

2010-2011

Undergraduate Course Catalog



This Catalog, certified true and correct in content and policy, is intended to provide basic information about educational opportunities, programs of study, admission procedures, costs, and financial aid at University of the Southwest (Southwest), and to provide a general profile of the University

## 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

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## ACADEMIC CALENDAR

## FALL 2010

Classes Begin .....	August 23
Last Day to Drop/Add Classes .....	August 30
Labor Day Holiday .....	September 6
Mid Semester .....	October 22
Last Day to Drop with a "W" .....	November 12
Thanksgiving Holiday .....	November 24-26
Final Exams .....	December 6-10

## WINTERMESTER 2010/2011

Classes Begin .....	December 13
Last Day to Drop/Add Classes .....	December 14
Christmas Holiday .....	December 20-24
New Year's Holiday .....	December 31
Last Day to Drop with a "W" .....	January 4
Final Exams .....	January 14

## SPRING 2011

Martin Luther King Jr. Holiday .....	January 17
Classes Begin .....	January 18
Last Day to Drop/Add Classes .....	January 25
Mid Semester .....	March 9
Spring Break .....	March 21-25
Special Campus Holiday .....	March 25
Last Day to Drop with a "W" .....	April 15
Good Friday Holiday .....	April 22
Final Exams .....	May 2-6
Commencement .....	May 7

## MAYMESTER 2011

Classes Begin .....	May 9
Last Day to Drop/Add Classes .....	May 10
Last Day to Drop with a "W" .....	May 19
Memorial Day Holiday .....	May 30
Final Exams .....	May 31

## SUMMER 2011

Summer I (four weeks) Classes Begin .....	June 6
Summer (eight weeks) Classes Begin .....	June 6
Summer/Summer 1 Last Day to Drop/Add Classes .....	June 7
Summer Last Day to Drop with a "W" .....	June 14
Summer I Last Day to Drop with a "W" .....	June 16
Summer I Final Exams/Classes End .....	July 1
Fourth of July Holiday .....	July 4
Summer II (four weeks) Classes Begin .....	July 5
Summer II Last Day to Drop/Add Classes .....	July 6
Summer II Last Day to Drop with a "W" .....	July 14
Summer/Summer II Final Exams .....	August 1
Summer/Summer II Classes End .....	August 1





# 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 campus 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.

## 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.

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.

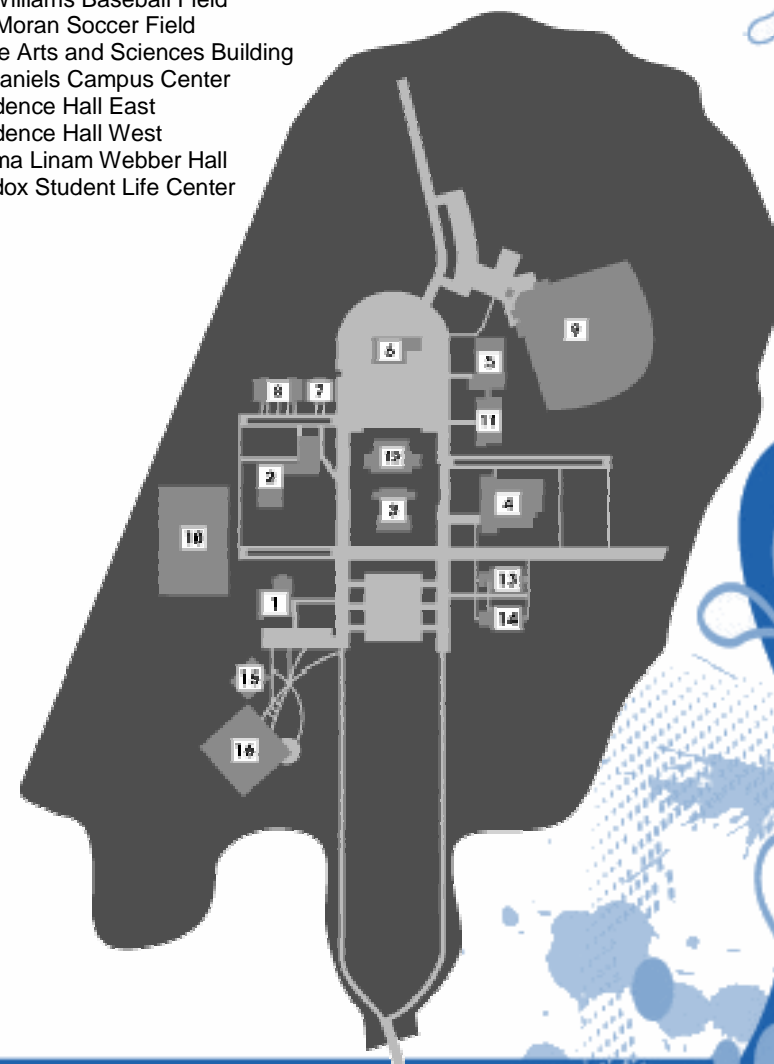
The Mabee Teaching and Learning Center was completed in 2002, and houses the School of Education, the Learning Resource Center, the Play Therapy Room, the Testing Center, the Counseling Office, four classrooms, a conference room, a student lounge, ten offices, and the Computer Services Center. The School 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. As restrooms are renovated, they are remodeled to meet ADA guidelines.

## MAP

1. J.L.Burke Hall
2. Mabee Center for Teaching and Learning
3. Mabee Southwest Heritage Center
4. Scarborough Memorial Library
5. Joan Tucker Center for Business and Free Enterprise Education
6. Mabee Physical Fitness Center
7. Jane Adams Hall
8. Bob and Adelle Daniels Hall
9. Jake Williams Baseball Field
10. Bob Moran Soccer Field
11. Fadke Arts and Sciences Building
12. Bill Daniels Campus Center
13. Residence Hall East
14. Residence Hall West
15. Thelma Linam Webber Hall
16. Maddox Student Life Center



# 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 Student Success Services (ph. 575-492-2143) located in suite 107 of Scarborough Memorial Library.

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 Certification, the American Counseling 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, John Naisbitt, Justice Alan Page, David McCullough, Marvin Hamlisch, Lynn Swann, Kenny Houston, Oliver North, Ben Stein, Tony Dungy, Jim Lehrer, Jo Frost and Dr. Robert Ballard.

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 James Bradley, author of *Flags of Our Fathers*; Christopher Gardner, author of *The Pursuit of Happiness*; award-winning educator, Erin Gruwell; and actor, musician and author, Tom Sullivan.

## ATHLETICS

The Southwest 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, men's and women's soccer, golf, 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.

### CATHOLIC STUDENT ASSOCIATION

The Catholic Student Association (CSA) is a student group and is open to all students from Southwest 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 [cdiblas@usw.edu](mailto:cdiblas@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.

## 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 Southwest is encouraged and eligible to serve as a member of Student Government. Officers and representatives are elected by the students.

### STUDENTS IN FREE ENTERPRISE (SIFE)

Students in Free Enterprise (SIFE), a national organization, are 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.

### SOUTHWEST ASSOCIATION OF FUTURE EDUCATORS (SAFE)

This organization is designed to foster student leadership in teacher education and to work for the support of excellence in teacher education.



### 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

Southwest 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's 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 Southwest.

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.

### GENERAL SERVICES AND POLICIES

Because Southwest, 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 you are unable to attend either event, please feel free to set up an Individual visitation day.



### 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 Provost.

### 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

On-campus residents should seek resolution of complaints with the other party or parties involved. When unable to reach a resolution, residents should register complaints, in writing, with the Provost for Student Life.

### 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, they 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 Southwest website for information regarding school closings. All students, staff, and faculty who subscribe to the University's e2Campus alert 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 e2Campus 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 Provost.

**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.

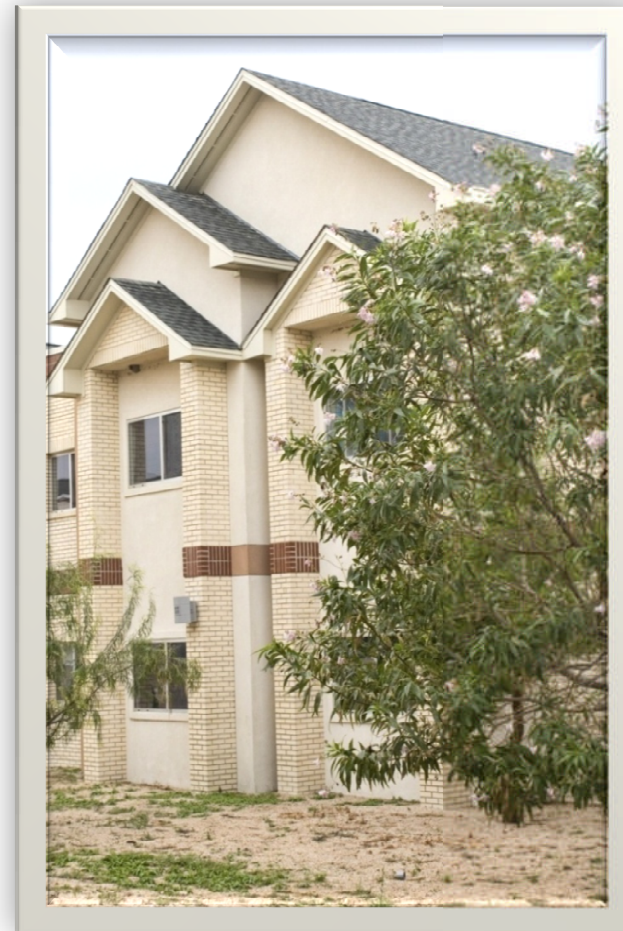
In rare instances, exceptions to this requirement may be made when a legal guardian makes a request to the Housing Director, in writing, that the student is allowed to reside with another family member or other adult who resides within 75 miles of the University. Applications for exemption may be made to the Housing Director, who will submit the request to the Provost. The Provost 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, Southwest seeks to furnish students with physical facilities and services that will contribute to successful academic performance. Southwest 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, they are expected to act responsibly. Housing policies are necessary to provide direction and protection for each resident living at Southwest. Southwest'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 Southwest 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 Southwest housing policies will be left to the discretion of Southwest 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 Southwest, *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:

1. 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;
2. an employment record of an individual whose employment is not contingent upon the fact that he or she is a student;
3. Alumni records that contain information about a student when he or she no longer is in attendance at Southwest, 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, progress records. Financial aid records are kept in the Office of Financial Aid. Progress records are kept in the student's advisor's office as well. Disciplinary records are maintained in the Office of the Provost. 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

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, on-line Catalog, on-line 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 36,500 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 new 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 FOR 2010-2011

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

Changes are effective June 1<sup>st</sup> of that academic year.

Tuition per semester hour (Undergraduate)*	\$ 486.00
Dual Credit per semester hour	\$ 97.20
Audit: per semester hour	\$ 243.00
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

\*\*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	\$1,770.00
Single Occupancy	\$2,205.00
Housing Deposit	\$ 300.00
Directed Study Fee	\$ 200.00
12 Meal Plan	\$1,390.00
19 Meal Plan	\$1,495.00

## OTHER FEES

Intern Teaching Fee	\$ 150.00
Placement Service Fee	\$ 10.00
Credit By Exam Fee	\$ 50.00
Record Fee (on transcript) per credit hour	\$ 25.00
Transcript (official)	\$ 5.00
Transcript (domestic-Fax only)	\$ 10.00
Transcript (student)	\$ 1.00
Late Payment Fee	\$ 30.00
Late Registration Fee	\$ 50.00
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 by 5:00 p.m. one week after classes begin, as published in the official academic calendar in the catalog. 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.

### WITHDRAWAL FROM THE UNIVERSITY

Students completely withdrawing from the University on or before the 60 percent point of the fall or spring 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 they 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.

### ACADEMIC PROGRESS POLICY

Students must complete their academic programs in six academic years, which equals 150 percent of the four years of full-time enrollment usually required to complete a bachelor's degree. Progress of students who change their majors will be evaluated. A student must make up "Incomplete" grades within the time allotted by the Institution, so that incomplete grades will not adversely affect the student's eligibility for certain University programs. During any semester, after the add/drop period has passed, students are expected to maintain for the rest of the semester the enrollment status they have established; that is, full-time, three-quarter time, or half-time. Students who fall below their enrollment status after the drop/add period will be placed on financial assistance probation for the remainder of their attendance at Southwest, unless they successfully appeal the probation. Students on probation who earn bachelor's degrees and return to Southwest to pursue master's degrees will remain on financial assistance probation for one academic year. Students on financial assistance probation who drop classes will be placed on financial assistance suspension. To appeal a suspension, a student must submit a letter detailing the reasons for dropping the classes to the Director of Financial Aid within two weeks of being notified of the violation. The appeal letter will be taken under consideration by the Financial Aid Committee, who will determine whether to lift the probation or suspension. If the student does not appeal the probation and is placed on suspension, and the student appeals the suspension and the appeal is granted, the student will continue on probation for the remainder of his or her attendance at Southwest. If a suspension is not lifted, to satisfy the terms of the suspension, the student will be required to take at least 6 credit hours without receiving financial assistance.

The Director of Financial Aid may, at his or her discretion, allocate funds according to federal, state, and Institutional guidelines; however, if the net value of an award has been changed, the Director of Financial Aid will notify the student of the change, in writing.

### RIGHT TO APPEAL FINANCIAL AID DECISIONS

Students have the right to appeal financial aid decisions. Appeals must be made in writing to the Director of Financial Aid and must respond to the decisions being appealed. The Financial Aid Review Board, convened by the Director of Financial Aid, will then rule on the appeal. The decision of the Review Board will be final.

### FINANCIAL ASSISTANCE

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 Southwest 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, Southwest 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.

### 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. To be eligible for the Federal Student Equal Opportunity Grant (FSEOG), 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 Southwest and must maintain at least a 2.5 GPA at Southwest 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 Southwest, 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 will be given 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 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 Student Choice Act provides tuition assistance funds for students attending private institutions within New Mexico. 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.

#### 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. Institutional Awards and institutional scholarships are limited to seventy percent (70 percent) of the student's direct costs (tuition and on-campus room and board). 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 Southwest, please visit [www.usw.edu](http://www.usw.edu).

### VETERANS' BENEFITS

Veterans eligible to receive various veterans' benefits may inquire at the Office of the Registrar as to the proper procedures for making application to receive the benefits. Benefits will vary according to the program for which the veteran qualifies.

Disbursement of benefits usually begins six weeks following registration. However, a veteran may apply for advance payment to receive a disbursement of benefits at the time of registration. To apply for advance payment, a veteran must register and submit the proper forms to the Registrar no later than 60 days prior to the registration date.

Students benefiting from veterans programs are expected to perform at the level of all other students to continue to participate in the program. Veterans placed on academic probation must attain satisfactory progress by the end of one semester of probation to avoid an interruption in benefits. Veteran's benefits may be reauthorized only by the Veterans Administration and only after the student has received counseling arranged through them. Questions pertaining to any aspect of a veteran's status may be directed to the Office of the Registrar at Southwest.

Disabled veterans may attend school under the vocational rehabilitation program and will receive benefits for tuition, fees, tutoring, books, etc

# 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 Southwest welcomes most eligible students, admission to the University is regarded as a privilege that may be forfeited by any student who does not comply with the standards of the Institution. Thus, the University shall reserve the right to refuse admittance to potential students who do not comply with those standards.

### 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 on-line 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 or completed an accredited home school program or earned a GED or been admitted to an accredited college or University and has earned or attempted 12 or less college credits, and must complete the admission procedures and meet two of the following requirements:

- Rank in the top 50 percent of his or her graduating class
- Have attained a cumulative GPA of 2.0 or higher on a 4.0 scale
- Have attained a composite ACT score of 19 or above or a composite SAT score of 910 or above

A student is eligible for admission to the University by meeting two of the three requirements; however, taking the ACT/SAT is a requirement for admission for all students under the age of 24. If 24 years of age and above, the ACT or SAT is not required for admission, but is recommended to assist with scholarship determination. A student may also receive special approval from the Academic Council for Admittance.

## FRESHMAN ADMISSION PROCEDURES

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

## GED ADMISSION PROCEDURES

To be considered for admission, GED recipients must:

- Complete the application for admission
- Submit an official GED transcript with a score of 500 or above
- Submit official ACT or SAT scores
- Pay the \$25 admission application fee

Students with a successful GED score of 399 to 499 must submit a letter of appeal for admission to the Provost and may be admitted by Individual Approval for Admittance, following review by the Academic Council and the completion of the admission process.



### 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 they 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 an independent international transcript evaluation service. 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 ACEI, 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.
- 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.

### ADMISSION OF FORMER SOUTHWEST STUDENT

A student who has attended Southwest previously but who has not attended for one or more academic years or longer must reapply for admission to the University. Students who have been absent for one standard semester (Fall or Spring) or less, may return to the University through the Office of the Registrar and their advisor.

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 time of absence from Southwest
- Pay the \$25 application fee.

### RE-ADMISSION AFTER ACADEMIC SUSPENSION

Students under academic suspension from Southwest 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 Provost. 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.

### CONDITIONAL ADMITTANCE

Special approval for admittance to the University may be granted to applicants who are ineligible for admission because they do not meet one or more requirements for admission and who have suffered documented extraordinary circumstances that have prevented them from achieving their academic goals. To be considered for admittance the potential student must submit a Letter of Appeal to the Provost, who will convene the Academic Council. Two letters of recommendation need to accompany the potential student's letter. As a result of review, the Council may request that a potential student provide additional information, in the form of documentation, to the Council and/or that he or she undergo an interview, if the Council deems it necessary in determining the potential student's readiness to attend Southwest. If the student does not concur with the Council's decision, he or she may make an appeal to the Provost, whose decision will be final.

If the Council approves the petition of admittance, the student will be sent a provisional admittance letter. The Council will list specific provisions in the letter that the student will be required to meet.

As a condition of continued attendance at Southwest, students admitted with this status will be placed on academic or disciplinary probation and must meet the terms under which they have been admitted, as set by the Academic Council. For example, a student admitted may be required to meet with a tutor for a specified number of hours during the semester. The progress of students admitted will be reported at regular intervals to the Student Success Coordinator, who will in turn report the student's progress to the student's advisor. Students admitted who do not continue to meet the requirements of their admittance, as established by the Council may be dropped from the University.

Students may be required to take a placement test with the Student Success Office. Students may also be required to take USW 1011 Student Success, ENG 1013 Mechanics of English and/or MAT 1013 Intermediate Algebra to improve their skills, these courses are developmental courses and do not apply to any degree, nor can they be used as electives at Southwest. The student must earn a "C" or better in the developmental course before being allowed to move to the next level, if the class has



to be repeated more than three times the student will be suspended.

All petition packets must be submitted by 5:00pm, August 20, 2010 for fall and January 14, 2011 for spring. After that time, personal appeals can be made to the Provost and further instructions will be given at that time.

To ensure the safety of the community, University of the Southwest reserves the right to request that any potential student who has a felony charge and conviction to submit court records and/or other appropriate documentation to the Vice President of Enrollment Services.

### 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 Southwest 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 Provost. Transcripts from Southwest 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 credit 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 Provost.

### 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 College Registrar,
- Pay the \$25 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 may be granted when a transfer student, with 13 or more credits from an accredited college or University, has:
- Attained a cumulative college or university GPA of 2.0 or higher on a 4.0 scale

To be considered for admission, a transfer student must:

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

### TRANSFER CREDITS FROM ANOTHER SCHOOL

Credit may be given for coursework completed at another accredited college or University if it meets the criteria set forth in the Southwest Catalog in effect at the time of the student's admission to Southwest. Students transferring from an accredited two-year college must complete 62 hours at Southwest. Credits transferred from an unaccredited institution will be evaluated on a case-by-case basis. Students transferring from a four-year institution must complete the last 30 semester hours of the bachelor's degree at Southwest.

### DISTANCE EDUCATION

Students who wish to enroll in Internet classes must first be admitted to the University under the same admission criteria established for all students. Students may download the admission form from the Internet at [www.usw.edu](http://www.usw.edu), and email it back, along with the \$25.00 admission fee, to:

Office of Undergraduate Admission  
University of the Southwest, Suite 506  
6610 Lovington Highway  
Hobbs, NM 88240

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 distance education students by email and/or telephone. A Degree Plan will be completed and delivered to the student. Copies will be kept on file. Distance education students register for classes in the same manner as on-site students. Registration forms may be obtained at [www.usw.edu](http://www.usw.edu).

### TRANSFER STUDENTS WHO HAVE COMPLETED AN ASSOCIATE'S DEGREE

University of the Southwest will accept applications from students who have completed or will complete an AA or AS degree from an accredited community college. The applicant will be exempted from paying the Southwest application fee. Once admitted, students are subject to all other policies, procedures, and services outlined in the Southwest catalog.

To be considered for admission, the student must:

- Complete the application for admission
- Submit official college transcripts from all schools attended
- Have a cumulative GPA of at least 2.0
- The maximum number of transfer credits accepted from the community college (AA or AS) will equal the minimum number of credits required to complete the specific degree program. Therefore, all courses required of the AA or AS degree will be articulated into the bachelor's program in their entirety. The transfer of additional course work will be evaluated on a course-by-course basis.

- Students from a community college will have their entire degree program transferred in, including "C" and "D" grades, allowing the students to complete their related degree program at Southwest in two years of full time study.
- Students from a community college must earn 61 hours of credit from Southwest
  - and obtain a minimum of 3.0 GPA in their major and minor, a 2.0 in their institutional work and a 2.0 overall in order to earn a bachelor's degree.
- Students transferring from a community college must complete 40 semester hours of upper-level course work.

### 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.

### ACADEMIC POLICIES

At Southwest, 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.

### 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.

All records submitted will be destroyed when a student fails to attend within one academic year of the date of anticipated attendance.

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

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.

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



### INCOMPLETE WORK

An "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 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. All grades earned will be retained on the transcript; however, the last grade earned in each course will be used to calculate the GPA.

### 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. Students are permitted to transfer in a replacement grade if approved by the Registrar.

### 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 Southwest may not be accepted for transfer credit. A full load during summer session is determined by the length of the session. However, no student may take more than six semester hours in a four week session.

### 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, credit hours may not be counted for both majors.

Only one diploma will be issued; however, both majors will appear on the University of the Southwest 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 ECO 2213: Freedom, Ethics, and Free Enterprise. These may be included in the 30 semester hours earned at University of the Southwest.

## TRANSFER CREDITS

On the basis of transcript evaluation, credit will be granted for general education and elective courses in which a grade of "C" or higher was earned at other colleges or universities. A grade of "C" or higher will be required for courses in the major and minor. Transfer credits which are accepted will apply toward a degree. The last 30 semester hours prior to awarding the degree must be completed at Southwest.

## HONORS

A graduate's cumulative GPA earned during his or her last 60 semester hours of attendance is used to determine honors. To be eligible for honors, the student must have earned at least 60 semester hours in residence at University of the Southwest and completed all requirements for graduation. Honors earned will be indicated on the student's final transcript.

Students may graduate with honors when Southwest cumulative GPAs are as follows:

Highest Honors	4.00	Summa Cum Laude
High Honor	3.90	Magna Cum Laude
Honors	3.80	Cum Laude

## ACADEMIC INTEGRITY

University of the Southwest has an outstanding academic reputation. Honesty is expected of all members of the Southwest 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 Southwest 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 is placed on academic probation when his or her Southwest cumulative GPA falls below 1.75 for freshmen and sophomores and 2.00 for juniors and seniors. A transfer student admitted under special provisions whose GPA is less than 1.75, if he or she is an underclassman, or less than 2.00, if he or she is an upperclassman, enters on probation. Scholastic probation is removed when the Southwest cumulative GPA is raised. A student on academic probation will be given one semester to establish a satisfactory level of academic work. 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 SUSPENSION

A student placed on academic suspension may appeal to the Provost. 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 adversarial 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 Provost. 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 Provost

- 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 Provost's decision is final and cannot be appealed. The Provost 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 Provost within five days of receipt of the committee's decision.

- The instructor will submit a review request in writing to the Provost.
- The Academic Dean will submit all documentation to the Provost supporting the decision.
- The Provost will schedule a meeting with the instructor who brought charges of academic dishonesty.
- The Provost will communicate the final outcome of the appeal to the student, the instructor who brought charges of academic dishonesty, and the Academic Dean.
- The Provost'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 Provost. 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.

### STUDENT SUCCESS SERVICES

The Office of Student Success Services, located in suite 107 of Scarborough Memorial Library, 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, the Office of 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 Student Success Coordinator then contacts the reported students requiring an appointment to begin remediation and attendance at Friday Study Hall.

\* All provisionally admitted students are required to take the COMPASS Math and English placement tests. All regularly admitted students scoring below 17 (ACT) or 415 (SAT) in the subareas of Math or English are given the option to take the COMPASS test and place out of the remedial course(s).

### SPECIAL NEEDS

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 Needs 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.

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 Southwest 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 Mabee Center for Teaching and Learning.

### ACADEMIC ADVISING

Initially, when a student joins the Southwest 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 they begin 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.

### 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 they changed majors. (Ex. If a student started classes in Fall 2010, but changed majors in Spring 2012, they 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

The first week of each semester is the period during which students may add or drop courses. To add or drop a course, the student must complete an add/drop form in the Office of the Registrar and obtain signatures from his/her Advisor.

### WITHDRAWAL FROM A COURSE OR FROM THE UNIVERSITY

During a regular semester, a student may withdraw from a class with a "W" through the thirteenth (13<sup>th</sup>) week of classes. To withdraw from a course(s) the student must obtain a withdrawal form in the Office of the Registrar and obtain signatures from his/her Advisor, Housing, Business Office, Financial Aid, and the Registrar. Failure to withdraw officially will result in an "F".

### 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 Southwest.

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.

Southwest 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.

Southwest 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 Division Chairs. 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:

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

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. If such a substitute cannot be found, the request must be forwarded to the division chair who will also attempt to find an alternative solution. If no alternative solution can be found, the division chair will secure a faculty member (not adjunct) to supervise the directed study. The division chair will then forward the request to the Provost 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

Students who register to audit a course are not required to participate in class projects or take examinations. The course will appear on the student's transcript and will be specified as an audit. A student may change a course from credit to audit until the final withdrawal day but may not change from audit to credit or non-credit. Audit charges are not refundable, and the fee paid for a course may not be changed.

### ACADEMIC RENEWAL

An undergraduate student enrolling at Southwest 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 they have completed 15 hours following enrollment or re-enrollment at Southwest. This applies only to undergraduates.
- Developmental/remedial 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 Southwest transcript, whether earned at Southwest 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.

Southwest'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

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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.

### 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 ones 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 less than six credit hours 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 Provost.

# Academic Programs

## GENERAL REQUIREMENTS FOR ALL BACHELOR'S DEGREES

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

- Completion of a minimum of 120 to 135 semester hours as specified for the degree sought;
- Completion of a minimum of 40 or more upper division semester hours;
- Completion of a minimum of 62 semester hours at Southwest after achieving junior standing. After achieving senior standing, 30 semester hours must be completed at Southwest;
- Achievement of a minimum GPA of 2.0 (except where specified for the degree program);
- Completion of a major and minor where specified by the degree program;
- Completion of electives as allowed for the degree sought.
- Completion of General Education requirements
- Achievement and approval of required competencies.

### COMPETENCIES

The institutional goals for graduates of the University of the Southwest are that they possess general knowledge in their fields of study, life-long learning skills, effective communication skills, and commitment to service. In meeting those goals, Southwest requires that prior to graduation students meet acceptable standards of competence in using computer technology, in researching information, and in using effective written and oral communications. The following competencies may be met through a variety of methods, such as (but not limited to) exams, transfer courses, and Southwest courses.

### INFORMATION LITERACY

Information literacy includes the ability to recognize when information is needed and the ability to locate, evaluate, and use the needed information effectively.

### COMPUTER LITERACY

Prior to graduation, students must demonstrate basic computer competency. At Southwest, basic competency is defined as the ability to apply computer concepts and technology to solve problems and to demonstrate a basic level of understanding of Microsoft Word™ PowerPoint™ Excel™ Access™ Publisher™ web design and HTML (Hypertext Markup Language). Southwest requires its graduates to have a minimal computing vocabulary and basic perspective of computer information processing and its effects.

### WRITTEN AND ORAL COMMUNICATIONS

Students must show ability to write and speak effectively, so as to convey information with clarity. Students will demonstrate competency in communication skills prior to graduation.

## COLLEGE CREDIT HOURS AND ACADEMIC COURSE IDENTIFICATION

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

### 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

- A major may be selected from the areas of English, General Studies, History, Humanities, or Social Sciences.
- A 2.50 GPA or better must be achieved in the major area unless stated otherwise.
- The minor of 18 – 20 hours must be selected from the major academic disciplines or may be transferred from another college if approved by the advisor and Office of the Registrar. A 2.50 GPA or better must be achieved in the minor area unless stated otherwise.

## CHRISTIAN STUDIES: PASTORAL/YOUTH MINISTRY

Southwest'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 who serve in their churches and wish to engage in disciplined theological study.

## 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.

## 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 they 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.

## HISTORY

Courses included on the History degree plan include general survey courses, as well as topics courses that allow for more in-depth study of specific eras, events, or historical figures. The History major provides students ample opportunities 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.

## HUMANITIES

The Humanities explore the human and creative side of human beings and include philosophy and the arts, distinguishing the humanities from the basic social and physical sciences.

## SOCIAL SCIENCES

The Social and Behavioral sciences study the individual and group motivations and interactions that affect the quality of human life. A required minimum of 12 semester hours includes three (3) semester hours of ECO 2213, Freedom, Ethics and Free Enterprise. The remaining nine (9) hours must be chosen from three different subject areas. The student may choose from the following approved list of courses:



## CHRISTIAN STUDIES- PASTORAL MINISTRY

### GENERAL EDUCATION REQUIREMENTS- 47 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 LAB SCI  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 PHI 1103 Introduction to Philosophy  
 PSY 1103 General Psychology  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 6 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 15 Hours, Any Level

### MAJOR- 36 Hours

REL 1103 Old Testament Survey  
 REL 1203 New Testament Survey  
 REL 2103 Introduction to World Religions  
 REL 2303 Foundations of Bible Study  
 REL 2403 Faith and Christian Ethics  
 REL 3113 Survey of Christian Theology  
 REL 3133 Synoptic Gospels  
 REL 3213 History of Christianity to 1517  
 REL 3303 Pentateuch  
 REL 3333 History of Christianity from 1517  
 REL 4103 Hermeneutics  
*Select one of the following:*  
 REL 3103 Philosophy of Religion -or-  
 REL 3203 Building a Christian World View

### FOCUS: PASTORAL MINISTRY- 24 Hours

REL 3313 Communicating the Gospel  
 REL 3413 Practical Ministry  
 REL 4113 Pastoral Counseling: What it is/What it is not  
 REL 4203 Ministry Organization and Administration  
 REL 4213 Theology of Worship  
 REL 4223 Practices in Christian Education  
 REL 4233 Evangelism and Discipleship  
 REL 4813 Internship/Practicum

**Total Program Requirements: 128 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## CHRISTIAN STUDIES- YOUTH MINISTRY

### GENERAL EDUCATION REQUIREMENTS- 47 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 LAB SCI  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 PHI 1103 Introduction to Philosophy  
 PSY 1103 General Psychology  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 6 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 15 Hours, Any Level

### MAJOR- 36 Hours

REL 1103 Old Testament Survey  
 REL 1203 New Testament Survey  
 REL 2103 Introduction to World Religions  
 REL 2303 Foundations of Bible Study  
 REL 2403 Faith and Christian Ethics  
 REL 3113 Survey of Christian Theology  
 REL 3133 Synoptic Gospels  
 REL 3213 History of Christianity to 1517  
 REL 3303 Pentateuch  
 REL 3333 History of Christianity from 1517  
 REL 4103 Hermeneutics  
*Select one of the following:*  
 REL 3103 Philosophy of Religion -or-  
 REL 3203 Building a Christian World View

### FOCUS: YOUTH MINISTRY- 24 hours

EDU 2213 Educational Psychology  
 REL 3123 Foundations of Youth Ministry  
 REL 3313 Communicating the Gospel  
 REL 4113 Pastoral Counseling: What it is/What it is not  
 REL 4203 Ministry Organization and Administration  
 REL 4403 Advanced Youth Ministry  
 REL 4303 Youth Culture and Evangelism  
 REL 4813 Internship/Practicum

**Total Program Requirements: 128 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## ENGLISH

### GENERAL EDUCATION REQUIREMENTS- 41 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT  
 SCI  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 24 Hours, 16 must be Jr/Sr level

### MAJOR- 33 Hours

ENG 2213 Creative Writing  
 ENG 2323 British & World Literature  
 ENG 2403 American Lit I  
 ENG 3503 Grammar  
 ENG 3543 Advanced Composition  
 ENG 4523 Major British Author -or-  
 ENG 4533 Major American Author  
 ENG Jr/Sr Level Electives  
 ENG Jr/Sr Level Electives  
 ENG Jr/Sr Level Electives  
 ENG Jr/Sr Level Electives  
 ENG Jr/Sr Level Electives

### MINOR- 18 Hours

**Total Program Requirements: 128 Hours**

## PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.



## GENERAL STUDIES

### GENERAL EDUCATION REQUIREMENTS- 41 Hours

CSI 1203 Computer Applications  
*Humanities,*  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUMANITIES  
 HUMANITIES  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 LAB SCI  
 LAB SCI  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### MAJOR- 60 Hours

Select four areas to study from (i.e.

*Social Sciences, History, etc...)*

- (1) (6 Hours Must be Jr/Sr Level) 15
- (2) (6 Hours Must be Jr/Sr Level) 15
- (3) (6 Hours Must be Jr/Sr Level) 15
- (4) (6 Hours Must be Jr/Sr Level) 15

### ELECTIVES- 7 Hours

**Total Program Requirements: 120 Hours**

## PROGRAM REQUISITES

- In each Field of Study consisting of 15 hours at least 6 hours must be at the 3000 or 4000 level taken at USW.
- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 G.P.A. in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

A BAS degree in General Studies requires 60 credits in four fields of studies. At least one field of study must be offered from the School of Arts & Sciences. The other areas may be chosen from other academic divisions.

## HISTORY

### GENERAL EDUCATION REQUIREMENTS- 38 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT  
 SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 21 Hours, 13 must be Jr/Sr level

### MAJOR- 36 Hours

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 3103 Theory of History  
 HIS 3213 Colonial America -or-  
 HIS 3223 Civil War  
 HIS 3313 World History  
 HIS 4103 US Foreign Policy  
 HIS Elective  
 HIS Jr/Sr Level  
 HIS Jr/Sr Level  
 HIS Jr/Sr Level

### MINOR- 18 Hours

**Total Program Requirements: 125 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## HUMANITIES

### GENERAL EDUCATION REQUIREMENTS- 35 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 SCI  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 19 Hours

**MAJOR- 54 Hours, 40 must be Jr/Sr level**

**Total Program Requirements: 120 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

A degree in Humanities requires 54 credits in two to four of the following disciplines: art, English, foreign language, history, music and theatre. At least 40 credits in the major must be upper division hours.



## PHYSICAL EDUCATION, SPORT MANAGEMENT EMPHASIS

**This is a non teaching degree.**

### **GENERAL EDUCATION REQUIREMENTS- 41 Hours**

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUMANITIES  
 HUMANITIES  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 LAB SCI  
 LAB SCI  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### **INSTITUTIONAL REQUIREMENTS- 12 Hours**

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### **ELECTIVES- 7 Hours**

### **MAJOR- 42 Hours**

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 3433 PE/Atypical Student  
 PHE 3203 Fitness and Outdoor Activities  
 PHE 3133 Sports Officiating  
 PHE 4103 Kinesiology  
 PHE 4203 Physiology of Exercise  
 PHE 4503 Physical Education Programs

### **MINOR- 19 Hours**

MGT 2103 Principles of Management  
 SPM 2103 Socio-Cultural Dimensions of Sport  
 SPM 2203 Survey of Eco and Fin in Sports  
 SPM 3123 Ethics and Leadership  
 SPM 3104 Business Law  
 SPM 4423 Sport Marketing

**Total Program Requirements: 121 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.

## SOCIAL SCIENCES

**GENERAL EDUCATION REQUIREMENTS- 32 Hours**

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ART  
 HUM/FINE ART  
 LAB SCI  
 MAT 2203 College Algebra for Gen Ed  
 MAT 2103 Probability/Statistics  
 SCI (4 hours)  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL

**ELECTIVES- 33 Hours, 13 hours must be Jr/Sr level**

**MAJOR- 36 Hours**

GEOG 2103 Physical & Cultural Geography  
 POS 3103 Amer Ideologies  
 POS 4223 Constitutional History  
 SOC 1103 Intro to Sociology  
 SOC 2213 Marriage and the Family  
 SOC 3203 Race/Ethnic Relations  
**Choose 18 Hours of HIS, POS, SOC at Jr/Sr level.**

**MINOR- 18 Hours**

**Total Program Requirements: 128 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.50 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## Bachelor of Business Administration

### GENERAL INFORMATION

The core curriculum listed under a student's chosen major must be completed by all candidates for a Bachelor of Business Administration degree. The major is determined in consultation with a faculty advisor from the School of Business and recorded on an approved Degree Plan. The requirements for a degree in business are completion of a minor where required, except for Accounting majors. Degrees are offered in the following fields: Accounting, General Business, Global Management/Global Marketing, and Sport Management.

- The minor of 18 – 20 hours must be selected from the major academic disciplines or may be transferred from another college if approved by the advisor and Office of the Registrar. General Business majors must select a minor from a business discipline.
- A 2.50 GPA or better must be achieved in the minor area unless stated otherwise.
- All Bachelor of Business Administration degrees require a total of 120 hours.

### ACCOUNTING

A major in accounting offers superb career opportunities. Many accounting majors are hired by their last semester of study. 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.

### GENERAL BUSINESS

A degree in general business prepares students for a career in many areas of business. Students will receive instruction in Accounting, Finance, Management, and Marketing thereby receiving a well-rounded background in business. General Business students have the flexibility to include several elective courses of interest. Upon completion of your degree you may choose to continue your education or pursue a career in business.

### GLOBAL BUSINESS MANAGEMENT

A major in Global Business Management prepares the student to meet the challenges of a global marketplace. USW combines marketing and management degrees into a comprehensive major. Students receive instruction in accounting, economics, finance, law, management, and marketing, 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.

### SPORT MANAGEMENT

A major in Sport Management prepares students for a variety of positions in the domestic and international sports industry. These positions include general manager of a professional sports team, sport equipment sales, radio announcers, corporate sports departments, recreational directors for public, private, and not-for-profit organizations, directors of sports arenas, and sports agents. The students 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.



## ACCOUNTING

### GENERAL EDUCATION REQUIREMENTS- 41 Hours

BUA 1303 Algebra for Business  
 CSI 1203 Computer Applications  
 ECO 2303 Principles of Economics  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ARTS  
 HUM/FINE ARTS  
 LAB SCI  
 LAB SCI  
 MAT 2103 Probabilities/Statistics  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL

### ELECTIVES- 7 Hours

### MAJOR- 24 Hours

ACT 2204 Accounting I  
 ACT 2214 Accounting II  
 BUA 3104 Business Law  
 FIN 2403 Principles of Finance  
 MGT 2103 Principles of Management  
 MGT 4163 Creating Bus Plan  
 MKT 2103 Principles of Marketing

### EMPHASIS: ACCOUNTING- 39 Hours

ACT 2103 Computer App/Acct  
 ACT 2203 Income Tax Acct  
 ACT 3203 Intermediate Acct I  
 ACT 3213 Intermediate Acct II  
 ACT 3233 Governmental Accounting  
 ACT 3243 Cost Accounting I  
 ACT 3253 Cost Accounting II  
 ACT 4203 Personal Income Tax  
 ACT 4213 Corporate Income Tax  
 ACT 4253 Advanced Acct I  
 ACT 4343 Auditing  
 ACT 4363 Advanced Computer App/Acct  
 ACT 4813 Internship in Accounting

**Total Program Requirements: 120 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## GENERAL BUSINESS

**GENERAL EDUCATION REQUIREMENTS- 38 Hours**

BUA 1303 Algebra for Business  
 ECO 2303 Principles of Economics  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ARTS  
 HUM/FINE ARTS  
 LAB SCI  
 LAB SCI  
 MAT 2103 Probabilities/Statistics  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL

**ELECTIVES- 13 Hours, 9 hours must be Jr/Sr level**

**MAJOR- 42 Hours**

ACT 2214 Accounting I  
 ACT 2214 Accounting II  
 ACT 3243 Cost Accounting  
 CSI 1203 Computer Applications  
 MGT 2103 Principles of Management  
 FIN 2403 Principles of Finance  
 MGT 3123 Ethics and Leadership  
 MGT 3403 Human Resource Management  
 MGT 3503 Organizational Behavior  
 MGT/MKT 4104 Global Mgt/Mkt  
 MGT 4163 Creating a Business Plan  
 MGT 4413 Project Management  
 MKT 2103 Principles of Marketing

**MINOR- 18 Hours, 9 hours must be Jr/Sr level**

**Total Program Requirements 120**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## GLOBAL BUSINESS MANAGEMENT/MARKETING

### GENERAL EDUCATION REQUIREMENTS- 36 Hours

BUA 1303 Algebra for Business  
 ECO 2303 Principles of Economics  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 Foreign Language (4 hours)  
 GEOG 2103 Physical and Cultural Geography  
 LAB SCI  
 LAB SCI  
 MAT  
 POS 4143 Comparative Politics  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL 2103 Introduction to World Religions  
 REL

### ELECTIVES- 14 Hours, 3 hours must be Jr/Sr level

### MAJOR- 27 Hours

ACT 2204 Accounting I  
 ACT 2214 Accounting II  
 ACT 3243 Cost Accounting  
 BUA 3104 Business Law  
 CSI 1203 Computer Applications  
 FIN 2403 Principles of Finance  
 MGT 2103 Principles of Management  
 MKT 2103 Principles of Marketing

### EMPHASIS- 34 Hours

MKT 3503 Consumer Behavior  
 MGT 3123 Ethics and Leadership  
 MGT 3403 Human Resource Management  
 MGT 3503 Organizational Behavior  
 MGT 4123 Management Information Systems  
 MGT 4163 Creating a Business Plan  
 MGT 4413 Project Management  
 MGT/MKT 4104 Global Management/Marketing  
 MGT 4213 Research Methodology  
 MGT 4313 Research Project  
 MGT or MKT Internship

**Total Program Requirements: 120 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.



## SPORT MANAGEMENT

**GENERAL EDUCATION REQUIREMENTS- 38 Hours**

BUA 1303 Algebra for Business  
 CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ARTS  
 HUM/FINE ARTS  
 LAB SCI  
 LAB SCI  
 MAT 2103 Probabilities/Statistics  
 SOC SCI  
 SOC SCI  
 SPE

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL 2103 Introduction to World Religions  
 REL

**ELECTIVES- 20 Hours**
**MAJOR- 23 Hours**

ACT 2204 Accounting  
 ACT 2214 Accounting II  
 ACT 3243 Cost Accounting  
 MGT 2103 Principles of Management  
 MGT 4163 Creating a Business Plan  
 MGT 4413 Project Management  
 MKT 3323 Principles of Marketing/Sales

**EMPHASIS- 22 Hours**

SPM 2103 Socio-Cultural Dimensions of Sport  
 SPM 2203 Survey of Eco and Fin in Sports  
 SPM 3123 Ethics and Leadership  
 SPM 3104 Business Law  
 SPM 3503 Consumer Behavior  
 SPM 4303 Admin of Physical Education and Sports  
 SPM 4423 Sport Marketing

**FIELD EXPERIENCE/PRACTICA (400 hrs) 8 Hours**

SPM 3811-3814 Practica  
 SPM 4811-4814 Field Experience

**Total Program Requirements: 120 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 2.5 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

# Bachelor of Science

## GENERAL INFORMATION

- A major may be selected from the areas of General Biology, Criminal Justice, Mathematics, or Psychology.
- A 3.00 GPA or better must be achieved in the major area unless stated otherwise.
- The minor may be transferred from another college if approved by the advisor and Office of the Registrar. A 2.50 GPA or better must be achieved in the minor area unless stated otherwise.

## BIOLOGY-PRE-MEDICAL

Pre-medical (often shortened to pre-med) is a term used to describe the medical track of study for undergraduate students in the United States. It refers to the coursework that prepares an undergraduate student for medical school. The goal of this degree is to prepare students for the Medical College Admission Test (MCAT) and for graduate school.

## CRIMINAL JUSTICE

The Criminal Justice Program is interdisciplinary, providing a focused study of crime, law, and the justice system from a Social Sciences perspective. Coursework includes theories of justice administration, laws, and policies and practices associated with the administration of justice. Criminal justice is one of the fastest growing areas of employment. Graduates of the program find employment in both the public and the private sectors. Opportunities exist in law enforcement, probation, parole, corrections, private security, the courts, and victim-witness programs. Graduates also pursue advanced degrees in law and Social Sciences.

## PSYCHOLOGY

Courses on the Psychology degree plan lead to the Bachelor of Science degree and emphasize the range of human behaviors within the context of various human experiences. Psychology courses cover a variety of topics, from the effects of external stimuli on humans to the inner workings of the human body. Majors in Psychology pursue careers in a field of mental health and often continue on to earn the license in Marriage and Family Therapy and/or graduate degrees in Psychology. Thus, graduates of our undergraduate Psychology program ultimately may become professors or counselors in community settings or in private practice.

## BIOLOGY, PRE-MED

### GENERAL EDUCATION REQUIREMENTS- 49 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 MAT 1413 Pre-Calculus  
 MAT 2204 Analytic Geom. /Calculus I  
 MAT 2214 Analytic Geom. /Calculus II  
 PHY 1104 General Physics I and Lab  
 PHY 1204 General Physics II and Lab  
 PSY  
 SOC SCI  
 SOC SCI  
 SPE

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL

### EMPHASIS- 54 Hours

BIO 1104 General Biology I & Lab  
 BIO 2104 Human A&P I & Lab  
 BIO 3324 Vertebrate Zoology & Lab  
 BIO 3314 Invertebrate Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3503 General Ecology  
 BIO 3514 Cell Biology & Lab  
 BIO 3523 Research Methods  
 BIO 4224 Field Biology & Lab  
 CHE 1104 Principles of Chemistry I & Lab  
 CHE 1204 Principles of Chemistry II & Lab  
 CHE 2104 Organic Chemistry I & Lab  
 BIO 1154 General Biology II & Lab  
 BIO 2114 Human A&P II & Lab  
*Choose 16 Hours from the following:*  
 BIO 3104 Microbiology & Lab  
 BIO 3304 Animal Behavior & Lab  
 BIO 4704 Topics in Biology  
 CHE 3304 Bio Chem. & Lab  
 4704 Topics in Chemistry

### INTERNSHIP- 3 Hours

BIO 4813 Premed Internship

**Total Program Requirements: 128 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 56 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.



## CRIMINAL JUSTICE

**GENERAL EDUCATION REQUIREMENTS- 38 Hours**

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 HIS 2203 American History from 1877  
 HIS or POS  
 HUM/FINE ART  
 HUM/FINE ART  
 LAB SCI  
 LAB SCI  
 MAT 2203 Algebra General Education  
 PSY 1103 General Psychology  
 SPE 1103 Prin. of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics, Free Enterprise  
 REL  
 REL

**ELECTIVES- 1 Hour**
**Major- 54 Hours**

CRJ 1103 Intro to Criminal Justice  
 CRJ 1113 Criminal Law I  
 CRJ 1203 Intro to Judicial Process  
 CRJ 2103 Intro to Research Methods  
 CRJ 3103 Criminology  
 CRJ 3203 Understanding Criminal Behavior  
 CRJ 4203 Issues in Ethics, Law and CJ  
 CRJ 4303 Criminal Justice Administration  
 CRJ 4403 Prosecution & Adjudication  
 CRJ 4803 Capstone: Criminal Justice

**CRJ:** Select 12 hours Lower Division (Fr/So)

**CRJ:** Select 12 hours of Upper Division (Jr/Sr)

**MINOR-** 18 Hours, 10 Hours must be Jr/Sr Level

**Total Program Requirements: 120 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## GENERAL BIOLOGY

### GENERAL EDUCATION REQUIREMENTS- 41 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FA  
 HUM/FA  
 MAT (Fr/So level)  
 MAT 2103 Principles of Probability and Statistics  
 PHY 1104 General Physics I and Lab  
 PHY 1204 General Physics II and Lab  
 SOC SCI  
 SOC SCI  
 SOC SCI  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### ELECTIVES- 3 Hours, *must be Jr/Sr level*

### Major- 46 Hours

BIO 1104 General Biology I & Lab  
 BIO 1154 General Biology II & Lab  
 BIO 2204 General Botany & Lab  
 BIO 3314 Invertebrate Zoology & Lab  
 BIO 3324 Vertebrate Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3503 General Ecology  
 BIO 3514 Cell Biology & Lab  
 BIO 3523 Research Methods  
 CHE 1104 Principles of Chemistry I & Lab  
 CHE 1204 Principles of Chemistry II & Lab  
 CHE 2104 Organic Chemistry I & Lab

### Select 18 hours from the following:

BIO 2104 Human A&P I & Lab  
 BIO 2114 Human A&P II & Lab  
 BIO 3204 Plant Taxonomy & Lab  
 BIO 3304 Animal Behavior & Lab  
 BIO 3333 Physical Anthropology  
 BIO 4204 Entomology & Lab  
 BIO 4224 Field Biology & Lab  
 BIO 4701 - 4704 Topics in Biology  
 CHE 4701 - 4704 Topics in Chemistry

### Total Program Requirements: 120 Hours

## PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education degree requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.

## PSYCHOLOGY

### GENERAL EDUCATION REQUIREMENTS- 38 Hours

CSI 1203 Computer Applications  
 ENG 1113 Rhetoric and Composition  
 ENG 1123 Rhetoric and Literature  
 HUM/FINE ART  
 HUM/FINE ART  
 LAB SCI  
 MAT 2203 Algebra General Education  
 MAT 2103 Probabilities & Statistics  
 SCI  
 SOC SCI  
 SOC SCI  
 SPE

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

**ELECTIVES-** 21 Hours, 10 hours **must be** Jr/Sr level

### Major- 39 Hours

PSY 1103 General Psychology  
 PSY 3103 Prin. Behavior Mgt  
 PSY 3213 Developmental Psychology  
 PSY 3503 Social Psychology  
 PSY 4103 Personality  
 PSY 4203 Abnormal Psychology  
 PSY 4303 Industrial/Organization Psychology  
 PSY 4403 Experimental Psychology  
 PSY Elective  
 PSY Elective  
*Choose three PSY classes from the following:*  
 PSY 3113 Cognition  
 PSY 3223 Psychology of Aging  
 PSY 3403 Group Dynamics  
 PSY 3513 History of Psychology  
 PSY 4213 Theory of Guidance Counseling  
 PSY 4313 Interviewing/Counsel  
 PSY 4523 Psychology & Educational Testing  
 PSY 4803 Practicum

### MINOR- 18 Hours

**Total Program Requirements: 128 Hours**

### PROGRAM REQUISITES

- Forty of the total number of hours must be upper division hours (numbered 3000-4000).
- Two year college transfer students must complete 62 hours at USW.
- Students must have a 3.0 GPA in their major to graduate.
- A grade of "C" or better is required for all courses used to satisfy General Education degree requirements. Any course in which a "D" or an "F" is earned must be repeated.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course in which a "D" or an "F" is earned must be repeated.



## 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), Physical Education (Elementary and Secondary), and Early Childhood Education (ECE). Candidates select teaching fields from one of the following areas: Language Arts, Bilingual Education, 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 EDUCATION PROGRAM AND INSTITUTIONAL REQUIREMENTS

The 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:

Note for Education Majors: Education majors are required to complete credit hours beyond the number of credit hours specified in the following General Requirements. Education majors therefore should consult the Education portion of this Catalog and/or Southwest's School of Education for additional requirements.

### 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);
- 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;
- 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 Mabey Teaching and Learning Center and on the Southwest website. Admission to 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 student 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).

Candidates for the Teacher Education Program 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 Teacher Education Program. 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 Teacher Education Program and have passed NMTA tests for basic skills and content knowledge. Candidates must take the NMTA competency exam 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 remedial procedures to withdrawal from the Teacher Education Program.

### APPLICATION PROCESS FOR POST-BACHELOR 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.
- Submit transcripts of ALL previous college work within 30 days of initial enrollment.
- 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 professional Education courses.
- 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)

### SPANISH LANGUAGE PROFICIENCY

An 8<sup>th</sup> grade level Spanish proficiency is recommended to complete the coursework in the Bilingual Education Program. Upon completion, students must successfully pass all four sections of La Prueba de Español exam. This exam is scheduled through the Public Education Department, Multicultural Education Unit. It is administered at Eastern New Mexico University in Portales, New Mexico, and at designated southern New Mexico test sites. Call 505-567-2280 for information on registration, sites, dates, and deadlines.

### ENDORSEMENT IN BILINGUAL EDUCATION

At University of the Southwest, an endorsement in Bilingual Education may be added to a teaching license in Elementary, Secondary, and/or Special Education. Applications for licensure and endorsement are submitted to the New Mexico Public Education Department, Licensure Unit, Santa Fe, New Mexico. Candidates completing the Bilingual Endorsement coursework at University of the Southwest may request the Licensure Unit to evaluate their coursework for endorsement in TESOL (Teaching English to Speakers of Other Languages) and Modern and Classical Languages (if the candidate has at least 24 credits in Spanish.)

For Secondary Modern and Classical Languages endorsement, 12 hours of the 24 hours in Spanish must be upper division.

For endorsement in Bilingual Education, the New Mexico Secretary of Public Education requires candidates to pass all four sections (Comprehension, Oral Production, Writing, and Oral Reading) of *Prueba de Español*.

### FULL ADMISSION TO INTERN TEACHING

Admission to the professional semester (intern teaching) is by administrative action. Candidates must apply for 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.
- 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

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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 as approved by the Professional Standards Commission of the Public Education Department



## EARLY CHILDHOOD EDUCATION

### GENERAL EDUCATION REQUIREMENTS- 54 Hours

AST 1104 or GEO 1304 or PHY 1104  
 BIO 1304 Life Sciences & Lab  
 CHE 1304 Chemical Concepts & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 His and Geog of NM  
 MAT  
 MAT 2203 College Algebra General Education  
 SPE 1103 Principals of Speech

### INSTITUTIONAL REQUIREMENTS- 12 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL (Jr/Sr Level)  
 USW 4693 Capstone Seminar: Issues in Arts & Sciences

### PRE PROFESSIONAL COURSES- 16 Hours

CSI 2203 Educational Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 PSY 2213 Educational Psychology  
 ENG 3513 Children's Literature  
 SPED 2103 Intro to Special Education

### MAJOR- 63 Hours

#### PREREQUISITE FOR ALL ECE COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST

ECE 1113 Child Growth, Developmental and Learning  
 ECE 1122 Health, Safety, and Nutrition  
 ECE 1133 Family and Community Collaboration I  
 ECE 1143 Assess of Child and Evaluation of Programs  
 ECE 2113 Intro to Reading and Lit Dev  
 ECE 2152 Professionalism  
 ECE 2162 Curriculum Dev and Imp PRACTICUM I \*  
 ECE 2163 Curriculum Development and Implementation I\*  
 ECE 2172 Curriculum Dev and Imp PRACTICUM II \*\*  
 ECE 2173 Curriculum Dev and Imp II \*\*  
 ECE 2183 Guiding Young Children

\* ECE 2162 and ECE 2163 must be taken concurrently

\*\* ECE 223C and ECE 212 must be taken concurrently

ECE 3113 Research in Child Growth Dev Learning  
 ECE 3132 Family and Com Collaboration II  
 ECE 3143 Assessment of Child/Evaluation of Programs  
 ECE 3162 Integrated EC Curriculum PRACTICUM\*  
 ECE 3163 Integrated EC Curriculum\*

ECE 3172 Methods/Materials Early Prim Grd. PRACTICUM\*\*

ECE 3173 Methods/Materials for Early Prim Grade\*\*

ECE 4111 Teaching Reading and Writing PRACTICUM

ECE 4113 Teaching Reading and Writing

ECE 4012 Intern Teaching & Seminar (12 hours)

\* ECE 3162 and ECE 3163 must be taken concurrently

\*\* ECE 3172 and ECE 3173 must be taken concurrently

**Total Program Requirements: 133 Hours**

## PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST TAKE or must have taken the NMTA Basic Skills, Competency, and appropriate Content tests, and they must have at least a 2.50 GPA overall, a 3.00 GPA in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Early Childhood Education.
- However, students who complete intern teaching but have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## K-12 PHYSICAL EDUCATION

**GENERAL EDUCATION REQUIREMENTS- 48 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer Hist to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT  
 MAT 2203 College Algebra for General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 13 Hours**

CSI 2203 Educational Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundation of Education  
 PSY 2213 Educational Psychology  
 SPED 2103 Introduction to Special Education

**MAJOR- 30 Hours****PREREQUISITE FOR ALL EDU COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Meth/Materials-Reading/Integrated Com Art  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation  
 EDU 4113 Tch/Elementary School  
 EDU 4413 Reading in Content Area  
 EDU 4502 Field Experience II  
 EDU 4546 Intern Teaching (6 hours)  
 EDU 4601 Intern Tch Seminar (1 hour)

**TEACHING FIELD- 36 Hours**

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

**COMPLETION COURSE- 3 Hours**

4213 Teaching in Secondary

**Total Program Requirements: 139 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000 -4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST TAKE or must have taken the NMTA Basic Skills, Competency, and appropriate Content tests, and they must have at least a 2.50 GPA overall, a 3.00 GPA in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science in Education degree.
- However, students who complete intern teaching but who have NOT all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## SPED- BILINGUAL EDUCATION

**GENERAL EDUCATION REQUIREMENTS- 45 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2103 Amer Hist to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT  
 MAT 2203 College Algebra General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 25 Hours**

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

**MAJOR- 30 Hours****PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST**

SPED 3223 Classroom Mgr/Except Learn  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II Sped  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

**TEACHING FIELD- 30 Hours**

BIL 2213 Bilingual Education: School, Community/Family  
 BIL 3103 Teaching English-as-a-Second Language  
 BIL 3113 Humanities for Bilingual Learners  
 BIL 3203 Science/Math for Bilingual Learners  
 BIL 4103 Reading and the Bilingual Learners  
 BIL 4203 Research and Evaluation of Bilingual Learners & Programs  
 SPA 2103 Intermediate Spanish Grammar & Composition  
 SPA 3203 Span Grammar and Comp  
 SPA 3303 Survey Span Literature  
 SPA 3403 Spanish-Amer Literature

**Total Program Requirements: 139 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.



## SPED- GENERAL SCIENCES

**GENERAL EDUCATION REQUIREMENTS- 36 Hours**

ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 His/Geog of New Mexico  
 MAT  
 MAT 1203 College Algebra  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**ELECTIVES- 12 Hours****PRE PROFESSIONAL COURSES- 19 Hours**

CSI 2203 Educational Technology  
 EDU 2103 Foundation of Education  
 EDU 3523 Measure/Evaluation  
 PSY 2213 Educational Psychology  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

**MAJOR- 30 Hours****PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST**

SPED 3223 Classroom Mgr/Except Learn  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

**TEACHING FIELD- 25 Hours**

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry I & Lab  
 AST 1104 Descriptive Astronomy & Lab -**or-**  
 GEO 1204 Historical Geology & Lab -**or-**  
 PHY 1104 General Physics I & Lab  
 BIO 2204 General Botany & Lab  
**Select 9 hours Upper Division**  
 BIO 3304 Animal Behavior  
 BIO 3204 Plant Taxonomy & Lab  
 BIO 3303 Conservation of Natural Res  
 BIO 3314 Invertebrate Zoology & Lab  
 BIO 3324 Vertebrate Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3503 General Ecology  
 BIO 3513 Cell Biology  
 BIO 4204 Entomology & Lab  
 BIO 4224 Field Biology  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research

**Total Program Requirements: 131 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## SPED- LANGUAGE ARTS

**GENERAL EDUCATION REQUIREMENTS- 48 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 His/Geog of New Mexico  
 MAT  
 MAT 2203 College Algebra General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**ELECTIVES (4 Hours)****PRE PROFESSIONAL COURSES- 19 Hours**

CSI 2203 Educational Technology  
 EDU 2103 Foundations of Education  
 EDU 3523 Measure/Evaluation  
 PSY 2213 Educational Psychology  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

**MAJOR- 30 Hours****PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST**

SPED 3223 Classroom Mgr/Except Learn  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

**TEACHING FIELD- 24 Hours**

ENG 2213 Creative Writing  
 ENG 3503 Grammar  
 ENG 3513 Children's Literature  
 ENG 3543 Advanced Composition  
 LIN 2253 Intro to Linguistics  
**Select 3 hours from the following list:**  
 ENG 2303, 2313, 2403, 2413, 2433 or 3573  
**Select 6 hours from the following:**  
 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 3583 Masterworks of Literature  
 ENG 4523 Major British Author  
 ENG 4533 Major American Author  
 THE 3203  
 THE 3423  
 THE 4103

**Total Program Requirements: 134 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## SPED- K-12 PHYSICAL EDUCATION

**GENERAL EDUCATION REQUIREMENTS- 48 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 His/Geog of New Mexico  
 MAT  
 MAT 2203 College Algebra Gen Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 19 Hours**

CSI 2203 Education Technology  
 EDU 2103 Foundations of Education  
 EDU 3523 Measure/Evaluation  
 PSY 2213 Educational Psychology  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

**MAJOR- 30 Hours****PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST**

SPED 3223 Classroom Mgr/Exceptional Learner  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

**TEACHING FIELD- 36 Hours**

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

**Total Program Requirements: 142 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.



## SPED- PSYCHOLOGY

### GENERAL EDUCATION REQUIREMENTS- 48 Hours

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 His/Geog of New Mexico  
 MAT  
 MAT 2203 College Algebra Gen Education  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

### PRE PROFESSIONAL COURSES- 19 Hours

CSI 2203 Education Technology  
 EDU 2103 Foundations of Education  
 EDU 3523 Measure/Evaluation  
 PSY 2213 Educational Psychology  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

### MAJOR- 30 Hours

#### PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF THE NMTA: BASIC SKILLS TEST

SPED 3223 Classroom Mgr/Exceptional Learner  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

### TEACHING FIELD- 24 Hours

PSY 1103 General Psychology  
 PSY 3103 Principles Behavior Mgt  
 PSY 3213 Development Psychology  
 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 of Guidance Counseling  
 PSY 4313 Interviewing/Counsel  
 PSY 4403 Experiment Psychology  
 PSY 4703 Topics

### ELECTIVES (1 Hour)

**Total Program Requirements: 131 Hours**

## PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## SPED- SOCIAL SCIENCES

### GENERAL EDUCATION REQUIREMENTS- 42 Hours

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civ  
 HIS 2303 His/Geog of New Mexico

### MAT

MAT 2203 College Algebra Gen Education  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

### ELECTIVES (4 Hours)

### PRE PROFESSIONAL COURSES- 19 Hours

CSI 2203 Education Technology  
 EDU 2103 Foundations of Education  
 EDU 3523 Measure/Evaluation  
 PSY 2213 Educational Psychology  
 SPED 1101 Field Observation  
 SPED 2103 Intro to Special Education  
 SPED 3513 Reading Instruction

### MAJOR- 30 Hours

### PREREQUISITE FOR ALL SPED COURSES: PASSAGE OF

### THE NMTA: BASIC SKILLS TEST

SPED 3223 Classroom Mgr/Exceptional Learner  
 SPED 3423 Sped Curriculum  
 SPED 3503 Methods/Materials Reading/IntgComArts  
 SPED 3523 Asses/Evaluation/Ref/Placement  
 SPED 4123 Learners who are Cognitively Different  
 SPED 4213 Learners with Learning Disabilities  
 SPED 4243 Learners with Behavior Disorders  
 SPED 4502 Field Experience II  
 SPED 4546 Intern Teaching  
 SPED 4601 Intern Teaching Seminar

### TEACHING FIELD- 27 Hours

HIS 2103 Amer History to 1876  
 HIS 2203 Amer History from 1877  
 HIS 3313 World History  
 GEO 2103 Physical and Cultural Geography  
 POS 3103 American Ideologies  
 POS 4143 Comparative Politics  
 POS 4223 Constitutional History  
 SOC 1103 Intro to Sociology  
 SOC 3203 Race & Ethnic Relations

**Total Program Requirements: 131 Hours**

## PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.
- A grade of "C" or better is required for all courses used to satisfy Major and/or Minor degree requirements. Any course for which a "D" or an "F" is earned must be repeated.

## ELEMENTARY EDUCATION- BILINGUAL

**GENERAL EDUCATION REQUIREMENTS- 41 Hours**

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 FINE ARTS: ART 1103 Art Appreciation  
 FINE ARTS: MUS 1103 Music Appreciation  
 HIS 1103 or 1203 Western Civ  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT 1103 Mathematics I for EI Ed Teachers K-8 (Fall) -or-  
 MAT 1113 Mathematics II for EI Ed Teachers K-8 (SP)  
 MAT 2203 College Algebra/Gen Ed  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**CORE KNOWLEDGE- 4 Hours**

BIO 2534 Physical Science for EI Tch K-8

**PRE PROFESSIONAL COURSES- 22 Hours**

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

**MAJOR- 30 Hours****YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED****THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Reading/Integrated Communication Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation  
 3 EDU 4113 Tch/Elementary School  
 EDU 4203 Diagnostic/Corrective Reading  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST FOR ELEM ED BEFORE TAKING**

**THE NEXT TWO COURSES:**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 30 Hours**

BIL 2213 Bilingual Education: School, Community/Family  
 BIL 3103 Teaching English-as-a-Second Language  
 BIL 3113 Humanities for Bilingual Learners  
 BIL 3203 Science/Math for Bilingual Learners  
 BIL 4103 Reading and the Bilingual Learner  
 BIL 4203 Research and Evaluation of Bilingual Learners & Prog  
 SPA 2103 Intermediate Span Grammar & Comp  
 SPA 3203 Span Grammar and Comp  
 SPA 3303 Survey Span Literature  
 SPA 3403 Spanish-Amer Literature

**Total Program Requirements: 136 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for EL ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.



## ELEMENTARY EDUCATION- GENERAL SCIENCES

**GENERAL EDUCATION REQUIREMENTS- 36 Hours**

ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ART 1103 Art Appreciation  
 MUS 1103 Music Appreciation  
 HIS 1103 Western Civilization to 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 Elem Teachers K-8  
 MAT 1113 Mathematics II for Elem Teachers K-8  
 MAT 2203 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 16 Hours**

EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 SPED 2103 Intro to Special Education  
 CSI 2203 Education Technology  
 PSY 2213 Educational Psychology  
 ENG 3513 Children's Literature

**CORE KNOWLEDGE REQUIREMENTS & Electives - 22 Hours**

BIO 2534 Physical Science for Elem Teachers K-8  
 GEOG 2103 Physical and Cultural Geography  
 HIS 1203 Western Civilization from 1716  
 HIS 3313 World History  
 ELECTIVE  
 ELECTIVE  
 ELECTIVE

**MAJOR- 30 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED  
 THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Reading/Integrated Communication Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation  
 EDU 4113 Tch Elementary School  
 EDU 4203 Diagnostic/Corrective Reading  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST FOR ELEM ED BEFORE TAKING**

**THE NEXT TWO COURSES:**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 25 Hours**

BIO 1104 General Biology I & Lab  
 BIO 2204 General Botany & Lab  
 CHE 1104 Principles of Chemistry I & Lab  
 PHY 1104 General Physics I & Lab -or-  
 GEO 1204 Historical Geology & Lab -or-  
 AST 1104 Descriptive Astronomy & Lab  
**Select 9 Hours from the following**  
 BIO 3103 Animal Behavior  
 BIO 3204 Plant Taxonomy & Lab  
 BIO 3303 Conservation Natural Res  
 BIO 3314 Invertebrate Zoology & Lab  
 BIO 3324 Vertebrate Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3503 General Ecology  
 BIO 3514 Cell Biology & Lab  
 BIO 4204 Entomology & Lab  
 BIO 4223 Field Biology  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research

**Total Program Requirements: 138 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000 -4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for EL ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.

## ELEMENTARY EDUCATION- LANGUAGE ARTS

**GENERAL EDUCATION REQUIREMENTS- 44 Hours**

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 ART 1103 Art Appreciation  
 MUS 1103 Music Appreciation  
 HIS 1103 Western Civilization to 1715  
 HIS 2103 Amer His to 1876  
 HIS 2203 Amer His from 1877  
 HIS 2303 Hist and Geog of NM  
 MAT 1103 Mathematics I for Elem Teachers K-8  
 MAT 1113 Mathematics II for Elem Teachers K-8  
 MAT 2203 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 13 Hours**

EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 SPED 2103 Intro to Special Education  
 CSI 2203 Education Technology  
 PSY 2213 Educational Psychology

**CORE KNOWLEDGE REQUIREMENTS- 13 Hours**

BIO 2534 Physical Science for Elem Teachers K-8  
 GEOG 2103 Physical and Cultural Geography  
 HIS 1203 Western Civilization from 1716  
 HIS 3313 World History

**MAJOR- 30 Hours**
**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Reading/Integrated Communication Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation  
 EDU 4113 Tch Elementary School

EDU 4203 Diagnostic/Corrective Reading  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE NMTA-CONTENT KNOWLEDGE TEST FOR ELEM ED BEFORE TAKING THE NEXT TWO COURSES:**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 24 Hours**

ENG 2213 Creative Writing  
 ENG 2403 Survey of American Literature  
 ENG 2323 British/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 one course 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 3583 Masterworks of Literature  
 ENG 4523 Major British Author  
 ENG 4533 Major American Author

**Total Program Requirements: 133 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for EL ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.

## ELEMENTARY EDUCATION- PSYCHOLOGY

**GENERAL EDUCATION REQUIREMENTS- 44 Hours**

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

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 13 Hours**

EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 SPED 2103 Intro to Special Education  
 CSI 2203 Education Technology  
 ENG 3513 Children's Literature

**CORE KNOWLEDGE REQUIREMENTS- 10 Hours**

BIO 2534 Physical Science for Elem Teachers K-8  
 GEOG 2103 Physical and Cultural Geography  
 HIS 3313 World History

**MAJOR- 30 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED  
 THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Reading/Integrated Communication Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation  
 EDU 4113 Tch Elementary School  
 EDU 4203 Diagnostic/Corrective Reading

EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST FOR ELEM ED BEFORE TAKING  
 THE NEXT TWO COURSES:**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 27 Hours**

PSY 1103 General Psychology  
 PSY 2213 Educational Psychology  
 PSY 3103 Principles Behavior Mgt  
 PSY 3213 Developmental Psychology  
 PSY 3503 Social Psychology  
 PSY 4203 Abnormal Psychology  
**Select 9 Hours from the Following:**  
**(6 hours must be Jr/Sr level)**  
 PSY 3113 Cognition  
 PSY 3403 Group Dynamics  
 PSY 3513 History of Psychology  
 PSY 4103 Personality  
 PSY 4213 Theory of Guidance Counseling  
 PSY 4313 Interviewing/Counsel  
 PSY 4403 Experimental Psychology  
 PSY 4703 Topics

**Total Program Requirements: 133 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000 -4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for EL ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.



## ELEMENTARY EDUCATION- SOCIAL SCIENCES

**GENERAL EDUCATION REQUIREMENTS- 38 Hours**

BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Comp  
 ENG 1123 Rhetoric/Literature  
 FINE ARTS: ART 1103 Art Appreciation  
 FINE ARTS: MUS 1103 Music Appreciation  
 HIS 1103 Western Civilization to 1715  
 HIS 1203 Western Civilization from 1716  
 MAT 1103 Mathematics I for Elem Teachers K-8  
 MAT 1113 Mathematics II for Elem Teachers K-8  
 MAT 2203 College Algebra for Gen Ed  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**PRE PROFESSIONAL COURSES- 16 Hours**

EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 SPED 2103 Intro to Special Education  
 CSI 2203 Education Technology  
 PSY 2213 Educational Psychology  
 ENG 3513 Children's Literature

**CORE KNOWLEDGE REQUIREMENTS 10 Hours**

BIO 2534 Physical Science for Elem Teachers K-8  
 ENG 2403 Survey of American Literature  
 ENG 2323 British/World Literature for Elementary Teachers K-8

**MAJOR- 30 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED  
 THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Mgt/Org  
 EDU 3503 Reading/Integrated Communication Arts  
 EDU 3513 Reading Instruction  
 EDU 3523 Measure/Evaluation

EDU 4113 Tch Elementary School

EDU 4203 Diagnostic/Corrective Reading

EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST FOR ELEM ED BEFORE TAKING**

**THE NEXT TWO COURSES:**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 27 Hours**

HIS 2103 American History to 1876  
 HIS 2203 American History from 1877  
 HIS 2303 History and Geog of NM  
 HIS 3313 World History  
 GEOG 2103 Physical/Cultural Geog  
 POS 4223 Constitutional History  
 POS 4313 World Political Systems & American Ideologies  
 SOC 1103 Intro to Sociology  
 SOC 3203 Race/Ethnic Relations

**Total Program Requirements: 130 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for EL ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.

## SECONDARY EDUCATION- BILINGUAL

**GENERAL EDUCATION REQUIREMENTS- 45 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 & Prog  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2103 American History to 1876  
 HIS 2203 American History from 1877  
 HIS 2303 History and Geography of NM  
 MAT  
 MAT 2203 College Algebra/General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**CORE KNOWLEDGE- 1 Hour**

BIO 2534 Physical Science for El Tch K-8\*  
 \*(Recommended but NOT required)  
 Elective

**PRE PROFESSIONAL COURSES- 22 Hours**

EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 SPED 2103 Introduction to Special Education  
 CSI 2203 Education Technology  
 PSY 2213 Educational Psychology

ENG 3573 Young Adult Literature  
 SOC 3203 Race/Ethnic Relations  
 SPA 3103 Spanish Comparative Linguistics

**MAJOR- 24 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED  
 THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Management/Org  
 EDU 3523 Measurement/Evaluation  
 EDU 4213 Teaching in the Secondary School  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST for Language Arts or some other  
 core subject, BEFORE enrolling for Intern Teaching and the Seminar.**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 30 Hours**

BIL 2213 Bilingual Education: School, Community/Family  
 BIL 3103 Teaching English-as-a-Second Language  
 BIL 3113 Humanities for Bilingual Learners  
 BIL 3203 Science/Math for Bilingual Learners  
 BIL 4203 Research and Evaluation of Bilingual Learners

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

**Total Program Requirements: 131 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for SEC ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.

## SECONDARY EDUCATION- BUSINESS MARKETING

**GENERAL EDUCATION REQUIREMENTS- 48 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 Evaluation  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2103 American History to 1876  
 HIS 2203 American History from 1877  
 HIS 2303 History and Geography of NM  
 MAT  
 MAT 2203 College Algebra/General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**ELECTIVES- 3 Hours**
**PRE PROFESSIONAL COURSES- 13 Hours**

CSI 2203 Education Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 PSY 2213 Educational Psychology  
 SPED 2103 Introduction to Special Education

**MAJOR- 24 Hours**
**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED**
**THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Management/Org  
 EDU 3523 Measurement/Evaluation  
 EDU 4213 Teaching in the Secondary School  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE**
**NMTA-CONTENT KNOWLEDGE TEST for Business Marketing BEFORE**
**enrolling for Intern Teaching and the Seminar.**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 34 Hours**

ACT 2204 Principles of Accounting I  
 BUA 3313 Business Law I  
 FIN 2403 Principles of Finance  
 MAT 2103 Probability and Statistics  
 MGT 2103 Principles of Management 3  
 MGT 3403 Human Resource and Perf.

MGT 4303 Industrial/Organizational Psychology  
 MKT 3323 Principles of Marketing/Sales  
 MKT 3503 Consumer Behavior  
 MKT 4123 Service Marketing

**Select 3 hours from the following:**

MGT 4413 Project Management  
 MKT 4133 Mkt Management  
 MKT 4343 Mkt Research  
 MKT 4813 Internship in Marketing

**Total Program Requirements: 131 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for SEC ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
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## SECONDARY EDUCATION- GENERAL SCIENCESS

### GENERAL EDUCATION REQUIREMENTS- 36 Hours

ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2103 American History to 1876  
 HIS 2203 American History from 1877  
 HIS 2303 History and Geography of NM  
 MAT  
 MAT 2203 College Algebra/General Education  
 SPE 1103 Principles of Speech

### INSTITUTIONAL REQUIREMENTS- 9 Hours

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

### ELECTIVES- 13 Hours

### PRE PROFESSIONAL COURSES- 13 Hours

CSI 2203 Education Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 PSY 2213 Educational Psychology  
 SPED 2103 Introduction to Special Education

### MAJOR- 24 Hours

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Management/Org  
 EDU 3523 Measurement/Evaluation  
 EDU 4213 Teaching in the Secondary School  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE NMTA-CONTENT KNOWLEDGE TEST for General Sciencess BEFORE enrolling for Intern Teaching and the Seminar.**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

### TEACHING FIELD- 40 Hours

BIO 1104 General Biology I & Lab  
 BIO 2204 General Botany & Lab  
 CHE 1104 Principles of Chemistry I & Lab  
 AST 1104 Descriptive Astronomy & Lab -or-  
 PHY 1104 General Physics I & Lab -or-  
 GEO 1204 Historical Geology & Lab  
**Select 24 hours from the following courses:**  
 BIO 3103 Animal Behavior  
 BIO 3204 Plant Taxonomy & Lab  
 BIO 3303 Conservation Natural Res  
 BIO 3314 Invertebrate Zoology & Lab  
 BIO 3324 Vertebrate Zoology & Lab  
 BIO 3404 Genetics & Lab  
 BIO 3503 General Ecology  
 BIO 3513 Cell Biology  
 BIO 4204 Entomology & Lab  
 BIO 4223 Field Biology  
 BIO 4701-3 Topics in Biology  
 BIO 4901-4 Undergrad Research

**Total Program Requirements: 135 Hours**

## PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
  - submit an application,
  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
  - a cumulative GPA of 2.50 or better.
- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for SEC ED during (or before) the semester of Intern Teaching
- Intern Teachers who pass all required parts of the NMTA will graduate with a Bachelor of Science Degree in Education.
- However, students who complete intern teaching but who have NOT passed all required parts of the NMTA will graduate with a Bachelor of Arts and Sciences Degree in General Studies.

## SECONDARY EDUCATION- LANGUAGE ARTS

**GENERAL EDUCATION REQUIREMENTS- 45 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2103 American History to 1876  
 HIS 2203 American History from 1877  
 HIS 2303 History and Geography of NM  
 MAT  
 MAT 2203 College Algebra/General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**ELECTIVES- 4 Hours****PRE PROFESSIONAL COURSES- 13 Hours**

CSI 2203 Education Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 PSY 2213 Educational Psychology  
 SPED 2103 Introduction to Special Education

**MAJOR- 24 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED  
 THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Management/Org  
 EDU 3523 Measurement/Evaluation  
 EDU 4213 Teaching in the Secondary School  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE  
 NMTA-CONTENT KNOWLEDGE TEST for Language Arts BEFORE  
 enrolling for Intern Teaching and the Seminar.**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 36 Hours**

ENG 2213 Creative Writing  
 ENG 3503 Grammar  
 ENG 3543 Advanced Composition  
 ENG 3573 Young Adult Literature  
 LIN 2253 Intro to Linguistics  
**Select 3 hours Literature from the following:**  
 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 3583 Masterworks of Literature  
 ENG 4523 Major British Author  
 ENG 4533 Major American Author  
 THE 1103 Intro to Theatre

**Total Program Requirements: 131 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
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## SECONDARY EDUCATION- SOCIAL SCIENCES

**GENERAL EDUCATION REQUIREMENTS- 42 Hours**

AST 1104 or GEO 1204 or PHY 1104  
 BIO 1104 General Biology & Lab  
 CHE 1104 Principles of Chemistry & Lab  
 ENG 1113 Rhetoric/Composition  
 ENG 1123 Rhetoric/Literature  
 ENG Literature  
 FINE ARTS  
 FINE ARTS  
 HIS 1103 or 1203 Western Civilization  
 HIS 2303 History and Geography of NM  
 MAT  
 MAT 2203 College Algebra/General Education  
 SPE 1103 Principles of Speech

**INSTITUTIONAL REQUIREMENTS- 9 Hours**

ECO 2213 Freedom, Ethics & Free Enterprise  
 REL  
 REL

**ELECTIVES- 7 Hours**
**PRE PROFESSIONAL COURSES- 13 Hours**

CSI 2203 Education Technology  
 EDU 1101 Field Observation  
 EDU 2103 Foundations of Education  
 PSY 2213 Educational Psychology  
 SPED 2103 Introduction to Special Education

**MAJOR- 24 Hours**

**YOU MAY REGISTER FOR THESE COURSES IF YOU HAVE PASSED THE NMTA-BASIC SKILLS TEST**

EDU 3213 Multicultural Learners & Literacy  
 EDU 3223 Classroom Management/Org  
 EDU 3523 Measurement/Evaluation  
 EDU 4213 Teaching in the Secondary School  
 EDU 4413 Reading in Content Areas  
 EDU 4502 Field Experience II

**YOU MUST HAVE COMPLETED ALL COURSEWORK & PASSED THE NMTA-CONTENT KNOWLEDGE TEST for Social Sciences/History BEFORE enrolling for Intern Teaching and the Seminar.**

EDU 4546 Intern Teaching  
 EDU 4601 Intern Tch Seminar

**TEACHING FIELD- 36 Hours**

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 4103 History of US Foreign Policy  
 HIS 4703 Topics in History  
 POS 3103 American Ideologies  
 POS 3303 American Presidency  
 POS 4703 Topics in Political Science  
 SOC 3223 Sociology of Organizations

**Total Program Requirements: 131 Hours**

### PROGRAM REQUISITES

- Forty (40) of the total number of hours must be upper division hours (numbered 3000-4000).
- Two-year college transfer students must complete 62 hours at USW.
- Education majors may take only PRE PROFESSIONAL and TEACHING FIELD courses prior to admission to the Teacher Education Program (TEP).
- Admission to TEP requires the student to have completed the following:
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  - pass the Basic Skills part of the New Mexico Teacher Assessment (NMTA), and
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- To be eligible for Intern Teaching, a student MUST PASS the appropriate NMTA Competency and NMCKA tests, and they must have at least a 2.50 GPA overall, a 3.00 in Education courses, and a 3.00 GPA in their teaching field.
- Intern Teachers must take the NMTA Teacher Competency test for SEC ED during (or before) the semester of Intern Teaching
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## Course Descriptions

### ACCOUNTING

#### ACT 2103 Computer Application Accounting 3 Hours

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

#### ACT 2203 Income Tax Accounting 3 Hours

An introduction to personal and corporate income tax. (SP)

#### ACT 2204 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. (FA)

#### ACT 2214 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 2204 (SP)

#### 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 2214 (FA/SP)

#### ACT 3213 Intermediate Accounting 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 (SP)

#### 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 2214 and ACT 3213 (SU2)

#### 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 2204 (FA)

#### ACT 3253 Cost Accounting II. 3 Hours

A continuation of ACT 3243 Cost Accounting I. PRE: ACT 3243 (SP)

#### 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 2214 (FA)

#### 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 (SP)

#### 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 2214 (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 (SP)

#### 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 (FA1)

#### 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 (SP)

#### ACT 4363 Advanced Computer Applications in Accounting 3 Hours

Offers an advanced accounting approach incorporating computerized concepts. PRE: ACT 2103 and ACT 2214 (SP)

#### 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. (FA)

#### 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 (FA/SP/SP1/SU1/SU2)

#### ACT 2901-2903, 3901-3903, 4901-4903 Directed Study 1 to 3 Hours

Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

### 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. (FA)

#### ART 2103 History of Western Art I 3 Hours

A study of art from the prehistoric period to the Renaissance. (FA)

#### ART 2203 The History of Western Art II 3 Hours

A study of art from the Renaissance. (SP)

#### 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. (SP)

#### ART 3103 Visual Arts 3 Hours

Learning to use pencil, oils, pastels, the camera and other media to enrich the student's art experience. PRE: ART 1103

### ASTRONOMY

#### AST 1104 Descriptive Astronomy 4 Hours

Explores the development of the universe and its dynamic and physical properties. (Su II Online)

#### AST 110L Astronomy Laboratory Lab must be taken concurrently with AST 1104. (SU2 Online)

### 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. (FA/SU1)

#### 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 (SP/SU2)

**BIL 3113 Humanities for Bilingual Learners**  
3 Hours  
Curriculum and methods for elementary and secondary language arts, reading, Social Sciencess, and fine arts specific to bilingual learners. Oral Spanish fluency required. PRE: BIL 2213, and BIL 3103 (SP/SU2)

**BIL 3203 Science and 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: BIL 2213, and BIL 3103 (FA/SU1)

**BIL 4103 Reading and 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: BIL 2213, and BIL 3103 (FA/SU1)

**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. Spanish Fluency Required. PRE: BIL 2213, BIL 3103, BIL 3113, BIL 3203, and BIL 4103 (SP/SU2)

## BIOLOGY

**BIO 1104 General Biology I**  
4 Hours  
Energy transformations in biological systems. Fundamentals of biological processes, such as photosynthesis, cellular respiration, reproduction, and inheritance. (FA)

**BIO 110L General Biology Laboratory I**  
Lab must be taken concurrently with BIO 1104. \$10.00 Lab Fee. (FA)

**BIO 1154 General Biology II**  
4 Hours  
Comparative anatomy and physiology of the major organ systems. Extended consideration of photosynthesis, biogeochemical cycles, genetics, and evolution. PRE: BIO 1104 (SP)

**BIO 115L General Biology Laboratory II**  
Lab must be taken concurrently with BIO

1154. \$10.00 Lab Fee. (SP)

**BIO 1304 Life Sciences and Lab**  
4 Hours  
Principles of life and its many cycles will be presented, beginning with the study of a single cell to the cessation of both animals and humans, essentially covering the entire biosphere. For non-technical majors only.

**BIO 2104 Principles of Human Anatomy and Physiology I**  
4 Hours  
A study of the structure and function of the human organ systems. PRE: BIO 1104 (FA)

**BIO 210L Principles of Human Anatomy and Physiology Laboratory I**  
Lab must be taken concurrently with BIO 2104. \$15.00 Lab Fee. (FA)

**BIO 2114 Principles of Human Anatomy and Physiology II**  
4 Hours  
A study of the structure and function of the human organ systems. PRE: BIO 2104 (SP)

**BIO 211L Principles of Human Anatomy and Physiology Laboratory II**  
Lab must be taken concurrently with BIO 2114. \$15.00 Lab Fee. (SP)

**BIO 2204 General Botany**  
4 Hours  
Classification, morphology, and physiology of plants. PRE: BIO 1154 (FA)

**BIO 220L General Botany Laboratory**  
Lab must be taken concurrently with BIO 2204. \$10.00 Lab Fee. (FA)

**BIO 2534 Methods of Elementary Physical Science**  
3 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 themese in science, and elementary teaching pedagogy and competencies. A one-hour lab is required. This course is required of elementary education majors. (FA)

**BIO 253L Methods of Elementary Physical Science Lab**  
1 Hour  
Lab attached to BIO 2534. (FA)

**BIO 3104 Microbiology**  
4 Hours  
Introduction of the dynamics of living systems with emphasis on the universality of the biological world. (Fa)

**BIO 310L Microbiology Laboratory**  
Lab must be taken concurrently with BIO 3104. \$20.00 Lab Fee.

**BIO 3204 Plant Taxonomy**  
4 Hours  
The study and applications of identifying plant taxa with an emphasis on the local flora. PRE: BIO 1104 (Fa)

**BIO 320L Plant Taxonomy Laboratory**  
Lab must be taken concurrently with BIO 3204. \$20.00 Lab Fee. (Fa)

**BIO 3303 Conservation of Natural Resources**  
3 Hours  
The study of the various interactions of plants, animals, and non-living factors which determine and maintain the eco-systems of the world. PRE: BIO 1104 or BIO 1154 (SP)

**BIO 3304 Animal Behavior**  
4 Hours  
A study of the adaptive values of various aspects of animal behavior: predator avoidance, communication, colonality, and reproductive tactics. (SP)

**BIO 330L Animal Behavior Laboratory**  
Lab must be taken concurrently with BIO 3304. \$20.00 Lab Fee. (SP)

**BIO 3314 Invertebrate Zoology**  
4 Hours  
The study of invertebrates: their classification, evolution, anatomy, physiology, life history, and ecology. PRE: BIO 1154 (FA)

**BIO 331L Invertebrate Zoology Laboratory**  
Lab must be taken concurrently with BIO 3314. \$20.00 Lab Fee (FA)

**BIO 3324 Vertebrate Zoology**  
4 Hours  
The study of vertebrates: their origin, evolution, classification, anatomy, physiology, embryological development, and ecology. Emphasis is on local vertebrates. PRE: BIO 1154 (SP1)

**BIO 332L Vertebrate Zoology Laboratory**  
Lab must be taken concurrently with BIO 3324. \$20.00 Lab Fee. (SP1)

**BIO 3333 Physical Anthropology**  
3 Hours  
A survey course examining humans as biological organisms. Course topics include the process of evolution, mechanisms of genetic inheritance, variation in modern human populations, the historical role of humans in nature, primate adaptations and behavior, and the fossil evidence for human evolution.

**BIO 3404 Genetics**  
4 Hours  
The study of the principles of heredity; chromosomal separation and genetic assortment in individuals, and genes in populations. PRE: BIO 1104 or BIO 1154 (SP/SP1)

**BIO 340L Genetics Laboratory**  
Lab must be taken concurrently with BIO 3404. \$20.00 Lab Fee. (SP/SP1)

**BIO 3503 General Ecology**  
3 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. PRE: BIO 3303 (SP)

**BIO 3513 Cell Biology**  
3 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.

**BIO 3514 Cell Biology**  
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. PRE: BIO 1104/ BIO 110L (Fa)

**BIO 351L Cell Biology Laboratory**  
Lab must be taken concurrently with BIO



## COURSE DESCRIPTIONS

3514. \$20.00 Lab Fee. (FA)

**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 or instruments, data taking, data reduction, professional ethics and other research oriented topics. The use of computers will be emphasized for statistical data analysis. (SP)

**BIO 3524 Physical Science for Elementary Teachers K-8**  
4 Hours  
Introduction to Physics, Chemistry, Astronomy, and Earth Science. Emphasizes the physical nature of the planet and the processes that govern it, as well as history of science, scientific methods, higher order thinking using science, and elementary science teaching pedagogy. Taught through labs, lectures, hands-on experience, and technology.

**BIO 4204 Entomology**  
4 Hours  
Classification, anatomy, physiology, and economic importance of insects. (SP)

**BIO 420L Entomology Laboratory**  
Lab must be taken concurrently with BIO 4204. \$20.00 Lab Fee. (SP)

**BIO 4224 Field Biology**  
4 Hours  
Classification and identification of local plants and animals. (SP)

**BIO 422L Field Biology Laboratory**  
Lab must be taken concurrently with BIO 4224. \$20.00 Lab Fee. (SP)

**BIO 3601-3603, 4601-4603 Workshops or Seminars**  
1 to 3 Hours  
Special offerings not included in the curriculum, which meet the educational needs of students.

**BIO 4701, 4702, 4703 Topics in Biology**  
1 to 3 Hours  
Selected topics in an identified area. (FA)

**BIO 4813 Pre-Med Internship**  
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. (FA/SP)  
**BIO 4901-4904 Undergraduate Research**  
1 to 4 Hours on an original research project. PRE: Upper division standing and consent of the instructor. \$15.00 Lab Fee. (SP)  
**Business Administration**  
**BUA 1303 College Algebra with Business Applications**  
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. (FA/SP)

**BUA 3104 Business Law**  
3 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.

**BUA 3313 Business Law I**  
3 Hours  
Origin and development of law, judicial procedure, tort law, law of contracts, employment law, and sport law.

**BUA 4103 Employment Law**  
3 Hours  
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 (SP)

**BUA 4601, 4602, 4603 Workshop or Seminar**  
1 to 3 Hours  
Special offerings not included in the established curriculum, which meet the educational needs of students.

**BUA 4701, 4702, 4703 Topics in Business**  
1 to 3 Hours  
Selected topics in an identified area. (FA)

**BUA 2901-2903, 3901-3903, 4901-4903 Directed Study**  
1 to 3 Hours  
Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## CHEMISTRY

**CHE 1104 Principles of Chemistry I**  
4 Hours  
Fundamental laws, principles, methods, and the properties of gases, liquids, solids, and solutions. PRE: MAT 1203 or concurrent enrollment (FA)

**CHE 110L Chemistry Laboratory I**  
Lab must be taken concurrently with CHE 1104. \$10.00 Lab Fee. (FA)

**CHE 1204 Principles of Chemistry II**  
4 Hours  
The second half of CHE 1104. PRE: CHE 1104 (SP)

**CHE 120L Chemistry Laboratory II**  
Lab must be taken concurrently with CHE 1204. \$10.00 Lab Fee. (SP)

**CHE 2104 Organic Chemistry I**  
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. PRE: CHE 1204. (Fa)

**CHE 210L Organic Chemistry Laboratory I**  
Lab must be taken concurrently with CHE 2104. \$20.00 Lab Fee. (Fa)

**CHE 2204 Organic Chemistry II**  
4 Hours  
Second half of the study of organic chemistry including aldehydes and ketones, proteins, and nucleic acids. PRE: CHE 2104. (SP)

**CHE 220L Organic Chemistry Laboratory II**  
Lab must be taken concurrently with CHE 2204. \$20.00 Lab Fee. (SP)

## COURSE DESCRIPTIONS

**CHE 3304 Bio Chem.**  
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. (FA)

**CHE 330L Bio Chem. Laboratory**  
Lab must be taken concurrently with CHE 3304. \$20.00 Lab Fee. (FA)

**CHE 4701-4704 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. (FA/SP)

**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. (SP)



**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 (SP)

## 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. (FA)

**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. (FA)

**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. (SP)

**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. (FA)

**CRJ 1303 History of the American Law Enforcement System**  
3 Hours  
This course presents the historical and philosophical foundations of law and order and includes in-depth examination of local, state, and federal law enforcement agencies. Theoretical development of crime prevention, punishment, and treatment are also addressed. (FA in Odd Years)

**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. (FA)

**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. (SP in Even Years)

**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. (SP in Even Years)

**CRJ 2303 Criminal Investigation I**  
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. (FA in Odd Years)

**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. (SP in Even Years)

**CRJ 2703 Special Topics in Criminal Justice**  
3 Hours  
This course addresses various current topics in local, regional, national, and international crime. This course may be repeated for a maximum of 6 credits. (SU1)

**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. (SP)

**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. (FA)

**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. (SP)

**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. (SP)

**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. (FA)

**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 agencies, the processing and detention of offenders, case dispositions, juvenile status, and court procedures are also addressed. (SP)

**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. (SP)

**CRJ 3813 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 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. (FA/SP)

**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. (SP)

**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. (SP)

**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. (SP)

**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)

**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. (FA)

**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. (SP)

**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. (FA)

**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)  
CRJ 4803 Capstone: Criminal Justice  
3 Hours

This course researches the problems and conflicts encountered in major attempts to control domestic and international crimes, terrorism, and counterterrorism issues. It addresses policy formulation and implementation, ordinance and executive directives, planning and administration of contingencies and preventive procedures, budgeting, craftsmanship and grants administration. (SP)

**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 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. (FA/SP)

## 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.

## EARLY CHILDHOOD EDUCATION

**ECE 3113 Research in Child Growth, Development, and Learning**  
3 Hours

This advanced course in child growth, development, and learning builds upon the foundational material covered in the basic course in child growth, development, and learning. An integration of major theories of child development is provided by focusing on contemporary research in all aspects of development, including bio-ecological, social-affective, cognitive-learning, language-culture, and methodological aspects of research in early childhood development and education. This course focuses on preparing early childhood professionals to use empirically-based research to inform their teaching of young children. This advanced course builds upon indicators of competence established at the lower division (AA) level. For each course objective (Core competency) students will demonstrate the indicators established for the bachelor's level. PRE: ED 213G (FA)

**ECE 3132 Family and Community Collaboration II**  
2 Hours

This advanced course prepares prospective teachers for working effectively as partners with family and community members to facilitate the development and learning of children birth through age 8, including children with special needs. It focuses on diverse family types that include various family structures, lifestyles, and linguistic, cultural and ethnic groups. The complexity and dynamics of families as systems will be included, and community resources to support families will be identified. Prerequisites: Competition of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (FA)

**ECE 3143 Assessment of Children and Evaluation of Programs II**  
3 Hours

This advanced course builds upon student understanding of the connections among learning, teaching, and assessment and strategies for evaluating programs. Assessment, identification, and monitoring of typical and atypical development in the cognitive, motor, affective and social domains will be explored. Multiple and diverse

assessment approaches, including responsiveness to cultural and linguistic differences, will be emphasized. Prerequisites: Competition of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (SU1)

**ECE 3162 Integrated Early Childhood Curriculum Practicum**  
2 Hours

This advanced course provides opportunities for students to apply knowledge gained from Integrated Early Childhood Curriculum and develop skills in planning and implementing developmentally appropriate learning experiences, integrated curriculum, and learning environments for children from birth to age 5. Curriculum will include all content areas: the arts, health/wellness, literacy, math, social studies, science, and adaptive living skills for children with special needs. The practicum experience will be divided equally between a classroom serving 0-3 and a classroom serving 3-5 year-old children. Prerequisites: Competition of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (FA)

**ECE 3163 Integrated Early Childhood Curriculum**  
3 Hours

This advanced course focuses on developmentally appropriate content, learning environments, and curriculum implementation for children birth to age 5. It emphasizes integration of content areas (the arts literacy, math, health, science, social studies, adaptive learning) and the development of rich learning environments for infants, toddlers, and preschool children. Prerequisites: Competition of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (FA)

**ECE 3172 Methods and Materials for the Early Primary Grades Practicum**  
2 Hours

This advanced practicum provides opportunities for students to develop, implement, and evaluate developmentally appropriate and integrated learning experiences for children in k-3rd grade. Students will gain experience creating learning environments that are developmentally appropriate and culturally responsive for children in the early primary grades. Prerequisites: Competition of lower level Early Childhood courses related to this



topic. Contact your advisor for more information. (SP)

**ECE 3173 Methods and Materials for the Early Primary Grades**  
3 Hours

This advanced course focuses on developmentally appropriate content, learning environments, and curriculum implementation for children in K-3rd grade. It emphasizes integration of content areas (the arts, literacy, math, health, science, and social studies) and the development of rich learning environments for the early primary grades. Prerequisites: Completion of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (SP)

**ECE 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, alphabets [phonics and language], best instructional practices, fluency instruction, assessments to inform classroom instruction, comprehension instruction, writing instruction, and performance standards and benchmarks. Prerequisites: Completion of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (FA/SU1)

**ECE 4012 Early Childhood Education Student Teaching and Seminar**  
12 Hours

The student teaching experience in early childhood education has two components: 1) placement and assigned tasks in an early childhood classroom with a mentor teacher, and 2) a weekly seminar in which students review and reflect on their own teaching practices, make connections between theory and practice, study particular topics of interest, conduct self-evaluations, and contribute to group discussions. Students will demonstrate the indicators of competence established for the bachelor's level. PRE: All early childhood courses, completed with a grade of C or better. (FA/SP)

**ECE 4111 Teaching Reading and Writing Practicum**  
1 Hour

This advanced practicum provides opportunities for students to apply knowledge gained from the course *Teaching Reading and Writing*. In kindergarten through 3rd classrooms, students will develop skills in organizing a literature rich environment, planning effective reading and writing instruction and assessment, and implementing culturally, linguistically and developmentally appropriate literacy curricula. Prerequisites: Completion of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (SP)

**ECE 4113 Teaching Reading and Writing**  
3 Hours

This advanced course is designed to prepare early childhood professionals for teaching reading and writing in the early primary grades. The course focuses on reading as complex, interactive, constructive process. Through a developmental approach, the course addresses: 1) the integration of theory and research with the practice of teaching children to read and write, including children with special needs, 2) the organization of effective reading and writing instruction, 3) the socio-cultural contexts in which children learn to read and write, 4) culturally, linguistically and developmentally appropriate literacy curricula, and 5) assessment and evaluation. Prerequisites: Completion of lower level Early Childhood courses related to this topic. Contact your advisor for more information. (SP)

## 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. (SP)

**ECO 2213 Freedom, Ethics, and Free Enterprise**  
3 Hours

The study of basic principles and functions of the free enterprise (free market, private enterprise, capitalist system) including the freedom philosophy that makes ongoing individual / organizational economic success possible, the underlying ethos that drives the

system, and the strategic relevance of contemporary entrepreneurship. Students are provided experiential learning opportunities to explore and develop entrepreneurial ideas. (FA/SP)

**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. (SP)

**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: ECO 2213 (FA/SP)

**ECO 3701-3703, 4701-4703 Topics**  
1 to 3 Hours

Selected topics in an identified area.

**ECO 4901, 4902, 4903 Directed Study**  
1 to 3 Hours

Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## 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. (FA/SP)

**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 (FA/SP)

**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) (FA/SP/SU2)

**EDU 3213 Multicultural Learners and 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 (FA/SP)

**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) (FA/SP)

**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. (FA/SU1)

**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, alphabets [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) (FA/SU1)



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 (FA/SP)

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 (FA/SP)

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 (FA/SP)

EDU 4213 Teaching in the Secondary School  
3 Hours  
Methods and materials used for instruction by secondary teachers. PRE: EDU 2103 and EDU 2213 (SP/FA)

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) (SP/SU2)

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 (FA/SP)

EDU 5413 Program Development and Management  
3 Hours  
Current trends, issues, and challenges in strategic planning, development, organization, administration, and evaluation of school programs, including the NM counseling program. Federal and State-mandated initiatives are addressed, as well as the impact of technology on program development and delivery.

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 (FA/SP)

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 (FA/SP)

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

EDU 4701-4703 Topics in Education  
1 to 3 Hours  
Selected topics in an identified area. PRE: EDU 2103

EDU 3901-3903, 4901-4903 Directed Study  
1 to 3 Hours  
Offered in exceptional circumstances to provide appropriate educational experience. With the consent of the advisor. PRE: EDU 2103

## ENGLISH

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. (FA/SP)

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. (FA/SP)

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 (FA/SP)

ENG 2103 Expository Writing  
3 Hours

The main emphases in this course are rhetorical forms and approaches to problems of composition.

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 (FA)

ENG 2323 British & World Literature for Elementary Teachers 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 18<sup>th</sup> century through the Post-World

War II period. PRE: ENG 1123 (FA)

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 (FA)

ENG 2443 Survey of Western World Literature II  
3 Hours

This survey of writings that have shaped Western culture includes selections from the 18<sup>th</sup> century to the present. PRE: ENG 1123 (SP)

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 (SU1)

ENG 3223 Technical Writing  
3 Hours

This course identifies and instructs the student in how to prepare a variety of written materials related to satisfactory performance as a "professional." PRE: ENG 1123 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 (SU2)

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 2303 or 2313, 2403, 2413, 2423, 2443, 3503 (SP)

ENG 3423 Classic Drama  
3 Hours

This course examines the development of Western theatre. Some of the major plays and

## COURSE DESCRIPTIONS

theatre groups are studied. The selection of playwrights and plays may vary each semester. 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 (FA)

### 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 (FA/SP/SU2)

### 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. (SP in Odd Years)

### 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 (FA/SP/SU)

### 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 (FA/SP)

### ENG 3573 Young Adult Literature 3 Hours

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

### 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 (SP)

### 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 (SP)

### 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 (SP)

### 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

### ENG 2901-2903, 3901-3903, 4901-4903 Directed Study

1 to 3 Hours  
Directed Study in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## FINANCE

### FIN 2403 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. (FA)

### 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. (SP)

## GEOGRAPHY

### GEOG 2103 Physical and Cultural Geography

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

## GEOLOGY

### GEO 1104 Physical Geology 4 Hours

Study of the earth's physical processes, identification of common rocks and minerals, and interpretation of topographic maps. (FA/SP1 Online)

### GEO 110L Physical Geology Laboratory Lab must be taken concurrently. \$10.00 Lab Fee. (FA/SP1 Online)

### GEO 1204 Historical Geology 4 Hours

Sequence of layered strata, identification of fossil groups, and interpretation of geologic and pale geologic maps. PRE: GEO 1104 (SP)

### GEO 120L Historical Geology Laboratory Lab must be taken concurrently. \$10.00 Lab Fees. (SP)

### GEO 1304 Earth Science 4 Hours

A survey course designed to acquaint the student with the fundamentals of astronomy, geology, meteorology, oceanography, and paleontology. Deals with natural aspects of the earth and its environment. (FA/SP)

### GEO 130L Earth Science Laboratory Lab must be taken concurrently. \$10.00 Lab Fee. (FA/SP)

## 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

## COURSE DESCRIPTIONS

to the enlightenment. (FA)

### HIS 1203 Western Civilization from 1716 3 Hours

Reading and analysis of the development of modern Europe. (SP)

### 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. (FA)

### 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. (SP)

### 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. (SP)

### HIS 3103 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. (FA)

### 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. (FA)

### 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 and the era of Reconstruction. (FA)

### HIS 3313 World History 3 Hours

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



## COURSE DESCRIPTIONS

### HIS 3333 History of Christianity From 1715 3 Hours

A study of the development of Christian theology and practice from the time of the Protestant Reformation. (SP)

### HIS 4103 The History of U.S. Foreign Policy 3 Hours

Studies in the origin and development of United States foreign policy. (FA)

### 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.

### HIS 4703 Topics in History 3 Hours

Selected topics in an identified area. (SP/SU1)

### HIS 1901-1903, 2901-2903, 3901-3903, 4901-4903

#### Directed Studies

1 to 3 Hours

Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

#### Linguistics

### LIN 2253 Introduction to Linguistics 3 Hours

The course studies the process of language acquisition and development. (FA/SU)

#### Management

### MGT 2103 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. (FA)

### MGT 3123 Ethics and Leadership 3 Hours

A study to provide a framework to identify, analyze, and understand how business persons make ethical decisions and deal with ethical issues. (SP)

### 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. (FA)

### 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. (SP)

### MGT 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 2403, MGT 2103, MGT 3403, MKT 2103, MKT 3503 (SP)

### 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 (SP)

### 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 bought 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 2214, MKT 2103, MGT 2103, CSI 1303 or consent of instructor (SP/SU1)

### 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. (FA)

### 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 Management 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). (FA/SP)

### 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 (SP)

### MGT 4413 Project Management 3 Hours

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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 2214, CSI 1303, MGT 2103, MGT 3403, MGT 3503, MGT 4123, MGT 4303, MKT 2103 (FA)

### 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 2214, MGT 2103, MGT 3403, MKT 2103, ECO 2213 (SP/SP1/SU1/SU2)

### 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. (FA)

## MARKETING

### MKT 2103 Principles of Marketing 3 Hours

Fundamental concepts and problems of marketing within present economic, legal, and social environments. (FA)

### MKT 3323 Principles of Marketing/Sales 3 Hours

Fundamental concepts and problems of marketing within present economic, legal, and social environments; consumer analysis, and the analysis of marketing institutions are included.

### 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 2103 or equivalent (SP)



**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. (FA)

**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 2403, MGT 2103, MGT 3403, MKT 2103, MKT 3503 (SP)

**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 21<sup>st</sup> Century include service quality, links between marketing and other disciplines, and transforming a product firm into a service firm.  
PRE: MKT 2103 (FA)

**MKT 4133 Marketing Management**  
3 Hours

To help students develop the ability to apply marketing theories and concepts to decision-making situations. Market segmentation, quality, customer service, brand equity, sales promotion, direct marketing, and database marketing will be covered. PRE: MKT 2103 (SP)

**MKT 4343 Marketing Research**  
3 Hours

A study of the fundamental concepts and problems associated with marketing research. Investigating the utility of marketing research: planning and reporting research results; design, measurement, experimental techniques, and analysis of data. PRE: MKT 2103 (FA)

**MKT 4423 Sport Marketing**  
3 Hours

Sport Marketing is the application and unique principles of promotion and marketing in the sport and fitness industry including: Sponsorship, endorsements, fundraising, role of the media, ticket sales and their use in promotions, gathering and analyzing marketing ratings and shares, industry segmentation, and venue and event marketing. Cross references with SPM 4423 (PRE: MKT 2103) (FA)

**MKT 2701-2704, 3701-3704, 4701-4704**  
Topics in Marketing

1 to 4 Hours  
Selected topics will meet the demands of the new century to include discussions on international, cultural, and other communication issues, and the ongoing influence of e-commerce and the internet. (SU2)

**MKT 3811-3814, 4811-4814** Internships in Mkt

1 to 4 Hours  
Students will be associated with a business in the community. Observation, followed by as much hands-on as the situation permits. Fifty clock hours of involvement are necessary for each semester hour of credit. Enrollment with consent of instructor/advisor. PRE: Nine of the following sixteen hours: ACT 2214, MGT 2103, MGT 3403, MKT 2103, ECO 2213 (SP/SP1/SU1/SU2)

**MATHEMATICS****MAT 1013 Intermediate Algebra**  
3 Hours

A study of the basic algebraic laws and concepts of the real number system, exponents, radicals, algebraic expressions, polynomials, factoring, linear and quadratic equations and graphing. This course is designed for students with limited mathematical preparation. It is not applicable toward degree requirements. Student must earn "C" in developmental course in order to move to the next level. If the class has to be repeated more than three times the student will be suspended. (FA/SP)

**MAT 1103 Mathematics I for Elem. Teachers**  
K-8

3 Hours  
A study of mathematical concepts that will help prepare elementary teachers to teach math to students in grades K-8. Concepts

covered will include patterns, classification, numbers and numbers sense, money, computation, measurement, geometry, fractions, decimals, ratio, percent, probability and statistics, pre-algebra, linear data, and problem solving. Two-course sequence continues with MAT 1113. (FA/SP)

**MAT 1113 Mathematics II for Elem. Teachers**  
K-8

3semester hours  
Continuation of MAT 1103. (SP)

**MAT 1203 College Algebra for Gen .Ed Major**  
3 Hours

A study of equations and inequalities, complex numbers, functions, graphing, exponential and logarithmic functions, system of linear equations and matrices. PRE: BUA 1303, two years of High School Algebra or MAT 1103(FA)

**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 (SP)

**MAT 2103 Principles of Probability and 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, MAT 1103, MAT 1203, or MAT 1303 (FA/SP)

**MAT 2203 College Algebra for General Education**  
3 Hours

A study of equations and inequalities, complex numbers, functions, graphing, exponential and logarithmic functions, system of linear equations and matrices. PRE: BUA 1303, two years of High School Algebra or MAT 1103 (FA)

**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)

**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 (SP)

**MAT 3203 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)

**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 (FA)

**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 (SP)

**MAT 3303 Linear Algebra**  
3 Hours

Linear equations and matrices, real vector spaces, linear transformations, determinants, eigenvalues and eigenvectors. PRE: MAT 2204 (SP)

**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 (SP)

**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. (SP)

**MAT 3423 Abstract Algebra**  
3 Hours

A study of abstract algebra including rings, integral domains, groups, and fields. PRE: MAT 2204 (FA)

**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 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.

**MAT 2901-2903, 3901-3903, 4901-4903 Directed Studies**

1 to 3 Hours

Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## 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. (FA)

**MUS 1203 The Great Composers**  
3 Hours

Students are introduced to the lives and works of the great composers. (FA)

**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. (SP)

**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. (SP)

**MUS 2703 Topics in Music**  
3 Hours

Selected topics in an identified area. (FA1/SP1)

**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 (SP)

**MUS 3703 Worship and Music**  
3 Hours

Music as it relates to worship. (SP)

## 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. (SP)

**PHI 2103 History of Philosophy**  
3 Hours

Examines the lives and thought of the classical philosophers. (FA)

**PHI 2203 Logic**  
3 Hours

Examines the methods of various logical systems, the role of semantics, and the issue of bias. (SP)

**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 (SP)

**PHI 3213 Ethics and Values**  
3 Hours

Examines various ethical systems and their implications. (SP)

## 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. (SP)

**PHE 1113 Introduction to Physical Education and Sport**  
3 Hours

A study of the major concepts involved in physical education and physical fitness. (FA)

**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. (SP)

**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. (FA)

**PHE 2303 Care and 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 (SP/SU)

**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 (FA)

**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 (SP)

**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 (SP)

**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 (FA)

**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. (FA)

**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 (SP)



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**PHE 4203 Physiology of Exercise**  
3 Hours  
A study of the effects of physical exercise upon the major body systems. PRE: PHE 2263 (FA)

**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 (SP)

**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 2213 (SP)

**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.

**PHE 2901-2903, 3901-3903, 4901-4903 Directed Study**  
1 to 3 Hours  
Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## PHYSICS

**PHY 1104 General Physics I**  
3 Hours  
An introduction to the basic concepts of physics to include mechanics, energy, and motion. PRE: MAT 1203 or concurrent enrollment. (FA)

**PHY 110L General Physics I Laboratory**

1 Hour  
Lab must be taken concurrently. Lab Fee \$10.00. (FA)

**PHY 1204 General Physics II**  
3 Hours  
A continuation of PHY 1104 to include magnetism, electricity, sound, and light. PRE: PHY 1104 (SP)

**PHY 120L General Physics II Laboratory**  
1 Hour  
Lab must be taken concurrently. Lab Fee \$10.00. (SP)  
**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. (SP)

**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. (FA)

**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. (SP)

**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. (SP)

**POS 4223 Constitutional History**  
3 Hours  
A detailed study of the origin, development, and articulation of the Constitution of the United States. (FA)

**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). (SP)

**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.

**POS 3901-3903, 4901-4903 Directed Studies**  
1 to 3 Hours  
Offered in exceptional circumstances to provide appropriate educational experience. By consent of the Provost.

## 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. (FA)

**PSY 2103 Psychology of Adjustment**  
3 Hours  
Studies self in relation to conflict, emotional stress, maturity, and frustration. Preventive mental health is emphasized. (SP)

**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 (FA/SP/SU2)

**PSY 3103 Principles of Behavior Management**  
3 Hours  
Introduction to behavioral therapies and cognitive approaches to the treatment of maladaptive behaviors. (FA/SP1)

**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. (SP)

**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 (FA1/SP)

**PSY 3223 Psychology of Aging**  
3 Hours  
A survey of the changes in each area of psychological functioning from young adulthood to old age. (SU1)

**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 (FA)

**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 (FA)

**PSY 3513 History of Psychology**  
3 Hours  
A survey of the history of psychology with emphasis on the evolution of psychological "schools." (FA)

**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 (SP)

**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 (SP)

**PSY 4213 Theories of Guidance and Counseling**  
3 Hours  
An overview of the various theories of guidance and counseling which form the basis for guidance, counseling, and therapeutic techniques. PRE: PSY 1103 (FA)



**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 (SP)

**PSY 4313 Interviewing and 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 (SP)

**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 (FA/SP)

**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.  
(FA/SP)

**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. (SP/SP1)

**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. (FA/SP)

**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. (FA/SP)

**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. (FA/FA1/Sp)

**REL 1103 Old Testament Survey**  
3 semester hour  
Studies in the Old Testament text and in its historical and social context. (FA)

**REL 1203 New Testament Survey**  
3 Hours  
Studies in the New Testament text and in its historical and social context. (SP)

**REL 2103 Introduction to World Religions**  
3 Hours  
Surveys the major world religions, their ideas and values. (FA)

**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. (SU1)

**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 exegetical 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. (FA)

**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. (SP)

**REL 3103 Philosophy of Religion**  
3 Hours  
Students are introduced to the philosophical bases of man's struggle for ultimate answers. (SU1)

**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. (FA)

**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. (FA)

**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. (SP)

**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 (FA)

**REL 3213 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. (FA)

**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. (FA)

**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. (FA)

**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. (SP)

**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. (SP)

**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. (SP)

**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. (FA)

**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. (SP)

**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. (FA)

**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. (SP)

**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 21<sup>st</sup> century world. (FA)

**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. (SP)

**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. (SP)

**REL 48133 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. (FA/SP)

**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. (SP)

**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. (FA)

**SOC 2213 Marriage and the Family**

3 Hours

The principles 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. (SP)

**SOC 3203 Race and Ethnic Relations**

3 Hours

Sociological analysis of the status of the major racial and ethnic groups in the United States. (SP)

**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 (FA)

**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. (SP)

**SPANISH****SPA 1104 Elementary Spanish I**

4 Hours

This course introduces understanding, speaking, reading, writing, and basic grammatical skills in Spanish. (FA)

**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 (SP)

**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. (FA)

**SPA 3103 Spanish Comparative Linguistics**

3 Hours

Examines the difference between standard/conventional and dialectical Spanish. PRE: Oral Spanish fluency required. (FA)

**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. (SP)

**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 (FA)

**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 (SP)

**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. (FA/SP)

**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. (FA/SP)

**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) (FA/SP)



**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: SPED 1101 and SPED 2103 (SU2)

**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) (FA/SU1)

**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) (SU1)

**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) (FA/SP)

**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 (FA1)

**SPED 4123 Learners Who Are Cognitively Different**  
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 (SP1)

**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 (SU1)

**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 (FA/SP)

**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 (FA)

**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. (FA/SP)  
**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. (FA/SP)

**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. (FA)

**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. (FA1/SP1)

## 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. (FA)

**SPM 2203 Survey of Economics and 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. (FA)

**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 (FA)

**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. (SP)

**SPM 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. (Cross-reference with PHE 3433) (FA)

**SPM 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. (SP)

**SPM 4303 Administration of PE 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 (Cross-reference with PHE 4303) (SP)

**SPM 4423 Sport Marketing**  
3 Hours  
Sport Marketing is the application and unique principles of promotion and marketing in the sport and fitness industry including: Sponsorship, endorsements, fundraising, role of the media, ticket sales and their use in



## COURSE DESCRIPTIONS

promotions, gathering and analyzing marketing ratings and shares, industry segmentation, and venue and event marketing. Cross references with MKT 4423 (PRE: MKT 2103) (FA)

SPM 3811 – 3814 Practica in Sport Management  
3 to 4 Hours  
400 hours of hands-on field experience and practica subsequent to the junior year will be assigned in the form of practices and internships. Experiences will cover media writing/reporting experience with event planning, operations, sales and management with a variety of supervisors employed in sport related occupations. (PRE: Junior level or above; BUA 3303, MGT 2103, MKT 2103) (FA/SP/SP1/SU1/SU2)

SPM 4703 Internship in Sport Management  
3 Hours  
Topics offered in selected major areas.

SPM 4811 – 4814 Field Experience in Sport Management  
3 to 4 Hours  
400 hours of hands-on field experience and Practica subsequent to the junior year will be assigned in the form of practices and internships. Experiences will cover media writing/reporting, experience with event planning, operations, sales and management with a variety of supervisors employed in sport related occupations. (PRE: Junior level or above; BUA 3303, MGT 2103, MKT 2103) (FA/SP/SP1/SU1/SU2)

## THEATRE

THE 1103 Introduction to Theatre  
3 Hours  
This course examines all aspects of theatre arts by which students are introduced to both the theories and practical applications of stage production. The student is encouraged to participate with college productions. (FA)

## USW COURSES

USW 1101 Student Success  
1 Hour  
An exploration of strategies for academic success, including study skills, test-taking skills, time management, and critical thinking skills. Campus resources for academic support will be introduced, and tutoring services will be utilized.

USW 4691 Senior Seminar in Leadership and Ethics  
1 Hour  
This course provides students with principles that can be applied to life after graduation. Topics include ethics, character, and practices aimed at creating long-term success and a life of service. Students also learn strategies for career survival, including resume preparation, personal interviewing skills, and job application skills. (FA/SP)

USW 4693 Capstone Seminar: Issues in Arts and Sciences  
3 Hours  
In this interdisciplinary capstone seminar, senior-level arts and sciences majors will analyze contemporary issues and problems from the dual perspectives of the humanities and the sciences. Research articles will be used as source material for the problems. Documented papers and oral presentations will be required. The course may also provide opportunities for service learning through volunteer placements at community organizations. PRE REQ: Senior standing recommended. PRE: USW 4691 (SP)

USW 4903 Portfolio Assessment of Prior Learning  
3 Hours  
The course is designed to assist adult learners in assessing their experiential background and preparing a portfolio demonstrating their collegiate level knowledge. Credit (CR) or No Credit (NC) will be earned. (FA, SP, SU)

## COURSE DESCRIPTIONS

# Faculty and Staff

## PRESIDENTS

1956 – 1960 (Hobbs Baptist College)  
 1960 – 1964 (NM Baptist College)  
 1964 – 1970 (College of the Southwest)  
 1970 – 1971  
 1971 – 1974  
 1975 – 1984  
 1984 – 1986  
 1986 – 1987  
 1987 – 1989  
 1989 – 2002  
 2002 – Present (University of the Southwest)

**CLARENCE B. EVANS**  
**NELL MCLEROY**  
**J.L. BURKE**  
**C.B. WIVEL**  
**EUGENE HUGHES**  
**BRUCE EVANS**  
**ROBERT GALVAN**  
**W.L. MCDONNELL**  
**HERMAN BARLOW**  
**JOAN M. TUCKER**  
**GARY A. DILL**

## ADMINISTRATIVE FACULTY

**David Arnold 1993**  
**Dennis Atherton 2003**  
**Paul Baker 2009**  
**Jordan Bodine 2009**  
**Linda Chapman 1985**  
**Gary Dill 2002**  
**Michael Galvan 2004**  
**Ron Landschoot 2004**  
**John McCance 1989**  
**Dee Mooney 2003**  
**Brad Moser 2009**  
**Evelyn Rising 2007**

Business/Campus Steward  
 Provost  
 Tennis Coach  
 Student Success Coordinator  
 Administrative Asst. to the Provost/Debate Coach  
 President  
 Director of Athletics/Head Baseball Coach  
 Softball Coach  
 Director for Scarborough Memorial Library  
 Vice President for Administrative Services/CFO  
 Vice President for Enrollment Services  
 Registrar

## EMERITUS FACULTY

**LINDA AYCOCK**  
**GLYNESE FLOYD**  
**JOHN LARRY GOLDMAN**  
**WILL ROAN**  
**KENNETH SAGERTY**  
**GERTRUDE THOMPSON**  
**JOAN M. TUCKER**  
**ROBERT WOODMANSEE**

Professor of Education  
 Professor of Theatre/Speech  
 Professor of History/Political Science  
 Professor of Mathematics  
 Professor of Education  
 Professor of Business  
 President Emeriti, Professor of Business  
 Professor of Biology

## FACULTY

**DAVID ARNOLD 1993**

Campus Steward  
Associate Professor, Business  
B.B.A., Baylor University  
B.B.A., University of the Southwest  
M.B.A., University of Texas of the Permian Basin  
D.B.A. (cand.), Colorado Technical University

**DENNIS ATHERTON 2003**

Provost  
Professor, Education/Religion  
B.A., Lubbock Christian University  
M.A., Eastern New Mexico University  
Ed.D., University of New Mexico

**PAUL BAKER 2007**

Assistant Professor, Tennis Coach  
B.S.E., Lubbock Christian University  
M.E.A., Eastern New Mexico University

**JORDAN BODINE 2009**

Director of Student Services  
B.S., Oklahoma State University  
M.S., Oklahoma State University

**KENNETH BROWN 2004**

Assistant Professor, Theatre  
B.S., Eastern New Mexico University  
M.A., University of Arkansas  
M.F.A., University of Missouri-Kansas City

**DANIEL CASTILLO 2007**

Assistant Professor, Business/SIFE  
B.A., UNADEC  
M.B.A., National University  
D.B.A., ULACIT Costa Rica

**LINDA CHAPMAN 1985**

Debate Coach  
Assistant Professor, Education  
B.A.S., University of the Southwest  
M.S.E., University of the Southwest

**CORINNE DIBLASI 2005**

Associate Professor, 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, 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, Education/Math  
B.S., The College of Artesia  
M.Ed., Eastern New Mexico University  
Ph.D., (cand.), Capella University

**MICHAEL GALVAN 2004**

Director of Athletics, Head Baseball Coach  
Assistant Professor  
B.S., University of the Southwest  
M.S., Emporia State University

**MARY HARRIS 1998**

Dean, School of Education  
Professor, 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, Sport Management  
B.B.A., Rochester Institute of Technology  
M.S., University of Southern California

**JOHN MCCANCE 1989**

Director of Scarborough Memorial Library  
Assistant Professor, Communications  
B.A., Arizona State University  
M.L.S., University of Arizona

**BARBARA J. MCGRATH 2002**

Dean, School of Arts and Sciences  
Professor, English  
B.A., California State University-Dominguez Hills  
M.A., California State University-Dominguez Hills  
M.F.A., Colorado State University  
Ph.D., Illinois State University

**DEE MOONEY 2003**

Vice President for Administrative Services  
B.B.A., Baylor University  
M.Acc., University of Tennessee  
D. Ed. Min., (cand.), Southwestern Baptist Theological Seminary

**BRAD MOSER 2009**

Vice President for Enrollment Services  
Associate Professor  
B.S., Liberty University  
M.A., Webster University  
Ph.D., Capella University

**EMILY NAVARRETE 2004**

Assistant Professor, Bilingual Education  
B.S., University of the Southwest  
M.S., University of the Southwest  
Ed. D. (cand.), New Mexico State University

**KENNETH REED 2010**

Campus Minister  
Associate Professor  
B.S., University of the Southwest  
M.Ed., Hardin Simmons University

**EVELYN RISING 2007**

Registrar, Academic Advisor  
B.A.S., University of the Southwest  
M.S.E., University of the Southwest

**MARILYN SMITH 1991**

Professor- Psychology, Education  
B.S., University of the Southwest  
M.Ed., Eastern New Mexico University  
Ph.D., New Mexico State University

**WILLIAM SUMRULD 1990**

Professor, History/Religion/Philosophy  
B.A., Eastern New Mexico University  
M.Div., Southwestern Baptist Theological Seminary  
Ph.D., Southwestern Baptist Theological Seminary

**MARIANNE WESTBROOK 2001**

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, Education  
B.S., University of Maryland  
M.A., Fielding Graduate Institute  
Ph.D., Fielding Graduate Institute

**TOM WILSON 2001**

Associate Professor,  
Accounting/Management/ Finance  
B.B.A., National University  
B.B.A., University of the Southwest  
Certified Public Accountant  
Graduate of New Mexico School of Banking-  
University of New Mexico  
M.B.A., National University  
D.B.A., University of Phoenix

## MANAGEMENT STAFF

**MELODY ARNOLD 2006**

Personnel Services Director

**PEDRO BELMAN 2009**

Acting Cross Country/Track Coach

**STEVE BURBACK 2004**

Head Athletic Trainer  
B.A., Metropolitan State College of Denver  
B.A., Colorado State University

**JULIO CASTILLO 2008**

Network Administrator

**JOE CUELLAR 2010**

Assistant Campus Steward

**LAURIE DEAN 2006**

Director of Development Operations  
B.A., University of South Florida

**SHARON DEARING 2004**

Administrative Assistant to Dean of Education

**RYANNE EVANS 2009**

Assistant Registrar  
B.B.A., University of the Southwest

**MARIA FIERRO 2002**

Business Office Manager, Exec. Asst. to CFO  
Western States School of Banking

**JOSHUA FORD 2007**

Senior Network Administrator  
A.S., New Mexico Junior College

**CYNDI GARRISON 1997**

Technical Services – Library



**JAMES GRIFFIN 2006**

Mailroom Coordinator

**KARA HANLON 2010**Women's Soccer Coach  
B.A., Grand View College  
M.S., High Point University**DANIEL HAYDEN 2006**Golf Coach  
B.A., Wayland Baptist University**BRENDA HENNING 2007**Webmaster/Director of Public Relations  
B.A., Grand View University**JULIE HILLARD 2008**

Registrar Liaison

**LEAH KASZYCKI 2008**Senior Recruiting Specialist  
B.B.A., University of the Southwest**DAWNY KRINGEL 2006**

Personnel Services/ Business Office

**ALICE LOVE 2010**Library Secretary  
B.A., Baylor University**KERRIE MITCHELL 2004**Director of Financial Aid  
B.A.S., University of the Southwest**TOM MULKEY 2008**Director of Student Life  
B.A., Eastern New Mexico University**CAITLIN ODOM 2010**Registrar Aide  
B.S., New Mexico State University**DONNA PUCKETT 2009**

Financial Aid Assistant

**JILL RIDINGS 2008**

Enrollment Office Coordinator

**BECKY SHEPPARD 1993**Administrative Assistant Arts &  
Sciences/Business**OLIVIA SISNEROS 2005**

Cashier

**CHARLOTTE SMITH 1997**Director of Technology Services/DECS Title V  
B.A.S., University of the Southwest**VIVIAN SUMNEY 2007**

Food Services Director

**ASHLEY TAYLOR 2006**

Admission Operations Coordinator

**JACOBY TAYLOR 2006**Director of Physical Plant  
B.A., University of the Southwest**CHEVIS THOMPSON 2009**Women's Basketball Coach  
B.S., Martin Methodist College**JERRY VOIGHT 2009**Men's Basketball Coach  
B.A. Ashford University**LINDA WOODFIN 2003**Executive Assistant to the President  
A.S., New Mexico Junior College

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<b>JUDY LUNARDON</b>	Carlsbad, New Mexico
<b>STACY MACLASKEY</b>	Hobbs, New Mexico
<b>NANCY SHAW</b>	Hobbs, New Mexico

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<b>DEBRA HICKS</b>	Hobbs, New Mexico
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<b>PAULA SMITH</b>	Hobbs, New Mexico
<b>SAM SPENCER</b>	Hobbs, New Mexico

## CLASS OF 2012

<b>CINDY BRYAN</b>	Hobbs, New Mexico
<b>RICHARD DUNHAM</b>	Midland, Texas
<b>HEATHER EVANS</b>	Hobbs, New Mexico
<b>SANDRA NEWELL</b>	Hobbs, New Mexico

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<b>CLIFF BRUNSON</b>	Hobbs, New Mexico
<b>CHRISTOPHER DRISKILL</b>	Hobbs, New Mexico
<b>GARY FONAY</b>	Hobbs, New Mexico
<b>ALITA SLATE</b>	Hobbs, New Mexico

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<b>SHANNON DUNCAN</b>	Hobbs, New Mexico
<b>GARY EIDSON</b>	Hobbs, New Mexico
<b>LARRY SCOTT</b>	Hobbs, New Mexico
<b>GARY SIMS</b>	Artesia, New Mexico
<b>MICHAEL WHITEHEAD</b>	Hobbs, New Mexico

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**Spring -- 2011 (Jan. 18-May 6) -- 16 Weeks**

Martin Luther King Holiday	Monday	Jan.	17
Classes Begin	Tuesday	Jan.	18
Last Day to Drop/Add Classes	Tuesday	Jan.	25
Special Campus Holiday	Friday	March	25
Last date to Drop with a "W"	Thursday	April	21
Good Friday Holiday	Friday	April	22
Final Examinations Begin	Monday	May	2
Final Examinations End	Friday	May	6
Commencement	Saturday	May	7

**Maymester 2011 (May 9-May 31)**

Classes Begin	Monday	May	9
Last Day to Drop/Add classes	Tuesday	May	10
Last Day to Drop with a "W"	Thursday	May	19
Memorial Holiday	Monday	May	30
Final Exams	Tuesday	May	31

**Summer Session I- 4 Weeks 2011 (June 1- June 30)**

Classes Begin	Wednesday	June	1
Last Day to Drop/Add classes	Thursday	June	2
Last Day to Drop with a "W"	Friday	June	17
Final Examinations	Thursday	June	30

**Summer Session II-4 Weeks 2011 (July 1 - July 29)**

Fourth of July Holiday	Monday	July	4
Classes Begin	Tuesday	July	5
Last Day to Drop/Add classes	Wednesday	July	6
Last Day to Drop with a "W"	Monday	July	18
Final Examinations	Monday	August	1

**Summer Semester-8 Weeks 2011 (June 1- July 29)**

Classes Begin	Wednesday	June	1
Last Day to Drop /Add Classes	Thursday	June	2
Fourth of July Holiday	Monday	July	4
Last Day to Drop with a "W"	Monday	July	18
Final Examinations	Monday	August	1