged;
- At University of the Southwest, students are instructed and mentored by faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

## Honor Code

University of the Southwest is a community of students, faculty, and staff. All members of this community are assumed to have a shared interest built upon the tenets within our mission statement: By entering into the Southwest community, whether as a residential, a commuter, or an on-line student, each person accepts the precepts that the institution is built upon. As such, the Honor Code is designed so that responsibility for upholding these tenets lies with each individual member of the Southwest community as well as the community as a whole. Any action that violates academic and social standards shall be considered a violation of the Honor Code and shall be grounds for an inquiry and appropriate follow-up.

## Personal Responsibility

The Honor Code is not a list of rules; rather, it is a philosophy of conduct that guides our living, working, and studying together. The standards of honor at Southwest require that students act with honesty in all relationships, personal integrity, and respect for community members and the community as a whole.

## Respect for Self

Students are expected to take full responsibility for their conduct as members of the Southwest community, both socially and academically. Ensuring integrity in all academic work, including all homework assignments, papers, and examinations is of utmost importance.

## Respect for Others

It is expected that students will show concern for others, and if problems arise they will be dealt with in a spirit of mutual respect. Students living in on-campus Residence Halls are expected to respect those with whom they share the Residence Hall. Residential Life Staff are there to facilitate an environment that is conducive to learning. Residential students are expected to work out problems among themselves as much as possible without the intervention of Residential Life Staff. Residents on cam-





pus are responsible for the actions of their guests, ensuring that all guests campus show due respect for the Honor Code. Respectfully confronting those who do not respect the Honor Code, while difficult, maintains the foundations upon which Southwest and the Honor Code are premised.

## Accreditations and Affiliations

University of the Southwest is an accredited member of the North Central Association of Colleges and Schools with headquarters in Chicago, Illinois, one of the six regional agencies that evaluate educational institutions. The accreditation process assesses such characteristics as governance and administration, financial stability, admissions and student personnel services, institutional resources, student academic achievement, institutional effectiveness, and relationships with constituencies outside the institution. This voluntary accreditation function has two fundamental purposes: quality assurance and institutional and program improvement.

The North Central Association's accrediting process for institutions of higher education is accomplished through the Higher Learning Commission (HLC). Southwest was granted accreditation in 1980, and has maintained continuous accreditation. The next HLC review is scheduled in academic year 2013-2014.

The School of Education at University of the Southwest operates under the auspices of the New Mexico Public Education Department.

Southwest is a member of the following organizations:

- American Association of Presidents of Independent Colleges & Universities (AAPICU)
- Association of Governing Boards of Universities & Colleges (AGB)
- Council for Higher Education Accreditation (CHEA)
- Council of Independent Colleges (CIC)
- National Association of Independent Colleges & Universities (NAICU)
- New Mexico Independent College Fund (NMICF)
- National Association of Intercollegiate Athletics (NAIA)
- Council for Christian Colleges and Universities (CCCU)
- College Board

## Campus and Facilities

The Scarborough Memorial Library is the University's learning resource center. Special collections include the Raymond F. Waters Collection on Southwestern Literature and History, the New Mexico Regional Textbook Evaluation Center and the Hatton W. Sumners Freedom Collection. Built in 1967, Scarborough Memorial Library was expanded in 1981 and 2000.

The Bill Daniels Campus Center, completed in the fall of 2001, features a cafeteria, a game room, and a coffee shop, as well as an informal area suitable for conversation, television viewing, or reading.

The Tucker Business Building, constructed in 1969, offers well-equipped laboratories and classroom space for the effective study of the world in which we live. An academic wing, the Kenneth J. Fadke Arts and Science Building, was added in the fall of 2000.

Constructed in 1976, the Mabee Southwest Heritage Center includes an auditorium, a seminar room, and a reception area. Designed to comfortably seat 238 people, the Center is available for such diverse events as musical and dramatic productions, lecture series, multimedia presentations, academic classes, and corporate training sessions.

## General Information

Student housing at University of the Southwest includes five residence halls. Apartments in the Jane Adams Hall, built in 1978, and the Bob and Adele Daniels Hall, built in 1981, each contain three bedrooms, two bathrooms, a living area, and a kitchen. Our suite-style residence hall became available for occupancy in January 2004, and its twin, adjacent to it, was opened in August 2004.

Residence Hall South is a 96 bed facility consisting of three person suites. Each suite is comprised of one single and one double with a common area in between.

A private bath is included in each suite. Each room has a bed, desk and chair, end table, and storage under the bed. Elevators are available for access to the second floor. Washer and dryer facilities are provided on each wing upstairs and on the ground floor. A common area is provided for entertainment or study and a common kitchen is available for use on the ground floor. Each room is provided with cable and wireless access to the internet.

Constructed in 1980, the Mabee Physical Fitness Center includes a multipurpose gymnasium for playing basketball and volleyball, and a racquetball court. A soccer field on the north side of campus and a baseball field on the south side of campus were completed in 1985.

The Mabee Teaching and Learning Center was completed in 2002, and houses the School of Education, the Learning Resource Center, the Play Therapy Room, the Testing Center, the Counseling Office, four classrooms, a conference room, a student lounge, ten offices, and the Computer Services Center. The School of Education (SOE) faculty calls this building home.

The newest building on campus is called the Jack & Mabel Student Life Center. The 30,000+ square foot building houses a number of social, community and athletic events with its full-sized basketball/volleyball court with bleacher seating, concessions, and locker rooms. Another section of the building is devoted to a chapel, allowing for small, intimate gatherings or religious services for the campus and area residents. The Jack & Mabel Maddox Student Life Center also houses a 3,500 square foot cardiovascular fitness room with free weights, plate loaded machines, treadmills, bicycles and elliptical machines.

All buildings are accessible by ramps. All rest rooms are renovated, they are remodeled to meet ADA guidelines.





A word cloud featuring various student services and sports. The word 'Campus' is the largest and most central. Other prominent words include 'Student-government', 'baseball', 'volleyball', 'Softball', 'Housing', 'Graduation', 'Speech', 'cross-country', 'soccer', 'Alumni', 'Library', 'organizations', 'Policies', 'Mustang's', 'tennis', 'basketball', 'NAIA', 'debate', 'Ministries', 'SIFE', 'B.E.S.T', 'track', and 'Services'. The words are arranged in a circular pattern around the center, with varying font sizes and colors (brown and blue).

Campus

Student-government

baseball

volleyball

Softball

Housing

Graduation

Speech

cross-country

soccer

Alumni

Library

organizations

Policies

Mustang's

tennis

basketball

NAIA

debate

Ministries

SIFE

B.E.S.T

track

Services

**student**  
**services**

## Title IX Compliance

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

### Title IX of the Education Amendments of 1972:

Title IX mandates the protection of all students – male and female – from unlawful sexual harassment in school programs and activities. Programs and activities which may be included are: admissions, recruiting, financial aid, academics, athletics, housing and employment.

Students, who experience behavior by a USW faculty or staff member or visitor that may be considered to constitute sexual harassment, sex discrimination, or sexual assault, should contact a member of the residence life staff, the Dean of Students, the university president, and/or USW's Title IX Coordinator, Associate Dean Evelyn Rising, in the Office of Student Services.

## Student Activities

Organized activities are an important part of the college experience. The following activities, organizations, special awards, and publications comprise an integral network of social interaction and communication at University of the Southwest.

### Counseling Services

Short-term counseling is offered to all currently enrolled USW students free of charge. Appointments are made with one of USW's on-campus counselors through the Office of Campus Ministry (ph. 575-492-2132) located in the Fadke Arts and Sciences Building. Clients are accepted for counseling who have the capacity to resolve their own problems with the assistance of a counselor. Primarily, person-centered and cognitive behavioral approaches are used. Clients requiring more than 4 counseling sessions will be referred to other specialized counseling services available in the surrounding area.

All counseling and medication management services are held in the strictest of confidence. University of the Southwest supports and maintains confidentiality to the limits provided by New Mexico law and the professional ethics set forth by the National Board for Counseling Certification, the American Counseling Association, the American Psychological Association, and the state board for licensing.

### Distinguished Lecture Series

Special activities offered regularly include speakers, concerts, films, and other productions selected to emphasize the cultural, political, economic, and scientific heritage of America.

For example, University of the Southwest hosts the semi-annual Jack Maddox Distinguished Lecture Series. Nationally prominent presenters are invited to the campus to visit informally with students, faculty, and staff and give a formal presentation to the University and the public free of charge. Lecturers in this series have included Dave Barry, Lynn Swann, Oliver North, Ben Stein, Tony Dungy, Jo Frost, Dr. Robert Ballard, Laura Bush, and Captain Chesley "Sully" Sullenberger.

The Hatton W. Sumners Speaker Series sponsors an annual event aimed at fostering responsible citizenship in a free society. The series has hosted Dr. Robert E. Kelly, author of *How to be a Star at Work*, and Wal-Mart tycoon Jack Shewmaker. Other presenters include Christopher Gardner, author of *The Pursuit of Happyness*; award-winning educator, Erin Gruwell; actor, musician and author, Tom Sullivan; and American hero, Captain Scott O'Grady.



## Athletics

The USW Mustangs belong to the National Association of Intercollegiate Athletics (NAIA), Red River Athletic Conference. At the present time, the Mustangs compete in men's baseball, women's softball, women's volleyball, men's and women's soccer, track and field, cross country, tennis and basketball.

Athletic scholarships are available for each particular sport. Additional information about intercollegiate athletics at University of the Southwest may be obtained by contacting the appropriate coach or the Athletic Director.

## Ministries and Organizations

### Alpha Chi National Honor Society

Members of this national scholarship organization are recognized for attaining superior quality scholarship. Membership is selected from those students in the top 10 percent of the junior and senior classes with a minimum 3.80 grade point average (GPA). In addition, membership will also recognize those students who have developed leadership qualities, character and good campus citizenship in addition to a strong scholarship record. Students inducted into Alpha Chi receive lifetime membership.

### B.E.S.T.

This online organization is designed to celebrate and support excellence in teacher education: Bilingual, Early Childhood, Elementary & Secondary Education, Special Education, and TESOL (Teaching English to Speaker of Other Languages.) Education majors who have been accepted into the Teacher Education Program (TEP) will become members of this organization.

### Catholic Student Association

The Catholic Student Association (CSA) is a student group and is open to all students from USW and NMJC including those who want to better understand Catholicism. CSA's purpose is to answer the call of Christ by service to the neediest in our community. CSA is now online! Log on to CSA on Blackboard for more inspiration and information about Catholicism. Send your ID # to cdibiasi@usw.edu so she can put you on the student roster. Each meeting will consist of any or all of the following: prayer, worship, scripture readings, support, and plans for community or church related service events.

### Speech and Debate

The University of the Southwest Speech and Debate Team offers students the opportunity to enhance their public speaking skills, their knowledge of current events, and their confidence through various competitive speaking platforms. These platforms include Parliamentary Debate, Interpretation, Extemporaneous Speaking, and After-Dinner Speaking. Speech and debate requires time and effort both as a team and individually.

### Student Government

The purpose of Student Government is to encourage communication and understanding between students and the Administration of the University. Student Government is responsible for many campus projects and activities. Every student at USW is encouraged and eligible to serve as a member of Student Government. Officers and representatives are elected by the students.

## Student Services

### Students in Free Enterprise (SIFE)

Students in Free Enterprise (SIFE), a national organization, is comprised of business and non-business majors involved in learning more about the free enterprise system. Members communicate the merits and value of free enterprise to the community and become influential spokespersons on its behalf through servant-leadership initiatives.

### Sigma Tau Delta, Alpha Nu Chapter

Sigma Tau Delta is the International English Honor Society, whose purposes are to confer distinction for high achievement in English language and literature; to promote interest in literature and the English language on campus and in the surrounding community; and to foster the discipline of English in all its aspects, including creative and critical writing. Alpha Nu chapter sponsors a variety of activities, including writing competitions, awards ceremonies for the competitions, and book drives.

### Alumni Association

USW graduates are inducted into the Association during their graduation ceremony. Alumni are informed of campus events through the Mustang newsletter and other campus mailings. Annual homecoming weekend activities include on-campus athletic events and awards for the Distinguished Young Alumni and Alumni of the Year. There is no membership fee.

### Special Awards

President's List recognizes degree-seeking students who have achieved a 4.00 semester GPA while enrolled in at least 6 semester hours.

The Vice President of Academics & Technology's (VPAA & Technology) List names degree-seeking students who have achieved a 3.70 semester GPA while enrolled in at least 6 semester hours.

### Awards Presented at Graduation

- President's Award is given to the graduating senior who best represents the ideals of the University on campus.
- Academic Achievement Award goes to the graduating senior with the highest overall GPA who has completed at least thirty (30) semester hours at USW.
- Trustees' Award is an honor given to the graduating senior who best represents the ideals of the University in the community.
- Dean's Award goes to the graduating master's candidate believed to best exemplify the spirit of quality in the graduate program.

## Student Success Services

Student Success Services, located in the Office of Enrollment Services, exists primarily for the purpose of assisting students in the achievement of their academic and career goals. Services provided for academic success include COMPASS testing, First Year Experience (FYE) program, USW Tutoring and Mentoring programs, Academic Success Skills, Cooperative Special Needs program, and Friday Study Hall. Services provided for career development success include Career Exploration, Career Development Plan, Job Search Strategies, Resume Development/Critique, Interview Tips, and Mock Interviews.

In coordination with the Office of Special Services, Student Success Services provides specific accommodations for students with special needs and coordinates specific accommodations as seen appropriate. Additionally, Student Success Services conducts student status checks at the 4-week and 8-week mark of each semester. At these times, professors are asked to report students who are struggling, excessively absent, and/or not participating. The Dean of Enrollment and Student Success then contacts the reported students requiring an appointment to begin remediation and attendance at Friday Study Hall.





## COMPASS Testing

COMPASS tests are administered through the Office of Enrollment Services. All incoming students who have not taken the ACT or SAT and have not transferred in applicable coursework are required to take the COMPASS tests in English and Math to determine placement. Students not scoring high enough will be placed in developmental courses (MAT 0013 or MAT 0023; ENG 0013 or ENG 0023). Students who have taken the ACT or SAT and score below 17 (ACT) or 415 (SAT) in the subareas of Math and/or English have the option to take the COMPASS test(s) to place out of developmental courses (MAT 0013 or MAT 0023; ENG 0013 or ENG 0023).

The COMPASS tests are administered prior to the start of each semester and throughout the drop/add period. To schedule a COMPASS test, contact the Dean of Enrollment and Student Success at 575-492-2143.

- A student must take the COMPASS test at the beginning of the semester for which he/she has been placed in a developmental course (if the student\* wishes to try to test out of the course).
- If the student does not place out of the developmental course based on the results of the COMPASS test, he/she must take the developmental course.
- If the student does not receive a C or better in the developmental course, he/she can take the COMPASS a second (and final) time to try to test into the standard course.
- If the student still does not place out of the developmental course, he/she must re-take the course and is not allowed to re-take the COMPASS an additional time.

\*Please note that all students who have not taken the ACT or SAT are required to take the COMPASS test for Math and English unless he/she have transfer credit for these courses.

## General Services and Policies

Because USW, in accordance with its Mission Statement, endeavors to provide an environment fostering Christian values, the principles of free enterprise, and respect for the foundations of our American heritage, all students are expected to uphold standards of high moral conduct, both on and off campus. Registration is regarded as a commitment by the student to comply with all regulations of the University and to reflect the standards of the University. The University reserves the right to suspend or dismiss students who do not comply with these standards when, in the judgment of University officials, the welfare of the school or other students is being compromised. Similarly, the University reserves the right to dismiss or restrict from campus any student whose continued enrollment or proximity to campus will be a threat to the physical and/or emotional state of any other student or group of students, the administration, the faculty, or the staff.

General student conduct standards are explained in the student handbook.

## Campus Visitations

The Office of Enrollment Services at University of the Southwest hosts various campus visitation days throughout the year. "Mustang Test Drive" and "Mustang Stampede" provide an orientation to all junior and senior year high school students and students who are considering transferring from another institution. During the event, prospective students will have the chance to experience campus life at University of the Southwest by touring the campus with a Student Ambassador and visiting with representatives of a variety of extracurricular activities, such as the athletic programs and debate team. Other staff, such as financial aid, admission specialists, and faculty will also be available to answer questions. If a prospective student is unable to attend either event, he or she is encouraged to contact the Office of Enrollment Services to schedule an individual visit.

## Student Services

### Campus Solicitations

All solicitations made and all posters placed on campus must have prior approval of the Director of Student Life.

### Campus Calendar and Room Reservations

A master calendar of events and room use is maintained with the Coordinator of Campus Events. All scheduled events, including club meetings, should be placed on the calendar and reservations made to use the desired facility. Reservations not made on the master calendar may not be honored. To reserve a room please contact the Administrative Assistant to the VPAA & Technology.

### Lost and Found

Lost and found services are located in the main buildings on the Southwest campus through each support staff secretary's office.

### Student Complaints

Students should seek resolution of complaints with the other party or parties involved. When unable to reach a resolution, students should register complaints, in writing, with the Dean for Student Life.

In accordance with the new Federal Program Integrity Rules effective July 1, 2011, the New Mexico Higher Education Department (NMHED) will review complaints which were unable to be resolved through the institution's internal complaint process.

### Inclement Weather Policy

School closing will occur when weather reaches severe conditions, such as snow drifts and impassable roads. If school remains open in bad weather, students who commute may elect to miss class without penalty; however, he/she will be responsible for making up assignments, exams, and other work. Students are advised to listen to local radio and/or TV stations, or the USW website for information regarding school closings. All students, staff, and faculty who subscribe to the University's emergency management alerting system will also receive a cell phone text message and e-mail message notifying them of any campus closures.

Please visit [www.usw.edu](http://www.usw.edu) to sign up for the emergency alert system.

### Student Housing

All unmarried freshman and sophomore students under the age of 21 enrolled for more than 9 hours, whose legal guardians, for tax purposes, do not reside in Hobbs or within 75 miles of the

University are required to live in an on-campus residence hall.

Housing is limited to students no older than 25 and no younger than 17 unless an application for exemption is submitted in writing to the Director of Housing and approved by the VPAA & Technology.

### Early Move-in Policy

If a non-athletic student chooses to move-in before the designated move-in date set by the University of the Southwest a charge of \$30.00 a day must be paid prior to moving in and permission granted by the Housing Director.

In rare instances, exceptions to this requirement may be made when a legal guardian makes a request to the Housing Director, in writing, that the student is allowed to reside with another family member or other adult who resides within 75 miles of the University. Applications for exemption may be made to the Housing Director, who will submit the request to the VPAA & Technology. The VPAA & Technology will consider convening the Housing Committee if the student's circumstances are unusual and





outside the defined parameters of on-campus housing. All students aged 21 and over may be exempt from this policy. All on-campus residents must participate in the campus meal plan.

In providing campus housing for students required to live on campus and for students who choose to live on campus, USW seeks to furnish students with physical facilities and services that will contribute to successful academic performance. USW also seeks to provide each student with daily living experiences that will aid in building harmonious relationships, developing self-reliance, and fostering a sense of responsibility.

Students should be aware that while there is freedom in living away from home, he/she are expected to act responsibly. Housing policies are necessary to provide direction and protection for each resident living at USW. USW's housing regulations reflect reasonable and practical expectations for responsible and mature individuals.

Open and/or willful disregard of housing policies may result in probation, suspension, and/or expulsion from USW on-campus housing, depending on the nature of the specific violation. Every effort will be made to give fair warning before administering disciplinary action. Please note that information shared with residents at mandatory housing meetings may be considered fair warning. Final decisions regarding disciplinary actions for violations of USW housing policies will be left to the discretion of USW administration.

University of the Southwest will not guarantee payment of telephone bills by a roommate or roommates.

## Parking

All students attending University of the Southwest may park within any marked space on campus, with the exception of spaces marked in universal blue for the handicapped. Handicapped students may secure an identification sticker for their vehicles from the Motor Vehicle Department (MVD) near campus, at no cost. All vehicles must be registered at the time the student registers.

A valid University of the Southwest parking permit must be obtained from the Director of Housing for every vehicle driven on campus. All staff, students, and faculty must have a parking permit. Students who reside on-campus also must obtain a parking sticker for their vehicles.

Parking violations—for example, parking in a handicapped space or in visitor or resident parking. First-time offenders will receive a warning. Second and subsequent offenses will result in ticketing at the rate of \$10-\$15 per ticket; depending on the offense, the Director of Housing will put a hold on the student's account until the ticket has been paid. Continual infractions may result in suspension, probation, and suspension of campus driving privileges. Tickets also may be issued for improper driving techniques, speeding, and non-compliance with all other local, state, and federal traffic laws.

## Textbook Purchases

MSB Direct provides online textbook service for University of the Southwest. The Virtual Bookstore is online at <http://direct.msbbbooks.com/csw.htm> or you may contact them toll-free at 800-325-3252.

## Student Rights with Regard to Education Records

The Federal Educational Rights and Privacy Act (FERPA) is a federal law designed to protect students' privacy by limiting who may have access to student records. At USW, educational records refers to any records (in handwriting or print, on tapes or film, or in other media) maintained by the University which pertain directly to the student. Exceptions are as follows:

- A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed to another person;

## Student Services

- An employment record of an individual whose employment is not contingent upon the fact that he or she is a student;
- Alumni records that contain information about a student when he or she no longer is in attendance at USW, and the records do not relate to the former student as a student.

## Right of the University to Refuse Access

University of the Southwest reserves the right to refuse to permit a student to inspect the following records:

- Financial statement(s) of the student's parent(s);
- Letters and statements or recommendation(s) for which the student has waived his or her right of access, or that were placed on file before January 1, 1975;
- Records connected with an application to attend the University;
- Records excluded from FERPA's definition of educational records.

## The University's Right to Refuse to Provide Copies

University of the Southwest reserves the right, in the following situations, to deny to student transcripts, copies of records that FERPA does not require is made available:

- The student has unpaid financial obligations to the University;
- There is an unresolved disciplinary action against the student

## Location of Records

The following records are maintained in the Office of the Registrar:

- Admission records
- Cumulative academic records
- Placement records

Other records kept on campus include:

- Financial aid records are kept in the Office of Financial Aid.
- Disciplinary records are maintained in the Office of the VPAA & Technology.
- Housing records are maintained in the Housing Office.
- Athletic health and Injury records are maintained in the Athletic Trainer's office.

## Disclosure of Educational Records

The University will disclose information from a student's educational records only with written consent of the student, except when:

- School officials who have legitimate educational interest in the information request the records;
- An official of another school where the student seeks or intends to enroll requests that the records be transferred, in which case the student will be informed in writing of the transfer of records;
- Certain officials of the U.S. Department of Education or state or local authorities, in connection with certain state or federally supported education programs, require the information;
- A student requests or receives financial aid, and it is necessary to determine the student's eligibility for financial aid;
- Organizations conduct certain studies for or on behalf of the University;
- Accrediting organizations require the information;
- It is necessary to provide the information in order to comply with a judicial order or lawfully issued subpoena;
- Appropriate parties require the information in response to health or safety emergencies.



## Availability of Records of Requests for Disclosure

The University maintains for five (5) years a record of all requests for disclosure of a student's educational information. This record may be viewed by the student.

## Directory Information

The University designates the following as Directory information: Student's name, address, telephone number, major field of study, participation in officially recognized University activities and sports, dates of attendance, degrees and awards received, and most recent school attended. The University may disclose any of the previous information without prior written consent, unless the student notifies the University in writing that he or she does not wish this information to be disclosed.

## Scarborough Memorial Library Services

All students are encouraged to become acquainted with the library's holdings, online Catalog, online search services, and other services. At the beginning of each semester the library hours are posted. During operating hours, one or more full-time staff members are available to provide reference and other assistance. Holiday and summer hours vary and will be posted.

## Library Collections

Scarborough Memorial Library houses over 54,500 items, most of which are to be found in the general stacks. There are three special collections housed in the Library: the New Mexico State Textbook Adoption Center with a collection of K-12 textbook samples; the Thelma A. Webber Southwest Heritage Room containing U.S. Southwestern history, literature, folklore, etc.; and the Hatton W. Sumners Freedom Collection specializing in items relating to entrepreneurship, free market economics, liberty, and freedom. All circulating Library materials are available for a three-week loan period. Materials may be renewed for an additional six weeks, as long as another patron has not placed a hold on the material in question.

The Library receives over 200 newspaper, journal, and periodical titles.

## Library Services

Scarborough Memorial Library is part of a seven-member library consortium, the Estacado Library Information Network (ELIN). The other members of the consortium are Hobbs Public Library, Lovington Public Library, Woolworth Community Library in Jal, Pannell Library at New Mexico Junior College in Hobbs, Eunice Public Library, and Carlsbad Public Library. These libraries are linked electronically so that patrons may have access to all holdings.

Interlibrary loan is available for books and journals held by libraries throughout the United States. Electronic indexing and abstracting services are available on workstations throughout the Library. Internet searching and word processing also are available. The University Librarian and staff provide reference service and bibliographic instruction to both individuals and classes upon request. Students and faculty are encouraged to make full use of these services.

## Additional Library Facilities

As well as all library collections and services, Scarborough Memorial Library houses a computer classroom and two additional classrooms. A favorite study area, the two-story interior library atrium is also used for formal and informal campus and community activities.

## Library Regulations

All persons wishing to borrow items from Scarborough Memorial Library, including students, faculty, staff, and community patrons, must have an Estacado Library Information Network (ELIN) application card on file or be a current student at USW. This card may be completed either in the Library on campus or at other libraries in the ELIN consortium and allows the holder access to any of the libraries in the consortium.

Overdue notices are sent out regularly, and fines are charged. Fines accumulate at a rate of \$.25 per day per circulating item and \$.50 per day for each reserve book. The current replacement price will be charged for any materials lost plus a \$10.00 processing fee. Overdue fines accumulate until the date the item is reported lost. Before a student may register for subsequent semesters or obtain a transcript, overdue materials must be returned to the Library with fines paid or replacement charges cleared.





# ***financial*** **information**

# Tuition and Fees

USW reserves the right to make changes, without notice, in tuition, fees, and charges as deemed necessary.

Changes are effective June 1st of that academic year.

Tuition per credit hour*	\$510.00
Online Tuition per semester hour**	\$395.00
Dual Credit per credit hour	\$102.00
Audit: per credit hour	\$255.00
Directed Study Fee	\$200.00
Schedule Change Fee***	\$20.00
Athletic Fee Per Semester	\$75.00
Graduation Fee	\$70.00
Diploma Replacement	\$50.00

\*No charge for the 15th and 16th semester hour in the standard Fall and Spring semesters only

\*\*100% online, undergraduate

\*\*\*This change made for any course change(s) other than those required by the University.

## Room and Board (per semester)

(All residence halls)	
Double Occupancy	\$1,860.00
Single Occupancy	\$2,315.00
Housing Deposit	\$300.00
12 Meal Plan	\$1,460.00
19 Meal Plan	\$1,570.00

## Other Fees

Challenge By Exam Fee	\$50.00
Intern Teaching Fee	\$150.00
Late Payment Fee	\$30.00
Late Registration Fee	\$50.00
Placement Service Fee	\$10.00
Recording Fee per credit hour	\$25.00
Transcript (domestic-Fax only)	\$10.00
Transcript (official)	\$5.00
Transcript (student)	\$1.00
Vehicle Registration Fee	\$10.00

## Payment Plan

Contact the Business Office or website for details.

## Payment of Charges

University of the Southwest operates on a semester system for payment of tuition, fees, board, and housing. Payment is accepted by the Cashier located in the J. L. Burke Hall Administration Building Monday – Friday from 8:00 am – 5:00 pm MST or you may pay online with a credit card.

All charges for tuition and fees are due and payable one week before the start of classes. If in any case these financial obligations are not cleared before the end of the semester, students will not be able to enroll in subsequent terms. Further transactions (including transcripts and grades) will be suspended until the student clears all financial obligations to the University.

The University reserves the right to administratively cancel registration of any student who fails to pay his or her debts to the University. Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid. Any student who gives a check for insufficient funds to the University may be subject to a \$20.00 fine and disciplinary action.

## **Refund Policy**

### **Schedule Changes**

Students will receive a 100 percent refund of tuition for classes dropped no later than 5:00 p.m. Mountain Standard Time the first Friday after classes begin for the regular terms and the second day after classes begin for the shorter terms. Specific dates are published in the official academic calendar. There will be **NO REFUND** from withdrawal of classes after the first week. Refund deadlines differ for summer and special terms. Please contact the Business Office for this refund information.

### **Dropped Classes**

Students will receive a 100 percent refund of tuition for classes dropped no later than 5:00 p.m. Mountain Standard Time the first Friday after classes begin for the regular terms and the second day after classes begin for the shorter terms. Specific dates are published in the official academic calendar.

### **Withdrawal from the University**

Candidates may withdraw from courses based on the published dates in the Catalog. A candidate who enrolls in a class and does not attend (or stops attending), but does not officially withdraw, is assigned a Failing Grade (F) for that class.

Students completely withdrawing from the University on or before the 60 percent point of the fall (Fall A & Fall B combined) or spring (Spring A & Spring B combined) semesters will receive a pro-rata refund of tuition, fees, room and board. There will be **NO REFUND** of any charges after the 60 percent point. The student must contact the Office of the Registrar to initiate a withdrawal.

Students completely withdrawing from the University on or before the last day of the first week of classes of any short term semester (i.e. winter, may, summer) will receive a 50% refund of their tuition, fees, room, and board. There will be **NO REFUND** from withdrawal of any charges after the last day of the first week of classes.

### **Repayment Distribution Policy**

The University will return the Student Financial Aid (SFA) portion of the repayment to programs in the following order:

- 1) Direct Stafford Loan
- 2) Direct PLUS
- 3) Federal Pell Grant
- 4) Federal Supplemental Educational Opportunity Grant
- 5) Other Title IV programs

Certain pro-rata refunds will be made to students attending University of the Southwest for the first time if he/she withdraw on or before the 60 percent point of the enrollment period. These refunds apply to students receiving federal student aid including Pell Grants, student loans, and supplemental educational opportunity grants.



# Financial Aid Policies

Financial Assistance programs at University of the Southwest are funded through a variety of sources. Various financial assistance programs are used to recognize academic, athletic, or special achievement, meet financial needs, or provide self-help opportunities through college work-study programs and parent/student loans. While it is not possible to guarantee funding will be available for every needy applicant, the financial assistance programs at University of the Southwest are designed to help cover the difference between the direct costs of attending USW and the student's own resources as determined by the results of the Free Application for Federal Student Aid (FAFSA). Each application is assessed individually to determine the type of resources that will best serve the student. The email address of the Office of Financial Aid is [financialaid@usw.edu](mailto:financialaid@usw.edu).

The University endeavors to assist each student with educational costs, which are categorized as direct and indirect costs. University of the Southwest packages financial aid awards based on the student's direct costs, which include tuition, fees, books, and on-campus room and board. Need is determined using the following formula: Direct costs minus EFC (Expected Family Contribution from the FAFSA) equals need. In packaging an award, USW initially awards gift aid including federal and state grants. If a student's need still has not been met, federal or other loans, work-study, or institutional awards are offered. The actual amount of the gift aid and other assistance may vary according to the student's eligibility for certain assistance and level of service to the University. A student may choose to finance all or a portion of indirect costs through Stafford loans, Plus loans, or Alternative loans. Eligibility for these loans is determined by the individual student's circumstances and the University's educational costs.

## Satisfactory Academic Progress Policy

The Office of Financial Aid of University of the Southwest (USW) administers student financial aid programs from federal, state, and institutional sources. The U.S. Department of Education (DOE) requires schools to develop and implement policies by which academic progress is evaluated and monitored for all students, even those who did not receive financial aid in prior terms at USW.

Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive federal Title IV aid that includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal TEACH Grant, and Federal Direct Education Loans (Stafford, Parent PLUS, and Graduate PLUS). USW also applies SAP policy requirements to monitor eligibility for state aid such as New Mexico Student Incentive Grant, CHOICE Grant, and New Mexico Work Study. Students must meet SAP requirements for institutional scholarships as well, but some institutional scholarships may have higher academic requirements.

This policy describes the Financial Aid Satisfactory Academic Progress requirements and is in addition to and operates separately from the Academic Satisfactory Progress requirements for each academic program and department/division.

### Evaluating SAP

The standards against which all students are measured include Qualitative, Quantitative, Maximum Time Frame, and All Unearned Credits Standards. The academic record of all students is reviewed after the end of each payment period. The academic review is cumulative and includes all courses taken at the student's current academic level. After the evaluation, letters will be sent to all students who have insufficient academic progress and are being placed on Financial Aid Probation or Suspension as a result.





## Qualitative Standard

Cumulative GPA is composed of all coursework at the current academic level and is calculated by the Registrar's Office. To meet the qualitative standards, students must meet the minimum cumulative GPA as determined by their classification and program.

	<i>Student Classification</i>	<i>Required Minimum Cumulative GPA for Program</i>
Bachelors Programs	0 – 32 credit hours earned	1.75
Bachelors Programs	32 plus hours earned	2.0

Additional academic progress criteria may exist for certain financial aid programs. Example: The Federal TEACH Grant requires a student to maintain a 3.25 cumulative GPA. Some private and institutional scholarships require a higher cumulative GPA than those listed above, such as the Academic Merit I and Merit II scholarships require a student to maintain a minimum 2.5 GPA.

## Quantitative Standard

In order to meet the quantitative standard, students must complete 66.67% of attempted coursework at the current level. Withdrawals, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework. Example: For a student who has attempted 120 credit hours and earned 80 credit hours, the student would have completed 66.66% of their attempted credit hours ( $80 / 120\% = 66.66\%$ ). Please note: completion rates will not be rounded up to meet progress. If a student has a completion rate of 66.66%, he/she are not meeting the minimum 66.67% federal requirement for financial aid SAP.

## Maximum Time Frame

A student may not exceed a maximum number of attempted hours in any program even if aid was not received during that term or prior terms. Once the student reaches the maximum time frame allowed, the student will be ineligible to receive financial aid; students may appeal on the basis of coursework not applicable to the current degree program. Maximum time frame is determined by multiplying the number of credit hours required for degree completion by 150%. Example: For a student whose degree plan requires 128 credit hours, the student may attempt up to 192 credit hours ( $128 \times 150\%$ ).

## All Unearned Credits

Students attempting at least half-time level credits and who earn no credits for the payment period will be placed on financial aid suspension and will not be permitted to receive financial aid in the next term.

## Break in Enrollment

When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. Example: If a student is placed on financial aid suspension at the end of the Spring term, does not return in the Fall term, and is readmitted the next Spring term, the student will continue in a financial aid suspension status for that term or until SAP is established.

## Semesters/Terms/Summer Sessions

A traditional semester is referred to as a standard term (e.g. Fall, Spring, and Summer). Standard terms, as defined by USW, are comprised of a combination of smaller sub-terms (e.g. Fall(a), Fall(b), Spring(a), Spring(b), Summer(a), and Summer(b)). Winter is a sub-term of the Fall term and May is a sub-term of the Spring term. SAP requirements are calculated based on the combined terms and sub-terms as defined by USW.

### Delay or Changes with Future Aid

Every institution offering federal aid must check for SAP at the conclusion of each payment period. In some cases, the grades are submitted on dates close to or during the subsequent term. This will delay the SAP review process and may affect aid in subsequent terms for some students. Students who are affected will have aid in a pending status until grades are submitted and SAP is reviewed.

### Withdrawals and Incompletes

Courses from which a student withdraws or receives a grade of incomplete will not be considered as satisfactorily completed. The courses, which will be considered attempted but not completed, may negatively affect eligibility for the next term. Withdrawals and incomplete grades will also factor into the measurement for the maximum time frame.

### Repeated Courses

Repeated courses are considered in the maximum time frame requirement. The course(s) will be considered as attempted each time the course is taken. USW will maintain compliance with the regulatory stipulations surrounding repeat course(s) and how they should be handled during a review of SAP.

### Transfer Courses

Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative and maximum time frame measurements. Transfer students who are admitted to USW with a cumulative GPA lower than the qualitative measure of 2.0 will be placed on financial aid probation for one standard term and SAP will be reviewed at the end of the first standard term to determine aid eligibility. If SAP is met, the probation status will be removed. If SAP is not met in the first standard term of enrollment, aid will be suspended.

### Change in Major/Additional Degrees

When a student changes their major or seeks an additional degree, the student may appeal to the Office of Financial Aid to have courses attempted and earned that do not count toward the student's new major or degree excluded from the maximum time frame calculation for SAP.

### Course Attendance and Participation

Students receiving federal student aid are required to attend and actively participate in all courses registered. Instructors report lack of attendance to the Registrar's office periodically at the start of each term. Financial aid will be cancelled for students reported as not actively attending.

### Failure to Make Satisfactory Academic Progress

Students who fail to meet the qualitative and/or quantitative standards at the end of each payment period (based upon the student's enrollment) will be placed on financial aid suspension and are considered ineligible for future financial aid until the deficiencies are resolved.

### Re-Establishing Eligibility

Students may re-establish eligibility for financial aid by taking appropriate action that brings the student into compliance with the standards. Readmission to USW after Academic suspension or approval of an Academic suspension appeal does not reinstate Financial Aid eligibility after a Financial Aid suspension. Reinstatement of aid eligibility is not retroactive and will only affect current or future enrollment periods.



## Appeals

A student who is placed on financial aid suspension may appeal this decision. To appeal the financial aid suspension, a student must submit to the Director of Financial Aid a signed and dated SAP Suspension Appeal Form explaining why the student was not academically successful, what has changed that will now allow the student to be academically successful, and any supporting documentation from an objective third party professional (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, death certificate, divorce decree, etc.). Family members of the student, friends, and USW employees are not considered an acceptable third party.

A committee will review the appeal and the student will be notified in writing of the decision. All financial aid awards remain cancelled until the student follows these appeal procedures and receives a written notification of reinstatement. If a reinstatement is approved, the student will be placed on financial aid probation for one standard term. The student will also receive a Financial Aid Academic Plan to assist the student toward SAP. A student may receive aid while on financial aid probation. SAP progress will be reviewed at the end of the standard term of probation to determine continued aid eligibility.

During the period of an approved appeal, a student must satisfactorily fulfill the requirements of the Financial Aid Academic Plan. The Academic Plan for the probationary period requires every student to have a cumulative completion rate of 85% and a GPA requirement of 2.5 for the standard term of the approved appeal. This will ensure progress in making up the previous deficiency.

### Student Should Monitor Progress

Students are responsible to review their grades and compare their progress to the standards set forth in the Financial Aid SAP Policy to ensure that he/she are aware of their standing. As a student reviews their academic information, students are encouraged to proactively seek assistance. Example: Students could pursue additional academic advising, arrange tutoring, or regularly discuss their academic work with their instructor(s). The student's responsibility to monitor their own academic progress is important especially as the evaluation may immediately affect their financial aid eligibility for the next term. Example: Failure to meet standards while on financial aid probation in the Spring term will immediately affect aid eligibility for the Summer and/or Fall terms.

## Eligibility for Financial Assistance

Eligibility requirements for University of the Southwest financial assistance programs are as follows:

1. To receive Institutional financial awards, students must be enrolled full-time, of which at least six credit hours per semester must be taken in a face-to-face setting. To be eligible for the Federal Supplemental Educational grants, work-study, Federal Student Loan program, or New Mexico grants, students must be enrolled for a minimum of half-time, 6 semester hours. To be eligible for the Pell Grant, students must be enrolled for a minimum of 3 semester hours.
2. Generally, to receive an institutional award, students must have earned a GPA of at least 2.75 (on a 4.0 scale) at USW and must maintain at least a 2.5 GPA at USW to continue receiving an institutional award. Some institutional awards require more stringent criteria be met.
3. To continue receiving federal and state aid, at the end of the freshman year of attendance at USW, students must have earned a cumulative GPA of at least 1.75 (on a 4.0 scale). At the end of the subsequent years, students must have earned a cumulative GPA of 2.0.
4. Students awarded a Student Hourly or Work Study position can receive on-campus work assignments. Students holding these positions will be evaluated periodically as a requirement of continuing in these positions. If a student is terminated as a result of the evaluation, the decision to terminate may be appealed, in writing, to the Director of Financial Aid, whose decision will be final.
5. Students with earned bachelors' degrees attending University of the Southwest to

## Financial Information

- obtain teacher certification will be classified as fifth-year undergraduates and will be eligible to receive Stafford Student Loans.
6. Students must re-apply for financial assistance each academic year; awards are not automatically renewed. The University reserves the right to adjust the amount of aid a student may receive if there is a change in need, academic status, financial status, or availability of funds. At the discretion of the Director of Financial Aid, awards may be reduced or other aid substituted for Institutional Awards, according to the student's need, circumstances, or eligibility for other types of aid.
  7. Some financial assistance programs have more stringent requirements than the general requirements. Students should carefully review the requirements for each program.

## Sources of Assistance

Sources of financial assistance at University of the Southwest include and are applied (credited) against the student's account in the following order:

### Federally Funded Assistance

The Federal PELL Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the TEACH Grant are federally sponsored programs regulated by guidelines and formulas established by the government. Student loans are also available to students and parents through the Department of Education. The Federal College Work-Study program provides both on-campus and off-campus employment.

### State Funded Assistance

The New Mexico Student Incentive Grant also provides funds for needy students. These particular programs are for New Mexico residents only. Availability of these funds is legislated by the State annually. Support from the New Mexico's Scholars' Act is available for students who qualify. State College Work-Study provides on-campus employment. Work-study funds do not credit student accounts.

### Institutional Awards

University of the Southwest awards many scholarships, hereafter referred to as Institutional Awards. Donor-funded awards also are available. Institutional Awards are not dispensed or refunded in excess of a student's direct costs (tuition and on-campus room and board). If a credit balance is created on the student's account because of an institutional award, the award will be reduced to a zero balance. No student will receive a refund resulting from an institutional award. At the discretion of the Director of Financial Aid, all or a portion of a student's Institutional Award or institutional assistance may be replaced by grants, work-study, or other sources of aid, depending on the student's eligibility for other types of aid. Institutional Awards are adjusted to zero each semester, and no credit balance is carried forward to the next semester. Note: Awards are calculated based on 16 hours per term during Fall/Spring term or a total of 32 credits for the Fall/Spring semesters. For details regarding all types of financial aid at USW, please visit [www.usw.edu](http://www.usw.edu).



## Veteran's Benefits

The University of the Southwest (USW) staff is available to assist you in using your VA educational benefits. Our office will forward all appropriate documents concerning the application for and usage of your benefits to the Muskogee Regional Office. If you have questions, contact our VA representatives for assistance.

University of the Southwest VA Office  
6610 Lovington Highway  
Telephone: (575) 392-6561  
fax: (575) 392-6006

Office hours: (Except on holidays)  
8:00 am to 5:00 pm (MST)  
Monday - Friday

Although we work to ensure VA regulations are met, we have no authority to determine your eligibility for a particular chapter of VA educational benefits. ONLY the Department of Veteran Affairs can determine eligibility.

Veteran's benefits may affect a student's eligibility for Institutional Awards. Students receiving veteran's benefits should contact the Office of Financial Aid to determine the impact on Institutional Aid.

Once determination has been made by the VA Benefit office, USW can certify you for any of the number of VA certifications:

- Chapter 30 Montgomery GI Bill for Active Duty
- Chapter 30 Montgomery GI Bill for Veterans
- Chapter 1606 Montgomery GI Bill for Selected Reserves
- Chapter 1607 Reserve Educational Assistance Program (REAP)
- Chapter 31 VA Vocational Rehabilitation Students
- Chapter 35 Survivors' and Dependents' Educational Assistance Program
- Chapter 32 VEAP - Post-Vietnam Era Veterans' Educational Assistance Program

Students must also adhere to the following:

- Students must complete a parent School Letter request form each semester. The student MUST inform the USW-VA Office if the student changes their courses, course section, or degree objective after completing the parent school letter request form.
- NO Parent School Letters will be issued without receipt of an enrollment schedule listing the courses the student is requesting to be approved for the Parent School Letter.
- Students are strongly encouraged to utilize early enrollment periods for parent school letters. Non-USW degree seeking students will not be certified for USW courses until an APPROVED Parent School Letter is received from the degree granting institution.
- Military credit evaluations are free. You will also need to bring in your DD-214's and DD-295's, or any military certificates of completion (if not on the DD-214's and DD-295's etc.) to the USW-VA for the evaluation to be done. You may also supply an AARTS transcript, but please make sure that all courses are listed on the transcript.
- Air Force personnel need to have a CCAF (Community College of the Air Force) transcript sent to USW-Admissions. This is a fully accredited institution, and you should automatically be enrolled in CCAF as an Air Force member.
- Prior evaluated military credit will not be re-evaluated by USW-VA. The university accepts evaluation that has been officially recorded on accredited institutions of higher education. Students must have a paid enrollment at USW before the military credit evaluation will be done.

Department of Veterans Affairs  
(Regional Office)  
125 S. Main St.  
Muskogee, OK 74401



# academic information





University of the Southwest is committed to providing equal educational opportunities for candidates without regard to race, color, gender, disability or national origin. As an independent educational institution, the University reserves the right to deny admission to any applicant whose academic preparation, character, or personal conduct is determined to be inconsistent with the mission and purposes of the University.

## Admissions Procedures and Policies

Although USW welcomes most eligible students, admission to the University is regarded as a privilege. Thus, the University shall reserve the right to refuse admittance to an otherwise admissible applicant whose academic preparation, character or personal conduct is determined to be inconsistent with the purposes and objectives of the university and/or if the university determines that the applicant's enrollment would not be in the best interest of the applicant or the university.

### Where to Apply for Undergraduate Admission

The Office of Enrollment Services is located in J.L. Burke Hall on the Hobbs campus. The hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Students may also apply online at [www.usw.edu](http://www.usw.edu) or by mail at:

University of the Southwest  
Office of Enrollment Services  
6610 Lovington Highway  
Hobbs, New Mexico 88240

Questions regarding admission may be submitted by email to [admission@usw.edu](mailto:admission@usw.edu), or by phone at 575-392-6563 or 800-530-4400.

### Campus Visitations

The Office of Enrollment Services at University of the Southwest hosts various campus visitation days throughout the year. "Mustang Test Drive" and "Mustang Stampede" provide an orientation to all junior and senior year high school students and students who are considering transferring from another institution. During the event, prospective students will have the chance to experience campus life at University of the Southwest by touring the campus with a Student Ambassador and visiting with representatives of a variety of extracurricular activities, such as the athletic programs and debate team. Other staff, such as financial aid, admission specialists, and faculty will also be available to answer questions.

### Freshman Standing

A student who has graduated from an accredited high school or home school, earned a GED, or been admitted to an accredited college or University and who has earned or attempted twelve (12) or fewer college credits, is considered a freshman student.

### Admission Requirements for Beginning Freshman

To be admitted, a first-time entering freshman must be a graduate of an accredited high school, must have completed an accredited home school program, or must have earned a GED from an accredited program. For admission, a student must submit official high school, college, and university transcripts.

For Academic Merit I scholarship eligibility, any new degree-seeking student in a face-to-face program must submit official ACT or SAT scores. Students may take the ACT or SAT during the first semester of attendance. Official scores must be submitted to the Office of Enrollment Services to be considered for the student's Academic Merit scholarship eligibility. An Academic Merit scholarship increase will not be effective until the next semester of attendance. If the student's score is lower than the previous score, their current Academic Merit scholarship will not be reduced.

## Academic Information

For course placement in English and/or Math (if student does not transfer in applicable coursework), a new student must submit official ACT or SAT scores or take the COMPASS prior to the start of the student's first term. Without these scores, the student will automatically be placed into developmental coursework.

### Freshman Admission Procedures

- Complete the application for admission
- Submit official high school, college, and University transcripts
- Copy of high school diploma may be requested
- Pay the \$25 admission application fee

### Transfer Admission Requirements

A student who has been formally admitted to another accredited college or university and has attempted 13 or more college credits is considered a transfer student.

Admission will be considered when a transfer student submits the following:

- Official college and university transcripts from all schools attended;
- The application for admission; and
- \$25 admission application fee (this fee is waived for students who have completed an associate's degree at any college with which USW has an articulation agreement.)

### Transfer Credits

University of The Southwest usually allows credit to transferring students for work completed at other accredited institutions; however, some courses that are not regarded as consistent with USW's curriculum and standards may not be credited toward a degree. The Office of the Registrar will evaluate coursework completed at another accredited college or university and determine what credits will transfer to USW.

- Only courses with a grade of D or better may transfer into USW.
- Proficiencies earned at other institutions are not transferable.
- 40 upper level hours must be completed at USW if a student transfers from a junior/community college.
- 66 credits are the maximum number of transferable hours from an accredited junior/community college.
- 87 credit hours are the maximum number of transferable hours from four-year accredited institutions or from a combination of a four-year accredited institution and a junior/community college.
- Credit earned more than 20 years prior to matriculation at USW will be subject to evaluation to determine acceptability.
- Letter grades earned at other institutions, prior to enrollment at USW, are not used in calculating a student's cumulative grade point average at USW. Transfer credits are given a grade of CR (credit).

Note: Credits earned at another educational institution may not be accepted by USW. You should obtain confirmation that USW will accept any credits you have earned at another educational institution before enroll and/or register. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of USW and of any other educational institutions you may in the future want to transfer the credits earned at USW.



## Transfer Students Who Have Been Placed on Probation or Suspended

Transfer students who left their most recent institution on academic or disciplinary probation or suspension are required to pursue admission on probation through the appeal process for Individual Approval for Admittance for Undergraduate Students, as outlined in the Catalog, following completion of all other admission procedures.

### GED Admission Procedures

To be considered for admission, GED recipients must:

- Complete the application for admission
- Submit an official GED transcript
- Pay the \$25 admission application fee

*(Refer to Admission Requirements for Beginning Freshmen)*

### Under-Age Permission

Students who have earned a GED prior to their eighteenth birthday and their graduating class are currently in high school, may apply for admission by additionally submitting the following:

- Letter of permission for attendance from their high school principal of the school district he/she are currently residing in
- Letter of permission for attendance from their parent, guardian or spouse if their spouse is 18 years of age or older
- Letter of appeal to the Academic Council for admittance by Individual Approval

### International Admission Procedures

- Complete the application for admission
- Pay the \$25 admission application fee
- If the student has attended U.S. colleges, the official transcripts must be mailed directly from the college to University of the Southwest
- Submit transcripts, national test scores and other academic document evaluations from one of the following independent international transcript evaluation agencies: ACEI, Josef Silny & Associates, Inc., or Global Credential Evaluations, Inc.
- The transcript evaluations must show:
  1. Cumulative GPA,
  2. Courses taken,
  3. U.S. equivalency of grade earned. The applicant is responsible for submitting official or certified copies to one of the above listed transcript evaluation agencies, as well as the costs incurred for the evaluation and the expedient delivery of the evaluation to the University.
- Foreign national students from non-English speaking nations must demonstrate their English language proficiency in order to be admitted to the University. This may be done by submitting official ACT, SAT, TOEFL, or IELTS scores. The preferred method is achieving at least a 550 on the paper based TOEFL or at least a 213 on the computer based TOEFL, or at least a 79 on the internet based TOEFL. A student needs to achieve at least a 6.0 on their IELTS. In lieu of a TOEFL score the applicant may submit an ACT or SAT score equal to or greater than the University's prevailing admissions standard. Foreign national students from predominant English speaking countries may submit a written statement as part of their English Proficiency. Upon arrival to campus, the student will be required to take a placement test in order to be placed in the most successful class for the student. Students over the age of 24 and/or students who do not plan to physically attend USW may only submit the written statement.
- Submit a letter from an appropriate bank or sponsor, showing sufficient funds in U.S. dollars to cover educational costs.
- After all admission requirements have been met, the I-20 student visa form will be sent to the student.
- This school is authorized under Federal law to enroll nonimmigrant students.

### Admission of a Former USW Student

Students who have been absent one semester (Fall or Spring) or less, may return to USW through the Office of the Registrar and their academic advisor. However, a student who has attended USW previously, but who has not attended for one or more academic years, must reapply for admission and will be required to follow the current catalog and degree plans.

To be considered for re-admission a student must:

- Complete the application for admission
- Submit official college or university transcripts from all schools attended during the absence from USW

### Re-Admission After Academic Suspension

Students under academic suspension from USW will not be re-admitted for at least one standard semester (Fall or Spring) subsequent to the date of academic suspension. Students wishing to appeal the decision to suspend may do so by submitting a letter of appeal to the Office of the VPAA & Technology. Admission after suspension will be probationary. Students must reapply for admission to the University and also must submit official transcripts of all college and University work attempted during the term of probation. A student who has been re-admitted within two academic years will return under the catalog governing the term of original admittance; however, the student's course work will be governed by the most current Degree Plan.

### Applying for Undergraduate Teacher Licensure

A new student electing to pursue teacher licensure exclusive from the Graduate School of Education program must apply for admission through the Office of Enrollment Service, if the student has earned a bachelor degree or higher. Admittance into the School of Education is a separate step from admittance into the University.

To be considered for admission, an undergraduate teacher licensure student must:

- Complete the application for admission
- Submit official college or University transcripts from all schools attended
- Pay the \$25 admission application fee

### Second Undergraduate Degree

A new student electing to pursue a second undergraduate degree may apply for admission through the Office of Enrollment Services.

To be considered for admission, a student who is pursuing a second undergraduate degree must:

- Complete the application for admission
- Submit official college or University transcripts from all schools attended
- Pay the \$25 admission application fee

### Special Non-Degree Seeking Requirements

A student electing to pursue credit courses without declaring a major at USW may apply for special non-degree seeking status and must comply with the following admission procedures:

- Complete the application for admission
- Pay the \$25 admission application fee

**Non-degree seeking students are not eligible for financial aid.**

The student must obtain written permission from the Registrar or an appropriate advisor to enroll in courses with prerequisites the student has not satisfied.

A student currently enrolled as a non-degree seeking student may apply for a change of degree status through the Office of the Registrar.



## Special Non-Degree Seeking Audit

A student electing to audit courses without receiving credit and without declaring a major may apply for special non-degree seeking audit status by completing the following admission procedures:

- Complete the application for admission
- Pay the \$25 application fee

## Dual Credit (High School)

High school juniors and seniors, who have a 3.0 GPA or higher on a 4.0 scale, upon written approval of their principal and approval of the University Registrar, may enroll for up to six (6) semester hours per semester for the fall and spring semesters only. Additional hours may be taken upon special request to the VPAA & Technology. Transcripts from USW are available after high school graduation. A letter will be written to validate that the student has completed the course and the grade received in the class. In order to validate college credit, students must submit an official transcript to the Office of the Registrar after high school graduation. The first online college course is free, after that tuition for the Dual Credit will be 20% of the undergraduate tuition rate.

The acceptance of Home School students taking college courses for credit will be decided on a case-by-case basis by the VPAA & Technology.

## Admission Procedures

- Complete the application for admission,
- Submit current official high school transcript ,
- Submit written approval from high school principal,
- Submit written approval from parent or guardian,
- Receive approval from the University Registrar,
- Pay the \$25 application fee.

## Distance Education

Students who wish to enroll in online classes must first be admitted to the University under the same admission criteria established for all students.

Students may submit the admission form online at [www.usw.edu](http://www.usw.edu).

An admission packet may also be mailed to prospective students upon request by calling 1-800-530-4400. Financial aid is available for students who meet the University's eligibility requirements. Student advisement will be conducted with online students by email and/or telephone. A Degree Plan will be completed and delivered to the student. Copies will be kept on file. Online students register for classes in the same manner as on campus students.

## Provisional Admission

Applicants for USW undergraduate online programs may be provisionally admitted for one term based on the receipt of unofficial transcripts from high school and previously attended colleges/universities. Official transcripts must be received by the end of the first term for full admission and continued enrollment.

# Academic Policies

At USW, our major concern is student success, and our primary focus is quality classroom instruction. The interaction between students and faculty is fundamental to the goals of the University and the success of each student. Therefore, academic policies are designed to assist each student in planning and successfully completing the course of study he or she selects. Familiarity with the published policies and frequent counseling with University personnel will contribute to a happy and productive college career.

## Academic Information

### Non-Discrimination Policy

University of the Southwest admits student of any race, color, national and ethnic origin. The University does not discriminate in the administration of academic policies, admission policies, scholarship and loan programs, athletic programs, or any other university administered policy or program.

### Academic Records

Once submitted, academic records and transcripts become a permanent part of the student's records at University of the Southwest and will not be returned.

A student found guilty of nondisclosure or misrepresentation in completing the admission forms will be subject to disciplinary action, including possible dismissal from the University.

### Classification

Units of college credit are expressed as semester hours. Each hour represents one class hour per week or a minimum of two hours of laboratory work per week. Student classification is based on the following numbers of semester hours earned toward a degree.

Freshman (First year)	0 – 32
Sophomore	33 – 64
Junior	65 – 96
Senior	97 – 128

Full-time Student: A student who is carrying at least 12 semester hours.

Part-Time Student: A student who is carrying less than 12 semester hours.

### Grading

Grades are based on the quality of work completed. The grading system is as follows:

A	90 to 100	4.00	*S	Satisfactory
B	80 to 89	3.00	*I	Incomplete
C	70 to 79	2.00	*W	Withdrawn
D	60 to 69	1.00	*CR	Credit
F	< 60	0.00	*NC	No Credit

\*Are not included in calculating the GPAs (GPA).

The GPA is computed by dividing total grade points earned by total hours attempted. For example, if the grade points earned total 32 and the total hours attempted equal 16, the GPA is 2.0.

### Incomplete Work

A grade of "I" (incomplete) is given only at the end of the semester and only providing that: (1) the student has experienced documented extenuating circumstances, (2) the student has made personal contact with the instructor prior to the final examination to request special consideration, and (3) the instructor has agreed to grant an "I." All incomplete work must be completed within 60 calendar days of the termination of the term or semester for which the "I" is assigned. If the required work is not made up within that time, the "I" becomes an "F" on the student's record.

### Repeating Courses

A student may repeat a course to improve his or her GPA. A course may only be repeated a maximum of two times. All grades earned will be retained on the transcript; however, the last grade earned in each course will be used to calculate the GPA. The course must be retaken at the earliest opportunity.



## Replacement Grades

A failing grade earned in any course on a degree plan must be retaken for a degree to be obtained. Please see appropriate degree plan for definition of a failing grade. Once a course has been retaken, if a passing grade is earned, the failing grade will be replaced with the passing grade. Students must retake the exact course failed in order for the grade to be replaced. USW does not allow course substitutions for replacement grades.

## Student Load

The normal full-time student load is 12 to 18 semester hours for each fall and spring semester. A student may take more than eighteen (18) hours only with the approval of his or her academic advisor, in consultation with the Registrar of the University, and includes courses taken by correspondence or through any another institution. Additional course work taken without prior written approval from USW may not be accepted for transfer credit. A full load during summer session is determined by the length of the session. However, students may take more than three semester hours in a four week session without permission from VPAA.

## Double Major

To complete a double major at University of the Southwest, a student must meet the following requirements for graduation:

- The student must first declare the primary and secondary major areas of study;
- Complete all requirements specified for the primary major area of study;
- Complete 30 semester hours in the secondary major area of study; however, duplicate courses may not be counted for both majors.

Only one diploma will be issued; however, both majors will appear on the official transcript.

## Second Bachelor's Degree

To receive a second bachelor's degree from University of the Southwest, a student must meet the following requirements:

- Complete a bachelor's degree from an accredited institution;
- Complete a minimum of 30 additional semester hours at University of the Southwest and at least 15 hours must be in the declared major;
- Fulfill all requirements specified for the major, including prerequisites and GPA requirements;
- Complete 6 hours of religion and USW 4213: Freedom, Ethics, and Free Enterprise. These may be included in the 30 semester hours earned at University of the Southwest.

## Honors

Bachelor degree students who have earned 60 or more hours at USW must meet the following GPA standards to earn the corresponding academic distinction:

3.80 – 3.89	Cum Laude
3.90 – 3.99	Magna Cum Laude
4.00	Summa Cum Laude

### Academic Integrity

University of the Southwest has an outstanding academic reputation. Honesty is expected of all members of the USW community. Indeed, the college's mission statement recognizes integrity and personal responsibility as core components. Academic dishonesty is defined as an act of academic fraud. This policy includes, but is not limited to: cheating on exams by use of unapproved materials or copying from another student, plagiarism on papers, theft of academic documents, alteration of academic documents for any purpose, impersonation by permitting another person to substitute for oneself at an examination, interference with or sabotage of the work of any other person through vandalism or theft, or helping another to commit fraud in any of the above-mentioned ways.

The USW community assumes responsibility for fostering academic integrity.

- The University assumes responsibility for establishing, publishing, and consistently enforcing policies that ensure academic integrity.
- Students are responsible for understanding what is expected from every academic assignment and what would indicate academic dishonesty. Students are advised to follow each instructor's syllabus and abide by the guidelines set forth.
- Each faculty member has the responsibility of clearly articulating the University's position on academic honesty and the requirements of assignments.

### Academic Probation

A student on academic probation will be given one semester to establish a satisfactory level of academic work and show progress in raising their GPA. Otherwise the student will remain on probation for an additional semester. Failure to establish a satisfactory level of academic work after two semesters may result in academic suspension. Academic probation is removed when the USW cumulative GPA is raised to the required level.

### Academic Suspension

A student placed on academic suspension may appeal to the VPAA & Technology. If the appeal is denied, the student will be suspended. He or she will be eligible for readmission on probation after one full semester. Benefits of suspended veterans must be reestablished by the Veterans' Administration.

### Dealing With Incidents of Academic Dishonesty

When a case of academic dishonesty is detected, it is the instructor's responsibility to distinguish between a minor infraction and a major one, and to take action appropriate to this judgment of severity. For example, a missed reference in an otherwise well-cited paper should be treated as carelessness. On the other hand, copying a substantial part of a term paper from a document available on the Internet should be considered a major violation. Minor infractions repeated in spite of warnings may be treated as major.

Three classes of actions are available to the instructor. The instructor may:

- Only warn, i.e., issue a warning to the student(s) without any penalty in grades;
- Only penalize the assignment in question, e.g., decrease the student's grades for that academic work (perhaps a zero for the entire assignment or a part thereof) and/or ask the student to redo the assignment; or
- Penalize the course, i.e., directly change the course grade, e.g., drop a letter grade or assign an 'F' for the course.

The instructor must make every effort to discuss with the student(s) the violation detected and any grade penalty being imposed; this information must also be provided to the student in writing. In cases (2) and (3), the instructor must write in a memo to the Academic Dean of the School in which the course is offered explaining that the grade for the course has been affected partly or wholly by an act of academic dishonesty. The following should be included in the memo:

- The nature of the violation and its severity,
- Details as to time, place, and persons involved,





- Any available supporting evidence, and
- The specific grade penalty imposed.

Upon notification from an instructor, the Academic Dean will place the memo in the student's permanent file in the Office of the Registrar. Notifications of incidents of academic dishonesty from instructors shall remain in the student's file in the Office of the Registrar until one year after the student has graduated or has been expelled, at which point it shall be destroyed.

### Student's Right to Appeal

The student may appeal the instructor's decision to the Academic Dean. However, when the grade in question is the direct result of action(s) taken to address academic dishonesty, the following procedures must be followed. The student must appeal the decision in writing within five days of the receipt of the notification from the instructor.

Upon receiving a letter of appeal from the student, the Academic Dean will:

- Look up the student's record of past incidents of dishonesty
- Schedule an appointment with the student to review this policy and give him/her an opportunity to discuss the incident
- Consider requests from the student for additional time to gather evidence
- Convene a committee to hear the appeal

The committee hearing is not intended to be a full-fledged adversary proceeding: it is intended to be a fair hearing with ample opportunity for both parties (the student and instructor) to present the facts. The committee will be comprised of three faculty members; two members will be appointed by the Academic Dean and one faculty member will be selected by the student. In addition two students will be selected by the Academic Dean to sit on the committee. The Academic Dean will chair the committee and will assume the responsibility of notifying all parties. A hearing will be scheduled within five days of the Academic Dean's receipt of the notice of appeal.

Once the committee has made a decision, the Academic Dean will notify the student and the instructor in writing. The student may appeal the committee's decision to the VPAA & Technology. The student must appeal the decision in writing within five days of receipt of the notification from the Academic Dean.

Upon notification from the student, the VPAA & Technology:

- Will collect the evidence from the Academic Dean
- Schedule an appointment with the student to review this policy and give him/her an opportunity to discuss the incident
- Consider requests from the student for additional time to gather evidence

The VPAA & Technology's decision is final and cannot be appealed. The VPAA & Technology will notify the student, the instructor, and the Academic Dean of his/her decision within five days of meeting with the student.

### Instructor's Right to Appeal

The instructor who brought charges of academic dishonesty may appeal the decision of the committee to the VPAA & Technology within five days of receipt of the committee's decision.

- The instructor will submit a review request in writing to the VPAA & Technology.
- The Academic Dean will submit all documentation to the VPAA & Technology supporting the decision.
- The VPAA & Technology will schedule a meeting with the instructor who brought charges of academic dishonesty.
- The VPAA & Technology will communicate the final outcome of the appeal to the student, the instructor who brought charges of academic dishonesty, and the Academic Dean.
- The VPAA & Technology's decision is final and cannot be appealed.

## Grade Appeal Process

1. A student who wishes to appeal a grade must file notice of intention to appeal with the Registrar. This must be done within thirty (30) days after the start of the regular semester following the one in which the questioned grade was given. The Student, after informing the Registrar of the intention to appeal, must demonstrate that he/she has met with the following people in an informal attempt to resolve the situation:
  - a. The Instructor;
  - b. The Dean of the Unit offering the course, and;
  - c. The VPAA & Technology. It is expected that these officers are to be approached in the order listed above. The student will have a maximum of thirty (30) days to complete this process. The Registrar may extend the time limit to avoid undue hardship or injustice.
2. When a mutually acceptable decision is not reached informally, the student shall submit a detailed statement of appeal with supporting documentation to the Registrar detailing in what way his/her grade assignment was prejudiced, arbitrary, or otherwise improper. At that time he/she may seek the assistance of his/her academic advisor and/or the Registrar.
3. The Registrar will promptly give written notice of the formal appeal to both the student and the involved faculty member. Written notice shall be accompanied by a copy of the student's detailed statement as well as the procedures and sequence of events to be followed in conducting the hearing. The first meeting of the hearing shall be held not less than five (5) days and, whenever practical, not more than ten (10) days after the receipt of such notice. The Instructor shall promptly make available to the Registrar all pertinent grading records and a written response to the students' detailed statements.
4. Should the Instructor assigning the contested grade not be available, whether for reasons of termination, resignation, illness, sabbatical leave, leave of absence or death, the Dean or Chair of the Unit sponsoring the course, or a designee of the Chairperson with a more specific curricular expertise, shall serve as surrogate for the Instructor in the grade appeals process.
5. The hearing shall be closed unless both parties agree in writing that it be open. The student and the instructor are both entitled to be accompanied at the hearing by advisors of their choice. The hearings are administrative and not judicial in nature. Both parties and their advisors have the right to present evidence and witnesses on their behalf, and to confront and question opposing witnesses. A list of the evidence and witnesses should be submitted to the Registrar prior to the meeting.
6. Under normal circumstances, if the duly notified student complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and the actions are not subject to further hearing. If, however, the duly notified faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.
7. At the conclusion of the hearing, the Committee may, by majority vote of its membership, recommend changing the original grade. A written report of the Committee's decision shall be sent to both parties no later than fifteen (15) days after the conclusion of the hearing. The Committee's decision is final and shall not be subject to further hearing or appeal. If the instructor who originally gave the grade is not willing to initiate any recommended grade change, the Registrar, acting on behalf of the Committee, shall file the change and record the new grade.

In case of a procedural violation during the grade appeal process, an appeal may be made by following the procedures listed below:

- Prior to the formal hearing, the Student, Instructor, or member of the Committee may request review of the hearing process on basis of evidence that any substantial procedural irregularity has occurred. The process shall be initiated by filing a personally signed notice of appeal to the Registrar. The notice shall be accompanied by a statement of alleged violation.
- During the formal hearing, the Student, Instructor, or member of the Committee may request that the Registrar review the conduct of the hearing on the basis of



- any substantial procedural irregularity.
- In the event that a review is requested, the hearing process shall be suspended and a special closed meeting of the members of the Committee shall be convened to review the allegation. If the Committee, by majority vote, finds that any substantial procedural violation has taken place, the Registrar shall disband the grade appeal Committee and the Committee alternates shall review the process. The Alternate panel shall continue the hearing process and its decision shall be final.

## Special Services

Students who have special needs are encouraged to submit diagnostic test results in which the special need was evaluated during the last three years, an Individual Education Plan (IEP) or other supporting documentation that may assist the Director of Special Services to recommend an educational plan for the student and determine the reasonable feasibility of the University to assist this student with their academic endeavors. Any student requesting special accommodations shall disclose any and all information relevant to the University's determination of such services. This may include the student's submission to additional testing required by the University, which will be the responsibility of the student. Any student who fails to self-disclose all of the appropriate documentation and information or refuses to submit to the college evaluations will only receive the reasonable accommodations as mandated by federal law. Failing to provide the necessary information or universal design or hindering the University's evaluation could adversely affect the decision regarding admission to the school.

### Students with Disabilities

University of the Southwest is committed to the principle that no qualified individual with a disability shall, on the basis of that disability, be excluded from participating in or be denied the benefits of the services, programs, or activities of the University, or be subject to discrimination by the University, as required by the Americans with Disabilities Act of 1990 (revised 2010).

However, University of the Southwest does not waive the published degree requirements for students. To the extent practical, the faculty and administration will make reasonable accommodations to assist clinically qualified individuals with disabilities in meeting degree requirements. All students at USW must have the capacity and ambition to undertake, with reasonable assistance from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or certification program pursued.

The Director of the Office of Special Services at the University coordinates activities for disabled students and should be contacted concerning initial enrollment, scheduling, and other arrangements. The Office of Special Services is located in the Fadke Arts and Sciences building.

### Academic Advising

Initially, when a student joins the USW community, he or she will meet with a staff member from the Office of the Registrar for advising. An advisor will be assigned for the following semesters and the student will remain under the supervision of this advisor until the degree is complete. However, if a student changes degree plan, he or she will also be assigned a new advisor.

### Degree Plan

A degree plan will be prepared prior to initial registration for each individual student. He or she will be expected to follow the degree plan under the catalog year in which the student began classes. It is important for the student to follow the guidelines on the degree plan and periodically check in with the Office of the Registrar to make sure he or she is on track.

## Academic Information

### Change of Major

If a student decides to change majors or degree fields, the student's advisor must be contacted to ensure maximum efficiency in developing a new degree plan. The student will then follow the degree plan from the semester he/she changed majors. (Ex. If a student started classes in Fall 2011, but changed majors in Spring 2013, he/she will follow the most up-to-date degree plan.)

### Class Attendance

Each student is responsible for his or her attendance in the classroom. Prompt and regular attendance is expected and is considered an indicator of interest and responsibility. Students are reminded that missing class does hinder student progress and performance in the class and may therefore affect grades.

The University reserves the right to assess cases of nonattendance on an individual basis. Students who accumulate excessive absences may be administratively withdrawn from a class.

### Adding or Dropping Courses

Courses may be added or dropped during the add/drop period of each semester as identified on the current year's academic calendar. In order to make a schedule change, a student must complete and submit the online add/drop/withdrawal form available on the USW website and in the student portal. Schedule changes are the responsibility of the student and will not be initiated by faculty or the Registrar.

### Withdrawal from a Course(s) or from the University

During each semester or term, a student may withdraw from a class with a "W" through the thirteenth (13th) week of class (dates specified in the current years academic calendar). To withdraw from a course(s), a student must complete and submit the online add/drop/withdrawal form available of the USW website and in the student portal. Withdrawal is the responsibility of the student and will not be initiated by faculty or the Registrar. Failure to officially withdraw will result in a grade of "F" for the course(s).

### Concurrent Enrollment

Concurrent enrollment will be considered only for students with 97 or fewer hours earned toward their degrees. After a student has earned 98 semester hours, concurrent enrollment will not normally be considered. A minimum of sixty-two 62 hours must be taken from a senior institution.

The last thirty 30 hours must be taken at USW.

Permission for dual college concurrent enrollment may be obtained from the Office of the Registrar following admittance to the University.

### Concurrent Enrollment Procedures

- Complete the Dual College Concurrent Enrollment form
- Obtain the signature of the advisor on the Concurrent Enrollment form
- File a Concurrent Enrollment form with the Office of the Registrar in advance of each semester of concurrent enrollment

Failure to secure permission for dual enrollment may result in forfeiture of concurrent credit considered in determining degree status.

### Alternative College Credit

Alternative credit may be granted by the University at the discretion of the University Registrar. The student is responsible for applicable fees to record the credit on the official transcript. The following rules apply:



- Credit may be earned through nationally standardized testing instruments such as those administered by the College Level Examination Program (CLEP), Advanced Placement Testing, Credit by Examination, Credit by Experience, Credit by Portfolio for Prior Learning, Armed Forces American Council in Education (ACE) Credit, and/or Correspondence Credit.
- No alternative credit will be granted in cases in which (a) the course has been taken either for credit or audit at an earlier date through any college, (b) the course is being taken at time of the examination, (c) the student is not at the time a bona fide student of the University, or (d) the course is a prerequisite to a course already completed by the student.
- USW students wishing to apply for alternative credit programs should apply by mail or in person to the University Registrar. All fees for these examinations are due in advance of taking these tests and are non-refundable.
- USW students who should consider taking these examinations for credit include
  - a. Those who have had special studies and preparation other than in college but beyond the high school level,
  - b. Those who have had two or more units of high school foreign language or the equivalent,
  - c. Those who have been enrolled in accelerated high school classes, or
  - d. Those who have scored in the top 15 percent of the ACT, SAT, National Merit Scholarship or other testing programs of a similar nature. The student's eligibility to take examinations will be determined by a committee made up of members of the faculty and the Registrar. The Registrar will issue a permit to take the examinations that are approved.

Please contact the Office of the Registrar for more information.

## Recording of Alternative College Credits

After satisfactory completion of alternative college credit, as listed above, a student's transcript will be marked "CR" to indicate credit. The credit so received will not be used when computing GPAs, although the hours of credit will count toward graduation. A recording fee of \$25.00 per credit hour will be charged for placing the credits on the student's transcript. No college can guarantee the transferability of alternative college credits. Any college or University has the right to accept or reject any work from another institution; for example, some colleges will not accept credit earned by examination or experience.

## Directed Study Policy

Directed studies may be offered in extraordinary circumstances to provide students appropriate educational experiences. Such studies require prior approval of the advisor and are limited to 6 semester hours for degree applications, and are not encouraged. Whenever possible, advisors should recommend a course substitution instead of a directed study. If a course substitution is approved, the student must then complete and submit the proper paper work to his or her advisor for approval. Directed studies will not be approved for laboratory sciences, most education methods classes, some accounting, or any other courses deemed inappropriate by Deans. No more than 6 semester hours of directed study may be applied toward a bachelor's degree.

The student must meet the following criteria before being considered for approval for a directed study:

- Have an overall GPA of 3.00 or above.
- Be a matriculated, degree-seeking student who has completed at least fifteen (15) semester hours of course work at USW.

In order for approval to be given for a directed study, a written request must be submitted by the student to his/her advisor. The request must clearly explain why a directed study is required. Upon receipt of the request, the advisor must determine that the request is consistent with the current course catalog. If these requirements are met, the advisor must then determine if another course is being offered that could be substituted for the course for which the directed study is being requested.

## Academic Information

If such a substitute cannot be found, the request must be forwarded to the Dean who will also attempt to find an alternative solution. If no alternative solution can be found, the Dean will secure a faculty member (not adjunct) to supervise the directed study. The division chair will then forward the request to the VPAA & Technology by submitting a copy of the student's original request and signatures of the student, the student's advisor, the faculty member who will teach the directed study, and the division chair.

The faculty member in charge of the directed study must agree to:

- Produce a course syllabus consistent with the curricular content of the subject;
- Establish a calendar for student progress;
- Commit the time necessary to assist the student in the learning process.

The student must agree to:

- Accept the requirements stated in the syllabus prior to registering for a directed study;
- Abide by the schedule and timeline set by the instructor;
- Fulfill all requirements as set forth in the course syllabus.

## Auditing Courses

Registration for audit courses occurs like all other classes and cost is half of the tuition charged for a credit bearing course. Regular attendance at audited classes is the student's responsibility, but written assignments and examinations are not mandatory.

## Academic Renewal

An undergraduate student enrolling at USW after a four-calendar-year period of separation from any accredited institution of higher education may apply for Academic Renewal. To qualify, a student must earn at least a 2.00 GPA in the first 15 hours following re-enrollment. Thereafter, the student must meet the standard for continuation in the University's academic good standing policy. Grades will be forgiven only once during a student's career.

- Students must apply in the Office of the Registrar for invocation of this policy after he/she have completed 15 hours following enrollment or re-enrollment at USW. This applies only to undergraduates.
- Developmental studies courses and non-academic vocational courses will not count toward the four-year separation requirements or the GPA requirement.
- Upon granting of the application, all courses prior to the four-year separation will be removed from consideration for a degree and will not count toward the GPA but will remain on the student's transcript.
- The student's transcript will be marked "Academic Renewal Granted."
- Courses that will not apply to the student's degree will be flagged on the USW transcript, whether earned at USW or at another institution.
- The student may not pick and choose which course(s) will be removed from consideration.
- Academic Renewal will be granted only once and is not reversible.

USW's Academic Renewal policy may not apply when a student's eligibility for certain programs, such as athletic programs, is being determined.

## Correction of Educational Records

If a student believes his or her educational records are inaccurate or misleading or violate his or her privacy rights, the student may request that the records be corrected. The procedures for correction of records are as follows:

- a student must make a request, in writing, to the appropriate official of the University that a record be amended. In the request, the student must identify the part(s) of the record that he or she believes ought to be changed and must specify why he or she believes that part of the record to be inaccurate, misleading, or in



- violation of the student's privacy rights;
- the University will make a decision to comply or not. If it decides not to comply, the University must notify the student of the decision and advise the student of his or her right to a hearing;
- upon the student's written request, the University will schedule a hearing and notify the student in advance of the date, place, and time;
- the hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the University. At the hearing, the student will be afforded a full and fair opportunity to present evidence and may be assisted by another individual, including an attorney;
- after the hearing, the hearing officer will prepare a written decision, based solely on the evidence the student has presented, and the reasons for the decision;
- if the hearing officer decides that the information the student has challenged is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified that he or she has a right to place in the record a statement commenting on the challenged information;
- the statement will be maintained in the student's records as long as the contested portion is maintained. If the hearing officer discloses the contested portion of the record, he or she also will disclose the statement;
- if the hearing officer determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, the record will be amended and the student notified, in writing, that the record has been amended.

## Transcripts

Students may obtain copies of their transcripts from the Office of the Registrar. Due to regulations stated in the Family Educational Rights and Privacy Act (FERPA) of 1974, only written requests from the individual will be honored. A parent, spouse, or firm may not request a transcript of another person's records. Phone requests will not be honored.

Transcripts will be withheld for the following reasons

- The student's file is incomplete; that is, not all current transcripts from previous schools attended are on file.
- The student has a financial obligation to the University.
- The student's financial aid files are incomplete or the proper exit forms have not been signed.
- The student has kept University property or has done damage to University property.
- The student has disciplinary action(s) pending.

## Graduation Policies

Requirements for graduation are listed in the catalog within each degree plan. A student's academic advisor will set forth graduation requirements once the student is admitted and a degree is determined. Each student is responsible for meeting their own specific graduation requirements in order to obtain a degree from University of the Southwest.

Student will be contacted through his/her USW email address.

## Final Registration

Undergraduate students within thirty hours of completing their degree are required to register for final hours in the Office of the Registrar. Prior to registering for one's final two semesters, students can expect a detailed explanation of their degree status and an anticipated date of degree completion.

## Intent to Graduate Application

Candidates for graduation must file an "Intent to Graduate" application and submit the application to the Office of the Registrar.

### Graduation Fee

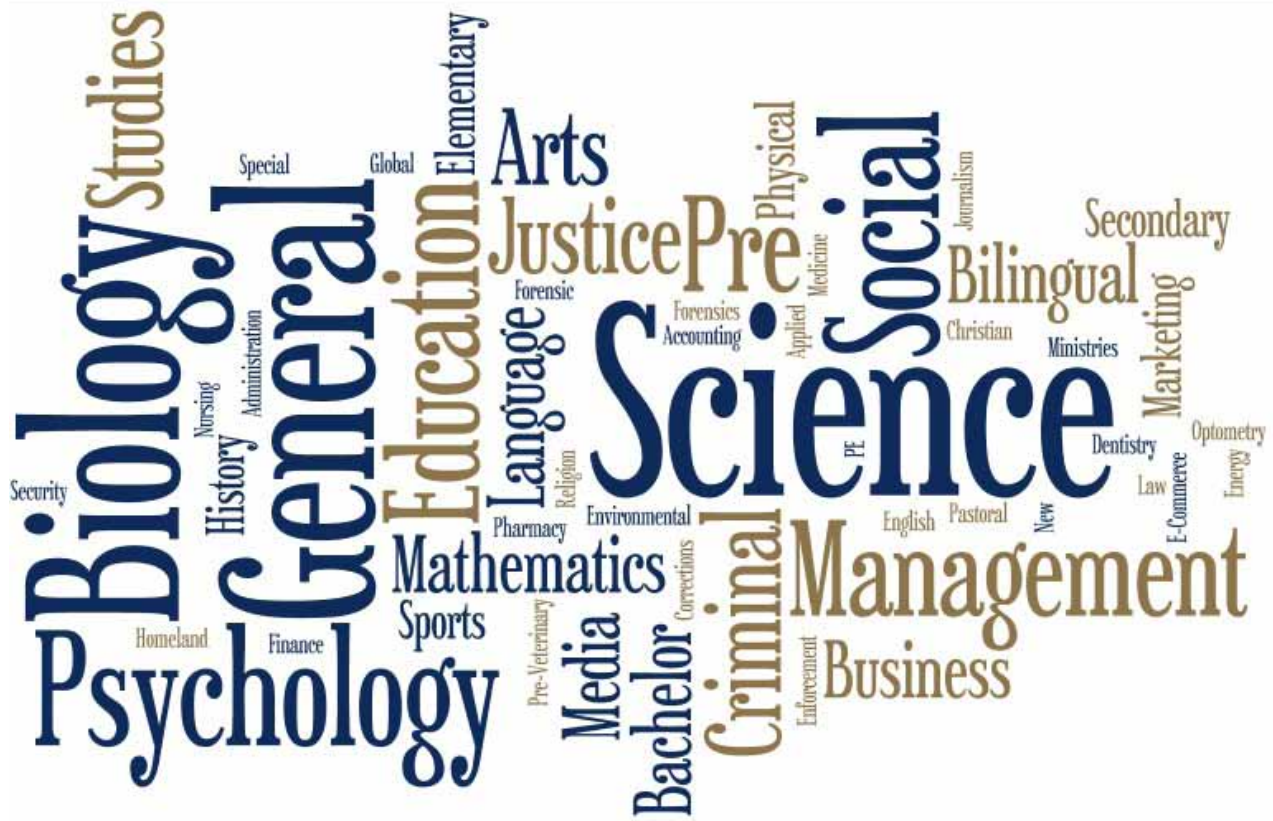
A fee for graduation will be charged at the time of the student's last registration and must be paid prior to the anticipated graduation date.

### Graduation Ceremonies

Commencement ceremonies are held in May of each year. Students who complete their course work in the Summer or Fall sessions may participate in May graduation. Students may not participate in the commencement ceremony unless all requirements have been completed prior to the ceremony. Special circumstances for students with six credit hours or less remaining towards completion of their degree may be appealed, and participation in May graduation may be granted. Appeal for participation must be approved by the University VPAA & Technology.







# academic programs



# General Information

## Student Learning Outcomes

Students share in the responsibility for a successful university educational experience. Upon completion of their degree and regardless of disciplinary major, undergraduates are expected to demonstrate ability in five essential areas.

### Communication

Students will demonstrate the ability to communicate clearly and effectively in both an oral and written format.

### Knowledge

Students will demonstrate a depth of knowledge and apply the methods of inquiry in a discipline of their choosing, and they will demonstrate a breadth of knowledge across their choice of varied disciplines.

### Critical Thinking

Students will demonstrate the ability to access and interpret information, respond and adept to changing situations, make complex decisions, solve problems and evaluate actions.

### Academic & Professional Integrity

Students will demonstrate awareness and understanding of the ethical standards of their academic discipline and/or profession.

### Service Learning

Students will demonstrate awareness and understanding of the skills necessary to serve others and their community in a diverse and changing world.

## Academic Course Identification

ACT	Accounting	ENV	Environmental Science	PHI	Philosophy
ART	Art	FIN	Finance	PHY	Physics
AST	Astronomy	GEO	Geology	POS	Political Science
BIL	Bilingual Education	GEOG	Geography	PSY	Psychology
BIO	Biology	HCM	Healthcare Management	REL	Religion
BUA	Business Administration	HIS	History	SCI	Science
CHE	Chemistry	HSM	Hospitality Management	SOC	Sociology
CRJ	Criminal Justice	LIN	Linguistics	SPA	Spanish
CSI	Computer Science	MAT	Mathematics	SPE	Speech
EBUS	E-Commerce	MGT	Management	SPED	Special Education
ECO	Economics	MKT	Marketing	SPM	Sport Management
ECE	Early Childhood Edu	MUS	Music	USW	University Courses
EDU	Education	NPM	Nonprofit Management		
ENG	English	PHE	Physical Education		

## Course Designation by Number

### Digit One – Level of Offering

- 1 Freshman
- 2 Sophomore
- 3 Junior
- 4 Senior
- 5 Graduate

### Digits Two and Three – Specific Course Identity

- 01 – 59 Regular Academic
- 60 – 69 Workshops and Seminars
- 70 – 79 Topics
- 80 – 89 Internships and Practicum

### Digit Four – Semester Hour Value

- 1 One Semester Hour Credit
- 2 Two Semester Hours Credit
- 3 Three Semester Hours Credit
- 4 Four Semester Hours Credit

Example: BUA 2173  
Department: Business Administration (BUA)  
Level of Offering: Sophomore (2)  
Specific Course Identity: (17)  
Semester Hours Credit: (3)

\*Courses with 3000 or 4000 designations may be taken only by students of junior or senior standing or unless authorized by advisor.

# Bachelor of Arts and Sciences

## General Information

- Forty of the total number of hours must be upper division (Jr/Sr level) hours.
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in the major for graduation.
- Students must have a 2.00 cumulative GPA in order to graduate.
- Courses with grades below an "A" may need to be repeated in order to satisfy GPA and degree requirements.

All Bachelor of Arts and Science degrees require the completion of a combination of the following courses, along with major, minor, and emphasis requirements:

### General Education Requirements

CSI 1203 Computer Applications  
CSI 2203 Electronic Spreadsheets  
ENG 1113 Rhetoric and Composition  
ENG 1123 Rhetoric and Literature  
Humanities/Fine Arts (6 hours)  
Lab Science (8 Hours)  
MAT 2103 Probabilities/Statistics  
MAT 1403 College Algebra for Gen Ed  
PHI 1103 Introduction to Philosophy  
PHI 2203 Introduction to Logic  
PSY 1103 General Psychology  
SOC 1103 Intro to Sociology

SOC 2213 Marriage and the Family  
SOC 3503 Social Psychology  
Social Science (6 hours)  
SPE 1103 Principles of Speech  
SPE 2203 Interpersonal Communication

### Institutional Requirements

Religion (6 hours)  
USW 4213 Freedom, Ethics, & Free Enterprise  
USW 4693 Capstone Seminar: Issues in Arts & Sciences

### Electives

7-22 Hours (depending on degree plan)

## Christian Studies: Pastoral Ministry

USW's Bachelor of Arts and Sciences major in Christian Studies is designed for students wishing to pursue careers in Christian ministry and also is appropriate for church staff and laypersons that serve in their churches and wish to engage in disciplined theological study.

### Major

REL 1103 Old Testament Survey  
REL 1203 New Testament Survey  
REL 2103 Introduction to World Religions  
REL 2403 Faith and Christian Ethics  
REL 3113 Survey of Christian Theology  
REL 3143 History of Christianity to 1517  
REL 3333 History of Christianity from 1517  
REL 3433 Gospel, Church, and Culture  
REL 4103 Hermeneutics  
PSY 4413 Psychology of Religion

### Emphasis

REL 3313 Communicating the Gospel  
REL 3413 Practical Ministry  
REL 4113 Pastoral Counseling  
REL 4203 Ministry Organization and Admin.  
REL 4213 Theology of Worship  
REL 4223 Practices in Christian Education  
REL 4233 Evangelism and Discipleship  
REL 4303 Youth Culture and Evangelism  
REL 4813 Internship/Practicum  
REL 3123 Foundations of Youth Ministry



## English

Courses listed on the English degree plan lead to the Bachelor of Arts and Sciences degree and unify the study of composition, creative writing, classic and contemporary literature, and literary analysis. Students in English prepare for advanced study in graduate or professional schools and for careers in education, business, communications, and media.

ENG 2213 Creative Writing	ENG 3503 Grammar
ENG 2323 British & World Literature	ENG 3513 Children's Literature
ENG 2403 American Literature	ENG 3543 Advanced Composition
ENG 3103 Shakespeare	ENG 3563 The Novel
ENG 3233 Life & Literature of the Southwest	ENG 3573 Young Adult Literature
ENG 3413 Classic Mythology	ENG 4523 Major British Author <b>-or-</b>
ENG 3423 Classic Drama	ENG 4533 Major American Author

## General Studies

The General Studies degree plan allows students to engage in study across the disciplines—for example, history, mathematics, sociology, psychology, literature, and religion—while also allowing students to choose their own academic emphases and to explore more in depth a particular area of study if he/she wish, as long as the basic requirements of the degree plan and of the University are met. This “generalist degree” offers an employer proof that an applicant has developed good skills in judgment, critical thinking, and analysis.

GEOG 2103 Physical and Cultural Geography  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1715  
 PHI 2203 Introduction to Logic  
 HIS 3313 World History  
 + 36 additional hours (18 hours must be Jr/Sr level)

## General Studies: New Media Journalism

Journalism has entered a new digital age and must adapt to the new media now becoming available. This emphasis allows the student to enter that age prepared to make significant contributions to the rising new media journalism

### Major

GEOG 2103 Physical and Cultural Geography  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1715  
 PHI 2203 Introduction to Logic  
 HIS 3313 World History

### Emphasis

CSI 2213 Electronic Spreadsheets  
 ENG 2213 Creative Writing  
 SPE 2203 Interpersonal Communications  
 ENG 3413 Classical Mythology  
 ENG 3503 Grammar  
 ENG 3543 Advanced Composition  
 MKT/SOC 3213 Social Media  
 POS 3103 American Ideologies  
 SOC 3203 Race and Ethnic Relations  
 SOC 3503 Social Psychology

## General Studies: Social Media

Coupled with the required courses in the General Studies Core and the General Education Requirements this emphasis will give the student the background for intelligent, successful and potentially profitable use of Social Media.

### Major

GEOG 2103 Physical and Cultural Geography  
HIS 1103 Western Civilization to 1715  
HIS 1203 Western Civilization from 1715  
PHI 2203 Introduction to Logic  
HIS 3313 World History

### Emphasis

CSI 2213 Electronic Spreadsheets  
ENG 2213 Creative Writing  
SPE 2203 Interpersonal Communications  
ENG 3413 Classical Mythology  
ENG 3503 Grammar  
ENG 3543 Advanced Composition  
MKT/SOC 3213 Social Media  
POS 3103 American Ideologies  
POS 4143 Comparative Politics  
SOC 3223 Sociology of Organizations  
SOC 3203 Race and Ethnic Relations  
SOC 3503 Social Psychology

## History

Courses included on the History degree plan include general survey courses, as well as courses that allow for more in-depth study. The History major provides students ample opportunity to conduct and report on historical research. History majors prepare for careers as teachers or professors, as United States government employees, and as employees at private organizations requiring strong research skills and a broad understanding of society.

HIS 1103 Western Civ to 1715  
HIS 1203 Western Civ from 1716  
HIS 2103 Amer Hist to 1876  
HIS 2203 Amer Hist from 1877  
HIS 2303 History and Geography of New Mexico  
HIS 3213 Colonial America

HIS 3223 Civil War and Reconstruction  
HIS 3313 World History  
HIS 4203 Theory of History  
POS 4223 Constitutional History  
HIS/POS/SOC Jr/Sr level (6 hours)  
+18 additional hours for a Minor

## History: Social Media

Historians, history professors, and other history professionals face a new frontier in the digital age. This emphasis is designed to provide them with the knowledge they need to embrace the new world of social media in a historical way.

HIS 1103 Western Civ to 1715  
HIS 1203 Western Civ from 1716  
HIS 2103 Amer Hist to 1876  
HIS 2203 Amer Hist from 1877  
HIS 2303 History and Geography of New Mexico  
HIS 3213 Colonial America

HIS 3223 Civil War and Reconstruction  
HIS 3313 World History  
HIS 4203 Theory of History  
POS 4223 Constitutional History  
HIS/POS/SOC Upper level elective (6 hours)

## Physical Education: Sports Management

This program prepares students for a variety of positions in the domestic and international sports-related industry. These include positions such as coach or athletic director, general manager of a professional sports team, sport equipment sales, corporate sports department, recreational directors for public, private and not-for-profit organizations.

***\*\*This is a non-teaching degree.***

### Major

PHE 1103 Personal and Community Health  
 PHE 1113 Intro to PE & Sports  
 PHE 2213 First Aid, CPR, & AED  
 PHE 2263 Anatomy for PE/Coach  
 PHE 2303 Care/Prevention Athletic Injuries  
 PHE 3103 Team Activities/Sports  
 PHE 3113 Dance & Movement Activities  
 PHE 3123 Individual Activities/Sports  
 PHE 3133 Sports Officiating  
 PHE 3203 Fitness and Outdoor Activities

PHE 3433 PE/Atypical Student  
 PHE 4103 Kinesiology  
 PHE 4203 Physiology of Exercise  
 PHE 4503 Physical Education Programs

### Minor

MGT 3103 Principles of Management  
 MGT 3123 Ethics  
 SPM 3103 Socio-Cultural Dimensions of Sport  
 SPM 2203 Survey of Eco and Fin in Sports  
 SPM 3104 Business Law  
 SPM 4423 Sport Marketing

## Social Science

The Social and Behavioral sciences study the individual and group motivations and interactions that affect the quality of human life. The major in Social Science prepares the student to work in disciplines related to research of societal trends and civil service for private organizations or for the government.

HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1715  
 SOC 1103 Intro to Sociology  
 SOC 2213 Marriage and the Family  
 HIS 3103 Theory of History  
 HIS 3313 World History  
 POS 3103 American Ideologies  
 POS 4223 Constitutional History  
 SOC 3203 Race and Ethnic Relations  
 SOC 3503 Social Psychology  
 HIS/POS/SOC Upper level elective (6 Hours)  
 +18 additional hours for a Minor

# Bachelor of Business Administration

## General Information

- Forty of the total number of hours must be upper division (Jr/Sr level) hours.
- Two year college transfer students must complete 62 hours at USW.
- A grade of "C" or better is required for all courses used to satisfy all degree requirements. Any course in which a "D" or an "F" is earned must be repeated. Courses with grades below an "A" may need to be repeated in order to satisfy GPA and degree requirements. Students must have a minimum 3.0 GPA in their emphasis area to graduate.
- Students must have a minimum overall 2.50 G.P.A to graduate.

All Bachelor of Business Administration degrees require the completion of the following courses, along with major, minor, and emphasis requirements:

### General Education Requirements

BUA 1303 College Algebra w/ Bus. App's  
BUA 2203 Probability & Stats w/ Bus. App's  
CSI 1203 Computer Applications  
ECO 2303 Principles of Economics  
ENG 1113 Rhetoric and Composition  
ENG 1123 Rhetoric and Literature  
HUM/FINE ARTS (6 hours)  
Lab Science (8 hours)  
Social Science (6 hours)  
SPE 1103 Principles of Speech  
Electives (10 hours)

### Major

ACT 3204 Prin of Accounting I  
ACT 3214 Prin of Accounting II  
BUA 3104 Business Law  
FIN 3433 Principles of Finance  
MGT 3103 Principles of Management  
MGT 3123 Ethics  
MGT 3503 Organizational Behavior\*  
MKT 3503 Consumer Behavior\*  
MGT 4163 Creating a Business Plan  
MKT 3103 Principles of Marketing  
\*Depends on degree plan.

### Institutional Requirements

USW 4213 Freedom, Ethics & Free Enterprise  
Religion (6 hours)

## Accounting

A specialty in Accounting offers superb career opportunities. Most accounting majors are hired by their last semester of study and often times there are more jobs than graduates to fill them. Accounting graduates work in public accounting as auditors, tax specialists and consultants; in private firms in both financial and cost accounting and for governmental and not-for-profit entities as internal auditors and financial accountants. Completion of required coursework can lead to licensing as a Certified Public or Managerial Accountant or graduate degrees in accounting or law.

ACT 2103 Computerized Accounting  
ACT 3203 Intermediate Accounting I  
ACT 3213 Intermediate Accounting II  
ACT 3233 Governmental Accounting  
ACT 3243 Cost Accounting

ACT 4203 Personal Income Tax  
ACT 4213 Corporate Income Tax  
ACT 4253 Advanced Accounting  
ACT 4343 Auditing  
BUA Upper level elective



## E-Commerce

The BBA with emphasis in E-commerce provides a fundamental understanding of the tools and processes used to; conduct business electronically, engage in virtual marketing campaigns, maintain customer contact and support via the internet, and develop competitive strategies to operate a successful e-business. The courses in this emphasis focus upon the implementation of virtual business media.

MKT 3213 Introduction to Social Media  
MKT 3143 Global Marketing  
EBUS 4103 Introduction to E-Commerce  
EBUS 4203 Technologies for E-Commerce  
MKT 4103 Public Relations  
MGT 4323 Managing Diversity

MGT 4333 Strategic Planning  
MGT 4343 Leadership  
MGT 4353 Effective Org. Teams  
MGT 4123 Management Information Systems

## Energy Management

The BBA with emphasis in energy management provides students with the skills required to pursue a career path in the energy sector. Grounded in business concepts, energy management focuses upon relevant topics from other disciplines including; contracts, tax, leasing and law, renewable energy, sustainability, and corporate social responsibility. Courses in this emphasis are designed to provide a foundation for success as an energy professional and/or consultant.

MGT 3413 Oil and Gas Law  
MGT 3423 Oil and Gas Contracts and Tax  
MGT 4123 Management Information Systems  
MGT 4413 Project Management  
MGT 4323 Managing Diversity  
MGT 4333 Strategic Planning

MGT 4343 Leadership  
MGT 4353 Effective Org. Teams  
MGT 4223 Oil Field Development  
MGT 4233 Current Issues in Energy Mgmt

## Finance

The BBA with emphasis in Finance provides a fundamental understanding of financial markets, the role of financial institutions, general investment criteria, and the processes used for making sound financial business decisions. The courses in this emphasis area focus upon the implementation of quantitative analysis tools and build the foundation for success as a financial professional.

FIN 3423 Financial Management  
FIN 3443 Financial Analysis  
FIN 4103 Global Finance  
FIN 4413 Insurance and Risk  
FIN 4423 Investments

FIN 4703 Topics in Finance  
MGT 4323 Managing Diversity  
MGT 4333 Strategic Planning  
MGT 4343 Leadership  
MGT 4353 Effective Org. Teams

## Global Business Management

A specialty in Global Business Management prepares the student to meet the challenges of a global marketplace. USW has combined our marketing and management degrees into this comprehensive specialty. Students will receive instruction in accounting, economics, finance, law, management and marketing, all with an emphasis in a global environment. Upon completion of coursework, students will qualify for entry-level management positions or can pursue graduate degrees in business or other areas.

ACT 3243 Cost Accounting  
MGT 3403 Human Resource Management  
MKT 3143 Global Marketing  
FIN 4103 Global Finance  
MGT 4104 Global Management

MGT 4123 Management Information Systems  
MGT 4323 Managing Diversity  
MGT 4343 Leadership  
MGT 4353 Effective Org. Teams  
BUA Upper level elective

## Healthcare Management

The BBA with emphasis in healthcare management provides a solid background in business fundamentals, followed by an engaging study of the topics relevant to the healthcare industry. This emphasis area allows business students to acquire the knowledge and skills common to non-medical healthcare professionals, and effectively transition to managerial and administrative roles in hospitals, health care facilities, insurance companies, pharmaceutical companies, and other health service organizations.

MGT 3403 Human Resources  
HCM 4103 Healthcare Management  
MGT 4123 Management Information Systems  
HCM 4203 Healthcare Financial Management  
HCM 4303 Healthcare Informatics

MGT 4323 Managing Diversity  
MGT 4333 Strategic Planning  
MGT 4343 Leadership  
MGT 4353 Effective Org. Teams  
HCM 4403 Legal Issues in Healthcare Mgmt

## Hospitality Management

The BBA with emphasis in hospitality management is a professional program emphasizing core business fundamentals with a focus on the topics relevant to the hospitality and tourism industries. This emphasis area prepares business students for managerial and administrative roles in hotels, tourism companies, tradeshow and convention hosting, food service, and other hospitality service organizations.

MGT 3403 Human Resources  
HSM 4103 Mgmt in the Hospitality Industry  
MGT 4123 Management Information Systems  
MGT 4413 Project Management  
MKT 4123 Service Marketing

MGT 4323 Managing Diversity  
MGT 4333 Strategic Planning  
HSM 4203 Hospitality Industry Financial Mgmt  
MGT 4353 Effective Org. Teams  
HSM 4303 Food Service Management

## Management

The Bachelor of Business Administration with the Management emphasis includes courses in each business discipline. Courses include accounting, business law, finance, management, marketing, human resources, managing diversity, strategic planning, leadership, and effective organizational teams. The Management emphasis is designed to provide the business professional with a 21st Century education.

The Management graduate may expect employment overview of the diverse issues relevant to business managers in the opportunities beginning with entry-level managerial positions up to mid-management as experience on the job matures.

Sole proprietorships, partnerships, and publicly traded corporations desire managers with the well-rounded formal education provided by the BBA with an emphasis in Management.

MGT 3403 Human Resources	MGT 4323 Managing Diversity
MGT 4104 Global Management	MGT 4333 Strategic Planning
MGT 4123 Management Information Systems	MGT 4343 Leadership
MGT 4413 Project Management	MGT 4353 Effective Org. Teams
MGT 4703 Topics in Management	BUA Upper level elective

## Marketing

The BBA with emphasis in marketing provides students with the skills required to develop and implement effective marketing strategies in the new economy. These skills include recognizing promotional opportunities, building brand awareness, creating pricing strategies, and utilizing technology in marketing campaigns. Courses in this emphasis are designed to provide a foundation for success as a marketing professional.

MKT 3513 Advertising and Promotion	MGT 4323 Managing Diversity
MKT 3143 Global Marketing	MGT 4333 Strategic Planning
MKT 4123 Service Marketing	MGT 4343 Leadership
MKT 4133 Marketing Management	MGT 4353 Effective Org. Teams
MKT 4703 Topics in Marketing	MKT 4343 Marketing Research

## Nonprofit Management

The BBA with emphasis in nonprofit management provides a solid background in business fundamentals, followed by an engaging study of the topics relevant to success and leadership in the nonprofit sector. This emphasis area allows business students to acquire the knowledge and skills common to social entrepreneurs, and effectively transition to managerial and administrative roles in philanthropic foundations, non-governmental organizations (NGOs), and international/multilateral institutions.

MGT 3403 Human Resources	MGT 4323 Managing Diversity
NPM 4103 Nonprofit Management	MGT 4333 Strategic Planning
MGT 4123 Management Information Systems	NPM 4203 Nonprofit Financial Management
MGT 4413 Project Management	MGT 4353 Effective Org. Teams
MKT 4103 Public Relations	NPM 4303 Nonprofit Social Entrepreneurship

## Sport Management

A specialty in Sport Management prepares students for a variety of positions in the domestic and international sports industry. These include general manager of a professional sports team, sport equipment sales, radio announcers, corporate sports department, recreational directors for public, private and not-for-profit organizations. directors of sports arenas and sports agents. The students will gain a foundation in economics, management, sociology, project planning and law with a strong emphasis on hands-on applications so that learning is specific to the sports industry. Upon completion of coursework students may apply for certification with the National American Society of Sport Management and with the National Association for Sport and Physical Education.

MGT 4323 Managing Diversity  
MGT 4343 Leadership  
MGT 4353 Effective Org. Teams  
MGT 4703 Topics in Management  
SPM 3103 Socio-Cultural Dimensions of Sport  
SPM 3503 Sport Consumer Behavior  
SPM 4303 Admin. Of Physical Ed. & Sports  
SPM 4423 Sport Marketing  
BUA Upper level elective (6 hours)



# Bachelor of Science

## General Information

- Forty of the total number of hours must be upper division (Jr/Sr level) hours.
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in the major for graduation.
- Students must have a 2.00 cumulative GPA in order to graduate.
- Courses with grades below an "A" may need to be repeated in order to satisfy GPA and degree requirements.

All Bachelor of Science degrees require the completion of a combination of the following courses, along with major, minor, and emphasis requirements:

### General Education Requirements

BUA 1303 College Algebra- Bus. Applications  
 CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ART (6 hours)  
 Lab Science (4-12 hours)  
 MAT 1203 College Algebra for Math/Science Majors  
 MAT 1413 Pre-Calculus Mathematics  
 MAT 2103 Probability & Statistics  
 MAT 1403 College Algebra for Gen Edu

MAT 2204 Analytic Geometry & Calculus I  
 PHE 1103 Personal & Community Health  
 Social Science (6-9 hours)  
 SPE 1103 Principles of Speech  
 Electives (7-22 hours)

### Institutional Requirements

USW 4213 Freedom, Ethics, & Free Enterprise  
 Religion (6 hours)  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

## Biological Sciences

### General Biology

Bachelor of Science (B.S.) in Biology is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences. This degree plan prepares students for a variety of careers including conservation biologist, environmental site assessment scientists, government employee, biological graduate programs at universities, lab technicians in hospitals and research centers, high school teachers of biology/science, and technical sales and service representatives.

BIO 1104 General Biology I & Lab  
 BIO 1154 General Biology II & Lab  
 BIO 3374 General Botany & Lab  
 BIO 3314 Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3514 Cell Biology & Lab  
 BIO 3523 Research Methods  
 CHE 1104 Principles of Chemistry I & Lab  
 CHE 1204 Principles of Chemistry II & Lab  
 CHE 3104 Organic Chemistry I & Lab

+12 hours from the following:  
 8 Hours must be Jr/Sr Level  
 BIO 2104 Human A&P I & Lab  
 BIO 2114 Human A&P II & Lab  
 BIO 3104 Microbiology & Lab  
 CHE 3304 Biochemistry & Lab  
 BIO 3524 Ecology & Lab  
 BIO 4703 Topics in Biology  
 CHE 4703 Topics in Chemistry  
 BIO 4904 Undergraduate Research

## Energy & Environmental Science

The Bachelor of Science (B.S.) in Biology with emphasis in Energy & Environmental Science is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in environmental science. This degree plan prepares students for a variety of careers including environmental site assessment scientists, conservation biologist, energy consultant, technical sales and service representatives, lab technicians in research centers and hospitals, high school teachers of biology/science, government employee, and biological graduate programs at universities.

BIO 1104 General Biology I & Lab  
BIO 1154 General Biology II & Lab  
BIO 3374 General Botany & Lab  
BIO 3314 Zoology & Lab  
BIO 3404 Genetics & Lab  
BIO 3514 Cell Biology & Lab  
BIO 3523 Research Methods  
CHE 1104 Principles of Chemistry I & Lab  
CHE 1204 Principles of Chemistry II & Lab  
CHE 3104 Organic Chemistry I & Lab

**+15 hours from the following:**

CHE 3304 Biochemistry & Lab  
BIO 3504 Ecology & Lab  
BIO 4701 Topics in Biology  
BIO 4904 Undergraduate Research  
BIO 3104 Microbiology & Lab  
CHE 4703 Topics in Chemistry  
ENV 3213 Environmental & Energy Issues

## Pre-Dentistry

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Dentistry is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in dental area. This degree plan prepares students for a number of careers including school of dentistry admission, graduate school admission, lab technicians in hospitals and research centers, high school teachers of biology/science, and government employee in public health.

BIO 1104 General Biology I & Lab  
BIO 1154 General Biology II & Lab  
BIO 2104 Human A&P I & Lab  
BIO 2114 Human A&P II & Lab  
BIO 3404 Genetics & Lab  
BIO 3514 Cell Biology & Lab  
BIO 3523 Research Methods  
CHE 1104 Principles of Chemistry I & Lab  
CHE 1204 Principles of Chemistry II & Lab  
CHE 3104 Organic Chemistry I & Lab

**+18 hours from the following:**

BIO 3104 Microbiology & Lab  
CHE 3304 Biochemistry & Lab  
BIO 3314 Zoology & Lab  
BIO 4703 Topics in Biology  
CHE 4703 Topics in Chemistry  
BIO 3102 Medical Terminology  
BIO 3544 Nutrition  
BIO 4103 Public Health Science

## Pre-Medicine

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Medicine is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in medical sciences. This degree plan prepares students for the following careers, such as medical school admission, graduate school admission, lab technicians in hospitals and research centers, high school teachers of biology/science, medical business, and government employee in public health.

BIO 1104 General Biology I & Lab	
BIO 1154 General Biology II & Lab	+18 hours from the following:
BIO 2104 Human A&P I & Lab	BIO 3102 Medical Terminology
BIO 2114 Human A&P II & Lab	BIO 3104 Microbiology & Lab
BIO 3404 Genetics & Lab	BIO 3314 Zoology & Lab
BIO 3514 Cell Biology & Lab	BIO 3544 Nutrition
BIO 3523 Research Methods	BIO 4103 Public Health Science
CHE 1104 Principles of Chemistry I & Lab	BIO 4703 Topics in Biology
CHE 1204 Principles of Chemistry II & Lab	CHE 3304 Biochemistry & Lab
CHE 3104 Organic Chemistry I & Lab	CHE 4703 Topics in Chemistry

## Pre-Nursing

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Nursing is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in nursing area. This degree plan prepares students for a number of careers including nursing school admission, graduate school admission, lab technicians in hospitals and research centers, high school teachers of biology/science, and government employee in public health.

BIO 1104 General Biology I & Lab	<b>+18 hours from the following:</b>
BIO 1154 General Biology II & Lab	BIO 3102 Medical Terminology
BIO 2104 Human A&P I & Lab	BIO 3104 Microbiology & Lab
BIO 2114 Human A&P II & Lab	BIO 3473 Nursing
BIO 3404 Genetics & Lab	BIO 3544 Nutrition
BIO 3514 Cell Biology & Lab	BIO 4103 Public Health Science
BIO 3523 Research Methods	BIO 4703 Topics in Biology
CHE 1104 Principles of Chemistry I & Lab	CHE 3304 Biochemistry & Lab
CHE 1204 Principles of Chemistry II & Lab	CHE 4701 Topics in Chemistry
CHE 3104 Organic Chemistry I & Lab	

## Pre-Optometry

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Optometry is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in optometric area. This degree plan prepares students for a number of careers including optometry school admission, graduate school admission, lab technicians in hospitals and research centers, high school teachers of biology/science, and government employee in public health.

BIO 1104 General Biology I & Lab	CHE 3104 Organic Chemistry I & Lab
BIO 1154 General Biology II & Lab	<b>+18 hours from the following:</b>
BIO 2104 Human A&P I & Lab	BIO 3102 Medical Terminology
BIO 2114 Human A&P II & Lab	BIO 3104 Microbiology & Lab
BIO 3404 Genetics & Lab	BIO 3314 Zoology & Lab
BIO 3514 Cell Biology & Lab	BIO 3544 Nutrition
BIO 3523 Research Methods	BIO 4103 Public Health Science
CHE 1104 Principles of Chemistry I & Lab	BIO 4703 Topics in Biology
CHE 1204 Principles of Chemistry II & Lab	CHE 3304 Biochemistry & Lab



## Academic Programs- Sciences

### CHE 4703 Topics in Chemistry

## Pre-Pharmacy

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Pharmacy is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in pharmaceutical area. This degree plan prepares students for the careers including pharmacy school admission, graduate school admission, lab technicians in hospitals and research centers, high school teachers of biology/science, pharmaceutical business, and government employee in public health.

BIO 1104 General Biology I & Lab  
BIO 1154 General Biology II & Lab  
BIO 2104 Human A&P I & Lab  
BIO 2114 Human A&P II & Lab  
BIO 3404 Genetics & Lab  
BIO 3514 Cell Biology & Lab  
BIO 3523 Research Methods  
CHE 1104 Principles of Chemistry I & Lab  
CHE 1204 Principles of Chemistry II & Lab  
CHE 3104 Organic Chemistry I & Lab

### **+18 hours from the following:**

BIO 3102 Medical Terminology  
BIO 3104 Microbiology & Lab  
BIO 3314 Zoology & Lab  
BIO 3544 Nutrition  
BIO 4103 Public Health Science  
BIO 4703 Topics in Biology  
CHE 3304 Biochemistry & Lab  
CHE 4703 Topics in Chemistry

## Pre- Veterinary

The Bachelor of Science (B.S.) in Biology with emphasis in Pre-Veterinary is designed to allow students to obtain the comprehensive, solid knowledge in biological sciences and especially in medical sciences. This degree plan prepares students for the following careers, such as veterinary medical school admission, graduate school admission, lab technicians in hospitals, animal shelters and research centers, high school teachers of biology/science, medical business, and government employee in public health.

BIO 1104 General Biology I & Lab  
BIO 1154 General Biology II & Lab  
BIO 3504 Animal Behavior & Lab  
BIO 3314 Zoology & Lab  
BIO 3404 Genetics & Lab  
BIO 3514 Cell Biology & Lab  
BIO 3523 Research Methods  
CHE 1104 Principles of Chemistry I & Lab  
CHE 1204 Principles of Chemistry II & Lab  
CHE 3104 Organic Chemistry I & Lab

### **+18 hours from the following:**

BIO 2104 Human A&P I & Lab  
BIO 2114 Human A&P II & Lab  
BIO 3102 Medical Terminology  
BIO 3104 Microbiology & Lab  
CHE 3304 Biochemistry & Lab  
BIO 4703 Topics in Biology  
CHE 3304 Biochemistry & Lab  
CHE 4703 Topics in Chemistry

## Criminal Justice

The Bachelor of Science in Criminal Justice offers students a robust learning experience in several different areas of interest. Emphasis areas include Corrections, Forensic Science, Homeland Security, and Law Enforcement.

### Corrections

The BS with emphasis in corrections provides the student with the skills required to pursue a career path in the corrections field. Grounded in law enforcement concepts, corrections focuses upon relevant topics from other disciplines; including correction process, corrections operations and management, penology and community corrections. Courses in this emphasis are designed to provide a foundation for success as a corrections officer, probation and parole officer and/ or community corrections officer.

#### Major

CRJ 1103 Intro to Criminal Justice  
 CRJ 1113 Criminal Law 1  
 CRJ 1123 Criminal Law 2  
 CRJ 1203 Intro to Judicial Process  
 CRJ 2203 Crime in America  
 CRJ 2303 Criminal Investigation  
 CRJ 3103 Criminology  
 PSY 4203 Abnormal Psychology  
 MGT 4343 Leadership

#### Emphasis

CRJ 2103 Intro to Research Methods  
 CRJ 2403 Probation & Parole  
 CRJ 3113 Cyber Crime  
 CRJ 3123 Verbal Psychological Tactics  
 CRJ 3203 Understanding Criminal Behavior  
 CRJ 3313 Correctional Process  
 CRJ 4103 Corrections, Operations, & Mgt  
 CRJ 4503 Penology  
 POS 4223 Constitutional History

### Forensic Science

The BS with an emphasis in forensics provides the students with the skills required to pursue a career path in the law enforcement field. Grounded in law enforcement concepts, forensics focuses upon relevant topics from other disciplines including; organic chemistry, anatomy and physiology, and criminology. Courses in this emphasis are designed to provide a foundation for success as a crime scene analyst, police officer, and/ or detective.

#### Major

BIO 2104 Human A & P I & Lab I  
 BIO 2114 Human A & P II & Lab II  
 CHE 1204 Gen Chem II & Lab  
 CRJ 1103 Intro Crim Justice  
 CRJ 1113 Criminal Law I  
 CRJ 1123 Criminal Law II  
 CRJ 3203 Understanding Criminal Behavior  
 CRJ 2303 Criminal Investigation I  
 CRJ 3103 Criminology  
 CRJ 4203 Issues in Ethics, Law and CRJ

CRJ 4333 Unconventional Warfare  
 SOC 3503 Social Psychology

#### Emphasis

BIO 3404 Genetics & Lab  
 CHE 3104 Organic Chemistry I & Lab  
 CRJ 2103 Intro Research Methods  
 CRJ 2213 Intro to Forensic Science  
 CRJ 4813 Internship in Criminal Justice  
 CRJ 4113 Homeland Security  
 CRJ 3113 Cybercrime  
 CRJ 3513 Victimology

## Homeland Security

The BS with an emphasis in homeland security provides the student with the skills required to pursue a career past security field. Grounded in law enforcement concepts, homeland security focuses upon relevant topics from other disciplines including; world political systems and American ideology, unconventional warfare, race and ethnic relations and social media. Courses in this emphasis are designed to provide a foundation for success as a homeland security officer, border patrol agent and/ or immigration officer.

### Major

CRJ 1103 Intro to Criminal Justice  
CRJ 1113 Criminal Law 1  
CRJ 1123 Criminal Law 2  
CRJ 1203 Intro to Judicial Process  
CRJ 2203 Crime in America  
CRJ 2303 Criminal Investigation  
CRJ 3103 Criminology  
CRJ 3113 Cyber-Crime  
PSY 4203 Abnormal Psychology  
MGT 4343 Leadership

### Emphasis

CRJ 2103 Intro to Research Methods  
CRJ 4113 Intro to Homeland Security  
CRJ 4333 Unconventional Warfare  
CRJ 4823 Application of Homeland Security Plans & Grant Writing  
SOC/MKT 3213 Social Media  
HIS 3313 World History  
POS 4313 Wrld Pol Sys and Am Ideologies  
PSY/SOC 3503 Social Psychology  
SOC 3203 Race and Ethnic Relations

## Law Enforcement

The BS with an emphasis in law enforcement provides the student with the skills required to pursue a career path in the law enforcement field. Grounded in law enforcement concepts, law enforcement concepts, law enforcement focuses upon relevant topics from other disciplines; including juvenile justice, victimology, issues in ethics, law and criminal justice. Courses in this emphasis are designed to provide a foundation for success as a police officer, detective, and/ or investigator.

### Major

CRJ 1103 Intro to Criminal Justice  
CRJ 1113 Criminal Law 1  
CRJ 1123 Criminal Law 2  
CRJ 1203 Intro to Judicial Process  
CRJ 2103 Intro to Research Methods  
CRJ 2203 Crime in America  
CRJ 2303 Criminal Investigation  
CRJ 3103 Criminology  
PSY 4203 Abnormal Psychology  
MGT 4343 Leadership

### Emphasis

CRJ 2403 Probation & Parole  
CRJ 4703 Special Topics in Criminal Justice  
CRJ 3503 Juvenile Justice Systems  
CRJ 3513 Victimology  
CRJ 4203 Issues in Ethics, Law & CRJ  
CRJ 4303 Criminal Justice Administration  
CRJ 4403 Prosecution and Adjudication  
CRJ 4413 Civil Law and Legal Systems  
CRJ 4513 Interviewing for Investigators  
CRJ 4813 Internship in Criminal Justice

## Psychology

Courses on the psychology degree plan lead to the Bachelor of Science degree and emphasize the range of human behaviors within various contexts of human experiences. Majors in psychology often pursue careers in the field of mental health, but not always as a number of different paths can result from a bachelor's degree in psychology. The student may go on to earn a license in marriage & family therapy, or mental health counseling, or even pursue their doctorate degree in psychology. With graduate degrees graduates ultimately may become professors, counselors in community or private practice settings, or a number of other things. There are four areas of emphasis in psychology: Applied Psychology, Forensic Psychology, General Psychology, and Religion.

### Major

PSY 1103 General Psychology  
PSY 3213 Developmental Psy

PSY 3403 Group Dynamics  
PSY 3503 Social Psychology  
PSY 3513 History of Psychology  
PSY 4103 Personality

PSY 4203 Abnormal Psychology  
PSY 4403 Experimental Psy  
PSY 4523 Psy & Edu Testing

## Applied

Students are trained in Psychological application of research, assessment and testing. The BS in applied psychology degree prepares the student for the graduate work necessary to become a clinical psychologist or mental health counselor who is competent in a broad spectrum of counseling, assessment, and testing. Upon completion of the degree in applied psychology, the student will be familiar with the history of psychological theory and each theorist, as well as current thought in the field of counseling practices. The student will understand the tendencies of personality as well as abnormal behavior. The BS degree in applied psychology will prepare the student for the needed graduate work which is required in order to complete the State Licensure Exam to become a Mental Health Counselor.

### Emphasis

PSY 2213 Educational Psychology  
PSY 3103 Prin Behavior Mgt

PSY 4213 Theory/Guid/Counsel  
PSY 4303 Industrial & Organizational Psych  
PSY 4313 Interviewing/Counsel  
PSY 4804 Practicum

## Forensic

Upon completion of the BS in Forensic Psychology, the graduate will be learned in theory related to psychological testing as well as assessment for the understanding of criminal behavior. They will also be knowledgeable about the criminal justice system and how it applies to the courtroom procedures and how they may be called upon as an expert witness to testify of the competencies of a defendant. Students will understand how their expertise is used in conjunction with public defenders, attorneys and the judicial system. The Bs degree in Forensic Psychology prepares the student for graduate work needed to become a Forensic psychologist.

### Emphasis

CRJ 3103 Criminology  
CRJ 3123 Verbal Psychological Tactics

CRJ 3503 Juvenile Justice Systems  
CRJ 4513 Interviewing for Investigators  
CRJ 4803 Capstone: Criminal Justice

## General

Students receiving the BS degree in general psychology will be competent in the theoretical underpinnings of psychology and the foundational skills that will prepare them for careers in areas of human relations, human resources, and personnel departments. This degree is also a gateway for graduate work in areas such as Social Work, Counseling and Human Development, or other disciplines that require an undergraduate degree covering areas such as behavior modification, human development, cognition, group dynamics, and so on.

### Emphasis

PSY 2103 Psychology of Adjustment  
PSY 3223 Psychology of Aging

PSY 3113 Cognition  
PSY 4413 Psychology of Religion  
PSY 4503 Existential Psychology

## Religion

The BS degree in the Psychology of Religion is coincides with the BS degree in Pastoral Studies or prepares the graduate for pastoral counseling within a religious context. The graduate will understand the differences in pastoral counseling and mental health counseling. The graduate will develop a specialized set of skills to deal with the family, existential and religious issues that confront clients, while also understanding the limits of their counseling competencies. Students will be able to take appropriate steps in referring clients to mental health professionals while continuing to meet the spiritual needs of their clients. The student will also understand how to examine current religious and church trends as they apply to marriage and family, sociology, and social psychological aspects.

### Emphasis

SOC 1103 Introduction to Sociology  
SOC 2213 Marriage and the Family  
PSY 4413 Psychology of Religion  
PSY 4503 Existential Psychology  
REL 4113 Pastoral Counseling  
REL 4213 Theology of Worship  
REL 4303 Youth Culture and Evangelism



# Bachelor of Science in Education

The Education Faculty offers coursework leading to a Bachelor of Science Degree in Elementary Education, Secondary Education, Special Education K-12 (SPED), and Physical Education (Elementary and Secondary). Candidates select teaching fields from one of the following areas: Language Arts, Social Sciences, Mathematics, General Sciences, Psychology (Elementary or Special Education only), Physical Education (Elementary and Secondary), and Business Marketing (Secondary Education only). The Teacher Education Program is approved by the New Mexico Secretary of Public Education.

## General Program Requirements

The general education program is designed to provide broad educational experiences for students as determined by the "purposes of common needs" of students. These learning experiences are provided to equip students for a higher level of personal and social effectiveness; provide a base for productive citizenship; develop a useful perspective of their cultural, political, scientific, and economic environment; and establish proficiency in the tools of communication. The general education and institutional requirements for all bachelor's degrees are as follows, except for education majors:

Note for Education Majors: Education majors are required to complete credit hours beyond the number of credit hours specified in the General Requirements. Education majors therefore should consult the Education portion of this Catalog and/or USW's School of Education for additional requirements. Education majors may go online to the New Mexico Public Education Department for information on the requirements for teaching licensure (certification) in New Mexico.

## Teacher Education Program (TEP)

University of the Southwest provides a strong teacher preparation program. All education majors (except SPED and ECE majors) take a common core of pedagogical courses and then select either the elementary or secondary block appropriate to their career goals. A different core curriculum is required for candidates wishing to attain licensure in K-12 SPED or in PreK-3rd ECE. A third option is the elementary/secondary block designed for the candidate who wants to be licensed for both elementary and secondary teaching. Candidates who select this option should follow the secondary Degree Plan and work closely with an advisor in order to select courses appropriate for their career goals.

## Admission to TEP

All candidates who intend to become licensed or certified teachers must apply for admission to the Teacher Education Program (TEP). Admission to the University does not guarantee admission to the Teacher Education Program. Application to TEP should be made during the sophomore year. Transfer candidates who enter the University after their sophomore year must apply when they meet the eligibility criteria. All education candidates are required to meet the following minimal eligibility criteria to be considered for provisional or conditional admission to the Teacher Education Program.

- Must be admitted to University of the Southwest and be in good standing;
- Must have completed at least 33 semester credit hours. Transfer students who enter the University after their sophomore year must apply when they meet the eligibility criteria;
- Must have passed the Basic Skills part of the New Mexico Teacher Assessment (NMTA). (Candidates must see their academic advisor as requirements may change). Test materials are available for check out in the SOE office;
- Must have an overall cumulative GPA of 2.5 or better;
- Must have a completed and signed copy of their education Degree Plan or licensure plan;
- Must submit one letter of recommendation from any reliable source excluding family members;

## Academic Programs- Education

- Must submit the completed Teacher Education Packet;
- Must have completed a successful admission interview with the TEP committee.

Candidates should carefully review the TEP Application Packet for details on admission to the Teacher Education Program. The Packet is available in the School of Education Office in the Mabee Teaching and Learning Center and on the USW website. Admission to the TEP is not guaranteed by satisfying the minimal admission requirements. Candidates admitted to the Teacher Education Program are subject to all University academic and general policies as well as those specified for the teaching license. Any action taken by the New Mexico Legislature or the New Mexico Secretary of Public Education which affects teacher licensure supersedes requirements stated in this Catalog. Candidates should consult the School of Education or their academic advisors about the New Mexico Content Knowledge Assessments (NMCKA). Generally, candidates should take the Content Assessment during the semester they complete the coursework in their teaching fields. Students must pass the NMCKA before they can student teach. A candidate who does not pass the NMCKA must contact his or her advisor immediately to explore other degree options.

Candidates who require alternative arrangements for the NMTA because of a disability must apply for special arrangements through the National Evaluation Systems, Inc. Information on alternative testing arrangement is in the NMTA Registration Bulletin. Candidates may register for the NMTA and obtain the Bulletin on the Internet at [www.nmta.nesinc.com](http://www.nmta.nesinc.com).

Until an education major receives provisional/conditional admission to the TEP, the candidates are limited to the completion of the Pre-Professional courses in Education: EDU/SPED 1101 Field-Based Observation, EDU 2103 Foundations of Education, SPED 2103 Introduction to Special Education, EDU/PSY 2213 Educational Psychology, prior to meeting the criteria for admission to the TEP. A delay in application for admission to TEP or failure to meet requirements may result in prolonging program completion. Prior to intern teaching, candidates must be fully admitted to the TEP and have passed NMTA tests for basic skills and content knowledge. Candidates are encouraged to take the NMTA competency exam during the semester before the end of their intern teaching experience.

Teacher candidates are expected to demonstrate the skills, knowledge, and dispositions that will enable them to address the needs of all learners. They are required to master the entry-level competencies and standards identified by the University, the Secretary of Public Education, and designated professional organizations. If a candidate seems to be inadequate in any of these professional requisites, at the discretion and professional judgment of the faculty, the candidate may be required to appear before an Academic Review Committee. The Committee may recommend a variety of actions, ranging from developmental procedures to withdrawal from the Teacher Education Program.

## Application Process for Post- Baccalaureate Licensure/Certification

Any candidate who has earned a baccalaureate degree or higher from a regionally accredited college and intends to teach in a public school may pursue teacher licensure or certification through the Teacher Education Program in the School of Education. To be eligible to take the required courses on a Licensure Plan, candidates with at least a bachelor's degree (hereafter referred to as "degreed" candidate) must:

- Apply for admission to University of the Southwest as a licensure or certification candidate. Application may be made for undergraduate or graduate admission depending on whether the candidate intends to take any graduate-level courses on his or her licensure plan. For information on licensure in the Graduate Program, refer to Graduate Policies, Licensure Only Program Admission. Graduate policies immediately follow the undergraduate course descriptions in the Catalog. Note: The candidate may complete simultaneously both a Master's degree and a post-baccalaureate licensure plan.
- Submit transcripts of ALL previous college work within 30 days of initial enrolment.
- Complete a Licensure Plan in the School of Education.





- To be admitted to the Teacher Education Program (TEP), a “degreed” candidate must:
  - Pass the Basic Skills portions of the New Mexico Teacher Assessments (NMTA).
  - Complete the Teacher Education Packet after passing the Basic Skills part of the NMTA.
  - Submit a letter of recommendation.
  - Successfully complete a TEP admission interview.
  - Maintain a 3.0 in courses for professional Education and in the teaching field.
  - Pass the content knowledge portion of the NMTA.

Degreed-licensure candidates, on an undergraduate plan, will be permitted to take freshman, sophomore, and junior level courses prior to passing the NMTA. Degreed-licensure candidates, admitted through the Graduate Program, who choose to substitute comparable graduate courses for undergraduate courses on their licensure plans may take no more than 9 semester hours of graduate courses prior to passing the Basic Skills portion of the NMTA. Degreed candidates who substitute graduate courses may not take senior level courses prior to passing the NMTA. They may, however, substitute a graduate course(s) if approval is made by the Licensure/Certification advisor.

All degreed-licensure/certification candidates must pass the NMTA Basic Skills and Content Knowledge exams prior to Intern Teaching (student teaching) and meet the same requirements for admission to intern teaching as any other TEP candidate except for the overall and teaching field GPAs. Degreed-licensure candidates must have a GPA of at least 3.0 in their professional education courses. (See Admission to Intern Teaching)

### Full Admission to Intern Teaching

Admission to the professional semester (intern teaching) is by administrative action. Candidates must apply for Intern Teaching by **March 31 for fall intern teaching** and by **October 31 for spring intern teaching**. Application is filed with the Dean, School of Education. The candidate’s record is evaluated to determine if the following requirements have been met:

- Apply for admission by completing appropriate forms in the School of Education.
- Be a candidate in good standing, formally admitted to the Teacher Education Program.
- Have completed all of the required professional education courses.
- Have completed all of the courses for teaching field/endorsement areas.
- Have an overall GPA of at least 2.50; a GPA of at least 3.0 in professional education courses; and teaching field GPA of at least 3.0 (Also required for graduation.)
- Have a faculty letter of recommendation from the major or teaching field.
- Licensure/Certification candidates must maintain a 3.0 in professional Education courses.
- D’s or F’s must be repeated, but no more than two times. Candidates who fail to pass course work in professional education (major) and/or the teaching field (minor) must contact their advisor to explore other degree options.
- TEP students must have passed all required parts of the NMTA exams. If you do not pass the teacher competency exam during intern teaching, please see your academic advisor to explore other degree options.
- Be in good disciplinary standing.

### Application for Teaching Licensure

Admission to the teaching profession is achieved through application and qualification for a teaching licensure. Application blanks may be obtained from the Intern Teaching Coordinator. During the intern teaching semester, applications will be distributed in the Intern Teaching Seminar. Applications can also be obtained online from [www.nmped.com](http://www.nmped.com), the website of the Public Education Department. The completed application and official transcripts of all work attempted is to be filed directly with the Public Education Department after the teacher education program has been completed and/or bachelor's degree requirements have been fulfilled. The responsibility for filing the application with the Public Education Department and providing official transcripts rests with the individual.

Applications should be sent to:

Professional Licensure Unit  
New Mexico Public Education Department  
Education Building  
Santa Fe, New Mexico 87501-2786

Requirements for New Mexico Licensure are recommended by the Professional Practices Standards Commission (PPSC) and submitted to the Public Education Department for review.



## Elementary Education

All Bachelor of Science in Education degrees require the completion of a combination of the following courses, along with major, minor, and emphasis requirements:

### General Education Requirements

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhet/Literature  
 FINE ARTS: ART 1103 Art Appreciation  
 FINE ARTS: MUS 1103 Music Appreciation  
 GEO 1304 or GEO 1204 or PHY 1104  
 HIS 1103 or 1203 Western Civ  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1716  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT 1103 Mathematics I for El Ed Teachers K-8  
 MAT 1113 Mathematics II for El Ed Teachers K-8  
 MAT 1403 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

### Pre-Professional Courses

CSI 2203 Educational Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Edu  
 ENG 3513 Children's Literature  
 PSY 2213 Educational Psychology  
 SOC 3203 Race/Ethnic Relations  
 SPA 3103 Span Comparative Linguistics  
 SPED 2103 Intro to Special Education

### Core Knowledge

ENG 2323 British/World Lit for Elem Tchrs K-8  
 ENG 2403 Survey of American Literature  
 GEOG 2103 Physical and Cultural Geography  
 HIS 1203 Western Civilization from 1716  
 HIS 3313 World History  
 SCI 2534 Physical Science for El Tch K-8

### Institutional Requirements

USW 4213 Freedom, Ethics, & Free Enterprise Religion (6 hours)

### Electives

4-7 hours

### Major- Education

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Clsrm Mgt/Org  
 EDU 3503 Rdng/Intgrtd Comm Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Eval  
 EDU 4113 Tch Elementary School  
 EDU 4203 Diag/Corrective Reading  
 EDU 4502 Field Experience II  
 EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

### Bilingual

BIL 2213 Bil Edu: Schl, Cmmnty/Family  
 BIL 3103 Tchng Eng-as-a-Sec Lang  
 BIL 3113 Humanities for Bil Lnrs  
 BIL 3203 Sci/Math for Bil Lnrs  
 BIL 4103 Rdng and the Bil Lrn

BIL 4203 Rsrch and Eval of Bil Lnrs & Prog  
 SPA 2103 Intermed Span Grammar & Comp  
 SPA 3203 Span Grammar and Comp  
 SPA 3303 Survey Span Literature  
 SPA 3403 Spanish-Amer Literature

### General Science

BIO 1104 General Biology I & Lab  
 BIO 3374 General Botany & Lab  
 CHE 1104 Prin of Chemistry I & Lab  
**Select 4 hours from the following:**  
 GEO 1204 Earth Science I & Lab  
 PHY 1104 General Physics I & Lab  
 GEO 1104 Historical Geology & Lab

**Select 11 hours from the following  
 must be at Jr/Sr Level**

BIO 3504 Animal Behavior  
 BIO 3314 Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3524 Ecology & Lab  
 BIO 3514 Cell Biology & Lab  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research

## Language Arts

ENG 2213 Creative Writing  
ENG 2403 Survey of American Literature  
ENG 2323 Brit/World Lit for Elem Teachers K-8  
ENG 3503 Grammar  
ENG 3513 Children's Literature  
ENG 3543 Advanced Composition  
LIN 2253 Intro to Linguistics

### Select 3 hours from the following:

ENG 3233 Life and Lit of SW  
ENG 3313 European Classic Drama  
ENG 3403 American Classic Drama  
ENG 3413 Classical Mythology  
ENG 3433 Popular Fiction  
ENG 3563 Novel  
ENG 4523 Major British Author  
ENG 4533 Major American Author

## Mathematics

MAT 1103 Math for Elem Tchrs K-8  
MAT 1413 Pre-Calculus  
MAT 2204 Analytic Geom/Cal I  
MAT 2214 Analytic Geom/Cal II  
MAT 3303 Linear Algebra  
MAT 3403 College Geometry

### Select 10 hours from the following:

#### **6 hrs must be Jr/Sr level**

CSI 1203 Computer Applications  
MAT 2103 Probability/Statistics  
MAT 3204 Analytic Geom/Cal III  
MAT 3213 Differential Equations  
MAT 3413 Problem Solving Strategies  
MAT 3423 Abstract Algebra  
MAT 4203 Math Analysis  
MAT 4703 Topics in Math

## Psychology

PSY 1103 General Psychology  
PSY 2213 Educational Psychology  
PSY 3103 Prin Behavior Mgt  
PSY 3213 Developmental Psy  
PSY 3503 Social Psychology  
PSY 4203 Abnormal Psychology

### Select 9 hours from the following:

PSY 3113 Cognition  
PSY 3403 Group Dynamics  
PSY 3513 History of Psychology  
PSY 4103 Personality  
PSY 4213 Theory/Guid/Counsel  
PSY 4313 Interviewing/Counsel  
PSY 4403 Experimental Psy  
PSY 4703 Topics

## Social Science

HIS 2103 Amer History to 1876  
HIS 2203 Amer History from 1877  
HIS 2303 Hist and Geog of NM  
HIS 3313 World History  
GEOG 2103 Phy/Cultural Geog

POS 4223 Constitutional History  
POS 4313 Wrld Pol Syst & Amrcn Ideologies  
SOC 1103 Intro to Sociology  
SOC 3203 Race/Ethnic Relations

## Secondary Education

### General Education Requirements

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhet/Literature  
 FINE ARTS: ART 1103 Art Appreciation  
 FINE ARTS: MUS 1103 Music Appreciation  
 GEO 1304 or GEO 1204 or PHY 1104  
 HIS 1103 or 1203 Western Civ  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1716  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT Elective  
 MAT 1403 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

### Pre-Professional Courses

CSI 2203 Educational Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Edu

ENG 3573 Young Adult Literature  
 PSY 2213 Educational Psychology  
 SOC 3203 Race/Ethnic Relations  
 SPA 3103 Span Comparative Linguistics  
 SPED 2103 Intro to Special Education

### Institutional Requirements

USW 4213 Freedom, Ethics, & Free Enterprise  
 Religion (6 hours)  
 ELECTIVES  
 1-13 hours

### Major- Education

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Clsrm Mgt/Org  
 EDU 3523 Measure/Eval  
 EDU 4213 Teaching in the Secondary  
 EDU 4203 Diag/Corrective Reading  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II  
 EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

## Bilingual

BIL 2213 Bil Edu: Schl, Cmmnty/Family  
 BIL 3103 Tchng Eng-as-a-Sec Lang  
 BIL 3113 Humanities for Bilingual Lnrs  
 BIL 3203 Science/Math for Bilingual Lnrs  
 BIL 4203 Rsrch and Eval of Bil Lnrs & Prog

ENG 3503 Grammar  
 SPA 2103 Intermed Spanish Grammar & Comp  
 SPA 3203 Spanish Grammar and Comp  
 SPA 3303 Survey Spanish Literature  
 SPA 3403 Spanish-Amer Literature

## Business Marketing

ACT 3204 Principles of Accounting I  
 BUA 3104 Business Law  
 FIN 3433 Principles of Finance  
 MAT 2103 Probability and Statistics  
 MGT 3103 Principles of Management  
 MGT 3403 Human Resource  
 MGT 3503 Organizational Behavior

MKT 3103 Principles of Marketing  
 MKT 3503 Consumer Behavior  
 MKT 4123 Service Marketing  
 Select 3 hours from the following:  
 MGT 4413 Project Management  
 MKT 4133 Marketing Management  
 MKT 4343 Marketing Research

## General Science

BIO 1104 General Biology I & Lab  
 BIO 3374 General Botany & Lab  
 CHE 1104 Prin of Chemistry I & Lab  
**Select 4 hours from the following:**  
 AST 1104 Descriptive Astronomy & Lab  
 PHY 1104 General Physics I & Lab  
 GEO 1204 Earth Science I & Lab

### **Select 12 hours from the following courses:**

BIO 3504 Animal Behavior  
 BIO 3314 Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3524 Ecology & Lab  
 BIO 3514 Cell Biology & Lab  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research

## Language Arts

ENG 2213 Creative Writing  
ENG 3503 Grammar  
ENG 3543 Advanced Composition  
ENG 3573 Young Adult Literature  
LIN 2253 Intro to Linguistics  
ENG 2303, 2313, 2403, 2413, 2423 or 2443  
**Select 18 hours from the following:**  
ENG 3233 Life & Lit of SW

ENG 3313 European Classic Drama  
ENG 3403 American Classic Drama  
ENG 3413 Classical Mythology  
ENG 3433 Popular Fiction  
ENG 3563 The Novel  
ENG 4523 Major British Author  
ENG 4533 Major American Author

## Mathematics

MAT 1413 Pre-Calculus  
MAT 2204 Analytic Geom/Cal I  
MAT 2214 Analytic Geom/Cal II  
MAT 3203 Discrete Math  
MAT 3303 Linear Algebra  
MAT 3403 College Geometry

**Select 16 hours from the following:**  
**3 Hrs Must be upper level**  
CSI 1203 Computer Applications  
MAT 2103 Probability/Statistics  
MAT 3204 Analytic Geom/Cal III  
MAT 3213 Differential Equations  
MAT 3413 Problem Solving Strategies  
MAT 3423 Abstract Algebra  
MAT 4203 Math Analysis  
MAT 4703 Topics in Math

## Social Science

GEOG 2103 Physical Cultural Geography  
HIS 2103 American History to 1876  
HIS 2203 American History from 1877  
HIS 3313 World History  
POS 4143 Comparative Politics  
POS 4223 Constitutional History  
SOC 1103 Introduction to Sociology  
SOC 3203 Race and Ethnic Relations  
Select 12 hours from the following:

HIS 3103 Theory of History  
HIS 3213 Colonial America  
HIS 3223 Civil War  
HIS 4703 Topics in History  
POS 3103 American Ideologies  
POS 3303 American Presidency  
POS 4703 Topics in Political Science  
SOC 3223 Sociology of Organizations

## K-12 Physical Education

PHE 1113 Intro to PE & Sports  
PHE 2213 First Aid, CPR, & AED  
PHE 2263 Anatomy for PE/Coach  
PHE 2303 Care/Prevention Athletic Injuries  
PHE 3103 Team Activities/Sports  
PHE 3113 Dance & Movement Activities

PHE 3123 Individual Activities/Sports  
PHE 3203 Fitness and Outdoor Activities  
PHE 3433 PE/Atypical Student  
PHE 4103 Kinesiology  
PHE 4203 Physiology of Exercise  
PHE 4503 Physical Education Program

## Special Education

### General Education Requirements

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhet/Literature  
 FINE ARTS: ART 1103 Art Appreciation  
 FINE ARTS: MUS 1103 Music Appreciation  
 GEO 1304 **or** GEO 1204 **or** PHY 1104  
 HIS 1103 or 1203 Western Civ  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1716  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT Elective  
 MAT 1403 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

### Pre-Professional Courses

CSI 2203 Edu Technology  
 EDU 2103 Foundations of Education  
 EDU 3523 Measure/Eval  
 PSY 2213 Educational Psychology  
 SPA 3103 Spanish Comparative Linguistics  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

### Institutional Requirements

USW 4213 Freedom, Ethics, & Free Enterprise  
 Religion (6 hours)

### Electives

1-12 hours

### Major- Special Education

SPED 3223 Clsrn Mgr/Except Lrn  
 SPED 3423 Sped Curriculum  
 SPED 3503 Mthds/Mtrls Read./IntgComArts  
 SPED 3523 Asses/Eval/Ref/Placement  
 SPED 4123 Lnrns Who are Cgntvly Diff  
 SPED 4213 Lnrns w Lrnng Dsblts  
 SPED 4243 Lnrns w Bhvr Dsrdrs  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

## Bilingual

BIL 2213 Bil Edu: Schl, Cmmnty/Family  
 BIL 3103 Tchng Eng-as-a-Sec Lang  
 BIL 3113 Humanities for Bil Lnrns  
 BIL 3203 Sci/Math for Bil Lnrns  
 BIL 4103 Rdng and the Bil Lnr

BIL 4203 Rsrch and Eval of Bil Lnrns & Prog  
 SPA 2103 Intermed Span Grammar & Comp  
 SPA3203 Span Grammar and Comp  
 SPA 3303 Survey Span Literature  
 SPA 3403 Spanish-Amer Literature

## General Science

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry I & Lab  
 BIO 3374 General Botany & Lab  
**Select 4 hours from the following:**  
 GEO 1204 Earth Science I & Lab  
 PHY 1104 General Physics I & Lab  
 GEO 1104 Historical Geology & Lab

**Select 9 upper level hours from the following**

BIO 3504 Animal Behavior  
 BIO 3314 Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3524 Ecology & Lab  
 BIO 3514 Cell Biology & Lab  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research



## Language Arts

ENG 2213 Creative Writing  
ENG 3503 Grammar  
ENG 3513 Children's Literature  
ENG 3543 Advanced Composition  
LIN 2253 Intro to Linguistics  
ENG 2303, 2313, 2403, 2413, 2433 or 3573

**Select 6 hours from the following:  
3 must be upper level**

ENG 3233 Life & Lit of the Southwest  
ENG 3313 European Classic Drama  
ENG 3403 American Classic Drama  
ENG 3413 Classical Mythology  
ENG 3433 Popular Fiction  
ENG 3563 Novel  
ENG 4523 Major British Author  
ENG 4533 Major American Author

## Mathematics

MAT 1413 Pre-Calculus  
MAT 2204 Analytic Geom/Cal I  
MAT 2214 Analytic Geom/Cal II  
MAT 3303 Linear Algebra  
MAT 3403 College Geometry

**Select 7 hours from the following:  
6 hours must be Jr/Sr level**

CSI 1203 Computer Application

MAT 2103 Probability & Statistics  
MAT 3204 Analytic Geom/Cal III  
MAT 3213 Differential Equations  
MAT 3413 Problem Solving Strategies  
MAT 3423 Abstract Algebra  
MAT 4203 Math Analysis  
MAT 4703 Topics in Mathematics

## Physical Education

PHE 1113 Introduction to PE and Sports  
PHE 2213 First Aid, CPR and AED  
PHE 2263 Anatomy for PE Educator/Coach  
PHE 2303 Care/Prevention of Athletic Injury  
PHE 3103 Team Activities/Sports  
PHE 3113 Dance & Movement Activities

PHE 3123 Individual Activities/Sports  
PHE 3203 Fitness and Outdoor Activities  
PHE 3433 PE for the Atypical Student  
PHE 4103 Kinesiology  
PHE 4203 Physiology of Exercise  
PHE 4503 Physical Education Programs

## Psychology

PSY 1103 General Psychology  
PSY 3103 Prin Behavior Mgt  
PSY 3213 Development Psy  
PSY 3503 Social Psychology  
PSY 4203 Abnormal Psychology

**Select 9 hours from the following:**

PSY 3113 Cognition  
PSY 3403 Group Dynamics  
PSY 3513 History of Psychology  
PSY 4103 Personality  
PSY 4213 Theory/Guid/Counsel  
PSY 4313 Interviewing/Counsel  
PSY 4403 Experiment Psychology  
PSY 4703 Topics

## Social Science

HIS 2103 Amer History to 1876  
HIS 2203 Amer History from 1877  
HIS 3313 World History  
GEO 2103 Phy/Cult Geography  
POS 3103 American Ideologies  
POS 4143 Comparative Politics  
POS 4223 Constitutional History  
SOC 1103 Intro to Sociology

SOC 3203 Race & Ethnic Relations

## Licensure: Special Education for Licensed Teachers

### Required Courses

EDU 1101	Field Based Observation
SPED 2103	Intro to Exceptional Learners
SPED 3223	Classroom Management & Exceptional Learners <b>-OR-</b>
SPED 5233	Advanced Classroom Management
SPED 3423	Special Education Curriculum <b>-OR-</b>
SPED 5423	Special Education Curriculum
SPED 3503	Methods/Materials in Reading & Integ. Comm. Arts <b>-OR-</b>
SPED 5503	Methods/Materials in Reading & Integ. Comm. Arts
SPED 3523	Assess/Eval/Ref/Place of SPED <b>-OR-</b>
SPED 5223	Advanced Assessment
SPED 4123	Learners Who are Cognitively Different <b>-OR-</b>
SPED 5123	Learners Who are Cognitively Different
SPED 4213	Learners with Learning Disabilities <b>-OR-</b>
SPED 5213	Learners with Learning Disabilities
SPED 4243	Learners with Behavior Disorders <b>-OR-</b>
SPED 5243	Learners with Behavior Disorders
SPED 4502	Field Experience II in SPED
SPED	Special Course Offerings (3000, 4000 or 5000 level)

### Additional Information

Also Needed: 24 - 36 hours in your Teaching Field (12 of which must be upper-level).

NOTE: Licensure students may take Education courses only at the 1000, 2000, or 3000 level prior to admission to the Teacher Education Program (TEP). To be admitted to the TEP, students must complete an application and take the Basic Skills part of the New Mexico Teacher Assessments (NMTA). To be eligible for Intern Teaching, a student must have at least a 3.00 GPA in Education courses. To become a licensed teacher, a student must pass all required parts of the NMTA.

## Licensure: Secondary

### Required Courses

EDU 1101 Field Based Observation  
EDU 2103 Foundations of Education  
SPED 2103 Intro to Exceptional Learners

EDU 2213 Educational Psychology   **-OR-**  
EDU 5203 Theories of Learning & Human Development

EDU 3213 Multicultural Learners   **-OR-**  
EDU 5513 Culturally Diverse & Special Needs Populations

EDU 3223 Classroom Management & Organization **-OR-**  
EDI 5233 Advanced Classroom Management

EDU 3523 Educational Measurement & Evaluation **-OR-**  
EDU 5223 Advanced Assessment

EDU 4213 Teaching in the Secondary School **-OR-**  
EDU 5103 Instructional Strategies

EDU 4413 Reading in Content **-OR-**  
EDU 5333 Reading Comprehension Across the Curriculum

EDU 4502 Field Experience II  
EDU 4546 Intern Teaching  
EDU 4601 Intern Teaching Seminar

### Additional Information

Also Needed: 24 - 36 hours in your Teaching Field (12 of which must be upper-level).

NOTE: Licensure students may take Education courses only at the 1000, 2000, or 3000 level prior to admission to the Teacher Education Program (TEP). To be admitted to the TEP, students must complete an application and take the Basic Skills part of the New Mexico Teacher Assessments (NMTA). To be eligible for Intern Teaching, a student must have at least a 3.00 GPA in Education courses. To become a licensed teacher, a student must pass all required parts of the NMTA.



## Licensure: Elementary

### Required Courses

EDU 1101 Field Based Observation  
EDU 2103 Foundations of Education  
SPED 2103 Intro to Exceptional Learners

EDU 2213 Educational Psychology **-OR-**  
EDU 5203 Theories of Learning & Human Development

EDU 3213 Multicultural Learners **-OR-**  
EDU 5513 Culturally Diverse & Special Needs Populations

EDU 3223 Classroom Management & Organization **-OR-**  
EDI 5233 Advanced Classroom Management

EDU 3503 Methods/Materials in Reading & Integ. Comm. Arts **-OR-**  
EDU 5503 Methods/Materials in Reading & Integ. Comm. Arts

EDU 3513 Reading Instruction

EDU 3523 Educational Measurement & Evaluation **-OR-**  
EDU 5223 Advanced Assessment

EDU 4113 Teaching in the Elementary School **-OR-**  
EDU 5103 Instructional Strategies

EDU 4203  
Diagnostic/Corrective Reading **-OR-**  
EDU 5203 Diagnostic/Corrective Reading

EDU 4502 Field Experience II  
EDU 4546 Intern Teaching  
EDU 4601 Intern Teaching Seminar

### Additional Information

Also Needed: 24 - 36 hours in your Teaching Field (12 of which must be upper-level).

NOTE: Licensure students may take Education courses only at the 1000, 2000, or 3000 level prior to admission to the Teacher Education Program (TEP). To be admitted to the TEP, students must complete an application and take the Basic Skills part of the New Mexico Teacher Assessments (NMTA). To be eligible for Intern Teaching, a student must have at least a 3.00 GPA in Education courses. To become a licensed teacher, a student must pass all required parts of the NMTA.

## Licensure: Elementary & Secondary

### Required Courses

EDU 1101	Field Based Observation
EDU 2103	Foundations of Education
SPED 2103	Intro to Exceptional Learners
EDU 2213	Educational Psychology <b>-OR-</b>
EDU 5203	Theories of Learning & Human Development
EDU 3213	Multicultural Learners <b>-OR-</b>
EDU 5513	Culturally Diverse & Special Needs Populations
EDU 3223	Classroom Management & Organization <b>-OR-</b>
EDI 5233	Advanced Classroom Management
EDU 3503	Methods/Materials in Reading & Integ. Comm. Arts <b>-OR-</b>
EDU 5503	Methods/Materials in Reading & Integ. Comm. Arts
EDU 3513	Reading Instruction
EDU 3523	Educational Measurement & Evaluation <b>-OR-</b>
EDU 5223	Advanced Assessment
EDU 4113	Teaching in the Elementary School
EDU 4203	Diagnostic/Corrective Reading <b>-OR-</b>
EDU 5203	Diagnostic/Corrective Reading
EDU 4213	Teaching in the Secondary School <b>-OR-</b>
EDU 5103	Instructional Strategies
EDU 4502	Field Experience II
EDU 4546	Intern Teaching
EDU 4601	Intern Teaching Seminar

### Additional Information

Also Needed: 24 - 36 hours in your Teaching Field (12 of which must be upper-level).

NOTE: Licensure students may take Education courses only at the 1000, 2000, or 3000 level prior to admission to the Teacher Education Program (TEP). To be admitted to the TEP, students must complete an application and take the Basic Skills part of the New Mexico Teacher Assessments (NMTA). To be eligible for Intern Teaching, a student must have at least a 3.00 GPA in Education courses. To become a licensed teacher, a student must pass all required parts of the NMTA.



## Licensure: Special Education

### Required Courses

EDU 1101 Field Based Observation

SPED 2103 Intro to Exceptional Learners

SPED 3223 Classroom Management & Exceptional Learners **-OR-**

SPED 5233

Advanced Classroom Management

SPED 3423 Special Education Curriculum **-OR-**

SPED 5423 Special Education Curriculum

SPED 3503 Methods/Materials in Reading & Integ. Comm. Arts **-OR-**

SPED 5503 Methods/Materials in Reading & Integ. Comm. Arts

SPED 3523 Assess/Eval/Ref/Place of SPED **-OR-**

SPED 5223 Advanced Assessment

SPED 4123 Learners Who are Cognitively Different **-OR-**

SPED 5123 Learners Who are Cognitively Different

SPED 4213 Learners with Learning Disabilities **-OR-**

SPED 5213 Learners with Learning Disabilities

SPED 4243 Learners with Behavior Disorders **-OR-**

SPED 5243 Learners with Behavior Disorders

SPED 4502 Field Experience II in SPED

SPED 4546 Intern Teaching in SPED Setting

SPED 4601 Intern Teaching Seminar in SPED Setting

### Additional Information

Also Needed: 24 - 36 hours in your Teaching Field (12 of which must be upper-level).

NOTE: Licensure students may take Education courses only at the 1000, 2000, or 3000 level prior to admission to the Teacher Education Program (TEP). To be admitted to the TEP, students must complete an application and take the Basic Skills part of the New Mexico Teacher Assessments (NMTA). To be eligible for Intern Teaching, a student must have at least a 3.00 GPA in Education courses. To become a licensed teacher, a student must pass all required parts of the NMTA.



# **course** **descriptions**





# Course Descriptions

## Legend

Fall- .....	F
Fall A- .....	Fa
Fall B- .....	Fb
Wintermester- .....	Wm
Spring- .....	S
Spring A- .....	Sa
Spring B- .....	Sb
Maymester-.....	Mm
Summer- .....	SU
Summer A- .....	SUa
Summer B- .....	SUB

## Accounting

### ACT 2103 Computerized Accounting

3 Hours

Introduction to a selection of computer accounting software including QuickBooks, Peachtree, Simply Accounting.

### ACT 2203 Income Tax Accounting

3 Hours

An introduction to personal and corporate income tax.

### ACT 3203 Intermediate Accounting I

3 Hours

Review of the accounting cycle and financial statement preparation. In-depth study of professional pronouncements affecting accounting for cash, receivables, inventory, fixed assets, liabilities, income taxes, and intangible assets. PRE: ACT 3214

### ACT 3204 Principles of Accounting I

4 Hours

An introduction to the fundamental principles of accounting as a basis for business decision-making. The practical application of recording changes in assets, liabilities, and equities; the integrating of the accounting cycle into business operations.

### ACT 3213 Intermediate Act II

3 Hours

In-depth study of professional pronouncements affecting accounting for corporations, retained earnings and changes in equity, long-term investments, bonds, pensions, leases, accounting changes, analysis, financial reporting, and changing prices. PRE: ACT 3203

### ACT 3214 Principles of Accounting II

4 Hours

A continuation of the fundamental principles of accounting, to include accounting for partnerships, corporations, and cost accounting. PRE: ACT 3204

### ACT 3233 Governmental and Nonprofit Accounting

3 Hours

Introduction to the theories and procedures applied in accounting for non-profit businesses, state and municipal agencies, hospitals, educational institutions, and other non-profit organizations. PRE: ACT 3214 and ACT 3213

### ACT 3243 Cost Accounting I

3 Hours

Procedures and principles of cost accounting as it applies to controlling and allocating materials, labor and manufacturing expenses, including cost, profit, and differential analysis for management decision. PRE: ACT 3204

### ACT 3253 Cost Accounting II.

3 Hours

A continuation of ACT 3243 Cost Accounting I. PRE: ACT 3243

### ACT 4203 Personal Income Tax

3 Hours

A detailed study of income tax principles and regulations as they pertain to individuals. PRE: ACT 2203 and ACT 3214

### ACT 4213 Corporate Income Tax

3 Hours

A detailed study of corporate, partnership, and judiciary taxation; tax research; and planning. PRE: ACT 2203 and ACT 4203

### ACT 4233 Accounting for the Petroleum Industry

3 Hours

A study of petroleum industry operations and accounting for those operations, pre-drilling exploration, undeveloped properties, drilling development, and production. PRE: ACT 3214 (FA in Odd Years)

### ACT 4253 Advanced Accounting

3 Hours

Advanced theories of accounting as they apply to corporate combinations and consolidations, partnership accounting, governmental and nonprofit accounting, judiciary accounting, accounting for foreign operations, and insolvency. PRE: ACT 3213

## Course Descriptions

### **ACT 4343 Auditing Theory and Ethics**

3 Hours

A study of the theory of auditing principles, procedures, and ethics. Recommended for those taking the CPA examination. PRE: ACT 3213 (Wm)

### **ACT 4353 Advanced Auditing**

3 Hours

Emphasis on practical applications through the use of practice cases. Includes planning, conducting the audit, closing the audit, writing the audit report, and statistical sampling techniques. Recommended for those taking the CPA examination. PRE: ACT 4343

### **ACT 4363 Advanced Computer Applications in Accounting**

3 Hours

Offers an advanced accounting approach incorporating computerized concepts. PRE: ACT 2103 and ACT 3214

### **ACT 2601-2604, 3601-3604, 4601-4604 Workshops or Seminars**

1 to 4 Hours

Special offerings outside the curriculum, which meet the educational needs of both students and practitioners.

### **ACT 4701-4703 Topics in Accounting**

1 to 3 Hours

Topics offered in areas such as tax changes, financial accounting updates, management of an accounting practice, and special industry practices.

### **ACT 4811-4813 Internship in Accounting**

1 to 3 Hours

Students will be associated with a business in the community. Observation, followed by as much hands-on, practical experience in the operation of the business as the situation permits. Fifty clock hours of involvement are necessary for each semester hour of credit. Enrollment requires pre-placement arrangement by the instructor. PRE: ACT 3213

## Art

### **ART 1103 Art Appreciation**

3 Hours

Development of understanding and enjoyment of art is emphasized through the study of painting, sculpture, architecture, and design. Characteristics of style are examined in relation to the culture of the period and the development of art through the ages.

### **ART 2103 History of Western Art I**

3 Hours

A study of art from the prehistoric period to the Renaissance.

### **ART 2203 The History of Western Art II**

3 Hours

A study of art from the Renaissance.

### **ART 2213 The Artist**

3 Hours

An intensive study of the life and works of selected artists. Possible course subjects include Michelangelo, Da Vinci, Van Gogh, Gauguin, Whistler, Chagall, Picasso, or O'Keefe.

## Bilingual Education

### **BIL 2213 Bilingual Education: School, Community, and Family**

3 Hours

Historical development of bilingual education in the U.S.; rationales for bilingual education; legal aspects; involvement of community and families; local, state, and national issues; and current research findings, methods, models, and trends.

### **BIL 3103 Teaching English-as-a-Second Language**

3 Hours

Methods for assisting the elementary and secondary Limited-English-Proficient (LEP) learner and English Language Learners (ELL) to acquire fluency. PRE: BIL 2213

### **BIL 3113 Humanities for Bilingual Learners**

3 Hours

Curriculum and methods for elementary and secondary language arts, reading, social sciences, and fine arts specific to bilingual learners. Oral Spanish fluency required. PRE: Evidence of at least 8th grade-level proficiency in Spanish, BIL 2213, and BIL 3103

### **BIL 3203 Science & Math for Bilingual Learners**

3 Hours

Curriculum and methods for elementary and secondary sciences and math specific to bilingual learners. Oral Spanish fluency required. PRE: Evidence of at least 8th gradelevel proficiency in Spanish, BIL 2213, and BIL 3103

### **BIL 4103 Reading & the Bilingual Learner**

3 Hours

Methods and materials for the acquisition of literacy skills by elementary-level bilingual learners whose native language is not English. Oral Spanish fluency required. PRE: Evidence of at least 8th grade-level proficiency in Spanish, BIL 2213, and BIL 3103

**BIL 4203 Research and Evaluation of Bilingual Learners and Programs**

3 Hours

Assessment methods, instruments, and models for evaluating students and programs. Covers quantitative and qualitative research methods. Major research project related to some aspect of bilingual education required. PRE: Evidence of at least 8th grade-level proficiency in Spanish, BIL 2213, BIL 3103, BIL 3113, BIL 3203, and BIL 4103

## Biology

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**BIO 1104 General Biology I & Lab**

4 Hours

Energy transformations in biological systems. Fundamentals of biological processes, such as photosynthesis, cellular respiration, reproduction, and inheritance. \$40 lab fee

**BIO 1154 General Biology II & Lab**

4 Hours

Comparative anatomy and physiology of the major organ systems. Extended consideration of photosynthesis, biogeochemical cycles, genetics, and evolution. \$40 lab fee PRE: BIO 1104

**BIO 2104 Principles of Human Anatomy & Physiology I & Lab**

4 Hours

A study of the structure and function of the human organ systems. \$40 lab fee PRE: BIO 1104

**BIO 2114 Principles of Human Anatomy & Physiology II & Lab**

4 Hours

A study of the structure and function of the human organ systems. \$40 lab fee PRE: BIO 2104

**BIO 3102 Medical Terminology**

2 hours

This course will focus on how to break down a medical term by simply knowing the meaning of the prefix or suffix. These medical terms are related to all major body systems, such as muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. PRE: CHE 1104 and BIO 2104.

**BIO 3104 Microbiology & Lab**

4 Hours

In this course the students study the overview of the microbial world including identification and properties of microbes, microbial cell structure, function, metabolism, and fundamental concepts of microbial genetics, pathogenesis, physiology and ecology. They also learn basic techniques for enrichment, selection, isolation, enumeration and identification of microorganisms. \$40

lab fee. PRE: BIO 1104 and BIO 1154

**BIO 3314 Zoology & Lab**

4 Hours

The course will help students understand the principles of animal taxonomy, recognize the characteristics of the major phyla of animals, introduce the structure and function of the principal body systems of animals, and comprehend the ecological significance in animal life. The lab portion will facilitate the development of lab skills necessary for zoology study. \$40 lab fee PRE: BIO 1104 and BIO 1154

**BIO 3374 General Botany & Lab**

4 Hours

Classification, morphology, and physiology of plants. \$40 lab fee PRE: BIO 1154

**BIO 3404 Genetics & Lab**

4 Hours

The study of the principles of heredity; chromosomal separation and genetic assortment in individuals, and genes in populations. \$40 lab fee PRE: BIO 1104 or BIO 1154

**BIO 3504 Animal Behavior & Lab**

4 Hours

A study of the adaptive values of various aspects of animal behavior: predator avoidance, communication, coloniality, and reproductive tactics. \$40 lab fee

**BIO 3514 Cell Biology & Lab**

4 Hours

A course designed to introduce the student to structure, function and methods of studying various cells and their organelles. Students will learn cell types, uniformity and diversity, mechanism of cell division, differentiation, and change. \$40 lab fee PRE: BIO 1104

**BIO 3523 Research Methods in Biology**

3 Hours

Research-oriented students will be directed by a faculty member through the fundamentals of choosing a research topic, performing a bibliographic search on a subject, classification of instruments, data taking, data reduction, professional ethics and other research oriented topics. The use of computers will be emphasized for statistical data analysis.

**BIO 3524 Ecology & Lab**

4 Hours

An introduction to the basic principles that describe the structure and function of populations, communities, and their ecosystems. Students will learn about the flow of energy in ecosystems and the biogeochemical cycles. The impact of man on the environment will be considered. \$40 lab fee PRE BIO 1204

**BIO 3544 Nutrition & Lab**

The course provides an overview of the basic nutrients required by the body for health and life. The role of nutrition in various phases of the life cycle and the psychological and sociological implications of food are addressed. \$40 lab fee PRE: CHE 1104 and BIO 2104.

**3 Hours**  
This course introduces principles of nursing, health and wellness concepts, and the nursing process, and utilizes nursing strategies to meet the multidimensional needs of individuals. PRE: BIO 2104.

**3 Hours**  
The course provides the information of organization and administration of public and voluntary health agencies and facilitates students to understand the administrative and political processes of operation of health agencies by examining traditional and new innovative programs of federal, state and local health agencies.

1 to 4 Hours  
Selected topics in an identified area.

3 Hours  
Students will work through healthcare facilities in the community. Observation, followed by as much hands-on, practical experience in the implementation of a healthcare as the situation permits will be the core of the internship. 50 clock hours of involvement are necessary for each semester hour of credit. Enrollment with consent of instructor.

1 to 4 Hours on an original research project. PRE: Upper division standing and consent of the instructor. \$40 lab fee



**3 Hours**  
This course covers a study of algebraic concepts: expressions, equations and inequalities, polynomials, functions, graphing techniques, and systems of linear equations, as applied to business. PRE: MAT 1013 or one year of high school algebra.

This course integrates the relevance of descriptive and inferential statistics with practical business applications. Students will learn to perform functional statistical analysis and use the results to make managerial business decisions. Students will complete computational exercises involving business research datasets and apply the findings to administrative scenarios. Course topics will include probabilities, measures of central tendency, correlation, covariance, analysis of variance, and regression analysis. PRE: BUA 1303

This course covers the origin and development of law; judicial procedure; tort law; law of contracts; agency, employment law, and labor law; business organization and regulation; real and personal property; bailment; insurance; wills and estate planning, consumer and creditor protection; and sport law.

In this introductory course, students will examine the role that social media plays in society, relationships, and enterprise. Learners will get hands-on experience with virtual communities and learn how to use a variety of social media tools to expand awareness, create a digital presence, and develop a social media strategy. Upon completion, students will be able to create a blog, distribute digital content, lead a participative online community, and implement a social media campaign.

The course covers not only current employment law but presents emerging laws, regulations and court decisions that managers and administrators must know in order to understand their legal responsibilities. Today's workforce must be managed in a legal but ethical context to avoid incurring substantial penalties, time-consuming litigation and costly awards. PRE: BUA 3104

Special offerings not included in the established curriculum, which meet the educational needs of students.

Selected topics in an identified area.

## Chemistry



### CHE 1104 Principles of Chemistry I & Lab

4 Hours

Fundamental laws, principles, methods, and the properties of gases, liquids, solids, and solutions. \$40 lab fee

PRE: MAT 1203 or concurrent enrollment

### CHE 1204 Principles of Chemistry II & Lab

4 Hours

The second half of CHE 1104. \$40 lab fee PRE: CHE 1104

### CHE 3104 Organic Chemistry & Lab

4 Hours

The first semester of organic chemistry including molecules, bonding, alkanes, alkenes, alcohols, and carboxylic acids. Designed for students in the life sciences, nursing, agriculture, and chemistry programs or majors. \$40 lab fee PRE: CHE 1204. (F in even years)

### CHE 3304 Biochemistry & Lab

4 Hours

Bio chemistry will evaluate the chemical nature and interactions of biological molecules, acid base chemistry, buffers, carbohydrates, lipids, proteins, nucleic acids, enzymes, and coenzymes, the interrelationships of compounds in major metabolic cycles, and the utilization and synthesis of high energy compounds. \$40 lab fee PRE: CHE 1104 & CHE 1204

### CHE 4701-4 Topics in Chemistry

1-4 Hours

Selected topics in an identified area.

## Computer Science



### CSI 1203 Computer Applications

3 Hours

Introduction to software applications in word processing, spreadsheets, database managers, presentation graphics, and web page design. A hands-on, practical examination of the most popular microcomputer applications and the benefits to be derived from their use.

### CSI 2203 Education Technology

3 Hours

Basic microcomputer concepts, production tools (i.e., Power Point, Internet, Publisher, Web Sites etc.), and multimedia presentation tools (i.e., digital and video cameras, LCD players, scanners, media projectors, Elmos, smart boards, VCR, and overheads) for student learning. Application of technology as an instructional strategy to support diverse learners. Lesson and unit design using 4MATION. Multimedia evaluation techniques for assessing student learning, evaluation of internet resources, and strategies to manage students when using technology. Required of all Education majors. (FA/SP/SU1)

### CSI 2213 Electronic Spreadsheets

3 Hours

A study of electronic spreadsheets through classroom demonstrations and assigned projects using the current software of choice. Students learn to store, manipulate, and chart numeric data by creating and modifying worksheets. Introductory skills that are needed to analyze and summarize mathematical, statistical, and financial data are presented.

### CSI 2223 Data Structures

3 Hours

Complex analysis, complexity classes, recursion, sorting and searching, algorithm efficiency. Labs and 5-8 programming projects. (2 lectures, 2 labs) PRE: CAI 1134

## Criminal Justice



### CRJ 1103 Introduction to Criminal Justice

3 Hours

This course provides students with an understanding of criminological, bio-psycho-social, systemic and environmental theories of crime and criminal behavior. The historic development of law enforcement, courts and corrections, and the modern operations of these agencies will also be discussed. (F/Fa/S/Sa/SU)

### CRJ 1113 Criminal Law I

3 Hours

This course offers an overview of the theoretical issues and functions of the law involved in controlling deviance in society. Historical foundations and the limits of criminal law will also be covered.

### CRJ 1123 Criminal Law II

3 Hours

This course considers the definitions and development of criminal law, criminal procedure and criminal rights, with special emphases in constitutional theory and practice. Legal problems associated with the investigation of crime are also addressed.

### CRJ 1203 Introduction to the Judicial Process

3 Hours

This course covers the criminal court system and criminal processes and analyses of major judicial decisions. Legal definitions, development of criminal procedures and laws, and constitutional oversight and theory issues are discussed as well.

### CRJ 2103 Introduction to Research Methods

3 Hours

This course teaches skills necessary to conduct scholarly investigation by presenting an overview of empirical qualitative and quantitative research methods needed to conduct research in criminal justice.

## Course Descriptions

### **CRJ 2203 Crime in America**

3 Hours

This is a study of crime and crime prevention from an historical perspective. It addresses the relationships among social, environmental, and historical factors in past and contemporary justice systems.

### **CRJ 2213 Introduction to Forensic Science**

3 Hours

This course provides the groundwork for the study of criminal investigation and forensic science by analyzing the procedures that agencies of justice use to identify and convict offenders. This course serves both as a general overview of the field and as an introduction to the most critical and innovative investigative techniques, research studies, and policy initiatives in recent years.

### **CRJ 2303 Criminal Investigation**

3 Hours

This course concentrates on procedures for the collection and preservation of evidence, sources of information, interviewing and interrogating, utilizing forensic sciences, and preparing for trials.

### **CRJ 2403 Probation and Parole**

3 Hours

This course surveys approaches to corrections; types of correctional institutions, residents, programs and management; and special problems associated with corrections and correctional institutions. The history, philosophy and development of adult and juvenile probation and parole in the United States also will be covered. (Fb/SU)

### **CRJ 3103 Criminology**

3 Hours

This course examines the major criminological issues including definitions of crime and developing theories of crime causation from legal, social, political and psychological perspectives. The purpose of the course is to teach students to be informed and critical users of research reported by criminal justice agencies and criminology and criminal justice journals.

### **CRJ 3113 Cyber-Crime**

3 Hours

A study of the various crimes that involve a computer and a network. Topics include "computer hacking", copyright infringement, child pornography, espionage, financial theft, computer viruses, malware, cyber-stalking, fraud and identity theft, spam issues, drug trafficking, cyber-terrorism, and cyber-warfare. Emerging issues such as the cooperation of international legal systems and the role of the International Criminal Court are also addressed. (Sa/SU)

### **CRJ 3123 Verbal Psychological Tactics**

3 Hours

Develop communication skills, resolve conflicts, and avoid common communications disasters. Topics include strategies that deflect and redirect negative behavior. The course prepares law enforcement professionals to manage a wide-range of verbal encounters. Listening and communications tactics that facilitate how to control most disputes are also addressed.

### **CRJ 3203 Understanding Criminal Behavior**

3 Hours

In this course, bio-psycho-social and environmental theories of crime and criminal behavior are studied. It reviews and evaluates criminal justice research, including data collection and analysis methods, and presentation of findings.

### **CRJ 3303 Law Enforcement Management**

3 Hours

This course examines the principles of organization and organizational behaviors, administration of public institutions and administrative structures, inter-and-intra governmental relations and cooperation, and personnel and agency management in law enforcement agencies.

### **CRJ 3313 Correctional Process**

3 Hours

This focus of this course is the history, organization and operation of the correctional system in America and the characteristics and needs of the offender population. Its in-depth analysis of the correction process, the development of correctional philosophy and practice, and institutional operations and alternatives, permit students to develop an appreciation for the dilemmas facing the criminal justice system in handling the offender population.

### **CRJ 3403 Community Corrections**

3 Hours

This course surveys approaches to corrections; types of correctional institutions, residents, programs and management; and special problems associated with corrections and correctional institutions. It presents an analysis of the theoretical and practical implications of the maintenance of offenders in the community and the community resources available.

### **CRJ 3503 Juvenile Justice Systems**

3 Hours

This course is an introduction to the field of juvenile delinquency, including causation; development of delinquent and criminal behavior; and initial apprehension, referral, and preventive techniques. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the functions of juvenile courts. Issues dealing with jurisdiction of juvenile agen-



cies, the processing and detention of offenders, case dispositions, juvenile status, and court procedures are also addressed.

**CRJ 3513 Victimology**

3 Hours

This course introduces students to the field of victimology and explores its conceptual boundaries, basic concepts and literature within various sub areas. The course explores policy developments and practical applications which stem from the concern over victims. The progression from a criminal to a victim justice system will be emphasized. It also presents an overview of conceptual and substantive issues in victim-centered theory and research, including impact of crimes upon the victim and the role of the victim.

**CRJ 4103 Corrections, Operations, and Management**

3 Hours

This course provides a general overview of historical and current correctional programs and examines procedures by which offenders move through the system, with an emphasis on prison administration and strategies designed to "rehabilitate" the incarcerated.

**CRJ 4113 Homeland Security**

3 Hours

This course enables students to assess future radiological, nuclear, chemical, and low-intensity threats to our national security and provides them with intervention skills. The course also examines how historical, social, economic, and institutional factors impact modes of security in contemporary society, and the requirements for developing a politically competent multi-system practice of counterterrorism and homeland security.

**CRJ 4203 Issues in Ethics, Law and Criminal Justice**

3 Hours

This course is an in-depth examination of some ethical and decision-making dilemmas facing law enforcement and criminal justice professionals. Acceptable professional standards of behavior by criminal justice practitioners and challenges to ethical behavior also are examined.

**CRJ 4303 Criminal Justice Administration**

3 Hours

This course addresses the different administrative structures of criminal justice agencies and institutions and their relationship to police, courts, and corrections problems. It also examines, from social and psychological perspectives, the current issues and problems in criminal law enforcement. (Fb in even years)

**CRJ 4333 Unconventional Warfare**

3 Hours

This course focuses on the sweeping history of U.S. involvements overseas and at home, and addresses actions taken when forces face unconventional methods which call for unconventional responses. Past experiences from the Revolutionary War to modern times are addressed, analyzing U.S. responses to counterinsurgency campaigns, in an attempt to gain understanding of our modern dilemmas. (Sb in even years)

**CRJ 4403 Prosecution and Adjudication**

3 Hours

The civil and human rights of defendants and the legal duties and responsibilities of criminal justice personnel are studied in this course. (Fa in even years)

**CRJ 4413 Civil Law and the Legal Systems**

3 Hours

This course outlines the structure and functions of civil and criminal courts in America. The roles of attorneys, judges and other court personnel, the operation of petit and grand juries, trial and appellate courts will also be reviewed. Federal immigration laws will be addressed as well. (Fb in even years)

**CRJ 4503 Penology**

3 Hours

This course is a study of the history and theory of incarceration as punishment, deterrence, incapacitation, and rehabilitation. It addresses state and federal laws dealing with recidivism, sexual offenses, and statistical observations. It also provides a survey of institutional and non-institutional programs relevant to incarceration in community settings. (Fa in odd years)

**CRJ 4513 Interviewing for Investigators**

3 Hours

This course explores the basic theoretical features of the investigation process, necessary to obtain facts used in criminal investigation. Topics include duties and responsibilities of the investigator, and procedures and techniques to be followed in interviewing witnesses, informants, and complainants.

**CRJ 4703 Special Topics in Criminal Justice**

3 Hours

This course will cover current topics and/or specialized topics in criminal justice. This course may be repeated under different topics for a maximum of 6 credits. (SU in odd years)

**CRJ 4813 Internship in Criminal Justice**

3 Hours

Students will complete supervised field placements in agencies related to criminal justice, such as family court; a federal, state, or local law enforcement agency. Prior to enrolling in the internship, each student must ensure that a Memorandum of Agreement is entered



## Course Descriptions

into between the host agency and the Criminal Justice Program, ensure the availability of a field supervisor, and make a commitment to maintain a Practicum Journal during the internship. (Fb/Sb/SU)

### **CRJ 4823 Application of Homeland Security Plans & Grant Writing**

3 Hours

This course introduces students to grant writing to solicit federal, state, local, and private funds to formulate and implement Homeland Security measures and prevention procedures and programs. It focuses on the critical examination of the concepts and dynamics of terrorism and counterterrorism measures, local, national, and international governmental and nongovernmental forces in relation to local needs for security and issues of authority, diffusion of authority, and responsibility. (Sb in odd years)

## Debate



### **DEB 0510 Competitive Speech & Debate**

This course examines the fundamentals and continued development of collegiate speech and debate. Students will learn the basics of the three major styles of debate within the Parliamentary Debate framework as well as advanced argumentation techniques and organization. Preparation and techniques of tracking arguments within a debate as well as research will be conducted. In addition to the debate information, the primary areas of speech competition (Interpretation Events, Limited Preparation Events, and Platform Events) will be addressed. Students interested in competing in speech and debates are encouraged to take this course.

## E-Commerce



### **EBUS 4103 Introduction to E-Commerce**

3 Hours

In this course, the foundational models of business-to-business and business-to-consumer transactions are introduced. Course concepts will include; characteristics of e-marketing, ethics and privacy issues in e-commerce, strategies for success in a virtual environment, and the regulatory climate of e-business.

### **EBUS 4203 Technologies for E-Commerce**

3 Hours

In this course, students examine the technologies required to conduct business via the internet. Integrating a variety of IT concepts including; search engine optimization, web browsers, secure system transactions, servers, and web page development, this course provides students with the fundamental knowledge necessary to operate in a virtual business environment.

## Economics



### **ECO 2203 Principles of Microeconomics**

3 Hours

The study of the allocation of scarce resources from the viewpoint of individual economic units including household and corporate behavior, competitive pricing, and monopoly power.

### **ECO 2303 Principles of Economics**

3 Hours

The course covers the key principles of economics with an overview of the macro view of growth economy and the micro view of individual economic units.

### **ECO 2802-4802 Internship in Free Enterprise**

2 Hours

Development and implementation of projects in school and community environments with the objective of free enterprise education, under direction of a faculty member. By consent of the instructor. PRE: USW 4213

### **ECO 3701-3703, 4701-4703 Topics**

1 to 3 Hours

Selected topics in an identified area.

## Education



### **EDU 1101 Field-Based Observations**

1 Hour

An early field experience designed to explore teaching as a career. Involves intensive orientation to the public school program through observations and other guided experiences.

### **EDU 2103 Foundations of Education**

3 Hours

American education in its cultural setting; its nature, role, and function in society. The application of theories, research, and philosophies of teaching/learning, school law, and the organization and finances of the school will be explored. PRE: EDU 1101 or concurrent enrollment

### **EDU 2213 Educational Psychology**

3 Hours

Theories of development and learning. Understanding and utilizing the teaching/learning process through application of principles of learning, motivation, readiness, transfer, and individual differences. (Cross references with PSY 2213)

### **EDU 3213 Multicultural Lnrs & Literacy (Reading)**

3 Hours

A survey which identifies the educational and literacy (reading) problems and basic procedures designed to help teachers meet the needs of multicultural students in regular classroom settings. PRE: EDU 2103 or concurrent enrollment

**EDU 3223 Classroom Management and Organization**

3 Hours

Basic principles and procedures of classroom management including various current behavioral management plans, time management strategies, and other current classroom management strategies to use with all students, including exceptional learners. PRE: EDU 2213 or concurrent enrollment (Cross references with SPED 3223)

**EDU 3503 Methods and Materials for Reading and Integrated Communication Arts**

3 Hours

This course provides in-depth information on the teaching of reading, writing, spelling, speaking, listening, and thinking skills, and includes reading methods and techniques for identifying, adapting, and developing instructional material; also provides instructional methodology in reading and other subject matter areas for delivery of instruction to diverse populations ranging from infancy through adulthood. The course includes inclusion, "main-streaming," or transition techniques and models.

**EDU 3513 Reading Instruction**

3 Hours

Reading Instruction is designed to provide students with current, research-based information on theory and practice in reading instruction. Essential components of this course include the following topics: neuropsychology, alphabetic [phonics and language], best instructional practices, fluency instruction, assessments to inform classroom instruction, comprehension instruction, writing instruction, and performance standards and benchmarks. PRE: EDU 1101, EDU 2103, EDU 2213, EDU 3213, EDU 3503; SPED 2103 (Cross references with SPED 3513)

**EDU 3523: Educational Measurement and Evaluation**

3 Hours

An introduction to evaluation and measurement concepts. History of testing, test construction, basic test statistics, theoretical aspects of testing, test properties, and test goals and objectives. Interpreting and communicating test data to various groups. PRE: EDU 2103 and EDU 2213

**EDU 4113 Teaching in the Elementary School**

3 Hours

A methods course designed for pre-service teachers to explore techniques for teaching science, math, and social studies. Students will investigate the classroom teacher's role regarding music, art, and physical education. PRE: EDU 2103, EDU 2213, CSI 2203

**EDU 4203 Diagnostic/Corrective Reading**

3 Hours

This course reinforces and extends the diagnostic/corrective concept to include content areas as well as reading. Pre-service teachers administer and interpret diagnostic instruments and procedures (both formal and informal assessments). Practical application is accomplished through diagnosing and instructing the struggling readers from surrounding area schools in one-on-one settings during the school day. The application is 20-30 hours total during the semester. Pre-service teachers will learn to write evaluation reports and confer with teachers and parents. PRE: EDU 3503, EDU 3513, EDU 3523

**EDU 4213 Teaching in the Secondary School**

3 Hours

Methods and materials used for instruction by secondary teachers. PRE: EDU 2103 and EDU 2213

**EDU 4413 Reading in the Content Areas**

3 Hours

Course emphasizes reading problems and processes as they relate to the secondary student. The evaluation and selection of appropriate instructional material is included. PRE: EDU 2103, EDU 2213, CSI 2203 (Cross references with EDR 5413)

**EDU 4502 Field Experience II**

2 Hours

Students are assigned to a classroom where they assist the teacher in various classroom tasks; assist individual students; guide small group activities; and, where appropriate, prepare and teach micro-lessons. PRE: EDU 1101 and at least 15 hours in EDC 2000-3000 level courses

**EDU 4546 Intern Teaching**

6 Hours

Intern teachers are assigned to a supervisory teacher in a public school where they work full time for a period of 14 weeks. Intern teachers gradually assume a full teaching load which they maintain for an appropriate period of time. The intern is expected to participate in all phases of school life. PRE: Admission to Intern Teaching

**EDU 4601 Intern Teaching Seminar**

1 Hour

A forum for sharing experiences and for developing and stimulating reflective teaching skills. PRE: Admission to Intern Teaching, Taken concurrently with EDU 4546

**EDU 4601-4603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meet the educational needs of students. PRE: EDU 2103

## Course Descriptions

### **EDU 4701-4703 Topics in Education**

1 to 3 Hours

Selected topics in an identified area. PRE: EDU 2103

## English

### **ENG 0013 Developmental English I**

3 Hours

This course will address: Reading comprehension focused on basic text (literal comprehension building toward inferential reading skills; English language mechanics: grammar, spelling, sentence structure; Writing: sentence and paragraph development. Credit in this course will not count toward graduation or computation of GPA or classification of students by hours completed. Student must earn at least a "C" in this developmental course in order to move to the next level. If the class must be repeated more than three times, the student will be suspended. (F/Fa/S/

### **ENG 0023 Developmental English II**

3 Hours

This course will cover: Reading comprehension transitioning to college text (building intentional comprehension and critical reading skills); English language skills review (grammar, syntax, and mechanics); Introduction to revision and editing; Writing: short essay and informal writing; Introduction to the essay form (e.g., audience, purpose, thesis, supporting ideas, development, logical progression, style). Credit in this course will not count toward graduation or computation of GPA or classification of students by hours completed. Student must earn at least a "C" in this developmental course in order to move to the next level. If the class must be repeated more than three times, the student will be suspended.

### **ENG 1013 Mechanics of English**

3 Hours

This course is a study of grammar and mechanics, effective sentence construction, paragraph development, and basic essay organization and development. Credit in this course will not count toward graduation or computation of GPA or classification of students by hours completed. Student must earn at least a "C" in this developmental course in order to move to the next level. If the class must be repeated more than three times the student will be suspended.

### **ENG 1113 Rhetoric and Composition**

3 Hours

Taught via the "process" approach, this course prepares students in basic expository writing techniques as well as research skills.

### **ENG 1123 Rhetoric and Literature**

3 Hours

This course emphasizes reading and analyzing works from the principle genres of literature – fiction, poetry, and drama – and the techniques of research. PRE: ENG 1113

### **ENG 2213 Creative Writing**

3 Hours

This course teaches the fundamental skills in the composition of poetry, personal narratives, and short stories. PRE: ENG 1123

### **ENG 2323 British & World Lit for Elem Tchrs K-8**

3 Hours

A study of classics of Greece and Rome, of Norse Legend, and of medieval folk literature of northern Europe provides a backdrop for a survey of important works of Britain drawn from genres of epic, drama, poetry, and the modern novel and short fiction.

### **ENG 2403 Survey of American Literature**

3 Hours

This course is a study of American literature from the 18th century through the Post-World War II period. PRE: ENG 1123

### **ENG 2423 Survey of Western World Literature I**

3 Hours

This survey of writings that have shaped Western culture includes selections from ancient, medieval, and Renaissance literature. PRE: ENG 1123

### **ENG 2443 Survey of Western World Lit II**

3 Hours

This survey of writings that have shaped Western culture includes selections from the 18th century to the present. PRE: ENG 1123

### **ENG 3103 Shakespeare**

3 Hours

This study of the life and works of William Shakespeare includes a survey of his three basic dramatic genres: the history play, the comedy, and the tragedy. PRE: ENG 1123

### **ENG 3213 Advanced Creative Writing**

3 Hours

This course assists the aspiring writer of short stories and poetry in polishing his or her work and attempts to see the student's work published in appropriate publications. PRE: ENG 2213 and ENG 3503

### **ENG 3233 Life and Literature of the Southwest**

3 Hours

This course surveys the literature and history of the Southwest. PRE: ENG 1123

**ENG 3413 Classical Mythology**

3 Hours

This course examines classical mythology of ancient Greece and Rome to provide a foundation for the study of Western literature. PRE: ENG 1123

**ENG 3433 Popular Fiction**

3 Hours

Students analyze popular fiction in an attempt to identify the concerns of contemporary culture. Material covered in the course includes print, audio, and the video media.

PRE: ENG 1123

**ENG 3503 Grammar**

3 Hours

This course is an intensive study of basic and advanced English grammar. PRE: ENG 1113 and ENG 1123

**ENG 3513 Children's Literature**

3 Hours

This course is a survey of children's literature appropriate for kindergarten through grade six. PRE: ENG 1123

**ENG 3523 Literary Criticism and Theory**

3 Hours

This course offers a chronological overview of the main schools of critical theory from Plato to Postmodernism. Students will read representative primary sources from each school of thought, as well as additional explanatory materials, and will analyze texts using various critical theories presented.

**ENG 3543 Advanced Composition**

3 Hours

This advanced course in expository and persuasive writing includes in-depth readings in composition theory and classical rhetoric. PRE: ENG 3503 or consent of Instructor

**ENG 3563 The Novel**

3 Hours

This study of selected novels and novelists, American, British and European, emphasizes the development of the novel as a genre. PRE: ENG 1123

**ENG 3573 Young Adult Literature**

3 Hours

This survey of literature appropriate for grades seven through twelve emphasizes modern selections. PRE: ENG 1123

**ENG 3583 Masterworks of Literature**

3 Hours

This course offers close reading of a single work central to the intellectual life and development of Western culture. It may be repeated for credit as the subject matter changes. PRE: ENG 2303 or 2313, 2403, 2413, 2423, 2443

**ENG 4523 Major British Author**

3 Hours

This study of the life and works of a major British author may be repeated for credit as the subject changes. PRE: ENG 2303 or 2313, 2403, 2413, 2423, 2443

**ENG 4533 Major American Author**

3 Hours

This study of the life and works of a major American author may be repeated for credit as the subject changes. PRE: ENG 2303, 2313, 2403, 2413, 2423, 2443

**ENG 4703 Topics in Literature**

3 Hours

This course examines fields of study outside the traditional parameters of undergraduate literature. It may be repeated for credit as topic changes. PRE: ENG 2303 or 2313, 2403, 2413, 2423, 2443, and one ENG 3000 level course

## Environmental Science

**ENV 3213 Environmental & Energy Issues**

3 Hours

This course focuses on the major issues in the increasingly important areas of environmental policy. The importance of political processes and factors on such phenomena as global warming, endangered species, and public lands are discussed.

## Finance

**FIN 3423 Financial Management**

3 Hours

In this course, money and capital markets and the problems of financing business enterprises are studied. The scope includes working capital, financing, budgeting, analyzing financial statements, and intermediate long-term financing.

**FIN 3433 Principles of Finance**

3 Hours

Financial relationships in our economic environment stressing the techniques of financial management planning, capitalization, marketing of securities, dividend policies, financial combinations, the international dimensions, and social policy.

**FIN 3443 Financial Analysis**

3 Hours

Analysis of financial practices, policies and strategies with relationship to theory, concepts, and techniques applicable to such analysis.

## Course Descriptions

### **FIN 4103 Global Finance**

3 Hours

An in-depth review of the type of financial decisions facing global companies. Debt financing including Domestic Bonds, Foreign Bonds, and Eurobonds are discussed. Other topics include international risk management of monetary exchange rates and the role of speculative hedging strategies. The seven major concepts in global finance: 1. Net Present Value, 2. The Capital Asset Pricing Model, 3. Efficient Capital Markets, 4. Value Additivity and the Law of Conservation of Value, 5. Capital Structure Theory, 6. Option Theory, and 7. Agency Theory. PRE: FIN 3433

### **FIN 4413 Insurance and Risk**

3 Hours

The description and analysis of various types of insurance couples with the functions of risk management.

### **FIN 4423 Investments**

3 Hours

Presents various forms of investments available in order to make intelligent decisions when selecting investments to purchase. Emphasis on the development and management of an investment portfolio consistent with one's risk-return trade-off.

### **FIN 4701-4703 Topics in Finance**

3 Hours

Selected topics may include study areas such as: financial statement analysis, investment strategy, investment types, financial planning, risk assessment and planning, real estate, financial institutions, and other current topics of interest.

### **FIN 4823 Internship in Finance**

3 Hours

Students will be associated with a financially oriented business in the community. Observation, followed by as much hands-on practical experience in the operation of that business as the situation permits. Fifty clock hours of involvement are necessary for each semester hour of credit. Enrollment requires pre-placement arrangement by the instructor. PRE: JUNIOR OR SENIOR WITH A 2.5 GPA AND SUCCESSFUL COMPLETION OF AT LEAST TWO FINANCIAL COURSES.

## Geography

### **GEOG 2103 Physical & Cultural Geography**

3 Hours

The course examines how physical features, natural resources, and climatic patterns affect global, national, and regional social and political institutions.

## Geology

### **GEO 1104 Historical Geology & Lab**

4 Hours

Study of the earth's physical processes, identification of common rocks and minerals, and interpretation of topographic maps. \$40 lab fee

### **GEO 1204 Earth Science I & Lab**

4 Hours

A survey course designed to acquaint the student with the basic fundamentals of the formation of our Earth, Geology, Meteorology, Oceanography, and Space. Core Knowledge concepts are incorporated into the course as well as New Mexico Benchmarks and Standards. New Mexico Teacher Competencies will be addressed for those students/teachers seeking a science endorsement in elementary or secondary education. \$40 lab fee

### **GEO 1304 Earth Science II & Lab**

4 Hours

This course is a more advanced survey designed to acquaint and instruct the student with more in-depth elements of the formation of Earth, Geology, Meteorology, Oceanography, and Paleontology, and other natural aspects of the Earth, its environment, and global changes taking place and how they relate to the human experience. Research topics will be introduced to increase student awareness of our changing earth and allow them to express their knowledge and opinions. The lab experience will consist of in depth research project presentations. These topics should illustrate the inter-relatedness of each of the elements in the course. \$40 lab fee

## Healthcare Management

### **HCM 4103 Healthcare Management**

3 Hours

This course provides a fundamental overview of the concepts and issues relevant to the healthcare industry. The class includes an in-depth look at healthcare leadership, managerial topics, and operational situations of health service organizations. Students will participate in developing the skills and knowledge required to be successful in the healthcare sector. Course topics include; health service organizational design, business process management, leading professionals, and workplace diversity.

### **HCM 4203 Healthcare Financial Management**

3Hours

This course provides an introduction and overview of healthcare finance and the current financial environment in which health service organizations operate. The class includes a fundamental examination of how healthcare managers can apply financial principles to improve organizational cost-effectiveness. Students



will participate in developing the skills and knowledge required to make sound financial decisions relevant to the healthcare sector. Course topics include; health service financial methods, managerial accounting, and capital allocation.

### **HCM 4303 Healthcare Informatics**

3Hours

This course provides an introduction and overview of healthcare informatics and the current issues involving the management of health service information. The class includes a fundamental examination of how healthcare managers can apply information systems principles to improve organizational cost-effectiveness. Students will participate in developing the skills and knowledge required to develop, design, and manage data systems relevant to the healthcare sector. Course topics include; basic informatics concepts, HIPPA, electronic health care records, and data management.

### **HCM 4403 Legal Issues in Healthcare Management**

3 Hours

This course provides an introduction and overview of the legal liability issues involved with general healthcare operations. The class includes a fundamental examination of how healthcare managers can apply risk management principles to mitigate organizational liability. Students will participate in developing the skills and knowledge required to develop, design, and implement a risk management strategy. Course topics include; principles of employment and malpractice law, ethics, strategy, and organizational communication.

## **History**

### **HIS 1103 Western Civilization to 1715**

3 Hours

Readings and analysis of the creation and elaboration of the constituent elements of the Western heritage from the ancient Near East to the enlightenment. )

### **HIS 1203 Western Civilization from 1716**

3 Hours

Reading and analysis of the development of modern Europe.

### **HIS 2103 American History to 1876**

3 Hours

Origin and historical development of the United States with special attention to the interplay of physical, economic, political, cultural, and social forces shaping the United States. Special attention will be given to democracy as a philosophy based on moral principles and values.

### **HIS 2203 American History from 1877**

3 Hours

Historical development of the United States with special attention to the interplay of physical, economic, political, cultural, and social forces shaping the United States. Special attention will be given to democracy as a philosophy based on moral principles and values.

### **HIS 2303 The History and Geography of New Mexico**

3 Hours

A study of how the history and geography of New Mexico have affected its political, cultural, and economic development.

### **HIS 3143 History of Christianity to 1517**

3 Hours

A study of the development of Christian theology and practice up to the time of the Protestant Reformation. Cross-reference with REL 3143

### **HIS 3213 Colonial America**

3 Hours

The course traces the major developments in the history of the settlement of the North American Continent, up to the Presidency of Thomas Jefferson.

### **HIS 3223 Civil War and Reconstruction**

3 Hours

Examines the events leading up to the Civil War as well as the course of the war, the era of Reconstruction, and their consequences.

### **HIS 3313 World History**

3 Hours

Studies various facets of human history, its cultures, and societies from their origins to the modern period. (S)

### **HIS 3333 History of Christianity From 1517**

3 Hours

A study of the development of Christian theology and practice from the time of the Protestant Reformation. Cross-reference with REL 3333

### **HIS 4203 Theory of History**

3 Hours

Examines various theories of history ancient and modern, and introduces historical methodology to students in education, history, sociology, business, and psychology. (F in odd years)

### **HIS 4601-4603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the establishment curriculum which meet the educational needs of students.

## Course Descriptions

### **HIS 4703 Topics in History**

3 Hours

Selected topics in an identified area.

## Hospitality Management

### **HSM 4103 Management in the Hospitality Industry**

3 Hours

This course provides a fundamental overview of the concepts and issues relevant to hospitality services. The class includes an in-depth look at innovative trends, managerial topics, and operational situations of organizations in the hotel, restaurant, and tourism industry. Students will participate in developing the skills and knowledge required to be successful in the hospitality sector. Course topics include; organizational design, business process management, customer service, workplace diversity, and general operations management.

### **HSM 4203 Hospitality Industry Financial Management**

3 Hours

This course provides an introduction and overview of financial techniques used in the hospitality industry, as well as the current financial environment in which these service organizations operate. The class includes a fundamental examination of how hospitality industry managers can apply financial principles to improve organizational cost-effectiveness. Students will participate in developing the skills and knowledge required to make sound financial decisions relevant to the hotel, restaurant, and tourism sector. Course topics include; purchasing, managerial accounting, and capital allocation.

### **HSM 4303 Food Service Management**

3 Hours

This course provides a fundamental overview of the social, professional, and technical issues relevant to food service enterprises. The class includes an in-depth look at food/product selection, preparation/handling, sanitation, and the commercial equipment required in the hotel, restaurant, and tourism industry. Course topics include; history of food preparation, business process management, customer service, health and safety compliance, and general food service operations management.

## Linguistics

### **LIN 2253 Introduction to Linguistics**

3 Hours

The course studies the process of language acquisition and development.

## Management

### **MGT 3103 Principles of Management**

3 Hours

An introduction to the managerial functions as they apply to business and industry. A survey of the major problems facing management, as applied to production, personnel, finance, and distribution.

### **MGT 3123 Ethics**

3 Hours

Ethics is a cogent contemporary issue problematic to the business environment. This course introduces a variety of ethical decision-making paradigms to discern potential ethical actions. Topics include Corporate Social Responsibility (CSR), fiduciary responsibilities to organizational Stakeholders, and ethical (or moral reasoning) models developed by Kohlberg and Rest. Ethical dimensions of technology in the workplace, marketing, and organizational governance are also explored.

### **MGT 3403 Human Resources and Performance Evaluation**

3 Hours

Fundamental problems, principles, and practices of personnel administration. Consideration of the functions of employment, testing, wage administration, training, safety, medical group and compensation insurance, and employee benefits.

### **MGT 3413 Oil and Gas Law**

3 Hours

Examines the legal and ethical environment of the oil and gas business. Topics include the rights to minerals; how crude oil is bought and sold; various types of contracts to assign development rights; contracts between private companies engaged in exploration and production operations.

### **MGT 3423 Oil and Gas Contracts and Tax**

3 Hours

Examination of contracts for the oil and gas industry. Covers exploration, production and development of oil and gas properties, investments, relationships created by such contracts, rights and duties of the parties, income tax consequences, and governmental regulations.

### **MGT 3503 Organizational Behavior**

3 Hours

Effective management of organizational behavior requires an understanding of theory, research, and practice. Special emphasis in this course will be to look at how successful managers in the global economy will be able to anticipate, adapt, and manage change by understanding the world through the study of group dynamics, team building, motivation, individual and organizational culture and the process of organizations.



**MGT 4104 Global Management**

4 Hours

An in-depth study of the challenges facing organizations transacting business in multiple foreign locations. Entrance strategies into foreign markets such as joint ventures with foreign entities, franchising, government partnerships, and other global growth strategies are explored. Course includes consideration of global models such as Porter's Five Forces and inclusion of the various global economic, political, and technological infrastructures. PRE: MGT 3103, MGT 3503

**MGT 4123 Management Information Systems**

3 Hours

Using a business management focus, the course is designed to help students use information systems, concepts, and technology to solve problems and pursue opportunities. PRE: CSI 1303, MGT 4163 or consent of instructor

**MGT 4163 Creating a Business Plan**

3 Hours

This is the capstone course for Business Degrees. The disciplines of management, accounting, finance, and marketing are brought together to teach the business professional the major components of planning and starting a business. The course includes the requirements for each student to develop a comprehensive business plan. PRE: ACT 3214, MKT 3103, MGT 3103, CSI 1203 or consent of instructor

**MGT 4213 Research Methodology**

3 Hours

This course synthesizes the essentials of conducting research and the "how to" of presenting research in a function-oriented package - including charts, diagrams, tables, as well as checklists of research and analysis steps - that prepares a beginner quickly from reading about research to actually doing it. This is a preparation for the research project.

**MGT 4223 Oil Field Development**

3 Hours

Properties of petroleum fluids and reservoir rocks; geophysical environment and exploration methods; drilling and completion methods; well testing; producing mechanisms; evaluation methods.

**MGT 4233 Current Issues in Energy Mgmt**

3 Hours

An advanced seminar dealing with current issues affecting the energy industry.

**MGT 4303 Industrial and Organizational Psychology**

3 Hours

A study of factors influencing work performance, satisfaction with work and the kind of methods and procedures which will maximize work performance and satisfaction.

PRE: PSY 1103 (Cross Referenced with PSY 4303).

**MGT 4313 Research Project**

3 Hours

Students have the opportunity to apply accumulated learning to demonstrate ability to design, write, and present a major business-related research project. PRE: MGT4213 or consent of instructor

**MGT 4323 Managing Diversity**

3 Hours

A study about the divergent world-paradigms, cultures, and business ethics of major global cultures. Issues include expatriating employees abroad based on ethnocentric, polycentric, and geocentric strategies and managing, coaching, and team building individuals from diverse cultures. This course includes modules relevant to the Sport Management, Management, and Global Management BBA degree emphases.

**MGT 4333 Strategic Planning**

3 Hours

A study of the connection between organizational vision, mission, and strategy. The course focuses on strategic planning as a linear series of decisions and actions that management pursues to leverage core competencies as a competitive advantage to maximize organizational performance. Includes an overview of value chain management.

**MGT 4343 Leadership**

3 hours

An overview of seminal and contemporary leadership models. Contemporary leadership models and styles include transactional, transformational, situational, contingent, etc. Reviews of seminal, early leadership styles include the scientific or efficiency model and McGregor's Theory X and Theory Y model. Leadership modules relevant to Sport Management, Management, and Global Management are included.

**MGT 4353 Effective Organizational Teams**

3 Hours

21st Century organizations have emerged with organizational hierarchical designs with fewer layers of management. Organizational teams are organized to fill the void of less supervision and increasing autonomy. Teams are often organized to manage projects, troubleshoot, and fulfill management and other functional rolls. This course presents the various forms of teams-function and purpose. Issues such as virtual teams and the impact of emerging technology on synchronous communications are addressed. The various forms of team conflict resolution are also addressed.

## Course Descriptions

### **MGT 4413 Project Management**

3 Hours

Using theory and application, this course will explore an organizational approach to the management of ongoing operations. Designed to develop logical thinking and give training in written and oral presentation of solutions to problems. This course integrates the business of fields into a managerial concept of decision making. PRE: Any 6 hours of the following ACT 3214, CSI 1203, MGT 3103, MGT 3403, MGT 3503, MGT 4123, MGT 4303, MKT 3103

### **MGT 3811-3814, 4811-4814 Internship in Management**

1 to 4 Hours

Students will be associated with a business in the community. Observation, followed by as much hands-on, practical experience in the operation of that business as the situation permits. 50 clock hours of involvement are necessary for each semester hour of credit. Enrollment with consent of instructor. PRE: Nine of the following sixteen hours: ACT 3214, MGT 3103, MGT 3403, MGT 3103, USW 4213

### **MGT 4703 Topics in Management**

3 Hours

Selected topics will include study in areas such as: conflict resolution, delegation, customer service, diversity in the workplace, hiring and firing, negotiations, women in business, and the glass ceiling.

## Marketing

### **MKT 3103 Principles of Marketing**

3 Hours

Fundamental concepts and problems of marketing within present economic, legal, and social environments.

### **MKT 3143 Global Marketing**

3 Hours

A study of the mindset required for global corporations to "think globally and act locally" for developing marketing strategies for home and global markets. The course covers unique consumer behavior preferences in major global markets and the various methods of gaining market share in foreign markets. Additional topics include the value of emerging technology as marketing tools such as the internet, social media, personalized relationship marketing, e-marketing. PRE MKT 3103

### **MKT 3213 Introduction To & Use of Social Media**

3 Hours

In this introductory course, students will examine the role that social media plays in society, relationships, and enterprise. Learners will get hands-on experience with virtual communities and learn how to use a variety of social media tools to expand awareness, create a digital presence, and develop a social media strategy.

Upon completion, students will be able to create a blog, distribute digital content, lead a participative online community, and implement a social media campaign.

### **MKT 3503 Consumer Behavior**

3 Hours

A study of the fundamental concepts and problems associated with consumer/buyer behavior with an in-depth study of psychological, social, and cultural influences, and consumer behavior applications and trends. PRE: MKT 3103 or equivalent

### **MKT 3513 Advertising and Promotion**

3 Hours

An introduction to the management and strategies of advertising following the decision sequence framework employed by a manager. It proceeds from situation analysis, to objectives and positioning, to strategies, to budgeting.

### **MKT 4103 Public Relations**

3 Hours

This course provides an introduction and overview of public relations and campaign marketing. Course content will emphasize media management, promotion, publicity, customer-relationship marketing, and brand/relationship building. Upon completion, students will be able to recommend PR/media strategies designed to inform, influence, and motivate.

### **MKT 4104 Global Management/Marketing**

4 Hours

The purpose of combining Management and Marketing with an International focus is to give students a comprehensive global context. Students will have had generic management and marketing courses to prepare them for this senior level course that concentrates on business strategies that are affected by cross-cultural organizational structures. The course will cover international human resource management, business organization structures, ethics, international consumer attributes, social and behavioral differences, and the legal aspects of global marketing, advertising and conduction global business. PRE: FIN 3433, MGT 3103, MGT 3403, MKT 3103, MKT 3503

### **MKT 4123 Service Marketing**

3 Hours

To gain a better understanding of the explicit difference between the marketing of goods and the marketing of services. Issues of importance of the 21st Century include service quality, links between marketing and other disciplines, and transforming a product firm into a service firm.

PRE: MKT 3103

A study of equations and inequalities, complex numbers, functions, graphing, exponential and logarithmic functions, system of linear equations and matrices.  
PRE: Two years of High School Algebra

## Course Descriptions

### **MAT 1413 Pre-Calculus Mathematics**

3 Hours

A development of the elementary functions: polynomials, logarithms, and trigonometric functions. An introduction to determinants, matrices, and additional topics as necessary for the beginning calculus student. PRE: MAT 1203

### **MAT 2103 Principles of Probability & Statistics**

3 Hours

An introduction to the concepts of variance, standard deviation, joint and conditional probabilities, binomial and normal distributions, sampling, hypothesis testing, regression, and correlation. PRE: BUA 1303, or MAT 1102 and MAT 1113, MAT 1203

### **MAT 2204 Analytic Geometry and Calculus I**

4 Hours

Introduction to analytic geometry functions; limits; derivatives; differentials; applications of the derivative. PRE: MAT 1413 (Fa/S)

### **MAT 2214 Analytic Geometry and Calculus II**

4 Hours

Additional topics in analytic geometry; application of calculus; integration; transcendental functions; parametric equations. Logarithmic, exponential, and other transcendental functions; applications of integration; integration techniques; infinite series. PRE: MAT 2204

### **MAT 3204 Analytic Geometry and Calculus III**

4 Hours

Additional topics in analytic geometry, applications of calculus, vectors, partial differentiation, introduction to differential equations. Conics; parametric equations; polar coordinates; vectors; functions of several variables; multiple integration. PRE: 2214

### **MAT 3213 Differential Equations**

3 Hours

First and second order and partial differential equations. Use of series, Laplace transformation and numerical analysis to solve differential equations. PRE: MAT 3204

### **MAT 3303 Linear Algebra**

3 Hours

Linear equations and matrices, real vector spaces, linear transformations, determinants, eigenvalues and eigenvectors. PRE: MAT 2204

### **MAT 3403 College Geometry**

3 Hours

A study of the basic concepts of geometry including the properties of plane and solid figures; similarity, areas, and volumes. PRE: MAT 1203

### **MAT 3413 Problem-Solving Strategies**

3 Hours

Apply problem-solving techniques to a variety of stated, application, and modeling problems. Unit analysis, matrix logic, and guess and check, as well as strategies typically taught in mathematics classes, will be addressed. Focus is on developing, selecting, implementing, and documenting effective strategies in a cooperative setting. The use of technology, as a tool, is encouraged.

### **MAT 3423 Abstract Algebra**

3 Hours

A study of abstract algebra including rings, integral domains, groups, and fields. PRE: MAT 2204

### **MAT 4203 Mathematical Analysis**

3 Hours

Topology of the real fields and the complex fields. A rigorous treatment of the concepts of the calculus including Green's, Stroke's, and the Divergence Theorems.

### **MAT 4213 Discrete Mathematics**

3 Hours

A study of set theory, Boolean Algebra, symbolic logic, relations, mathematical induction, graph theory, groups, rings and finite fields. PRE: MAT 1203 (FA- odd years)

### **MAT 3601-3603, 4601-4603 Workshops and Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meet the educational needs of students.

### **MAT 4703 Topics in Mathematics**

3 Hours

Selected topics in an identified area.

## Music

### **MUS 1103 Music Appreciation**

3 Hours

This is an introductory course in music featuring significant musical compositions of various styles and musical periods. Composers of note in Western Music from the Baroque, Classical, Romantic and the 20th century will be studied as a basis for intelligent listening habits for lifelong appreciation. Additional study in global music will be presented for a more multicultural view of the art of music and its place in man's culture in the world today.

### **MUS 1203 The Great Composers**

3 Hours

Students are introduced to the lives and works of the great composers.



**MUS 2103 Jazz: The American Music**

3 Hours

This course studies the history of jazz in America and its influence of popular and classical music around the world.

**MUS 2203 Introduction to Country and Western Music**

3 Hours

This course studies the history of country music and its origins in the folk ballads of England and Scotland to its present status as a form of popular music.

**MUS 2703 Topics in Music**

3 Hours

Selected topics in an identified area.

**MUS 3103 Music History**

3 Hours

A brief study of musicians, their history and culture from its recorded inception to the present day. This includes the compositions, composers and their significance in history. PRE: MUS 1103

**MUS 3703 Worship and Music**

3 Hours

Music as it relates to worship.

## Nonprofit Management

**NPM 4103 Nonprofit Management**

3 Hours

This course provides a fundamental overview of the concepts and issues relevant to the nonprofit sector. The class includes an in-depth look at nonprofit leadership, managerial topics, and operational situations of organizations that meet the nonprofit and fund development criterion. Students will participate in developing the skills and knowledge required to be successful in the nonprofit industry. Course topics include; organizational design and development, purpose motives, campaign awareness, and social responsibility.

**NPM 4203 Nonprofit Financial Management**

3 Hours

This course provides an introduction and overview of nonprofit finance and the current financial environment in which charitable and nonprofit organizations operate. The class includes a fundamental examination of how nonprofit managers can apply financial principles to improve organizational cost-effectiveness and accomplish developmental objectives. Students will participate in developing the skills and knowledge required to make sound financial decisions relevant to the nonprofit sector. Course topics include; financial methods, managerial accounting, capital allocation, and fund development.

**NPM 4303 Nonprofit Social Entrepreneurship**

3 Hours

This course provides an overview of entrepreneurial strategies for nonprofits, NGOs, and multi-lateral institutions. The class includes a fundamental examination of how nonprofit managers can create social value, implement socially responsible initiatives, and build sustainable purpose motives. Students will participate in developing the skills and knowledge required to engage in social entrepreneurship. Course topics include; change management, sustainability, social responsibility, and purpose-driven leadership.

## Philosophy

**PHI 1103 Introduction to Philosophy**

3 Hours

Examines the questions that philosophers ask, outlining the methods and traditions which form the discipline and the underlying world views which affect those methods and traditions.

**PHI 2103 History of Philosophy**

3 Hours

Examines the lives and thought of the classical philosophers.

**PHI 2203 Logic**

3 Hours

Examines the methods of various logical systems, the role of semantics, and the issue of bias.

**PHI 3103 Philosophy of Religion**

3 Hours

Students are introduced to the philosophical bases of man's struggle for ultimate answers. PRE: Either PHI 1103, PHI 2203, or PHI 3213

**PHI 3213 Ethics and Values**

3 Hours

Examines various ethical systems and their implications.

## Physical Education

**PHE 1103 Personal and Community Health**

3 Hours

Instruction in the principles of maintaining a healthy life-style and how that life-style affects and interacts to promote a community awareness of health matters and concerns.

**PHE 1113 Introduction to Physical Education and Sport**

3 Hours

A study of the major concepts involved in physical education and physical fitness.

## Course Descriptions

### **PHE 2213 First Aid, CPR, and AED**

3 Hours

Organized and taught in accordance with the American Academy of Orthopedic Surgeons standards as an Emergency Care and Safety Institute Center. AAOS first aid techniques, along with infant, child, and adult CPR and the use of AED's (automated external defibrillator) are taught. Safety in physical education classes and sports activities emphasized.

### **PHE 2263 Anatomy for the Physical Educator/Coach**

3 Hours

Focuses on the joint structure and the osseous and muscular systems. Provides functional knowledge of human anatomy as related to movement.

### **PHE 2303 Care & Prevention of Athletic Injuries**

3 Hours

A hands-on course that prepares future physical educators and/or coaches to deal with athletic injuries. An overview of athletic training, fitness and conditioning principles, emergency situations, injury assessment and evaluation techniques, and legal liability issues are presented. All major joints are discussed from the viewpoints of injury mechanism, evaluation, treatment, taping and bandaging. PRE: PHE 2263

### **PHE 3103 Team Activities/Sports**

3 Hours

Basic motor skills and non-motor patterns with age appropriate equipment for a variety of team activities/sports K-12 will be demonstrated and practiced. Techniques of teaching these team activities/sports will be discussed and practiced. Basic offensive and defensive strategies for the various activities/sports will be discussed and practiced. PRE: PHE 1113

### **PHE 3113 Dance and Movement Activities**

3 Hours

Various types of dance appropriate for K-12 will be taught and demonstrated. Aquatic activities will be discussed. Movement concepts such as body, effort, space, and relationships in movements will be taught and demonstrated. Each of these areas will also cover teaching techniques, equipment needs, assessment tools, and safety issues. PRE: PHE 1113

### **PHE 3123 Individual Activities/Sports**

3 Hours

Basic motor skills and non-motor patterns with age appropriate equipment for a variety of team activities/sports K-12 will be demonstrated and practiced. Techniques of teaching a variety of individual activities/sports will be discussed and practiced. Basic offensive and defensive strategies for the various activities/sports will be discussed and practiced. PRE: PHE 1113

### **PHE 3133 Sports Officiating**

This course will provide the student with the knowledge and expertise necessary to officiate in physical education classes, intramurals, and interscholastically. It includes the basic fundamental skills on officiating as well as the rules and mechanics of basketball, football, volleyball, soccer, tennis, and softball/baseball.

### **PHE 3203 Fitness and Outdoor Activities**

3 Hours

Physical fitness and conditioning concepts, activities, assessment, and promotion will be covered. Outdoor pursuit's concepts, activities, assessment, and promotion will also be covered. Both of these areas will also cover teaching techniques, equipment needs, assessment tools, and safety issues. PRE: PHE 1113

### **PHE 3433 Physical Education for the Atypical Student**

3 Hours

Adaptation of exercises, games, and activities to individual needs. Motor skill development and lifetime physical fitness programs for the students with a disability will be emphasized.

### **PHE 4103 Kinesiology**

3 Hours

A study of motor development and the science of human motion. Acquisition of neuromuscular skills is examined in relation to biological, psychological, and social determinants. PRE: PHE 2263

### **PHE 4203 Physiology of Exercise**

3 Hours

A study of the effects of physical exercise upon the major body systems. PRE: PHE 2263

### **PHE 4303 Administration of Physical Education and Sports**

3 Hours

A study of the administration of physical education and athletic programs. Areas of study will include Organization and Planning, Leadership and Supervision, Human Relations and Personnel Management, Public Relations, Financial Management, Legal Issues including Risk Management, Intramural Program Management, and Facility and Equipment Management. PRE: PHE 2203 and junior status

### **PHE 4503 Physical Education Programs**

3 Hours

Aspects of physical education program planning and implementation including philosophy, curriculum planning, methods, activities, classroom management, assessment, legal liability, and equipment choices for K-12 courses. PRE: PHE 1113, EDU 1101, EDU 2103, and EDU 2



**PHE 1601-1603, 2601-2603, 3601-3603, 4601-4603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meet the educational needs of the students.

**PHE 3701-3703, 4701-4703 Topics in Physical Education**

1 to 3 Hours

Selected topics in an identified area.

## Physics

**PHY 1104 General Physics I & Lab**

4 Hours

An introduction to the basic concepts of physics to include mechanics, energy, and motion. PRE: MAT 1203 or concurrent enrollment. \$40 lab fee

**PHY 1204 General Physics II & Lab**

4 Hours

A continuation of PHY 1104 to include magnetism, electricity, sound, light, thermodynamics, and radiation physics. \$40 lab fee PRE: PHY 1104

## Political Science

**POS 3103 American Ideologies**

3 Hours

A study of the main ideologies of U.S. politics (capitalism, liberalism, conservatism, etc.) and the ideas that have challenged these views.

**POS 3113 Political Parties**

3 Hours

History and practice of party politics in the United States. A study of political parties, elections, and campaigns in the U.S.

**POS 3303 American Presidency**

3 Hours

A study of the Presidential election process, powers of the President, problems in the office, and selected Presidents and their styles of leadership with emphasis on modern Presidents.

**POS 4143 Comparative Politics**

3 Hours

Nature of governments in modern society as seen through the philosophies and practices of selected systems of government of the world. Special attention will be given to democracy as a philosophy based on moral principles and values.

**POS 4223 Constitutional History**

3 Hours

A detailed study of the origin, development, and articulation of the Constitution of the United States.

**POS 4313 World Political Systems & American Ideologies for Elem. Teachers K-8**

3 Hours

Combines most important ideas from two existing courses. (For elementary education majors only).

**POS 4601-4603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meet the educational need of students.

**POS 4703 Topics in Political Science**

3 Hours

Selected topics in an identified area.

## Psychology

**PSY 1103 General Psychology**

3 Hours

An examination of the history, principles, theories, and methods of contemporary psychology. A holistic approach will be utilized, and each topic will be considered in its relationship to the mind, the body, the individual, and society.

**PSY 2103 Psychology of Adjustment**

3 Hours

Studies self in relation to conflict, emotional stress, maturity, and frustration. Preventive mental health is emphasized.

**PSY 2213 Educational Psychology**

3 Hours

Theories of development and learning. Understanding and utilizing the teaching/learning process through application of principles of learning, motivation, readiness, transfer, and individual differences. Cross Reference EDU 2213

**PSY 3103 Principles of Behavior Management**

3 Hours

Introduction to behavioral therapies and cognitive approaches to the treatment of maladaptive behaviors.

**PSY 3113 Cognition**

3 Hours

A survey of the issues of human memory with emphasis on contemporary theories of cognition, attention, encoding, storage, and retrieval.

**PSY 3213 Developmental Psychology**

3 Hours

Growth and development from conception to maturity, including principles and processes of psychological, emotional, motor, and intellectual development. PRE: PSY 1103



## Course Descriptions

### **PSY 3223 Psychology of Aging**

3 Hours

A survey of the changes in each area of psychological functioning from young adulthood to old age.

### **PSY 3403 Interpersonal Group Dynamics**

3 Hours

A study of the dynamics and techniques of group guidance as applied by a group leader and the process of leadership development. PRE: PSY 1103

### **PSY 3503 Social Psychology**

3 Hours

A study of institutions, communications, beliefs, and value systems, and other aspects of social organization as these affect individual and societal behavior. PRE: PSY 1103 or SOC 1103

### **PSY 3513 History of Psychology**

3 Hours

A survey of the history of psychology with emphasis on the evolution of psychological "schools."

### **PSY 4103 Personality**

3 Hours

An introduction to the current major theories of personality, personality development, and modification with emphasis on the dynamics of personality development. PRE: 6 hours psychology, PSY 1103, plus Junior Standing

### **PSY 4203 Abnormal Psychology**

3 Hours

Psychodynamic, behavioral, physiological, and social aspects of positive and negative abnormalities. Approaches to behavioral change, including drugs, institutionalization, psychotherapy, and behavior modification. PRE: PSY 1103

### **PSY 4213 Theories of Counseling**

3 Hours

Overview of prominent theories in the counseling process. Includes the use of technology in presentations. Development of personal counseling theory. PRE: PSY 1103.

### **PSY 4303 Industrial and Organizational Psychology**

3 Hours

A study of factors influencing work performance, satisfaction with work, and the kind of methods and procedures which will maximize work performance and satisfaction. PRE: PSY 1103

### **PSY 4313 Counseling Techniques**

3 Hours

An examination of the process and techniques used in interviewing and counseling. Emphasis will be placed on the development of basic helping skills and ethical practice. PRE: PSY 1103

### **PSY 4403 Experimental Psychology**

3 Hours

Research techniques in psychology with emphasis on experimental design, methodology, and scientific report writing. PRE: PSY 1103 and MAT 2103

### **PSY 4413 Psychology of Religion**

3 Hours

This course is a study of Religion and the social Dynamic it creates in society and family. Emphasis is placed on religion during development levels and ages, Religion's role within psychological disciplines, expression of Religion and application of religion as a psychological tool. Included are the psychological traits of a religious healthy family. Care is given to ascertain the social factors that influence selection of religious activity. Cross-reference with REL 4413

### **PSY 4503 Existential Psychology**

3 Hours

This course offers a study which includes elements of existential philosophy, Kierkegaardian thought, and the dilemma of the human condition as it pertains to existential questions of, angst, death, existential isolation, and questions of the meaning of life. Emphasis is placed on Viktor Frankl's theories of Logotherapy and the "will to meaning". Students will understand that life retains meaning within any and all circumstances. This course relates to both religious and Psychology majors PRE: PSY 1103.

### **PSY 4523 Psychological and Educational Testing**

3 Hours

An overview of the various kinds of instruments in print and their different uses, how to choose an instrument, and evaluate strengths and weaknesses of them.

### **PSY 4803-4806 Psychology Practicum**

3 to 6 Hours

Supervised work experience in one or more areas of psychological services. Experience will include both observation and hands-on experience in a community agency, as the situation permits. Forty clock hours at placement site are necessary for each semester hour of credit. In order to enroll, student must obtain student malpractice insurance, which can be purchased for a nominal fee. Insurance must be applied for well in advance of the start of the semester. See your advisor for further information.

### **PSY 2601-2603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meet the educational needs of students.

### **PSY 4703 Special Topics in Psychology**

3 Hours

Selected topics in an identified area of psychology.

**PSY 4943-4946 Research in Psychology**

3 to 6 Hours

PRE: Junior standing and consent of instructor

## Religion

**REL 1101 L.I.F.E. I (Chapel)**

1 Hour

L.I.F.E. (chapel) provides students with encouragement and fellowship in a spiritually stimulating setting. It is designed to introduce students to speakers from different churches who perhaps embrace spiritual concepts different from their own.

**REL 1201 L.I.F.E. II (Chapel)**

1 Hour

L.I.F.E. (Chapel) provides students with encouragement and fellowship in a spiritually stimulating setting. It is designed to introduce students to speakers from different churches who perhaps embrace spiritual concepts different from their own.

**REL 1301 L.I.F.E. III (Chapel)**

1 Hour

L.I.F.E. (Chapel) provides students with encouragement and fellowship in a spiritually stimulating setting. It is designed to introduce students to speakers from different churches who perhaps embrace spiritual concepts different from their own.

**REL 1103 Old Testament Survey**

3 semester hour

Studies in the Old Testament text and in its historical and social context.

**REL 1203 New Testament Survey**

3 Hours

Studies in the New Testament text and in its historical and social context.

**REL 2103 Introduction to World Religions**

3 Hours

Surveys the major world religions, their ideas and values.

**REL 2203 Exploring the Bible**

3 Hours

Tracing through the Bible the ideas from which the New Testament Church and Christianity emerged; in the Old Testament the themes of redemption, atonement, and covenants; in the New Testament the person, work, and teaching of Jesus Christ and the historic, doctrinal, and ethical development of the Christian tradition.

**REL 2303 Foundations of Bible Study**

3 Hours

This course provides an orientation to the Bible and the field of Biblical studies; combining the discipline of Biblical backgrounds with an introduction to evangeli-

cal techniques and a practical introduction to the use of language study tools to aid the student of scripture in interpreting and applying the meaning of the text.

**REL 2403 Faith and Christian Ethics**

3 Hours

This course is an introduction to moral reasoning and ethical systems from a Christian perspective with a view to the application of a coherent Biblical ethical framework to the major moral issues in contemporary society.

**REL 3103 Philosophy of Religion**

3 Hours

Students are introduced to the philosophical bases of man's struggle for ultimate answers.

**REL 3113 Survey of Christian Theology**

3 Hours

This course is an exploration of Christian doctrines including the doctrines of God, the Trinity, the Person, and Work of Christ, the Person and Work of the Holy Spirit, and the inspiration of Scripture, etc.

**REL 3123 Foundations of Youth Ministry**

3 Hours

Emphasis on the salient issues involved in program development (i.e., assumptions, philosophy, and theology of youth and family ministry). The class focuses on formulating theoretical and practical models for doing youth ministry.

**REL 3133 Synoptic Gospels**

3 Hours

This course is an exploration of the Gospels of Matthew, Mark, and Luke. Using parallel format, the books are studied in relation to each other, to John's Gospel, and to the rest of the New Testament.

**REL 3143 History of Christianity to 1517**

3 Hours

A study of the development of Christian theology and practice up to the time of the Protestant Reformation. Cross-reference with HIS 3143

**REL 3203 Building a Christian World View**

3 Hours

This course investigates the intellectual underpinnings and arguments for a Christian World View and compares the basic assumptions and arguments of traditional Christian thought with those traditions which challenge it. PRE: Either PHI 1103, PHI 2203 or PHI 3213

**REL 3303 The Pentateuch**

3 Hours

This course provides an intensive study of the first five books of the Old Testament. Attention is given to the background, content and interpretation of each book.

## Course Descriptions

### **REL 3313 Communicating the Gospel**

3 Hours

This course assists the student in following Jesus' model of a people "filled with grace and truth" (John 1:14). Special attention is given to writing, speaking, teaching, interpersonal communication, body language, problem-solving, and other critical tasks necessary to being a Christian and carrying out the Great Commission.

### **REL 3333 History of Christianity from 1517**

3 Hours

A study of the development of Christian theology and practice from the time of the Protestant Reformation. Cross-reference with HIS 3333

### **REL 3413 Practical Ministry**

3 Hours

This course is a study of pastoral ministry with an emphasis on the shepherding model. It will also include issues of credibility, leadership styles, mission, vision, and other practical matters. A study is also made of the pastor's duties in conducting weddings, funerals, communion, water baptism, dedication services, business meetings, hospital visitation, and ministry to the sick.

### **REL 3433 Gospel, Church, and Culture**

3 Hours

An Apologetic study of Christian faith and the Church's evangelical engagement with current culture and society. Assimilation of Christianity in a postmodern framework. Includes the writings of the New Testament Gospels, Apostle Paul and the 19th century ideas of Soren Kierkegaard and 20th century Existential Theologians.

### **REL 4103 Hermeneutics**

3 Hours

This course is an advanced study of hermeneutical theory and its application to the Biblical text. Students will be instructed in the exegetical process and will be required to demonstrate their learning in the production of an exegetical paper. PRE: REL 2303.

### **REL 4113 Pastoral Counseling: What it is, What it is Not**

3 Hours

Overview of theory and techniques of pastoral counseling. Includes limitations of practice and when to make referrals in mentoring to a congregation.

### **REL 4203 Ministry Organization and Administration**

3 Hours

This course examines the ordering of ministry of the church or para-church community for the greatest effectiveness. This order is to be understood theologically as a means of creating the most ideal context possible for the Holy Spirit to minister to and through people. All aspects of strategic planning, church organization

and administration, as well as budget development and financial management are addressed.

### **REL 4213 Theology of Worship**

3 Hours

This course is a study of the public worship experience within the church. Attention will be given to the theological foundation of worship, as well as liturgical history, including the dynamics of music, sacred space, and symbols and icons from the early church to the contemporary emergent church.

### **REL 4223 Practices in Christian Education**

3 Hours

This course is a general survey of the total educational program of the church. Attention will be given to planning and implementation of learning experiences with the various age groups within the total ministry of the church.

### **REL 4233 Evangelism and Discipleship**

3 Hours

This course is a consideration of the Biblical and practical application of evangelism and discipleship. The social, cultural, community and ontological ramifications of evangelism and discipleship are considered, as well as a critique of current issues, worldview, and the needs of the 21st century world.

### **REL 4303 Youth Culture and Evangelism**

3 Hours

This course is an examination of adolescence from a holistic developmental perspective, studying intellectual, emotional, social, vocational, psychological, and spiritual growth. Students are given opportunity to analyze and interpret American youth culture for the purpose of understanding and ministering to adolescents.

### **REL 4403 Advanced Youth Ministry**

3 Hours

This course focuses on the issues of organization and administration: Leadership skills, negotiation and conflict resolution skills, and Biblical models for ministering within the non-formal context.

### **REL 4413 Psychology of Religion**

3 Hours

This course is a study of Religion and the social Dynamic it creates in society and family. Emphasis is placed on religion during development levels and ages, Religion's role within psychological disciplines, expression of Religion and application of religion as a psychological tool. Included are the psychological traits of a religious healthy family. Care is given to ascertain the social factors that influence selection of religious activity. Cross-reference with PSY 4403

**REL 4813 Internship/Practicum**

3 Hours

A practicum giving the student supervised experience in a ministry setting, this is a capstone course in Youth/Pastoral Ministry in which students strive to (1) integrate their previous academic experiences with practical experiences in a local church setting, (2) complete a professional portfolio of their experiences and work-samples, (3) demonstrate competence in their discipline – assessing needs, finding answers, and providing help, information, or advice appropriately.

**REL 2601-2603, 3601-3603, 4601-4603 Workshops or Seminars**

1 to 3 Hours

Special offerings not included in the curriculum which meets the educational needs of students.

**REL 2703-3703 Topics in Religion**

3 Hours

Selected topics in an identified area.

## Science



**SCI 2534 Physical Science for Elem Tchrs K-8 & Lab**

4 Hours

Taught through lectures, labs, and hands-on activities, this course addresses the nature of and processes governing our planet and serves as an introduction to physics, chemistry, astronomy, and earth science. The course also covers the history of science, scientific methods, higher order thinking skills, uses of technologies, current themes in science, and elementary teaching pedagogy and competencies. A one-hour lab is required. This course is required of elementary education majors. \$40 lab fee

## Sociology



**SOC 1103 Introduction to Sociology**

3 Hours

Introduction to the general principles of sociology, including the relationship of the individual to the society and culture. Contrasts will be drawn concerning other cultures and patterns of behavior.

**SOC 2213 Marriage and the Family**

3 Hours

The principals involved in developing a successful family throughout all the family's phases. Family variations, guiding children to adulthood, in-laws, and relatives, middle-aged and old-age, marriage and divorce laws, and healthy and unhealthy relationships in the family are studied.

**SOC 3203 Race and Ethnic Relations**

3 Hours

Sociological analysis of the status of the major racial and ethnic groups in the United States.

**SOC 3213 Introduction To & Use of Social Media**

3 Hours

In this introductory course, students will examine the role that social media plays in society, relationships, and enterprise. Learners will get hands-on experience with virtual communities and learn how to use a variety of social media tools to expand awareness, create a digital presence, and develop a social media strategy. Upon completion, students will be able to create a blog, distribute digital content, lead a participative online community, and implement a social media campaign.

**SOC 3223 Sociology of Organizations**

3 Hours

Structured and functional aspects of human groups from informal to complex formal types: small groups, institutions, complex organizations.

**SOC 3503 Social Psychology**

3 Hours

A study of institutions, communications, belief and value systems, and other aspects of social organization as these affect individual and societal behavior. PRE: PSY 1103 or SOC 1103

**SOC 2602-2603, 3601-3603, 4601-4603 Workshops or Seminars**

1 to 3 credit hours

Special offerings not included in the curriculum which meet the educational needs of students.

**SOC 4703 Special Topics in Sociology**

3 Hours

Selected topics in an identified area of sociology.

## Spanish



**SPA 1104 Elementary Spanish I**

4 Hours

This course introduces understanding, speaking, reading, writing, and basic grammatical skills in Spanish.

**SPA 1204 Elementary Spanish II**

4 Hours

A communicative-based approach emphasizing four language skills (reading, listening, writing, and speaking) is used in this course. Exposure to the Hispanic culture is also emphasized. PRE: SPA 1104

## Course Descriptions

### **SPA 2103 Intermediate Spanish Grammar and Composition**

3 Hours

Basic knowledge of the Spanish language is provided through listening, conversation, reading, composition, dictation, and the fundamentals of grammar; students will be exposed to Hispanic culture and literature. Pre: Oral Spanish fluency required.

### **SPA 3103 Spanish Comparative Linguistics**

3 Hours

Examines the difference between standard/conventional and dialectal Spanish. PRE: Oral Spanish fluency required.

### **SPA 3203 Spanish Grammar and Composition**

3 Hours

Provides a thorough background in grammatical aspects of the language with emphasis on writing. PRE: Oral Spanish fluency required.

### **SPA 3303 Survey of Spanish Literature**

3 Hours

Examination and critical analysis of the major literary works of Spain. PRE: Spanish fluency required. SPA 2103

### **SPA 3403 Survey of Spanish-American Literature**

3 Hours

Examination and critical analysis of the major literary works of Mexico, South and Central America, and the Caribbean. PRE: Spanish fluency required. SPA 2103

## Special Education

### **SPED 1101 Field-Based Observation in Special Education Settings**

1 Hour

An experience designed to explore teaching in Special Education settings. Involves intensive orientation to a variety of public school and non-school settings through observations and other guided experiences.

### **SPED 2103 Introduction to Special Education**

3 Hours

This course surveys the historical development of Special Education, describes funding bases and legal implications, defines exceptionality, delineates service delivery options, and discusses theoretical foundations, curricula, and program models.

### **SPED 3223 Classroom Management and Organization for the Exceptional Learner**

3 Hours

Basic principles and procedures of classroom management including various current behavioral management plans, time management strategies, and other current classroom management strategies to use with all

students, including exceptional learners. PRE: (Cross references with EDU 3223) )

### **SPED 3423 Special Education Curriculum**

3 Hours

Curricula for Special Education at various levels (preschool through secondary, vocational, adult, etc.) are discussed. Program models, curriculum development, socio-cultural issues, parenting techniques, and resource areas are explored. PRE: SPED1101 and SPED 2103

### **SPED 3503 Methods and Materials for Reading and Integrated Communication Arts**

3 Hours

This course provides in-depth information on reading methods and techniques for identifying, adapting, and developing instructional material; also provides instructional methodology in reading and other subject matter areas for delivery of instruction to exceptional populations ranging from infancy through adulthood. The course includes "main-streaming" or transition techniques and models. PRE: SPED 1101, SPED 2103, and EDU2103 (Cross references with EDU 3503)

### **SPED 3513 Reading Instruction**

3 Hours

Reading Instruction is designed to provide students with current, research-based information on theory and practice in reading instruction. Essential components of this course include neuron-psychology, alphabetic (phonics and language), best instructional practices, fluency instruction, assessments to inform classroom instruction, comprehension instruction, writing and spelling instruction, and performance standards and benchmarks. PRE: SPED 1101, SPED 2103; and EDU 2103 (Cross references with EDU 3513)

### **SPED 3523 Assessment, Evaluation, Referral, and Placement of the Exceptional Learner**

3 Hours

Growth and development (social, cultural, physiological) of exceptional learners is discussed; formal and informal assessment is explored; screening, referral, and placement procedures are described; responsibilities of the Educational Appraisal and Review Committee (EARC) are described; and development of individualized Educational Plans (IEP) is discussed. PRE: SPED 1101 and SPED 2103 (Cross references with SPED 5523)

### **SPED 4213 Learners with Learning Disabilities**

3 Hours

In-depth study of the characteristics and needs of learners with learning disabilities; research-based intervention strategies included for these learners. PRE: SPED 1101 and SPED 2103

**SPED 4123 Learners Who Are Cognitively Dif**

3 Hours

In-depth study of the characteristics and needs of learners who are gifted and/or talented and of learners with cognitive deficits, including learners with severe/profound disabilities; research-based intervention strategies included for these learners. PRE: SPED 1101 and SPED 2103

**SPED 4243 Learners with Behavior Disorders**

3 Hours

In-depth study of the characteristics and needs of learners with behavior disorders and learners with other exceptionalities, such as physical impairments, low vision/blindness, hearing loss, other health issues, low-incidence exceptionalities, etc.; research-based intervention strategies included for these learners. PRE: SPED 1101 and SPED 2103

**SPED 4502 Field Experience II in Special Education Settings**

2 Hours

Students are assigned to Special Education public school classrooms and/or non-school settings where they assist in all aspects of instruction. PRE: SPED 1101, SPED 2103, SPED 3223, SPED 3323, SPED 3423, and SPED 3523

**SPED 4546 Intern Teaching in K-12 Special Education Settings**

6 Hours

Intern teachers are assigned to a supervisory teacher in a public school where they participate full-time in a supervised teaching experience for a period of 14 weeks. Intern teachers gradually assume a full teaching load which they maintain for an appropriate period of time. The intern is expected to participate in all phases of school life. PRE: Admission to Intern Teaching; all required courses completed

**SPED 4601 Intern Teaching Seminar**

1 Hour

A forum for sharing experiences and to develop and stimulate reflective teaching skills. PRE: Admission to Intern Teaching. Taken concurrently with SPED 4546 and all required courses must be completed.

## Speech

**SPE 1103 Principles of Speech**

3 Hours

A performance course in fundamentals of voice, oral reading, and public speaking. Emphasis will be placed on the preparation, organization, and presentation of all forms of speaking.

**SPE 2203 Interpersonal Communication**

3 Hours

Students study fundamental concepts and develop skills for verbal and nonverbal communication in every day interactions that take place between two or more persons. This course will help students understand what works and what doesn't work in communication with friends, families, and coworkers. Areas of study include: perception, verbal and nonverbal messages, listening, and relationship development.

**SPE 2703 Topics in Communication**

3 Hours

This course examines fields of study beyond those introduced in the traditional speech courses. May be repeated for credit as topics vary.

## Sport Management

**SPM 2103 Socio-Cultural Dimensions of Sport**

3 Hours

The course focuses on the cultural traditions, social values, and psychosocial experiences of sport from antiquity to today. Content explores sport and its societal issues of gender, race, disability, violence and deviant behavior, competitiveness, substance abuse, burnout and technology.

**SPM 2203 Survey of Economics & Finance in Sport**

3 Hours

This course explores principles of budgeting as a method of control, organization and reallocation, spreadsheet utilization, financial management of facilities. It also explores sources of revenue for financing such as public vs. private sector, governments, memberships, fees, PSL, taxes, bonds, as well as the basic economics applied to sport.

**SPM 3104 Business Law**

4 Hours

This course covers the origin and development of law; judicial procedure; tort law; law of contracts; agency, employment law, and labor law; business organization and regulation; real and personal property; bailment; insurance; wills and estate planning, consumer and creditor protection; and sport law. Cross-reference BUA 3104

**SPM 3123 Ethics and Leadership**

3 Hours

Studies to provide a framework to identify, analyze, and understand how business persons make ethical decisions and deal with ethical issues.







Staff Registrar  
Advisor Service  
Mentor  
Administration President Maintenance  
Professor  
Instructor Faculty  
Teach Emeritus  
Coach Financial-Aid

**faculty**  
**& staff**

## Presidents

1956 – 1960 (Hobbs Baptist College) .....	B. CLARENCE EVANS
1960 – 1964 (NM Baptist College) .....	NELL MCLEROY
1964 – 1970 (College of the Southwest).....	J.L. BURKE
1970 – 1971.....	C.B. WIVEL
1971 – 1974.....	EUGENE HUGHES
1975 – 1984.....	BRUCE EVANS
1984 – 1986.....	ROBERT GALVAN
1986 – 1987.....	W.L. MCDONNELL
1987 – 1989.....	HERMAN BARLOW
1989 – 2002.....	JOAN M. TUCKER
2002 – Present (University of the Southwest).	GARY A. DILL

## Administrative Faculty

### **Paul Baker, 2009**

Assistant Professor of History  
Tennis Coach

### **Jordan Bodine, 2009**

Assistant Professor of Education  
Dean of Enrollment and Student Success

### **Linda Chapman, 1985**

Assistant Professor of Education  
Admin Asst./VP of Academics & Technology

### **Gary Dill, 2002**

Professor of Philosophy and Religion  
President

### **Kevin Dobbs, 2011**

Assistant Professor of Education  
Assistant Athletic Director  
Women's Basketball Coach

### **Michael Galvan, 2004**

Assistant Professor of Education  
Athletic Director  
Head Baseball Coach

### **Ron Landschoot, 2004**

Assistant Professor of Education  
Softball Coach

### **John McCance, 1989**

Assistant Professor of Communications  
Dean for Scarborough Memorial Library

### **Kerrie Mitchell, 2004**

Assistant Professor of Business  
Director of Financial Aid

### **Melissa Mitchell, 2007**

Assistant Professor of Education  
Graduate Student Advisor

### **Dee Mooney, 2003**

Professor of Accounting  
Vice President for Administrative Services  
CFO

### **Thomas Mulkey, 2008**

Assistant Professor of Education  
Dean of Students

### **Evelyn Rising, 2007**

Assistant Professor of Education  
Associate Dean of Student Life

### **James Smith, 2011**

Professor of Education  
VP of Academics and Technology

### **Chevis Thompson, 2009**

Assistant Professor of Business  
Men's Basketball Coach

### **Rebecca Whitley, 2011**

Assistant Professor of Education  
Registrar

## Emeritus Faculty

### **Linda Aycock**

Professor of Education

### **Glynese Floyd**

Professor of Theatre/Speech

### **John Larry Goldman**

Professor of History/Political Science

### **Will Roan**

Professor of Mathematics

### **Kenneth Sagerty**

Professor of Education

### **Gertrude Thompson**

Professor of Business

### **Joan M Tucker**

Professor of Business

President Emeriti

### **Robert Woodmansee**

Professor of Biology

## Faculty

### **David Arnold 1993**

Campus Steward  
Associate Professor of Business  
B.B.A., Baylor University  
B.B.A., University of the Southwest  
M.B.A., University of Texas of the Permian Basin  
D.M., Colorado Technical University

### **Paul Baker 2007**

Assistant Professor  
Tennis Coach  
B.S.E., Lubbock Christian University  
M.E.A., Eastern New Mexico University

### **Jordan Bodine 2009**

Assistant Professor of Education  
Dean of Enrollment and Student Success  
B.S., Oklahoma State University  
M.S., Oklahoma State University

### **Kenneth Brown 2004**

Assistant Professor  
B.S., Eastern New Mexico University  
M.A., University of Arkansas  
M.F.A., University of Missouri-Kansas City

### **Daniel Castillo 2007**

Assistant Professor of Business  
B.A., UNADECA  
M.B.A., National University  
D.B.A., ULACIT Costa Rica

### **Linda Chapman 1985**

Admin Asst./VP of Academics & Technology  
Assistant Professor of Education  
B.A.S., University of the Southwest  
M.S.E., University of the Southwest

### **Corrinne DiBlasi 2005**

Associate Professor of ECE/Counseling  
B.S., St. Johns University  
M.S., Brooklyn College  
P.D., St. Johns University  
Ed.D., Rutgers State University

### **Gary Dill 2002**

President  
Professor of Education/Religion  
B.A., Houston Baptist University  
M.Div., Princeton Theological Seminary  
D.Min., Southern Baptist Theological Seminary  
Ph.D., University of Texas at Austin

### **Susan Fox 1990**

Associate Professor of Education/Math  
B.S., The College of Artesia  
M.Ed., Eastern New Mexico University  
Ph.D., (cand.), Capella University

### **Michael Galvan 2004**

Dean of Athletics  
Head Baseball Coach  
Assistant Professor of Education  
B.S., University of the Southwest  
M.S., Emporia State University

### **Mary Harris 1998**

Dean of School of Education  
Professor of Education/Special Education  
B.A., Southeastern Louisiana University  
M.Sped., Eastern New Mexico University  
Ed.D., Nova-Southeastern University

### **Ron Landschoot 2004**

Softball Coach  
Assistant Professor of Sport Management  
B.B.A., Rochester Institute of Technology  
M.S., University of Southern California

### **John McCance 1989**

Dean of Scarborough Memorial Library  
Assistant Professor of Communications  
B.A., Arizona State University  
M.L.S., University of Arizona

### **Kerrie Mitchell 2004**

Director of Financial Aid  
Assistant Professor of Business  
B.A.S., University of the Southwest  
M.B.A., University of the Southwest

### **Melissa Mitchell 2007**

Senior Online Program Advisor  
Assistant Professor of Education  
B.A., Harding University  
M.S.E., University of the Southwest

### **Dee Mooney 2003**

Professor of Accounting  
Vice President for Administrative Services/CFO  
B.B.A., Baylor University  
M.Acc., University of Tennessee  
D. Ed. Min., Southwestern Baptist Theological Seminary

### **Tom Mulkey 2008**

Assistant Professor of Education  
Dean of Student Life  
B.A., Eastern New Mexico University  
M.S.E., University of the Southwest

### **Emily Navarrete 2004**

Assistant Professor of Bilingual Education  
B.S., University of the Southwest  
M.S., University of the Southwest  
Ed. D. (cand.), New Mexico State University

## Faculty and Staff

### **Kenneth Reed** 2010

Campus Minister  
Assistant Professor of Psychology/Religion  
B.S., University of the Southwest  
M.Ed., Hardin Simmons University

### **Evelyn Rising** 2007

Assistant Professor of Education  
Associate Dean of Student Life  
B.A.S., University of the Southwest  
M.S.E., University of the Southwest

### **James Smith** 2011

VP of Online Learning and Technology  
Professor of Education  
B.B.A., Northeast Louisiana University  
M. Ed., Louisiana Technical University  
Ph.D., Texas A&M University

### **Marilyn Smith** 1991

Professor of Psychology/Education  
B.S., University of the Southwest  
M.Ed., Eastern New Mexico University  
Ph.D., New Mexico State University

### **William Sumruld** 1990

Professor of History/Religion/Philosophy  
B.A., Eastern New Mexico University  
M.Div., Southwestern Baptist Theological Sem.  
Ph.D., Southwestern Baptist Theological Sem.

### **Chevis Thompson** 2009

Men's Basketball Coach  
Assistant Professor of Business  
B.S., Martin Methodist College  
M.S., Missouri Baptist University

### **Ryan Tipton**

Assistant Professor of Business  
Dean of Business  
B.B.A., University of Texas of the Permian Basin  
M.B.A., University of Texas of the Permian Basin  
D.B.A., Walden University

### **Richard Trout**

Instructor  
B.A., Knox College  
M.A., Illinois State University  
M.S., Roosevelt University

### **Rhonda Tyler**

Instructor  
SIFE Advisor  
B.S., University of the Southwest  
M.E., University of Florida

### **Marianne Westbrook** 2001

Dean of Arts and Sciences  
Professor, Education/Psychology  
B.G.S., University of New Hampshire  
M.A., Pacific Lutheran University  
Ph.D., University of Maryland

### **Mike Westbrook** 2007

Associate Professor of Education  
B.S., University of Maryland  
M.A., Fielding Graduate Institute  
Ph.D., Fielding Graduate Institute

### **Rebecca Whitley** 2011

Assistant Professor of Education  
Registrar  
B.S., Texas Woman's University  
M. Ed., Texas A&M University

### **Yusheng Wu** 2010

Assistant Professor of Biological Sciences  
B.S., Beijing Agricultural University  
M.S., Beijing Agricultural University  
Ph.D., South Dakota State University

## Management Staff

### **Melody Arnold** 2006

Personnel Services Director

### **Tammie Baker** 2011

Enrollment Office Coordinator

### **Garrett Bertola** 2012

Sports Information Webmaster  
Social Media Administrator  
B.B.A., University of the Southwest

### **Steve Burback** 2004

Head Athletic Trainer  
B.A., Metropolitan State College of Denver  
B.A., Colorado State University

### **Julio Castillo** 2008

Network Administrator

### **Laurie Dean** 2006

Director of Development Operations  
B.A., University of South Florida

### **Sara Dennis** 2011

Registrar Aide/Academic Advisor  
A.S., New Mexico Junior College  
B.S., University of the Southwest

**Kevin Dobbs** 2011

Assistant Professor of Education  
Assistant Athletic Director  
Women's Basketball Coach  
B.B.A., Doane College  
M.A.E., University of Nebraska-Kearney

**Brant Etheridge** 2011

Online Program Advisor  
B.B.A., University of the Southwest

**Maria Santa Fiero** 2002

Business Office Manager, Exec. Asst. to CFO  
Western States School of Banking

**Joshua Ford** 2007

Assistant Director of Technology Services  
A.S., New Mexico Junior College

**Cyndi Garrison** 1997

Technical Services – Library

**James Griffin** 2006

Mailroom Coordinator

**Lonnie Harrison** 2010

Director of Physical Plant

**Victor Hawkins** 2011

Security Officer

**Julie Hillard** 2008

Admin Asst to Dean of Education

**Don Koontz** 2010

Cross Country/Track Coach  
Men's Soccer/Women's Soccer  
B.S., Texas Tech University

**Dawny Kringel** 2006

Assistant Controller

**Alex Lopez** 2011

Retention Coordinator  
B.A.S., University of the Southwest

**Kawin Nunnery** 2012

Registrar Liaison  
B.P.A., Grambling State University

**Caitlin Odom** 2010

Assistant Registrar  
B.S., New Mexico State University

**Gacie Orrantia** 2011

Housekeeping

**Chloe Ortiz** 2012

Library Assistant

**Sonya Petroski** 2011

Head Volleyball Coach  
B.A., University of Bridgeport

**Donna Puckett** 2009

Financial Aid Advisor  
A.A., New Mexico Junior College  
A.S., New Mexico Junior College

**Johnny Ramirez** 2012

Maintenance

**Katy Rasco** 2012

Admin Asst to Dean of Arts & Sciences  
B.S., Southwestern Oklahoma State University  
M.E., Eastern New Mexico State University

**Becky Sheppard** 1993

Administrative Assistant/Business

**Olivia Sisneros** 2005

Cashier/Accounts Receivable Clerk

**Charlotte Smith** 1997

Director of Training & Support  
B.A.S., University of the Southwest

**Hope Sostaita** 2011

Housekeeping

**Vivian Sumney** 2007

Food Services Director

**Wesley Taylor** 2011

Maintenance Assistant

**Lissete Terrazas** 2011

Financial Aid Advisor  
B.S., University of the Southwest

**Linda Woodfin** 2003

Executive Assistant to the President  
A.S., New Mexico Junior College

B.B.A., University of the Southwest

Gary Fonay Chair  
Cliff Brunson Vice Chair  
Nancy Shaw Secretary  
David Pyeatt Treasurer

**Class of 2012**

Judy Britton Hobbs, New Mexico  
Cindy Bryan Hobbs, New Mexico  
Richard Dunham Midland, Texas  
Heather Evans Hobbs, New Mexico  
Sandra Newell Hobbs, New Mexico  
Finn Smith Hobbs, New Mexico

**Class of 2013**

Cliff Brunson Hobbs, New Mexico  
Christopher Driskill Hobbs, New Mexico  
Gary Fonay Hobbs, New Mexico  
Will Hawkins Brownfield, Texas

**Class of 2014**

Shannon Duncan Hobbs, New Mexico  
Gary Eidson Hobbs, New Mexico  
Larry Scott Hobbs, New Mexico  
Gary Sims Artesia, New Mexico  
Michael Whitehead Hobbs, New Mexico

**Class of 2015**

Ken Bromley Hobbs, New Mexico  
Brad Caress Hobbs, New Mexico  
George Klein Grand Prairie, Texas  
Nancy Shaw Hobbs, New Mexico  
Gregory OD Smith Hobbs, New Mexico

**Class of 2016**

Suzie Brown Lovington, New Mexico  
Laura Castillo Hobbs, New Mexico  
Debra Hicks Hobbs, New Mexico  
David Pyeatt Hobbs, New Mexico  
Sam Spencer Hobbs, New Mexico