

The background of the cover is a grayscale photograph of a modern university building with large windows and brickwork. In the foreground, there is a large, three-dimensional sculpture of the letter 'M' in a stylized, blocky font. The sculpture is dark with a white outline and is set on a concrete base. The text 'Academic Catalog' is written in a red serif font, and '2023-2024' is written in a black sans-serif font below it. The entire text is centered over a white rectangular background that spans the width of the cover.

# Academic Catalog

**2023-2024**

**MID-AMERICA CHRISTIAN UNIVERSITY  
3500 SW 119<sup>TH</sup> STREET  
OKLAHOMA CITY, OK 73170  
(405) 691-3800**

**[WWW.MACU.EDU](http://WWW.MACU.EDU)**

**MID-AMERICA CHRISTIAN UNIVERSITY'S  
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The Office of Academic Affairs authorizes this catalog. It provides pertinent information that accurately describes Mid-America Christian University, its academic programs, policies, procedures, regulations, requirements, and support services. The University reserves the right to change, withdraw, or modify the contents of this catalog without notice and without publishing or distributing supplements or revised versions. This catalog is published for informational purposes, is intended to be used for internal academic and operating purposes, and does not constitute or establish a contractual relationship between the University and anyone else (including any student, employee, vendor, supplier, visitor, or another person), and is not intended to create enforceable rights except as expressly stated and specified or as required by law. *Revisions are posted on EvangelNet, macu.edu, and the Registrar's page at macu.edu.*

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## A WORD FROM THE PRESIDENT

Thank you for taking the time to read this academic catalog. *At Mid-America Christian University, we prepare people to do greater things for God and His Kingdom!* MACU has something to offer every student, whether you join us online or in person.

We have a distinguished faculty who would help you learn in your chosen field while encouraging you to grow in your walk with God. We have a wonderful staff that works to create meaningful experiences during your undergraduate or graduate studies. Our leadership team is committed to your spiritual life and success in your career.



I encourage you to review The University page of this catalog, which discusses our commitment to the Bible and a Code of Conduct as Christians. MACU offers a distinctly Christian higher education from a Christ-centered worldview. We believe the Bible is authoritative for our lives and that our behavior would reflect a Christ-centered lifestyle. You need to know what you are committing to as a student at MACU! We believe that honoring God with our mind, body, spirit, and social life would bring great blessings as we become the whole persons God created us to be.

At Mid-America Christian University, we are a "first-name institution." We want to know you personally and want you to be part of the MACU family. I look forward to visiting with you when you are on campus or talking with you by phone or Zoom, so I can hear more about the dreams God has placed on your heart.

I pray for you as you consider what courses and programs you choose to further your calling and career. We are all here to help - please reach out to our Admissions, Enrollment, and Financial Aid teams at (405) 691-3800 so we can assist you in finding the best options for you and your family. Check out our website and see all the amazing opportunities you can participate in as a student at MACU.

As a University, we are deeply committed to Dreaming Bigger and Doing Greater. We can't wait for you to join us! See you soon!

God bless you,

A handwritten signature in black ink that reads "Phil Greenwald". The signature is written in a cursive, flowing style.

Rev. Phil Greenwald  
President

## GENERAL INFORMATION

### University Accreditation and Affiliations

The University is a recognized institution of higher education with the credentials of accreditation listed below. Documentation regarding accreditation is located in the Office of the Vice President of Academic Affairs. Upon request, the information is available for review.

#### Regional

Mid-America Christian University (MACU) is accredited by the Higher Learning Commission (HLC), 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

#### State

The School of Teacher Education is accredited by the Office of Educational Quality and Accountability (OEQA), located at 840 Research Parkway, Suite 455, Oklahoma City, OK 73104. (405) 522-5399.

### National Professional Associations, Affiliations, and Approvals

The University is affiliated with several professional organizations, including:

- American Association of Higher Education
- American Association of Collegiate Registrar and Admissions Officers
- American Association of Colleges and Universities
- Council for Accelerated Programs
- Council for Adult and Experiential Learning
- Council for Christian Colleges and Universities
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National Collegiate Honors Council
- Oklahoma Association of Collegiate Registrars and Admissions Officers
- Oklahoma Independent Colleges and Universities

Each approves the University of the following for participation in programs germane to their administrations:

- United States Department of Justice
- Immigration and Customs Enforcement operating under the Department of Homeland Security for educating non-immigrant international students under the Immigration and Naturalization Act
- United States Department of Education for participation in the National Direct Loan Program, Pell Grants, Guaranteed Student Loan Program, and College Work Study
- Social Security Administration for benefits to qualified recipients
- Oklahoma State Regents for Higher Education
- This institution is authorized by: The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984

### Religious Affiliation

Mid-America Christian University is affiliated with and is an endorsed agency of the Church of God (Anderson, IN). As an Endorsed Agency, MACU serves the church in a capacity not already addressed by Church of God Ministries. While MACU's mission reflects the need for autonomy in polity and governance, the General Assembly views its ministry as important in the church's life, addressing the needs of a vital church constituency. Furthermore, MACU may be included in the unified World Ministries Budget of the Church of God, which the General Assembly approves. The General Assembly ratifies the chief executive officer and governing boards. If any Endorsed Agency experiences dissolution, its assets revert to Church of God Ministries.

The covenant between the Church of God (Anderson, IN) and Mid-America Christian University may be viewed online at: <http://www.chog.org/sites/default/files/documents/macucovenant.pdf>

The complete list of Church of God Endorsed Agencies may be viewed online at: <http://www.chog.org/endorsed-agencies>

## STATEMENTS OF COMPLIANCE

Mid-America Christian University complies with all federal laws and regulations, including Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Rehabilitation Act of 1973; the Drug-Free Workplace Act of 1988; the Student Right-to-Know Act of 1990; Title II of the Americans with Disabilities Act of 1990; and the Family Educational Rights and Privacy Act of 1994.

### Title VI of the Civil Rights Act of 1964

This institution of higher education complies with the Civil Rights Act of 1964, 42 U.S.C 2000d et seq. ("Title VI"). The Act provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Address inquiries concerning the University's obligations under this Act to the University's President in care of the Mid-America Christian University. Any student or applicant who believes that this University has failed to comply with this Act may file a written complaint with the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

### Title IX of the Education Amendments of 1972

This institution complies with the regulations established to effectuate Title IX of the Education Amendments of 1972, as amended by Public Law 93-568. We adhere to the law's letter and spirit with a non-discrimination policy based on sex. This policy applies to our educational program and activities. It extends to employment, admissions, and recruitment of students and employees.

Refer inquiries concerning applying Title IX and its regulations to the University President in care of Mid-America Christian University or to the Office of Civil Rights, Department of Health, Education and Welfare, Washington D. C.

### Title IX Confidentiality and Licensed Professional Counselors (LPC) Licensure

Mid-America Christian University has adopted a mandatory reporter model for all employees of the University.

This policy is not meant to conflict with the legal confidentiality requirements for licensed counselors.

For compliance with Title IX and LPC Licensure laws, licensed professional counselor employees should view this policy as a matter of function, not a legal conflict. LPC employees are not to enter into counseling relationships with students, faculty, or staff members so that they would begin to function under their license.

Such a relationship would be a conflict of interest and professional ethics for the employee. Avoiding this conflict would protect the employee's ability to be a mandatory reporter for Title IX violations at the University.

Should the employee sense that a conversation with a student, faculty, or staff member is leading toward disclosure of a potential Title IX, the below statement should be read to the individual:

Mid-America Christian University employees cannot enter into confidential counseling relationships with other employees. Any information shared about sexual harassment, discrimination, or assault may require the employee to report that information to the appropriate University Officer.

### Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

The University does not discriminate based on handicap in the recruitment and admission of qualified students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as federal laws and regulations specify. The University also complies with the Title II of the Americans with Disabilities Act of 1990 (ADA) prohibits state and local governments from discriminating based on disability. The requirements regarding the provision of auxiliary aids and services in higher education institutions described in the Section 504 regulation are included in the general nondiscrimination provisions of the Title II regulation. Please direct any inquiries regarding University compliance with Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 to the Title IX Coordinator, 3500 S.W. 119th Street, Oklahoma City, Oklahoma 73170, 405-691-3800.

### Drug-Free Workplace Act of 1988

Following the Drug-Free Workplace Act of 1988, the University notifies all faculty, staff, administrators, and students that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on campus. Any campus member who violated this prohibition may be subject to disciplinary action, including dismissal, or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. A federal, state, local health, law enforcement, or other appropriate agency shall have previously approved the drug abuse assistance/rehabilitation program. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon violating this prohibition and does not require a criminal conviction.

### Drug and Alcohol-Free Campus Policy

Keeping with Mid-America Christian University's (MACU) commitment to provide a safe and healthy academic and work environment, the University maintains a drug and alcohol-free campus. Therefore, the University does not permit drug or alcohol use on its property or while acting in a capacity representing the University. This policy applies to all property (both the interior and exterior of such property) owned, operated, or managed by the University, including all buildings, facilities, and grounds. Such premises include but are not limited to University housing, athletic facilities, parking lots, offices, classrooms, restrooms, hallways, stairwells, driveways, sidewalks, and lawns. This policy applies to vehicles owned or leased by the University or under university control and at any off-property university-sponsored meeting or event.

### Drug-Free School and Communities Act

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90 that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees to remain eligible for federal financial assistance of any kind. An illegal drug is the non-medical use of various drugs prohibited by international law. These include amphetamine-type stimulants, cannabis, cocaine, heroin, other opioids, and MDMA (ecstasy).

MACU adopts this policy to comply with this statutory directive and encourages a culture of compliance. The University is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol.

### Health Risks

Alcohol and other drug use represent severe threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, congenital disabilities, HIV/AIDS, and other diseases. Combining drugs may lead to unpredictable effects, and many prescription and nonprescription medicines are potentially addictive and dangerous. Major categories of drugs and their probable impact are below.

DRUG	CATEGORY	EFFECTS
Alcohol	Depressant	It impairs judgment and coordination and causes a greater likelihood of aggressive, possibly violent behavior in many persons. Even short-term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and psychological impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving under the influence of alcohol is particularly dangerous and is a significant cause of traffic-related deaths.
Cocaine/Crack	Stimulant	Constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is highly addictive, both psychologically and physically. Whether cocaine is ingested by inhalation (snorting), injection, or smoking is a significant risk. Compulsive cocaine use may develop even more rapidly if the

DRUG	CATEGORY	EFFECTS
		substance is smoked. Smoking crack cocaine can produce particularly aggressive paranoid behavior in users.
Date Rape Drugs Rohypnol, Rophies, Roofies, GHB, or Ketamine)	Depressant	<p>It may hinder a person, mainly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are "date rape" drugs because they incapacitate victims, increasing vulnerability to sexual assault and other crimes. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures. Combined with methamphetamine, it appears to cause an increased risk of seizure.</p> <p>Combining use with other drugs, such as alcohol, can result in nausea and difficulty breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.</p>
Ecstasy	Stimulant & Psychedelic	Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, and even psychotic episodes. Similar complications may occur weeks after taking MDMA. Physical symptoms such as increased heart rate and blood pressure may result from using such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement, and involuntary teeth clenching.
Hallucinogens (acid, PCP, LSD, psilocybin)	Hallucinogenic	The most potent mood-changing chemicals may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having retaken the drug. Hallucinogens may result in violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure.
Marijuana	Psychoactive	It impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem-solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.
Narcotics (heroin, opium, morphine, codeine, pain medications)	Narcotic	It may produce temporary euphoria followed by depression, drowsiness, cognitive impairment, and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may cause contracting HIV and other infectious diseases such as hepatitis.
Nicotine	Stimulant	Highly addictive and, according to the Surgeon General, a significant cause of stroke and is the third leading cause of death in the United States. Over time, higher nicotine levels must be consumed to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If

DRUG	CATEGORY	EFFECTS
		women smoke cigarettes and take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes are likelier to have stillborn or premature infants or infants with low birth weight.
Sedative-Hypnotics (depressants Quaaludes, Valium, or Xanax)	Depressant	Depresses the central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beers is especially dangerous.
Steroids	Hormone	It may permanently damage the liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause facial hair growth, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.
Stimulants (amphetamine, methamphetamine, speed, crystal, crank, caffeine, diet aids, over-the-counter stimulants)	Stimulant	Powerful central nervous system stimulants may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

### Internal Sanctions

Any student or employee of the University who has violated this prohibition may be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution, and completion, at the individual's expense, of an appropriate rehabilitation program. All disciplinary action shall be taken following the applicable policies of the University.

**\*\*\*\*Requirement for Notification of a Drug Conviction** – Any MACU employee convicted under a criminal drug statute for a violation occurring in the workplace must notify the University within five (5) working days of the conviction. Within ten (10) working days, MACU must inform the Department of Education, the agency receiving federal funds, of this conviction. Within thirty (30) days, MACU would take appropriate disciplinary action.

### External Sanctions

*Local, state, and federal laws provide various legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines.*

Federal law provides severe penalties for distributing or dispensing, or possessing with intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulting from the use of the drug is in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved, it is a first offense (no prior convictions). It is subject to imprisonment of not more than five years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, they are subject to imprisonment of not more than 20 years unless death or serious injury results from the marijuana use, then subject to not less than 20 years of life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. Concerning simple possession, the number of convictions makes the minimum period of imprisonment and fines



greater. For example, under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, a conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - one (1) year; second offense - two (2) years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirements specified in the regulations.

State Law provides similar penalties concerning the simple possession, distribution, or possession intending to distribute a controlled, dangerous substance. Simple possession of marijuana is a misdemeanor and carries up to one (1) year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in state prison. Possession of marijuana with intent to distribute is a felony. It has a punishment of 2 years to life in jail and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a penalty of four (4) years to life in prison and a fine of up to \$40,000. Depending on the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act," which provides much harsher penalties.

On July 1, 2006, the Prevention of Youth Access to Alcohol became effective. For minors consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

- 1st violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for six months;
- 2nd violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for one year;
- 3rd violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for two years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Children without a driver's license cannot obtain a permit, as the license would have been revoked.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. On the contrary, a conviction for such an offense is a serious blemish on their record that could prevent them from entering many careers or obtaining specific jobs.

Further information regarding these local, state, and federal laws may be found in the MACU Public Safety Department, where copies are available to the MACU community. They are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws when adopting this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

To review the legal sanctions imposed under Federal Law for drug violations, please go to the following link, which includes a written description of the sanctions: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

### Training

The University would distribute policies and establish a training program designed to educate the MACU community in recognizing drug and alcohol abuse symptoms related to work performance in the workplace and classroom, classroom behaviors, and handling these problems progressively and confidentially. This training would occur twice a year and conducted by certified individuals.

### Drug/Alcohol Treatment Resources

The University recognizes that alcoholism and drug abuse are treatable illnesses and encourages employees and students who may have alcohol or drug abuse problems to seek treatment for them.

Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.



The following support services are available:

Center for Substance Abuse Treatment Information and Referral Line  
1-800-662-HELP (4357)

National Council on Alcoholism and Drug Dependence Hope Line  
1-800-622-2255  
24 hours a day

Reach-Out Hotline  
1-800-522-9054  
Alcohol, drug, domestic violence, sexual assault, rape crisis  
intervention, and mental health referral.

### Student Right-to-Know Act of 1990

In compliance with the Student Right-to-Know Act, Mid-America Christian University makes its completion or graduation rate available to any enrolled or prospective student. This information is available in the Office of the Registrar upon request.

### Clery Act and Institutional Security Policies of 1990

A copy of the current year's Annual Security and Fire Safety Report may be requested to meet federal regulations concerning institutional security policies and crime statistics under the Clery Act. Statistics in the annual report would cover the federally mandated period of January 1st through December 31st for the previous three calendar years. Information regarding the Clery Act is also available at macu.edu under *Consumer Information*.

### Family Educational Rights and Privacy Act of 1994

The University complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 (CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. This Act provides that students attending any post-secondary educational institution that receives federal funds are entitled to access their education records kept by the institution to inspect and review those records. In addition, students are entitled to request the amendment of any information in their records that they feel is inaccurate, misleading, or otherwise violating their privacy or other rights. Copies of the complete Statement of Policy and Procedures in compliance with this Act may be obtained from the MACU Office of the Registrar.

Any student who believes that this institution has failed to comply with the provisions of this Act has the right to file a complaint in writing with The Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Ave. S. W. Washington D. C. 20201.

### Student Recruitment Policy

Mid-America Christian University strives to treat all students ethically, respectfully, equitably, and professionally in all interactions before, during, and after their academic careers. The Student Recruitment Policy ensures that MACU and its employees/representatives are well-qualified and trained to:

- Conduct appropriate, professional, and ethical recruitment processes.
- Follow federal guidelines regarding compensation for student recruitment and admission activities.
- Comply with applicants' and prospective students' requests to remove themselves from contact lists.
- Adhere to the MACU Employee Code of Conduct.
- Refrain from the following recruitment practices to comply with the Higher Learning Commission (HLC) assumed practices, U.S. Department of Education, and U.S. Department of Defense regulations:
  - assuring employment unless employment arrangements have been made and can be verified,
  - misrepresenting job placement and employment opportunities for graduates,
  - misrepresenting program costs,
  - disparaging comparisons of secondary or postsecondary institutions,
  - engaging in aggressive or high-pressure marketing and recruitment tactics, which include making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and
  - engaging in same-day recruitment and registration for the purpose of securing enrollments.
  - misrepresenting abilities required to complete the intended program, and

- offering money or inducements other than educational services of the institution in exchange for student enrollment. (Except for awards of privately endowed restricted funds, grants or scholarships are to be offered only based on specific criteria related to merit or financial need.)

Policy violations (and/or associated procedures), as determined by MACU administration, may result in appropriate disciplinary measures in accordance with the MACU Employee Handbook and Code of Conduct. Student recruitment policy and procedure inquiries may be sent to the Chief Compliance.

### Institutional Review Board

Mid-America Christian University is committed to protecting the rights and welfare of human subjects in all research, class projects, and relative activities. Therefore, the Institutional Review Board (IRB) upholds the standards of government agencies (Federal Regulations Title 45 Code of Federal Regulations Part 46).

A copy of these standards can be found in the University Library, the Office of Academic Affairs, the Academic portal, and the Dean of Institutional Research and Effectiveness.

## MACU AT A GLANCE

### Location

Mid-America Christian University is ideally situated in southwest Oklahoma City, less than a half-mile from I-44, with quick access to Will Rogers World Airport and all parts of town. With more than one million population in the Oklahoma City Metro area, MACU students gain big-city benefits with a small-town feel. In addition to its pristine lakes, beautiful parks, and museums, the Metro is home to several professional sports teams, including the Oklahoma City Thunder, the Dodgers (baseball), and the Barons (hockey). In addition, the city offers trendy restaurants and unique shops in the Bricktown area, as well as a variety of entertainment from national sporting events to concerts, musicals, and plays – *all within a short drive from MACU.*

### Programs

Mid-America Christian University enrolls approximately 3500 students within its College of Arts and Sciences (CAS) and College of Adult and Graduate Studies (CAGS). The administration, faculty, and staff are committed to the life-transforming mission of the University as they encourage students to dream bigger and do greater while keeping Christ at the center of it all. MACU offers several program options for our students.

### College of Arts and Sciences

The MACU College of Arts and Sciences (CAS) is led by an exceptional faculty who desires to teach, mentor and encourage students. Therefore, these bachelor's degree programs are designed for recent high school graduates and commuting daytime students who wish to pursue higher education through a biblically-based curriculum to positively transform lives throughout their communities and the world. Courses in a traditional classroom provide face-to-face interaction with peers and faculty. MACU currently offers a variety of programs through the College of Arts and Sciences. The College of Arts and Sciences consists of the School of Behavioral Science and Counseling, School of Business Leadership, School of English, School of General Education, School of Math, School of Science, School of Ministry, and the School of Teacher Education.

### College of Adult and Graduate Studies

The MACU College of Adult and Graduate Studies (CAGS) recognizes the needs of working adults who desire to further their education through a biblically-based curriculum to transform lives throughout their communities and the world positively. Therefore, each program within is designed to provide an exceptional education that is flexible and convenient. Students may take their courses on campus, online, or both. In addition, CAGS faculty mentors and encourages students in their calling to spur personal and professional growth. The College of Adult and Graduate Studies consists of the Adult School of Arts and Sciences, School of Ministry, School of Behavioral Science and Counseling, and School of Business Leadership.

### Mid-America Leadership Institute

The Mid-America Leadership Institute comprises three centers: J.E. Massey Center for Ministry and Leadership, the Thomas School for International Studies, and the MACU Center for Leadership and Public Policy. These three centers exist to further the MACU vision of becoming a global university that provides Christian resources and training for leaders serving in congregational, community, national and international leadership positions.

Each center is unique in its focus and addresses specific constituencies that impact their world for Christ. The centers also consider learning partnerships that maximize the University's resources while at the same time expanding the University's synergic relationships with a recognized global leader.

# MACU PROGRAM INVENTORY

## Degree Programs

<b>LEGEND:</b> College abbreviations used in this table are as follows: <b>AA</b> -Associate of Arts; <b>AS</b> -Associate of Science; <b>BA</b> -Bachelor of Arts; <b>BS</b> -Bachelor of Science; <b>BBA</b> -Bachelor of Business Administration; <b>MA</b> -Master of Arts; <b>MBA</b> -Master of Business Administration; <b>MEd</b> -Master of Education; <b>MS</b> -Master of Science.		
<b>Programs</b>	<b>School</b>	<b>Program Director/Content Specialist</b>
Accounting and Ethics, BBA	School of Business Leadership */**	Pending
Biology, BS	School of Science **	Dr. Harold Kihega
Business Administration, MBA	School of Business Leadership *	Dr. Kelly Riesenmy
Business Administration and Ethics, BBA	School of Business Leadership */**	Dr. Steve Sloan
Christian Ministries, BS	School of Ministry *	Dr. Julie Nance
Counseling, MS	School of Behavioral Science and Counseling *	Dr. Annette Pullen
Criminal Justice Administration and Ethics, BS	Adult School of Arts and Sciences * / School of General Education **	Marvin Akers
Curriculum and Instruction, MEd	School of Teacher Education *	Dr. Gayle Fisher
Cybersecurity, BS	School of Business Leadership */**	Scott McMurry
Data Analytics, BS	School of Mathematics */**	Triston Herron
Digital Marketing, BS	School of Business Leadership */**	Lisa Bell
Early Childhood, BA	School of Teacher Education **	Esther Rehbein
Educational Leadership and Administration, MEd	School of Teacher Education *	Dr. Terry James
Elementary Education, BA	School of Teacher Education */**	Dr. Vickie Hinkle
English: Literary and Cultural Studies, BA	School of English **	Dr. Mark Pickens
General Studies, AA	Adult School of Arts and Sciences * / School of General Education **	Kenny Schell / Trina Arnold
Healthcare Management and Ethics, BS	School of Business Leadership *	Dr. Danielle Philipson
Interdisciplinary Studies, BS	School of Business Leadership */**	Rebecca Bland
Leadership, MA	School of Business Leadership *	Dr. Jesus Sampedro
Management and Ethics, BS	School of Business Leadership */**	Rachel Bailey
Mathematics, BS	School of Mathematics **	Dr. Carol Fowlkes
Ministry Leadership, BS	School of Ministry **	Dr. Justin Key
Media Production and Communication, BS	Adult School of Arts and Sciences * / School of General Education **	Dr. Garret Castleberry
Network Management & Security, AS	School of Business Leadership */**	See Cybersecurity, BS
Psychology, BS	School of Behavioral Science and Counseling */**	Dr. Kimberly Thomas
Secondary Education, BA	School of Teacher Education **	Mark Harris

\* College of Adult and Graduate Studies; \*\* College of Arts and Sciences

## Online Programs

<b>LEGEND:</b> College abbreviations used in this table are as follows: <b>AA</b> -Associate of Arts; <b>AS</b> -Associate of Science; <b>BA</b> -Bachelor of Arts; <b>BS</b> -Bachelor of Science; <b>BBA</b> -Bachelor of Business Administration; <b>MA</b> -Master of Arts; <b>MBA</b> -Master of Business Administration; <b>MEd</b> -Master of Education; <b>MS</b> -Master of Science.		
<b>Programs</b>	<b>School</b>	<b>Program Director/Content Specialist</b>
Accounting and Ethics, BBA	School of Business Leadership */**	Pending
Business Administration, MBA	School of Business Leadership *	Dr. Kelly Riesenmy
Business Administration and Ethics, BBA	School of Business Leadership */**	Dr. Steve Sloan
Christian Ministries, BS	School of Ministry *	Dr. Julie Nance
Counseling, MS	School of Behavioral Science and Counseling */**	Dr. Annette Pullen
Criminal Justice Administration and Ethics, BS	Adult School of Arts and Sciences * / School of General Education **	Marvin Akers
Curriculum and Instruction, MEd	School of Teacher Education *	Dr. Gayle Fisher
Cybersecurity, BS	School of Business Leadership */**	Scott McMurry
Data Analytics, BS	School of Mathematics */**	Triston Herron
Digital Marketing, BS	School of Business Leadership */**	Lisa Bell
Educational Leadership and Administration, MEd	School of Teacher Education *	Dr. Terry James
Elementary Education, BA	School of Teacher Education */**	Dr. Vickie Hinkle
General Studies, AA	Adult School of Arts and Sciences * / School of General Education **	Kenny Schell / Trina Arnold
Healthcare Management and Ethics, BS	School of Business Leadership *	Dr. Danielle Philipson
Interdisciplinary Studies, BS	School of Business Leadership */**	Rebecca Bland
Leadership, MA	School of Business Leadership *	Dr. Jesus Sampedro
Management and Ethics, BS	School of Business Leadership */**	Rachel Bailey
Media Production and Communication, BS	Adult School of Arts and Sciences * / School of General Education **	Dr. Garret Castleberry
Network Management & Security, AS	School of Business Leadership */**	See Cybersecurity, BS
Psychology, BS	School of Behavioral Science and Counseling */**	Dr. Kimberly Thomas

\* College of Adult and Graduate Studies; \*\* College of Arts and Sciences

## Multidisciplinary Combination Options

**LEGEND:** College abbreviations used in this table are as follows: **AA**-Associate of Arts; **AS**-Associate of Science; **BA**-Bachelor of Arts; **BS**-Bachelor of Science; **BBA**-Bachelor of Business Administration; **MA**-Master of Arts; **MBA**-Master of Business Administration; **Med**-Master of Education; **MS**-Master of Science.

**Program with optional disciplines listed** The College of Arts and Sciences offers Multidisciplinary Studies in the following areas of study: Biology; Business Administration; Communication and Media; Data Analytics; Digital Marketing; English; Management and Ethics; Mathematics; Ministry Leadership; Professional Education; and Psychology. (See Multidisciplinary Options)

College of Arts and Science students choose their program and one optional discipline:

<b>BIOLOGY, BS</b> (10 options)	<b>MANAGEMENT AND ETHICS, BS</b> (9 options)
Business Administration	Biology
Communication and Media	Communication and Media
Data Analytics	Data Analytics
Digital Marketing	Digital Marketing
English	English
Management and Ethics	Mathematics
Mathematics	Ministry Leadership
Ministry Leadership	Professional Education
Professional Education	Psychology
Psychology	<b>MATHEMATICS, BS</b> (10 options)
<b>BUSINESS ADMINISTRATION AND ETHICS, BBA</b> (9 OPTIONS)	Biology
Biology	Business Administration
Communication and Media	Communication and Media
Data Analytics	Data Analytics
Digital Marketing	Digital Marketing
English	English
Mathematics	Management and Ethics
Ministry Leadership	Ministry Leadership
Professional Education	Professional Education
Psychology	Psychology
<b>DATA ANALYTICS, BS</b> (10 options)	<b>MEDIA PRODUCTION AND COMMUNICATION, BS</b> (10 options)
Biology	Biology
Business Administration	Business Administration
Communication and Media	Data Analytics
Digital Marketing	Digital Marketing
English	English
Management and Ethics	Management and Ethics
Mathematics	Mathematics
Ministry Leadership	Ministry Leadership
Professional Education	Professional Education
Psychology	Psychology
<b>DIGITAL MARKETING, BS</b> (10 options)	<b>MINISTRY LEADERSHIP, BS</b> (10 options)
Biology	Biology
Business Administration	Business Administration
Communication and Media	Communication and Media
Data Analytics	Data Analytics
English	Digital Marketing
Management and Ethics	English
Mathematics	Management and Ethics
Ministry Leadership	Mathematics
Professional Education	Professional Education
Psychology	Psychology
<b>ENGLISH, BA</b> (10 options)	<b>PSYCHOLOGY</b> (10 options)
Biology	Biology
Business Administration	Business Administration
Communication and Media	Communication and Media
Data Analytics	Data Analytics
Digital Marketing	Digital Marketing
Management and Ethics	English
Mathematics	Management and Ethics
Ministry Leadership	Mathematics
Professional Education	Ministry Leadership
Psychology	Professional Education

## Concentrations, Emphases, and Areas of Specialization

<b>LEGEND:</b> College abbreviations used in this table are as follows: <b>AA</b> -Associate of Arts; <b>AS</b> -Associate of Science; <b>BA</b> -Bachelor of Arts; <b>BS</b> -Bachelor of Science; <b>BBA</b> -Bachelor of Business Administration; <b>MA</b> -Master of Arts; <b>MBA</b> -Master of Business Administration; <b>Med</b> -Master of Education; <b>MS</b> -Master of Science.	
<b>Business Administration, MBA (6 Options)</b>	<b>Digital Marketing (1 Option)</b>
Communication Emphasis *	Christian Ministries Concentration *
CPA Accounting Emphasis *	<b>English (2 Options)</b>
Healthcare Management Emphasis *	Literary and Cultural Studies Track**
Human Resource Management Emphasis*	Pre-Law Track
International Business Emphasis *	<b>General Studies (1 Option)</b>
Management Accounting Emphasis*	Pre-Nursing Track */**
<b>Business Administration and Ethics, BBA (7 Options)</b>	<b>Leadership (6 Options)</b>
Christian Ministries Concentration *	Business Management Emphasis *
Communication Concentration */**	Communication Emphasis *
Data Analytics Concentration */**	Higher Education Emphasis *
Digital Marketing Concentration */**	Ministry Leadership Emphasis *
Healthcare Management Concentration */**	Public Administration Emphasis *
Management Information System */**	Transformational Leadership Emphasis*
Sports Management Concentration **	<b>Management and Ethics, BS (3 Options)</b>
<b>Christian Ministries, BS (4 Options)</b>	Communication Concentration */**
Business Administration Concentration *	Digital Marketing Concentration */**
Criminal Justice Concentration *	Management Information System */**
Digital Marketing Concentration *	<b>Mathematics, BS (2 Options)</b>
Psychology Concentration *	Data Analytics Concentration **
<b>Counseling, MS (4 Options)</b>	Management Information System Concentration **
Addiction and Substance Abuse Counseling Emphasis *	<b>Ministry Leadership, BS (4 Options)</b>
Applied Behavioral Science Emphasis *	Children's Ministry Concentration **
Marital, Couples, and Family Counseling/Therapy Emphasis *	Christian Worship Concentration **
Clinical Mental Health Counseling Emphasis *	Pastoral Care Concentration **
<b>Criminal Justice Administration and Ethics, BS (2 Options)</b>	Youth Ministry Concentration **
Christian Ministries Concentration *	<b>Psychology, BS (2 Options)</b>
Psychology Concentration */**	Christian Ministries Concentration *
<b>Data Analytics, BS (8 Options)</b>	Criminal Justice Concentration */**
Accounting Analyst */**	Educational Studies Concentration */**
Bioinformatics */**	<b>Secondary Education, BA (3 Options)</b>
Business Analyst */**	English **
Cybersecurity */**	Math **
Healthcare Management Analyst */**	Social Studies **
Math Analyst */**	
Sports Management **	
Business Administration Concentration */**	

\* College of Adult and Graduate Studies; \*\* College of Arts and Sciences

## Non-Degree Certificate Programs

Certificates	School
Addictions and Substance Abuse Counseling (Graduate)	School of Behavioral Science and Counseling *
Church Staff Leadership (Undergraduate)	School of Ministry *
Curriculum and Instruction (Graduate)	School of Teacher Education *
Educational Leadership and Administration (Graduate)	School of Teacher Education *
Financial Core Accounting (Undergraduate)	School of Business Leadership *
Healthcare Management (Graduate)	School of Business Leadership *
Human Resource Management (Graduate)	School of Business Leadership *
International Business (Graduate)	School of Business Leadership *
Management Accounting (Graduate)	School of Business Leadership *
Veterans' Policy (Undergraduate)	Adult School of Arts and Sciences *
Women In Ministry Leadership (Undergraduate)	School of Ministry *
Worship Arts and Leadership (Undergraduate)	School of Ministry *

\* College of Adult and Graduate Studies; \*\* College of Arts and Sciences



## THE UNIVERSITY

### Mission Statement

*Mid-America Christian University prepares students through a Wesleyan perspective to create, collaborate, and innovate to solve local and global problems for the glory of God through Jesus Christ and the good of society.*

This mission statement reflects MACU's stable, historical philosophy of education in the enduring identity and heritage of the University. This mission guides all the University's purposes, goals, and activities. The mission and objectives of Mid-America Christian University affirm the primary goal to equip men and women for effective Christian ministry, providing that a person does not have to be a pastor or a missionary to have a ministry.

All Christians are called to serve Christ and minister to others. Many graduates exercise this responsibility as pastors and full-time church ministers. Still, others are called to serve as musicians, teachers, counselors, or in other ways. The mission statement is congruent with the objectives and purposes of the institution. It continues to be evident in practical application.

### Vision Verse

*"Very truly, I tell you, whoever believes in me would do the works I have been doing, and they would do even greater things than these because I am going to the Father."*

(John 14:12)

### Vision Statement

Mid-America Christian University is

**"Preparing People to do Greater Things for God and His Kingdom"**

*Dream Bigger. Do Greater*

### History of the University

Chartered by the state of Texas and recognized as an institution of higher education, South Texas Bible Institute opened on September 14, 1953, in Houston, Texas. Under the leadership of Dr. Max R. Gaulke, the institute's founder, and president, the institute used the facilities of the First Church of God. They began their first class with 26 students.

In the fall of 1955, the curriculum was expanded into a four-year college and changed to Gulf Coast Bible College. In 1966, Gulf Coast Bible College became an American Association of Bible Colleges associate member and was granted full membership in 1968. Ten years later, it was granted full accreditation by the Southern Association of Colleges and Schools.

In June of 1968, Gulf Coast Bible College became a general agency of the Church of God, Anderson, Indiana. As a result of the action by the General Assembly, the College was granted representation on the Executive Council of the Church of God and full membership in the Commission on Higher Education of the Church of God. In the summer of 1985, Gulf Coast Bible College moved to Oklahoma City, Oklahoma, and became Mid-America Bible College. Moving to Oklahoma City placed the College under a new regional accreditation body, the Higher Learning Commission (HLC). In 2003, the College became Mid-America Christian University.

Since its inception, the University has been led by five distinguished presidents: Dr. Gaulke, the University's founder (1953 – 1975); Dr. John W. Conley (1975 – 1989); Dr. Forrest Robinson (1989 – 1999); Dr. John D. Fozard (1999 – 2022) and Rev. Phil A. Greenwald (2022 – Present).

## ADMISSIONS

*For the kingdom of God does not mean food and drink but righteousness and peace and joy in the Holy Spirit; he who thus serves Christ is acceptable to God and approved by men. Romans 14:17-18*

Mid-America Christian University is committed to preparing leaders whose life, character, convictions, and gifts make them worthy ambassadors of Jesus Christ.

The University admits individuals who would profit from the educational environment that the University offers. Students should possess evidence of moral integrity, exhibit a life of sensitivity to God and their fellow students, and be regular participants in the fellowship of an evangelical church.

As a condition of enrollment, all students are asked to sign a statement expressing their willingness to observe all University regulations and guidelines. In addition, upon signing their application, students declare they understand and respect the institution's rules.

While MACU admits students of any race, color, disability, gender, religion, and national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, the University reserves the right to refuse admission, continued admission or readmission to any student or prospective student who does not meet the admission qualifications for acceptance into MACU or abide by the University's regulations and guidelines.

The details of campus conduct are contained in the Student Handbook.

Students may download a copy of the handbook at [www.macu.edu](http://www.macu.edu) or on the student portal at my.macu.edu.

All prospective students, regardless of their previous affiliation with the university, must submit a new application for each level of education they wish to pursue (certificate, associate, bachelor, or graduate). The policy aims to streamline the admissions process and ensure that applicants are evaluated based on their qualifications and suitability for the specific education level they seek. The application must include all necessary materials determined by the program's admissions requirements for the particular level of education, such as academic transcripts, standardized test scores (if applicable), recommendation letters, personal statements, and other required documents. Each application will be reviewed separately and evaluated based on the specific criteria and standards established for the respective level of education.

### Admission Classifications

The Enrollment Support Services and the Office of the Registrar review all applications. Acceptance is granted under one of the following classifications:

**Regular (Full) Acceptance** — Students who have submitted all required fees, documents, and official transcripts and achieved all program admission requirements are granted acceptance.

**Probationary Acceptance** — Transfer students with a cumulative (overall college) GPA below 2.0 or suspension at their most recent academic institution may be admitted under probationary acceptance. For students granted probationary acceptance, continued enrollment at MACU depends upon their cumulative GPA during the first term of attendance. The cumulative GPA standards for the student's class level are applied at the end of the first term of probationary enrollment (see Academic Probation and Suspension section below). Students are highly recommended to sign and abide by a Student Success Plan. Failure to do so may result in discontinued enrollment.

**Provisional Acceptance** — Applicants who fail to meet the admission requirement(s) for a given program or require readmission after suspension/dismissal may submit a written appeal to the University Admissions Committee (UAC) for further consideration for provisional acceptance. If admitted via the UAC, students may have additional provisions required to ensure the best possible opportunity for academic success. Students who fail to meet those provisions outlined by the committee may be suspended from the University. It is highly recommended that undergraduate students sign and abide by a Student Success Plan. Failure to do so may result in discontinued enrollment.

**Conditional Acceptance** — Students may submit official or unofficial transcripts that are not final transcripts for Conditional Acceptance. Students are considered for regular or probationary admission once all official, final transcripts and test scores have been submitted, as applicable by application type. Financial aid could be affected for students with a conditional acceptance status. MACU recommends submitting all transcripts before classes begin to secure accurate Title



IV funding. The Office of the Registrar must have all admission requirements before the student's first term ends. The Office of the Registrar or Vice President of Academic Affairs can approve an extension of one period.

**Special Acceptance** — Non-degree-seeking and concurrently enrolled high school students are granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program.

### Validity of Admission Requirements

A student must have been admitted to the University before the registration period ends for any given period to be eligible for enrollment. The Office of the Registrar reviews applications and supporting documents for admission. The Office of the Registrar grants final acceptance to the University after the application's official documents have been submitted. Therefore, student self-certification is not sufficient documentation. There is no appeal process if the Office of the Registrar cannot validate any required documentation for admission.

### High School Diploma

If the validity of any official high school diploma is questioned. In that case, the Office of the Registrar relies on a State's determination as to what constitutes a high school diploma in that state, checking with the relevant department or agency in the state in which the high school is located to determine if a diploma from the high school (which does not have to be accredited) is recognized by that state. Another resource within the state that may also determine the validity of the high school diploma is the State Attorney General's office. For example, one State Attorney General's office has taken enforcement actions against entities that issue diplomas or other certificates of completion of secondary education without providing legitimate secondary school education.

International applicants must have official transcripts sent to the University. In addition, copies of all secondary and post-secondary transcripts, the General Certificate of Education (GCE), and the original documents themselves, results, diplomas, and other certificates not in English must be evaluated by an approved independent transcript evaluating organization (<http://www.naces.org/members.html>). It is the applicant's financial responsibility to obtain transcripts and evaluations. See the Office of the Registrar for more information.

### Enrollment Status Classifications

**Full-Time Student.** A student who is enrolled as follows:

- Traditional Undergraduate Program and enrolled in 12 or more credit hours of coursework in a 16-week term;
- Adult and Graduate Studies Undergraduate Program and enrolled in six (6) or more credit hours in a 10-week term; or
- Adult and Graduate Studies Graduate Program enrolled in six (6) or more credit hours in a 12-week term.

**Part-Time Student.** A student who is enrolled as follows:

- Traditional Undergraduate Program and enrolled in less than 12 credit hours of coursework in a 16-week term;
- Adult and Graduate Studies Undergraduate Program and enrolled in less than six (6) credit hours in a 10-week term; or
- Adult and Graduate Studies Graduate Program and enrolled in less than six (6) credit hours in a 12-week term.

**Unclassified Student.** Non-degree-seeking and Prerequisite students enrolled in required graduate program prerequisite courses are granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program. (See Special Acceptance)

**Conditional Student.** A student who is enrolled under the conditional acceptance policy. (See Conditional Acceptance)

**Concurrent Student.** A concurrently enrolled high school student is granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program. (See Concurrent Enrollment)

**Provisional Student.** A student who is admitted or allowed to enroll by special action of the University Admissions Committee. (See Provisional Acceptance above)

## Traditional Undergraduate Programs

### **First-Year Student Applicants**

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First-year admission to the College of Arts and Sciences (CAS) is based on the evaluation of three criteria, and applicants must meet at least two of the following criteria to be admitted:

- Graduation from high school with an academic rank in the upper half of their graduating class (unweighted) or has made satisfactory scores in the upper half on the GED. (General Development Test);
- A high school grade point average of 2.0 (unweighted) or higher; and
- A composite score on the ACT of 18 or a combined SAT score of 970 (or 870 if taken before March 2016).

Applicants must submit the following to the Admissions Office:

A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
1. A completed Admissions Application;
  2. The ACT or SAT Profile;
  3. A final copy of the high school student transcript. The admission decision can be made on a transcript that does not have the entire senior year. A final transcript with the complete record is needed for enrollment; and
  4. An official transcript of any college credit completed during high school enrollment, including subject exam transcripts (Advanced Placement, CLEP, or DANTES) and colleges.

If the applicant is currently attending college. In that case, they should have transcripts of all previous college work sent to the Office of Admission when an application for admission is submitted. In addition, they must have a supplementary transcript forwarded immediately after completing all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become the property of Mid-America Christian University and are not reproduced, returned, or copied.

Applicants who have completed high school equivalency through the General Development Test (GED) examination or students who attended a homeschool are accepted based on an evaluation of their college placement exams. GED and homeschooled applicants should present ACT or SAT scores with their application.

Once accepted, the following must be submitted:

1. A \$50.00 enrollment deposit to confirm the intention to enroll;
2. Residency Forms;
3. Health Forms;
4. Immunization Records; and
5. Registration Agreement

### **Early Acceptance**

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Students who show maturity and academic promise in completing their junior year in high school may seek early acceptance for post-high school enrollment at Mid-America Christian University College of Arts and Sciences. Instead of a high school diploma, the following apply:

- CGPA (cumulative grade point average) of 3.00 unweighted or higher based on a 4.00 scale for all high school grades completed and academic rank in the upper half of their graduating class; or ACT composite score of 20 or a combined SAT score of 1020 (or 940 if taken before March 2016);
- A recommendation form from a person other than a family member, i.e., high school principal, counselor, coach, or employer; and
- Eligible to complete requirements for graduation from high school no later than the spring of the senior year as verified by an authority from the high school.

Suppose they are homeschooled and unable to provide a class rank or a test score from an accredited homeschool association. In that case, they are reviewed through a placement exam that evaluates students' college readiness based on their admission application and placement exam scores. Homeschooled applicants should present Advanced Placement (AP), ACT, or SAT scores with their application.

Applicants must submit the following to the Admissions Office:

A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
1. A completed Admissions Application;
  2. The ACT or SAT Profile;
  3. A copy of the high school student transcript. The admission decision can be made on a transcript that does not have the whole junior year. A final transcript with the complete record is needed for enrollment; and
  4. An official transcript of any college credit completed during high school enrollment, including subject exam transcripts (Advanced Placement, CLEP, or DANTES) and colleges.

**Note:** High school students who wish to enroll need to refer to the Concurrent Enrollment section below.

### Transfer Applicants

A College of Arts and Sciences transfer applicant is a degree-seeking student who has earned at least 24 college-level transferable credit hours from another regionally accredited post-secondary institution. Those with fewer than 24 college-level credit hours are subject to freshman entrance requirements. In addition, the transfer applicant must be in good academic standing without disciplinary problems at the last university attended and have at least a 2.00 cumulative GPA. As a condition for admission, the applicant must submit official transcripts from each college and university attended. All grades are recorded on transfer to Mid-America Christian University. Still, there is a limit on the number of "D" grades that can apply to complete the degree. Transfer applicants seeking a major in educational studies must have a 2.5 GPA at admission. Applicants should consult their admissions counselor for information about their areas of interest.

The Admissions Office considers applications only after the following steps are completed:

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;  
Unacceptable ID Examples:
  - Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. A completed Admissions Application; and
3. Official transcripts from each university attended are on file in the Admissions Office.

If the applicant is currently attending a college. In that case, they should have transcripts of all previous college work sent to the Office of Admission when an application for admission is submitted. In addition, they must have a supplementary transcript forwarded immediately after completing all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become the property of Mid-America Christian University and are not reproduced, returned, or copied.

If the applicant is considered to be a transfer student. In that case, the Office of the Registrar reviews the evaluation of courses and hours needed to complete the degree to confirm the applicant's status. See the "Transfer Regulations" section below to explain the transfer credit process.

Once accepted, the following must be submitted:

1. A \$100.00 enrollment deposit to confirm the intention to enroll;
2. Residency Forms;
3. Health Forms;
4. Immunization Records; and
5. Registration Agreement

### **Concurrent Enrollment**

A student of sufficient maturity who has begun at least their junior year of high school may enroll concurrently at MACU. A high school student may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college workload of 19 semester credit hours. For calculating workload, one-half of the high school unit is equivalent to three semester credit hours of college work. Students cannot take more than six hours of college-level work per semester without prior approval from the high school principal or guidance counselor. To qualify for admission, the student must meet the following requirements:

1. CGPA (cumulative grade point average) of 3.00 unweighted or higher based on a 4.00 scale for all high school grades completed; or ACT composite score of 20 or a combined SAT score of 1030 (or 940 if taken before March 2016);
2. A letter from either the high school principal or guidance counselor stating the student is approved for concurrent enrollment; and
3. Eligible to complete requirements for graduation from high school no later than the spring of the senior year as verified by an authority from the high school.

Concurrently enrolled students must maintain a 2.00 cumulative GPA at MACU to continue dual enrollment courses and maintain a high school 3.0 unweighted GPA. Suppose students fall below these grade point criteria. In that case, they may be reinstated following the grading period that their overall unweighted GPA returns to the required minimum.

Suppose they are homeschooled and unable to provide a class rank or a test score from an accredited homeschool association. In that case, they are reviewed through a placement exam that evaluates students' college readiness based on their admission application and placement exam scores. Homeschooled applicants should present Advanced Placement (AP), ACT, or SAT scores with their application.

Students who complete their high school requirements may continue as concurrent students for the summer following graduation. Students who want to continue enrollment at MACU after the summer term must apply for a degree-seeking program or an unclassified non-degree-seeking student. The charges for registration during the summer term are at a concurrent rate. These rates increase to the standard charges if the student enrolls as a degree-seeking or non-degree-seeking student after the summer term.

See the Office of the Registrar for a list of approved lower-division courses. Students who wish to take accelerated online courses in the summer may do so only if they are rising high school seniors.

Applicants must submit the following to the Admissions Office:

1. A photocopy of the applicant's United States government-issued driver's license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University does not ask for or accept a photocopy of a student's military ID, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
- Credit or debit card of any kind, even one with a photograph
- Birth certificate
- Social Security card
- Employee ID card
- Missing Child ("ChildFind") ID card
- Any temporary ID cards

2. A completed Admissions Application;
3. The ACT or SAT Profile;
4. A copy of the high school student transcript through sophomore year. The admission decision can be made on a transcript with no sophomore year. A final transcript with the complete record is needed for enrollment; and
5. An official transcript of any college credit completed during high school, including subject exam transcripts (Advanced Placement, CLEP, or DANTES) and colleges.

### **Applying for Admission to the College of Arts and Sciences**

Those desiring to apply to the Mid-America Christian University College of Arts and Sciences must complete the application process by meeting all of the admissions requirements noted in the previous section of this catalog and submitting all requested documents to:

**College of Arts and Sciences**  
Attn. Office of Admissions  
Mid-America Christian University  
3500 S. W. 119<sup>th</sup> St.  
Oklahoma City, OK 73170

**Phone: 405.692.3281**  
**Fax: 405.692.3172**  
**Email: [admissions@macu.edu](mailto:admissions@macu.edu)**

### Adult and Graduate Studies

#### **Undergraduate Admissions Procedures**

Mid-America Christian University offers several undergraduate programs to help adult students complete their associate's and bachelor's degrees. The associate degree programs are designed to prepare students for bachelor's degrees. This accelerated program is designed for adult learners with significant work history, qualifying life experiences, and earned college-level credit. Age and marital/family/employment status are potentially defining factors. A transfer applicant not in good academic standing (2.0 cumulative GPA) may be admitted with probationary acceptance (see Academic Probation and Suspension section). Applicants not meeting admissions requirements may appeal to the University Admissions Committee.

College of Adult and Graduate Studies (CAGS) bachelor's degree candidates are expected to complete an associate degree at Mid-America Christian University or transfer an earned associate degree from a regionally accredited institution that meets Mid-America Christian University's core requirements.

Applicants must meet or complete the following criteria:

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Complete an Admissions Application; and
  3. Submit/request official transcripts from each college and university attended and confirm high school graduation if the student has earned less than six (6) semester hours of college-level transferable post-secondary credits. Suppose the applicant does not have at least six (6) semester hours of college-level transferable post-secondary credits. In that case, applicants must provide an official transcript that confirms or proves high school graduation or the federally approved equivalency, such as a General Development Test (GED) or approved homeschool transcript.

If the applicant is currently attending college. In that case, they should have transcripts of all previous college work sent to the Office of Admission when an application for admission is submitted. In addition, they must have a supplementary transcript forwarded immediately after completing all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become Mid-America Christian University's property and are not reproduced, returned, or copied.

### Accelerated Programs (4+1/4+3 Programs)

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The design of the 4+1 or 4+3 accelerated bachelor's and master's degrees provides select high-achieving undergraduate students with the opportunity to combine advanced undergraduate coursework with graduate coursework to accelerate graduate degree completion. These programs allow accelerated students to obtain a bachelor's degree and a master's degree within five years. These programs are preapproved combinations and are internal to MACU.

Applicants must meet or complete the following additional criteria:

1. A photocopy of the applicant's United States government-issued driver's license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University does not ask for or accept a photocopy of a student's military ID, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Complete a FastTrack (4+1 or 4+3) Accelerated Program Application;
  3. Submit official transcripts from each college and university attended. Students who have earned less than 49 hours of college-level credit should not apply;
  4. Minimum overall cumulative grade point requires a 3.00 CGPA (scale is 4.00 = "A") in degree-applicable courses; and
  5. Additional criteria specific to a plan of study:
    - a. Students who are not in an Accounting bachelor's degree plan of study and wish to enroll in the MBA, CPA Accounting Emphasis are required to have the following prerequisite courses:  
ACCN 3913 Intermediate Accounting II\*\*  
ACCN 3933 Income Tax Accounting I  
ACCN 4443 Advanced Financial Accounting **OR** Equivalent  
ACCN 4633 Auditing
    - b. Master of Education Curriculum and Instruction 4+1 graduate degree program, prospective students must be in a teacher education study plan. (The Master of Education in Educational Leadership and Administration degree does not qualify for the accelerated 4+1 program.)
    - c. Before applying for the Master of Science Counseling 4+3(two to three yrs.) graduate degree, candidates must complete five (5) courses in behavioral sciences that are psychological in nature at the undergraduate level with a grade of B or better. Four of these courses must be for three semester credit hours; the fifth class could be a three-semester credit hour or a two-semester credit hour class. Without completing these five courses, students cannot take the first course in the Master of Science in Counseling program.

All applications are subject to review, and admission is not guaranteed. To remain in this program, candidates must have a cumulative GPA of 3.00 from when they applied (at 49 credit hours completed in the undergraduate degree) to when the student begins taking graduate courses during their junior and senior years. See Academic Program Requirements for more information.

## Graduate Admission Procedures

An applicant may be eligible for admission to the College of Adult and Graduate Studies if they meet the following criteria:

### ***Master of Arts in Leadership degrees***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Official transcript showing conferral of a bachelor's degree from a regionally accredited college or university;
  3. Completed and signed admission application; and
  4. The minimum overall cumulative grade point (CGPA) requires a 2.75 CGPA (scale is 4.00 = "A") in degree-applicable courses. Students whose CGPA is below this requirement but whose last 60 hours were at least a 2.75 GPA are acceptable.

The Registrar grants admission to the University upon recommendation.

### ***Master of Business Administration (MBA) degrees and certificates***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Official transcript showing conferral of a bachelor's degree from a regionally accredited college or university;
  3. Completed and signed admission application; and
  4. The minimum overall cumulative grade point (CGPA) requires a 2.75 CGPA (scale is 4.00 = "A") in degree-applicable courses. Students whose CGPA is below this requirement but whose last 60 hours were at least a 2.75 GPA are acceptable.

**Note:** Students who do not have a bachelor's degree in Accounting and wish to enroll in the MBA, CPA Accounting Emphasis, or Management Accounting Emphasis must have the following prerequisites.

#### **CPA Accounting Emphasis prerequisite courses:**

ACCN	3913	Intermediate Accounting II**
ACCN	3933	Income Tax Accounting I
ACCN	4443	Advanced Financial Accounting <b>OR</b> Equivalent
ACCN	4633	Auditing

#### **Management Accounting Emphasis prerequisite courses:**

ACCN	3913	Intermediate Accounting II**
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\*\* If a student has not completed Intermediate Accounting II, the student must complete this course and additional prerequisite courses before enrollment.

The Registrar grants admission to the University upon recommendation.

***Master of Science in Counseling degrees***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;  
Unacceptable ID Examples:
  - Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Official transcript showing a bachelor's degree conferral from a regionally accredited college or university;
3. Completed and signed admission application;
4. The minimum overall cumulative grade point (CGPA) requires a 2.75 CGPA (scale is 4.00 = "A") in degree-applicable courses. Students whose CGPA is below this requirement but whose last 60 hours were at least a 2.75 GPA are acceptable; and
5. Before enrollment, prospective students must complete five (5) courses in behavioral sciences that are psychological in nature at the undergraduate level with a grade of B or better. Four of these courses must be for three semester credit hours; the fifth class could be a three-semester credit hour or a two-semester credit hour class. Without completing these five courses, students cannot take the first course in the Master of Science in Counseling program.

The Registrar grants admission to the University upon recommendation.

***Addiction and Substance Abuse Counseling Certificate***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;  
Unacceptable ID Examples:
  - Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Students must be in good standing in a counseling program or have completed a master's degree in counseling that would qualify them for another license (LPC or LMFT);
3. Students are assumed to have the additional necessary coursework to apply for the LADC/MH that meets or is equivalent to those of the current Master of Science in Counseling, Addiction, and Substance Abuse Counseling emphasis; and
4. Additional needed coursework to qualify for the LADC license can be added to the certification program to be taken in addition to the basic requirements for certification. Documentation is required from the state licensing board of these courses before enrollment.  
**Note:** To receive Title IV funding for these additional courses, they must be approved before conferring the certificate.

The Registrar grants admission to the University upon recommendation.



***Master of Education (MEd) Curriculum and Instruction degrees and certificates***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Official transcript showing conferral of a bachelor's degree from a regionally accredited college or university;
  3. Completed and signed admission application; and
  4. The minimum overall cumulative grade point (CGPA) requires a 3.00 CGPA (scale is 4.00 = "A") in degree-applicable courses. Students whose CGPA is below this requirement but whose last 60 hours were at least a 3.00 GPA are acceptable.

The Registrar grants admission to the University upon recommendation.

***Master of Education (MEd) in Educational Leadership and Administration degrees and certificates***

1. A photocopy of the applicant's United States government-issued driver's license, US state non-driver ID card, or passport identification. The University does not ask for or accept a photocopy of a student's military ID in compliance with federal law, should an applicant have one;

Unacceptable ID Examples:

- Any document with a statement such as "not valid as identification."
  - Credit or debit card of any kind, even one with a photograph
  - Birth certificate
  - Social Security card
  - Employee ID card
  - Missing Child ("ChildFind") ID card
  - Any temporary ID cards
2. Official transcript showing conferral of a bachelor's degree from a regionally accredited college or university;
  3. Completed and signed admission application;
  4. The minimum overall cumulative grade point (CGPA) requires a 3.00 CGPA (scale is 4.00 = "A") in degree-applicable courses. Students whose CGPA is below this requirement but whose last 60 hours were at least a 3.00 GPA are acceptable; and
  5. Two years of teaching experience in a public or private school accredited by the Oklahoma State Department of Education or another state's education department.

The Registrar grants admission to the University upon recommendation.

***Applying for Admission to the College of Adult and Graduate Studies***

Those desiring to apply to the Mid-America Christian University College of Adult and Graduate Studies must complete the application process by meeting all of the admission requirements noted in the previous section of this catalog and submitting all requested documents, according to their specific program, as follows, to:

**College of Adult and Graduate Studies**

Attn: Enrollment Dept.  
Mid-America Christian University  
3500 S. W. 119<sup>th</sup> St.

Oklahoma City, OK 73170

**Phone: 888.888.2341**

**FAX: 405.418.7160**

**Email: [enroll@macu.edu](mailto:enroll@macu.edu)**

Admission Application forms are available online at [www.macu.edu](http://www.macu.edu) or by contacting the College of Adult and Graduate Studies Enrollment Department.

### Transient and Non-Degree-Seeking Students

Students who do not wish to seek a degree at Mid-America Christian University, do not qualify for regular admission, or are enrolled and pursuing a degree at other colleges and universities (transient) may enroll at Mid-America Christian University as non-degree-seeking or transient students. Course enrollment for transient and non-degree-seeking students has the following conditions:

1. Students must meet all prerequisites and requirements for courses in which they wish to enroll;
2. Students are limited to enrolling in specific courses (see the Registrar about these limitations);
3. Students may not take more than a cumulative total of 24 credit hours or six graduate credit hours without permission from the Vice President of Academic Affairs;
4. Transient students must give evidence of good standing at their University and have their university's approval to ensure the course(s) would transfer as desired. Mid-America Christian University does not guarantee that a course meets another institution's program requirements;
5. Students are subject to the same policies and procedures as Mid-America Christian University degree-seeking students; and
6. Mid-America Christian University degree-seeking students have enrollment priority when space is limited.

### Admission of Veterans

Mid-America Christian University is approved as a degree-granting institution for the attendance of eligible veterans.

Therefore, eligible veterans may receive college benefits while attending this University. Veterans may obtain an "Application for Benefits" from the closest regional VA office or online at [www.va.gov](http://www.va.gov). Write or call the Student Veteran Advisor for further information on this subject. Veterans who qualify and wish to use their benefits must supply a copy of their Certificate of Eligibility and complete the MACU Veteran Responsibility Agreement at the beginning of each registration period. See [MACU Active Military & Veteran Services](#).

Any student using Department of Defense (DOD) funding, including but not limited to tuition assistance or VA education benefits, is required to provide all official military transcripts for evaluation. Students utilizing DOD funding must also provide a copy of the approved tuition assistance form and a completed MACU Student Responsibility Agreement ten (10) days before class starts.

**Student Veteran Advisor**  
Mid-America Christian University  
3500 S. W. 119<sup>th</sup> St.  
Oklahoma City, OK 73170

**Phone: 405.692.3147**  
**Email: [macuva@macu.edu](mailto:macuva@macu.edu)**

## International Students

### **English Proficiency**

In addition to meeting general admission requirements, international students must demonstrate skills in the English language. All applicants for whom English is a second language must present evidence of proficiency in the English Language in one of these ways:

- Duolingo English Test, Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) exams. Applicants must send official test results directly to the Office of Admissions. Scores over two years old by the beginning of the term you wish to enter are unacceptable unless you have been attending school in the US since the test date. MACU's TOEFL institutional code is 1541. In addition, the following test scores are required for all programs:

- **Undergraduate programs** - Duolingo – 95; TOEFL (Internet Based Exam)– 73; or IELTS – 6
- **Graduate programs** - Duolingo – 100; TOEFL (Internet Based Exam)– 79; or IELTS – 6

- Secondary school work in the United States, including achieving the high school curricular requirements required for first-year admission or attaining the recognized certificate of completion required to enter a university in any other country where English is the native language and the language of instruction in the high school.

Anguilla	Dominica	New Zealand
Antigua & Barbuda	Falkland Island	St. Kitts and Nevis (St. Christopher and Nevis)
Australia	Grenada	St. Lucia
Bahamas	Guam (U.S. Citizens)	St. Vincent and the Grenadines
Barbados	Guernsey	South Africa
Belize (British Honduras)	Guyana (not Ghana in Africa)	Trinidad and Tobago
Bermuda	Ireland	Turks and Caicos Islands
The British Virgin Islands	Jamaica	United Kingdom (England, Wales, Scotland, Northern Ireland)
Canada (except Quebec)	Jersey	U.S. Virgin Islands
Cayman Islands	Mauritius	
Channel Islands	Monterrey	

- Satisfactory completion of 24 or more credit hours of college-level coursework (not including remediation, English as a Second Language (ESL), or application courses such as physical education or music) from a regionally or nationally accredited University in the United States or in any other country in which English is the native language (see list above).

**Note:** Simple instruction in English, completion of 24 hours of university coursework, or completion of a degree in a country where English is the official but not native, language does not satisfy this requirement.

- Completing a bachelor's degree, or higher, at an accredited university in the United States or any other country where English is the native language (see list above).

### **Transcripts**

International applicants must have official transcripts sent to the University. In addition, copies of all secondary and post-secondary transcripts, the General Certificate of Education (GCE), and the original documents themselves, results, diplomas, and other certificates not in English must be evaluated by an approved independent transcript evaluating organization (<http://www.naces.org/members.html>). It is the applicant's financial responsibility to obtain transcripts and evaluations. See the Office of the Registrar for more information.

**Note:** If they are a student-athlete, the National Association of Athletics (NAIA) would require evaluations completed by [InCred evaluation](#).

### International Transfer Credit Process

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The Office of the Registrar evaluates and verifies all academic credentials to determine whether transfer credits are awarded. All college-level coursework completed at an international institution assessed by an approved independent transcript-evaluating organization (<http://www.naces.org/members.html>) is reviewed for acceptance by the Office of the Registrar. In addition, all coursework that equates to MACU coursework is transcribed.

**Note:** The National Association of Athletics (NAIA) requires student-athlete international transcript evaluations to be completed by [InCred evaluation](#).

### International Transfer Credit Equivalency

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At the student's expense, transcripts from international institutions must be evaluated by an approved independent transcript-evaluating organization (<http://www.naces.org/members.html>). For example, if they are a student-athlete, the National Association of Athletics (NAIA) would require evaluations completed by [InCred evaluation](#). In addition, these transcripts must be assessed for the following:

- Translation
- Accreditation
- The authenticity of the documents
- Education benchmarks (how many years does each benchmark represent)
- Equivalency of courses
- Credit value (reporting may be credit-based, hour based, marked-based, or outcome-based)
- Level of the program
- Grading Scale
- Cumulative GPA
- Equivalency of the degree or diploma

### Admission of Residential International Students

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The eligibility of an international student to pursue educational studies in the United States is determined by their possession of a valid F-1 visa. To be eligible for an F-1 visa, a student must possess a valid passport, an I-20 ID form completed by both the University and the student, and a letter of acceptance. A visa is a document issued by a country that gives the possessor permission to come to that country's borders to request permission to leave that country.

*Final decisions about permission rest with the local immigration officials of that country.*

Students desiring to apply for admission to the United States as F-1 students to attend Mid-America Christian University must meet all admission requirements for their program and the following criteria. All Admission requirements must be received no later than 30 days before the start of a given semester to be considered for acceptance to the University:

- Apply to the University
  - Complete the application
  - Provide an email address for one reference (CAS only).
  - Provide one letter of good standing from transferring institution (transfer students only).
  - Provide official Academic Credentials.

All transcripts (high school or College) may apply to the program. In addition to providing original transcripts, students must submit an evaluation of international transcripts by a professional evaluation service at the student's expense. Global transcript evaluation may acquire information from the Office of the Registrar. The National Association of Athletics (NAIA) requires international student-athlete evaluations to be completed by [InCred evaluation](#).

- English Proficiency Requirement
  - All new applicants for undergraduate study for whom English is a second language must show proficiency by achieving the following minimum scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exams. Scores

over two years old by the beginning of the term students wish to enter are unacceptable unless they have been attending school in the US since the test date.

- Undergraduate programs - a score of 500 or better on the paper-based TOEFL exam, 173 on the computer-based TOEFL exam, 61 on the Internet-based TOEFL exam, or 5.5 for an IELTS exam.
- Graduate programs - score 550 or better on the paper-based TOEFL exam, 213 on the computer-based TOEFL exam, 79 on the Internet-based TOEFL exam, or 6.5 for an IELTS exam.
- US high school diploma, GED, or any other country where English is the native language.
- Satisfactory completion of 24 or more credit hours of college-level coursework from a regionally or nationally accredited University in the United States or any other country in which English is the native language.
- Successful completion of an English as a Second Language (ESL) program.
- Certificate of Financial Resources (CFR) form confirming coverage of all University, personal, and travel expenses for each academic year at Mid-America Christian University.
- Pay a \$500 international deposit (30 days before the first day of classes)
- Pay first semester's account balance:
  - The first ½ of the student's first-semester balance is DUE AUGUST 1ST before the start of the semester.
  - The second ½ of the student's first-semester balance is paid out in a monthly payment plan provided by the Bursar's office.
  - Each semester following, the student would receive a payment plan with the expectation that the balance would be paid in full by the end of that semester to move forward with enrollment into the next semester.

Upon full regular acceptance into a program and verification that the student meets the criteria above, the admissions or enrollment departments would send a letter of acceptance to the student. Upon receipt of the required advance deposit and verification of finances, the Designated School Official sends the student a completed I-20 ID form. *Documents for a visa are not issued until the above requirements are met.*

The following do not need to be shown until the student arrives on campus. However, once on campus, please submit these to the DSO in the Office of the Registrar.

- Proof of health insurance which includes repatriation
- Immunization records
- Passport
- I-94
- F-1 Visa

**Note:** International students need the maturity, perseverance, and ability to complete a University program in another culture. References are frequently requested.

**Note:** Mid-America Christian University cannot guarantee scholarships or work opportunities on campus. See the section under "Financial Information" in this catalog.

More information on studying abroad at MACU can be found in the International Student Handbook.

## Undocumented Student Admissions

Undocumented students may incorrectly assume that they cannot legally attend college in the United States. **However, no federal or state law prohibits the admission of undocumented immigrants to US colleges**, public or private. In addition, federal or state laws do not require students to enter US higher education institutions to prove citizenship. However, institutional policies on admitting undocumented students vary.

The information below would help answer admissions questions and provide details about financial resources. MACU would do its best to find resources to assist undocumented and DACA students. They are students who work hard to pursue their education and become members of the MACU Family.

### **How to Apply as an Undocumented Student**

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MACU welcomes all undergraduate and graduate applicants regardless of citizenship status. With or without Deferred Action for Childhood Arrivals (DACA) status, undocumented students should follow the same application procedure as all other MACU applicants. See the sections above in the program or school of choice regarding application requirements in that program or school.

### **Undocumented Students and Financial Aid**

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Undocumented students are not eligible to receive federally funded financial aid, including loans, grants, scholarships, or work-study money. For additional information and frequently asked questions about financial aid and undocumented students, visit [Federal Student Aid: An Office of the US Department of Education](#).

Undocumented students who provide the institution a copy of a true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize their immigration status may be eligible for state and university scholarships.

CollegeBoard identifies three main areas where undocumented students may have unique concerns or obstacles: admission, tuition, and financial aid. [Read the full article](#).

#### ***Oklahoma Tuition and Grant (OTAG)***

Undocumented immigrants meeting specific requirements may be considered for Oklahoma Tuition and Grant (OTAG) awards.

Requirements for OTAG are:

- Have graduated from a public or private high school in Oklahoma.
- Have resided in Oklahoma with a parent or guardian while attending a public or private high school in Oklahoma for at least two years before graduation.
- Satisfy admission standards for the institution.
- Have provided the institution a copy of a true and correct application or petition filed with the United States Citizenship and Immigration Services (USCIS) to legalize the student's immigration status.

#### ***Outside Scholarships for MACU Students***

Mid-America Christian University believes that anyone with academic ability and motivation to learn should not be denied an education because of financial need. Therefore, the University attempts to help students and their families meet the cost of higher education through grants, scholarships, loans, employment opportunities, and other sources of aid. The Student Financial Aid Office administers programs per federal, state, and private agency guidelines and the university's funds. Funding may be based on financial need or academic, athletic, talent, or other merits.

Contact the Financial Aid Office for more information:

<https://www.macu.edu/prospective-student/financial-aid>  
[financialaid@macu.edu](mailto:financialaid@macu.edu)

(405) 692-3204

**Note:** Mid-America Christian University reviews applications holistically and does not consider financial need as a factor in admission.



### **Students with Undocumented Parents**

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Students who are US citizens or permanent residents with undocumented parents can apply to their FAFSA regularly until they have to sign the parent signature page. They cannot sign electronically and must print the signature page and mail it to FAFSA.

The hard copy should be signed and mailed to:

Federal Student Aid Programs  
PO Box 7652  
London, KY 40742-7652

### **Who is an Undocumented Student?**

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Typically, undocumented immigrants have entered the US without inspection or legal permission. Undocumented can also refer to someone with expired paperwork or in deportation proceedings.

Undocumented students are often brought to the US by their parents at very young ages, have completed most of their schooling in this country, and find out about their lack of legal status when they are in high school. Not having a social security number is one potential sign of being undocumented.

### **Readmission**

Students must apply for readmission if it has been more than one year since their last attendance at the University. Students who only enroll for summer terms (summer to summer students) do not need to reapply unless they graduate or break their continuous enrollment for a summer term.

Students who have attended another college or university since last attending the University must submit official transcripts from each institution attended to the University Admissions/Enrollment offices. Readmission is determined after an evaluation of all transferred work is made. Readmitted students are subject to the regulations in effect at readmission.

The Application for Admission form may be secured from the CAS Office of Admissions or the CAGS Office of Enrollment. It must be returned to that office at least 15 days before the beginning of the semester/period the student wishes to enroll.

For academic reasons, a returning student dismissed or suspended from MACU should see the Academic Probation and Suspension section. A student who has been dismissed for disciplinary reasons can be considered for reinstatement after an absence of the dismissal semester plus an additional semester, providing they complete the Readmission form and have a personal interview that is satisfactory to the University Admissions Committee. A student admitted by the University Admissions Committee must maintain an academic standard and conduct consistent with the institution. A student dismissed a second time for disciplinary reasons cannot be readmitted.

### **Readmission of Service Members**

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MACU will promptly readmit service members with the same academic status they had when they last attended the institution or were accepted for admission before deployment. This readmission applies to any student unable to attend school due to military service.

The Student Veteran Advisor is the designated contact of MACU that a student will contact to provide both notification of service and notice of intent to return.

#### **1. Student Responsibilities:**

- a. Students must notify the Student Veteran Advisor of their military service and intention to return to school.
- b. Student or an appropriate officer of the armed forces or official of the Department of Defense must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the

school and may not be subject to any rule of timeliness. Timeliness must only be determined by the facts in each case.

- c. The student may submit an attestation of military service that necessitated the absence from school at the time of readmission.
- d. The student is not required to provide notice if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- e. Students must give oral or written notice of their intent to return to the school within three years after the completion of the service period.
- f. Students must notify the school within two years after the period needed for recovery from hospitalization or convalescing due to an illness or injury incurred or aggravated during service performance.
- g. The student who fails to apply for readmission within the required periods outlined in section C, subsections e and f, does not automatically forfeit eligibility for readmission.

## 2. MACU Admission Process:

- a. The University must admit the student to the same program to which the student was last admitted or, if that exact program is no longer offered, the program most similar to that one, unless the student chooses a different one.
- b. The University must admit the student at the same enrollment status unless the student wants to enroll at a different enrollment status.
- c. The University must admit the student with the same credit hours completed during prior enrollment. However, if the student chooses, upon readmission, a different program, all completed credit hours may not apply to the selected new program.
- d. The University must admit the student with the same academic standing (e.g., with the same satisfactory academic progress status) as the student had before readmission.
- e. The cumulative length of the absence and all previous absences from the institution for military service may not exceed five (5) years. Only the time the student spends performing service is counted.

## 3. MACU Responsibilities:

- a. The University will assess the tuition and fee charges for the first academic year (if the student is readmitted to the same program) that the student was or would have been assessed for the academic year during which the student left the school. However, suppose veteran education or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year. In that case, the school may also assess those charges to the student.

### Felony Conviction Appeal Process

For students who have indicated on the application for admission that they have been convicted of a felony, additional information is required for the admissions decision. A felony conviction may not result in an automatic denial of admission. Instead, a code of conduct review team reviews the appeal letter.

Please submit typed letter attention to Student Affairs detailing the following:

1. Explanation of the conviction – type, date, and location
2. Address the circumstances
3. A statement of what life changes have occurred and how you have moved forward from the conviction.

### Transfer Regulations

The amount of credit granted to applicants for admission as transfer students depends upon the nature and quality of the applicant's previous work, evaluated according to the academic requirements of the Mid-America Christian University (MACU) and the following provisions:

- Transfer credits earned by students at institutions accredited by a regional accrediting agency, Higher Learning Commission (HLC), or the Oklahoma State Regents for Higher Education (OSRHE) Credit



Equivalency Program (CEP) is accepted for transfer at face value. In addition, see State-Mandated Articulation Agreements below.

- Credits earned at nationally accredited institutions recognized by the US Department of Education are reviewed course-by-course and accepted for transfer if the course is substantially equivalent to a Mid-America Christian University course.
- Lower-division courses transferred to the Mid-America Christian University would generally be used to meet lower-division degree requirements if a lower-division transfer course is used to substitute for an upper-division requirement at the university. In that case, a student may be required to complete additional upper-division hours for graduation.
- Lower-division courses transferred to the Mid-America Christian University would generally be used to meet lower-division degree requirements if a lower-division transfer course is used to substitute for an upper-division requirement at the university. In that case, a student may be required to complete additional upper-division hours for graduation.
- Upon receiving all official transcripts for all post-secondary institutions and completing twelve (12) credit hours at Mid-America Christian University, the Office of the Registrar would enter transfer credit on the student's record.

### **Articulation Agreements, Academic Contracts, and Prior Learning Agreements**

Articulation Agreements, Academic Contracts, and Prior Learning Agreements are signed with educational institutions, business and industry, and governmental training programs that hold specialty, regional, or national accreditations in their associated fields.

#### **Butterfield Memorial Foundation and Crossings Community Clinic**

- Internship - intended to introduce pastoral, missions, or chaplaincy students to Christian, charitable healthcare in Central Oklahoma as a career option while providing students with a hands-on learning experience during the spring semester.

#### **Oklahoma City Community College (2+2)**

- AA Pre-Education to BA Elementary Education

#### **Oklahoma State University - Center for Health Sciences (3+1)**

- BS Biology to Pre-Doctoral Medical Training

#### **Oklahoma State University - Oklahoma City (2+2)**

- AAS Management to BS Management and Ethics
- AAS Information Technology to BS Management and Ethics, Management Information Systems Concentration
- AAS Computer Information Systems to BS Management and Ethics, Management Information Systems Concentration
- AAS Management, General Business Concentration to BBA Business Administration

#### **Rose State College (2+2)**

- AA or AS to Bachelor of Arts Elementary Education

#### **State-Mandated Articulation Agreements**

To facilitate the transfer of students within Oklahoma's state higher education system, the state Board of Regents created the Oklahoma State Regents for Higher Education Course Equivalency

Matrix <https://www.okhighered.org/transfer-students/course-transfer.shtml>. In addition, the Regents established a policy that Freshman and Sophomore general education requirements are deemed satisfied for students who complete a two-year Associate of Arts or Associate of Science degree from an Oklahoma public college and transfer to a four-year university.

For these reasons, general education coursework readily transfers from Oklahoma colleges to MACU. Additionally, if the student has completed the Associates of Arts or Associates of Science and they earned a D in one of the general education courses used to complete that degree, the MACU would accept the course toward degree completion unless it is a direct pre-requisite for a major program of study course.

## Residency Requirements

The maximum allowable transfer credit for each degree type is the academic residency requirement. The credit hour residency requirement indicates the number of credits you must complete through the University to graduate. It does not mean that you must physically come to the University or attend courses at any physical location. MACU's academic schools may establish program-specific residency requirements higher than the University residency requirements. Still, they may not have a lower residency requirement than the University standard.

### ***Academic Residency Requirement***

All degree programs with a capstone/practicum/internship requirement must fulfill that requirement by Mid-America Christian University credit. The requirement cannot be fulfilled via transfer credit unless there is approval from the Dean.

### ***Credit Hour Residency Requirements***

- **Non-degree certificate** - students must complete at least 50% of the credits required for an undergraduate or a graduate certificate at MACU. Application of any transferred credits is at the discretion of the school chair or Registrar.
- **Associate degree programs** - have credit residency requirements of 15 credit hours earned at MACU that apply to the associate-level program.
- **Bachelor's degree programs** - have credit residency requirements of 30 credit hours earned at MACU that apply to the bachelor's program. Fifteen of the final 30 hours, or 50 percent of the major, are also required in residence.
- **Graduate degree programs** - have credit residency requirements of at least 24 credit hours earned at MACU that apply to the program of study. In addition, the school chair must approve all transfer credits.

**Note:** Residency credit hours may include non-collegiate learning credit (see [Non-Collegiate Learning Credit](#)).

## Non-Collegiate Learning Credit

Mid-America Christian University encourages capable students to seek college credit for knowledge they may have acquired in various ways.

The University would award credit based on the following measures of non-collegiate learning: proficiency exams (CLEP, AP, DANTES, departmental exams); formal non-collegiate coursework for which credit recommendations have been established by NCCRS (National College Credit Recommendation Service, formerly National PONS); military educational experiences recommended for credit by ACE; and credit by demonstrated competency (CDC).

Students must validate advanced standing credit for non-collegiate learning by completing 12 hours before being placed on the student's transcript. Mid-America Christian University would only award this credit as it applies to the degree programs. Advanced placement credits are recorded on the official transcript without grade equivalent or inclusion in the CGPA.

Academic credit awarded by Mid-America Christian University is considered resident credit. Therefore, if a student achieves advanced credit for any course they are currently enrolled in, no tuition or fees are refunded, even if the student drops/withdraws from the class enrollment.

Mid-America Christian University recognizes that non-collegiate learning may have been awarded on another institution's transcript. Therefore, the University would accept this type of credit as credit earned from that institution as long as they are regionally accredited.

All non-collegiate credit evaluated and accepted by Mid-America Christian University is not included in the CGPA and transcribed as credit earned "CR" and not awarded a letter grade.

### ***ACT Assessment of Advanced Credit***

Mid-America Christian University would award advanced placement credit to the student whose ACT scores equal or exceed the following:

ENGL 1113	English Comp	28	3 hrs. of credit
MATH 1103	Math	28	3 hrs. of credit

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

Reviews and decisions about granting academic credit for courses for which a student has made an appropriate score are at the discretion of Mid-America Christian University. A student must score three (3) or better for credit to be considered.

Information regarding advanced placement credit is located in the Office of the Registrar.

The maximum number of credit hours available through AP exams is 30, combined with other ACE, DANTES, and CLEP credits. This maximum credit does not include credit hours awarded through CDC or ACT evaluations.

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

All entering students are encouraged to take the College Level Examination Program (CLEP) of the College Board. CLEP is the most extensive testing program for college credit in the United States. CLEP exams enable a student to demonstrate knowledge gained outside of the formal educational settings; provide the University with the information needed to determine if credit is awarded and how much to award.

The maximum number of credit hours available through CLEP exams is 30, combined with credit from other ACE, DANTES, and AP credits. This maximum credit does not include credit hours awarded through CDC or ACT evaluations.

### ***Credit by Demonstrated Competency (CDC)***

The maximum number of credit hours available through Credit Demonstrated through Competency (CDC) is 30. In addition, the maximum number of credit hours available via proficiency exams, PONSI, and ACE is also 30. Therefore, the combined number of 60 hours is available to students in the adult education programs of the University.

As with other non-collegiate learning, CDC is awarded after completing 12 credit hours of Mid-America Christian University coursework before being placed on the student's transcript. MACU would only grant this credit as it applies to the degree programs. This credit is recorded on the official transcript without grade equivalent or inclusion in the CGPA.

The philosophy behind assessing credit by demonstrated competency is as follows: Adults have had many experiences in life from which learning has taken place. These learning experiences involve both personal and professional development. Therefore, the goal is to record the documented knowledge the student has validated relevant learning outcomes at the college level.

There are two ways CDC credit may be earned. The first is related solely to Sponsored Professional Training (SPT). The second way to earn CDC credit is by writing Learning Application Essays (LAEs). These essays are written on topics that may be either personal or professional.

To complete CDC work, the student must enroll in and complete the three-credit hour course UNIV 2503 Professional Development Review. Enrollment in this course should occur early in the student's association with MACU. This course is designed to help guide students through documenting college-level learning outside a college setting to earn college credit for that learning.

The UNIV 2503 course instructors are the student's assigned CDC Advisors. They would meet with the instructor during weeks 1-2 to discuss the potential learning that could apply toward credit. As the student progresses through the course, they examine prior learning experiences, determine college-level ones, and complete an e-portfolio. Assessing Learning states, "The conversion of experience into knowledge is a complex, multifaceted, and unique process" (Fiddler, Marienau, & Whitaker, 2006, p.1). As the student begins UNIV 2503, they would recognize several assignments designed to help identify this conversion process. Finally, the advisor and student would agree upon an estimated number of credits the student would continue to pursue from CDC after the course has concluded.

This documentation is evaluated for college credit equivalencies and sent to the Office of the Registrar to be transcribed.

### ***DANTES***

Many tests taken under the auspices of DANTES (Defense Activity for Non-Traditional Education Support) carry American Council on Education credit recommendations recognized by the University. Information regarding DANTES courses accepted by the University is in the Office of the Registrar. An official DANTES transcript must list any acceptable courses and become a part of the student's permanent file. Students can order official DANTES transcripts from Thomson Prometric, PO Box 6604, Princeton, NJ 08541-6604, (877) 471-9860 (toll-free).

The maximum number of credit hours available through DANTES exams is established at 30, combined with credit from other ACE, CLEP, and AP credits. This maximum credit does not include credit awarded through CDC or ACT evaluations.

### ***Military Credit***

Mid-America Christian University awards students credit hours for educational experiences during their military service. Credit hours are awarded according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." In addition, students are responsible for providing the Office of the Registrar with official military joint services transcripts for review. Any student who served in the Army, Coast Guard, Marine Corps, and Navy or who is using Department of Defense funding, including but not limited to tuition assistance or VA education benefits, must provide an official Military Joint Services Transcript for evaluation.

The maximum number of ACE military credit hours a student can earn is 30, combined with credit from other ACE, CLEP, DANTES, and AP credits. This maximum credit does not include credit awarded through CDC or ACT evaluations.

### ***Special Advanced Credit***

Mid-America Christian University grants advanced standing to students who demonstrate scores on approved advanced standing examinations. In addition, they can take exams covering a subject from a background or equivalent to the university's course.

The policy was developed from criteria in the "Standards of Education Relating to Advanced Standing Credit" statement as adopted and revised by the Oklahoma State Regents for Higher Education on August 27, 1986.

Credit for some courses may not apply toward a higher degree at another institution.

The maximum number of credit hours available through Special Advanced Credit is established at 30, combined with credit from other ACE, CLEP, and AP credits. This maximum credit does not include credit awarded through CDC or ACT evaluations.

## FINANCIAL INFORMATION

*The Lord answered, “Who then is the faithful and wise manager, whom the master puts in charge of his servants, to give them their food allowance at the proper time? 43 It will be good for that servant whom the master finds doing so when he returns. Luke 12:42-43*

Mid-America Christian University seeks to provide a quality education for all its students at the most reasonable cost possible. Mid-America Christian University receives no support from taxes or other public funds as a private, nonprofit institution. Additional funds are provided as gifts from churches, the Church of God World Service, and concerned Christian individuals.

### Tuition and Fees

Expenses associated with enrollment at MACU include tuition, fees, and room and board, including unlimited access to the dining facility from 7:30 a.m. to 7:00 p.m. each day. Please email [info@macu.edu](mailto:info@macu.edu) for current charges or visit [www.macu.edu](http://www.macu.edu).

### Payment

Payment due dates are structured according to the admitting college. Please refer to the below for the designated due dates based on the admitting college.

#### ***College of Arts and Sciences***

Charges for a semester are due and payable by the end of the first week of the semester. Therefore, by the end of the first week of the semester, traditional students making payments in full would receive a 5% discount on the net bill. Students not paying their account in full at the beginning of each semester must sign a payment plan agreement with the Accounts Receivable Clerk (CAS) in the Bursar's office.

#### ***College of Adult and Graduate Programs***

Tuition and fees are due at the beginning of each course.

1. Tuition is charged by the course and not per semester.
2. Books are not included in the cost of the program.
3. One-time fees are listed in the Schedule of Situational Fees.

#### ***Late Payment Fees***

All 60 days past due accounts may be assessed a monthly 1% (12% APR) finance charge on any outstanding balance with the University. For College of Adult and Graduate Studies students, this charge is implemented by the end of the second course of the current enrollment period.

#### ***Collections***

The University reserves the right to share delinquent account information with any appropriate companies aiding in collecting delinquent accounts.

The companies that collect delinquent accounts are authorized to report past-due balances to the credit bureau. However, until the repayment is received from the student, the institution prohibits the release of all academic transcripts. Instead, it would report the owed payment on all requested Financial Aid Transcripts and NSLDS.

### Financial Aid: Scholarships, Grants, and Loans

Financial aid awards are based on the student's needs and application for aid. Students can complete the process of applying for assistance at any time. However, some federal, institutional, and private scholarships are limited and are awarded on a first-come, first-served basis. Priority dates for individual states are published on the FAFSA website.

The student should complete the Free Application for Federal Student Aid (FAFSA) to apply for aid.

**Completing Your FAFSA – (Free Application for Federal Student Aid) – [www.studentloans.gov](http://www.studentloans.gov)**

- **MACU School Code:** 006942
- A copy of **two year's previous taxes** (for example, 2023-2024 FAFSA needs 2021 tax information)
- Additionally, a **completed Loan Entrance Counseling and a Master Promissory Note** at [www.studentloans.gov](http://www.studentloans.gov) to receive federal student loans.

Aid programs exist to assist the family and the student in payment of University costs. **A maximum effort to help the student with their bill is expected from the family.**

### Federal and State Financial Aid

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MACU participates in the following programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Loans, Federal Perkins Loan, Federal Plus Loan, Federal Work-Study (FWS), Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), and the College Challenge Access Grant Program.

### Applying for Federal/State Financial Aid

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To receive federal/state aid, the student must:

1. Be accepted as a student as defined in the University Catalog;
2. Complete an application for federal aid upon submitting your application using our school code of 006942; the Office of Financial Aid will receive a copy.
3. Be enrolled in at least six (6) hours;
4. Maintain satisfactory progress as defined by the Financial Aid Satisfactory Academic Progress Policy guidelines; and
5. Not default on any federal student loans or owe a refund on any federal student grant.

Federal/state aid is determined by the student's eligibility as calculated from the information reported on the student's FAFSA.

### Withdrawals and Return of Title IV Funds

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Upon receipt of the student's Change of Registration Form, the Office of Financial Aid would complete a Title IV refund calculation to determine earned and unearned aid.

**Note:** *Students may have to repay some of the financial aid funds.*

If the student withdraws before completing at least 60% of the semester, the University must calculate how much federal financial aid was "earned" by the student and the University. In addition, the University must return to the federal aid programs a portion of the funds used to pay tuition and fees. By returning federal aid funds that had been used to pay the University charges, the student may have an outstanding balance due to the University. This balance due to the University is in addition to any federal aid the student must repay.

Formula:  $\text{enrolled days} / \text{days in enrollment period} = \% \text{ of aid earned}$

Example: Student withdraws on 57<sup>th</sup> day of class

$57/121 = 47.1\%$  of aid earned

52.9% of funds received by the University must be returned to the federal aid programs

he University received \$3,648.61 in student aid funds to pay tuition and fees and must return 52.9% (\$1930.11) to the federal aid programs. Because the \$3,648.61 in tuition and fee charges are not reduced (see Institutional Refund policies), the student would now owe \$1,930.11 in tuition and fees to the university, initially shown as paid by aid funds.

Funds returned to the federal aid programs are applied to the aid programs in a specific order. The order of return by the University is as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs

Suppose a student owes a repayment of Federal Pell Grant or FSEOG funds. In that case, he cannot receive federal financial aid funds at any school until repayment. According to the promissory note terms, the borrower repays federal educational loans (Direct Loan, Perkins Loan, PLUS Loan).

If a student fails to earn any credits for a payment period, the Financial Aid Office would determine if the failed credits are earned or if the student failed to participate throughout the payment period. Suppose the student has completed more than 60% of the payment period. In that case, all financial aid disbursed is considered "earned," and no return of federal aid funds is required.

If it is determined that the student failed to participate through at least 60 percent of the payment period, Title IV funds must be returned to reflect the portion of the Title IV funds earned (the part of the payment period for which the student participated). The school is then responsible for returning unearned Title IV funds to the appropriate Title IV program within 45 days.

### **Federal Students Loans**

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Student loans, Stafford, and parent loans (PLUS) are funds the federal government provides that students must repay. Different types of student loans may be available, depending on the student's eligibility.

#### ***Subsidized Direct Loan***

A Subsidized Direct Loan is a low-interest loan based on financial need. The federal government pays the interest while the student attends school at least half-time and during the six-month grace period following graduation. Contact the Office of Financial Aid for details on the maximum annual loan limits. Students must repay all Subsidized Direct loans.

#### ***Unsubsidized Direct Loan***

An unsubsidized Federal Direct loan is a low-interest loan not based on financial need. If the student is not eligible for a Subsidized Direct Loan, as determined by the results of the FAFSA, an Unsubsidized Direct Loan can be an alternative. Unsubsidized means that interest would accrue while the student is enrolled in school. The student can pay the interest while in school or defer the interest and have it added to the principal balance. As with a subsidized loan, repayment on the principal does not begin until six months after the student has graduated, dropped below half-time status, or withdrawn from the University. Contact the Office of Financial Aid for details on the maximum annual loan limits and origination fees. Students must repay all Unsubsidized Direct loans.

#### ***Parent Loan for Undergraduate Students (PLUS)***

A PLUS is available to parents who want to help their dependent children with the cost of education. Eligibility is based on credit history determined by federal guidelines and the lending institution. The interest rate is fixed (not to exceed 9%). The maximum loan limit does not exceed the student's federal budget, less any additional assistance the student may receive. Before disbursement, the lender withholds 4% of the loan amount to cover loan origination and insurance fees. Repayment of the PLUS begins immediately after the loan is disbursed.

### **Grants**

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Federal and state sources provide the following grants *and do not have to be repaid*.

#### ***Federal Pell Grant***

The federal government awards Pell Grants to eligible students after completing the FAFSA. A Pell Grant is applied directly to the student's account and does not have to be repaid. Instead, the amount is determined according to eligibility and the number of hours enrolled. Pell Grants are unavailable to students who have already completed bachelor's degrees.

#### ***Supplemental Educational Opportunity Grant (SEOG)***

The SEOG is a federal grant administered by the University. The SEOG is applied directly to the student's account and does not have to be repaid. Students eligible for a Pell Grant have priority for the SEOG and are determined by the FAFSA results. The amount is subject to change based on the availability of funds.

#### ***Oklahoma Tuition Aid Grant (OTAG)***

OTAG is a grant awarded by the State of Oklahoma. Eligibility is determined by the results of the FAFSA and by the OTAG residency requirements. OTAG is applied directly to the student's account and does not have to be repaid. However, the student must complete and mail the FAFSA by March 1st or earlier to be considered for OTAG.



### **Oklahoma Tuition Equalization Grant (OTEG)**

OTEG is a grant awarded by the State of Oklahoma. Eligibility is determined by the results of the FAFSA and by the OTEG residency requirements. OTEG is applied directly to the student's account and does not have to be repaid.

### **“OK Promise” Oklahoma Higher Learning Access Program (OHLAP)**

OHLAP is a grant awarded by the State of Oklahoma. The student must be enrolled in the program throughout high school. Eligibility is determined by the results of the program enrollment and by the OHLAP agency requirements. OHLAP is applied directly to the student's account and does not have to be repaid.

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## **Institutional Scholarships, College of Arts and Sciences**

Institutional scholarships are based on need, academic accomplishment, or potential. They would only apply to the semester of the year for which they are approved. Students can request an application from the Office of Financial Aid. Church organizations participating in the Church Matching program must send the amount to be matched by September 1st for the fall semester and January 1st for the spring semester for the University to match funds. Some scholarship funds are not available in adult education programs. Scholarships are provided by private sources and by the University to qualifying students. Scholarships do not have to be repaid.

To receive institutional scholarships, the student must:

1. Be accepted as a "regular" student as defined in the University Catalog;
2. Complete an application for federal aid; upon submitting the application and using MACU's school code, 006942, the Office of Financial Aid will receive a copy.
3. Be enrolled for at least 12 hours;
4. Maintain satisfactory progress as defined by the Financial Aid Satisfactory Academic Progress Policy guidelines; and
5. Meet any specific guidelines dictated by the individual institutional scholarship guidelines.

When applying for institutional scholarships, please note that:

1. Requirements for institutional scholarships must be completed by the last day of the semester the scholarship was awarded.
2. Institutional scholarships must be applied to a student's account only. Institutional scholarships are not given as an overage check to students.
3. Any institutional scholarships earned beyond the school bell are carried forward as a credit balance toward the next semester in which the student is enrolled. Credit balances are not carried over into a new school year.
4. All institutional scholarships must be applied after federal, state, and private funds.
5. Students defaulting on federal loans are not eligible for institutional scholarships.

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## **Academic Scholarships, College of Arts and Sciences**

Academic scholarships are available to first-time freshman and transfer students based on GPA and ACT/SAT. Admissions would award these scholarships based on application requirements.

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## **Private Aid, College of Arts and Sciences**

Several private scholarships are available for College of Arts and Sciences students through the generous contributions of University supporters. To apply for these scholarships, students should request an Application for Private Aid from the MACU Office of Financial Aid. Individual scholarships have specific eligibility requirements as listed on the application. The minimum requirements are the same as for institutional scholarships.

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## **Veteran's Benefits**

An eligible veteran may receive government assistance while attending Mid-America Christian University. Information concerning the veteran's program is available from the Office of the Registrar. Also, see [MACU Active Military & Veteran Services](#).



## **Federal Work-Study Program**

The Federal Work-Study Program allows students to work to help pay for their educational expenses. The Student Aid Report determines eligibility. On- and off-campus employment includes clerical, library, reading tutors, maintenance, cleaning, and recreational services.

## Financial Policies

### **Satisfactory Academic Progress**

The following conditions must be met to receive student financial aid under the programs authorized by the institution and by Title IV of the Higher Education Act:

- 1) A student is eligible to receive financial aid for a total of 1.5 times the length of the academic program (i.e., a student enrolled in a program that is 120 hours long can only take a maximum of 180 hours or 1.5 times the standard program length). A less-than-full-time student must complete the program within a proportionate length of time. All transfer hours accepted by the Office of the Registrar toward a student's program are counted as attempted and earned.
  - a) Students who change their major multiple times run the risk of exceeding the 1.5 or 150% completion rule. Once a student exceeds this rule, are no longer eligible for Federal Aid. The Office of the Registrar would determine what classes would transfer for each major change; losing completed hours after each transfer affects the 1.5 or 150% completion rule. Attempted hours are any hour the student has tried without completion by withdrawing, failing, incomplete, or losing hours during a major change.
  - b) Students who change their major multiple times run the risk of exceeding the 1.5 or 150% completion rule. Once a student exceeds this rule, are no longer eligible for Federal Aid. The Office of the Registrar would determine what classes would transfer for each major change; losing completed hours after each transfer affects the 1.5 or 150% completion rule. Attempted hours are any hour the student has tried without completion by withdrawing, failing, incomplete, or losing hours during a major change.
  - c) Students who change their major multiple times run the risk of exceeding the 1.5 or 150% completion rule. Once a student exceeds this rule, are no longer eligible for Federal Aid. The Office of the Registrar would determine what classes would transfer for each major change; losing completed hours after each transfer affects the 1.5 or 150% completion rule. Attempted hours are any hour the student has tried without completion by withdrawing, failing, incomplete, or losing hours during a major change.
- 2) Students must complete at least 67% of the cumulative hours attempted to maintain satisfactory progress. For example, a student who attempted a cumulative total of 55 hours must have completed at least 36 hours to meet the requirement ( $55 \times .67 = 36.85$ ; round decimals down to whole numbers).
- 3) Attempted credits include grades earned after the add/drop period. These grades include A, B, C, D, Administrative Withdrawal (AW), Failing (F), Incomplete (I), Pass (P), Transfer Credit (TR), and Withdrawal (W).
  - a) Students are reminded that withdrawals earned at Mid-America Christian University would count as attempted hours. These "W's" can adversely affect the student's eligibility for Federal Aid. Therefore, "W's" are counted in the above-listed 67% rule (#3) as attempted hours that are not completed.
  - b) Students are reminded that withdrawals earned at Mid-America Christian University would count as attempted hours. These "W's" can adversely affect the student's eligibility for Federal Aid. Therefore, "W's" are counted in the above-listed 67% rule (#3) as attempted hours that are not completed.
- 4) To maintain satisfactory progress, a student must earn the required cumulative grade point average (CGPA) that applies to their program at Mid-America Christian University each semester:
  - 0-24 credit hours = 1.75
  - 25 or more credit hours = 2.00
  - Graduate = 3.00
- 5) To maintain satisfactory progress, a student must earn the required cumulative grade point average (CGPA) that applies to their program at Mid-America Christian University each semester:
- 6) Suppose a CAS student fails to complete the minimum hours or SAP CGPA needed to maintain satisfactory progress. In that case, they are placed on financial aid WARNING for the following full semester. The student IS eligible to receive financial aid during the warning period. The exception to this is earning zero credits in one period of enrollment results in an automatic SUSPENSION of financial assistance. Suppose a CAGS student fails to complete the minimum hours or SAP CGPA needed to maintain satisfactory progress. In that case, they are placed on financial aid SUSPENSION for the following full enrollment period.

- 7) Suppose a student does not make up for their deficiencies but does complete the required 67% of the attempted hours AND achieves the minimum necessary SAP CGPA during their warning period. In that case, they may continue on financial aid warning with an academic plan and receive aid.
- 8) If a student fails to meet minimum satisfactory progress at the end of the warning period, they are placed on financial aid suspension and become INELIGIBLE to receive financial aid until satisfactory progress has been achieved. The Office of Financial Aid would inform the student about the minimum number of credit hours and the minimum SAP CGPA they must reach before their eligibility for further financial aid is regained.
- 9) The Financial Aid Committee must approve exceptions to this policy. They are considered only under extenuating circumstances and with a written appeal. For example, circumstances could include becoming very ill or severely injured, a relative's death, a mental breakdown, or proof of improved academic achievement at another institution, both qualitatively and quantitatively.

### **Institutional Refund Policy**

*A student must officially withdraw or drop out to be considered for an institutional refund.* The Bursar's office calculates refunds upon completion of the drop or withdrawal through the Office of the Registrar. Any fees associated with a course or program are non-refundable.

#### **College of Arts and Sciences**

To ensure fair and equitable refunds of unused tuition, fees, and room and board charges to students who withdraw or drop before the completion of each semester, the following Institutional Refund Policies have been established according to the following withdrawal or drop deadlines.

##### **Refund policy for 16-week classes**

First week	100% refund
Second week	90% refund
Third week	75% refund
Fourth week	50% refund
Fifth week	25% refund

##### **Refund policy for 5-week to 8-week classes**

Before the first class	100% refund
Within the first week	80% refund
Within the second week	60% refund
After the second week	0% refund

##### **Summer Institutional Refund Policy (week-long classes)**

Before the first day of class	100% refund
After the 1st Day	0% refund

##### **Weekend Class Refund Policy**

Before the first class	100% refund
Before the third class	50% refund
After the third class has met	0% refund

The withdrawal date shall be when the student completes and turns in the appropriate forms for the University and not the date of last attendance unless the student never attends.

Room charges are pro-rated according to the refund policy for 16-week classes.

### **College of Adult and Graduate Studies**

The course and program assess tuition charges. Students withdrawn for any reason during a course are charged the portion of the tuition considered earned by the university in direct proportion to the number of sessions or fractions elapsed since the beginning of that course.

The tuition refund schedule based on the date of withdrawal or drop is as follows:

#### **Refund Policy for 5-week and 8-week sessions**

Before the first session of the course.....100%  
Before the second session of the course.....80%  
Before the third session of the course.....60%  
After the third session of the course, there are no refunds.

#### **Refund policy for 2-week session**

Before the first session of the course.....100% refund  
After the first session of the course, there are no refunds.

The withdrawal date shall be when the student completes and turns in the appropriate forms for the college and not the date of last attendance.

Suppose a student in their first enrollment period does not participate or attend their first course in the first two weeks. In that case, the Office of the Registrar can withdraw the student from all enrolled courses.

A student who withdrew from the university is refunded 100% of the tuition and fee charges on the student's account. However, the student is responsible for book charges.

If a student fails a class, the student shall be assessed the tuition again for the course when repeated.

### **Refund Policy for Financial Aid Recipients Who Withdraw**

Any student receiving federal financial assistance who completely withdraws from all classes at MACU is subject to the Return of Title IV Funds Refund Policy required by federal regulation.

This policy only applies to students receiving assistance through the Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Subsidized Direct Loan, Unsubsidized Direct Loan, Parent Loans for Undergraduate Students Programs, and alternative/signature loans.

This policy assumes students earn their financial aid based on their enrollment time through the semester. Upon withdrawal, the Office of Financial Aid would determine the date of the student's withdrawal on record in the Office of the Registrar. They would calculate the student's amount of financial assistance while enrolled in classes according to the following formula: the number of days enrolled divided by the total number of days in the semester.

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

CAS students who remain enrolled beyond 60% of the semester have earned 100% of the financial aid received. Students enrolled for less than 60% of the semester would likely be responsible for repaying some of the financial aid received.

The Office of Financial Aid would calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulation. Examples of this refund formula are available in the Office of Financial Aid. Any refund calculated from this formula is returned to the appropriate federal financial aid programs. Refunds for financial aid recipients are never given directly to the student. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, Plus Loan, Federal Pell Grant, SEOG Grant, and other federal financial aid programs.

Under this policy, the withdrawal date is when the student begins the withdrawal process by contacting the MACU Office of the Registrar either in person or by phone to complete a Notice of Withdrawal form. If a student leaves MACU without contacting the Office of the Registrar to withdraw formally, the withdrawal date is designated as the midpoint of the semester or the last date of attendance at a documented academically related activity.

For students who fail to return from an approved leave of absence, the withdrawal date is when the leave of absence begins.

### **Leave of Absence Specific to Military Active Duty**

Mid-America Christian University supports students who serve in the National Guard or reserve forces of the United States and are ordered to National Guard duty or federal active duty. Upon verification of orders requiring active duty, the service member may select from several tuition credit options. Students may obtain additional information regarding tuition credit by contacting the Office of the Registrar.

Options available to qualified students: Upon meeting with the Office of the Registrar to verify orders, MACU would work with the student to determine the best plan for their circumstances. MACU has three options to review and consider:

1. Withdraw from the student's entire registration and receive a refund on a proportional basis through at least the 60 percent portion of the period for which the funds were provided.
2. Plan with the student's instructors for course grades or incompletes that the student at a later date shall complete. If such arrangements are made, the student's registration shall remain intact, and the courses' tuition and mandatory fees shall be assessed.
3. Plan with only some of the student's instructors for grades or incompletes that the student at a later date shall complete. If such arrangements are made, the course registration shall remain intact, and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped. The tuition and mandatory fees for the course are refunded on a proportional basis.

**Note:** See the *Readmission of Service Members* section for more information on returning to school after a leave of absence.

### **Overawards and Overpayments**

Overawards or overpayments occur when a student receives federal aid beyond their eligibility or need. Even though great care is taken to prevent an over-award/overpayment to a student, a student may occasionally receive more federal aid than they are entitled to due to the student or institutional error.

Suppose a student receives federal aid (Title IV Funds) for which they are later deemed ineligible. In that case, the institution refunds all Title IV amounts (with top priority) to the appropriate source no later than 45 days from the determination date of the award. As a result, the student's account is adjusted. The student is informed of the action and the repayment owed to the institution.

### **Release of Student Records and Documents**

A student may not receive an official transcript, certificate, or diploma until all accounts and fines (current or otherwise) have been settled following University policies. Mid-America Christian University would retain such documents as security for such obligations until they are satisfied.

### **Refund Specific to Military Tuition Assistance Third-Party Contract**

The University refund policy applies to all Third-party contract students and includes military tuition assistance (TA) students. Any unearned TA funds are returned to the funding source on a proportional basis through at least 60 percent of the period for which the funds were provided. TA funds are earned proportionally during enrollment, with unearned funds returned based on when a student stops attending. For example, when a Service member stops attending due to a military service obligation, the University would work with the affected member to identify solutions that do not result in student debt for the returned portion.

## MACU Active Military & Veteran Services

### **Student Veteran Advisor**

To ensure the timely awarding of VA Education Benefits, the MACU Student Veteran Advisor would certify benefits by term or class (CAGS students). Students must notify the MACU Office of Veterans Services of all enrollment changes with as much advance notice as possible. Additionally, all class registration, drops, and program changes must be communicated immediately with the MACU Office of Veterans Services.

Mid-America Christian University, Office of Veteran Services, 3500 S. W. 119th St., Oklahoma City, OK 73170  
Phone: 405.692.3147 | FAX: 405.692.3165 | Email: macuva@macu.edu

### **GI Bill® Student Responsibilities**

#### **Applications for Benefits**

VA students can submit applications online. If students don't have access to apply online, they can call 1-888-442-4551 and ask that an application be mailed to them.

All VA students must apply when they first start school before receiving benefits. Students who have never received VA benefits must file an original application. Students who have received VA benefits must file a "Request for Change of Program or Place of Training." All students can go to [www.va.gov](http://www.va.gov) to complete an application for benefits or update their status directly with the VA.

#### **Change of Address and Direct Deposit**

Address and direct deposit information must be kept current. Chapter 30 and 1606 students can use the WAVE system to update address and financial institution information. Links to do so are on the "Main Menu" available after logging onto WAVE. In addition, all beneficiaries must now use direct deposit for GI Bill benefits and submit direct deposit information at the time of application.

If students want to start (Chapters 30, 33, 35, and 1606) or change a direct deposit, they should have their account information handy. The following information is needed to set up a direct deposit and can be found on checks and bank statements:

- Account number
- 9-digit bank routing number
- Type of account (checking or savings)

If a student has a direct deposit, they still need to keep their address current because all other correspondences, including award letters, are mailed to their address. All other students can call 1-877-838-2778 to begin and change direct deposit.

#### **eBenefits**

Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

- Obtaining up-to-date information on their educational entitlement
- Updating their Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

Students can register for either a Basic or Premium account but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

#### **Student Verification of Enrollment**

Students receiving Chapters 30 and 1606 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or Interactive Voice Response (IVR). The monthly enrollment verification has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979).

The preferred verification method is WAVE, which includes features not in IVR. The award letter they receive describes WAVE and IVR when students are awarded benefits. The earliest students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website. Students must be enrolled in an approved educational program and have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly email reminder

IVR allows students to "phone in" (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the registration, the student must contact the VA Certifying Official to submit a change in status. The payment may be delayed until the reduction is processed.

### **Chapter 31, 33 & 35 – Veterans Benefits and Transition Act of 2018**

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Service charges and account holds are placed on all student accounts until accounts are brought current. Chapters 31, 33, and 35 Beneficiary students who are certified by the School Certifying Official would have account holds or service charges immediately removed upon certification. These VA beneficiaries are not penalized as a result of delayed VA payments.

### **Military Service Credit**

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Mid-America Christian University awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Students are responsible for providing the Office of the Registrar with official military joint services transcripts for review. Any student who served in the Army, Coast Guard, Marine Corps, and Navy and is using Department of Defense funding, including but not limited to tuition assistance or VA education benefits, is required to provide an official Military Joint Services Transcript for evaluation.

The maximum number of ACE military credit hours a student can earn is established at 30; this is in combination with credit from other ACE, CLEP, DANTES, and AP credits. This maximum credit does not include credit awarded through CDC or ACT evaluations. See the section on [Non-Collegiate Learning Credit](#) for more information.

The grade of S (satisfactory) is assigned to all credits awarded for military training.

Students with educational experiences in the military must submit the following military records to the Office of the Registrar for review.

- **Army, Navy, Coast Guard, and Marine Corps:** Submit an official Joint Services Transcript. Students may request a Joint Services Transcript be sent electronically to the University.
- **Air Force personnel and veterans:** Request an official transcript from the Community College of the Air Force for work taken as an undergraduate or from the Air University for work taken as a graduate student. Community College of the Air Force transcripts may be ordered by sending a request in writing to CCAF/RRR, 130 West Maxwell Blvd, Maxwell AFB AL 36112-6613, (334) 953-2794 (DSN 493-2794). You may also visit [au.af.mil/au/ccaf](http://au.af.mil/au/ccaf). Air University transcripts may be obtained by writing to the Office of the Registrar, 50 South Turner Blvd., Maxwell AFB-Gunter Annex AL 36118-5643.
- **DANTES/USAFI:** Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support) or USAFI (United States Armed Forces Institute—tests taken before July 1, 1974). Many tests taken under the auspices of DANTES or USAFI carry American Council on Education credit recommendations recognized by the University. Official DANTES transcripts can be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604, (877) 471-9860 (toll-free). A transcript of USAFI courses or tests completed



before July 1, 1974, may be obtained from Thomson Prometric, P.O. Box 6605, Princeton, NJ 08541-6605. Visit [getcollegecredit.com](http://getcollegecredit.com) to learn more.

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### **Military Tuition Discounts and Rates**

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*All tuition and fees are subject to change without notice.*

All students desiring military tuition discounts or rates must submit evidence of military affiliation during the initial enrollment process.

MACU provides a 15 percent tuition discount for active-duty military members and veterans. The following students are eligible for this military tuition discount:

- Retired military members
- Prior military members
- Active Duty Veterans not using tuition assistance
- Active Reserves/Guards using GI Bill® and or tuition assistance

MACU acknowledges the sacrifices made by our U.S. service members. To thank you for your service, we are honored to offer classes to the active military that are 100% covered by military tuition assistance. This discount applies to all of our accredited undergraduate degree programs, whether you prefer to take your classes 100% online or through evening classes once a week on our campus in south Oklahoma City. The following students are eligible for military tuition rate:

- Undergraduate Active Duty Veterans using tuition assistance

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### **Students Called to Active Duty**

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#### **WHAT YOU NEED TO DO**

##### **Early in the Semester**

If you are a main campus student, you need to contact either the Veteran Student Advisor at 405-692-3147 or the Office of the Registrar at 405-692-3201. They would need a copy of your orders as soon as possible. You can email them to [macuva@macu.edu](mailto:macuva@macu.edu).

They would withdraw you from your classes and notify the Bursar and Financial Aid offices.

GI Bill® is the U.S. Department of Veterans Affairs (VA) registered trademark. More information about education benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill>.



## ACADEMIC INFORMATION AND POLICIES

*"Show yourself in all respects a model of good deeds..." Titus 2:7*

Through an exceptional faculty of practitioners and scholars, Mid-America Christian University educates and encourages students to pursue their chosen field of study. The academic policies provide a framework where students can develop their knowledge and skill set, develop a closer relationship with God, and mature in their mental, social, emotional, physical, and spiritual capabilities.

### Academic Load

There are three types of academic overload: Traditional Academic Overload (16-week), Accelerated Simultaneous Course Enrollment, and Accelerated Overlapping Course Enrollment. The following guidelines are established to promote student success.

Students requesting to enroll in any academic overload must meet the following:

- Current Cumulative Grade Point Average of 3.0 or above.
- A valid reason for requesting an overload.

The College Dean or Registrar must approve any student academic overload in any semester or period of enrollment. The number of hours a student carries may be limited if a student works or has a record of low academic achievement. The request must have the following information to the Office of the Registrar:

- Student's Name or Identification Number,
- Courses above and beyond normal academic load,
- Dates or semester of courses,
- Reason for request.

**Note:** *Students who are accepted to MACU through the University Admissions Committee are not allowed to enroll in an academic overload during their first year at MACU.*

### Traditional Academic Overload

The normal academic load in a 16-week semester is 12-15 hours. A minimum load of 12 hours is required for classification as a full-time student. Any student semester of enrollment beyond 18 hours is considered an academic overload.

### Accelerated Simultaneous Course Enrollment (Double-Up)

**Double-up** refers to any student taking two accelerated courses (5 to 8-week courses) concurrently, with both courses beginning and ending on the same date.

### Accelerated Overlapping Course Enrollment (Overlap)

**Overlap** is a term used when a student begins an accelerated course (5 to 8-week course) that overlaps any other course (16-week traditional or 5 to 8-week accelerated) before completing a current course in progress. In other words, the two courses may run concurrently for one or more weeks.

## Academic Probation and Suspension

To remain in school and be eligible for a degree or diploma, a student must maintain satisfactory academic progress. The following procedures are utilized to track the progress of individual students at MACU.

### Undergraduate Probation

1. Only the student's CGPA (cumulative grade point average) counts toward probation.  
Probation is based on the total number of hours attempted *at The End* of any period of enrollment in which the student is enrolled. For the College of Arts and Science, satisfactory academic progress is evaluated at the end of each semester. For the College of Adult and Graduate Studies, academic progress is evaluated twice a year for undergraduate students at mid-year and the end of the year.
2. All transfer courses transcribed by the Office of the Registrar would count toward the CGPA.

3. The Office of the Registrar does notify a student that they are placed on probation for the following semester/period of enrollment when the *Minimum Cumulative Grade Point Average* falls below the following standards.

**Hours Completed    Required CGPA**

0-24	1.75
25+	2.00

4. Students have the privilege of repeating any course to raise their grades. When repeating courses, the best grade is used in the cumulative grade point average; and any lower grades are ‘forgiven’ (removed from the cumulative grade point average).
5. Students placed on probation have one semester/period of enrollment to bring their CGPA up to the required standard, as listed above. If the satisfactory standard has not been met at the end of that probationary period, the student is suspended from the University for at least one semester/period of enrollment. The student may appeal to the University Admissions Committee for an additional semester of probation to be granted if so desired.
6. Transfer students whose program evaluation shows that the CGPA of the accepted transfer classes does not meet the standards listed above in item (3) do not enter on probation. Instead, they are treated as any other student and have one standard semester of attendance, plus one probationary semester, if their CGPA does not meet the required standards.
7. A student is taken off probation at the end of any semester that their CGPA is accepted.

**Undergraduate Suspension**

A student placed on academic suspension is suspended from the University for one semester/period of enrollment. Following this period, the student who desires to reenroll at MACU must appeal for readmission to the University Admissions Committee. This notice must be in writing and must be given to the Director of Admissions no later than 15 days before the first day of classes of the semester in which enrollment is desired.

**Graduate Probation**

1. Only the student's CGPA (cumulative grade point average) counts toward probation.
2. Probation is based on the total number of hours attempted at the end of any period of enrollment in which the student is enrolled. For graduate students, academic progress is evaluated twice a year at the mid-year and end of the year.
3. All transfer courses transcribed by the Office of the Registrar would count toward the CGPA.
4. The Office of the Registrar does notify a student that they are placed on probation for the following semester/period of enrollment when the Minimum Cumulative Grade Point Average falls below a 3.00 or receipt of a grade below a B. Receipt of three (3) grades below a B in any given Master's program would result in automatic dismissal.
5. Students have the privilege of repeating any course in order to raise their grades. When repeating courses, the best grade is used in the cumulative grade point average; and any lower grades are ‘forgiven’ (removed from the cumulative grade point average).
6. Graduate students on probation have a period of enrollment to bring their CGPA up to the required standard or retake grades below a B, as listed in items (3) and (4) above. If the satisfactory CGPA standard has not been met at the end of that probationary period or if the student earns three grades below a B, the student is suspended from the University for at least one enrollment period. The student may appeal to the University Admissions Committee for an additional semester of probation to be granted if desired.
7. A student is taken off probation at the end of any semester that their CGPA is accepted.

**Graduate Suspension**

A student placed on academic suspension is suspended from the University for one period of enrollment. Following this period, the student who desires to reenroll at MACU must appeal for readmission to the University Admissions

Committee. This notice must be in writing and must be given to the director of admissions no later than 15 days before the first day of classes of the semester in which enrollment is desired.

### Student Success Plan

A Student Success Plan, prepared by Student Services in coordination with the student's academic advisor or the University Admissions Committee, is highly recommended for students on academic probation or provisional acceptance by the University Admissions Committee. Students on this plan who fail to comply with the plan may result in discontinued enrollment.

### Academic Periods of Enrollment

The College of Arts and Sciences academic year is divided into two sixteen-week semesters plus a summer session. The College of Adult and Graduate Studies undergraduate academic year is at least 24 semester credit hours and 40 weeks of instructional time divided into at least six (6) semester credit hours in ten (10) weeks of instructional time. The graduate academic year is at least 24 semester credit hours and 48 weeks of instructional time divided into at least six (6) semester credit hours in 12 weeks period of instructional time.

### Academic Terminology

#### **Accelerated Bachelor's/Master's (4+1 or 4+3)**

The 4+1 or 4+3 accelerated bachelor's and master's degrees are designed to provide select high-achieving undergraduate students with the opportunity to combine advanced undergraduate coursework with graduate coursework to accelerate graduate degree completion. These programs allow accelerated students to obtain a bachelor's degree and a master's degree within five years (seven years for MS Counseling). These programs are preapproved combinations and are internal to MACU.

#### **Concentration/Emphasis**

A concentration or emphasis is a structured plan of study within a program that defines a specialty area or specific field of study. The number of credit hours for a concentration/emphasis varies but is included within the required hours for the major. A concentration/emphasis must include at least 12 credit hours of specialized coursework. The concentration/emphasis appears on the official transcript. MACU uses the word concentration to depict a specialty area or field of study in undergraduate-level degree programs. The emphasis is used on the graduate level.

#### **Discipline**

Multidisciplinary and Interdisciplinary program options allow a unique opportunity for students interested in more than one academic discipline to choose from several program/discipline areas of study. These programs are designed to allow the student to participate in coherent, academically sound, and goal-oriented education directly relevant to the student's intellectual development and career aspirations. It is appropriate for those students who seek a thorough grounding in the traditional arts and sciences from several academic perspectives. Each student in a Multidisciplinary or Interdisciplinary Studies program becomes an active partner in formulating their program of study, working in consultation with an academic advisor to devise an appropriate individual degree plan.

#### **Major**

A major represents the primary field of study of a degree-seeking student. A major is a structured plan of study requiring a minimum of 30 credit hours. It must be feasible for students to complete degree requirements within 122 credit hours. The major appears on the official transcript.

### Accommodations Policy

At Mid-America Christian University, it is our desire to create an environment where all students are accepted and valued. Therefore, reasonable accommodations are provided for those students who qualify under the American Disabilities Act as having a disability. Disability includes two elements: (1) a physical or mental impairment which (2) substantially limits one or more of the major life activities of the person in question. Major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for oneself, learning, and working; has a record of physical or mental impairment; or is regarded as having a substantially limiting physical or mental impairment, even though the impairment is insubstantial or a reflection of the attitudes or others or nonexistent. A student must provide documentation of disability to the ADA Accommodations Committee. This documentation would include diagnosis, recommendations, or requirements from a physician, therapist, counselor, previous schools, and/or others as pertinent and available. All diagnostic information is confidential, and therefore

memos can be sent only at the student's request. Upon receipt of a request for special accommodations and documentation for our records, the ADA Accommodations Committee initiates the process of reviewing the accommodations request.

### Alternative Certification in Teacher Education

The Alternative Certification in Teacher Education is designed for those with a degree who need a teaching license/certificate. Oklahoma requires at least two years of work experience in the field of their degree or one college-level course posted as a post-bachelor degree in the teaching field or education.

Anyone seeking alternative certification must also pass the Oklahoma General Education Test (OGET) and an Oklahoma Subject Area Test (OSAT) based on their bachelor's degree field. The Oklahoma State Department of Education determines which OSAT must be passed and any additional education requirements that must be completed before licensure.

Each applicant must complete an application for alternative licensure, including a resume and official transcript. Also, applicants must pass an interview and background check. The Oklahoma State Department of Education website offers more details about alternative certifications.

### Attendance/Participation

#### **College of Arts and Sciences Attendance Policy**

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##### ***Allotted Absences***

In recognizing that unavoidable circumstances may result in an occasional absence, except for Internships and Practicums, a student is allowed a number of absences without penalty.

Number of Absences Allowed Without Penalty:

MWF classes = 4 absences

TR classes = 3 absences

M classes = 2 absences

Mid-America Christian University considers the maximum absences to be no more than four weeks of a *16-week* course and no more than one week of an *8-week* course. Any absences beyond the number allowed without penalty may result in a grade reduction if specified in the course syllabus. No student otherwise passing a course shall be given a failing grade solely due to exceeding the maximum number of absences allowed. However, attendance alone does not affect passing or failing grades for a course.

Maximum Number of Absences Allowed, Including University-Sponsored Events:

MWF classes = 12 absences

TR classes = 8 absences

M classes = 4 absences

NOTE: All students are responsible for the content of any course they are officially enrolled in, including satisfying all course requirements.

##### ***University-Sponsored Absences for Athletics/Music/University-Sponsored Groups***

Students involved in intercollegiate athletics, musical ensembles, or other university-sponsored groups are expected to be absent for only those classes that directly conflict with travel and game/performance schedules. Practices are not a sufficient rationale for absences from scheduled classes. Suppose a significant attendance problem is due solely to conflicts arising from university-sponsored events. In that case, the student should consider finding a more appropriate time for taking the course. All university-sponsored events impacting course attendance must be sent to the Dean and Vice President of Academic Affairs for approval.

Coaches and Sponsors must notify the Dean's office at least one (1) day ***in advance*** of any planned absence; the Dean's office would then send out a notification to all instructors to make certain all work is completed before the absence if specified in the syllabus, or to set a deadline for makeup work.

**The last day for withdrawing/dropping a class in any semester is two (2) weeks before the last day of classroom**

**instruction. Some classes may only be withdrawn from/dropped once without penalty. See Academic Programs, Core Completion – Special Requirements.**

Suppose the student has assessed a penalty and has legitimate, extenuating circumstances beyond their control for some or all absences. In that case, the student may appeal, in writing, to the Academic Appeals Committee through the Office of the Registrar to have the absences reviewed.

- It is the student's responsibility to keep track of their absences.
- Suppose the student chooses to appeal excessive absences. In that case, they shall do so within 14 days after the date of the first absence that causes their grade reduction in the course.
- "The burden of proof" for absence appeals would require verifiable documentation, e.g., a doctor's excuse.
- The student is responsible for all work missed and all assignments made in their absence.

### **College of Adult and Graduate Studies Participation Policy**

Due to the concentrated scheduling and the emphasis on participatory learning, students must actively participate in academically related activities each week. Participation in academically related activities includes but is not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that the Instructor assigns;
- participating in an online discussion about academic matters.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

Any student who misses the first two weeks of academically related activities in any course is administratively dropped on the census date, which would result in no refund for this course. However, suppose the student feels that there are legitimate, extenuating circumstances beyond their control for some or all of the missed weeks of academically related activities. In that case, the student may appeal in writing through the Bursar's office to review and request a refund.

If one week of academically related activities are missed from an accelerated course, it is recognized as a twenty percent (20%) loss of instructional and interaction time.

Any student missing academically related activities must contact the professor for makeup assignments. The acceptance of makeup work is at the sole discretion of the professor. Makeup work would include not only assignments missed but specifically designed work to include all contact class hours missed. Failure to complete the makeup work would prompt a review of the student's performance by Academic Affairs which may result in probationary status affecting financial aid.

Graduate students who accumulate more than one absence in a course must arrange a conference with Academic Affairs, who would determine the conditions for the student's continuance in the program.

### **Class Standing**

A student's class standing depends on their total academic credit.

Freshman	0 - 24 credit hours
Sophomore	25 - 48 credit hours
Junior	49 - 73 credit hours
Senior	74 + credit hours or more

## Courses/Educational Model

### **Issues-Based Curriculum**

The centerpiece of MACU's undergraduate traditional program in the College of Arts and Sciences is a dynamic issues-based curriculum. This unique academic approach equips students with the skills required to understand and address the challenging issues of the day. Throughout their course of study, students are exposed to the three most critical issues in the world today: the scarcity of food, energy, and water. As an agricultural and energy state, Oklahoma provides a unique opportunity to explore vital issues such as these. Viewing this as a global issue; students are encouraged to participate in MACU's study abroad programs that provide them with firsthand experience dealing with these issues that are often a matter of life and death.

### **Global Learner Program**

The "Global Learner" is a University program that encompasses study abroad, an issues-based curriculum, and immersive learning environments. Our goal is to facilitate a learning experience that would broaden students' understanding of what it means to be a part of a global community. This academic year, we focus on energy, water scarcity, and food insecurity locally (in Oklahoma), domestically (in the US), and abroad.

Not only does The Global Learner Program aim to help students learn about the issues of energy, food insecurity, and water scarcity, but it provides the opportunity for students to collaborate with non-governmental organizations (NGOs) to travel, for example, to Uganda to work with locals to hand drill wells (boreholes) and to Italy to participate in the Festival of Life Ceremonies designed to help prevent suicide by celebrating life. This type of experience also provides students with the opportunity to develop a greater cultural awareness and understanding, which is vital to academic and personal growth and development.

### **College of Arts and Sciences On-Campus Student Experience**

*The College of Arts and Sciences* provides a traditional on-campus student experience for recent high school graduates as well as more mature, daytime-commuting students. On-campus classes are taught in a traditional classroom setting that allows face-to-face interaction with faculty and peers.

### **Online and On-Campus Accelerated Student Experience**

*The College of Adult and Graduate Studies* provides a non-traditional student experience for busy, working adults that allows them to pursue a degree online, on campus through accelerated classroom formats, or a combination of both online and on campus. Online students interact with faculty and peers in online webinars, dialogues, and other forms of social media. On-campus students enjoy a traditional classroom setting with an accelerated format that allows them to meet only one evening per week.

### **Individualized Instruction**

Individualized instruction is reserved for students who meet the following criteria:

- The content, requirements, and standards of the Individual Instruction Course shall be the same as those of the corresponding course.
- Individualized instruction allows a student to take an unscheduled course required for completion of a program of study.
- The course must not be offered currently and not offered again before the student's graduation.
- A student seeking individualized instruction may initiate the request by completing the Petition for Individualized Instruction form obtained from the office of the Registrar after preliminary discussions with the academic advisor.
- Students should submit this request only after exhausting such options as a substitution by the School Chair or substituting a similar course from another school or institution.
- Justification for a course through individual instruction is required.

In the case of a student requesting permission to study in an inter-departmental curriculum, the student should seek the approval of the department chair of the faculty member supervising the course.

Neither the department chair nor the dean would approve a request which attempts to compensate for an inadequately planned schedule.



***If permission is granted, the following regulations apply:***

1. The Individualized Instruction Form must be completed.
2. The course requirements must be completed in one (1) semester/period of enrollment.
3. The student must pay full tuition for each credit hour.
4. The student must pay an individualized instruction fee of \$60.00 per credit hour for undergraduate courses in addition to the normal tuition charge.

### **Honor Studies**

Honor studies are open to qualified students with initiative and capability for individual study and research. A course is designed to give students an opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The appropriate college dean must approve the offering of the course and its format, which must be completed within the regular semester as scheduled.

### Course Cancellations

The University reserves the right to cancel any course in which fewer than ten (10) students are registered.

### Credit Hour Policy

The general rule provided by the U.S. Department of Education and regional accreditors is that one academic credit hour comprises 15 hours of direct instruction (50-60 minutes) and 30 hours of out-of-class student work (60-minute hours). In other words, a student will spend 45 hours on 1-credit and 135 hours (45 hours of direct instruction and 90 hours of out-of-class student work) in a typical 3-credit class. Time per week calculations for various course lengths can be found further down the page.

There can be nuances in how this is applied depending on the course type. For example, for online courses, one must distinguish between direct instruction and student work "outside the classroom" see below. Student work expectations are replaced with cultural engagement time for study abroad courses. The distinction between direct instruction and out-of-class time is dropped in experiential courses. The time is combined to become 45 hours per credit.

When working with online and hybrid courses, it can become difficult to distinguish direct instruction from student work "outside the classroom." The following provides the following basic guidelines.

#### **"Direct instruction" includes:**

- Instructor's narrative
- In-class lecture (for hybrid courses)
- Text in a learning module
- Podcast
  - Video (instructor or departmentally created)
  - Video from other sources (equivalent to a guest speaker or a movie watched during class time)
  - Multimedia interaction (learning objects)
  - Discussions, blogs, wikis
  - Exams and quizzes
  - Any instructor-guided activity, including small group activities
  - Any assignment or activity you would traditionally do "in class"

#### **"Out-of-class student work" includes:**

- Readings
- Other media consumption
  - Videos or podcasts created by authors other than the instructor intended to replace readings
- Assignments
  - Papers
  - Projects



- Prep of presentations
- Research
- Group work that traditionally would be done "outside of class"

### **Course Time Per Week**

The amount of time that should be offered in a course per week varies with the length of the course.

### **Time per week over 16 weeks:**

- 1 Credit Course: 1 hr direct instruction, 2 hrs student work
- 3 Credit Course: 3 hrs direct instruction, 6 hrs student work

### **Time per week over 8 weeks:**

- 1 Credit Course: ~2 hrs direct instruction, 4 hrs student work
- 3 Credit Course: ~6 hrs direct instruction, 12 hrs student work

### **Time per week over 5 weeks (see the section on Accelerated Courses below):**

- 1 Credit Course: 3 hrs direct instruction, 6 hrs student work
- 3 Credit Course: 9 hrs direct instruction, 18 hrs student work

### **Time per week over 6 weeks (see the section on Accelerated Courses below):**

- 1 Credit Course: 2.5 hrs direct instruction, 5 hrs student work
- 3 Credit Course: 7.5 hrs direct instruction, 15 hrs student work

### **Accelerated Courses**

Courses less than eight (8) weeks are delivered as accelerated format courses. Accelerated format courses must contain sufficient content for students to meet the course outcomes, have regular and substantive instructor-initiated interaction, and use the same or similar key assessments as standard format courses, but do not need to meet the typical time-based credit hour requirements. These courses receive higher assessment scrutiny from the Department of Education. Thus, the Vice President of Academic Affairs Office must show a comparison between student performance data and standard deliveries of the course.

⚠ **Note:** 15 hours per credit of instruction must be provided in every course to meet the Department of Education's requirements (45 hours for a 3-credit hour course).

### **Course Review and Approval Process:**

1. Course developers would ensure that the required quantity of student learning per credit is the equivalent of forty-five (45) hours of coursework over a sixteen (16)-week semester through instructional activities that address and demonstrate student competencies in defined learning outcomes. These instructional activities should draw upon instructional practices approved by the University's Vice President of Academic Affairs and respective Academic Deans.
2. University Governance Bodies (e.g., the University Curriculum Committee, Faculty Committees, Academic Council, and University Senate) recommend to the Vice President of Academic Affairs and the President the appropriate semester credit hour definition and application according to the following guidelines:
  - a. The University's semester calendar does not violate any accreditation standards or federal guidelines;
  - b. The University's semester calendar would facilitate the educational attainment of the University, including the process for the award of transfer credit; and
  - c. A semester credit hour is consistent throughout all the academic programs of the University.

Specific coursework is evaluated as follows:

**Traditional Coursework** – Based upon this definition, the University's traditional in-seat courses running 150 minutes per week for sixteen weeks conform to this standard, with students awarded three (3) credit hours for such coursework. Courses with relatively more or less weekly contact time between faculty and students are assigned appropriately more or fewer credit hours. By this standard, the University's laboratory and applied music classes also yield an equivalent and appropriate amount of credit, depending upon the amount of instructional time and student learning activity.

In addition, based upon the foundation of this accepted practice in higher education, the University defines the following equivalences for courses with a non-traditional structure, condensed format, or alternative mode of delivery:

**Internships and Practicum** – The University recognizes the educational value of the hands-on experience gained in an internship or practicum. Therefore, to earn three (3) semester credit hours, a student is expected to receive a minimum of 135 clock hours of in-field experience during the term, with a commensurate amount of in-field time for internships yielding 6, 9, or 12 credit hours. In addition, the University expects the faculty internship supervisor to interact with the student regularly, reviewing the student observations or assessments from the faculty member or any on-site supervisor, and providing both formative and summative evaluations of student performance. For internships near campus, students normally interact with faculty in the classroom weekly. Faculty interaction for internships at a distance may occur less frequently. Such oversight may also use online connection technologies with a local professional serving as in-field supervisor and intermediary between campus faculty and intern. All internships adhere to standards outlined by the Higher Learning Commission and the U.S. Department of Fair Labor Standards Act.

**Individual Instruction Classes** - Instructors should adjust so that the total number of hours of work required by students is equivalent to that of a traditional class that meets face-to-face.

**Condensed Courses** (Accelerated) – The quantity and quality of student learning activities in condensed courses are expected to be equivalent to those experienced in traditional courses in the discipline, awarding the same number of credit hours. Therefore, courses offered in traditional and condensed or online formats must be structured around the same intended learning outcomes and organized around the same or complementary learning activities. In addition, similar assessments of student performance must be used, and similar data must be gathered for use in the course and program assessment. The Curriculum Committee is responsible for ensuring that these courses meet the credit hour definition at the time of review.

This equivalence of content, student activity, and evaluation enable the University to validate the parallel quality of the learning experience in these courses and the equivalence of the credit awarded in condensed courses compared with traditional coursework.

**Online Courses** – Whatever the length of term, students receiving three (3) credit hours for online coursework are expected to engage in online “classroom” activities and independent “homework” activities equivalent in quality and variety to a traditional in-seat course in the discipline at the same educational level. The Curriculum Committee is responsible for ensuring at the time of review that these courses meet the credit hour definition.

**Graduate and Professional Studies** - The required academic work normally would exceed three (3) hours per credit per week.

Ultimately, the responsibility for protecting the academic integrity of curricula, programs, and class schedules rests with the University’s Vice President of Academic Affairs and respective Academic Deans.

The University may adjust its basic measure for awarding academic credit proportionately to reflect modified academic calendars and formats of study as long as it meets the criteria mentioned above.

The University grants semester credit hours for formalized instruction in a variety of delivery modes, such as a lecture course, which also requires laboratory work and/or supervised independent study or field activities.

Regardless of the mode of instructional delivery or class schedule, the University would assign academic credit consistently across academic programs as well as for transfer credit among accredited institutions of higher education. In all cases, the student learning outcomes must be equivalent.

**Graduate Credits Earned by MACU Undergraduate Students** – MACU students enrolled in an approved Accelerated Bachelor’s/Master’s degree program (commonly referred to as FastTrack, 4+1, or 4+3) may share MACU credit hours. Students must contact their MACU undergraduate advisor and graduate support staff to ensure proper sharing of credit hours.

Bachelor’s/Master’s students may earn up to a maximum of 12 graduate credits during their undergraduate degree to be used later towards a master’s degree. See program sheets for specific graduate courses allowed for each plan of study.

An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment. Therefore, students must apply, be admitted, and be registered as graduate students to earn a master’s degree at MACU.

Students that are not enrolled in an approved Bachelor’s/Master’s degree program are not eligible to utilize courses earned during the undergraduate degree program for a graduate degree.

## Commencement and Graduation

### **Commencement**

Students are invited to participate in the annual MACU Commencement Exercise held each spring. This exercise serves as a celebration of the students' great academic achievements that can be shared with family and friends. Students would indicate their intent to participate in Commencement at the time they submit their application for graduation.

### **Regalia**

Student regalia is distributed through the Office of the Registrar.

Students receive one set of regalia per degree. The graduation application fee covers standard regalia and includes the following items for each degree:

#### **Bachelors:**

- 1 four-point "mortarboard" cap
- 1 Bachelor's level gown
- 1 Black tassel with year

#### **Masters:**

- 1 four-point "mortarboard" cap
- 1 Master's level gown
- 1 program-specific tassel with year
- 1 program-specific hood with MACU school colors

### **Commencement Regalia Policy**

- Candidates for degrees must wear robes appropriate to their degree.
- Graduate candidates for master's programs wear hoods around their necks and down their backs.
- Undergraduate degree candidates who would graduate with honors wear double cords. The gold/red cords are worn by graduates with honors; the gold/silver cords are worn by graduates achieving high honors; and the gold/gold cords are awarded to graduates with the highest honors.
- Cords or stoles from the Mid-America Christian University and national honor societies with a university affiliation, from registered student organizations, and those distributed by the university are allowed.
- Undergraduates with a grade point average of 4.0 and who have completed at least 60 credit hours of their degree credits at Mid-America Christian University graduate with distinction and wear a medal.
- Undergraduate degree candidates place tassels on the right side of the mortarboard until their degrees are conferred at the University Commencement. Then, the tassels are switched to the left side as a part of the ceremony and are worn on that side at college and school ceremonies and any time after that.
- Mortarboards may only be decorated on the top and must be non-distracting to the ceremony and other graduates.
- Graduates are asked to remove any adornments that are offensive or do not comply with this policy before entering the arena floor.

Questions regarding academic regalia may be directed to the Office of the Vice President of Academic Affairs or the University Registrar.

### **Application for Graduation**

All candidates for a degree are asked to fill out an Application for Graduation two semesters/period of enrollment before their expected graduation date. No student is classified as a graduating senior or placed on the prospective graduation list until this application is filed in the Office of the Registrar. Once approved, this form constitutes a formal agreement between the student and the institution regarding completing degree requirements.

### **Deadlines for the Application of Graduation Acceptances**

All Students who wish to participate in Commencement in May are required to apply through the MACU Portal no later than March 1st (see Completion Requirements).

All students must apply for graduation through the MACU Portal or to the Office of the University Registrar no later than two months before their planned conferral date. For example, a student planning to graduate as of May 1st must submit their petition by March 1st.

### **Early Participation – "Walking Early"**

Students may be interested in participating in a graduation ceremony before all degree requirements have been met. In order to qualify for Early Participation, the student *must* meet the following eligibility requirements and receive permission from the Office of the Registrar.

Graduating students are eligible for Early Participation if all program degree requirements are scheduled to complete *before* the Application for Graduation deadline (March 1<sup>st</sup>) and must end *before the start* of the following fall term or August 15<sup>th</sup>, whichever falls later. These requirements include but are not limited to the following:

- Practicum/Internship/Student Teaching
- Subject Exams/Alternative Credit
- Courses

### **Graduation Conferral Periods**

Degrees are conferred 14 times per year, on the 15<sup>th</sup> of every month for the College of Adult and Graduate Studies and the last day of each semester for the College of Arts and Sciences.

A period of one month following each conferral date is required to review and post the conferral information. Official transcripts are available to order after the conferral information is posted. Diplomas are printed and issued three times a year:

<b><i>Print Date</i></b>	<b><i>Conferral Period</i></b>
July 15	Conferred between January and May
October 15	Conferred between June and August
February 15	Conferred between September and December

### **Diplomas and Certificates**

Only the degree and primary major would appear on the diploma. The diploma must be the graduate's legal name or within reason. For example, students can request their nickname rather than their full first name. Prefixes such as Mr., Dr., or Rev. are not printed on the diploma.

All diplomas are issued in compliance with the conferral periods listed above, provided the student has met all financial obligations. Suppose the student has an outstanding financial obligation. In that case, the Office of the Registrar must be contacted once the balance is cleared. In addition, the student needs to verify their mailing address before the diploma is sent out.

If the student does not receive their diploma within ten business days (20 days if international address) of receiving notification of it being mailed at the address specified through the petition to graduate process, the student should contact the Office of the Registrar. The Office of the Registrar would send another diploma. However, if the diploma mailing address is not updated, the student would need to provide the updated address and pay the cost of a replacement diploma.

### [Final Examination Week](#)

The College of Arts and Sciences final examination week is part of the 16-week semester minimum required by the State of Oklahoma. Students may not be excused from attending classes during finals week. All students should plan to attend each of their classes and take the final examination for each of those classes according to the final examination schedule.

The College of Adult and Graduate Studies does not have a final examination week due to the nature of the accelerated program.

### [Registration](#)

Students whose account is in good standing may register for the upcoming semester/enrollment period once the schedule is posted. To register, students can access the schedule via the student portal or pick up a schedule of classes in the Office of the Registrar.

After consulting with their academic advisor, students can register online via the student portal. All Bursar and Financial Aid office holds must be resolved before a student can register via the student portal. Directions on registering online are posted on the student portal and available in the Office of the Registrar.

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### **Auditing a Course**

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A student who wishes to attend class but does not want to receive credit for the class is an auditor. Audited courses are entered on the student's transcript with the "AUD" notation for a grade. Regulations governing audited courses are as follows:

1. Permission to audit is granted only by the appropriate college dean with permission from the class instructor.
2. Instructors would determine the requirements that apply to the auditors. These are explained at the time permission is granted for auditing.
3. If permission is granted to audit, the student does notify the Office of the Registrar on the forms provided. Audited courses are recorded on the transcript only when the instructor has indicated to the Office of the Registrar that the student has fulfilled the requirements stipulated when permission was granted for an audit.
4. A course taken for audit cannot be given credit after the add/drop period.

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### **Late Registration**

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Late registration is conducted through the Office of the Registrar. No late registrations are accepted after the first week of instruction.

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### **Prerequisites**

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A prerequisite to any course is listed in the course description section of the catalog and should be carefully observed. Prerequisites must be taken unless the school chair, with the college dean's approval, waives such requirements. Taking the lower division course concurrently with the advanced course is permitted with the approval of the School Chair and College Dean.

### **Registration Changes During Add/Drop Period**

Before the census date, students can modify their schedule via the [www.my.macu.edu](http://www.my.macu.edu) portal. During this period, students are encouraged to visit with Academic Affairs to ensure these changes meet program requirements and do not adversely affect future enrollment. Students may add classes through the first week of the course period; and may drop courses through the second week of the course period. Students should refer to the Institutional Refund Policy for information regarding a refund of tuition during the add/drop period.

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### **Cancellation of Enrollment during the Preliminary Enrollment Period**

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All new undergraduate students wishing to enter the College of Adult and Graduate Studies undergraduate programs for the first time are enrolled in preliminary enrollment status for the first 14 calendar days of their first term/enrollment period. Students are not initially accepted into the University during this preliminary enrollment period. However, those students who have not elected to withdraw and post satisfactory participation as determined by the University are retroactively accepted to the University according to the College's Admission policy after the 15th day of their preliminary enrollment. At this point, the students are charged tuition. In addition, they may receive any student aid for which they are eligible retroactively to the beginning of the term/payment period.

Students who have not followed the College's participation policy after the 14th day are considered to have canceled during the preliminary enrollment period. Students may self-elect to cancel their enrollment at any time during the preliminary enrollment period. Students whose enrollments are canceled during the preliminary enrollment period do not incur any tuition or fee obligation to the University.

The Office of the Registrar grants final acceptance to the University.

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### **Withdrawal Period**

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The withdrawal period is any change in a schedule, registration, or course after the add/drop period. A non-punitive grade of 'W' is recorded on the official academic record.

### ***College of Arts and Sciences***

1. You may find the appropriate withdrawal form/portlet through the [www.my.macu.edu](http://www.my.macu.edu) portal or from the Office of the Registrar.
2. The instructor's approval is required on the change of registrations processed after the 10<sup>th</sup> day of class.

3. Change does not become effective until the proper form has been submitted to the Office of the Registrar with all appropriate approvals.
4. The last day to withdraw from a course in any semester is two (2) weeks before the last day of classroom instruction.
5. Please refer to the Institutional Refund Policy for information regarding a refund of tuition.

### ***College of Adult and Graduate Studies***

1. You may find the appropriate withdrawal form/portlet through the [www.my.macu.edu](http://www.my.macu.edu) portal.
2. Change does not become effective until the proper form has been submitted to the Office of the Registrar with all appropriate approvals.
3. The last day to withdraw from any course is one (1) week before the last day of the course.
4. Please refer to the Institutional Refund Policy for information regarding a refund of tuition.

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## **Repeating Courses**

Students have the privilege of repeating any course to raise their grades. When repeating courses, the best grade is used in the cumulative grade point average; and any lower grades are ‘forgiven’ (removed from the cumulative grade point average).

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## **Withdrawal**

### ***Administrative Withdrawal/Drop***

Administrative withdrawal/drop is the process by which the University may withdraw a student from classes. For example, the University would administratively withdraw a student from a course due to lack of participation by the census date or last day to enroll in classes (See Attendance/Participation policy).

### ***Administrative Dismissal***

Administrative dismissal is the process by which the University dismisses a student from further class participation at the time the due cause is determined.

A student may be administratively dismissed for due cause through suspension or expulsion for academic dishonesty (see Academic Honesty and Integrity Policy) and disciplinary procedures. In addition, administrative dismissal may be invoked after due process when a student fails to comply with a University policy. Administrative dismissal is noted in the student’s permanent record. Information concerning procedures that govern student conduct violations is available in the Student Handbook. The student is responsible for any balance remaining on the student’s account after all applicable credits are applied.

A student who has been administratively dismissed may be reinstated when the condition that has necessitated administrative dismissal has been fulfilled to the satisfaction of University officials (see Readmission Policy).

### ***Withdrawal/Transfer-Out from the University***

Suppose a student needs to withdraw from the University. In that case, the student should use the following withdrawal procedure to protect their status and leave in the best possible position regarding future registration at this or another college or university. Failure to follow these procedures could result in a lower scholastic standing and a greater financial loss. The student must determine if any balance is owed on their account as of the withdrawal date.

- Contact Academic Advisor/Chair
- Submit an Institutional Withdrawal/Transfer-Out Form of your intentions to withdraw from the University (all current/future courses).
- Arrangements should be made with the Bursar’s office for payment of the account.

**Note:** Students with an F-1 student visa must also contact the Designated School Official.

## GRADES, TRANSCRIPTS, AND STUDENT RECORDS

### Grades

Students' grades in all courses are filed in the Office of the Registrar and become a part of the official records of the University.

- Passing grades used are A, B, C, D, and under certain conditions, P and S.
- Non-passing grades are F and U.
- W, meaning withdrawal, is a neutral grade assigned.

### **Grade Point System**

Each hour of A, B, C, D, and F carries a grade point value as follows: A=4, B=3, C=2, D=1, F=0, I=0.

Grades of P and S, as well as grades of U, AW, and W, carry no grade point value and are not included in the computation of a student's period of enrollment or cumulative grade point average.

### **Grading Scale**

When grades are calculated on a percentage basis and not on a curve, they are evaluated as follows unless different requirements are specified on class syllabi:

90% to 100%	= A
80% to 89%	= B
70% to 79%	= C
60% to 69%	= D
0% to 59%	= F

### **Scholastic Achievement**

Levels of scholastic achievement are determined by several means, including periodic testing, class participation, daily assignments, class attendance and participation, library work and projects, and a final examination at the course's end. Levels of achievement are recorded as follows:

**A** - Superior Scholarship. Indicates outstanding achievement in the:

1. Completeness and accuracy of knowledge
2. Comprehension
3. Use of knowledge
4. Originality and creativity of thought and expression.
5. Ability to interrelate with other academic disciplines.

**B** - Above Average. Indicates above-average levels of achievement concerning some or all of the factors mentioned above.

**C** - Average. Indicates satisfactory and acceptable work.

**D** - Below Average. Indicates an unsatisfactory level of performance that falls below the minimum standard acceptable for graduation but is of sufficient quantity and quality to be counted in the points required for graduation, including credit hours, if balanced by superior work in other classes.

**F** - Failure. Indicates unsatisfactory performance and failure in a required course must be repeated.

**W\*** - Withdrawal. Indicates that a course was commenced but that the student withdrew from the course before a final grade was awarded.

**AW\*** - Administrative Withdrawal. Indicates a course was commenced, but the student had withdrawn administratively because of a lack of attendance or disciplinary measures before a final grade was awarded.

**P\*** - Pass. P, meaning Pass, is a passing grade and indicates the quality of C work or better.

**S\*** - Satisfactory. Indicates that a course was completed satisfactorily and credit hours earned.

**U** - Unsatisfactory. Indicates that a course was commenced but was not completed satisfactorily. No credit hours have been earned.



**I** - Incomplete. When a course is not completed by the end of a semester or a summer session because of circumstances beyond the student's control, an "I" to indicate "Incomplete" may be given only with approval of the appropriate College Dean.

**AUD\***- Audit. This indicates that a course has been attended, but no hours have been attempted or earned.

**WIP\***- Work in Progress. This is a temporary grade issued while the course is still in process.

*\*These grades are not used to compute the grade point averages.*

### **Incomplete Grades**

An incomplete grade is not an alternative to a grade of F, and no student may be failing a course at the time an Incomplete is awarded. To receive an Incomplete, the student should have satisfactorily completed a substantial portion of the required coursework for the period of enrollment. The instructor would indicate to the student and submit to the Office of the Registrar an approved incomplete form, which states what must be done to complete the course and sets a time limit appropriate to the circumstances. However, the time allowed should not exceed six months. The student is fully responsible for completing the assigned work before the deadline. The grade would remain "incomplete" unless a grade change is approved. Any incomplete grade is computed the same as an "F" grade. A student who has received two or more I (incomplete) grades that have not been changed to passing grades will not be permitted to enroll for another period of enrollment without approval from the College Dean.

### [How to Obtain Academic Transcripts](#)

#### **Academic Transcripts**

Students may obtain official copies of their transcripts from [www.getmytranscript.com](http://www.getmytranscript.com). Mid-America Christian University does not accept transcript requests via telephone, fax, or email. Unofficial copies of transcripts are available via the [www.my.MACU](http://www.my.MACU) portal. Students whose permanent records have been encumbered because of money owed to MACU are denied official transcripts until the specified obligations have been met.

#### **Financial Holds on Academic Records and Release of Student Records and Documents**

A student may not receive an official transcript, certificate, or diploma until all accounts and fines (current or otherwise) have been settled in accordance with University policies. Such documents are retained by Mid-America Christian University as security for such obligations until they are satisfied.

### [Honors](#)

#### **Bachelor's Degree Graduation Honors**

Students enrolled in a bachelor's degree program and meeting the following guidelines qualify for graduation honors. Any honor listed for the graduation ceremony is based on grades received before the spring term and is subject to change once final grades are submitted or upon completion of all degree requirements. Therefore, official graduation honors are awarded and applied to the transcript after the degree is completed and conferred.

- Summa Cum Laude (CGPA of 3.9-4.0)
- Magna Cum Laude (CGPA of 3.75-3.89)
- Cum Laude (CGPA of 3.55-3.74)
- Academic Distinction (CGPA of 4.0 and 60 MACU resident credit hours or more)

#### **Commencement Honors**

Students enrolled in a bachelor's degree program and who meet the following guidelines qualify to receive Commencement Honors. Commencement honors are based on grades received before the spring term. Any Commencement honors are subject to change once final grades are submitted or upon completion of all degree requirements. Therefore, official graduation honors are awarded and applied to the transcript after the degree is completed and conferred.

- Summa Cum Laude (CGPA of 3.9-4.0)
- Magna Cum Laude (CGPA of 3.75-3.89)
- Cum Laude (CGPA of 3.55-3.74)
- Academic Distinction (CGPA of 4.0 and 60 MACU resident credit hours or more)

### **Undergraduate Dean's Honor Roll**

To qualify for the University Dean's Roll, you must be enrolled full-time and have credit hours of letter-graded coursework with a 3.5 or higher term GPA.

### **Undergraduate President's Honor Roll**

For the University President's List, you must be enrolled full-time and have credit hours of letter-graded coursework with a 4.00 term GPA. No U's or W's.

***Note:** Undergraduate students enrolled full-time in the prior 16-week consecutive terms in the calendar year (spring to fall) are given special recognition in the following spring College of Arts of Science Awards Chapel*

## Honor Societies

### **Alpha Sigma Lambda**

Alpha Sigma Lambda (ASL) is a national honor society that partners with colleges and universities to celebrate the scholarship and leadership of adult students in higher education. In addition, ASL is devoted to the advancement of scholarship and recognition of nontraditional students continuing their education in bachelor's degree programs. Gamma Tau Alpha is the Mid-America Christian University chapter of Alpha Sigma Lambda National Honor Society. The undergraduate candidate must complete at least twenty-four hours taken through and graded at Mid-America Christian University, have a minimum 3.75 GPA, and overall rank in the highest ten percent of their class. Candidates may join by invitation only.

### **Pi Alpha Alpha**

The purpose of Pi Alpha Alpha, a National Honor Society for Public Affairs and Administration, is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration, to promote the advancement of education and practice in the art and science of public affairs and administration, and to foster integrity, professionalism and creative performance in the conduct of government and related public service activities. Membership includes graduate level Public Administration students with at least a 3.7 GPA for 50% of required coursework (a minimum of 18 semester credit hours) and undergraduate Public Administration students with at least a 3.5 GPA in a minimum of 15 credit hours of public administration course work and a 3.0 GPA in all other course work.

### **Sigma Beta Delta**

The purposes of Sigma Beta Delta (an International Honor Society in Business Management and Administration) are to encourage and recognize scholarship and achievement among business, management, and administration students and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Students who have completed a minimum of one-half of the hours in their program of study and have a cumulative grade point average of 3.75 or above in undergraduate programs or 3.90 or above in graduate programs are invited to join this organization.

### **Sigma Tau Delta**

Sigma Tau Delta's (an International English Honor Society) central purposes are to confer distinction upon students of the English language and literature and to promote interest in literature and the English language in surrounding communities. MACU Candidates for Sigma Tau Delta membership must have completed at least two college-level courses in English language or Literature beyond the University Core Requirements in English Composition. In addition, the candidate must have a minimum of a 3.0 GPA in English courses, a minimum of a 3.0 GPA in general scholarship or overall rank in the highest thirty-five percent of their class; and must have completed at least three semesters of college-level coursework. Candidates may join by invitation only.

## ACADEMIC SUPPORT

### Academic Advisement

#### **College of Arts and Sciences: Faculty Academic Advisor**

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To assist students in their academic pursuits, the Registrar assigns each student in the College of Arts and Sciences a faculty academic advisor based on their major. The faculty academic advisor is available to assist students with academic, social, and spiritual concerns and is vital in mentoring and ensuring students steadily progress toward degree completion and success in the program.

#### **College of Adult and Graduate Studies: Faculty Academic Advisor**

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Adult and graduate students pursuing their studies in the College of Adult and Graduate Studies are assigned a faculty academic advisor to assist them with academic, social, and spiritual concerns throughout their program of study. Sometimes, time management can be difficult when juggling school, work, and personal life; a Student Support Specialist plays a vital role in mentoring and helping adult and graduate students prioritize and steadily progress through their studies toward degree completion and success in the program. In addition, faculty, program directors, and school chairs assist learners with academic advising.

### Pre-Professional Academic Advisement

Whether you are considering a career in law, medicine, or health MACU has academic advisement for each area. This advisement offers suggestions for helpful classes, specific courses, prerequisites, and general information about respective programs. The pre-professional advisement does not advise you regarding specific classes you must take for a specific major. Still, it would offer information about application to a professional school, the admission process, and writing personal statements. For semester-to-semester advising for your major plan of study, students need to visit the academic advisor in their degree-granting college for specific admissions requirements to that institution.

#### **FOCUS**

- Select a major you would enjoy and be happy with, even if you do not go to graduate school or if there is a gap between college and graduate school.
- Be bold in choosing your major. Unfortunately, there is no one-size-fits-all major for most graduate schools.
- Discuss your interests with your advisor.

#### **Pre-Dental Advising**

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##### **IMPORTANT FACTORS FOR ADMISSIONS TO DENTAL SCHOOL:**

- |  |                                      |
|--|--------------------------------------|
| • An undergraduate degree in science is recommended but not required | • Dental Admissions Test (DAT) Score |
| • Undergraduate Grade Point Average of 2.5 or higher                 | • Letters of Recommendation          |
| • Resume –experience shadowing in a dental office                    | • Personal Statement/Interview       |

##### **PRE-DENTAL RECOMMENDED COURSES**

BIOL 1214 Biology I

BIOL 1314 Biology II

CHEM 1105 General Chemistry I

CHEM 1205 General Chemistry II

CHEM 3103 Organic Chemistry I

CHEM 3102 Organic Chemistry I lab

CHEM 3203 Organic Chemistry I

CHEM 3202 Organic Chemistry II lab

MATH 2114 Calculus I and Analytic Geometry

PHYS 2104 Physics I (with lab)

PHYS 2204 Physics II (with lab)

### Pre-Engineering Advising

There are more than 25 different areas of study within the engineering discipline. There are also many sub-disciplines within each umbrella category as well. For example, the broad field of chemical engineering encompasses areas such as process engineering, corrosion engineering, and materials engineering. Naturally, these varying fields can involve very different courses of study. However, all engineering disciplines share certain core competencies that must be mastered to enter this highly-competitive profession before transferring to an engineering college to complete their engineering degree of choice. However, many students opt to remain at MACU and finish a degree in mathematics. Then they are eligible to do many of the engineers' jobs, or they can go to an engineering university and work on a master's degree. Since a mathematics degree is broader than an engineering degree, graduates would have more options for career choices if they graduate in mathematics.

#### IMPORTANT FACTORS FOR ADMISSIONS TO ENGINEERING SCHOOL:

- Undergraduate degree in mathematics recommended
- Resume –experience
- Undergraduate Grade Point Average

#### PRE-ENGINEERING RECOMMENDED COURSES

##### Pre-Engineering All Tracks

CHEM 1105 General Chemistry I  
CHEM 1205 General Chemistry II  
CMSC 4103 Introduction to R for Data Analytics  
Engineering Course (3 hrs.)  
Capstone/Internship in the field (3 hrs.)  
PHYS 2204 Physics II with lab

##### Chemical and Environmental Engineering

Physical Chemistry with lab  
CHEM 3103 Organic Chemistry I  
CHEM 3102 Organic Chemistry I lab  
CHEM 3203 Organic Chemistry I  
CHEM 3202 Organic Chemistry II lab

##### Biomedical Engineering

BIOL 1214 Biology I  
BIOL 3354 Genetics  
CHEM 3103 Organic Chemistry I  
CHEM 3102 Organic Chemistry I lab  
CHEM 3203 Organic Chemistry I  
CHEM 3202 Organic Chemistry II lab  
CHEM 3123 Principles of Biochemistry

### Pre-Law Advising

The American Bar Association (ABA) does not recommend any undergraduate majors or group of courses to prepare for legal education. Students admitted to law school from almost every academic discipline. You may choose to major in subjects that are considered to be traditional preparation for law schools, such as history, English, philosophy, political science, economics, or business, or you may focus your undergraduate studies in areas as diverse as art, music, science and mathematics, computer science, engineering, nursing or education. Whatever major you select, you are encouraged to pursue an area of study that interests and challenges you while taking advantage of opportunities to develop your research and writing skills. Taking a broad range of difficult courses from demanding instructors is excellent preparation for legal education. A sound legal education would build upon and further refine the skills, values, and knowledge that you already possess.

#### IMPORTANT FACTORS FOR ADMISSIONS TO LAW SCHOOL:

- Undergraduate Grade Point Average
- Law School Admission Test (LSAT) Score
- Resume
- Letters of Recommendation
- Personal Statement

#### PRE-LAW RECOMMENDED COURSES

ACCN 4623 Accounting Legal Environment  
BUAD 4103 Legal Environment of Business  
COMM 3233 Media Law and Ethics  
CRJS 3303 Criminal Justice Philosophy and Practice  
CRJS 3503 Criminal Law I  
CRJS 3513 Criminal Law II  
ECON 2503 Survey of Economics  
ENGL 3503 Advanced Composition  
ENGL 3703 Creative Writing  
ENGL 4203 Modern Grammar  
ENGL4303 Shakespeare  
ENGL 4333 The Fiction Works of C.S. Lewis

ENGL 4353 The Apologetics Works of C.S. Lewis  
ENGL 4503 History of the English Language  
ENGL 4533 Critical Approaches to Literature  
HC 3503 Legal Aspects of Healthcare Management  
HIST 4103 Colonial Period  
HIST 4203 19th Century United  
HIST 4213 Twentieth Century United States History  
HIST 4323 Directed Readings in US History  
MATH 3403 Discrete Math  
PHIL 3203 Making of the Modern Mind  
PMIN 4233 Nonprofit and American Church Law

## Pre-Med Advising

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### IMPORTANT FACTORS FOR ADMISSIONS TO MED SCHOOL:

- Undergraduate degree, science or psychology major is preferred
- Undergraduate Grade Point Average (GPA) of 3.5 or higher and a 3.5 Science GPA
- Medical College Admission Test (MCAT) Score
- Letters of Recommendation

### PRE-MED COURSES

BIOL 1133 General Nutrition  
BIOL 1214 Biology I  
BIOL 1314 Biology II  
BIOL 2114 General Zoology  
BIOL 2214 General Botany  
BIOL 3114 Human Anatomy  
BIOL 3214 Human Physiology  
BIOL 3305 Microbiology  
BIOL 3334 Cell Biology **or**  
BIOL 3354 Genetics  
BIOL 3363 Evolution  
BIOL 4124 Histology  
BIOL 4213 History of Science  
BIOL 4314 Embryology

BIOL 4501 Biology Research  
CHEM 1105 General Chemistry I  
CHEM 1205 General Chemistry II  
CHEM 3123 Principles of Biochemistry  
CHEM 3103 Organic Chemistry I  
CHEM 3102 Organic Chemistry I Lab  
CHEM 3203 Organic Chemistry II  
CHEM 3202 Organic Chemistry II Lab  
MATH 2114 Calculus I and Analytic Geometry  
MATH 3703 Introduction to Statistics  
PHYS 2104 Physics I (with Lab)  
PHYS 2204 Physics II (with lab)  
PSYC 4703 Psychology of Abnormal Behavior

## Pre-Nursing Advising

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### IMPORTANT FACTORS FOR ADMISSIONS TO NURSING SCHOOL:

- Undergraduate associate degree
- Undergraduate Grade Point Average

### PRE-NURSING COURSES

BIOL 1133 General Nutrition  
BIOL 1214 Biology I **or**  
BIOL 1114 General Biology and Lab  
BIOL 1314 Biology II  
BIOL 3305 Microbiology  
CHEM 1105 General Chemistry I

PSYC 1103 Introduction to Psychology

#### **Anatomy Options:**

BIOL 3114 Human Anatomy **and** BIOL 3214 Human Physiology (**or** BIOL 2314 Anatomy and Physiology I **and** BIOL 2324 Anatomy and Physiology II)

## Pre-Occupational Therapy Advising

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### IMPORTANT FACTORS FOR ADMISSIONS TO OCCUPATIONAL THERAPY SCHOOL:

- Undergraduate degree in any major, but science or psychology is preferred
- Undergraduate Grade Point Average of 3.0 or higher
- Resume – 40 hours of observation experience in an occupational therapy environment
- Graduate Record Examination (GRE) Score

### PRE-OCCUPATIONAL THERAPY COURSES

BIOL 1013 Medical Terminology  
BIOL 1214 Biology I  
BIOL 3114 Human Anatomy  
BIOL 3214 Human Physiology  
CHEM 1105 General Chemistry I

MATH 3703 Introduction to Statistics  
PHYS 2104 Physics I (with Lab)  
PSYC 3303 Development Across the Lifespan  
PSYC 4703 Psychology of Abnormal Behavior  
SOCI 2243 Introduction to Cultural Anthropology

### Pre-Optometry Advising

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#### IMPORTANT FACTORS FOR ADMISSIONS TO OPTOMETRY SCHOOL:

- Undergraduate degree in any major, but science is preferred
- Undergraduate Grade Point Average of 2.5 or higher
- Resume – 40 hours of observation experience in an optometry office

#### PRE-OPTOMETRY COURSES

BIOL 3114 Human Anatomy	CHEM 3202 Organic Chemistry II lab
BIOL 3214 Human Physiology	CHEM 3123 Principles of Biochemistry
BIOL 3305 Microbiology	MATH 2114 Calculus I and Analytic Geometry
CHEM 3103 Organic Chemistry I	MATH 3703 Introduction to Statistics
CHEM 3102 Organic Chemistry I lab	PHYS 2104 Physics I (with Lab)
CHEM 3203 Organic Chemistry I	PSYC 4703 Psychology of Abnormal Behavior

### Pre-Pharmacy Advising

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#### IMPORTANT FACTORS FOR ADMISSIONS TO PHARMACY SCHOOL:

- Undergraduate Grade Point Average of 2.5 or higher

#### PRE-PHARMACY RECOMMENDED COURSES

BIOL 1214 Biology I	CHEM 3102 Organic Chemistry I lab
BIOL 1314 Biology II	CHEM 3203 Organic Chemistry I
BIOL 3305 Microbiology	CHEM 3202 Organic Chemistry II lab
CHEM 1105 General Chemistry I	MATH 2114 Calculus I and Analytic Geometry
CHEM 1205 General Chemistry II	PHYS 2104 Physics I (with Lab)
CHEM 3103 Organic Chemistry I	

### Pre-Physical Therapy Advising

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#### IMPORTANT FACTORS FOR ADMISSIONS TO PHYSICAL THERAPY SCHOOL:

- Undergraduate degree in any major, but science or psychology is preferred
- Undergraduate Grade Point Average of 2.5 or higher
- Graduate Record Examination (GRE) Score
- Letters of Recommendation

#### PRE-PHYSICAL THERAPY COURSES

BIOL 1214 Biology I	CHEM 1205 General Chemistry II
BIOL 1314 Biology II	MATH 3703 Introduction to Statistics
BIOL 3114 Human Anatomy	PHYS 2104 Physics I (with Lab)
BIOL 3214 Human Physiology	PHYS 2204 Physics II (with lab)
CHEM 1105 General Chemistry I	PSYC 4703 Psychology of Abnormal Behavior

### Pre-Physician Assistant Advising

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#### IMPORTANT FACTORS FOR ADMISSIONS TO PHYSICIAN ASSISTANT SCHOOL:

- Undergraduate degree in any major, but science or psychology is preferred
- Undergraduate Grade Point Average of 3.0 or higher
- Graduate Record Examination (GRE) Score
- Letters of Recommendation

#### PRE-PHYSICIAN ASSISTANT COURSES

BIOL 1133 General Nutrition	CHEM 1105 General Chemistry I
BIOL 1214 Biology I	CHEM 1205 General Chemistry II
BIOL 1314 Biology II	CHEM 3123 Principles of Biochemistry
BIOL 3114 Human Anatomy	CHEM 3103 Organic Chemistry I
BIOL 3214 Human Physiology	CHEM 3102 Organic Chemistry I Lab
BIOL 3305 Microbiology	CHEM 3203 Organic Chemistry II
BIOL 3334 Cell Biology <u>or</u>	CHEM 3202 Organic Chemistry II Lab
BIOL 3354 Genetics	MATH 2114 Calculus I & Analytic Geometry
BIOL 4314 Embryology	MATH 3703 Introduction to Statistics
BIOL 4124 Histology	PHYS 2104 Physics I (with Lab)
BIOL 4501 Biology Research	PHYS 2204 Physics II (with lab)
CHEM 3123 Principles of Biochemistry	PSYC 4703 Psychology of Abnormal Behavior

## Pre-Veterinary Medicine Advising

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### IMPORTANT FACTORS FOR ADMISSIONS TO VETERINARY MEDICINE SCHOOL:

- Undergraduate degree in any major, but science or psychology is preferred
- Undergraduate Grade Point Average of 2.5 or higher
- Medical College Admission Test (MCAT) or Graduate Record Examination (GRE) Score
- Resume – 40 hours of observation experience working with animals
- Letters of Recommendation

### PRE-VETERINARY MEDICINE COURSES

Animal Nutrition	CHEM 1205 General Chemistry II
BIOL 1214 Biology I	CHEM 3103 Organic Chemistry I
BIOL 1314 Biology II	CHEM 3102 Organic Chemistry I Lab
BIOL 2114 General Zoology	CHEM 3203 Organic Chemistry II
BIOL 3305 Microbiology	CHEM 3202 Organic Chemistry II Lab
BIOL 3354 Genetics	PHYS 2104 Physics I (with Lab)
BIOL 4124 Histology	PHYS 2204 Physics II (with lab)
CHEM 3123 Principles of Biochemistry	PSYC 4703 Psychology of Abnormal Behavior or
CHEM 1105 General Chemistry I	SOCI 2243 Introduction to Cultural Anthropology

## Student Rights and Responsibilities

Admission to Mid-America Christian University is a privilege, not a right. Therefore, every student is expected to observe the highest standards of conduct on and off campus. The University cannot accept responsibility for the education of any student who is not in sympathy with this institution's purposes and regulations.

The University reserves the right to dismiss any student whose conduct or academic standing is undesirable. In such cases, the fees due or have been paid in advance to the University are not remitted or refunded in whole or in part. Neither the University nor its officers shall be liable for such dismissal. Any student under disciplinary suspension or expulsion cannot be on campus for any reason except those approved by the Office of Student Life.

The University reserves the right to amend or add to any of the abovementioned regulations.

The process of appeals about students is outlined in the Student Handbook and is available to all students.

All stated objectives, requirements, and agreements with the student are made with the understanding that the student is an equal participant in the learning process and must share with the professors and administration the responsibility for completing their degree requirements. Each student is responsible for knowing and adhering to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and other expenses of their education.

## Chapel and Assembly Programs

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The Chapel is the most significant community expression of corporate worship on campus for students, faculty, and staff. The Chapel meets twice a week during the academic year. In addition, chapel services are available via live stream for our extended community.

While everyone in the MACU family is welcome to attend Chapel, physical attendance is required for the College of Arts and Sciences students. Students who do not meet the Chapel attendance requirements are subject to disciplinary action, including possible suspension.

Further details regarding Chapel policies and procedures can be found in the MACU Student Handbook at MACU.edu.

## Church Attendance

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Christian fellowship and worship are a vital part of the Christian life. Therefore, students are encouraged to maintain regular attendance at church. The Church of God has many congregations in the immediate area providing many avenues of service and fellowship for students of the University. The University recommends and prefers that students regularly participate in worship and ministry with a congregation of the same theological persuasion they were affiliated with before coming to MACU.



## Community Service

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Community Service is a requirement at MACU for all College of Arts and Sciences students. This requirement perpetuates the mission of the University by allowing students to choose places to serve. This opportunity offers a holistic learning experience that complements the formal education received in college. It equips students with essential life skills, social awareness, and a strong sense of responsibility, ultimately shaping them into well-rounded and compassionate individuals. It also provides real-world experience for students to create, collaborate, and innovate to solve local problems that benefit the community at large. (See the MACU Student Handbook at MACU.edu for more information and policies)

## Student Academic Records

### **Transcripts**

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Current MACU students can access semester grades and unofficial transcripts through portal.macu.edu.

#### ***Official Transcripts***

The Office of the Registrar releases official transcripts upon the student's written request. However, MACU reserves the right to withhold an official transcript for any student with financial indebtedness to the University.

See Order Now at the <https://www.macu.edu/offices-and-services/Registrar/> Office of the Registrar webpage.

### **Release of Student Information and Access to Student Records**

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Most information concerning a student's academic record is confidential and not released to anyone without the student's written authorization. However, the federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records, including the right to provide written consent before the university discloses personally identifiable information other than "directory information" from the student's education record. See the **Release of Student Information** below for a complete statement of the MACU FERPA Policy.

#### **Students can grant access to their MACU records in these ways:**

- Students can authorize the release of their education record information to a third party on either a one-time or an ongoing basis. Authorizations for releasing information on an ongoing basis remain valid for one year following the student's last enrollment at Mid-America Christian University or until canceled in writing by the student at any time.
- Students can authorize access to their Bursar account through their portal.macu.edu.
- Students can authorize the Financial Aid Office to release information regarding their financial aid records by submitting a signed written request to that office.
- Students can send signed written consent to release documents associated with a record of an admonition or violation of the Academic Integrity policy filed with the University's Vice President of Academic Affairs and respective Academic Deans.
- Students can provide signed written consent to disclose educational records maintained by the Student Affairs Office through that office.
- Students can authorize any MACU faculty/staff member to include personally identifiable education record information in letters of recommendation through the respective Dean's offices. Students provide the Dean with written consent, and the faculty/staff member should keep it on file as documentation that the student authorized the release of their information.
- Students can authorize the Office of the Registrar to release the transcript, student and academic conduct records, housing, student employment, financial aid, and bursar information through that office's FERPA Release form (PDF).
- Students can provide consent to the disclosure of their academic standing through the Office of the Registrar FERPA Release form.
- Students living in Student Life can provide consent for disclosing protected student information by submitting a signed written consent to the Student Life office.

#### ***Parental Access to Student Education Records***

Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. However, access to this information is limited to parents who claim the student as an exemption on their federal income tax return.

## Release of Student Information

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The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.** A student should submit to the Registrar, dean, head of the academic department, or other appropriate officials a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
3. **The right to provide written consent before the university discloses personally identifiable information, other than "directory information," from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Directory information, which may be disclosed without consent, includes: Student's name, local and permanent addresses, email address, telephone number, college, major, classification, current enrollment status, participation in recognized student activities and sports, dates of attendance, degrees, and awards received and dates of receipt, posting of individual student grades, and interim class evaluations provided the information is identified by code numbers and does not. The eligible parents, or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart C, section 99.20 of the Family Educational Rights and Privacy Act of 1974.

### ***Withholding Directory Information***

A student may elect to withhold directory information by filling out the Request to Withhold Student Directory Information form (PDF) and submitting it to the Office of the Registrar. The hold will: block the student's name, address, and email address from the MACU website directory; prevent the release of attendance, withdrawal, or graduation information, even after the student leaves the University (unless the student submits a written authorization to release it); and prevent the University from releasing contact information. For students who withhold directory information, University officials are prohibited from releasing any form of information without a written release from the student. The University requires this release before it will verify employment, enrollment, or the status of students who make applications for employment, auto loans, good student discounts, apartment leases, etc.

*Without a directory hold, any member of the public, including individuals, organizations, and vendors, may obtain student directory information for purposes such as advertising and solicitation.*

A student cannot place a hold on a portion of the information. A student can place a directory hold at any time. However, for information to be withheld from the printed directory, if a printed directory is produced, the hold must be on file by the end of the second week of the fall semester.

The University discloses education records without a student's written consent under the FERPA exceptions: disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); officials of schools to which the student seeks to transfer; the Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities; in connection with the student's application for, or receipt of, financial aid; State and local officials or authorities to which such information is specifically required to be reported under the State statute and adopted before November 19, 1974; organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; accrediting

organizations; parents of a dependent student upon proof of dependency (exclusive of international students); in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, and to comply with a judicial order or lawfully issued subpoena.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Directory Information**

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Under FERPA, the following pieces of information are considered "directory" or public information. The institution may disclose such directory information, for any purpose, at its discretion. Mid-America Christian University, as a result of this, designates the following information as public or directory information:

- Student's name
- Date and place of birth
- Local and permanent address
- Telephone number
- E-mail addresses
- Dates of attendance at Mid-America Christian University
- Anticipated date of graduation
- Part- or full-time enrollment status
- Major(s), Minor(s) and field(s) of study
- Academic classification
- Degrees and awards granted
- Educational institutions previously attended
- Degree(s) held, date granted, and institution(s) granting such degree(s)
- Participation in officially recognized organizations, activities, and sports
- Photographs, including Student ID photographs for classroom use only

All other information regarding a student is considered private and can be released only with the student's permission. This information includes but is not limited to information about courses in which the student is enrolled, grades received course locations, academic standing information, financial aid information, and student account information.

### Academic Appeals Process

Suppose any student of Mid-America Christian University considers that they have an academic grievance or that some action is not justified or constitutes an encroachment upon their academic rights. In that case, they may submit their grievance according to the provisions of the Academic Appeals Process. Academic grievances may include but are not limited to examinations, assessments or student outcomes, grades, requirements for satisfactory progress in a course, disciplinary action for academic dishonesty or plagiarism, or exceeding the maximum number of allowed absences.

The procedure to be followed in processing an academic appeal is as follows:

1. With good faith, the student seeks to resolve academic problems by directly appealing to the instructor or person(s) involved. However, if the issue is discussed with the instructor and a satisfactory resolution is not agreed upon, or the instructor is unavailable after the student makes a diligent effort to contact the instructor, the student may file a written academic appeal. Written academic appeals must be filed no later than sixty (60) business days after the course grade is posted or fourteen (14) business days after the maximum absences have been exceeded in an absence appeal.
2. Requirements for an Academic Appeal
  - a. The written appeal should be addressed to the Academic Appeals Committee and delivered to the Registrar for delivery to the chair of the Academic Appeals Committee. Written appeals in electronic forms, such as e-mail attachments, are acceptable.
  - b. The written appeal shall include the course name and number, the instructor's name, the issue the student wants to be resolved, and a request for a remedy.
  - c. The written appeal shall include an explanation of the facts of the appeal and any other information the committee may need to resolve the issue, including, but not limited to, papers, examinations, completed assignments, or medical documentation.
  - d. Signed Student Consent Form.
3. The student and instructor receive written or electronic notification of the date, time, and place to meet with the committee. The chair of the Academic Appeals Committee establishes a mutually satisfactory date for convening the hearing.
4. At its discretion, the Academic Appeals Committee may hold such informal or formal hearings as necessary. The student and instructor can present witnesses and evidence relevant to the appeal. The Academic Appeals Committee considers information from any source the committee deems appropriate.
5. The burden of proving grievances shall be upon the aggrieved student. The student must provide clear and convincing evidence for the committee to provide a remedy for the issue in question. In addition, the student is responsible for providing the committee with any necessary documentation needed to resolve the issue. The aggrieved student is entitled to counsel or witnesses if they choose.
6. The committee decides whether or not to grant the appeal and provide a remedy. Suppose the student is not satisfied with the decision. In that case, the student may appeal to the appropriate college dean in which the course is taught. The appeal shall include the original appeal letter and any other information the student may provide to the dean to assist in deciding. The appeal must be filed with the appropriate dean within twenty (20) business days of the Academic Appeals Committee Decision.
7. After the appropriate college dean decides, the student may appeal the dean's decision within twenty (20) business days of the dean's decision. The appeal should include the original appeal letter, information provided to the dean in the previous appeal, and only new information not previously available through due diligence at the time of the initial appeal to aid the Vice President of Academic Affairs in deciding.
8. Any appeal regarding a decision made by an academic dean goes directly to the Vice President of Academic Affairs.
9. All Vice President of Academic Affairs decisions shall be final and binding upon all parties involved.
10. The Mid-America Christian University Academic Appeals Committee shall include the following:
  - a. A Chair appointed by the Vice President of Academic Affairs;
  - b. One faculty representative from the College of Arts and Sciences;
  - c. One faculty representative from the College of Adult & Graduate Studies;
  - d. One Student Government Association President; and
  - e. The University Registrar.

### Student Academic Honesty and Integrity Policy

11. Mid-America Christian University expects faculty, staff, administrators, and students to live out the core value of academic honesty, integrity, and accountability in an honest community, which is essential to a Christ-like character. Therefore, the purpose of this Academic Honesty and Integrity Policy, referred to in this document as “this policy,” is twofold: (1) to uphold the core value of academic honesty and integrity while preserving academic freedom in research and scholarship; and (2) to investigate suspected instances of violations and, when confirmed, to administer course and institutional remediation and consequences, in a consistent, just, and equitable manner. Provided, however, that as to faculty, staff, and administrators, disciplinary action is administered following relevant provisions in the Employee and Faculty Handbook, as applicable.
12. All faculty, staff, administrators, and students engaging in research and scholarship are expected to do “original” work; that is, the work is independently created (as opposed to being copied from another’s work or the writer’s prior work) and includes the writer’s thoughts. Scholarly work is to exhibit sufficient modification from the original source to demonstrate comprehension of the material. A work may be original even though it closely resembles other works so long as the similarity is purely coincidental and unintended and not the result of copying. A student may only submit academic work for credit once unless the current instructor grants permission.
13. Guidelines for Writing Assignments
  - a. Students are predominantly to write the content by describing content in their own words, documenting the source of information, and minimizing the use of direct quotes as defined in writing by the instructor.
  - b. Unless the expressed purpose of an assignment is otherwise stated in writing, originality requires more than “reporting” the ideas or data of others or presenting another’s position by copying passages.
  - c. The purpose of an academic assignment is for students to engage in the mental process of knowing, comprehending, applying, analyzing, synthesizing, and evaluating academic content and presenting conclusions or results using standard grammar, mechanics, and content in a coherent and organized fashion.
  - d. Quoting material written or published by another author must be shown as a quotation when it appears as a part of one’s work.
  - e. Paraphrasing involves the rewording or restructuring of the material of others to fit one’s writing style. However, the ideas contained therein are originally spoken or published by others. The reason for paraphrasing is twofold: (1) to put the idea into one’s own words; (2) to give credibility and authority to one’s idea.
  - f. All sources must be properly documented, whether directly quoted or paraphrased, according to the American Psychological Association (APA), with page numbers, unless otherwise specified or modified by the instructor in writing. Proper documentation includes in-text citations and complete bibliographic information.
  - g. Common knowledge, information the reader could find in general sources, may be documented at the writer’s discretion.
14. Violations of this policy include but are not limited to, any form of dishonesty, cheating, or plagiarism on any coursework, research, or scholarly writing. In addition, any person who knowingly or intentionally assists another in violating this policy is equally responsible and subject to course and institutional remediation and consequences, as applicable. Examples include, but are not limited to, the following:
  - a. Submitting another’s work as one’s own or knowingly or carelessly enabling another to submit one’s work as though it were their own.
  - b. Failure to properly acknowledge the work of others or authorities quoted, paraphrased, or consulted in preparing written work.
  - c. Unauthorized use of a textbook, notes, or other materials on an exam or assignment.
  - d. Receiving or giving unauthorized assistance on any coursework.
  - e. Tampering with experimental data to obtain a “desired” result or creating results for experiments not conducted.
  - f. Tampering with or destroying the work of others.
  - g. Lying, being deceptive, or withholding relevant academic information.
  - h. Falsifying or fabricating academic records, forms, or other documents.
  - i. Unauthorized access to computer systems or files.
  - j. Violations of copyright law.

15. When a violation of this policy is confirmed in student coursework, instructors must notify students in writing before remediation and consequences and submit an electronic report outlining the violation of this policy through the Centralized Reporting System.
  - a. Course Remediation and Consequences. Suppose the instructor determines that a violation of this policy has occurred. In that case, the following actions may be taken individually or in combination at the instructor's discretion:
    - i. A grade of 0/F for the assignment.
    - ii. A grade of 0/F for the assignment with the option to resubmit or complete an alternative assignment for full or partial credit.
    - iii. A grade of F for the course. This score is recorded with the Registrar within two (2) business days of written notification to the student of violating this policy, preventing a withdrawal from the course.
    - iv. A grade of F for the course with the option to resubmit the work for a grade change and avoid any further violation of this policy for the remainder of the course. Note: A grade of F is recorded with the Registrar within two (2) business days of written notification of the student of a violation of this policy, preventing a withdrawal from the course. The instructor would submit a Grade Change Form if no further violations occurred.
    - v. Student completion of a designated online tutorial. The student must complete the Academic Integrity Tutorial, Plagiarism Tutorial, or module(s) on the offense at the instructor's discretion within the timeframe given by the University for such tutorial or module.
    - vi. An educational discussion, relevant assigned reading, or other training designated by the instructor.
  - b. Institutional Remediation and Consequences. The Academic Deans of the College of Arts and Sciences and the College of Adult and Graduate Studies enforce institutional remediation and consequences for students pursuing a degree in their respective schools. Such Deans may meet with the student for any violation of this policy. They would automatically do so upon a second and any subsequent violations. The Academic Dean may designate an appropriate representative, such as the program director/school chair, to meet with the student rather than meeting with the student personally. The Academic Dean or their representative may administer one or more of the following:
    - i. censure (private reprimand);
    - ii. probation;
    - iii. suspension; or
    - iv. recommend expulsion.
  - c. Consequences may be increased or decreased based on evidence of aggravation or mitigation. For example, self-reporting, prompt and genuine acceptance of full responsibility, remorse, repentance, or remediation may be considered in mitigation. Stonewalling, false, misleading, incomplete statements, or rebellious, arrogant, condescending, or contemptuous attitude may be considered aggravation.
16. All confirmed violations of this policy must be reported electronically through the Centralized Reporting System by the instructor within ten (10) business days of the written communication to the student regarding the policy violation. The following information must be submitted electronically through the Centralized Reporting System:
  - a. Date of Report Submission
  - b. Student Name
  - c. Class
  - d. Instructor Name
  - e. Date of Violation
  - f. Type of Violation
  - g. Explanation of Violation
  - h. Course Remediation and Consequences Taken
  - i. Copy of Written Communication with Student Regarding Violation
  - j. Copy of Assignment on which Violation Occurred
  - k. Copy of TurnItIn Report (for writing assignments uploaded through D2L)
  - l. Deadlines regarding remediation and consequences



17. Suppose any student of Mid-America Christian University considers that they have an academic grievance or that some action is not justified or constitutes an encroachment upon their academic rights. In that case, they may submit their grievance according to the provisions of the Academic Appeals Process in the University Catalog.

### Formal Student Complaint Process

This policy aims to provide students with a safe and organized way to voice their complaints. Students must have a wide-spread understanding of how to rectify situations that pertain to their experience at MACU. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

The complaint process at MACU is designed to help students to resolve complaints biblically. Therefore, we follow the process of responsibility and resolution located in Matthew 18:15-17–*“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (NASB)*

For this reason, only complaints that the student has attempted to resolve at the department level are recorded and processed as *formal* complaints.

The Division of Student Affairs, working with the Dean and Associate Dean of the College of Adult and Graduate Studies (CAGS), would methodically process written student complaints that it receives per the spirit of resolution in the Matthew 18 passage.

Mid-America Christian University values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community. Conflict resolution is often necessary to bring health back to a community. Complaints commenced through this process may bring about an inquiry and disciplinary action involving another University community member (student, faculty, or staff). The University is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.

#### Steps:

1. Initially, complaints should be resolved following the biblical model of addressing the person or department responsible for resolving your complaint. If the student is unsure who that person is, please get in touch with Student Affairs (405-691-3800) or CAGS Student Services (877-569-3198) for appropriate direction.
2. Suppose step one does not resolve the complaint. In that case, formal complaints may be registered with the Division of Student Affairs through the form on my.macu.edu. This form is kept confidential.
3. The Division of Student Affairs or the Dean or Associate Dean of CAGS would mediate between the student and party or parties named in the complaint. After the complaint is reviewed, a letter documenting the receipt and appraisal of the grievance is sent to the student for the office named in the complaint document within 48 hours of receiving the complaint. For CAS complaints, the Vice President for the area named in the complaint is made aware of the issue. The Dean or Associate Dean is notified of complaints within the College of Adult and Graduate Studies.
4. Suppose the complaint is not resolved in steps 1-3. In that case, the Dean of Student Life may consider pursuing further action to resolve this.

*\*Please note that the same complaint form may be used to report any exemplary service or experience that occurred on campus. Again, that person or office is notified of your comments.*



## STUDENT LIFE

*“Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He will make straight your paths.” Proverbs 3:5-6*

Mid-America Christian University is committed to the preparation of students as whole persons. Through programs and events, students are encouraged to develop and refine their abilities in making responsible choices in all aspects of their lives based on Christian principles and philosophies. In addition, faculty and staff work together to help students grow. Thus, education at Mid-America Christian University is education with a specific purpose.

### Campus Facilities

The MACU campus is comprised of nine buildings, four athletic fields, and a nature reserve set on 65 acres just across the road from a 300-acre city park and golf course.

The main building has nearly two acres under one roof. The auditorium used for chapel, assemblies, and other special sessions, seats 670. Attached are two large lecture rooms. The Café 1412 (cafeteria and kitchen) area is arranged for comfort and convenience, as meals are served seven days a week. The Café 1412, University Store, classrooms, and academic and administrative offices are in the main building. The main building is also home to our new Student Center. This freshly renovated space houses gaming areas, a stage, pool and ping pong tables, our Campus Mailroom, and the Student Success Center.

The Fowler Center is home to the Student Leadership Room (SLR), which offers a space for students to gather in groups.

Kennedy Hall is a new 32,000-square-foot education facility located east of the main building. Kennedy Hall houses a state-of-the-art university library, classrooms, a computer lab, and faculty offices. In addition, the Charles Ewing Brown Library includes an Educational Resource Center, an audio-visual room, and a computer lab. Kennedy Hall houses our severe weather safety shelter with enough space to secure our entire campus population.

MACU’s three (3) residence halls are only a short walk from the main building. Harrington Hall offers suites with four private bedrooms, a large living area, and a bathroom. Southwest and McCutcheon sit near our Athletic fields and house nearly 230 students in double-occupancy suites, half of which are considered Grand Suites with additional living space. Each suite has wireless or direct-connect, high-speed Internet, and basic cable.

The Gaulke Activity Center is located to the west of the main building. It houses the Athletic Offices and is the practice and game venue for MACU’s intercollegiate and intramural basketball and volleyball teams.

MACU has four athletic fields on campus, including the James Curtis Athletic Fields, which consist of a soccer field, two softball fields, and the MACU baseball field; the Bill Curry Softball Field, designed for men’s slow pitch softball; and the Jack Allen Field, designed for women’s fast pitch softball or men’s slow pitch softball. The Mike and Helen Dill Soccer Complex houses our MACU Varsity Soccer field.

A unique campus feature, the Nature Reserve is located on the east side of the campus grounds and is recognized by the State of Oklahoma as the home of various types of wildlife and vegetation.

### Counseling and Guidance

Mid-America Christian University values the holistic care of our students. For this reason, upon counselor availability, we are committed to providing confidential counseling free of charge for all of our College of Arts and Sciences students. Counseling services are provided by Graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The students are supervised by their university supervisor, a licensed practitioner. To make an appointment, contact the Scraper Counseling Center.

Additional support is available to students who live in the residence halls. Residential students have access to professional staff and student residence hall assistants who also live in the residence halls. The trained personnel are skilled in perceiving and providing programs and interventions to enhance spiritual, social, and emotional growth.

Upon request to the Campus Pastor, the University would provide premarital counseling for students contemplating engagement and marriage.

### Food Service

The Café 1412 in the main building provides a relaxed dining atmosphere with WIFI and flat-screen TVs. The cafe is open weekdays from 7:30 a.m. to 7 p.m. It offers continuous service to meet the needs of various student schedules. Students

have unlimited access to a deli, hot meals, salad, pizza, breakfast and dessert bars, and all-you-can-drink fountain drinks, tea, water, milk, and assorted fruit juices. The hours of operation on the weekend are Saturday lunch from 12:30 p.m. - 1:30 p.m. and Saturday dinner from 5:00 p.m. - 6:00 p.m. Sunday lunch is offered 12:30 p.m. - 1:30 p.m. and Sunday dinner from 5:00 p.m. - 6:00 p.m.

All students living in the residence halls must purchase a meal plan. Students who have documented health issues from a physician or medical nutritionist may present their dietary needs to the Director of Student Life, who would work with the food service company and the student to meet their needs. Off-campus students may purchase a meal plan through the Bursar's office or purchase single meals in the cafe. For students on the go, the cafe offers takeout meals and works to accommodate various student schedules.

### Healthcare

The Residence Life Staff or MACU PD provides basic first aid for minor incidents. The campus is located approximately one and a half (1.5) miles northeast of St. Anthony Healthplex South, two (2) miles south of Community Hospital, and six (6) miles south of Integris Health Southwest Medical Center for incidents requiring the use of a hospital. CAS students are asked to inform the Office of Student Life of any illnesses and medical attention sought. The Office of Student Life can refer area doctors; however, regular doctors' fees are required.

At the time of enrollment each year, students are required to sign a waiver of medical responsibility. This waiver states that the student is covered by either personal or parental medical insurance and is solely responsible for any medical expenses incurred while a student is at MACU. While MACU does not offer student health insurance, the Student Life Office has several resources for students seeking to purchase a plan.

### Residency Policy

For these reasons, MACU requires all students 26 years of age and below to live on campus. The minimum age requirement for students to live on campus is 17. While student housing is designed for CAS students, CAGS students may appeal to be granted access to student housing.

MACU does recognize that, while it is generally better for students to live on campus, there are exceptions. The following students are eligible to live off-campus:

- The student is married
- The student is at least 22 or will turn 22 within the academic semester.
- The student is enrolled in nine (9) credit hours or less
- The student will be a graduating senior in the current academic year
- The student is living at the full-time residence of a parent/guardian within 40 miles of the University (requires verification by the Residential Housing Office)

### New Student Orientation

The University offers a new student orientation program designed to acquaint students with the University and effect an easy transition into a new life and environment. Evangel Days, orientation sessions, are offered before the fall and spring semesters begin.

### Student Employment

Full-time and part-time employment opportunities can be found in the Oklahoma City area. Job opportunities are posted on the Student Portal and Student Success Center bulletin board. These opportunities are meant to aid students in their pursuit of work. Students who wish to apply for an on-campus position may do so through the Student Portal. Students seeking employment may seek assistance from the Student Success Center. The Financial Aid Office verifies any questions concerning Federal work-study.

Federal work-study provides undergraduate and graduate students with part-time employment in an approved on or off-campus position. These are Federal funds and are based on a student's need. A work-study offer does not guarantee an offer of employment. To apply, complete the Free Application for Federal Student Aid (FAFSA) and indicate on the FAFSA your interest in work-study. The student's earnings cannot exceed the awarded amount of work-study.

### Student Clubs and Organizations

Believing that students in a Christian university are provided the opportunity to enjoy a unique sense of community, our

organizations and activities encourage fellowship among the student body. As a result, student life on campus is full of opportunities for Christian fellowship and the development of leadership qualities.

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### **Athletics**

Several activities of a recreational nature are arranged for general student participation. The University seeks to make activities available to students for their pleasure and well-being. The University provides for the involvement of females and males in its athletic programming.

Athletic experiences of competition are an essential part of the college experience. Varsity athletes at Mid-America Christian University participate in the Sooner Athletic Conference (SAC) in volleyball, basketball, baseball, softball, cross country, and soccer. SAC has maintained a long-standing tradition of its members fielding excellent athletic programs, with many teams and individuals going on to distinguish themselves on the national stage. SAC member institutions have collected over a hundred National Association of Intercollegiate Athletics (NAIA) team championships since the league formed in 1978. SAC continues to assist its member institutions in maintaining intercollegiate athletic programs that are compatible with the highest standards of the NAIA Division I Athletics.

Intramural competition is offered in basketball, volleyball, flag football, table tennis, and many other areas. Participation in these areas provides opportunities for on-campus competition and promotes students' health and physical development.

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### **Campus Activity Board**

Campus Activity Board is a student-run organization that organizes annual social events. CAB is an excellent opportunity for students to gain leadership and planning skills. In addition, CAB aims to create an engaging community for students to enjoy.

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### **Esports**

Varsity members of esports at Mid-America Christian University participate in the National Association of Collegiate Esports (NACE), the National Esports Collegiate Conference (NECC), and the Oklahoma Association of Collegiate Esports (OACE) in League of Legends, Overwatch 2, Rocket League, and Super Smash Bros. MACU Esports has won championships in various divisions since the program started in the fall of 2020.

MACU Esports provides campus-wide tournaments in Super Smash Bros., Mario Kart, Nintendo Switch Sports, and several other titles. The tournaments allow students, staff, and Faculty to engage in friendly video game matches and foster a deeper community across various social circles at MACU.

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### **Going All “M” Ambassadors (GAMA) Team**

Going All “M” Ambassadors (GAMA) Team is a student-run organization that exists to welcome new students to campus at the start of the fall and spring semesters. Students may apply to join the committee in the fall and spring of each year. This leadership opportunity is an exciting way to impact the lives of new students and set the expectation for what it means to be a part of the MACU community.

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### **Missions Club**

The Missions Club serves as an avenue of expression for those concerned with the worldwide responsibilities of the Church. In addition, the club seeks to promote an interest in worldwide evangelism.

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### **Music and Gospel Choir**

Music and Gospel Choirs are open to all students; however, auditions may be required. Any music and gospel choir is distinctly spiritual and aims at glorifying God through sacred music.

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### **Student Government Association**

The Student Government Association affords the students an avenue for expressing opinions and cooperating in promoting the University's best interests. All new clubs on campus may seek official affiliation with the University through the Student Government Association. Official clubs can solicit funds from SGA for club activities and other benefits from university support. In addition, the SGA has a responsibility to promote fellowship, scholarship, leadership, and spiritual life within the University, to promote understanding between students and University personnel; and to inspire loyalty to the University and the principles for which it stands.

### **Student Ministerial Fellowship**

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This fellowship is organized to encourage those who feel a call to the Christian Ministry and to acquaint them with some of the practical aspects of Community Service.

### [Alumni Association](#)

The Alumni Association is an important organization composed of graduates and former students of the University. Associate membership is granted to the Board of Trustees and the University administration and faculty. Honorary members are selected by the Alumni Executive Committee on the basis of outstanding service to the institution or to the Alumni Association. The Association currently has a membership of more than 2,000.

The purpose of the Alumni Association is to produce continued alum interest in the welfare of the University and to develop a Christian fellowship among all former students. The importance of the alums to the University is invaluable. The association helps to publicize the University and promote worthy projects. The progress of the University is directly related to alum endorsement, prayer, and financial support.

## ACADEMIC PROGRAM REQUIREMENTS

### Core completion – Special Requirements

#### College of Arts and Sciences

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All full-time students must be enrolled in the following sequence of Bible/Theology courses at Mid-America Christian University. These classes are to be taken as follows and may only be dropped one time each without affecting participation in extracurricular activities.

##### ***Non-Ministry Majors***

The following classes are required of all degree-seeking non-ministry majors:

##### **Take During the First Year of Enrollment:**

BINT 1223 Intro. to the Bible (3)  
THEO 1103 Biblical Life and Witness (3)

##### **Take During the Second Year of Enrollment:**

BINT 3303 Romans (3)  
BINT 3733 Life and Ministry of Jesus (3)

##### ***Ministry Majors***

The following classes are required of all degree-seeking ministry majors:

##### **Take During the First Year of Enrollment:**

BINT 1203 Intro. to the New Testament (3)  
BIOT 1103 Intro. to the Old Testament (3)  
THEO 1103 Biblical Life and Witness (3)

##### **Take During the Second Year of Enrollment:**

BINT 3303 Romans (3)  
THEO 2103 Systematic Theology I (3)  
THEO 2203 Systematic Theology II (3)

If a student fails to make a passing grade in any of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.

##### ***English Composition***

- ENGL 1113 English Composition I and ENGL 1213 English Composition II must be taken during the first year of classes at MACU.
- A grade of “C” or higher in ENGL 1113 and ENGL 1213 is required to complete each of these classes successfully.
- If a student fails to earn a passing grade of “C” or higher in either of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.
- Transfer students who have not transferred credits to MACU for these courses must enroll in these courses as soon as they are offered.

Students who drop/withdraw from any of these courses more than one time are immediately barred from University-sponsored extracurricular activities. These activities include representation of the University in activities such as camp teams, summer internships, traveling music groups, traveling choirs, intercollegiate athletics, convention appearances, etc.

To withdraw from any of these core courses, the student must have written verification from their course instructor that they have completed the 10<sup>th</sup> week of enrollment and have not exceeded the maximum number of absences allowable for the semester. This is recorded on the Change of Registration form by the course instructor’s signature approving the drop request. The form must be fully completed, which includes the approval of the academic advisor.

#### College of Adult and Graduate Studies

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##### ***English Composition***

- ENGL 1113 English Composition I and ENGL 1213 English Composition II must be taken in succession during the first year of classes at MACU.
- A grade of “C” or higher in ENGL 1113 and ENGL 1213 is required to complete each of these classes successfully.
- If a student fails to earn a passing grade of “C” or higher in either of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.
- Transfer students who have not transferred credits to MACU for these courses must enroll in these courses as soon as they are offered.

Students who drop/withdraw from any of these courses more than one time are immediately barred from University-sponsored extracurricular activities. These activities include representation of the University in activities such as camp teams, summer internships, traveling music groups, traveling choirs, intercollegiate athletics, convention appearances, etc.

To withdraw from any of these core courses, the student must have written verification from their course instructor that they have completed the course up to the last week to withdraw (the 10<sup>th</sup> week for a 16-week course or the 4<sup>th</sup> week for a 5-week course) and have not exceeded the maximum number of absences allowable for the course. This is recorded on the Change of Registration form by the course instructor's signature approving the drop request. The form must be fully completed, which includes the approval of the academic advisor.

### Remedial/Corequisite Courses

Remedial courses are zero-level courses designed to raise students' competency in a subject area to the collegiate level. These courses do not carry college credit or fulfill degree requirements. Corequisite courses are also designed to raise students' competency in a subject area. However, the corequisite courses are taken at the collegiate level alongside the course subject they are not as proficient in.

Students who do not transfer English Composition I or English Composition II with a grade of a "C" or better; or a three-credit hour college-level Mathematics course must take Reading, English, and Mathematics assessments to determine placement. Students who fail to take these assessments by the end of their first course must take subject-area remedial or corequisite courses.

Students with ACT scores below 17 in English or reading; or below 16 in math must take a remedial or corequisite English or remedial Mathematics course in the subject area they are deficient in.

### Requirements of a Specific Catalog

A student seeking a degree at MACU may complete all requirements for the degree according to the requirements specified in the catalog of the year in which they matriculate or by the requirements of the current official catalog at the time of application for graduation. The catalog year shall be considered as beginning with the fall semester.

A student who interrupts their studies at the University for more than two consecutive semesters or one academic year before completing their degree objective and then returns is subject to the requirements set forth in the current catalog for that particular degree. To continue a program under a specific catalog, a student must take a minimum of six credit hours each semester/period of enrollment and complete all degree requirements within six years of the time they first matriculate at MACU.

The University reserves the right to change graduation requirements that may be necessary.

### Completion of Requirements

The Office of the Registrar would confer students' programs who have completed all graduation requirements. Refer to the University Catalog under Commencement and Graduation for additional information.

When requested, the university would issue an official letter stating that an individual has completed the requirements for graduation, if such is necessary, before the student has received their diploma. A student who completes graduation requirements is awarded the appropriate diploma with any attendant honors at the time of the next regular Commencement of the University, either in person or in absentia.

### Associate's Degree - Minimum Requirements

1. To earn an associate degree from Mid-America Christian University, **a minimum of 62 credit hours is required**, including the minimum prescribed hours for biblical studies. However, some degree programs require more hours than this, so each program should be studied and selection made by the student to meet their vocational expectations.
2. A student must be in good standing and not on provisional status. A cumulative grade point average of no less than 2.00 ("C" average) is required for graduation.
3. Each candidate for graduation in the forthcoming spring Commencement Services must pay their graduation fee when applicable and file an Application for Graduation with the Registrar two semesters/periods of enrollment before the date on which they expect to graduate. This application would verify the name in which the diploma is to be conferred, the date the degree is expected, and other pertinent data the Registrar needs. In addition, the student would confirm that they expect to be present and participate in the Commencement Services. Academic regalia must be ordered by the deadline established by the Office of the Registrar.
4. The following residency requirements must be met to become a candidate for any associate degree:
  - a. A student must have completed a minimum of fifteen (15) hours in residence at MACU.



- b. Students who leave MACU and are not enrolled for two or more semesters/periods of enrollment must meet the current catalog requirements for any degree program.
5. The student must have completed all requirements for English.
6. All candidates for graduation must complete the University Core Requirements for their specific program.
7. All degree requirements must be completed within six years of matriculation. The Dean, Program Chair and Registrar must approve any extension to the statute of limitation.

### Bachelor's Degree – Minimum Requirements

1. To earn a bachelor's degree from Mid-America Christian University, **a minimum of 122 semester credit hours is required**, including the minimum prescribed hours for biblical studies. Some degree programs require more hours than this, so each program should be studied and selection made by the student to meet their vocational expectations. Students enrolling in Multidisciplinary options may be required to take additional electives to meet this undergraduate credit hour minimum requirement.
2. A student must be in good standing and not on provisional status. A cumulative grade point average of no less than 2.00 ("C" average) is required for graduation.
3. Each candidate for graduation in the forthcoming spring Commencement Services must pay their graduation fee and file an Application for Graduation with the Registrar two semesters/periods of enrollment before the date on which they expect to graduate. This application would verify the name in which the diploma is to be conferred, the date the degree is expected, and other pertinent data the Registrar needs. In addition, the student would confirm that they expect to be present and participate in the Commencement Services. Academic regalia must be ordered by the deadline established by the Office of the Registrar.
4. The following residency requirements must be met to become a candidate for any bachelor's degree:
  - a. A student must have completed at least 30 hours in residence at MACU.
  - b. A student who has completed 30-64 hours in residence at MACU must complete 15 of the last 24 hours in residence at MACU.
  - c. A student who has completed 65 or more hours in residence at MACU must complete 15 of the last 30 hours in residence at MACU.
  - d. Pastoral Ministry and Specialized Ministries majors must also complete at least 15 hours of Bible/Theology in residence at MACU.
  - e. Students who leave MACU and are not enrolled for two or more semesters/periods of enrollment must meet the current catalog requirements for any degree program.
  - f. Senior students who choose to graduate under option "b" or "c" residency requirements as listed above must complete the last 15 hours and send a completed transcript to Mid-America Christian University within one year from the time they leave, or they must fulfill all the residency/graduation/degree requirements of the newest catalog.
5. At least 50 percent of the courses in any major must be upper-division level, and at least 40 hours in the entire program must be upper-division courses.
6. The student must have completed all requirements for English.
7. All candidates for graduation must complete the University Core Requirements for their specific program.
8. All degree requirements must be completed within six years of matriculation. The Dean, Program Chair and Registrar must approve any extension to the statute of limitation.

### Second Bachelor's Degree

A student may desire to earn more than one bachelor's degree. To graduate with a second degree, the student who has received a bachelor's degree elsewhere or has previously completed a bachelor's degree at Mid-America Christian University must complete a minimum of 30 hours beyond the first bachelor's degree and must complete all the course requirements for the second degree. The same course(s) may not be counted toward both degrees unless specifically required by the catalog.

### Second Major

A student wishing to complete a second major must complete all requirements of the second major and at least 24 unduplicated hours in both majors. All requirements of both majors must also be completed, including prerequisites and proficiencies. The same courses may not be counted toward both degrees unless specifically required by the catalog.



### Accelerated Programs

Mid-America Christian University offers accelerated programs through the College of Adult and Graduate Studies designed to provide the opportunity for working adults with two or more years of college credit to complete a bachelor's degree in just over 18 months. Courses are offered in a one-night-a-week seminar format or 100% online. Both formats are designed to meet the needs of adult learners.

#### ***Accelerated Programs (4+1 or 4+3 Programs)***

Students in 4+1 or 4+3 accelerated programs are considered undergraduate students until all undergraduate requirements have been met. Undergraduate students enrolled in the accelerated program are eligible to enroll in graduate-level courses and seminars. However, they are not eligible for most graduate prerequisites, including teaching and research assistantships and related health insurance, financial aid, or graduate award programs until the undergraduate degree is completed.

Students are reviewed continuously to ensure academic progress in bachelor's and master's degree program requirements.

1. Undergraduate students in an accelerated bachelor's/master's degree program before the awarding of their undergraduate degree must complete all of their bachelor's degree requirements and graduate with their undergraduate degree within 24 months of the first day of the semester for which they were admitted to the accelerated program.
2. Undergraduate students must maintain a cumulative GPA of 3.00 from the time they have applied to the program (at 49 credit hours completed in the undergraduate degree) to the time the student begins taking graduate courses (at 62 credits completed in the undergraduate degree). In addition, a student must maintain a 3.00 in all coursework. Suppose an undergraduate student's cumulative GPA becomes less than 3.00 between the time they are admitted to the accelerated program and the time they begin their coursework. In that case, their admission to the accelerated program may be revoked.
3. Suppose the student's cumulative, undergraduate, and graduate plan of study GPAs drop below the 3.00 GPA requirement once they have started the master's portion of the accelerated program. In that case, they are subject to the academic standing policy for graduate students. The student would still be allowed to complete their undergraduate degree but would no longer be able to complete the graduate degree as part of the accelerated program.

Deficiencies for students in accelerated programs:

1. Intended plan of study GPA less than 3.00
2. overall graduate GPA less than 3.00
3. cumulative GPA less than 3.00
4. earning a grade below a "C" in any required course\*
5. earning a grade of "I" or "W" in a required course
6. failure to complete the undergraduate degree within 12 months of the first day of the semester for which the student was admitted to the accelerated program

\*Students must repeat a course with a grade below a "C" the following semester it is offered and earn a "C" grade or better. Failure to achieve a "C" or better on the second attempt may result in a recommendation for dismissal from the program.

### Master's Degree – Minimum Requirements

1. A student must be in good standing and not on provisional/conditional status.
2. A student must complete all degree requirements with a cumulative grade point average of 3.00 or greater.
3. A student is required to repeat any course with a grade of C within nine (9) hours of receipt of such grade.
4. Any grade of D or F must be repeated immediately before proceeding further in the program.
5. Receipt of three (3) grades below a B in any given Master's program would result in automatic dismissal.
6. A student may only transfer a maximum of six (6) credit hours toward their Master's degree. The School Chair must approve all transfer credits.
7. A student must have completed a minimum of twenty-four (24) hours in residence at MACU.
8. All degree requirements must be completed within five years of matriculation. Any extension to the statute of limitation must be approved by the Dean, Program Chair, and Registrar.

### Non-Degree Certificate – Minimum Requirements

1. A student must be in good standing and not in provisional/conditional status.

2. A student must complete all certificate requirements with a cumulative grade point average of no less than 2.00 for undergraduate certificates and 3.00 for graduate certificates.
3. Any grade of C or lower in a graduate certificate program must be repeated as soon as the next section is available.
4. A student must have completed a minimum of half the required hours in residence at MACU.
5. The school chair must approve all transfer credits for a graduate certificate.
6. All degree requirements must be completed within five years of matriculation. The Dean, Program Chair and Registrar must approve any extension to the statute of limitation.

### University Core Requirements

The general education courses establish a broad learning experience for students to build their continuing education progressively. Each student is allowed to build from the following courses to achieve a foundation of general knowledge that would serve them best in pursuing their degree. The courses listed below constitute the core requirements. The specific requirements of each program are given in the program course outline.

<p><b>Bible and Theology – 6-12 hours</b>                      BINT 1203 Intro to the New Testament                      BINT 1223 Intro to the Bible                      BINT 2103 Basic Principles of Inductive Bible Study                      BINT 2303 Survey of Romans                      BINT 3713 Life and Teachings of Jesus                      BINT 3733 Life and Ministry of Jesus                      BINT 3303 Romans                      BIOT 1103 Intro to the Old Testament                      THEO 1103 Biblical Life and Witness                      THEO 2303 Intro to Christian Theology</p> <p><b>Communication - 9 hours</b>                      ENGL 1113 English Composition I*                      ENGL 1213 English Composition II*                      COMM 1103 Fundamentals of Public Speaking*</p> <p><b>U.S. History and Government - 6 hours</b>                      POLS 1103 American Federal Government*                      HIST 2103 American History I                      HIST 2203 American History II</p> <p><b>Science - 6 hours plus 1 hour of lab</b>                      BIOL 1133 General Nutrition                      BIOL 2103 Environmental Science                      BIOL 2104 Environmental Science and Lab                      BIOL 3404 Ecology                      BIOL 1113 General Biology (non-majors)                      BIOL 1114 General Biology and Lab                      BIOL 1441 University Science Lab                      NATS 2501 Intro. to Meteorology Lab                      NATS 2503 Intro. to Meteorology</p>	<p>NATS 2601 Astronomy Lab                      NATS 2603 Astronomy                      PHYS 1133 General Physics I                      PHYS 1134 General Physics I (with Lab)</p> <p><b>Math - 3 hours</b>                      MATH 1103 College Math                      MATH 1513 College Algebra                      MATH 2503 Business Math</p> <p><b>Social Sciences - 3 hours</b>                      PSYC 1103 Introduction to Psychology                      SOCI 1103 Introduction to Sociology                      SOCI 1203 Social Problems</p> <p><b>Humanities - 6 hours (must take 3 hours of literature)</b>                      COMM 4103 Special Topics in Media Studies                      ENGL 2103 British Lit. Survey: Middle Ages to Restoration and 18th Century                      ENGL 2203 British Lit. Survey: Romantic Period to the Present                      ENGL 2303 World Lit. Survey: The Ancient World to the Renaissance                      ENGL 2403 World Lit. Survey: Renaissance to the Modern Era                      ENGL 2503 American Lit. Survey: Before 1865                      ENGL 2603 American Lit Survey: After 1865                      GEOG 2603 Human World Geography                      HIST 1103 History of World Civilization I                      HIST 1203 History of World Civilization II                      HUMN 2113 The African-American Experience                      MUSI 1113 Appreciation of Music and Fine Arts                      PHIL 1203 Critical Thinking                      PHIL 2103 Introduction to Philosophy and Ethics                      SOCI 2243 Introduction to Cultural Anthropology</p> <p><b>Total 40 - 46 hours</b></p>
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**\*Indicates required course**

Students pursuing an Associate's degree must complete six (6) hours of Bible/Theology (THEO 1103 and BINT 1223).

Students pursuing a bachelor's degree must complete 12 hours of Bible/Theology.

- College of Arts and Sciences (CAS) non-ministry major students must take BINT 1223, BINT 3303, BINT 3733, and THEO 1103.
- College of Adult and Graduate Studies (CAGS) non-ministry major students may take any combination of Bible/Theology courses.
- All CAS Ministry major students must take BIOT 1103, BINT 1203, BINT 3303, and THEO 1103/THEO 2303 (see degree sheet for more information).
- All CAGS Ministry major students must take BIOT 1103, BINT 1203, BINT 2103, and THEO 2303 (see degree sheet for more information).

Students should consult their program course outline for degree-specific University Core Requirements.

## Multidisciplinary Options

### Multidisciplinary Options

Multidisciplinary options allow a unique opportunity for students interested in more than one academic discipline to choose a primary program and a secondary discipline of study. The courses required in the secondary discipline are taken in place of the primary program's electives. When the student designates the primary and secondary multidisciplinary course of study, they must be approved by the chairpersons of the two academic disciplines.

- When a Multidisciplinary course of study is requested, it must be approved by both chairpersons of each discipline.
- Additional electives may be required to meet the minimum degree requirements
- Degree Programs – Multidisciplinary options are available with the degree programs listed below:
  - Biology
  - Business Administration and Ethics
  - Communication, Media, and Ethics
  - Data Analytics
  - Digital Marketing
  - English
  - Management and Ethics
  - Mathematics
  - Ministry Leadership
  - Psychology

**One of the following Multidisciplinary focus areas may be added to any one of the above-listed Degree Programs.**

### Biology (34-37 Hrs.)

*Choose one focus area: Cellular, Human, or Organismal.*

#### **Cellular (36 Hrs.)**

BIOL 1214 Biology I  
 BIOL 1314 Biology II  
 BIOL 3305 Microbiology  
 CHEM 1105 General Chemistry I  
 CHEM 1205 General Chemistry II  
 CHEM 3103 Organic Chemistry I  
 CHEM 3102 Organic Chemistry I Lab  
 BIOL 3334 Cell Biology  
 BIOL 3354 Genetics  
 BIOL 4501 Biology Research

#### **Human (36 Hrs.)**

BIOL 1214 Biology I  
 BIOL 1314 Biology II  
 BIOL 3305 Microbiology  
 CHEM 1105 General Chemistry I  
 CHEM 1205 General Chemistry II  
 BIOL 4124 Histology  
 BIOL 4501 Biology Research

#### ***Anatomy Options***

BIOL 3114 Human Anatomy and BIOL 3214 Human Physiology (or BIOL 2314 Anatomy and Physiology I and BIOL 2324 Anatomy and Physiology II)

#### **Organismal (34-35 Hrs.)**

BIOL 1214 Biology I  
 BIOL 1314 Biology II  
 CHEM 1105 General Chemistry I  
 CHEM 1205 General Chemistry II  
 BIOL 3214 Human Physiology  
 BIOL 4144 Plant Taxonomy  
 BIOL 4501 Biology Research Organismal Options  
 BIOL 2114 General Zoology or BIOL 2214 General Botany  
 BIOL 3363 Evolution or BIOL 3404 Ecology

### Business Administration (30 Hrs.)

*This option is not available with the Management and Ethics plan of study.*

BUAD 2503 Business and Professional Communication  
 BUAD 3403 Business Finance  
 BUAD 4303 Human Resource Administration  
 ECON 2503 Survey of Economics

MGMT 3213 Applied Business Management  
 MKTG 3103 Principles of Marketing

**Select six (6) additional hours from other courses within the discipline.**

### Communication and Media (30 Hrs.)

COMM 2113 Foundations of Communication and Media  
 COMM 2143 Digital Media Literacy  
 COMM 2803 Multimedia Storytelling  
 COMM 3533 Advertising, Brand Management, and Audio Production  
 COMM 4603 Creating Social Media Presence and Strategic Interviewing  
 COMM 4803 Media Production and Communication Capstone

**Select 12 additional hours from other courses within the discipline:**

COMM 2123 Introduction to Computer-Mediated Communication  
 COMM 2243 Introduction to Virtual Reality  
 COMM 3213 Organizational and Professional Communication  
 COMM 3233 Media Law and Ethics  
 COMM 3433 Research Design Methods  
 COMM 3903 Integrated Marketing and Public Relations  
 COMM 4103 Special Topics in Media Studies  
 COMM 4413 Media Television History

### Data Analytics (30 Hrs.)

CMSC 1203 Foundations of Programming  
 CMSC 3103 Analytics Management and Presentation  
 CMSC 3463 Advanced Structured Query Language (SQL)  
 CMSC 4103 Introduction to R for Data Analytics  
 MATH 3103 Linear Algebra

MATH 3703 Introduction to Statistics  
 MATH 4113 Mathematical Modeling  
 MATH 4243 Regression Analysis  
 MISE 4643 Database Management  
 MISE 4663 Business Intelligence/Data Analytics

**Digital Marketing (30 Hrs.)**

MKTG 3103 Principles of Marketing  
 MKTG 3143 Consumer and Market Behavior  
 MKTG 3243 Marketing Analytics  
 MKTG 3253 Digital Marketing Channels  
 MKTG 3263 Marketing Research and Reporting

MKTG 3273 Professional Selling in Marketing  
 MKTG 3533 Brand and Product Management  
 MKTG 4113 International Marketing  
 MKTG 4603 Social Media Marketing  
 MKTG 4803 Content Marketing

**English (30 Hrs.)**

ENGL 3703 Creative Writing  
 ENGL 3503 Advanced Composition  
 ENGL 4203 Modern Grammar  
 ENGL 4303 Shakespeare  
 ENGL 4503 History of English Language  
 ENGL 4533 Crit. Approach to Literature

**Select 12 additional hours from other courses within the discipline:**

ENGL 2103 British Literature Survey I  
 ENGL 2203 British Literature Survey II  
 ENGL 2303 World Lit Sur: Ancient World-Renaissance  
 ENGL 2403 World Lit Sur: Renaissance-Modern Era  
 ENGL 2503 American Lit Sur: Before 1865  
 ENGL 2603 American Lit Sur: Since 1865

**Management and Ethics (30 Hrs.)**

*This option is not available with the Business Administration plan of study.*

BUAD 2503 Business and Professional Communications  
 BUAD 3403 Business Finance  
 BUAD 4303 Human Resource Administration  
 MGMT 2103 Business Software Applications  
 MGMT 3213 Applied Business Management

MGMT 4103 Group and Organizational Communication  
 MGMT 4203 Managing People: Groups and Leadership  
 MGMT 4303 Accounting for Managers  
 MGMT 4433 Managing Change  
 MGMT 4523 Case Studies in Management Ethics

**Mathematics (32 Hrs.)**

MATH 2114 Calculus I and Analytic Geometry  
 MATH 2214 Calculus II  
 MATH 2313 Calculus III  
 MATH 3103 Linear Algebra  
 MATH 3403 Discrete Math  
 MATH 4203 Mathematical Statistics

**Select 12 additional hours from courses within the Mathematics discipline. At least three (3) of the 12 hours must be one of the following:**

CMSC 1203 Foundations of Programming  
 MISE 4103 Programming Concepts

**Ministry Leadership (33 Hrs.)**

PMIN 1103 Foundations of Ministry  
 PMIN 1203 Christian Formation  
 PMIN 3103 Homiletics I  
 PMIN 3123 Evangelism and Discipleship  
 PMIN 3713 Workshop in the Ordinances  
 PMIN 4233 Nonprofit/American Church Law  
 PMIN 4303 Leadership Formation  
 THEO 2103 Systematic Theology I  
 THEO 2203 Systematic Theology II

**Select three (3) additional hours of Inductive Bible Study Courses**

BINT 3103 The Synoptic Gospels  
 BINT 3603 Hebrews and General Letters  
 BINT 3633 Pastoral Letters

**Select three (3) additional hours from Applied Learning Courses**

PMIN 3133 Introduction to Spiritual Direction  
 PMIN 3643 Stephen Ministry  
 PMIN 4113 Internship in Professional Ministry  
 PMIN 4893 Practicum in Pastoral Care I  
 PMIN 4983 Practicum in Pastoral Care

**Professional Education (30 Hrs.)**

EDUC 2101 MACU Teacher Education Orientation  
 EDUC 2102 Educational Foundations  
 EDUC 3103 Educational Psychology  
 EDUC 3233 Probability and Statistics for Teachers  
 EDUC 3303 Development Across the Life Span  
 EDUC 4223 Students with Exceptionalities  
 EDUC 4203 Instructional Strategies, Mgmt., and Assessment I  
 EDUC 4213 Instructional Strategies, Mgmt., and Assessment II

**Select nine (9) additional hours from the following courses:**

EDUC 4803 Methods of Teaching Secondary English *or*  
 EDUC 4703 Methods of Teaching Secondary Math *or*  
 EDUC 4603 Methods of Teaching Secondary Social Studies  
 MGMT 2203 Goals, Priorities, and Attitudes  
 MGMT 4103 Group and Organizational Communication  
 MGMT 4203 Managing People: Groups and Leadership  
 MGMT 4433 Managing Change  
 PMIN 4303 Leadership Formation  
 SMGT 3113 Leadership and Ethics in Sports

**Psychology (30 Hrs.)**

PSYC 3303 Development Across the Lifespan  
 PSYC 3113 History and Systems of Psychology  
 PSYC 3713 Psychological Statistics *or* MATH 3703 Introduction to Statistics  
 PSYC 3803 Introduction to Research Methods

PSYC 3903 Stress Management  
 PSYC 4703 Abnormal Psychology  
 PSYC 4803 Personality Theory and Development  
 PSYC 4813 Professional Ethics and Conduct  
 Select six (6) additional hours from within the Psychology discipline

## UNDERGRADUATE DEGREE PROGRAMS

*“Jesus increased in wisdom and stature and favor with God and Man.” Luke 2:52*

### General Studies, A.A.

Effective: 01/01/2023

The Associate of Arts in General Studies provides a program for students desiring a general education degree that prepares them for continued study in a four-year degree program. This degree helps students develop skills and knowledge through a broad-based liberal arts curriculum that includes biblical studies and reflects a Wesleyan Christian worldview.

#### University Core (40 Hrs.)

*University Core: Specific courses within the University Core are listed on the first page of this catalog section. Please refer to that page for course options.*

Bible/Theology (6 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

\*BIOL 1133 General Nutrition

\*BIOL 1214 Biology I

Math (3 hrs.):

\*MATH 1103 College Math

\*MATH 1513 College Algebra

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*ENGL 2303 World Literature Survey: The Ancient World to the Renaissance

\*GEOG 2603 Human World Geography

\*PHIL 2103 Introduction to Philosophy and Ethics

\*These courses are required prerequisites for certain bachelor's degree majors. The corresponding University Core Requirements are satisfied upon completion of the above courses. Students should consult their program course outline for degree-specific University Core Requirements. Otherwise, you may choose from the courses listed on the first page of this catalog section. See the *Academic Program Requirements* section of this Catalog for additional requirements.

#### Electives (22 Hrs.)

Choose twenty-two (22) hours from any area to meet the required minimum sixty-two (62) hour requirement for your associate degree.

<b>Total University Core</b>	<b>40</b>
<b><u>Electives</u></b>	<b><u>22</u></b>
<b>Total Required Hours</b>	<b>62</b>

#### General Studies Pre-Nursing Track

*Students would need to complete all University Core, Orientation, Pre-Nursing, and Electives (62 hours).*

##### University Core (40 Hrs.)

Bible/Theology (6 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

BIOL 1133 General Nutrition

BIOL 1214 Biology I

Math (3 hrs.):

MATH 1513 College Algebra

Social Sciences (3 hrs.):

PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*)

##### Orientation (1-3 Hrs.)

UNIV 1121 First-Year Evangel

**or** UNIV 1123 Success at MACU

##### Pre-Nursing Courses (18 Hrs.)

###### ***Anatomy Options (8 Hrs.):***

BIOL 3114 Human Anatomy **and** BIOL 3214 Human

Physiology (**or** BIOL 2314 *Anatomy and Physiology I* **and** BIOL 2324 *Anatomy and Physiology II*)

BIOL 3305 Microbiology

CHEM 1105 General Chemistry I

##### Electives (4 Hrs.)

Choose four (4) additional elective hours from any area to meet the required minimum of sixty-two (62) hours for your associate degree.

<b>Total University Core</b>	<b>40</b>
<b>Pre-Nursing Courses</b>	<b>18</b>
<b><u>Electives</u></b>	<b><u>4</u></b>
<b>Total Required Hours</b>	<b>62</b>

Network Management & Security, A.S.

Effective: 01/01/2021

The Associate of Science in Network Management & Security prepares students to begin careers as networking professionals with courses that familiarize them with computer operating systems, basic and advanced networking, programming and scripting, client-server software architecture, and information security aligned with preparation for Cybersecurity certificates.

**University Core: Specific courses within the University Core are listed on the first page of this catalog section. Please refer to that page for course options.**

**University Core (40 Hrs.)**

Bible/Theology (6 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.):

\*MATH 1513 College Algebra

Social Sciences (3 hrs.):

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*These courses are required prerequisites for certain bachelor's degree majors. The corresponding University Core Requirements are satisfied upon completion of the above courses. Students should consult their program course outline for degree-specific University Core Requirements. Otherwise, you may choose from the courses listed on the first page of this catalog section. *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Network & Security Requirements (21 Hrs.)**

CMSC 1203 Foundations of Programming

CYBR 3003 Securing Information

MISE 1103 Hardware and Software Environment

MISE 1203 Basics of Networks I

MISE 2103 Client-Server Networks I

MISE 2203 Physical Networks

MISE 2303 Client-Server Networks II

**Total University Core 40****Total Network & Security 21****Total Required Hours 61**



Accounting and Ethics, B.B.A.

Effective 6/1/2021

Designed to help prepare students for various accounting careers by providing a broad foundation of accounting procedures and theory covering vital areas, including taxation, auditing, managerial/cost, financial and accounting law, ethical guidelines, and accounting information systems. The program provides the necessary coursework to meet the 30-hour accounting and 9-hour business requirements needed to sit for the Certified Public Accountant (CPA) or Certified Management Accountant (CMA) exams in Oklahoma. See [www.ok.gov/oab](http://www.ok.gov/oab) for a complete list of requirements.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**Required before Major Courses (12 Hrs.)**BUAD 1103 Introduction to Business *or* UNIV 2503*Professional Development Review*

BUAD 2503 Business and Professional Communications

ECON 2503 Survey of Economics

MGMT 2103 Business Software Applications

**Major Requirements****Accounting and Ethics Major (45 Hrs.)**

\*ACCN 2103 Principles of Financial Accounting

\*ACCN 2203 Principles of Managerial Accounting

\*ACCN 3903 Intermediate Accounting I

\*ACCN 3913 Intermediate Accounting II

\*ACCN 3923 Cost Accounting

\*Courses recommended for the Certified Management Accountant (CMA) exam.

ACCN 3933 Income Tax Accounting I

ACCN 3943 Income Tax Accounting II

ACCN 3953 Accounting Information Systems

\*ACCN 3963 Data Analytics for Accounting

ACCN 4443 Advanced Financial Accounting

\*ACCN 4623 Accounting Legal Environment

\*ACCN 4633 Auditing

\*BUAD 3403 Business Finance

\*BUAD 3503 Excel for Business Analytics

BUAD 4303 Human Resource Administration

**Electives (19 Hrs.)**

Choose nineteen (19) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

The following are recommended for the Certified Management Accountant (CMA) exam:

\*ACCN 4733 CMA Exam Preparation I

\*ACCN 4743 CMA Exam Preparation II

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take one (1) upper-division elective hour in order to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Required Before Major</b>	<b>12</b>
<b>Total Accounting and Ethics Major</b>	<b>45</b>
<b>Total Electives</b>	<b>19</b>
<b>Total Required Hours</b>	<b>122</b>



Biology, B.S.

Effective: 1-1-2019

The biology program at MACU provides students with a strong foundation to enter multiple science careers, STEM graduate schools, and professional health science programs. In addition to classroom and laboratory teaching modules, MACU provides abundant opportunities for faculty-to-student mentorships, peer-to-peer collaborative learning, and critical thinking opportunities related to science research protocol.

MACU holds a 3+1 Pre-doctoral Program articulation agreement with Oklahoma State University-Center for Health Sciences. This articulation agreement is subject to change; therefore, check with the School of Science and the destination college or university to verify that you meet all requirements to create a smooth transition. See a full list of requirements on the [OSU-CHS MOU 3+1](#) document.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (7 hrs.)

\*BIOL 1133 General Nutrition

\*BIOL 2104 Environmental Science and Lab

Math (3 hrs.)

\*MATH 1513 College Algebra

Social Sciences (3 hrs.)

\*PSYC 1103 Intro to Psychology

Humanities (6 hrs. – 3 must be literature)

\*These courses are required prerequisites for the major. The corresponding University Core Requirements are satisfied upon completion of the above courses. (These courses are required for this major regardless of previous degrees conferred). See the *Academic Program Requirements* section of this Catalog for additional requirements.

**Major Requirements****Biology Major (55-56 hrs.)**

BIOL 1214 Biology I

BIOL 1314 Biology II

**Anatomy Options:**

BIOL 3114 Human Anatomy and BIOL 3214 Human Physiology (or BIOL 2314 Anatomy and Physiology I and BIOL 2324 Anatomy and Physiology II)

BIOL 2114 General Zoology or BIOL 2214 General Botany

BIOL 3305 Microbiology

BIOL 3334 Cell Biology or BIOL 3354 Genetics

BIOL 4501 Biology Research

CHEM 1105 General Chemistry I

CHEM 1205 General Chemistry II

CHEM 3103 Organic Chemistry I

CHEM 3102 Organic Chemistry I Lab

MATH 2114 Calculus I or MATH 4113 Mathematical Modeling

MATH 3703 Introduction to Statistics

PHYS 1134 General Physics I (with Lab) or PHYS 2104 Physics I (with Lab)

**Biology Major Electives (14-15 hrs.)**

Choose 14-15 hours of biology electives from this list.

BIOL 1013 Medical Terminology

BIOL 3143 Pathogenic Microbiology

BIOL 3154 Invertebrate Zoology

BIOL 3254 Comparative Vertebrate Anatomy

\*BIOL 3334 Cell Biology

\*BIOL 3354 Genetics

BIOL 3363 Evolution

BIOL 3404 Ecology

BIOL 4024 Limnology

BIOL 4124 Histology

BIOL 4144 Plant Taxonomy

BIOL 4213 History of Science

BIOL 4264 Mammalogy

BIOL 4314 Embryology

BIOL 4334 Environmental Microbiology

BIOL 4413 Virology

BIOL 4774 Parasitology

BIOL 4901 Special Topics in Biology

CHEM 2104 Analytical Chemistry

CHEM 3123 Principles of Biochemistry

CHEM 3203 Organic Chemistry II

CHEM 3202 Organic Chemistry II Lab

CHEM 3354 Environmental Chemistry

CHEM 3504 Physical Chemistry I

CHEM 3514 Physical Chemistry II

CHEM 4654 Inorganic Chemistry

\*These courses would fulfill an elective if not needed to fulfill a Biology Major requirement

**General Electives\*\* (5-6 Hrs.)**

Choose five (5) to six (6) hours of electives. The following are not required but recommended:

PHYS 1234 General Physics II (with Lab)

PSYC 3813 Cognitive Psychology

PSYC 4213 Physiological Psychology and Neuroscience

PSYC 4703 Psychology of Abnormal Behavior

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take up to ten (10) upper-division elective hours to meet this graduation requirement.

\*\* Biology major students may choose to replace a combination of the Biology major electives/General Electives with a Multidisciplinary option. (See Multidisciplinary options at the beginning of the Academic Degree program section).

<b>Total University Core</b>	<b>46</b>
<b>Total Biology Major</b>	<b>55-56</b>
<b>Total Biology Major Electives</b>	<b>14-15</b>
<b>Total Electives</b>	<b>5-6</b>
<b>Total Required Hours</b>	<b>122</b>

Business Administration and Ethics, B.B.A.

Effective: 08-01-2017

Designed to prepare students to pursue a variety of positions in the field of business, the Business Administration and Ethics degree enhances students' understanding of business and features specific business dynamics and competencies that are critical to the success of any business or organization.

**UNIVERSITY CORE**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

\*MATH1513 College Algebra

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

\*These courses are required prerequisites for the Data Analytics Concentration. *See the Academic Program Requirements section of this Catalog for additional requirements.*

**REQUIRED BEFORE MAJOR COURSES (12 HRS.)**

BUAD 1103 Introduction to Business *or* UNIV 2503 Professional Development Review

BUAD 2503 Business and Professional Communications

ECON 2503 Survey of Economics

MGMT 2103 Business Software Applications

**MAJOR REQUIREMENTS****Business Administration and Ethics Major (30 Hrs.)**

ACCN 2103 Principles of Financial Accounting

ACCN 2203 Principles of Managerial Accounting

BUAD 3403 Business Finance

BUAD 4103 Legal Environment of Business

BUAD 4303 Human Resource Administration

MGMT 3213 Applied Business Management

MGMT 4103 Group and Organizational Communication

MGMT 4413 Strategic Management

MGMT 4433 Managing Change

MKTG 3103 Principles of Marketing

**Electives (34 Hrs.)**

Choose thirty-four (34) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree. At least sixteen (16) hours should be from upper-division hours.

The following are not required but recommended:

BUAD 2603 Personal Finance

BUAD 4503 Small Business Management

\*BUAD 4703 Business Ethics

\*BUAD 4803 Management of Nonprofit Organization

BUAD 4901-3 Honor Studies

\*PMIN 4233 Nonprofit/American Church Law

\*These four courses constitute nonprofit and church-related studies.

*Students may choose to replace the electives above with one of the optional concentrations listed below or a Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).*

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take upper-division elective hours to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Required Before Business Major</b>	<b>12</b>
<b>Total Business Admin. and Ethics Major</b>	<b>30</b>
<b>Total Electives/Option Concentration/Discipline</b>	<b>34</b>
<b>Total Required Hours</b>	<b>122</b>

**Business Administration and Ethics Optional Concentrations****Christian Ministries Concentration (34 Hrs.)****Required Courses (18 Hrs.)**

BINT 2103 Basic Principles of Inductive Bible Study

BINT 3103 Synoptic Gospels

PMIN 1103 Foundations of Ministry

PMIN 4303 Leadership Formation

THEO 3603 Spiritual Formation

THEO 4323 The Teachings of Wesleyan-Arminian Theology

*Choose Sixteen (16) hours of any electives*

**Communication Concentration (34 Hrs.)****Required Courses (18 Hrs.)**

COMM 2143 Digital Media Literacy

COMM 3213 Organizational and Professional Communication

COMM 3533 Advertising, Brand Management, and Audio Production

COMM 3903 Integrated Marketing and Public Relations

COMM 4103 Special Topics in Media Studies

COMM 4603 Creating Social Media Presence and Strategic Interviewing

*Choose Sixteen (16) hours of any electives*

**Data Analytics Concentration (34 Hrs.)****Required Courses (18 Hrs.)**

CMSC 1203 Foundations of Programming

CMSC 3103 Analytics Management

CMSC 3463 Advanced Structured Query Language (SQL)

MATH 3703 Introduction to Statistics

MATH 4113 Math Modeling

MISE 4663 Business Intelligence/Data Analytics

*Choose Sixteen (16) hours of any electives*

**Digital Marketing Concentration (34 Hrs.)****Required Courses (18 Hrs.)**

MKTG 3143 Consumer and Market Behavior

MKTG 3253 Digital Marketing Channels

MKTG 3533 Brand and Product Management

MKTG 3713 Services Marketing

MKTG 4113 International Marketing

MKTG 4603 Social Media Marketing

*Choose Sixteen (16) hours of any electives*

Continued on Next Page...

**Business Administration and Ethics Optional Concentrations Continued****Healthcare Management Concentration (34 Hrs.)*****Required Courses (18 Hrs.)***

HC 3203 Introduction to Healthcare Management  
 HC 3213 Fundamentals of Medical Practice Management  
 HC 3313 Healthcare Human Resource Management  
 HC 3503 Legal Aspects of Healthcare Management  
 HC 4203 Healthcare Operations Management  
 HC 4303 Healthcare Information Systems

***Choose Sixteen (16) hours of any electives***

**Sports Management Concentration (34 Hrs.)**

MKTG 3313 Sports Marketing  
 SMGT 3113 Leadership and Ethics in Sports  
 SMGT 3123 Sociology of Sports  
 SMGT 3513 Sports Fundraising and Sponsorship  
 SMGT 4123 Sports Facilities Management  
 SMGT 4223 Sports Law and Risk Management

***Choose Sixteen (16) hours of any electives***

**Management Information Systems Concentration (34 Hrs.)*****Required Courses (18 Hrs.)***

CMSC 1203 Foundations of Programming  
 MISE 4643 Database Management  
 MISE 4663 Business Intelligence/Data Analytics

***Select 9 hours from the following:***

CMSC 3123 Working with Data Structures  
 MISE 4213 Configuring E-Mail and Web Services  
 MISE 4513 Advanced Networks  
 CYBR 3003 Securing Information  
 CYBR 3103 Risk Management and IT Security  
 CYBR 3503 Securing Windows  
 CYBR 4503 Cloud Security

***Choose Sixteen (16) hours of any electives***

**Christian Ministries, B.S**

Effective: 1/1/2023

This program prepares students with a foundation in biblical and theological studies from a Wesleyan perspective. In addition, the program prepares and equips students for entry-level church ministry, work in parachurch or nonprofit organizations, and graduate-level and ministry-related studies.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

\*BIOT 1103 Intro to the Old Testament

\*BINT 1203 Intro to the New Testament

\*BINT 2103 Basic Principles of Inductive Bible Study

\*THEO 2303 Intro to Christian Theology

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*PHIL 1203 Critical Thinking

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Christian Ministries Major (36 Hrs.)**

BINT 3103 Synoptic Gospels

BINT 3303 Romans

BIOT 3713 Prophetic Books/Eschatology

PMIN 1103 Foundations of Ministry

PMIN 3023 World Religions and Heretical Movements

PMIN 3103 Homiletics I

PMIN 3123 Evangelism and Discipleship

PMIN 4303 Leadership Formation

PMIN 4623 Spiritual &amp; Congregational Care

THEO 3403 The Person and Work of the Holy Spirit

THEO 3603 Spiritual Formation and Ministry

THEO 4323 The Teachings of Wesleyan-Arminian Theology

**Electives (40 Hrs.)**

*Choose forty (40) from any area to meet the required minimum 122-hour requirement for your bachelor's degree.*

***The following are not required but recommended:***

PMIN 2603 Christian Education Ministry and Discipleship

PMIN 3303 Christian Worship

PMIN 4233 Nonprofit and American Church Law

THEO 4403 Theology of Ministry

*Students may choose to replace the electives above with one of the optional concentrations listed below.*

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take at least seven (7) upper-division elective hours to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Christian Ministries Major</b>	<b>36</b>
<b>Total Electives/Optional Concentration</b>	<b>40</b>
<b>Total Required Hours</b>	<b>122</b>

**Christian Ministries Optional Concentrations****Business Administration Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

ACCN 2103 Principles of Financial Accounting

ACCN 2203 Principles of Managerial Accounting

BUAD 3403 Business Finance

BUAD 4303 Human Resource Administration

MGMT 3213 Applied Business Management

MKTG 3103 Principles of Marketing

***Choose twenty-two (22) hours of any electives*****Criminal Justice Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

CRJS 3003 Victimology

CRJS 3103 Introduction to Criminal Justice

CRJS 3503 Criminal Law I

CRJS 3703 Criminal Procedures

CRJS 3813 Community Relations

CRJS 4513 Interview and Interrogation Techniques **OR** CRJS 4533  
Anti-Terrorism and Homeland Security***Choose twenty-two (22) hours of any electives*****Digital Marketing Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

MKTG 3143 Consumer and Market Behavior

MKTG 3253 Digital Marketing Channels

MKTG 3533 Brand and Product Management

MKTG 3713 Services Marketing

MKTG 4113 International Marketing

MKTG 4603 Social Media Marketing

***Choose twenty-two (22) hours of any electives*****Psychology Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

PSYC 3303 Development Across the Life Span

PSYC 3633 Psych of Addictions and Substance Abuse

PSYC 3903 Stress Management

PSYC 4703 Psychology of Abnormal Behavior

PSYC 4803 Personality Development

PSYC 4813 Professional Ethics and Conduct

***Choose twenty-two (22) hours of any electives***

**Criminal Justice Administration and Ethics, B.S.**

Effective: 01/01/2022

The Criminal Justice, Administration, and Ethics program, prepares students for the principles, application, and operations of today's high tempo of law enforcement duties. You would learn not only the aspects of being the best criminal justice professional you can: be but also management, community policing, investigations, law, corrections, crime scene, and the many varied facets of CJ.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*)

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Criminal Justice Administration Major (30 Hrs.)**

CRJS 3103 Introduction to Criminal Justice

CRJS 3503 Criminal Law I

CRJS 3513 Criminal Law II

CRJS 3703 Criminal Procedures

CRJS 3813 Community Relations

CRJS 4003 Cultural Diversity in Law Enforcement

CRJS 4113 Principles of Investigation

CRJS 4403 Police Administration

CRJS 4513 Interview and Interrogation Techniques

CRJS 4533 Anti-Terrorism and Homeland Security

**Electives (43-45 Hrs.)**

Choose four-six (46) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

The following electives are recommended but not required:

CRJS 3003 Victimology

CRJS 3113 Criminology

CRJS 3413 Domestic Violence

CRJS 4013 Human Trafficking

CRJS 4103 Identification, Collection, and Preservation of Evidence

*Students may choose to replace the above electives with one of the optional concentrations (below).*

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take at least ten (10 Hrs.) upper-division elective hours to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Criminal Justice Administration Major</b>	<b>30</b>
<b>Total Electives/Optional Concentration/Discipline</b>	<b>46</b>
<b>Total Required Hours</b>	<b>122</b>

**Criminal Justice Administration and Ethics Optional Concentration****Christian Ministries Concentration (46 Hrs.)****Required Courses (18 Hrs.)**

BINT 2103 Basic Principles of Inductive Bible Study

BINT 3103 Synoptic Gospels

PMIN 1103 Foundations of Ministry

PMIN 4303 Leadership Formation

THEO 3603 Spiritual Formation

THEO 4323 The Teachings of Wesleyan-Arminian Theology

**Choose twenty-eight (28) hours of any electives**

The following electives are recommended but not required:

CRJS 3003 Victimology

CRJS 3413 Domestic Violence

CRJS 4013 Human Trafficking

**Psychology Concentration (46 Hrs.)****Required Courses (18 Hrs.)**

PSYC 3303 Development Across the Life Span

PSYC 3633 Psych of Addictions and Substance Abuse

PSYC 3903 Stress Management

PSYC 4703 Psychology of Abnormal Behavior

PSYC 4803 Personality Development

PSYC 4813 Professional Ethics and Conduct

**Choose twenty-eight (28) hours of any electives**

The following electives are recommended but not required:

CRJS 3003 Victimology

CRJS 3413 Domestic Violence

CRJS 4013 Human Trafficking

Cybersecurity, B.S.

Effective: 01/01/2021

This program exposes students to the competencies required for information systems and cybersecurity professionals at an entry level. The program introduces students to various aspects of cybersecurity, such as identifying the security needs of information systems, examining various risks to the security of information systems, implementing and maintaining security solutions, identifying the security issues in a legal context, using countermeasures to tackle hacking, and conducting security audits. Coursework is designed to teach skills and concepts needed to prepare for the Cisco Certified Entry Networking Technician (CCENT) and CompTIA CYSA+ Certification Exams.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

\*MATH1513 College Algebra

Social Sciences (3 hrs.):

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*These courses are required prerequisites for the major. The corresponding University Core Requirements are satisfied upon completion of the above courses. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements*

**Required before Major Courses (6 Hrs.)**

BUAD 2503 Business and Professional Communications

MGMT 2103 Business Software Applications

**Major Requirements****Cybersecurity Major (54 Hrs.)**

CMSC 1203 Foundations of Programming

CMSC 3123 Working with Data Structures

CYBR 3003 Securing Information

CYBR 3103 Risk Management and IT Security

CYBR 3203 Network Communications, Infrastructure, and Technology

CYBR 3303 Authorization and Access Security

CYBR 3503 Securing Windows

CYBR 4303 Hacking Techniques and Countermeasures

CYBR 4403 An Introduction to Cybercrime Forensics

CYBR 4503 Cloud Security

CYBR 4993 Cybersecurity Analyst

MISE 1103 Hardware and Software Environment

MISE 1203 Basics of Networking

MISE 2103 Client-Server Networks I

MISE 2203 Physical Networks

MISE 2303 Client-Server Networks II

MISE 4213 Configuring Email and Web Services

MISE 4513 Advanced Networks (Routing and Switching)

**Electives (16 Hrs.)**

Choose sixteen (16) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

A student must have a minimum of 40 hours of 3000 and 4000-level courses to receive a bachelor's degree. Please note: This may require the student to take at least seven (7) hours of upper-division elective hours in order to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Required before Major</b>	<b>6</b>
<b>Total Cybersecurity Major</b>	<b>54</b>
<b>Total Electives</b>	<b>16</b>
<b>Total Required Hours</b>	<b>122</b>



Data Analytics, B.S.

Effective: 01/01/2023

The B.S. in Data Analytics provides a comprehensive understanding of big data development, processing, and analysis. The degree program prepares graduates to evaluate and propose business solutions using tools for data mining and statistical analysis. Coursework in the program includes study in mathematics, statistics, programming, and data management and analysis, designed to provide a foundation for graduates to enter a career in growing areas such as business intelligence, data science, data analysis, or statistics.

**University Core**

Specific courses within the University Core are listed on the first page of this catalog section.

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

\*BIOL 1133 General Nutrition

\*BIOL 1114 General Biology or BIOL 1214 Biology I

Math (3 hrs.)

\*MATH1513 College Algebra

Social Sciences (3 hrs.):

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*These courses are required prerequisites for the major. The corresponding University Core Requirements are satisfied upon completion of the above courses. (These courses are required for this major regardless of previous degrees conferred). See the *Academic Program Requirements* section of this Catalog for additional requirements

**Major Requirements****Data Analytics Major (30 Hrs.)**

CMSC 1203 Foundations of Programming

CMSC 3103 Analytics Management and Presentation

CMSC 3463 Advanced Structured Query Language (SQL)

CMSC 4103 Introduction to R for Data Analytics

MATH 3403 Discrete Math

MATH 3703 Introduction to Statistics

MATH 4113 Mathematical Modeling

MATH 4243 Regression Analysis

MISE 4643 Database Management

MISE 4663 Business Intelligence/Data Analytics

**Data Analytics Areas of Specialization**

*Students may choose one of the following areas of specialization to enhance their Data Analytics program of study.*

**Accounting Analyst (15 Hrs.)**

ACCN 2103 Principles of Financial Accounting

ACCN 2203 Principles of Managerial Accounting

ACCN 3903 Intermediate Accounting I

ACCN 3913 Intermediate Accounting II

ACCN 3963 Data Analytics for Accounting

**Bioinformatics (10 Hrs.)**

\*\*BIOL 3305 Microbiology

CHEM 1105 General Chemistry I

\*\*This course requires an on-ground lab component

**Business Analyst (12 Hrs.)**

MISE 3603 IT Management

MISE 4403 Project Planning and Implementation

Choose six (6) additional Elective hours from within the Business discipline.

**Cybersecurity Analyst (12 Hrs.)**

CMSC 3123 Working with Data Structures

CYBR 3103 Risk Management and IT Security

CYBR 3503 Securing Windows

CYBR 4303 Hacking Techniques and Countermeasures

**Healthcare Management Analyst (12 Hrs.)**

HC 3203 Introduction to Healthcare Management

HC 4103 Healthcare Economics

HC 4203 Healthcare Operations Management

HC 4303 Healthcare Information Systems

**Math Analyst (13-14 Hrs.)**MATH 2823 Business Calculus OR MATH 2114 Calculus I and Analytic Geometry

MATH 2214 Calculus II

MATH 2313 Calculus III

MATH 3103 Linear Algebra

**Sports Management (12 Hrs.)**

SMGT 3113 Leadership and Ethics in Sports

SMGT 3123 Sociology of Sports

SMGT 3513 Sports Fundraising and Sponsorship

SMGT 4123 Sports Facilities Management

**Data Analytics Optional Concentrations**

*Students may choose to replace the area of specialization and the electives above with one of the optional concentrations listed below or a Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).*

**Business Administration Concentration (18 Hrs.)**

ACCN 2103 Principles of Financial Accounting

ACCN 2203 Principles of Managerial Accounting

BUAD 3403 Business Finance

BUAD 4303 Human Resource Administration

MGMT 3213 Applied Business Management

MKTG 3103 Principles of Marketing

**Electives (22-40 Hrs.)**

Choose twenty-two (22) to forty (40) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

A student must have a minimum of 40 hours of 3000 and 4000-level courses in order to receive a bachelor's degree. Please note: This may require the student to take at least one (1 Hr.) of upper-division elective hours in order to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Data Analytics Major</b>	<b>30</b>
<b>Total Electives/Concentration/Area of Specialization</b>	<b>40</b>
<b>Total Required Hours</b>	<b>122</b>



Digital Marketing, B.S.

Effective: 01/01/2020

The B.S. in Marketing focuses on the foundational theories and strategic applications associated with retailing, promotion, consumer and market behavior, market research and statistics, accounting, computer applications, finance, business law, economics, and human resources, applicable within any organization. This program also provides a foundation for students to pursue graduate studies in a related field.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**Required before Major Courses (9 Hrs.)**BUAD 1103 Introduction to Business *or* UNIV 2503*Professional Development Review*

BUAD 2503 Business and Professional Communications

MGMT 2103 Business Software Applications

**Major Requirements****Digital Marketing Major (33 Hrs.)**

MKTG 3103 Principles of Marketing

MKTG 3143 Consumer and Market Behavior

MKTG 3243 Marketing Analytics

MKTG 3253 Digital Marketing Channels

MKTG 3263 Marketing Research and Reporting

MKTG 3273 Professional Selling in Marketing

MKTG 3533 Brand and Product Management

MKTG 3713 Service Marketing

MKTG 4113 International Marketing

MKTG 4603 Social Media Marketing

MKTG 4803 Content Marketing

**Electives (34 Hrs.)**

Choose any thirty-four (34) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

Recommended but not required:

MKTG 3313 Sports Marketing

MKTG 3513 Personal Branding

MKTG 3413 Mobile Marketing

MKTG 4923 Internship

*Students may choose to replace the electives above with one of the optional concentrations listed below or a Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).*

<b>Total University Core</b>	<b>46</b>
<b>Total Before Major</b>	<b>9</b>
<b>Total Digital Marketing Major</b>	<b>33</b>
<b><u>Total Electives/Optional Concentration/Discipline</u></b>	<b><u>34</u></b>
<b>Total Required Hours</b>	<b>122</b>

**Digital Marketing Optional Concentrations****Christian Ministries Concentration (34 Hrs.)*****Required Courses (18 Hrs.)***

BINT 2103 Basic Principles of Inductive Bible Study

BINT 3103 Synoptic Gospels

PMIN 1103 Foundations of Ministry

PMIN 4303 Leadership Formation

THEO 3603 Spiritual Formation

THEO 4323 The Teachings of Wesleyan-Arminian Theology

***Choose Sixteen (16) hours of any electives***

Early Childhood Education, B.A.

Effective: 08/01/2019

Designed for those dedicated to developing the hearts and minds of young children for future success, the B.A. in Early Childhood Education equips students to identify and address each child's individual needs so they may positively impact and guide them through these critical years of development. Students will examine traditional theory as well as contemporary teaching methods to gain the knowledge and practical skills required to become effective teachers in the classroom, whether in a public or private school setting.

MACU holds an articulation agreement with Rose State College and Oklahoma City Community College. These articulation agreements are subject to change; therefore, check with the School of Teacher Education and the destination college or university to verify a smooth transition.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (3 hrs. *must be either History/Citizenship/Cultural Studies & 3 hrs. must be literature*)

\*These courses are required prerequisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Additional General Education (28 Hrs.)**

*The following are additional general education in addition to the University Core required to meet the 4 by 12 general education requirement for teacher education programs:*

English/Literature/Advanced Communication (3 hrs.)

Science (5 hrs.)

Math (9 hrs.)

History/Citizenship/Cultural Studies (3 hrs.)

Foreign Language (8 hrs.)

**Major Requirements****Required before Elementary/Professional Education Courses (9 Hrs.)**

EDUC 2101 MACU Teacher Education Orientation

EDUC 2102 Educational Foundations

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I

EDUC 4213 Instructional Strategies, Mgmt., and Assessment II

**Early Childhood Education (28 Hrs.)**

ECED 3103 Nutrition and Physical Development in Early Childhood

ECED 3203 Early Childhood Development and Learning

ECED 3223 Literacy Methods for Early Childhood

ECED 3243 Math and Science Methods for Young Children

ECED 4103 Family and Community Relationships in Early Childhood Education

ECED 4203 Guidance, Observation and Assessment of Young Children

EDEL 3403 Children's Literature

EDEL 3503 Methods of Elementary Music and Art Integration

EDEL 4304 Diagnostic and Prescriptive Reading with Reading Practicum

**Professional Education (21 Hrs.)**

EDUC 3103 Educational Psychology

EDUC 3233 Probability and Statistics for Teachers

EDUC 3303 Development Across the Life Span

EDUC 4223 Students with Exceptionalities

EDUC 4909 Student Teaching

<b>Total University Core</b>	<b>46</b>
<b>Total Additional General Education Courses</b>	<b>28</b>
<b>Total Required Prior to Major Courses</b>	<b>9</b>
<b>Total Early Childhood Education Courses</b>	<b>28</b>
<b>Total Professional Education Courses</b>	<b>21</b>
<b>Total Required Hours</b>	<b>132</b>

**Additional Degree Requirements:**

\_\_\_\_ Acceptance into the School of Teacher Education (students must have earned 30 hours in general education; all courses with a C or better; and CGPA of 2.50 or better)

\_\_\_\_ Completion of program requirements identified in the Teacher Ed. Handbook

Elementary Education, B.A.

Effective: 08/01/2019

Designed to align with the rigorous standards set forth by the Council for Accreditation of Educator Preparation (CAEP), the B.A. in Elementary Education focuses on traditional theory, fundamental coursework, and contemporary teaching methods so students may gain comprehensive knowledge blended with real-world classroom experience and biblical principles to teach and guide children through the all-important elementary years positively. As a result, students are equipped to identify and address each child's needs, seek elementary education licensure, and ultimately become effective teachers in the classroom, whether in a public or private school setting. In addition to covering the traditional course subjects of math, social studies, and English, to name a few, the program also includes child/adolescent and educational psychology, probability and statistics for teachers, instructional strategies, and exceptional children.

MACU holds an articulation agreement with Rose State College and Oklahoma City Community College. These articulation agreements are subject to change; therefore, check with the School of Teacher Education and the destination college or university to verify a smooth transition.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (3 hrs. *must be either History/Citizenship/Cultural Studies & 3 hrs. must be literature*)

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Additional General Education (28 Hrs.)**

*The following are additional general education in addition to the University Core required to meet the 4 by 12 general education requirement for teacher education programs:*

English/Literature/Advanced Communication (3 hrs.)

Science (5 hrs.)

Math (9 hrs.)

History/Citizenship/Cultural Studies (3 hrs.)

Foreign Language (8 hrs.)

**Major Requirements****Required before Elementary/Professional Education Courses (9 Hrs.)**

EDUC 2101 MACU Teacher Education Orientation

EDUC 2102 Educational Foundations

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I

EDUC 4213 Instructional Strategies, Mgmt., and Assessment II

**Elementary Education (28 Hrs.)**

ECED 3223 Literacy Methods for Early Childhood

EDEL 3203 Methods of Reading in Intermediate Grades

EDEL 3303 Methods of Elementary Science

EDEL 3503 Methods of Elementary Music and Art Integration.

EDEL 4304 Diagnostic and Prescriptive Reading with Reading Practicum

EDEL 4503 Methods of Elementary Language Arts

EDEL 4603 Methods of Elementary Social Studies

EDEL 4803 Methods of Elementary Math

EDEL 3403 Children's Literature

**Professional Education (21 Hrs.)**

EDUC 3103 Educational Psychology

EDUC 3233 Probability and Statistics for Teachers

EDUC 3303 Development Across the Life Span

EDUC 4223 Students with Exceptionalities

EDUC 4909 Student Teaching

<b>Total University Core</b>	<b>46</b>
<b>Total Additional General Education Courses</b>	<b>28</b>
<b>Total Required Before Major Courses</b>	<b>9</b>
<b>Total Elementary Education Courses</b>	<b>28</b>
<b>Total Professional Education Courses</b>	<b>21</b>
<b>Total Required Hours</b>	<b>132</b>

**Additional Degree Requirements:**

\_\_\_ Minimum of 30 hours in general education with a 3.0 GPA or ACT score of 22 with the writing portion

\_\_\_ 2.75 GPA in the professional education courses

\_\_\_ CGPA of 2.5

\_\_\_ Completion of program requirements identified in the Teacher Ed. Handbook

English, B.A.

Effective: 01/01/2023

The B.A. in English focuses on literary analysis, cultural criticism and theory, language, and writing skills. Students may choose between a Literary and Cultural Studies Track, Pre-Law Track, or a Multidisciplinary option to complete the degree.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities Required courses (6 hrs.):

\*ENGL 2303 World Literature Survey: The Ancient World to the Renaissance

\*GEOG 2603 Human World Geography

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). See the *Academic Program Requirements* section of this Catalog for additional requirements.

**Major Requirements****English Major (39 Hrs.)**

ENGL 2103 British Literature Survey I

ENGL 2203 British Literature Survey II

ENGL 2403 World Literature Survey: The Renaissance to the Modern Era

ENGL 2503 American Literature Survey: Before 1865

ENGL 2603 American Literature Survey: Since 1865

ENGL 3503 Advanced Composition

ENGL 3513 Major Figures

ENGL 3703 Creative Writing

ENGL 3923 Cultural Theory and Popular Culture

ENGL 4203 Modern Grammar

ENGL 4303 Shakespeare

ENGL 4533 Critical Approaches to Literature

ENGL 4503 History of the English Language

**Foreign Language (8 Hrs.)**

Eight (8) hours in the same language and consecutive

**Specialization Track Options (33 Hrs.)**

Students would choose between the following specialization track options or a Multidisciplinary option (See Multidisciplinary options in the Academic Program Requirements section).

**Literary and Cultural Studies Track (33 Hrs.)**

*This track offers focuses on a multidisciplinary approach to cultural analysis by emphasizing literary study alongside an examination of other cultural texts. In doing so, it draws from related fields such as communications, sociology, and the broader humanities.*

ENGL 3523 Special Topics

ENGL 3713 Ethnic American Literature

ENGL 3733 Native American Literature

ENGL 4333 The Fiction Works of C.S. Lewis

ENGL 4543 Language and Popular Culture

ENGL 4803 Form and Genre in Literature

**Choose fifteen (15) hours from the following Literary and Cultural Studies Electives:**

ENGL 3543 Studies in Poetry

ENGL 3513 Major Figures

ENGL 3523 Special Topics

ENGL 3723 Nobel Prize-Winning Authors

ENGL 4143 Women in Literature

ENGL 4523 Young Adult Literature

ENGL 4353 The Apologetics of C.S. Lewis

ENGL 4653 Capstone Research

ENGL 4993 Honor Studies

HUMN 4613 Hist/Lit of the Native American Southwest

MISS 3403 Cross-Cultural Communications

SOCI 3023 World Religion and Heretical Move.

SOCI 2243 Intro to Cultural Anthropology

COMM 4103 Special Topics in Media Studies

COMM 4123 Special Topics in Media Studies II

COMM 4413 Communication and Cultural Change

**Pre-Law Track (33 Hrs.)**

*This track offers choices from among content fields considered to be traditional preparation for law school by the American Bar Association.*

ACCN 4623 Accounting Legal Environment

BUAD 4103 Legal Environment of Business

COMM 3233 Media Law and Ethics

CRJS 3303 Criminal Justice Philosophy and Practice

CRJS 3503 Criminal Law I

CRJS 3513 Criminal Law II

ECON 2503 Survey of Economics

HC 3503 Legal Aspects of Healthcare Management

HIST 4103 Colonial Period

HIST 4203 19<sup>th</sup> Century United States History

HIST 4213 Twentieth Century United States History

HIST 4323 Directed Readings in US History

PHIL 3203 Making of the Modern Mind

PMIN 4233 Nonprofit and American Church Law

POLS 3104 Constitutional Law

**Choose twelve (12) hours of Electives from any subject area.**

**Multidisciplinary Option (30-37 Hrs.)**

Instead of one of the tracks above, students may choose a discipline from the Multidisciplinary options section of this catalog.

<b>Total University Core</b>	<b>46</b>
<b>Total English Major</b>	<b>39</b>
<b>Total Foreign Language</b>	<b>8</b>
<b>Total Specialization Track/Multidisciplinary Option</b>	<b>30-37</b>
<b>Total Required Hours</b>	<b>123-130</b>

Healthcare Management and Ethics, B.S.

Effective: 9/01/2017

As the healthcare sector continues to expand, organizations need healthcare managers more than ever – and this degree plan is designed to prepare students to enter the workforce with special knowledge and confidence. Focus is placed on the “hands-on” practice and business aspects of healthcare management systems to provide the student with knowledge and skills that can be immediately applied in a variety of settings, such as private practices, clinics, auxiliary services, or hospitals. Courses such as Human Resources, Legal Environment, Medical Language, Operations, and Information Systems go beyond traditional business content to address the unique application of these topics within the healthcare industry. Consideration of Christian principles concerning ethical and moral dilemmas in healthcare is an important component of each course.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – *3 hrs. must be literature*)

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**Electives (40 Hrs.)**

Choose forty (40) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

A student must have a minimum of 40 hours of 3000 and 4000-level courses to receive a bachelor's degree. Please note: This may require the student to take at least ten (10 Hrs.) upper-division elective hours in order to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Required Before Major Courses</b>	<b>6</b>
<b>Total Healthcare Management Major</b>	<b>30</b>
<b>Total Electives</b>	<b>40</b>
<b>Total Required Hours</b>	<b>122</b>

**Required before Major Courses (6 Hrs.)**

BUAD 2503 Business and Professional Communications

MGMT 2103 Business Software Applications

**Major Requirements****Healthcare Management Major (30 Hrs.)**

BUAD 3403 Business Finance

HC 3203 Introduction to Healthcare Management

HC 3213 Fundamentals of Medical Practice Management

HC 3313 Healthcare Human Resource Management

HC 3503 Legal Aspects of Healthcare Management

HC 4103 Healthcare Economics

HC 4203 Healthcare Operations Management

HC 4303 Healthcare Information Systems

MGMT 3213 Applied Business Management

MGMT 4303 Accounting for Managers

Interdisciplinary Studies, B.S.

Effective: 9/01/2020

The Bachelor's degree in Interdisciplinary Studies (BAIS) emphasizes a broad learning experience and a wider perspective than that provided by traditional undergraduate majors. It is designed to offer the student the opportunity to participate in an interdisciplinary, coherent, academically sound, and goal-oriented education directly relevant to the student's intellectual development and career aspirations. It is appropriate for those students who seek a thorough grounding in the traditional arts and sciences from an interdisciplinary perspective. Each student in the Interdisciplinary Studies program becomes an active partner in the formulation of their program of study, working in consultation with an academic advisor to devise an appropriate individual degree plan. Within the framework of two foundation areas, a university-wide Interdisciplinary Studies sequence, and a multidisciplinary concentration, a student may draw upon the resources of all schools of the University to create a degree program.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

*Specific courses may be required prerequisites for an area of study.*

*Please consult your advisor to determine any prerequisites that you may need. See the Academic Program Requirements section of this Catalog for additional requirements.*

**Required before Major Courses (6 Hrs.)**

Students are strongly encouraged to take two courses that are prerequisites or closely related to their foundations, concentrations, and career goals. This requirement may be waived.

**Major Requirements (57 Hrs.)****Interdisciplinary Major Core (15 Hrs.)**

MGMT 2203 Goals, Priorities, and Attitudes

MGMT 4103 Group and Organizational Communication

MGMT 4203 Managing People: Groups and Leadership

BUAD 2603 Personal Finance

PHIL 1203 Critical Thinking

**Major Related Courses: 42 semester credit hours consisting of:**

Two Disciplines: 12 semester credit hours each (24 semester credit hours)

The two disciplines are drawn in consultation with their advisor from current majors in the Adult School of Arts and Sciences, School of Behavioral Science and Counseling, School of Business Leadership, School of English, School of General Education, School of Math, School of Science, School of Ministry, or the School of Teacher Education (See Interdisciplinary Major Discipline Options on next page)

**One Concentration or Electives:** 18 semester credit hours

In addition to the two areas of discipline, each student may also wish to complete a concentration as a third area of discipline. In consultation with their advisor, the topic for the Concentration and selects 18 semester credit hours of coursework related to the topic, drawn from an academic discipline. If the student does not wish to complete a concentration, the student may work with their advisor to select electives from any area of study.

**Free Electives (13 Hrs.)**

Choose thirteen (13) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree.

A student must have at least 40 hours of 3000 and 4000-level courses to receive a bachelor's degree. At least 30 hours of upper-division must apply to the major requirements. Please note: This may require the student to take upper-division elective hours to meet this graduation requirement. A minimum of 30 semester credit hours must be taken at MACU. At least nine (9) hours of coursework in the final semester must be taken at MACU.

<b>Total University Core</b>	<b>46</b>
<b>Total Required Before Major Courses</b>	<b>6</b>
<b>Total Interdisciplinary Major Core</b>	<b>15</b>
<b>Total Discipline I</b>	<b>12</b>
<b>Total Discipline II</b>	<b>12</b>
<b>Total Concentration/Electives</b>	<b>18</b>
<b>Total Free Electives</b>	<b>13</b>
<b>Total Required Hours</b>	<b>122</b>



## Interdisciplinary Major Discipline Options

In consultation with their advisor, each student devises the study plan for each discipline and selects 12 semester credit hours of coursework related to the topic, drawn from at least two academic disciplines. In addition to the two areas of discipline, the student may also wish to complete a concentration as a third area of discipline (see Interdisciplinary Major Concentration Options). Suppose the student does not wish to complete a concentration. In that case, the student may work with their advisor to select electives from any study area.

**The following disciplines provide a guide of recommended courses for each area of study. Students must work with their advisors to determine the appropriate courses for their discipline.**

### Accounting Discipline Option (12 Hrs.)

#### **For the bookkeeping path:**

ACCN 2103 Principles of Financial Accounting  
ACCN 2203 Principles of Managerial Accounting (**Prerequisite:** ACCN 2103)  
ACCN 3953 Accounting Information Systems (**Prerequisite:** ACCN 3913)  
ACCN \_\_\_\_ Accounting Elective

#### **For income tax path:**

ACCN 3933 Income Tax I (**Prerequisite:** ACCN 3913)  
ACCN 3943 Income Tax II (**Prerequisite:** ACCN 3933)  
ACCN 4623 Accounting Legal Environment  
ACCN \_\_\_\_ Accounting Elective

### Biology Discipline Option (12 Hrs.)

BIOL 1214 Biology I  
BIOL 3404 Ecology (**Prerequisites:** MATH 1513, BIOL 1114 *or* BIOL 1214, BIOL 2104)  
CHEM 1105 General Chemistry I (**Prerequisite:** ACT Math 22 or above, MATH 1513 College Algebra, or instructor approval)  
BIOL/CHEM/NATS \_\_\_\_ Science Elective

### Business Administration Discipline Option (12 Hrs.)

BUAD 4303 Human Resource Administration  
MGMT 3213 Applied Business Management  
MGMT 4413 Strategic Management  
BUAD/MGMT \_\_\_\_ Business Elective

### Christian Ministries Discipline Option (12 Hrs.)

BINT 2103 Basic Principles of Inductive Bible Study  
PMIN 3123 Evangelism and Discipleship  
THEO 2303 Introduction to Christian Theology (**Prerequisites:** BINT 1203)  
PMIN/BINT/BIOT/THEO \_\_\_\_ Ministry, Bible, or Theology Elective

### Communication, Media, and Ethics Discipline Option (12 Hrs.)

Choose one course from each COMM area or Communication Elective

#### **Communication Studies (Generalist):**

COMM 2113 Foundations of Communication and Media  
COMM 3433 Research Design Methods  
COMM 4603 Creating Social Media Presence and Strategic Interviewing

#### **Media Studies:**

COMM 2113 Foundations of Communication and Media  
COMM 4103 Special Topics in Media Studies  
COMM 4413 Media Television History

#### **Public Relations:**

COMM 2803 Multimedia Storytelling  
COMM 3533 Advertising, Brand Management, and Audio Production  
COMM 3903 Integrated Marketing and Public Relations

#### **Social Media Studies:**

COMM 2123 Introduction to Computer-Mediated Communication  
COMM 2143 Digital Media Literacy  
COMM 2803 Multimedia Storytelling

### Criminal Justice Discipline Option (12 Hrs.)

#### **Generalist:**

CRJS 3103 Introduction to Criminal Justice  
CRJS 3503 Criminal Law I  
CRJS 3513 Criminal Law II  
CRJS \_\_\_\_ Criminal Justice Elective

#### **Investigations:**

CRJS 4103 Identification, Collection, and Preservation of Evidence  
CRJS 4113 Principles of Investigations  
CRJS 4513 Interview and Interrogation Techniques (**Prerequisite:** COMM 1103)  
CRJS \_\_\_\_ Criminal Justice Elective

#### **Police Operations:**

CRJS 4013 Human Trafficking  
CRJS 4403 Police Administration  
CRJS 4533 Anti-Terrorism and Homeland Security (**Prerequisite:** CRJS 3503)  
CRJS \_\_\_\_ Criminal Justice Elective

### Cybersecurity Discipline Option (12 Hrs.)

MISE 1203 Basics of Networking  
MISE 2103 Client-Server Networks I  
MISE 2303 Client-Server Networks II  
CYBR 3003 Securing Information

### Data Analytics Discipline Option (12 Hrs.)

CMSC 1203 Foundations of Programming  
MATH 3703 Introduction to Statistics  
MISE 4643 Database Management  
MATH/MISE/CMSC/MGMT \_\_\_\_ Computer Science, Math, or Management Information Elective

### Digital Marketing Discipline Option (12 Hrs.)

MKTG 4603 Social Media Marketing  
MKTG 3253 Digital Marketing Channels  
MKTG 3713 Services Marketing  
MKTG \_\_\_\_ Marketing Elective

### Education Discipline Option (12 Hrs.)

EDUC 3103 Educational Psychology (**Prerequisite:** PSYC 1103, EDUC 2101, and EDUC 2102)  
EDUC 3233 Probability and Statistics for Teachers  
EDUC 4223 Students with Exceptionalities  
EDEL 3403 Children's Literature

### English Discipline Option (12 Hrs.)

#### **Composition and Writing**

ENGL 3503 Advanced Composition  
ENGL 3703 Creative Writing  
ENGL 4203 Modern Grammar  
ENGL \_\_\_\_ English Elective

#### **Major Authors:**

ENGL 4143 Women in Literature (**Prerequisites:** ENGL 1113 and ENGL 1213)  
ENGL 4303 Shakespeare (**Prerequisite:** ENGL 1113 and ENGL 1213)  
ENGL 4333 The Fiction Works of C.S. Lewis  
ENGL \_\_\_\_ English Elective

#### **Literature in American Culture:**

ENGL 3713 Ethnic American Literature  
ENGL 3733 Native American Literature  
ENGL 3923 Cultural Theory and Popular Culture (**Prerequisites:** ENGL 1113 and ENGL 1213)  
ENGL \_\_\_\_ English Elective

### Healthcare Management Discipline Option (12 Hrs.)

HC 3203 Introduction to Healthcare Management  
HC 3503 Legal Aspects of Healthcare Management  
HC 4103 Healthcare Economics  
HC 4303 Healthcare Information Systems

Interdisciplinary Major Discipline Options Continue on the next page...



**Interdisciplinary Major Discipline Options Continued...****Management and Ethics Discipline Option (12 Hrs.)**

MGMT 3213 Applied Business Management  
 MGMT 4433 Managing Change  
 MGMT 4303 Accounting for Managers  
 MGMT/BUAD \_\_\_\_ Management Elective

**Mathematics Discipline Option (12 Hrs.)**

MATH 2114 Calculus (**Prerequisites:** MATH 1513 or high school credit for Calculus)  
 MATH 3703 Introduction to Statistics  
 MATH 4113 Mathematical Modeling (**Prerequisite:** MATH 1513)  
 MATH \_\_\_\_ Mathematics Elective

**Ministry Leadership Discipline Option (12 Hrs.)**

BINT 3703 History of Christian Thought  
 PMIN 1103 Foundations of Ministry  
 PMIN 4303 Leadership Formation (**Prerequisites:** PMIN 1103)  
 PMIN/BINT/BIOT/THEO \_\_\_\_ Ministry, Bible, Theology Elective

**Psychology Discipline Option (12 Hrs.)**

PSYC 4703 Psychology of Abnormal Behavior (**Prerequisite:** PSYC 1103)  
 PSYC 3303 Development Across the Life Span (**Prerequisite:** PSYC 1103)  
 PSYC 3633 Psychology of Addictions and Substance Abuse (**Prerequisite:** PSYC 1103)  
 PSYC \_\_\_\_ Psychology Elective

**Interdisciplinary Major Concentration Options**

In addition to the two areas of discipline, the student may also wish to complete a concentration as a third area of discipline. If the student does not wish to complete a concentration, the student may work with their advisor to select electives from any area of study.

**The following concentrations are an advising guide for recommended courses in each study area. Students must work with their advisors to determine the courses for their concentration or electives.**

**Business Administration Concentration (18 Hrs.)**

ACCN 2103 Principles of Financial Accounting  
 ACCN 2203 Principles of Managerial Accounting  
 BUAD 3403 Business Finance  
 BUAD 4303 Human Resource Administration  
 MGMT 3213 Applied Business Management  
 MKTG 3103 Principles of Marketing

**Children's Ministry Concentration (18 Hrs.)**

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I  
 EDUC 4223 Students with Exceptionalities  
 PMIN 3303 Christian Worship  
 PMIN 4503 The Church's Ministry to Families  
 PSYC 3303 Development Across the Lifespan  
**Electives (3 Hrs.)**  
*Choose 3 hours of electives.*  
 The following are not required but recommended.  
 ECED 3103 Nutrition and Physical Development in Early Childhood  
 ECED 4103 Family and Community Relationships in Early Childhood Education  
 PMIN 3313 Children's Ministry  
 PSYC 3623 Dynamics of the Family in Crisis

**Communication Concentration (18 Hrs.)**

COMM 2143 Digital Media Literacy  
 COMM 3213 Organizational and Professional Communication  
 COMM 3533 Advertising, Brand Management, and Audio Production  
 COMM 3903 Integrated Marketing and Public Relations  
 COMM 4103 Special Topics in Media Studies  
 COMM 4603 Creating Social Media Presence and Strategic Interviewing

**Christian Ministries Concentration (18 Hrs.)**

BINT 2103 Basic Principles of Inductive Bible Study  
 BINT 3103 Synoptic Gospels  
 PMIN 1103 Foundations of Ministry  
 PMIN 4303 Leadership Formation  
 THEO 3603 Spiritual Formation  
 THEO 4323 The Teachings of Wesleyan-Arminian Theology

**Christian Worship Concentration (18 Hrs.)**

BIOT 3113 Psalms and Poetic Literature  
 MUSI 4243 Music Ministry  
 MUSI 4603 Hymnology/Music Text  
 PMIN 3303 Christian Worship  
 PMIN 4113 Internship in Professional Ministries  
 MUSI/BIOT/BINT//PMIN/THEO \_\_\_\_ Music, Ministry, Bible, Theology Elective

**Criminal Justice Concentration (18 Hrs.)**

CRJS 3003 Victimology  
 CRJS 3103 Introduction to Criminal Justice  
 CRJS 3503 Criminal Law I

CRJS 3703 Criminal Procedures  
 CRJS 3813 Community Relations  
 CRJS 4513 Interview and Interrogation Techniques **OR** CRJS 4533 Anti-Terrorism and Homeland Security

**Data Analytics Concentration (18 Hrs.)**

CMSC 1203 Foundations of Programming **or** MISE 4103 Programming Concepts  
 CMSC 3103 Analytics Management  
 CMSC 3463 Advanced Structured Query Language (SQL)  
 MATH 3703 Introduction to Statistics  
 MATH 4113 Math Modeling  
 MISE 4663 Business Intelligence/Data Analytics

**Digital Marketing Concentration (18 Hrs.)**

MKTG 3143 Consumer and Market Behavior  
 MKTG 3253 Digital Marketing Channels  
 MKTG 3533 Brand and Product Management  
 MKTG 3713 Services Marketing  
 MKTG 4113 International Marketing  
 MKTG 4603 Social Media Marketing

**Healthcare Management Concentration (18 Hrs.)**

HC 3203 Introduction to Healthcare Management  
 HC 3213 Fundamentals of Medical Practice Management  
 HC 3313 Healthcare Human Resource Management  
 HC 3503 Legal Aspects of Healthcare Management  
 HC 4203 Healthcare Operations Management  
 HC 4303 Healthcare Information Systems

**Management Information Systems Concentration (18 Hrs.)**

CMSC 1203 Foundations of Programming  
 MISE 4643 Database Management  
 MISE 4663 Business Intelligence/Data Analytics  
**Select 9 hours from the following:**  
 CMSC 3123 Working with Data Structures  
 MISE 4213 Configuring E-Mail and Web Services  
 MISE 4513 Advanced Networks  
 CYBR 3003 Securing Information  
 CYBR 3103 Risk Management and IT Security  
 CYBR 3503 Securing Windows  
 CYBR 4503 Cloud Security

**Pastoral Care Concentration (18 Hrs.)**

PMIN 3643 Stephen Ministry  
 PMIN 3303 Christian Worship  
 PMIN 4973 Pastoral Care in the Local Church  
 PMIN 4983 Practicum in Pastoral Care II  
 PSYC 4813 Professional Ethics and Conduct  
 PMIN/BINT/BIOT/THEO \_\_\_\_ Ministry, Bible, Theology Elective

**Interdisciplinary Major Concentration Options Continue on the next page...**

**Interdisciplinary Major Concentration Options Continued...****Educational Studies Concentration (18 Hrs.)**

EDUC 3103 Educational Psychology  
 EDUC 3123 Foundations of Literacy  
 EDUC 3303 Development Across the Life Span  
 EDUC 4223 Students with Exceptionalities  
 EDUC 4203 Instructional Strategies, Mgmt., and Assessment I  
 MATH 2203 Math for Teachers I

**Note:** Complete the professional education component, semester hours and/or development hours you are assigned upon acceptance.

**IMPORTANT:** Don't forget to check mandatory requirements found on the [Oklahoma Alternative Placement Program for Teacher Certification](#)

**Sports Management Concentration (18 Hrs.)**

MKTG 3313 Sports Marketing  
 SMGT 3113 Leadership and Ethics in Sports  
 SMGT 3123 Sociology of Sports  
 SMGT 3513 Sports Fundraising and Sponsorship  
 SMGT 4123 Sports Facilities Management  
 SMGT 4223 Sports Law and Risk Management

**Youth Ministry Concentration (18 Hrs.)**

PMIN 3153 Youth Ministry Methods and Curriculum  
 PMIN 3303 Christian Worship  
 PMIN 3513 Youth Ministry  
 PMIN 4503 Church's Ministry to Families  
 PSYC 3633 Psychology of Addictions and Substance Abuse  
 PMIN/BINT/BIOT/THEO \_\_\_\_ Ministry, Bible, Theology Elective

Management and Ethics, B.S.

Effective: 01-01-2017

The B.S. in Management and Ethics program, designed to develop students' knowledge, analytical, and communication skills, prepares graduates to lead employees in various organizations so they may address future challenges and interpret and convey financial information.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**Required before Major Courses (6 Hrs.)**

BUAD 2503 Business and Professional Communications

MGMT 2103 Business Software Applications

**Major Requirements****Management and Ethics Major (30 Hrs.)**

BUAD 3403 Business Finance

BUAD 4303 Human Resource Administration

MGMT 3213 Applied Business Management

MGMT 4103 Group and Organizational Communication

MGMT 4203 Managing People: Groups and Leadership

MGMT 4303 Accounting for Managers

MGMT 4433 Managing Change

MGMT 4523 Case Studies in Management Ethics

MGMT 4703 Entrepreneurship

MKTG 3103 Principles of Marketing

**Electives (40 Hrs.)**

Choose forty (40) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree. At least ten (10) hours should be from upper-division hours.

*Students may choose to replace the electives above with one of the optional concentrations listed below or a Multidisciplinary option (See Multidisciplinary options in the Academic Program Requirements section).*

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take at least ten (10 Hrs) upper-division elective hours to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Required Before Major Courses</b>	<b>6</b>
<b>Total Management and Ethics Major</b>	<b>30</b>
<b>Total Electives/Optional Concentration/Discipline</b>	<b>37-39</b>
<b>Total Required Hours</b>	<b>122</b>

**Management and Ethics Optional Concentration****Communication Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

COMM 2143 Digital Media Literacy

COMM 3213 Organizational and Professional Communication

COMM 3533 Advertising, Brand Management, and Audio Production

COMM 3903 Integrated Marketing and Public Relations

COMM 4103 Special Topics in Media Studies

COMM 4603 Creating Social Media Presence and Strategic Interviewing

*Choose twenty-two (22) hours of any electives*

**Digital Marketing Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

MKTG 3143 Consumer and Market Behavior

MKTG 3253 Digital Marketing Channels

MKTG 3533 Brand and Product Management

MKTG 3713 Services Marketing

MKTG 4113 International Marketing

MKTG 4603 Social Media Marketing

*Choose twenty-two (22) hours of any electives*

**Management Information Systems Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

CMSC 1203 Foundations of Programming

MISE 4643 Database Management

MISE 4663 Business Intelligence/Data Analytics

**Select 9 hours from the following:**

CMSC 3123 Working with Data Structures

MISE 4213 Configuring E-Mail and Web Services

MISE 4513 Advanced Networks

CYBR 3003 Securing Information

CYBR 3103 Risk Management and IT Security

CYBR 3503 Securing Windows

CYBR 4503 Cloud Security

*Choose twenty-two (22) hours of any electives*

Mathematics, B.S.

Effective: 04/15/2020

The B.S. in Mathematics provides a comprehensive understanding of the nature of mathematics and its relation to the sciences, philosophy, and other liberal arts. In addition to general education and Bible coursework, course topics include geometry, calculus, linear algebra, abstract algebra, statistics, differential equations, and mathematical modeling to provide a foundation on which graduates may begin a career in teaching, applied mathematics, and research or pursue graduate studies.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.):

\*MATH 1513 College Algebra

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

\*These courses are required prerequisites for the major and/or discipline. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Mathematics Core (29 Hrs.)**

MATH 2114 Calculus I and Analytic Geometry

MATH 2214 Calculus II

MATH 2313 Calculus III

MATH 3103 Linear Algebra

MATH 3403 Discrete Math

MATH 3703 Introduction to Statistics

MATH 4113 Mathematical Modeling

MATH 4203 Mathematical Statistics

MISE 4103 Programming Concepts or CMSC 1203 Foundations of Programming**Mathematics Theory Application (22)**

MATH 1303 Plane Trigonometry

MATH 3303 History of Math

MATH 4003 College Geometry I

MATH 4013 Differential Equations

MATH 4103 Abstract Algebra

MATH 4303 College Geometry II

PHYS 1134 General Physics I (with Lab) or PHYS 2104 Physics I (with Lab)**Electives (25 Hrs.)**

Choose twenty-five (25) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree. At least seven (7 Hrs.) should be from upper-division.

A student must have a minimum of 40 hours of 3000 and 4000-level courses in order to receive a bachelor's degree. Please note: This may require the student to take upper-division elective hours in order to meet this graduation requirement.

*Students may choose to replace the electives above with one of the optional concentrations listed below or a Multidisciplinary option (See Multidisciplinary options in the Academic Program Requirements section). In addition, substitutions in mathematics core or theory application may be made per advisor approval.*

<b>Total University Core</b>	<b>46</b>
<b>Total Mathematics Core</b>	<b>29</b>
<b>Total Math Theory Application</b>	<b>22</b>
<b>Total Electives/Optional Concentration/Discipline</b>	<b>25</b>
<b>Total Required Hours</b>	<b>122</b>

**Mathematics Optional Concentrations****Data Analytics Concentration (25 Hrs.)****Required Courses (21 Hrs.)**

CMSC 1203 Foundations of Programming

CMSC 3103 Analytics Management and Presentation

CMSC 3463 Advanced Structured Query Language (SQL)

CMSC 4103 Introduction to R for Data Analytics

MISE 4403 Project Planning and Implementation

MISE 4643 Database Management

MISE 4663 Business Intelligence/Data Analytics

**Choose four (4) hours of any electives****Management Information Systems Concentration (25 Hrs.)****Required Courses (18 Hrs.)**

CMSC 1203 Foundations of Programming

MISE 4643 Database Management

MISE 4663 Business Intelligence/Data Analytics

**Select 9 hours from the following:**

CMSC 3123 Working with Data Structures

MISE 4213 Configuring E-Mail and Web Services

MISE 4513 Advanced Networks

CYBR 3003 Securing Information

CYBR 3103 Risk Management and IT Security

CYBR 3503 Securing Windows

CYBR 4503 Cloud Security

**Choose seven (7) hours of any electives**

Media Production and Communication, B.S.

Effective: 08/01/2023

The B.S. in Media Production and Communication prepares students for the necessary oral, written, and digital engagement required to navigate an increasingly digital personal and professional world. Majors would come to appreciate the overlapping and even contradictory procedures and practices that go into media production and consumption, ultimately leading to the creation of culture and its social persuasion in societies. Courses examine the roles that communication plays in the production of mass media that is used to entertain, advertise, engage, and persuade. Furthermore, students will not only study media but transition into disciplined and ethical content creators capable of communicating content to numerous communities, stakeholders, and audiences. Key development in critical media literacy would translate passive leisure habits into dynamic time management skills and new media training. Ultimately, students would be exposed to the strategic areas of Media Studies, Public Relations, and Social Media within the Communication Studies discipline.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.)

Humanities (6 hrs. – 3 hrs. *must be literature*)

\*COMM 4103 Special Topics in Media Studies

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred).

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Media Production and Communication Major (33 Hrs.)**

COMM 2113 Foundations of Communication and Media

COMM 2133 Introduction to Podcasting

COMM 2143 Digital Media Literacy

COMM 2803 Multimedia Storytelling

COMM 3233 Media Law and Ethics

COMM 3533 Advertising, Brand Management, and Audio Production

COMM 4123 Media Production Techniques

COMM 4413 Media and Television History

COMM 4513 Rhetoric, Persuasion, and Argumentation

COMM 4603 Creating Social Media Presence and Strategic Interviewing

COMM 4803 Media Production and Communication Capstone

**Electives (43 Hrs.)**

Choose forty-three (43) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree. At least sixteen (16) hours should be from upper-division hours. The following are not required but recommended:

COMM 2123 Introduction to Computer Mediated Communication

COMM 2243 Introduction to Virtual Reality

COMM 3143 Internship\*\*

COMM 3153 Internship II\*\*

COMM 3213 Organizational and Professional Communication

COMM 3343 Directed Readings\*\*

COMM 3423 Veterans in Media

COMM 3433 Research Design Methods

COMM 3443 Special Project\*\*

COMM 3603 Mass Communication Perspectives

COMM 3613 Intercultural and Cybercultural Communication

COMM 3903 Integrated Marketing and Public Relations

\*\*Requires permission from the Program Director in addition to a clear negotiated plan for success between student and instructor.

*Students may choose to replace the electives above with one of the optional Multidisciplinary options. (See Multidisciplinary options in the Academic Program Requirements section).*

To receive a bachelor's degree, a student must have a minimum of 40 hours of 3000 and 4000-level courses. Please note: This may require the student to take at least sixteen (16) upper-division elective hours to meet this graduation requirement.

<b>Total University Core</b>	<b>46</b>
<b>Total Communication, Media, &amp; Ethics Major</b>	<b>33</b>
<b>Total Electives/Optional Discipline</b>	<b>43</b>
<b>Total Required Hours</b>	<b>122</b>

Ministry Leadership, B.S.

Effective: 01/01/2020

This degree prepares students to communicate, lead, care, and think biblically and theologically as they begin entry-level ministry positions. Students may fulfill various roles within church ministry and nonprofit or parachurch organizations, including the pastor, teacher, leader, and administrator, or pursue graduate studies. In addition to the foundational Bible and theology courses, other courses would address Christian formation, evangelism and discipleship, worship, homiletics, youth ministry, church administration, pastoral care, inductive Bible study methodology, Church of God (Anderson) and Wesleyan theology, nonprofit and American church law, and experiential learning opportunities.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

\*BIOT 1103 Intro to the Old Testament

\*BINT 1203 Intro to the New Testament

\*BINT 3303 Romans

\*THEO 1103 Biblical Life and Witness

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*PHIL 2103 Introduction to Philosophy and Ethics

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Bible/Theology (30 Hrs.)**BINT 3103 The Synoptic Gospels or*BINT 3603 Hebrews and General Letters*

BINT 3633 Pastoral Letters

BINT 3703 History of Christian Thought

BIOT 3513 Isaiah or BIOT 3903 *The Pentateuch*

THEO 2103 Systematic Theology I

THEO 2203 Systematic Theology II

THEO 3403 The Person and Work of the Holy Spirit

THEO 4303 Church of God Theology

THEO 4403 Theology of Ministry

THEO 4923 Special Topics in Theology

**Professional Ministry (27 Hrs.)**

PMIN 1103 Foundations of Ministry

PMIN 1203 Christian Formation

PMIN 3103 Homiletics I

PMIN 3123 Evangelism and Discipleship

PMIN 3203 Homiletics II

PMIN 3713 Workshop in the Ordinances

PMIN 4233 Nonprofit/American Church Law

PMIN 4303 Leadership Formation

PMIN 4893 Practicum in Pastoral Care I

**Electives (21 Hrs.)**

Choose twenty-one (21) hours from any area to meet the required minimum 125-hour requirement for your bachelor's degree in consultation with your academic advisor.

The following are not required but recommended:

ENGL 3503 Advanced Composition

ENGL 4303 Shakespeare

ENGL 4313 Life and Teachings of C.S. Lewis

PMIN 4973 Pastoral Care in the Local Church

PSYC 4813 Professional Ethics and Conduct

PSYC 3303 Development Across the Lifespan

PSYC 3633 Psychology of Addictions &amp; Substance Abuse

PSYC 3903 Stress Management

PSYC 4343 Psychology of Motivation and Emotions

**Applied Learning Courses**

PMIN 3133 Introduction to Spiritual Direction

PMIN 3643 Stephen Ministry

PMIN 4113 Internship in Professional Ministries

PMIN 4893 Practicum in Pastoral Care I

PMIN 4983 Practicum in Pastoral Care II

*Students may choose to replace the electives above with one of the optional concentrations listed below or a Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).*

<b>Total University Core</b>	<b>46</b>
<b>Total Bible/Theology</b>	<b>30</b>
<b>Total Professional Ministry</b>	<b>27</b>
<b>Total Electives/Optional Concentration/Discipline</b>	<b>21</b>
<b>Total Required Hours</b>	<b>124</b>

**SEE NEXT PAGE FOR MINISTRY LEADERSHIP OPTIONAL CONCENTRATIONS**

## Cont'd from Ministry Leadership Program Sheet

**Ministry Leadership Optional Concentrations**

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**Children's Ministry Concentration (21 Hrs.)**

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I

EDUC 4223 Students with Exceptionalities

PMIN 3303 Christian Worship

PMIN 4503 The Church's Ministry to Families

PSYC 3303 Development Across the Lifespan

**Electives (6 Hrs.)***Choose six (6) hours of electives.*

The following are not required but recommended.

ECED 3103 Nutrition and Physical Development in Early Childhood

ECED 4103 Family and Community Relationships in Early Childhood Education

PMIN 3313 Children's Ministry

PSYC 3623 Dynamics of the Family in Crisis

**Christian Worship Concentration (21 Hrs.)**

BIOT 3113 Psalms and Poetic Literature

MUSI 4243 Music Ministry

MUSI 4603 Hymnology/Music Text

PMIN 3303 Christian Worship

PMIN 4113 Internship in Professional Ministries

**Electives (6 Hrs.)***Choose six (6) hours of electives.***Pastoral Care Concentration (21 Hrs.)**

PMIN 3643 Stephen Ministry

PMIN 3303 Christian Worship

PMIN 4973 Pastoral Care in the Local Church

PMIN 4983 Practicum in Pastoral Care II

PSYC 4813 Professional Ethics and Conduct

**Electives (6 Hrs.)***Choose six (6) hours of electives.***Youth Ministry Concentration (21 Hrs.)**

PMIN 3153 Youth Ministry Methods and Curriculum

PMIN 3303 Christian Worship

PMIN 3513 Youth Ministry

PMIN 4503 Church's Ministry to Families

PSYC 3633 Psychology of Addictions and Substance Abuse

**Electives (6 Hrs.)***Choose six (6) hours of electives.*



Psychology, B.S.

Effective: 08/01/2017

The B.S. in Psychology program provides students with an in-depth perspective of human behavior, psychological principles, and an introduction to common psychological issues, synthesizing knowledge from the areas of family life studies, psychology, and sociology with biblical studies and general education coursework to provide a solid foundation for understanding human relations in our complex society. This program, designed to equip students to positively impact their communities through human service careers within the education, social, government, or medical sectors, also lays the groundwork for advanced study in the fields of counseling, clinical psychology, experimental psychology, or industrial/organizational psychology and the pursuit of counseling licensure.

**University Core**

**Specific courses within the University Core are listed on the first page of this catalog section.**

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*)

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). *See the Academic Program Requirements section of this Catalog for additional requirements.*

**Major Requirements****Psychology Major (36 Hrs.)**

PSYC 3303 Development Across the Life Span

PSYC 3633 Psych of Addictions and Substance Abuse

PSYC 3713 Psychological Statistics or MATH 3703 Introduction to Statistics

PSYC 3803 Introduction to Research Methods

PSYC 3813 Cognitive Psychology

PSYC 4213 Physiological Psychology and Neuroscience

PSYC 4313 Multicultural Psychology

PSYC 4333 Positive Psychology

PSYC 4343 Psychology of Motivation and Emotions

PSYC 4703 Psychology of Abnormal Behavior

PSYC 4803 Personality Development

PSYC 4813 Professional Ethics and Conduct

**Electives (40 Hrs.)**

Choose forty (40) hours from any area to meet the required minimum 122-hour requirement for your bachelor's degree. At least 4 hours should be from upper-division hours. The following are not required but recommended:

PSYC 2303 Social Psychology

PSYC 2403 Child/Adolescent Psychology

PSYC 3103 Psychology of Learning

PSYC 3113 History and Systems of Psychology

PSYC 3123 Industrial Organizational Psychology

PSYC 3903 Stress Management

PSYC 4233 Performance and Sports Psychology

PSYC 4403 Small Groups: Principles/Practices

PSYC 4603 Pastoral Counseling

PSYC 4903 Internship: Field Experience

A student must have a minimum of 40 hours of 3000 and 4000-level courses in order to receive a bachelor's degree. Please note: This may require the student to take upper-division elective hours in order to meet this graduation requirement.

*Students may choose to replace the above electives with the concentration (below) or a Multidisciplinary option (see Multidisciplinary option at the beginning of the Academic Program Requirements Section of this catalog.*

<b>Total University Core</b>	<b>46</b>
<b>Total Psychology Major</b>	<b>36</b>
<b>Total Electives/Optional Concentration/Discipline</b>	<b>40</b>
<b>Total Required Hours</b>	<b>122</b>

**Psychology Optional Concentration****Christian Ministries Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

BINT 2103 Basic Principles of Inductive Bible Study

BINT 3103 Synoptic Gospels

PMIN 1103 Foundations of Ministry

PMIN 4303 Leadership Formation

THEO 3603 Spiritual Formation

THEO 4323 The Teachings of Wesleyan-Arminian Theology

**Choose twenty-two (22) hours of any electives****Criminal Justice Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

CRJS 3003 Victimology

CRJS 3103 Introduction to Criminal Justice

CRJS 3503 Criminal Law I

CRJS 3703 Criminal Procedures

CRJS 3813 Community Relations

CRJS 4513 Interview and Interrogation Techniques OR CRJS 4533

Anti-Terrorism and Homeland Security

**Choose twenty-two (22) hours of any electives****Educational Studies Concentration (40 Hrs.)****Required Courses (18 Hrs.)**

EDUC 3103 Educational Psychology

EDUC 3123 Foundations of Literacy

EDUC 3303 Development Across the Life Span

EDUC 4223 Students with Exceptionalities

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I

MATH 2203 Math for Teachers I

**Choose twenty-two (22) hours of any electives**

**Note:** Complete the professional education component, semester hours and/or development hours you are assigned upon acceptance.

**IMPORTANT:** Don't forget to check mandatory requirements found on the [Oklahoma Alternative Placement Program for Teacher Certification](#)

Secondary Education, B.A.

Effective: 08/01/2020

Designed to align with rigorous standards set forth by Specialized Professional Associations (SPA) standards, the B.A. in Secondary Education equips those called to teach secondary education in the student's chosen area of specialization of either English, Math, or Social Studies in public or private school settings. Students would gain theoretical knowledge and practical methodologies for successfully teaching this age group as they prepare for a future beyond high school. Through experiential learning, students would gain hands-on experience so they may become effective teachers in the classroom. In addition to covering the subjects of child/adolescent and educational psychology, probability and statistics for teachers, instructional strategies, and exceptional children, the program also includes English - English teaching methods, literature, composition, creative writing, modern grammar, language and culture, and critical approach to literature; Math - secondary math methods, calculus, algebra, statistics, discrete math, and the history of math; or Social Studies - social studies teaching methods, world geography, U.S. history, American and Oklahoma history, macroeconomics, state and local government, historiography/research, cultural anthropology, and social psychology.

**University Core**

Specific courses within the University Core are listed on the first page of this catalog section.

**University Core (46 Hrs.)**

Bible/Theology (12 hrs.)

Communication (9 hrs.)

U.S. History and Government (6 hrs.)

Science (6 hrs. *plus 1 hr. of lab*)

Math (3 hrs.):

\*MATH 1513 College Algebra (for Secondary Mathematics Area of Specialization)

Social Sciences (3 hrs.):

\*PSYC 1103 Introduction to Psychology

Humanities (6 hrs. – 3 hrs. *must be literature*):

\*ENGL 2303 World Lit. Survey: The Ancient World to the Renaissance (for Secondary English Area of Specialization)

\*ENGL 2403 World Lit. Sur: Renaissance to Modern Era (for Secondary English Area of Specialization)

\*These courses are required prerequisites for the major. Upon completion of the above courses, the corresponding University Core Requirements are satisfied. (These courses are required for this major regardless of previous degrees conferred). See the *Academic Program Requirements* section of this Catalog for additional requirements.

**Foreign Language (8 Hrs.)**

Eight (8) hours in the same language and consecutive

**Major Requirements****Major Requirements****Required before Professional Education Courses (9 Hrs.)**

EDUC 2101 MACU Teacher Education Orientation

EDUC 2102 Educational Foundations

EDUC 4203 Instructional Strategies, Mgmt., and Assessment I

EDUC 4213 Instructional Strategies, Mgmt., and Assessment II

**Professional Education (24 Hrs.)**

EDUC 3103 Educational Psychology

EDUC 3233 Probability and Statistics for Teachers

EDUC 3303 Development Across the Life Span

EDUC 4223 Students with Exceptionalities

EDUC 4909 Student Teaching

*Choose your area of specialization; see below and the corresponding methods course (3 hrs.)*

EDUC 4603 Methods of Teaching Secondary Social Studies OR

EDUC 4703 Methods of Teaching Secondary Math OR

EDUC 4803 Methods of Teaching Secondary English

**Secondary Education Areas of Specialization**

*Students may choose one area of specialization for their program of study (English, Math, or Social Studies).*

**Secondary English (45 Hrs.)**

ENGL 2103 British Literature Survey I

ENGL 2203 British Literature Survey II

ENGL 2503 American Lit Sur: Before 1865

ENGL 2603 American Lit Sur: Since 1865

ENGL 3503 Advanced Composition

ENGL 3513 Major Figures or ENGL 3523 Special Topics

ENGL 3703 Creative Writing

ENGL 3713 Ethnic American Literature

ENGL 4203 Modern Grammar

ENGL 4303 Shakespeare

ENGL 4503 History of English Language

ENGL 4523 Young Adult Literature

ENGL 4533 Critical Approach to Literature

ENGL 4543 Language and Popular Culture

ENGL 4803 Form and Genre in Literature

**Secondary Mathematics (44 Hrs.)**

MATH 1303 Plane Trigonometry

MATH 2114 Calculus I and Analytic Geometry

MATH 2214 Calculus II

MATH 2313 Calculus III

MATH 3103 Linear Algebra

MATH 3303 History of Math

MATH 3403 Discrete Math

MATH 3703 Introduction to Statistics

MATH 4003 College Geometry I

MATH 4103 Abstract Algebra

MATH 4203 Mathematical Statistics

MATH 4303 College Geometry II

**Electives (6 Hrs.)**

Select 3 hours from within the Math discipline and 3 hours from any area.

**Secondary Social Studies (45 Hrs.)**

ECON 2503 Survey of Economics

GEOG 2503 Physical World Geography

GEOG 2603 Human World Geography

HIST 1203 History of World Civilization II

HIST 2203 American History II

HIST 3903 Oklahoma History

HIST 4103 Colonial Period

HIST 4203 19<sup>th</sup> Century U.S. HistoryHIST 4213 20<sup>th</sup> Century U.S. History

HIST 4323 Directed Readings in History

HIST 4403 Historiography/Research

POLS 2203 State and Local Government

SOCI 1103 Introduction to Sociology

SOCI 2243 Introduction to Cultural Anthropology

SOCI 2303 Social Psychology

<b>Total University Core</b>	<b>46</b>
<b>Total Foreign Language</b>	<b>8</b>
<b>Total Professional Education Courses</b>	<b>33</b>
<b>Total Secondary Area of Specialization Courses</b>	<b>44-45</b>
<b>Total Required Hours</b>	<b>131-132</b>

**Additional Degree Requirements:**

- \_\_\_ Acceptance into the School of Teacher Education
- \_\_\_ Completion of program requirements identified in the Teacher Ed. Handbook\*

## GRADUATE DEGREE PROGRAMS

*“Jesus increased in wisdom and stature and in favor with God and Man.” Luke 2:52*

### Business Administration, M.B.A.

Effective: 01/01/2022

The Master of Business Administration (M.B.A) program is a dynamic course of study geared toward today's rapidly changing business environment. The program, grounded in traditional business theory, is integrated with practical application, timeless biblical principles, and Christian values. Professionals enhance their existing knowledge with a deeper understanding of effective business practices, including strategic planning and execution, resource management, and how to lead new and expanding enterprises, businesses, and organizations.

### DEGREE REQUIREMENTS

*See the Academic Program Requirements section of this Catalog for additional requirements.*

#### **M.B.A. Core Requirements (21 Hrs.)**

Students are required to complete a Business Case Study.

ACCN 5133 Managerial Accounting

FINC 5333 Modern Corporate Finance

\*MGMT 5113 Organizational Behavior

\*MGMT 5323 Human Resource Management

\*MGMT 5413 Legal Environment and Ethics

MGMT 6423 Strategic Business Management

MGMT 6453 Strategic Business Management II

#### **Additional M.B.A. Course Requirements (15 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

MGMT 6313 Management Science/Operations Management

*Choose six (6) additional hours from the list below to complete a general M.B.A. degree.*

MGMT 6433 Exec. Seminar Series: International Business

MGMT 6443 International Business Strategies

COMM 5113 Global Marketing and Strategic Networking

ECON 5223 Managerial Economics in the Globalized Environment

**Total M.B.A. Required Hours – 36**

### **M.B.A. Optional Emphases**

Students may choose to replace the additional degree requirements above with one of the following emphases:

#### **Communication Emphasis (18 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

MGMT 6313 Management Science/Operations Management

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

\*COMM 5113 Global Marketing and Strategic Networking

\*COMM 5213 Media Methods and Content Creation

COMM 5233 Graphic Design and Portfolio Management

**Total MBA & Communication Emphasis Required Hrs. – 39**

#### **\*\*CPA Accounting Emphasis (18 Hrs.)**

The program provides the necessary coursework to meet the educational requirements needed to sit for Oklahoma's Certified Public Accountant (CPA) exam. See [www.ok.gov/oab](http://www.ok.gov/oab) for a complete list of requirements.

*\*\*Required Prerequisites for students who do not have a bachelor's degree in Accounting: ACCN 3913 Intermediate Accounting II (If a student has not completed ACCN 3913 Intermediate Accounting II, there may be additional prerequisite courses that must be taken before enrollment in the course); ACCN 3933 Income Tax Accounting I; ACCN 4443 Advanced Financial Accounting OR Equivalent; and ACCN 4633 Auditing*

ACCN 5153 Advanced Accounting Information Systems

ACCN 5163 Business Taxation

ACCN 5173 Advanced Auditing

ACCN 6113 Advanced Theories of Financial Accounting

*Choose six (6) additional hours from the list below to complete a general M.B.A. & CPA Accounting Emphasis.*

ACCN 5143 Advanced Cost Accounting

ACCN 6213 CPA Exam Preparation I

ACCN 6223 CPA Exam Preparation II

**Total MBA & CPA Accounting Emphasis Required Hrs. – 39**

#### **Healthcare Management Emphasis (21 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

MGMT 6313 Management Science/Operations Management

HC 5213 Healthcare Management

HC 5223 Healthcare Legal Environment

HC 5233 Healthcare Finance

HC 5243 Healthcare Information Systems

**Total MBA & Healthcare Management Emphasis Required Hrs. – 42**

**Master of Business Administration Emphasis Options Continues on the next page...**

**Master of Business Administration Emphasis Options Continued****Human Resource Management Emphasis (24 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

MGMT 6313 Management Science/Operations Management

HR 5213 Compensation and Benefit

HR 5223 Human Resource Development

HR 5233 Recruiting and Selection

HR 5243 Labor Law and Employee Relations

HR 6213 Knowledge for Professional Certification

**Total MBA & Human Resource Mgmt. Emph. Required Hrs. – 45****International Business Emphasis (21 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

MGMT 6313 Management Science/Operations Management

ECON 5233 International Economics

MGMT 6403 International Business Law

MGMT 6443 International Business Strategies

COMM 5113 Global Marketing and Strategic Networking

**Total MBA & Int'l. Business Emphasis Required Hrs. – 42****Management Accounting Emphasis (21 Hrs.)**

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

MGMT 6313 Management Science/Operations Management

ACCN 5143 Advanced Cost Accounting (*Prerequisite ACCN 3913. If the student has not completed Intermediate Accounting II, there may be additional prerequisite courses that must be taken before enrollment in the course*)

ACCN 5153 Advanced Accounting Information Systems

ACCN 5163 Business Taxation

ACCN 5173 Advanced Auditing

**Total MBA & Mgmt. Accounting Emphasis Required Hrs. – 42****\*These courses are approved as dual credit or electives for students approved for a 4+1 Accelerated Program plan of study. Students should apply for the 4+1 Accelerated Program during their junior year of their bachelor's degree.**

Counseling, M.S.

Effective: 11/01/2018

The Master of Science in Counseling degree program prepares students to acquire professional competencies demonstrated within professional helping counseling dispositions. In addition, the program prepares students to identify with the counseling profession. Practice professional counseling with sensitivity to diversity and spirituality ethically and to develop results-oriented solid proficiencies in clinical mental health counseling; marital, couples, and family counseling; addictions counseling; or a collaborative approach to counsel from a spiritual perspective for the glory of God through Jesus Christ and applied behavioral science.

Each of the counseling program's four emphases instructs students in the scientific method, enhances professional counseling skills, integrates the knowledge of the discipline along with a Christian faith-based perspective, and prepares students for success in the workplace and ministry settings.

**DEGREE REQUIREMENTS**

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**M.S. Counseling Core requirements (42 Hrs.)**

- \*COUN 5113 Psychopathology
- \*COUN 5123 Career Counseling and Development
- COUN 5213 Theories of Counseling and Psychotherapy
- COUN 5313 Individual Counsel & Psychotherapy Techniques
- COUN 5513 Marriage and Family Systems and Treatment
- \*COUN 5713 Human Development
- \*COUN 5913 Research Methods
- COUN 6133 Multicultural Counseling and Treatment Planning for Individuals and Families
- COUN 6233 Ethics and Professional Studies
- COUN 6433 Assessment of Individuals/Families in Counseling
- COUN 6533 Interventions for Individuals and Families in Crisis and Trauma
- COUN 6833 Group Dynamics and Counseling
- COUN 6973 Practicum
- COUN 6983 Internship

**\*These courses are approved to take as dual credit or electives for students approved for a 4+3 Accelerated Program plan of study. Requires completion of five PSYC courses before beginning Master of Science Counseling courses. Students should apply for the Accelerated Program during their junior year of their bachelor's degree.**

Students must choose one of the following emphases. The courses listed above are required in addition to those listed under the chosen emphasis. Students must complete 18 credit hours of the Counseling Core requirements with a 3.0 GPA to be eligible for admission to the Licensure track of Clinical Mental Health Counseling Emphasis, the Clinical Mental Health Counseling in Addiction and Substance Abuse Emphasis, or the Marital, Couples, and Family Counseling Emphasis. Students would request permission from the Chair for admission to these programs at that time.

**M.S. Counseling Optional Emphases****Clinical Mental Health Counseling Emphasis (18 Hrs.)**

- COUN 5563 Clinical Psychopharmacology in Counseling
- COUN 5613 Marital and Family Treatment Techniques
- COUN 5813 Tests and Measurement
- COUN 6333 Advanced Counseling and Psychotherapy Techniques
- COUN 6633 Addiction and Chemical Dependency Counseling
- COUN 6733 Child/Adolescent Psychopathology and Counseling
- Total Clinical Mental Health Counseling Emphasis Required Hrs. – (60)**

***Note:** The following courses may be required for your state licensure. They are in addition to the courses required above and would add 3-12 hrs. to the required course total.*

- COUN 6353 Human Sexuality in Counseling
- COUN 6363 Community Counseling
- COUN 6863 Psychopathology Diagnostics and Treatment Design
- COUN 6993 Advanced Internship
- Total Clinical Mental Health Counseling with Possible Add'l State Required Hrs. – (63-72)**

**Addiction & Substance Abuse Couns. Emphasis (18 Hrs.)**

- COUN 5233 Alcohol and Drug Addiction
- COUN 5333 Addiction in the Family & Assess. Theory
- COUN 5433 Addiction in the Family Counseling
- COUN 5533 Pharmacology of Drugs of Abuse
- COUN 5643 Addiction and Substance Abuse Counseling Theory & Techniques
- COUN 6333 Advanced Counseling and Psychotherapy Techniques
- Total Addiction and Substance Abuse Counseling Emphasis Required Hrs. – (60)**

**Marital, Couples, and Family Counseling/Therapy Emphasis (18 Hrs.)**

- COUN 5413 Interpersonal Communication in Counseling and Relationships
- COUN 5613 Marital and Family Treatment Techniques
- COUN 6353 Human Sexuality in Counseling
- COUN 6463 Clinical Issues of Aging, Death, and Dying
- COUN 6633 Addiction and Chemical Dependency Counseling
- COUN 6733 Child/Adolescent Psychopathology/Counseling
- Total Marital, Couples, and Family Counseling/Therapy Emphasis Required Hrs. – (60)**

**Applied Behavioral Science Emphasis**

This is a non-licensure emphasis in which students complete all M.S. Counseling Core requirements, excluding Practicum and Internship courses.

**Total Applied Behavioral Science Emphasis Required Hrs. – (36)**

Curriculum and Instruction, M.Ed.

Effective: 08/01/2020

The Master of Education in Curriculum and Instruction program prepares educators to lead in the classroom and school environments by developing skills and practices essential to creating and delivering effective instruction. Particular emphasis is given to applying research and theory toward providing instruction for diverse student populations in various contexts. This program provides the necessary coursework to meet Oklahoma's education requirements for alternative teaching credentials. However, there are additional requirements for teaching alternatives from the state. Please see your state Department of Education's website for a complete list of requirements.

**DEGREE REQUIREMENTS**

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**M. Ed. Curriculum and Instruction (31 Hrs.)**

ED 5131 Orientation to Curriculum and Instruction

\*ED 5143 Educational Psychology

ED 5153 Language Acquisition, Literacy, and Reading (EC/Elem) **OR**

ED 5173 Reading and Writing Across the Curriculum (ML/HS/Adult)

ED 5163 Classroom Management

ED 5243 Instructional Strategies and Best Practices

\*ED 5253 Assessment, Data Monitoring, and Applied Practice

\*ED 5263 Teaching Diverse Learners

ED 5343 Curriculum Design and Action Research for Improved Practice

ED 5353 Communication and Technology in Education: Etiquette and Trends

ED 5363 Teacher Leadership and Professional Contribution

ED 5453 Capstone in Curriculum and Instruction

**Total M.Ed. Curriculum and Instruction Required Hrs. – 31**

\*These courses are approved to take as dual credit for Teacher Education students approved for a 4+1 Accelerated Program plan of study.



Educational Leadership and Administration, M.Ed.

Effective: 03/01/2022

The Master of Education in Educational Leadership and Administration program would equip students with the knowledge and skills to become effective administrators. They would learn best practices and techniques for instructional leadership, supervision, teacher evaluation, personnel management, and more, allowing them to pursue various administrative and leadership positions.

**DEGREE REQUIREMENTS**

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**M. Ed. Educational Leadership and Administration Requirements (33 Hrs.)**

ED 5113 Research Methods

ED 5123 Fundamentals of Public School Leadership

ED 5213 Public School Law

ED 5223 Evaluation and Supervision of Personnel and Instruction

ED 5233 The Principalship

ED 5313 Public School Finance

ED 5423 Measurement and Evaluation in Public Schools

ED 5433 Capstone Experience at the Site Level

ED 5443 Capstone Experience at the District Level

ED 5463 Leadership and Management in Learning Advocacy

ED 5473 Leadership in Operations and Management

**Total M.Ed. Educational Leadership and Administration Required Hrs. – 33****Additional Degree Requirements:**

\_\_\_ Completion of required clinical intern hours evaluated by the Program Director



Leadership, M.A.

Effective: 01/01/2022

Designed for those who desire to be transformative, visionary leaders in a variety of professional settings around the world, the Master of Arts in Leadership program deepens understanding of theoretical foundations and applies practical principles to develop effective leadership skills that can immediately be applied within the workplace.

**DEGREE REQUIREMENTS**

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**M.A. Leadership Core Requirements (18 Hrs.)**

\*MGMT 5113 Organizational Behavior

\*COMM 5103 Advanced Professional Communication and Leadership Practicum

\*ML 5143 Leadership Theory and Practice

\*ML 5163 Training and Development

ML 5243 Leading Change

ML 6023 Integrative Leadership Project

**Additional Degree Requirements (12 hours)**

ML 5263 The Adult Learner

ML 5273 Nonprofit Leadership

ML 5343 Financial Development and Resource Management

ML 5353 Decision Making

**Total M.A. Leadership Required Hours 30**

\*These courses are approved as dual credit or electives for students approved for a 4+1 Accelerated Program plan of study. Students should apply for the 4+1 Accelerated Program during their junior year of their bachelor's degree.

**M.A. Leadership Optional Emphases**

Students may choose to replace the additional degree requirements above with one of the following emphases:

**Business Management Emphasis (12 Hrs.)**

ACCN 5133 Managerial Accounting

ECON 5223 Managerial Economics in the Globalized Environment

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

MGMT 5413 Legal Environment

**Total Business Management Emphasis Required Hrs. – 30**

**Communication Emphasis (12 Hrs.)**

COMM 5113 Global Marketing and Strategic Networking

COMM 5213 Media Methods and Content Creation

COMM 5233 Graphic Design and Portfolio Management

ML 5353 Decision Making

**Total Communication Emphasis Required Hrs. – 30**

**Higher Education Emphasis (12 Hrs.)**

HEA 5313 Higher Education History and Administration

HEA 5323 Higher Education Law

HEA 5333 Higher Education Budgeting and Finance

ML 5263 The Adult Learner

**Total Higher Education Emphasis Required Hrs. – 30**

**Ministry Leadership Emphasis (15 Hrs.)**

\*BIOT 5133 Selected Genres of Old and New Testaments

\*THEO 5233 Spiritual Formation from a Wesleyan Perspective

\*THEO 5213 Wesleyan-Arminian Theology

\*PMIN 5203 Self-Assessment and Development

PMIN 5903 How to Teach the Bible

**Total Ministry Leadership Emphasis Required Hrs. – 33**

**Public Administration Emphasis (12 Hrs.)**

ML 5153 Public Budgeting and Finance

ML 5233 Public Policy Implementation

ML 5253 Legislative Process and Behavior

ML 5273 Nonprofit Leadership

**Total Public Administration Emphasis Required Hrs. – 30**

## NON-DEGREE CERTIFICATES

*“Jesus increased in wisdom and stature and in favor with God and Man.” Luke 2:52*

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### Addiction and Substance Abuse Counseling Certificate

Effective: 04-01-16

The Certificate Program in Addiction and Substance Abuse Counseling is for students who already have a master's degree in counseling-related areas and wish to qualify for the Licensed Alcohol and Drug Counseling/Mental Health (LADC/MH). The program provides the necessary coursework to qualify students for the Licensed Alcohol and Drug Counseling (LADC) and the Licensed Alcohol and Drug Counseling / Mental Health (LADC/MH).

#### **Certificate Requirements**

COUN 5233 Alcohol and Drug Addiction

COUN 5333 Addiction in the Family and Assessment Theory

COUN 5433 Addiction in the Family Counseling

COUN 5533 Pharmacology of Drugs of Abuse

COUN 5643 Addictions and Substance Abuse Counseling Theory and Techniques

COUN 6973 Practicum

COUN 6983 Internship\*\*

**Total Required 18 to 21 hours**

\*\*Note: The LADC/MH would require three (3) hours of practicum/internship. This certificate requires only the three (3) hour COUN 6973 Practicum course if the student comes into the program having already completed a 3-hour practicum/internship course in addictions and substance abuse. Suppose the student has not completed a program with a 3-hour practicum/internship course in addictions and substance abuse. In that case, the COUN 6983 Internship course is required in addition to the COUN 6973 Practicum to increase the total practicum/internship hours required to 12 and total certificate hours to 21.

### Church Staff Leadership Certificate

Effective: 01/01/21

The Church Staff Leadership Certificate program would equip church staff leaders with basic knowledge of the Bible, individual and collective leadership skills, management of self and others, effective communication skills, and an awareness of essential information that addresses church tax and law standards.

#### **Certificate Requirements:**

BINT 2303 Survey of Romans

MGMT 4203 Managing People: Groups and Leadership

PMIN 1103 Foundations of Ministry

PMIN 4223 Conflict Management

PMIN 4233 Nonprofit and American Church Law

PMIN 4303 Leadership Formation

PMIN 4803 Professional Staff Relationships

THEO 3813 Judeo-Christian Ethics **OR**

THEO 3823 Biblical Concepts of Leadership

**Total Required 24 hours**

### Curriculum and Instruction Certificate

Effective: 06/01/21

This certificate program provides students with graduate-level coursework in P-12 classroom leadership. As a result, graduates are equipped to work effectively with students, parents, and other educators, in a classroom environment. The Certificate in C&I does not give you teacher certification. Still, it can provide the necessary coursework to meet the requirements needed for alternative teaching credentials in Oklahoma and help you prepare for the Teacher Certification Exams. Prospective students for this program, who are pursuing alternative certification, should apply to your [State Department of Education's website](#) first to determine what your requirements are.

#### **Certificate Requirements:**

##### **Required (1 hour):**

ED 5131 Orientation to Curriculum and Instruction

##### **Choose Three (9 hours):**

*Students may choose three of the following courses (9 hours).*

ED 5143 Educational Psychology

ED 5163 Classroom Management

ED 5243 Instructional Strategies and Best Practices

ED 5253 Assessment, Data Monitoring, and Applied Practice

ED 5263 Teaching Diverse Learners

##### **Additional Degree Requirements Choose One (3 hours):**

*Students should choose one of the following courses based on the level of certification they are seeking.*

ED 5153 Language Acquisition, Literacy, and Reading (Early Child/Elementary) **OR**

ED 5173 Reading and Writing Across the Curriculum (Secondary/Post-Secondary)

**Total Required 13 hours**

Educational Leadership and Administration Certificate

Effective: 03/01/22

The Educational Leadership and Administration certificate program is for students with a Master's degree in Educational Administration at the principal level. The program emphasizes ethical leadership, fiscal responsibility, social equity, and quality communication through curriculum and directed field experiences. The program is designed to meet national National Educational Leadership Program (NELP) requirements.

**Prerequisite:** *Principle licensure and*

**Certificate Requirements:**

ED 5123 Fundamentals of Public School Leadership

ED 5213 Public School Law

ED 5313 Public School Finance

ED 5443 Capstone Experience at the District Level

ED 5463 Leadership and Management in Learning Advocacy

ED 5473 Leadership in Operations and Management

**Total Required 18 hours****Additional Degree Requirements:**

\_\_\_ Completion of required clinical intern hours evaluated by the Program Director

Financial Core Accounting Certificate

Effective: 06/01/19

This certificate program would prepare students for employment in an entry-level accounting position or for greater accounting responsibilities at work, prepare them for a more advanced degree in accounting, and satisfy the prerequisite course requirements for students wishing to enter the Master of Business Administration, CPA Accounting Emphasis degree without an undergraduate Accounting degree.

**Certificate Requirements:**

ACCN 2103 Principles of Financial Accounting

ACCN 2203 Principles of Managerial Accounting

ACCN 3903 Intermediate Accounting I

ACCN 3913 Intermediate Accounting II

ACCN 3933 Income Tax Accounting I

ACCN 4443 Advanced Financial Accounting

ACCN 4633 Auditing

**Total Required 21 hours**Healthcare Management Certificate

Effective: 01/01/2022

This 18-hour certificate program exposes students to advanced concepts specific to Healthcare Management, providing a valuable credential demonstrating graduate-level training in the discipline. The Certificate may be earned as part of a full Master's Degree program or used later to satisfy many of the requirements of a full graduate degree in the selected discipline.

**Certificate Requirements:**

MGMT 5113 Organizational Behavior

COMM 5103 Advanced Professional Communication and Leadership Practicum

HC 5213 Healthcare Management

HC 5223 Healthcare Legal Environment

HC 5233 Healthcare Finance

HC 5243 Healthcare Information Systems

**Total Required 18 hours**Human Resource Management Certificate

Effective: 01/07/2020

This 18-hour certificate program exposes students to advanced concepts specific to Human Resource Management, providing a valuable credential demonstrating graduate-level training in the discipline. The Certificate may be earned as part of a full Master's Degree program or used at a later date to satisfy many of the requirements of a full graduate degree in the selected discipline.

**Certificate Requirements:**

MGMT 5113 Organizational Behavior

HR 5213 Compensation and Benefit

HR 5223 Human Resource Development

HR 5233 Recruiting and Selection

HR 5243 Labor Law and Employee Relations

HR 6213 Knowledge for Professional Certification

**Total Required 18 hours**

International Business Certificate

Effective: 01/01/2022

This 18-hour certificate program exposes students to advanced concepts specific to International Business, providing a valuable credential demonstrating graduate-level training in the discipline. The Certificate may be earned as part of a full Master's Degree program or used later to satisfy many of the requirements of a full graduate degree in the selected discipline.

**Certificate Requirements:**

COMM 5103 Advanced Professional Communication and Leadership Practicum

**OR** ACCN 5133 Managerial Accounting

MGMT 5113 Organizational Behavior

**OR** ECON 5223 Managerial Economics in the Globalized Environment

ECON 5233 International Economics

MGMT 6403 International Business Law

MGMT 6443 International Business Strategies

COMM 5113 Global Marketing and Strategic Networking

**Total Required 18 hours**

Management Accounting Certificate

Effective: 01/07/2020

This 18-hour certificate program exposes students to advanced concepts specific to Management Accounting, providing a valuable credential demonstrating graduate-level training in the discipline. The Certificate may be earned as part of a full Master's Degree program or used later to satisfy many of the requirements of a full graduate degree in the selected discipline.

**Prerequisite:**

*Accounting bachelor's degree or Financial Core Accounting Certificate*

**Certificate Requirements:**

ACCN 5133 Managerial Accounting

ACCN 5143 Advanced Cost Accounting

ACCN 5153 Advanced Accounting Information Systems

ACCN 5163 Business Taxation

ACCN 5173 Advanced Auditing

MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior

**Total Required 18 hours**

Veterans' Policy Certificate

Effective: 01-01-2023

The Veterans' Policy Certificate (VPC) is a 24-credit-hour interdisciplinary academic program that focuses on understanding the policies associated with the military veteran population within the United States. VPC graduates would have the basic knowledge needed to work within non-profit, private, or government organizations that support Military Veterans.

**Certificate Requirements:**

COMM 3423 Veterans in Media

ENGL 1213 English Composition II

HIST 2203 American History II

POLS 1103 American Federal Government

POLS 4543 Veterans' Policy, before 9/11

POLS 4553 Veterans' Policy, after 9/11

SOCI 1103 Introduction to Sociology

SOCI 3433 Researching Veterans

**Total Required 24 hours**

### Women in Ministry Leadership Certificate

Effective: 04-01-16

The Women in Ministry Leadership Certificate program encourages and empowers women to define and develop their calling to bi-vocational or vocational ministry. Students would explore the unique roles of women in the Bible, investigate historical and contemporary influential female leaders, be challenged to assess one's gifts, talents, and skills for leadership and service in the church and ministry/work setting, and foster study skills to better prepare oneself for teaching and preaching. In addition, students may apply credit hours earned to the Christian Ministries bachelor's degree program.

**Certificate Requirements:**

BINT 2103 Basic Principles of Inductive Bible Study

BINT 2303 Survey of Romans

BINT 3713 Foundations of Ethics: Life and Teachings of Jesus

PHED 1303 Health and Wellness

PMIN 1103 Foundations of Ministry

PMIN 2913 Women in Ministry

PMIN 3303 Leadership Formation

THEO 3813 Judeo-Christian Ethics

**Total Required 24 hours**

### Worship Arts and Leadership Certificate

Effective: 04/27/16

The Worship Arts and Leadership Certificate is designed to prepare students for leadership in worship settings by giving them a broad understanding of the history, literature, art form, and application of worship arts and leadership from a biblical perspective.

**Certificate Requirements:**

AMUS 1022 Preparatory Piano

AMUS 1312 Voice

AMUE 4241 Music Ministry Lab

GLDR 3313 Leadership in Worship Ministry

MUSI 1103 Basic Musicianship

MUSI 1101 Basic Musicianship Lab

MUSI 1113 Appreciation of Music and Fine Arts

MUSI 4243 Music Ministry

PMIN 2703 Church Multimedia Media Ministry

PMIN 3303 Christian Worship

PMIN 3301 Christian Worship Lab

**Total Required 25 Hours**

## COURSE DESCRIPTIONS

All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as “lower division,” those numbered 3000-4999 are “upper-division,” and those numbered 5000 and above are “graduate-level.”

Lower division courses are considered to be introductory, survey, and foundational courses. As a general rule, lower-division courses are prerequisites to upper-division work. Upper-division courses are indicated by the 3000 and 4000 or higher numbers. These are considered to be more specialized, abstract, and concerned with the evaluation of critical issues and questions and the application of principles of scholarship. At least fifty percent of courses in any major must be in upper-division courses.

The first digit of the course number indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive to student classification:

Course descriptions are listed alphabetically by course number and include the combined course offerings of the College of Arts and Sciences and the College of Adult and Graduate Studies.

### Course Levels:

- 0000 to 0999 are remedial courses offering no college-level credit.
- 1000 to 1999 are primarily freshman level.
- 2000 to 2999 are primarily sophomore level.
- 3000 to 3999 are primarily junior level.
- 4000 to 4999 are primarily senior level.
- 5000 to above are primarily for post-bachelor degree students, except by academic dean permission.

### Understanding the Course Numbers:

The first number of a course indicates the course level. The middle two numbers are the departmental sequence, and the last number of a course indicates the number of semester credit hours assigned to the course.

### ACCN [Accounting]

#### **ACCN 2103 Principles of Financial Accounting (3 cr.)**

Fundamental accounting relationships; completion of the accounting cycle; accounting process for merchandising enterprises; receivables, payables, and inventories; deferrals, accruals, and intangible assets; and formation. Offered every fall semester.

#### **ACCN 2203 Principles of Managerial Accounting (3 cr.)**

Accounting systems, concepts, and principles; formation, organization, and operations of corporations and partnerships; departments and branches, statement analysis, cost, and management. **Prerequisite:** ACCN 2103. Offered every spring semester.

**ACCN 3903 Intermediate Accounting I (3 cr.)** This course would focus on valuation and other theoretical problems in accounting for cash, temporary investments, receivables, inventories, long-term investments, plant and equipment, and intangible assets.

**Prerequisites:** ACCN 2203 Offered every fall semester.

**ACCN 3913 Intermediate Accounting II (3 cr.)** This course would focus on the study of stockholders' equity, dilutive securities, investments, issues related to income determination, including revenue recognition, accounting for income taxes, pensions, leases and error analysis, preparation and analysis of financial statements, including price level changes and statement of changes in financial position. **Prerequisite:** ACCN 3903. Offered every spring semester.

**ACCN 3923 Cost Accounting (3 cr.)** This course would study the development of cost accumulation and reporting systems that complement a firm's strategy and structure; how activity-based cost management systems increase competitiveness by helping a firm manage its costs, processes, and people. **Prerequisite:** ACCN 3913. Offered every spring even-numbered years.

**ACCN 3933 Income Tax Accounting I (3 cr.)** This course would examine Federal income tax and individual, corporate, and partnership income tax laws and regulations. The emphasis is on developing a broad perspective on the structure, administration, and rationale of the federal income tax system. **Prerequisite:**

ACCN 3913. Offered every fall, even-numbered years.

**ACCN 3943 Income Tax Accounting II (3 cr.)** This course would focus on the study of taxation of corporations, partnerships from the organization through liquidation; relative merits of conducting business through partnership, corporation, proprietorship, S corporation; introduction to tax research. **Prerequisite:** ACCN 3933. Offered every spring, odd-numbered years.

**ACCN 3953 Accounting Information Systems (3 cr.)** A study of the structure, flow, and use of financial and non-financial data in computer-based environments with a heavy emphasis on ensuring data integrity. Conceptual data modeling using business rules, normalization, structured query language (SQL), and physical database design and data administration. The course includes cross-functional team projects with phased deliverables. **Prerequisite:** ACCN 3913. Offered every spring, odd-numbered years.

**ACCN 3963 Data Analytics for Accounting (3 cr.)** This course would develop the skills required for an accounting analytics mindset. Students would apply the concepts of data scrubbing, data preparation, data quality, descriptive analysis, data manipulation, data visualization, data reporting, and problem-solving using various analytic tools and statistical analysis.

**ACCN 4173 Governmental and Nonprofit Accounting (3 cr.)** Governmental and Nonprofit Accounting covers accounting principles applicable to federal, state, and local governments and other nonprofit entities. This course includes fund accounting principles used in recording assets, liabilities, equity, revenues, and expenditures, along with analysis and interpretation of financial statements of governmental and nonprofit entities.

**ACCN 4443 Advanced Financial Accounting (3 cr.)** This course is designed to impart a detailed understanding of alternative accounting principles and practices and their effects on balance sheet valuation and income statements, including critical evaluation of these alternatives. Subjects covered include foreign currency transactions, partnership accounting, and accounting for nonprofit organizations and governmental entities. **Prerequisite:** ACCN 3913. Offered every fall, odd-numbered years.

**ACCN 4623 Accounting Legal Environment (3 cr.)** This course



familiarizes students with the fundamentals of external financial reporting for business enterprises and not-for-profit entities. The financial accounting segment of the course focuses on the preparation, analysis, and limitations of financial statements per generally accepted accounting principles (GAAP). The conceptual framework that serves as the basis for developing financial reporting standards is also discussed. The managerial accounting segment of the course covers such internal reporting issues as break-even analysis, capital budgeting, cost behavior patterns, and cost allocation. Finally, the legal component of the course addresses the formation of different types of business entities (e.g., corporations and partnerships) and the regulatory role that the SEC, PCAOB, and Sarbanes-Oxley play in financial reporting. Offered every fall, even-numbered years.

**ACCN 4633 Auditing (3 cr.)** This course would study the general framework underlying auditing, the role of audit standards in the planning and conduct of audits, and the effect of regulation, ethics, liability, and audit practices. **Prerequisite:** ACCN 3913. Offered every fall, odd-numbered years.

**ACCN 4733 CMA Exam Preparation I (3 cr.)** This course is designed to assist students in preparing for the Certified Management Accountant (CMA) exam. This course would focus on topics relevant to the first part of the CMA exam, namely, financial reporting, planning, performance, and control. This course would expose students to similar content, format, and solutions as those found on the actual exam.

**ACCN 4743 CMA Exam Preparation II (3 cr.)** This course is designed to assist students in preparing for the Certified Management Accountant (CMA) exam. This course would focus on topics relevant to the second part of the CMA exam, namely, financial decision-making. This course would expose students to similar content, format, and solutions as those found on the actual exam.

**ACCN 4903 CPA Exam Preparation (3 cr.)** The course is designed to assist students in preparing for the CPA exam. It is designed to cover a portion of the topics covered on the national examination required to become a certified public accountant. This course would focus on a review of ethics, a CPA's professional and legal responsibilities, federal tax law, and business law. The class would include requirements designed to test understanding of these subjects as required on the CPA examination.

**ACCN 5133 Managerial Accounting (3 cr.)** This course introduces the financial statement, their sources and functions, and managerial control systems involved with the accounting process, including variance analysis and budgeting. In addition, it serves as an overview of the accounting function and its use in managing the functional units within the organization.

**ACCN 5143 Advanced Cost Accounting (3 cr.)** This course would study the development of cost accumulation and reporting systems that complement a firm's strategy and structure; how activity-based cost management systems increase competitiveness by helping manage costs, processes, and people. **Prerequisite:** ACCN 3913.

**ACCN 5153 Advanced Accounting Information Systems (3 cr.)** This course studies the framework of accounting information systems by combining knowledge about accounting transaction cycles, information technology, and business process design.

**ACCN 5163 Business Taxation (3 cr.)** This course reviews organizational tax strategies for capital structures, business operations, new business, domestic business expansion, and international growth.

**ACCN 5173 Advanced Auditing (3 cr.)** This course examines auditing principles, concepts, and standards, including a review of organizational decision financial reporting and resolution of ethical issues.

**ACCN 5183 Survey of Financial Accounting (3 cr.)** This three-credit course deals with accounting and financial reporting

procedures used by business and not-for-profit entities, emphasizing accounting concepts and using accounting information in making economic decisions.

**ACCN 6113 Advanced Theories of Financial Accounting (3 cr.)** This advanced course in financial accounting theories presents an in-depth analysis of the historical development of accounting theory and its application to current and future accounting issues. The course enhances critical thinking skills by synthesizing the professional accountant's understanding and knowledge of accounting theory with the resolution of real-world accounting problems. In addition, the course incorporates a global perspective for the development and analysis of accounting standards.

**ACCN 6213 CPA Exam Preparation I (3 cr.)** This course is designed to assist students in preparing for the CPA exam. This course would focus on topics relevant to the first two parts of the CPA exam: the Financial Accounting and Reporting Exam and Business Environments and Concepts Exam. This course would expose students to similar content, format, and solutions as those found on the actual exam.

**ACCN 6223 CPA Exam Preparation II (3 cr.)** This course is designed to assist students in preparing for the CPA exam. This course would focus on topics relevant to the last two parts of the CPA exam: the Regulation Exam and Auditing Exam. This course would expose students to similar content, format, and solutions as those found on the actual exam.

### AMUE [Applied Music Ensembles]

**AMUE 1011-4081 Vocal Ensemble (1 cr. each)** The group is required to have regular practice sessions and to have one session each week with a member of the music faculty. Music majors may count only (2) two hours toward ensemble requirements. **Prerequisite:** Approval of music instructors. Offered every semester.

**AMUE 1111 Music Ensemble Lab (1 cr.)** The Music Ensemble Lab would consist of a series of lectures and video presentations dealing with developing both vocal and instrumental ensembles and the artistic side of music in today's world. It would include a portion of musical rehearsals to help musicians develop their rehearsal skills. This Lab would work on group dynamics as well as artistic temperament.

**AMUE 1211-4281 Concert Choir (1 cr. each)** An organization of mixed voices that studies and performs sacred works selected for their spiritual value as well as their intrinsic worth. Performances include a spring concert tour. Membership is selected. Meets two periods a week. **Prerequisites:** Approval of music instructors. Offered every semester.

**AMUE 1311-4381 Instrumental Ensemble (1 cr. each)** To further develop instrumental skills, gain a broader appreciation for instrumental music and increase poise through public performance. Offered every semester.

**AMUE 1401 Praise Band Lab (1 cr.)** The Praise Band Lab would consist of lectures and video presentations dealing with music ministry and relational skills. In addition, it would include a portion of musical rehearsals to help musicians develop their rehearsal skills. This class aims to help the students develop their ability to lead a group of instrumentalists and singers in a productive and efficient team effort. In this class, the student would develop greater skills in rehearsal techniques for using multiple instruments.

**AMUE 1411-2441 Praise Band (1 cr. each)** This class aims to help the students develop their ability to manage multiple musical instruments used in performance and rehearsal settings for church worship applications. In this class, the student would develop greater skills in rehearsal techniques for using multiple instruments. Cross-training on various instruments to communicate the proper blends and stylistic nuances is gained more clearly. In addition, the set-up and proper use of sound systems are addressed. Offered every semester.

**AMUE 1511-4581 Hand Bell Choir (1 cr. each)** This ensemble would teach handbell repertoire, both sacred and secular. Performances would



include chapel and assemblies in area schools. Also, the mechanics of developing a handbell choir in the local church are learned. Emphasis is on developing personal skills and conducting handbell choirs. **Prerequisites:** Approval of music instructors. Offered on demand.

**AMUE 4242 Music Ministry Lab (2 cr.)** The Music Ministry Lab would consist of lectures and video presentations on music ministry and management skills. It would include a portion of musical rehearsals to help musicians develop their rehearsal skills. This course is designed to sharpen the student's skills as a participant and leader of music ministries. This course would aid music students in dealing with specific problems they would face as worship leaders in the local church. Emphasis is given to their role as ministers, personnel relationships, development of graded choir program, evaluation of music, and establishment of a music library.

### AMUS [Applied Music]

**AMUS 1011-4081 Preparatory Piano (1 cr. each)** A class piano environment to prepare students up to a fourth-grade level based on the ten-grade system. Offered every semester.

**AMUS 1111-4181 Intermediate Piano (1 cr. each)** One half-hour weekly lesson. Music from the standard piano literature fourth- through sixth-grade level. **Prerequisite:** Proficiency at sight-reading a hymn. Offered every semester.

**AMUS 1141 Class Voice (1 cr.)** A course for the beginning voice student, giving an overview of the basic techniques involved in good standing, laying a foundation for private vocal instruction, and defining the terminology of singing. Solo and group singing of exercises and songs. Offered every semester.

**AMUS 1211-4281 Advanced Piano (1 cr. each)** One half-hour lesson per week. Music from the standard piano literature seventh- through tenth-grade level. **Prerequisite:** AMUS 1111-4181. Offered every semester.

**AMUS 1311-4381 Voice (1 cr. each)** One half-hour lesson per week. **Prerequisite:** AMUS 1141. Offered every semester.

**AMUS 1411-4481 Organ (1 cr. each)** One half-hour lesson per week. **Prerequisite:** Ability to play the piano at the fifth-grade level and sight-read hymns. Offered every semester.

**AMUS 1511 Class Piano (1 cr.)** This is an introductory course offered to provide students with an opportunity to learn basic piano skills and techniques and to provide a foundation for the proficiency skills required of all music majors.

**AMUS 1611-4681 Music Theater – Minor Roles and Chorus (1 cr. each)** Admission to this class is approved by the director. The study, preparation, and public performance of Broadway musicals or selected portions. Coaching in dramatic as well as musical aspects is included. **Prerequisite:** Approval of the director. Offered on demand.

**AMUS 1712-4782 Music Theater – Lead Roles and Minor Roles (1 or 2 cr. each)** Admission to this class is by approval of the director. The study, preparation, and public performance of the Broadway musical or selected portions thereof. Coaching in dramatic as well as musical aspects. The instructor determines the number of credit hours based on the demands of the roles. **Prerequisite:** Approval of the director. Offered on demand.

**AMUS 1811-1821 Keyboard Harmony (1 cr. each)** Designed to teach the principles of playing for congregational singing, accompanying, and preludes, offertories, and postludes for the worship service. Includes the principles of pedaling, improvisation techniques, transposing, and modulation. **Prerequisite:** Ability to play piano music at a fourth-grade level. Offered every semester.

**AMUS 4221 Accompanying (1 cr.)** Practical experience in accompanying vocal and instrumental solos and ensembles, with special emphasis on sight-reading. **Prerequisite:** Level 4 piano. Offered on demand.

### BILA [Bible Languages]

**BILA 2103-2203 New Testament Greek (3 cr. each)** A study of the fundamentals of Okine Greek. Emphasis is placed upon the development of the ability to translate. **Prerequisite:** ENGL 1113 and ENGL 1213. 2103 is offered every fall, and 2203 is offered every spring semester.

**BILA 3103-3203 New Testament Greek Exegesis (3 cr. each)** Exegesis of selected portions from the Greek New Testament, word studies, and further mastery of the basic principles of syntax. Both semesters would count toward the Bible major. **Prerequisites:** BILA 2103-2203. Offered every fall and spring semester.

### BINT [Bible New Testament]

**BINT 1203 Introduction to the New Testament (3 cr.)** An introduction to the inter-testamental period to the beginnings of Christianity is surveyed. A survey of the content and meaning of each New Testament book are studied against the religious, literary, social, political, and economic background of the first century. Offered every spring semester.

**BINT 1223 Introduction to the Bible (3 cr.)** Introduction to the Bible is an interactive course written to engage each student in clearly understanding and applying the 66 books of the Judaic-Christian Protestant Bible. In this course, the students are introduced to the rich histories, stories, religions, and cultures surrounding the Old and New Testaments. These testaments have profoundly influenced our culture and ideas for thousands of years and continue to present us with unique challenges for living today and in the future. Students would learn about the authority, inspiration, and literary context of the Bible. Through interactive media and discussions, the student would learn about the historical context in which both Testaments were written and every book. The student would use the current textbook to discover how the Bible can be read, its influence over Western thought, and core themes like creation, covenant, prophesy, love, and divine kingdom. Students should leave the course with an enriched understanding of what the world of the Bible is all about and how it can be read and interpreted for contemporary life. Offered every semester.

**BINT 2103 Basic Principles of Inductive Bible Study (3 cr.)** This course would introduce the basic principles of the Inductive Bible study method: observation, interpretation, composition, and application.

**BINT 2303 Survey of Romans (3 cr.)** This course would highlight Paul's mission, the purpose for writing, and theological themes, such as righteousness through faith, the need for salvation, and fundamentals for living the Christian life.

**BINT 3103 The Synoptic Gospels (3 cr.)** An exegetical study of selected passages in the Gospels of Matthew, Mark, and Luke. Attention is also given to each book's Synoptic relationship, authorship, date, and message. **Prerequisite:** BINT 1203. Offered fall semester; even-numbered years.

**BINT 3303 Romans (3 cr.)** An exegetical and expository study of the book of Romans. The date and place of writing, destination, and occasion are studied, but the primary emphasis centers on discussion and studies that would help the student appreciate this particular letter's value, strength, and theological importance. **Prerequisite:** BINT 1203 or BINT 1223. Offered every semester.

**BINT 3603 Hebrews and General Letters (3 cr.)** A thorough study of the letters to the Hebrews, along with James I and II, Peter I and II, III John, and Jude. The study of Hebrews includes considering the letters' relationship to Old Testament backgrounds and the concept of Jesus as the great high priest of the new covenant. In addition, each book's doctrinal and practical teachings are examined, and homiletical and teaching values are given special attention. **Prerequisite:** BINT 1203. Offered fall semester; odd-numbered years.

**BINT 3633 Pastoral Letters (3 cr.)** An examination of the pastoral letters of Paul to Timothy and Titus utilizing the inductive method of Bible

study. Students are introduced to the inductive Bible study methodology, which would focus on the survey of books as wholes, as well as specific parts of the text in light of their context within the book. Specific attention is given to evaluating personal qualifications for pastoral ministry and the practical application of ministerial leadership within the church. **Prerequisites:** BIOT 1103; BINT 1203; THEO 1103. Offered every spring.

**BINT 3703 History of Christian Thought (3 cr.)** A survey of key events and figures in the history of Christian thought from the conclusion of the New Testament to the present. Offered every fall semester.

**BINT 3713 Foundations of Ethics: The Life and Teachings of Jesus (3 cr.)** A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection to apply His life-changing principles to one's everyday life.

**BINT 3733 Life and Ministry of Jesus (3 cr.)** A comparative study of the four Gospels focusing on the life, teachings, and ministry of Jesus Christ, His death and resurrection, to apply His life-changing principles to one's everyday life. **Prerequisites:** BINT 1223 or BINT 1103 and BINT 1203, and THEO 1103. Offered every semester.

**BINT 3813 Foundations of Ethics: The Life and Teachings of Paul (3 cr.)** A study of the letters written by the Apostle Paul noting the ethical implications, including practical applications, for contemporary society.

**BINT 4993 Honor Studies (3 cr.)** Honor Studies are open only to advanced upper-division students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** Ninety (90) hours and instructor and school chair approval. Offered on demand.

## BIOL [Biology]

**BIOL 1013 Medical Terminology (3 cr.)** Medical Terminology is designed to introduce students to scientific terms by studying root words, prefixes, and suffixes used in scientific professions. Content emphasizes terms in health sciences to describe anatomy, physiology, pathology, and other comprehensive medical conditions.

**BIOL 1111 General Biology Lab (non-majors) (1 cr.)** General Biology Lab is for the non-biology major. Laboratory experiences designed to facilitate understanding of the biological concept's principles studied in BIOL 1113. A one-hour lab session each week. Offered every semester.

**BIOL 1113 General Biology (non-majors) (3 cr.)** General Biology is for the non-biology major. A study of past and present concepts regarding the growth, reproduction, structure, genetics, evolution, and interrelations of biological life.

**BIOL 1114 General Biology and Lab (non-majors) (4 cr.)** General Biology and Lab is for the non-biology major. A study of past and present concepts regarding the growth, reproduction, structure, genetics, evolution, and interrelations of biological life. Lab - Laboratory experiences designed to facilitate understanding of biological concepts. A one-hour lab session each week.

**BIOL 1133 General Nutrition (3 cr.)** General Nutrition is required for certain pre-health professions. The course covers nutritional requirements to maintain homeostasis within the human body. Topics include the chemical composition of macro and micronutrients, essential and nonessential nutrients, digestion, cell metabolism, energetics, and diet-related diseases.

**BIOL 1214 Biology I (Majors) (4 cr.)** Biology I is a course for biology majors. It is a systematic study of biological principles beginning at the molecular level and advancing to the cellular level. The concepts covered include prokaryote and eukaryote cell form and function, cell membrane transport, cell metabolism, cell energetics, protein synthesis, and

genetics. The laboratory is required and integral in introducing students to the scientific method, experimentation, and analytical evaluation.

**BIOL 1314 Biology II (Majors) (4 cr.)** Biology II is the continuation of Biology I and is a course for biology majors. It is a systematic study of biological principles progressing to the ecological realm. The concepts covered include plant and animal form and function, taxonomy, evolution, biodiversity, and ecology. The laboratory is required and integral in introducing students to research methods, dissection, and analytical evaluation.

**BIOL 1441 University Science Lab (1 cr.)** University Science Laboratory is a course designed for non-biology majors to fulfill university science core requirements. It is a broad study of interdisciplinary science laboratory content from the fields of biology, chemistry, and physical science. The 1-hour credit does not count towards the B.S. degree in Biology.

**BIOL 2101 Environmental Science Lab (1 cr.)** Laboratory experience is integral to introducing students to environmental issues and analysis. Offered every semester.

**BIOL 2103 Environmental Science (3 cr.)** Environmental Science is open to all undergraduates. It is an introductory study of the basic principles of physical science as applied to ecology, current environmental problems, and control measures, emphasizing human impact, modern technology, and natural ecosystems, social, political, and economic processes.

**BIOL 2104 Environmental Science and Lab (4 cr.)** Environmental Science is open to all undergraduates. It is an introductory study of the basic principles of physical science as applied to ecology, current environmental problems, and control measures, emphasizing human impact, modern technology, and natural ecosystems, social, political, and economic processes. Laboratory experience is integral to introducing students to environmental issues and analysis.

**BIOL 2114 General Zoology (4 cr.)** General Zoology is a course for biology majors. It introduces the animal form and function of invertebrates and vertebrates, concluding with animal behavior. The concepts covered include animal form and function, taxonomy, physiological systems, anatomical comparisons, and conservation. The laboratory is required and integral in introducing students to animal dissection and analytical evaluation. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 2214 General Botany (4 cr.)** General Botany is a course for biology majors. It is an introduction to the principles of botany, beginning at the cellular level and advancing to the organismal level. The concepts covered include plant anatomy, physiology, genetics, reproduction, and taxonomic relationships. The laboratory is required and integral in introducing students to morphological comparisons and analytical evaluation. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 2314 Human Anatomy and Physiology I (4 cr.)** Human API is for students planning to major in nursing or other health professions. It is a comprehensive study of the structures and functions of cells, tissues, organs, organ systems, and the human body. The systems covered include integumentary, skeletal, muscular, and nervous. The laboratory is required and integral in introducing students to dissection and analytical evaluation. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 2324 Human Anatomy and Physiology II (4 cr.)** Human APII is for students planning to major in nursing or other health professions. It is a comprehensive study of the structures and functions of cells, tissues, organs, organ systems, and the human body. The systems covered include cardiovascular, lymphatic, endocrine, digestive, urinary, and reproductive. The laboratory is a required and integral component in introducing students to dissection and analytical evaluation. **Prerequisite:** C or better in BIOL 2314 Human Anatomy and Physiology I, or instructor approval.

**BIOL 3114 Human Anatomy (4 cr.)** Human Anatomy is a course designed for students interested in the medical field. It is a comprehensive study of the human body's microscopic and gross anatomical structures. The laboratory is a required and integral component introducing students to dissection, emphasizing human form and function, and analytical evaluation. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 3143 Pathogenic Microbiology (3 cr.)** Pathogenic Microbiology is a course designed for biology majors. It is a comprehensive study of pathogenic microbiology and infectious disease epidemiology. This course covers major pathogenic taxa, microbial pathogenesis, outbreak, and disease surveillance, case studies, laboratory diagnosis, and treatment. **Prerequisite:** C or better in MBIO 3305 or instructor approval.

**BIOL 3154 Invertebrate Zoology (4 cr.)** Invertebrate zoology is a course designed for biology majors. It is a systematic study of the major taxa of invertebrate animals. Major topics covered include taxonomy, animal form and function, anatomical comparisons, diversity, and conservation. The laboratory is required and integral in introducing students to dissection and analytical evaluation. **Prerequisites:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 3214 Human Physiology (4 cr.)** Human Physiology is a systematic study introducing students to human body functions. The concepts covered include homeostatic regulation, cell interactions, enzymes, and the hormonal influence of systems within the human body. The laboratory is a required and integral component in introducing students to physiological experimentation and analytical evaluation. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 General Chemistry I, or instructor approval.

**BIOL 3254 Comparative Vertebrate Anatomy (4 cr.)** Comparative vertebrate anatomy is a course designed for biology majors. It is a systematic study of vertebrate morphology comparisons within the Phylum Chordata. The laboratory is a required and integral component in introducing students to dissections of representative vertebrates concentrating on structure, function, and interrelationships between taxa. **Prerequisites:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, MATH 3703 Introduction to Statistics or instructor approval.

**BIOL 3305 Microbiology (5 cr.)** Microbiology is a course for biology majors. It comprehensively studies microorganism form, physiology, reproduction, genetics, and diversity. The laboratory is required and integral in introducing students to microbiology laboratory techniques and analytical evaluation. **Prerequisite:** C or better in BIOL 1133, BIOL 1114 General Biology or BIOL 1214 Biology I, CHEM 1105 General Chemistry I, or instructor approval.

**BIOL 3334 Cell Biology (4 cr.)** Cell biology is for biology majors considering health-related professional or graduate school. It is a comprehensive study of prokaryotic and eukaryotic cells with a comparison in metabolism, energetics, and autogenous regulation, with an emphasis on biochemistry and cellular changes during the life cycle of cells. The laboratory is a required component of this course which introduces fundamental methodologies and standard laboratory techniques utilized in cellular and molecular biology. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 3354 Genetics (4 cr.)** Genetics is a course for biology majors. It is a comprehensive study of chromosomal aberrations, pedigree analysis, hereditary traits, DNA damage and repair, epigenetics, and genetic engineering. In addition, the laboratory is required and integral in introducing students to Mendelian laws, mutations, and natural and artificial selection. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314, CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 3363 Evolution (3 cr.)** Evolution is a course for biology majors. It is a comprehensive study of genetic mutations, genetic drift, population

adaptations, and evolution by natural selection of various life forms. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 3404 Ecology (4 cr.)** An introductory course in the study of the relationships of organisms to the environment. Procedures used by ecologists to describe and analyze plant and animal communities are experienced in the field and laboratory. Laboratory experiences designed to facilitate understanding of the principles of ecology as studied in BIOL 3404. Offered every spring semester. **Prerequisites:** MATH 1513, BIOL 1114 or BIOL 1214, BIOL 2104.

**BIOL 4024 Limnology (4 cr.)** Limnology is a course designed for biology majors. It focuses on the interdisciplinary nature of freshwater aquatic systems. Topics include chemical and physical characteristics of lakes, streams, groundwater, and wetland ecosystems. The laboratory is required and integral in introducing students to water sampling methods, aquatic organisms, and threats to freshwater ecosystems. **Prerequisites:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, MATH 3703 Introduction to Statistics, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 4124 Histology (4 cr.)** Histology is a course for biology majors. It is a comprehensive study of human and animal tissue, emphasizing mammalian tissue form and function. The laboratory is integral in introducing students to laboratory techniques required to study cells and tissue. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314, CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 4144 Plant Anatomy and Taxonomy (4 cr.)** Plant anatomy and taxonomy is a course for biology majors. It is a systematic study of vascular plant morphology and classification, emphasizing Oklahoma trees and flowering plants. The laboratory is required and integral to this course, with fieldwork included. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314, CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**BIOL 4213 History of Science (3 cr.)** This course surveys historical scientific discoveries, principal events, and the progression of scientific methodologies within the biological and physical sciences. Critical evaluations of major scientific works beginning with Greek philosophers and progressing through the modern era are emphasized. **Prerequisite:** C or better in nine (9) hours in upper-division coursework or instructor approval.

**BIOL 4264 Mammalogy (4 cr.)** Mammalogy is a course designed for biology majors. It is a comprehensive study of Class Mammalia. Major topics covered include taxonomy, evolution, morphological characteristics, ecology and behavior, diversity, and world distribution. The laboratory is required and integral in introducing students to species identification, collection, and wildlife conservation. **Prerequisites:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 4314 Embryology (4 cr.)** This course is designed for students preparing for a health-profession graduate program or medical school. It is a systematic study of organismal development, emphasizing the subphylum Vertebrata. The concepts covered include meiosis I and II, fertilization, cleavage patterns, gastrulation, morphogenesis, organogenesis, and developmental physiology. The laboratory is required and integral in introducing students to anatomical comparisons and analytical evaluation. **Prerequisite:** C or better in Cell Biology or instructor approval.

**BIOL 4334 Environmental Microbiology (4 cr.)** Environmental Microbiology is a course designed for biology majors. It focuses on microorganisms and their role in the environment. Major topics include an introduction to major groups of microorganisms and their physiology, soil microbiology, aquatic microbiology, biogeochemical cycling, sewage treatment, biodeterioration, bioremediation, industrial microbiology, and biotechnology. In addition, the laboratory is a required and integral

component in introducing students to various microbiology laboratory techniques, including bacterial isolation, enumeration, bacterial analysis, and functional assays. Prerequisites: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, BIOL 3305 Microbiology, CHEM 1105 Chemistry I, or instructor approval.

**BIOL 4413 Virology (3 cr.)** Virology is a course designed for biology majors. It focuses on understanding viruses and their role in infectious diseases. Major topics include the classification of viruses, viral structure, viral replication, interactions of viruses with their host organism, and viral diseases. Prerequisites: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 4501 Biology Research (1 cr.)** This 1-hour course is required for all biology majors during their junior or senior year. It would cover past classic works and current research topics in STEM fields. An emphasis is placed on literature reviews, presentation of findings, and scholarly communications. Students may enroll in this course for up to six (6) credit hours. **Prerequisite:** MATH 3703 Introduction to Statistics or instructor approval.

**BIOL 4774 Parasitology (4 cr.)** Parasitology is a course designed for biology majors. It focuses on understanding parasites and their role in infectious diseases. Major topics in this course include the classification and diversity of parasites, the evolution of parasites, parasite life cycles, epidemiology, ecology, pathology, and host/parasite interactions. The laboratory is required and integral in introducing students to parasite morphology, life cycle stages, pathogenesis, and treatment. Prerequisites: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

**BIOL 4901-2 Special Topics in Biology (1-2 cr.)** This course is designed further to enhance knowledge on certain topics within a specialized area. It is intended for students who want to progress their expertise beyond the regular course curriculum during their junior or senior year. Students may enroll in this course for up to nine (9) credit hours.

### BIOT [Bible Old Testament]

**BIOT 1103 Introduction to the Old Testament (3 cr.)** A general introduction to the background and history of the Hebrew people in the Old Testament period. This embraces the sacred writings, prophets, and culture of the Hebrew people against the historical, social, political, literary, economic, and religious background of humanity to the end of the Old Testament period. Offered every fall semester.

**BIOT 3113 Psalms and Poetic Literature (3 cr.)** A study of the Psalms and selected poetry as representative of Hebrew poetic writings. Particular attention is given to the content, lyrical structure, historical background, use in worship, doctrinal and prophetic significance, and devotional values of Old Testament poetic literature. **Prerequisite:** BIOT 1103. Offered fall semester: odd-numbered years.

**BIOT 3513 Isaiah (3 cr.)** A study of Isaiah and his contribution to Hebrew prophesy. An analytical treatment of the book of Isaiah, including its history, critical problems, main ideas, and thought. Particular attention is given to the messianic passages. **Prerequisite:** BIOT 1103. Offered fall semester: odd-numbered years.

**BIOT 3613 Foundations of Ethics: Hebrew Wisdom Literature (3 cr.)** A study of Job, selected Psalms, Proverbs, and Ecclesiastes, emphasizing these books' doctrinal depth, spiritual value, and ethical implications.

**BIOT 3713 Prophetic Books/Eschatology (3 cr.)** A study of prophetic literature in the Old and New Testaments, the biblical teaching on the kingdom of God, Christ's second coming, and theories on Christ's return. **Prerequisites:** BINT 1203 and THEO 2303.

**BIOT 3903 The Pentateuch (3 cr.)** A study of the first five books of the Old Testament with special emphasis on historical background, beginnings of the Israelite nation, and Hebrew worship. **Prerequisite:** BIOT 1103. Offered spring semester: even-numbered years.

**BIOT 4993 Honor Studies (3 cr.)** Honor Studies are open only to

advanced upper-division students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** Ninety (90) hours and instructor and school chair approval. Offered on demand.

**BIOT 5133 Selected Genres of Old and New Testaments (3 cr.)** Students continue to enhance their inductive methodology application to scripture through select portions of poetic and historical literature from the Old Testament and the New Testament Gospels and Pauline letters.

### BUAD [Business]

**BUAD 1103 Introduction to Business (3 cr.)** Gives each student a comprehensive introduction to the study of business. Introduces and builds an understanding of functional business areas such as management, marketing, accounting, finance, and information systems. Offered every fall semester.

**BUAD 2503 Business and Professional Communications (3 cr.)** Principles of effective communication in a business environment. Practice preparing letters, reports, and other forms of business writing. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered every spring semester.

**BUAD 2603 Personal Finance (3 cr.)** A general education course dealing with the consumer's problems in the American economic system; sales promotion, buying habits, health and medical care, housing, government aid, income, budgeting, savings, insurance, and personal financial planning are included. Offered fall semester: even-numbered years.

**BUAD 3313 Fund Accounting (3 cr.)** Exploration of the inflows and outflows of spendable resources in nonprofit settings. Studies accounting methods that cluster data into separate fund entities to account for each body of resources restricted to specially designated uses, as well as enterprise accounting systems related to auxiliary services. The course objective is to review generally accepted accounting principles as a base on which to examine the differences necessitated by fund accountability, such as fund balances, encumbrances, appropriations, and internal control of auxiliary services. Specialized accounting principles related to such nonprofit entities of the tax-exempt sector as religious, charitable, educational, civic, healthcare, and governmental units and agencies are included. Offered on demand.

**BUAD 3403 Business Finance (3 cr.)** Financial principles and functions with applications to business organizations, including investment, dividend decisions, and an introduction to the models and tools used for financial analysis. **Prerequisite:** ACCN 2103 and ACCN 2203.

**BUAD 3503 Excel for Business Analytics (3 cr.)** The application of quantitative financial concepts through extensive use of Excel. Students are proficient in using Excel, have a working knowledge of quantitative concepts used in financial modeling, and can apply these skills to build and solve financial models.

**BUAD 3901-3 Internship I (1-3 crs.)** This course is designed to monitor and evaluate credit for students doing internships relevant to the School of Business Administration and Ethics degree program. The number of credit hours is determined on a case-by-case basis.

**BUAD 3911-3 Internship II (1-3 crs.)** This course is designed to monitor and evaluate credit for students doing internships relevant to the School of Business Administration and Ethics degree program. The number of credit hours is determined on a case-by-case basis.

**BUAD 4103 Legal Environment of Business (3 cr.)** Law and the legal system, social forces that make the law, business response to the social and legal environment, governmental regulation, and federal regulatory agencies which impact business decision-making; the study of the legal



concepts of torts and contracts. Offered every spring semester.

**BUAD 4303 Human Resource Administration (3 cr.)** Human relations and adjustment in all forms of institutional and business organizations. The course deals with such problems as proper placement of the individual, training, incentive, methods of supervision, discipline, promotion, and retirement. Offered every spring semester.

**BUAD 4503 Small Business Management (3 cr.)** Designed to acquaint the student with the problems encountered in a small business enterprise. Managerial functions and processes related to the small business environment are covered. Offered fall semester: even-numbered years.

**BUAD 4703 Business Ethics (3 cr.)** Designed to raise the moral recognition level of students; to provide them with the apparatus to make moral decisions in a business context; to consider ethical problems in advertising, accounting, finance, marketing, and personnel as illuminated by Christian principles. Offered fall semester: odd-numbered years.

**BUAD 4803 Management of Nonprofit Organizations (3 cr.)** Basic control concepts are the same in both profit-oriented and nonprofit organizations, with a strong thrust in the latter to provide a maximum of service at an acceptable quality level, as evaluated by cost-benefit analyses. This course covers the peculiar constraints on goals and strategies, the dominance of professional personnel, and governance differences. The objective is to define and outline the performance measurement of NOPs and to explore political and constituency influence on goals and objectives. **Prerequisite:** Permission of the department head. Offered spring semester: odd numbered years.

**BUAD 4901-4903 Honor Studies (1-3 cr.)** Honor Studies in business administration topics are open to students who have demonstrated the initiative and capability to participate in individual study and research. The course(s) is/are designed to allow students to do advanced work in an area of particular interest under the supervision of a selected faculty member. The instructor, the department head, and the dean must approve the offering of the course and its format. All work must be completed within one regular semester or one summer. **Prerequisite:** Approval of instructor and school chair. Offered on demand.

## CHEM [Chemistry]

**CHEM 1102 General Chemistry I Lab (2 cr.)** The General Chemistry Lab course provides a comprehensive introduction to the laboratory study of chemistry. In this course, students would learn about lab safety and explore topics like the metric system and the scientific method. In addition, students would apply foundational concepts such as the classification of matter, atoms, molecules, and ions, the structure of atoms, chemical equations, and solutions, among others, to hands-on home lab and simulation activities. Finally, students would complete 14 mastery assignments with lab activities, including three formal lab reports. This course can be taken after or with a three-hour general chemistry lecture.

**CHEM 1103 General Chemistry I (3 cr.)** This course provides a comprehensive introduction to the fundamental principles and applications of general chemistry. This course examines topics that include the composition of matter, the atom, chemical bonding, solutions, measurements, chemical nomenclature, stoichiometry, and thermochemistry. **Prerequisite:** ACT Math 22 or above, MATH 1513 College Algebra, or instructor approval.

**CHEM 1105 General Chemistry I (5 cr.)** General Chemistry I is a required course for biology and chemistry majors. It is a systematic study of atomic and molecular structure, chemical bonding properties, chemical reactions, stoichiometry, and conservation of mass. In addition, the laboratory is a required and integral component of learning scientific experimentation safety protocol and proper reporting of results. Schedule types: Discussion, Lab, Lecture, Combined lecture lab & disc. **Prerequisite:** ACT Math 22 or above, MATH 1513 College Algebra, or

instructor approval.

**CHEM 1205 General Chemistry II (5 cr.)** General Chemistry II is required for biology and chemistry majors. It systematically studies chemical kinetics, intermolecular forces, reaction rates, thermochemistry, and electrochemistry. The laboratory is a required and integral component of learning scientific experimentation safety protocol and proper reporting of results. Schedule types: Discussion, Lab, Lecture, Combined lecture lab & disc. **Prerequisite:** C or better in CHEM 1105 General Chemistry I or instructor approval.

**CHEM 2104 Analytical Chemistry (4 cr.)** Analytical Chemistry is a systematic study of qualitative and quantitative chemical analysis methods. Topics include analytical separations, statistical data analysis, acid-base equilibria, acid-base titrations, electrochemistry, spectrophotometry, and chromatography. The laboratory is required and integral in introducing students to classical analytical methods for separation and analysis, including gravimetric and volumetric methods and instrumental methods such as spectroscopic techniques. **Prerequisites:** C or better in CHEM 1205 General Chemistry II or instructor approval.

**CHEM 3102 Organic Chemistry I Lab (2 cr.)** The laboratory is a required and integral component of learning scientific experimentation safety protocol, measurements, and synthesis, purification, and separation techniques. **Prerequisite:** C or better in CHEM 3103 or concurrent enrollment in CHEM 3103.

**CHEM 3103 Organic Chemistry I (3 cr.)** Organic Chemistry I is required for biology and chemistry majors. It is a systematic study of various organic molecules with an emphasis on stereochemistry, reactivity, nomenclature, and classification of reaction types. **Prerequisite:** C or better in CHEM 1105 General Chemistry I, CHEM 1205 General Chemistry II, or instructor approval.

**CHEM 3123 Principles of Biochemistry (3 cr.)** Biochemistry is a course designed for students preparing for graduate school or medical school. It is a systematic study of biologically important compounds with an emphasis on thermodynamics, bioenergetics, metabolic pathways, cell regulatory processes, and enzyme activities. **Prerequisite:** C or better in CHEM 3103, CHEM 3203, or instructor approval.

**CHEM 3202 Organic Chemistry II Lab (3 cr.)** The laboratory is a required and integral component of learning scientific experimentation safety protocol, measurements, and synthesis, purification, and separation techniques. **Prerequisite:** C or better in CHEM 3203 or concurrent enrollment in CHEM 3203.

**CHEM 3203 Organic Chemistry II (3 cr.)** Organic Chemistry II is a continuation of CHEM 3103. It is a systematic study of various organic molecules, advanced stereochemistry, chemical reactivity, organic reaction mechanisms, and methods for organic molecule synthesis. **Prerequisite:** C or better in CHEM 3103 or instructor approval.

**CHEM 3354 Environmental Chemistry (4 cr.)** Environmental Chemistry is a study of the chemical process that occurs in the environment using chemical principles. It covers topics including atmospheric chemistry, aqueous chemistry, geochemistry, climate change, energy, pollution, and pollution remediation. The laboratory is a required and integral component in introducing students to sample preparation, collection, and interpretation of data. **Prerequisites:** C or better in CHEM 1205 General Chemistry II.

**CHEM 3504 Physical Chemistry I (4 cr.)** Physical Chemistry I is a study of the microscopic models and macroscopic properties of chemical systems using mathematical principles. Major topics include an introduction to quantum mechanics, thermodynamics, properties of gases, kinetic theory of gases, liquids, solutions, phase and chemical equilibria, electrochemistry, and chemical kinetics. The laboratory is a required and integral component introducing students to instrumentation, experimental techniques, collection, and analysis of physiochemical data demonstrating the physical chemistry principles in areas such as thermodynamics, equilibria, electrochemistry, and

kinetics. Prerequisites: C or better in CHEM 1205 General Chemistry II, MATH 2114 Calculus I and Analytical Geometry, and PHYS 1234 General Physics II or concurrent enrollment in PHYS 1234 or instructor approval.

**CHEM 3514 Physical Chemistry II (4 cr.)** Physical Chemistry II is a continuation of CHEM xxx4. Major topics include principles of quantum theory, fundamentals of chemical bonding, intermolecular interactions, spectroscopy, and statistical thermodynamics. The laboratory is a required and integral component in introducing students to physical chemistry experimental techniques, spectroscopic and spectrometric techniques, and statistics. Prerequisites: C or better in CHEM 3504 Physical Chemistry I, MATH 2214 Calculus II, or instructor approval.

**CHEM 4654 Inorganic Chemistry (4 cr.)** Inorganic Chemistry is a study that covers the principles and applications of inorganic chemistry. Topics include bonding theory, molecular symmetry, structure and periodic properties of elements, descriptive chemistry, inorganic acids and bases, redox reactions, coordination chemistry, introduction to solid-state chemistry, and organometallics chemistry. The laboratory is a required and integral component in introducing students to synthetic characterization and analysis techniques used in inorganic chemistry. Prerequisites: C or better in CHEM 3202 Organic Chemistry II Lab, CHEM 3504 Physical Chemistry I, or instructor approval.

### CHIN [Chinese]

**CHIN 2105 Chinese I (3 cr.)** The Chinese I course provides basic communication skills in Modern Standard Chinese. This course is designed for students with little or no prior experience in the Chinese language but who are interested in learning the basics of Chinese language and culture. Throughout the course, students are expected to develop language skills in listening, speaking, reading, and writing skills. However, the emphasis in this course is on building students' communicative competence. As a result, students can communicate in Chinese through written and verbal means within given situations.

### CMSC [Computer Science]

**CMSC 1203 Foundations of Programming (3 cr.)** This course lays the foundation of programming using flowcharts and pseudocode. In addition, it develops the understanding of logic and algorithms in programming. The focus is on developing programming skills and knowledge by implementing conditional statements, loops, and functions.

**CMSC 1303 Computer Literacy (3 cr.)** Students would learn fundamental concepts of computing technologies. Topics would include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, the social aspect of computing technologies, and cloud computing.

**CMSC 3103 Analytics Management and Presentation (3 cr.)** This course prepares students to gather data, conduct data analytics using scientific methods, interpret findings, and write and present an insightful and well-organized report of findings.

**CMSC 3123 Working with Data Structures (3 cr.)** This course builds on foundational programming skills to address more advanced concepts of data structures and database design. Students implement database concepts by developing programs to collect user input, identify records using selection criteria, and perform analysis. The focus is on the management and implementation of data structures such as arrays, queues, stacks, strings, and lists. **Prerequisites:** CMSC 1203 Foundations of Programming.

**CMSC 3463 Advanced Structured Query Language (SQL) (3 cr.)** Students create secure database applications using advanced database development tools and techniques. Topics include variable types, logic structures, creating and working with program units, subprograms and functions, Dynamic SQL, database development and utilization, access control, and database security utilities. **Prerequisite:** CMSC 1203.

**CMSC 4103 Introduction to R for Data Analytics (3 cr.)** This course covers R's basic syntax, starting with variables and basic operations and progressing to data structures such as vectors, matrices, data frames, and lists. Then, using the graphical capabilities of R, students would create data visualizations and data presentations.

### COMM [Communications]

**COMM 1103 Fundamentals of Public Speaking (3 cr.)** This course prepares students to research, write, and deliver speeches applicable to a variety of professional settings, purposes, occasions, and audiences. Students will learn to brainstorm, organize, outline, formulate, and present compelling and informative persuasive speeches. Digital presentation methods would also be discussed.

**COMM 1203 Communication in Interpersonal Relationships (3 cr.)** This course stresses communication as the basis for all relationships. The goal of the course is twofold: To present current interpersonal communication theory and to provide insights into our relationships with others. Offered every semester

**COMM 2103 Speech (3 cr.)** This class is designed to teach different communication techniques and conversation skills and assist the student in evaluating their presentation style. In addition, the course would involve the student in group discussions and activities and support the student in making a class presentation.

**COMM 2113 Foundations of Communication and Media (3 cr.)** This course introduces a variety of communication perspectives and encourages students to analyze how mass media influences individuals and groups in ways that help shape society. Students would expand their media literacy through a critical evaluation of mass media including, journalism, television, the entertainment industry, publishing, advertising, radio, Internet, and social media. By course end, students would have a firm understanding of mass communication as a social, political, cultural and economic force in modern society.

**COMM 2123 Introduction to Computer-Mediated Communication (3 cr.)** Introduction to Computer-Mediated Communication (or CMC) would immerse students in a deeper understanding of the practical, professional, and scholarly uses and approaches to understanding how communication functions and continually evolves in an increasingly digitized world. Courses would explore theoretical foundations in CMC, with discussions and assignments bent toward applying knowledge of CMC to corporate and social situations.

**COMM 2133 Introduction to Podcasting (3 cr.)** This course is designed to provide students with a practicum approach to the background, techniques, and guidelines for conceptualizing, researching, and developing digital audio content. Students should gain access to processes that range from idea pitches, pre- and post-production routines, how to craft segments, develop intros/outros, and the process of navigating interviews. Finally, students will have the opportunity to develop and submit digital content to be considered for programming distribution on one of the University's affiliated podcast platforms.

**COMM 2143 Digital Media Literacy (3 cr.)** Digital Media Literacy offers a foundational introduction for better understanding how mass media and mediums create, disseminate, and even manipulate knowledge and information, for good and for ill. Students would engage in a survey of readings curated to deepen visual, cultural, and linguistic "literacy" as a method for better understanding how the Internet and digital cultures augment reality to shape communication. Assignments and readings intentionally reflect the messy nature of contemporary media, and students would gain access and exposure to a wide spectrum that combines digital journalism with scholarly publication.

**COMM 2203 Oral Interpretation (3 cr.)** This course is designed to develop the student's ability to project an enthusiasm for the oral performance of scripture and other forms of literature. The skills developed include material selection, analysis, and performance procedures.

**COMM 2213 Introduction to Public Relations (3 cr.)** This course takes a contemporary look at the integrated world and functions of public relations, one of the fastest-growing career fields in our global information society. Through class discussion and case studies, the course would explore the essential practices of public relations, including writing for print, electronic, and social media; workplace communication. An introduction to PR databases such as Bacons, Media Map, and Lexis-Nexis would also be included.

**COMM 2243 Introduction to Virtual Reality (3 cr.)** This course is designed to introduce students to the communication technologies field of virtual reality (VR) and the adjacent field of augmented reality (AR)). Students will gain exposure to the history of VR as it evolved from a speculative fiction concept to an applied communication technology. Introduction to VR provides a foundational course for students of any major that seek to understand the values this technology represents. The course should promote tutorial knowledge and a virtual learning space where students gain firsthand experience with this multimedia technology and understand it as an evolving tool for academic learning, professional development, and digital communication.

**COMM 2503 Introduction to Play Production (3 cr.)** This course of study is designed to provide the learner with a basic knowledge of the rudiments of the art and craft of play production. The units of study to which the learner is introduced are: play selecting, play directing, tryouts and casting, lighting, staging, costuming and make-up, properties, management, and backstage organization. Active involvement of the learner in all aspects of play production is expected. Lab fee required.

**COMM 2601 Play Production (1 cr.)** This course deals with the basic principles of play production, i.e., characterization, character interaction, set design, makeup, costuming, etc. Students produce a three-act play. Offered on demand.

**COMM 2603 Professional Communication (3 cr.)** This course focuses on writing about technical or specialized topics describing how one composes written presentations clearly describing research or performing some activity. The focus of technical writing includes the analysis and description of tasks and information used in professional and work settings to support empowering readers to accomplish goals or perform task requirements. Oral communication, a critical part of most jobs, involves students making professional oral presentations of reports.

**COMM 2803 Multimedia Storytelling (3 cr.)** This course serves as an introduction to and an examination of the various writing styles and content creation techniques to communicate multimedia storytelling in our digital age. Students would learn how to meet the demands of the marketplace for persuasive, professional writing skills for broadcast, print, web, or social media. The course will include opportunities to develop story forms and prepare them for industry publication and/or distribution.

**COMM 2901 Pre-Professional Internship I (1 cr.)** This course is designed to provide introductory-level application experience for the communication major emphasizing public relations. Students would work in public relations campaigns primarily at the clerical level. This experience, coupled with group meetings to contextualize the campaign tasks, is designed to prepare the student for the next level of internship, which involves decision-making roles in a public relations campaign. Weekly participation in internship groups with other student interns and a communication faculty member is an integral part of this course.

**COMM 3113 Interpersonal Communication in the Workplace (3 cr.)** This course helps students understand the basic theories and principles associated with one-on-one (dyadic) communication. Students would learn to identify the barriers to effective communication; use body language (nonverbal communication) to reinforce the meanings they wish to convey; recognize, appreciate, and work with different personality types; and overcome personal barriers to communicate effectively and persuasively. Classic and emerging theories, as well as "real-life" practice, equip students with the skills of effective

interpersonal communication for professional and day-to-day life.

**COMM 3143 Internship (3 cr.)** Internship hours provide a crucial link between core tenets of higher education, professional development, and the unique advantages that real-world experience provides students in an operational environment. The goal of any internship is to expand a student's conceptualization of and familiarity with onsite labor demands in an area compatible with a student's degree program. Enrolling in internship hours, students would work with their advisor-instructor on a plan for a pre-approved short-term partnership with a business organization, including mapping clear expectations, methods for accountability, and direct reporting of observational and/or direct labor experiences.

**COMM 3153 Internship II (3 cr.)** Internship hours provide a crucial link between core tenets of higher education, professional development, and the unique advantages that real-world experience provides students in an operational environment. The goal of any internship is to expand a student's conceptualization of and familiarity with onsite labor demands in an area compatible with a student's degree program. Enrolling in internship hours, students would work with their advisor-instructor on a plan for a pre-approved short-term partnership with a business organization, including mapping clear expectations, methods for accountability, and direct reporting of observational and/or direct labor experiences. Students cannot use the same organizational participant for COMM 3143 Internship and COMM 3153 Internship II.

**COMM 3213 Organizational and Professional Communication (3 cr.)** Students examine the complex interaction of social and psychological forces operating in the workplace—as well as the broader context of human communication. Coursework would reveal how image and identity are fundamental to core practices of corporate communication, advertising, press releases, internal communication, and fundraising, among other types of communications. Students would learn to develop effective strategies for communicating effectively within organizations and between organizations and their constituencies.

**COMM 3233 Media Law and Ethics (3 cr.)** Students are introduced to legal and ethical practices in the public relations discipline. Copyright, liability, and contracts in public relations are emphasized. Students would complete case studies and perform critical analysis to demonstrate unique knowledge relating to ethical practicum in mass media contexts.

**COMM 3343 Directed Readings (3 cr.)** Directed Readings allow students to deepen their specialized knowledge in an area of interest that expands upon a previously introduced topic that is not the primary emphasis of another course or curriculum offered during a student's period of enrollment. The directed readings packet should be agreed upon in advance and arranged between the student, their advisor, the program director, or a combination of parties working to meet the individual's needs. Parties involved would prioritize academic rigor. Students are expected to produce one or more written projects to meet the successful completion of the directed readings course cycle.

**COMM 3413 Research Methods for Communication (3 cr.)** Students would study the goals, objects, and methods of communication research. In addition, some terms and applications of statistics are introduced to equip students to evaluate the effectiveness of communication-driven projects.

**COMM 3423 Veterans in Media (3 cr.)** Veterans in Media will survey how public servants are depicted in various forms throughout mass media history and, conversely, how mass media shape public perception through narrative persuasion. Students will gain exposure to public perceptions of veterans produced primarily through 19th, 20th, and 21st Century media. Mediated depictions include books, journal essays, newspaper articles, posters, pictures, television, and film. Presentments range from ancient civilizations, international and historical representations to U.S. American Veterans, with an emphasis on highlighting how military identity constitutes a transnational phenomenon that is both mythological and unique to the human



condition.

**COMM 3433 Research Design Methods (3 cr.)** Students would develop strategies to perform qualitative research design. The research design would incorporate mass media but could be adapted to alternative uses. Students will develop a research project, pilot their survey, report on the results, and reflect on measures for improvement.

**COMM 3443 Special Project (3 cr.)** The Special Project course affords students a unique opportunity to focus exclusively on larger written or multimedia projects intended to enhance the quality and quantity of their Digital Media Portfolio, a requisite component of the Communication, Media, and Ethics degree program. Students would identify a project of interest that meets the criteria for either scholarly interest or professional development. Students would substantially progress their original project over the duration of the course. Ultimately, enrollees must present their findings or final project in a live audience or pre-recorded format, in addition to the submission of the special project materials for course credit.

**COMM 3533 Advertising, Brand Management, and Audio Production (3 cr.)** Students would study the history of advertising across mass mediums of print and digital publication. Students will then apply knowledge gained in the form of producing original adverts. The production process would include concept formulation, scripting, revision, and culminate in audio production practices.

**COMM 3603 Mass Communication Perspectives (3 cr.)** This course examines the relationships between media, culture, and society and reveals how various media platforms are used to influence individuals, groups, and society at large. Students are exposed to the roles and responsibilities of media in relation to societal, political, and economic institutions. Close attention is given to the media's influence on human behavior, including voting behaviors and violent and antisocial behavior.

**COMM 3613 Intercultural and Cybercultural Communication (3 cr.)** The rise of digital communication has made it possible for companies and organizations to form partnerships worldwide. This course examines the theories and provides essential skills for effective communication between individuals and groups from different cultures. Students would learn to think and communicate in global contexts and learn to appreciate and respect cultural differences. Experts in the field would address how people and organizations from diverse communities can work together effectively. Special consideration is given to recognizing and evaluating behavioral, communicative, political, religious, and ethical issues.

**COMM 3702 Professional Internship II (2 cr.)** This course is designed to provide intermediary-level application experience for the communication major emphasizing public relations. First, students would work in public relations campaigns at a decision-making level. This experience, coupled with group meetings to contextualize the campaign tasks, prepares the student for the next level of internship, which involves designing and directing roles in a public relations campaign. Weekly participation in internship groups with other student interns and a communication faculty member is integral to this course.

**COMM 3903 Integrated Marketing and Public Relations (3 cr.)** This course goes deeper into the functions of public relations to expose students to the advanced functions of the PR professional, including strategic messaging; corporate communication; influencing and measuring public opinion; story and pitch presentations; campaign planning and management; risk and crisis management; and reputation and brand management, among others. Particular attention is given to the methods and processes of building support for a cause, movement, organization, or institution and moving constituents toward a desired goal.

**COMM 4103 Special Topics in Media Studies (3 cr.)** Special Topics in Media Studies is intentionally designed as a rotating survey course that specializes in a niche area of media studies. The course presents students an opportunity to engage in media studies at a deeper level,

whether understanding and assessing media from the position of content, context, audiences, or industries. Special Topics in Media Studies would enhance critical thinking and analytic skills and teach students how to shift media consumption from a passive leisurely activity to an active, socially engaged role.

**COMM 4113 Political Communication in Digital Age (3 cr.)** This course will examine emerging communication methods and messages applied in our digital age and their impact on society. Students are exposed to relevant theories and apply them to the interpretation and analysis of current political and social campaigns in the media. Media platforms, communication approaches, and styles, marketing communication campaign strategies, and ghostwriting are examined. The course would also look at the definition and nature of leadership (heads of state, corporations, and organizations) and the critical responsibilities of communicating vision and mission.

**COMM 4123 Production Techniques (3 cr.)** Media Production Techniques provides a dynamic atmosphere where students gain exposure to a designated focus area in media. Enrollees then develop a multimedia project that demonstrates knowledge about the topic and familiarity with why this media sustains market interest with creators, producers, investors, and stakeholders. Students would have the opportunity to work individually or in groups to develop one or more projects that immerse enrollees in problem-solving situations that require diverse media production techniques.

**COMM 4203 Conflict and Communication (3 cr.)** This course looks at common conflict communication that exists in interpersonal relationships and societal groups. Topics include relationship conflict, language and violence, protest language, social conflict, and structures for resolution and management. Students would review key theories, research, and practices of conflict communication while emphasizing constructive conflict management by making the message the focus of conflict.

**COMM 4413 Media Television History (3 cr.)** This course provides a study of the evolutionary role of communication technologies throughout media history in the twentieth and twenty-first century. Students would examine how mass mediums like television facilitate social, economic and political change in society. Students would apply historical lessons learned through scene analysis, sequential storyboarding, and the development of original content in the form of a program pitch-and-proposal.

**COMM 4513 Rhetoric, Persuasion, and Argumentation (3 cr.)** This course examines the theories and practices of communication that affect change in society and how people think, feel, and act toward another entity (person, organization, idea, group, or product, etc.). Students would examine persuasion campaigns and strategies while putting together an original persuasive project, argument, or proposal.

**COMM 4533 Public Relations Research and Presentation (3 cr.)** Students would utilize a variety of tools to measure the effectiveness of the public relations campaign implemented in COMM 3533. The measurements would account for specific goals outlined for the campaign in COMM 3433. Basic data collection and analysis skills are emphasized, along with techniques for how to effectively design and deliver presentations to clients regarding the results of the analysis. The course would culminate in a presentation to the client.

**COMM 4603 Creating Social Media Presence and Strategic Interviewing (3 cr.)** This course reviews one of the most significant shifts in consumer media behavior in history, social media. Students would develop the practical knowledge required to create and manage a successful social media presence, learn new definitions of "community" in a digital culture, and apply these principles through active interviews and networking opportunities.

**COMM 4803 Media Production and Communication Capstone (3 cr.)** This course is designed to provide a culminating space for the organization and presentation of the digital media portfolio. Students

would also prepare baseline materials necessary to enter the professional workforce. Students would reflect on their journey through the major and showcase select achievements.

**COMM 4993 Honor Studies (3 cr.)** Honor studies in communications are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students an opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The instructor of the course must approve the offering of the course and its format. All work must be completed within one regular semester or summer.

**COMM 5103 Advanced Professional Communication and Leadership Practicum (3 cr.)** Advanced Professional Communication Leadership would provide a dynamic range of oral, written, and digital communication opportunities that would enhance the student experience through diverse presentation methods. The course would posit opportunities for students to employ concepts, strategies, and content selected from individual areas of interest and adapt these labors into public and/or digital performances that demonstrate applied skills across multiple modalities.

**COMM 5113 Global Marketing and Strategic Networking (3 cr.)** Global Marketing and Strategic Networking would expand knowledge and familiarity with cross-cultural, digital, and global marketing trends. In addition, students would connect with and hear international voices. Ultimately, the course's educational journey embraces experiential learning to broaden knowledge of contemporary transnational practices and perspectives.

**COMM 5213 Media Methods and Content Creation (3 cr.)** In Media Methods and Content Creation, students would gain exposure to a wide range of media production techniques. Course content is designed to immerse students in a rigorous exposure to classical and contemporary theory and methods that deepen their understanding of digital communication and media conceptualization, production, and distribution methods and philosophies. In addition, students are tasked with completing basic media production practices.

**COMM 5233 Graphic Design and Portfolio Management (3 cr.)** Graphic Design and Portfolio Management provide a crucial link to increasing market demand for specialization with digital media tools. Students would learn about an array of graphic design approaches and receive training and tutorials to strengthen familiarity and experience using digital tools. Finally, the course provides a space to cultivate and manage a creative content portfolio.

## COUN [COUNSELING]

**COUN 5113 Psychopathology (3 cr.)** The ability to systematically perform differential diagnosis and establish the larger context for understanding the diagnosis is essential to the professional counselor. Using case studies, students would perform a structured protocol for differential diagnosis with the current DSM disorders. The following primary skills are developed: Recognizing criteria of abnormality to increase sensitivity to identifying relevant symptomatology, performing the structured steps of a diagnosis, recognizing co-occurring disorders to understand the range of issues needed for treatment planning, performing a differential diagnosis to distinguish the correct diagnosis from similar conditions, identifying the influence of medical conditions on symptomatology, predicting the impact of crisis and trauma on symptomatology and functioning to further quality treatment planning, and systematically appropriately ruling out malingering, factitious disorder, adjustment disorders, and substance etiology to finalize a correct diagnosis.

**COUN 5123 Career Counseling and Development (3 cr.)** The cornerstone of career counseling recognizes that it touches all aspects of human life, for it involves political, economic, educational, philosophical, and social progress and change, along with understanding the whole person as a member of complex social systems. The specialized content of career

counseling includes initial career choice, the connection between career and personal problems, adaptations to changes in the workplace, multiple career dilemmas, and the maintenance of a balanced lifestyle. The interactions of career, life, and gender roles in marriages, couples, and families are an important focus of this course. Students would develop a comprehensive approach for skillfully performing career counseling that also incorporates personal concerns by examining and applying career assessment theory, performing major theories of career counseling and decision-making, integrating career assessment information and major types of resource information, and employing research on trends in the world of work.

**COUN 5213 Theories of Counseling and Psychotherapy (3 cr.)** The foundation of counseling knowledge is an in-depth understanding of established theories of counseling. Students would perform a comprehensive study of the prominent theories of counseling and psychotherapy, issues related to their application involving diversity, the roles of spirituality and wellness as it relates to mental health and addiction clients, and how to apply the theories based on individual issues and needs practically. The study of the theories includes personality theories, theories of motivation, theories of change, and ways to analyze case studies to make high-quality clinical decisions for treatment. Students would experience a special focus on theoretical reasoning in both explaining the theories and fully elucidating case examples in order to develop an integrated foundation upon which the more detailed study of the counseling field would build.

**COUN 5233 Alcohol and Drug Addiction (3 cr.)** The foundation of the study of addiction counseling requires the understanding of human behavior and how it applies to addiction and elements of substance abuse. This course presents a comprehensive framework of the history and development of addiction. Students would identify factors impacting addiction, including socialization, which increases the likelihood that a person, community, or group is at risk for or resilient to psychoactive substance use disorders. The evolution of the roles and settings of the addiction counselor, along with the ethical and legal issues involved in addiction and substance abuse counseling, are considered.

**COUN 5313 Individual Counseling and Psychotherapy Techniques (3 cr.)** The crucial skills and strategies of counseling and psychotherapy establish a basic structure applicable to many theories that counselors can employ and integrate into their natural helping style. Students would study and apply the multi-culturally sensitive micro-skills approach to provide the necessary background for competence in listening, influencing, and structuring an effective counseling session with individuals, families, couples, and marriages. Through practice sessions, students would master a basic structure for the session applicable to many different theories, including developing an empathic relationship and working alliance with the client, drawing out the client's story with special attention to strengths and resources, setting clear goals with the client, enabling the client to restructure and think differently about concerns, issues, and challenges, and helping the client move to action outside the session. In addition, students would acquire skills for identifying and addressing common issues in working with clients' spiritual/religious issues to promote optimal functioning to increase meaning and purpose in life. Finally, strength and character assessment and feedback are employed to promote counselor dispositions in the counseling process.

**COUN 5333 Addiction in the Family and Assessment Theory (3 cr.)** Counselors working with individuals and families involving addiction require a comprehensive understanding of theories of addiction, assessment and diagnosis, treatment setting and planning, and the etiological theories of substance abuse. Students would study the major theories and methods currently employed in the assessment and treatment of substance abuse and addiction. An emphasis is placed on the evaluation of substance abuse patterns and the assessment of various treatment alternatives. The social aspects of family risks and resiliencies are extensively studied, incorporating racial, ethnic, and cultural issues. Foundations for culturally and developmentally relevant

education programs that raise awareness, support addiction and substance abuse prevention, and enhance the recovery process are developed incorporating gender and sexual orientation differences, mutual-help groups, and public policy. Students would learn to develop treatment plans using the procedures a counselor or program practices to identify and evaluate individuals' strengths, weaknesses, problems, spiritual and other biopsychosocial factors, and needs.

**COUN 5413 Interpersonal Communication in Counseling and Relationships (3 cr.)** Increased knowledge of fundamental patterns for improving communication through language and language patterns allows students to master promoting change-work in individual, couple, marital, and family counseling and coaching. Students would advance their resourcefulness in applying communication to form or enrich relationships. Students would demonstrate an enhanced level of applying communication processes that presuppose a structure of healing assumptions within the communication framework. The range of skills involves students eliciting high-quality information, formulating solution-focused questions, and demonstrating the application of well-organized communication processes in performing counseling and coaching. Students learn to address clients' mental health and relationship issues by building communication designed to indirectly presuppose meanings that transform limiting thought-frames into positive frames – promoting optimism, hope, and healing attitudes – as the context for beneficial change in clients, drawing from positive psychology, emotional and social intelligence, and neuro-linguistic communication, a range of themes are addressed: Rapport, bonding and connecting, nurturing, attachment and love, compassion, male/ female differences, optimal functioning, and increasing meaning and purpose in life.

**COUN 5433 Addiction in the Family Counseling (3 cr.)** A major focus of this course is for students to skillfully perform addiction and substance abuse counseling, including adapting individual, group, marital, and family treatment techniques. In addition, an emphasis is given to the acquisition of the competencies for students to apply strength-based therapeutic strategies and interventions incorporating an understanding of biology and addiction across the life span with the treatment of eating disorders, gambling, shopping, sex, other behavioral addictions, and co-occurring mental disorders or disabilities. Additionally, strategies for prevention, retaining sobriety, and relapse prevention of addiction and substance abuse are acquired for working with individuals and families. Finally, students would study processes for addressing the treatment issues and characteristics of diverse racial, ethnic, and cultural populations as well as the social aspects of addiction, including family risks and resiliencies, gender distinctions, and sexual orientation differences.

**COUN 5513 Marriage and Family Systems and Treatment (3 cr.)** Family therapy has a revolutionary emphasis on systems thinking and the search for identifiable and recurrent family patterns to be explored in this course. Students would examine the history and development of marriage, couple, and family counseling, including foundational theories and principles of family development, the contemporary family, family subsystems, individual and interpersonal relationships, and grasping the influence of larger systems – race, social class, gender, ethnicity, sexual orientation – on the functioning of the family and its individual members. Students would utilize systemic theories to describe problems and structure solutions by acquiring knowledge of the models of marital and family counseling. Students would examine the fundamentals of the family, including adopting a family relationship framework, family development, diversity in family functioning, systems theory and systemic thinking, and the development and practice of family therapy. The range of theories examined includes Psychodynamic models, transgenerational models, experiential models, structural models, strategic models, behavioral and cognitive-behavioral models, social construction models, and population-based family treatments.

**COUN 5533 Pharmacology of Drugs of Abuse (3 cr.)** The counselor treating addiction and substance abuse requires a strong foundational knowledge of the nature of drugs and their impact. This course focuses

on basic behavioral pharmacology; the behavioral analysis of drug effects; tolerance and conditioning of drug effects; the nervous system and neurological functioning as it relates to psychological disorders, the effects of medications and other substances on the individual's cognitive, social, emotional, and behavioral functioning; and characteristics of dependence and addiction. In addition, students would examine the pharmacokinetics of drug action(s), the side effects of psychoactive and psychotherapeutic drugs, the development of tolerance, the development of dependency and issues regarding withdrawal, and cross-addiction(s). Additional studies would include The self-administration of drugs, alcohol and its effects, tranquilizers and sedative-hypnotics, inhaled substances, tobacco and nicotine, caffeine and methylxanthines, psychomotor stimulants, opiates, antipsychotic drugs, antidepressants and mood stabilizers, cannabis, and hallucinogens.

**COUN 5563 Clinical Psychopharmacology in Counseling (3 cr.)** The foundations of therapeutic and behavioral effects of psychoactive drugs are extensively explored in this course. The effects of medications on the nervous system, neurological functioning, cognitive processing, and emotional and behavioral functioning are studied. Decision-making processes for prescribing medications are explained so that counselors can understand the part medications may play in treatment. Organized by disorder and, within each disorder, by medication, this course is designed to familiarize counselors with the basic terminology and models of pharmacokinetics. This study includes research on side effects, contraindications, the efficacy of all major medications prescribed for mental health disorders, and the effects of withdrawing from psychopharmacological medications.

**COUN 5613 Marital and Family Treatment Techniques (3 cr.)** Couples, marital, and family counselors need to be empowered to apply theoretical concepts and develop real-world skills and essential competencies performed in the roles and setting of counseling with a strong understanding of the structures of marriages, couples, and families. Students are engaged in an active learning process applying family therapy theories using theory-informed case conceptualization, clinical assessment, treatment planning, and progress notes. Students would learn to effectively determine factors to address by identifying clients' presenting issues in alignment with a set of research-based qualities that promote stable, satisfying, and durable relationships. Students would demonstrate how to apply an array of the following theories: Systemic and Strategic Therapies, Structural Family Therapy, Experiential Family Therapies, Intergenerational and Psychoanalytic Family Therapies, Cognitive-Behavioral and Mindfulness-Based Couple and Family Therapies, Cognitive Interpersonal Therapy, Solution-Based Therapies, Collaborative and Narrative Therapies, Group Treatments for Couples and Families. A range of fundamental relationship skills are studied that counselors can incorporate into their practice: Communication danger signs, handling conflict, problem-solving, clarifying core beliefs and expectations, addressing issues and hidden issues, forgiveness, commitment, preserving and enhancing funds, friendship, and sensuality.

**COUN 5643 Addiction and Substance Abuse Counseling Theory and Techniques (3 cr.)** The application of theories and techniques of counseling with a special emphasis on models/methods of alcohol and substance abuse/addiction/dependency counseling is important for the addiction and professional counselor. The current treatment research, the application of theoretical models, and the successful methods in the treatment process of addiction and substance abuse are extensively examined. In addition, understanding the causes, social implications, treatment (including the principles and philosophies of self-help), cultural competency, and prevention methods and skills are extensively studied.

**COUN 5713 Human Development (3 cr.)** The foundation of biological, neurological, and physiological factors and systemic and environmental factors affecting human development, functioning, and behavior is the primary focus of this course. Ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across

the lifespan are included. Students would explore theoretical and research approaches in studying the development of human abilities and behavior throughout the lifespan - childhood, adolescence, and adulthood. Topics include developmental research methodology, variables influencing development, and basic developmental processes in physical, motor, perceptual, cognitive, linguistic, emotional, social, and personality development. Applications of developmental theory to counseling are emphasized.

**COUN 5813 Tests and Measurement (3 cr.)**—Accomplished counselors integrate knowledge and skills in the areas of assessment, evaluation, and testing to perform systematic appraisals of the needs, abilities, and characteristics of clients, couples, and families. Students would synthesize the assessment process to perform accurate differential diagnoses, align theories of counseling for treatment, and utilize the complete assessment and testing process to culminate in writing comprehensive mental health reports and constructing complete treatment plans. Using the essential skills of assessment, students would use test-related statistics, validity, reliability, and test item analysis to systematically evaluate tests and their construction. Students would further enhance their expertise in following rules of administration and interpretation of various assessment instruments, including Intelligence tests, personality instruments, projective tests, neuropsychological tests, and disorder-specific tests.

**COUN 5913 Research Methods (3 cr.)** Highly qualified counselors comprehend research and the scientific method behind the conclusions presented. Students would compose a well-written research presentation demonstrating an experimental design for a study by constructing a hypothesis clearly delineating dependent and independent variables and explaining the framework for performing the study. The research project would include the significance of the potential impact on mental health research based on a comprehensive review of the literature and an appropriate research design. The nature and design of experimental, observational, quasi-experimental, survey, and correlational studies are examined related to behavioral observation. Students would assess the quality of research studies to include proper design, correct utilization of descriptive and inferential statistics, accurate analysis of the research data, and the appropriateness of the conclusions drawn from the data.

**COUN 6133 Multicultural Counseling and Treatment Planning for Individuals and Families (3 cr.)** Providing professional counselors with multicultural counseling theory and practices for culturally competent interventions within the broad range of important areas of cultural diversity, along with the in-depth study of factors resulting in diagnostic symptomatology, is a major focus of this course. The scope of cultural diversity includes race/ethnicity, sexual orientation, disability, socioeconomic disadvantage, and military service correlated with how they impact diagnostic interviewing, assessment methods, treatment planning, and the counseling relationship. Significantly enhancing diagnostic interviewing and assessment skills, students would extensively explore the etiology and underlying dynamics of the range of the current DSM diagnosis, design appropriate evidence-based treatment plans, and develop strategies for modifying treatment plans and processes related to cultural diversity.

**COUN 6233 Ethics and Professional Studies (3 cr.)** The detailed study of the legal and ethical codes for professional licensure establishes a framework for ethical decision-making essential to quality practice. The major focus of the study is the American Counseling Association's *ACA Code of Ethics*, along with an investigation of other professional ethical codes. Case studies presenting common dilemmas and conflicts are extensively analyzed to identify potential risks and areas of concern, to recognize the ethical standards involved, and to understand essential principles for preventing ethical violations or properly resolving ethical issues. Students would examine the theoretical and philosophical issues fundamental to fully comprehending the codes. Major themes of study include the following: Professional socialization/relationships, the role of the professional organization, confidentiality and privacy, proper assessment and interpretation of data, supervision and training,

distance counseling, technology, and social media, the legal responsibilities and liabilities involving record keeping, third party reimbursement and other considerations on independent practice and interprofessional cooperation, ethics, and family law. In addition, students would learn advocacy processes for addressing institutional and social barriers that impede client equity and success.

**COUN 6333 Advanced Counseling and Psychotherapy Techniques (3 cr.)** Applying a range of treatment interventions aligned with the major counseling theories establishes the framework for effective results-oriented counseling. Students would learn to apply counseling theory in real-world settings skillfully by studying theory-specific approaches to case conceptualization and treatment planning. Students would examine the evidence base for each theory and its unique applications for specific culturally and sexually diverse populations. Finally, students would design and perform counseling sessions based on the conceptualization of treatment that incorporates a wide range of treatment interventions. Models for performing treatment can include distress tolerance skills, emotion regulation skills, cognitive thinking strategies, cognitive-behavioral methodologies, belief processing and cognitive reframing, therapeutic relaxation and mindfulness, thinking strategies, experiential change techniques, psycho-physiological methods, and advanced therapeutic language skills.

**COUN 6353 Human Sexuality in Counseling (3 cr.)** Human sexuality issues are explored, emphasizing assessment and intervention in mental health counseling practice. The course is designed for counselors whose work would bring them into contact with clients experiencing problems and concerns with their sexuality. The course would develop: a) students' knowledge base related to human sexuality, b) an understanding of the varied sexuality issues which may be encountered in professional counseling practice, c) students' skills in assessment and intervention skills with sexuality issues, and d) increased awareness of one's personal perceptions, attitudes and affect related to sexuality issues. As a result, course participants become more effective in identifying, assessing, and intervening with human sexuality-related counseling issues.

**COUN 6363 Community Counseling (3cr.)** The fundamental concern of community counseling involves increasing client functioning by providing ways to integrate professional services that accommodate individuals and communities in meeting mental health and social needs. The areas of application can include mental health agencies, organizations and work settings, businesses, families, schools, courts, hospitals, the military, churches, and social institutions. The general goal is for students to learn to promote positive changes, mental health, and empowerment at individual and systemic levels that impact the person and families within community entities.

**COUN 6433 Assessment of Individuals and Families in Counseling (3 cr.)** Mental health assessment provides the counselor with information for performing correct diagnoses, developing treatment plans, and uncovering the dynamics underlying psychopathology as part of the total assessment of individuals and families. Students would acquire assessment interviewing skills to include biopsychosocial assessment to increase competence in making and explaining diagnoses with assessments relevant to individual counselors as well as marriage, couple, and family counselors. Students would analyze case studies to develop skills for determining the appropriateness of performing assessments, selecting types of assessment instruments, and writing mental health reports. Students would administer and interpret a personality inventory and learn the purpose, basics of interpretation, and rules of administration of various assessment instruments, including Intelligence tests, personality instruments, projective tests, neuropsychological tests, and disorder-specific tests.

**COUN 6463 Clinical Issues of Aging, Death, and Dying (3cr.)** Issues of aging, death, and dying from a multidisciplinary perspective. This complex field encompasses various human experiences, emotions, expectations, and realities. This course provides a historical, cultural, biological, sociological, psychological, and spiritual perspective on aging,

death, and dying in our society and worldwide. Information and skills needed to address ethical and legal concerns related to palliative and end-of-life care are presented. Palliative care focuses on symptom control and amelioration of suffering, which are often underemphasized in conventional healthcare training. Theories of grieving and the grief reaction, as well as the empirically-based therapeutic interventions available to support and care for the bereaved, are covered in this course.

**COUN 6533 Intervention for Individuals and Families in Crisis and Trauma (3 cr.)** Competent professional counselors need to use methods for the practical application of research for professional development in a wider range of human issues and psychopathology. By discovering and providing research-supported information regarding a range of problems, students become proficient in developing quality treatment plans and skilled interventions to increase the coping and resilience of individuals and families confronted with crises and trauma. The range of problem situations and psychopathological issues include issues impacting marriages (financial, work, dual-careers, in-laws, affairs, partner in prison, disasters, abortion); Children in the family (having children, child-rearing practices, living together); singleness, separation, divorce, second marriages and beyond, blended families, step-parenting, ex-spouse, being a custodial parent, losing custody, family violence and spousal abuse (physical and sexual abuse, child abuse and neglect), addictions and substance abuse, chronic illness, hospitalizations, dying partner, the effect of partner death, the effect of a child's death, gay and lesbian relationships, impact of mental illness, suicide, and para-suicidal behavior, homicidally, bullying, adolescent acting out behavior, sexuality, and issues of desire, sexual dysfunction, the impact of unemployment and under-employment, impact of changes in the socioeconomic standing of the family.

**COUN 6633 Addiction and Chemical Dependency Counseling (3 cr.)** This course would examine the historical foundations of chemical dependency counseling and the theoretical and practical acquisition of Models of Addiction and Recovery. Alcoholism and substance abuse; readiness to change; counseling methods, tests, and assessments for chemical dependency; and specific knowledge of alcohol and drug research are the focus of this course. The potential for co-occurring disorders and the impact of addiction on families, marriages, and couples are explored. Strategies are examined to reduce the negative effects of substance use dependence and to help clients identify the impact of addiction on life, the effects of continued harmful use or abuse, and the benefits of a life without addiction. To achieve this, students would evaluate and identify individualized strategies and treatment for different populations, client stages of dependence, and change in recovery.

**COUN 6733 Child/Adolescent Psychopathology and Counseling (3 cr.)** Students performing differential diagnoses of disorders of childhood and adolescents according to the current DSM, explaining the disorder with an understanding of normative and non-normative aspects of development, and demonstrating the adaptation of a range of counseling theories specifically for working with that population is the primary purpose of this course. Students would examine the principles and practices of developmental psychopathology to comprehend the maladaptive patterns of emotion, cognition, and behavior to formulate treatment plans that promote resilience and optimum development and wellness. Students would apply theoretical models and intervention strategies to address an array of developmental, educational, personal, social, and behavioral problems, including the following: Disasters, crises, trauma, death, violence, divorce, substance abuse, victimization of abuse, or debilitating medical conditions.

**COUN 6833 Group Dynamics and Counseling (3 cr.)** Applying the various theoretical models to group counseling and analyzing group dynamics in a therapeutic setting is important for the professional counselor. Students would extensively study the basic elements of the group process, deal with ethical and professional issues special to group work, and determine how to apply key concepts and approaches to group counseling. Students would participate in an applied lab activity to

experience the group process, acquire skills in group psychotherapy methods, and demonstrate effective counseling group facilitation. Methods for receiving referrals, adapting groups to various settings, assessing appropriate membership, and preparing participants for receiving appropriate benefits from the group process are presented.

**COUN 6863 Psychopathology Diagnostics and Treatment Design (3 cr.)** Diagnostic skills comprise a complex set of principles and guidelines. A firm grasp of case conceptualization and hypothesis building supports them. The course would include practice in diagnostic skills, case conceptualization, and treatment planning. This course would build a) a working knowledge of the diagnostic process, including differential diagnosis and the use of diagnostic tools; b) a working knowledge of the diagnostic criteria for mental and emotional disorders; c) an ability to discern pertinent diagnostic information from a case study, assessment, or intake; d) an understanding of the relevance and potential biases of commonly used diagnostic tools as they apply to diverse populations; e) an ability to identify and make use of resources for case conceptualization and intervention; f) an ability to work collaboratively in group diagnostic and treatment teams; and, g) an understanding of culturally relevant diagnostic processes.

**COUN 6900 Practicum/Internship Counseling Forum (3 Cr.)** The orientation to the professional counselor's practicum/internship field experience is presented. Next, students are given the documents required to qualify for the field experience. Next, students are enrolled in a practicum/internship university supervision group with a university supervisor in which they would participate throughout their field experience, concluding by students enrolling in and completing one of the following courses: COUN 6933-9 Practicum/Internship for Clinical Mental Health Counseling or COUN 6943-9 Practicum/Internship for Addiction and Substance Abuse Counseling or COUN 6953-9 Practicum/Internship for Marital, Couples and Family Counseling/Therapy.

**COUN 6973 Practicum (3 Cr.)** Supervised clinical experience and practice in counseling fieldwork in Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Marital, Couples, and Family Therapy (depending on the student's degree emphasis) as approved by the School Chair. The Practicum occurs concurrently with coursework and follows the guidelines outlined in licensure preparation and CACREP standards. The Practicum would total a minimum of 100 hours over a minimum 10-week period.

**COUN 6983 Internship (3 Cr.)** Advanced supervised clinical experience and practice in counseling fieldwork in Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Marital, Couples, and Family Therapy (depending on the student's degree emphasis) as approved by the School Chair. The Internship occurs concurrently with coursework and follows the guidelines outlined in licensure preparation and CACREP standards. The Internship would total a minimum of 600 hours of service. Minimum totals can be increased to accommodate various state practicum requirements for online students.

**COUN 6993 Advanced Internship (3 Cr.)** Advanced supervised clinical experience and practice in counseling fieldwork in Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Marital, Couples, and Family Therapy (depending on the student's degree emphasis) as approved by the School Chair. The Advanced Internship occurs concurrently with coursework and follows the guidelines outlined in licensure preparation and CACREP standards. The Advanced Internship would total a minimum of 600 hours of service. In addition, COUN 6993 is utilized for students in states requiring additional internship hours to accommodate various state practicum requirements for online students.

### **CRJS [Criminal Justice]**

**CRJS 3003 Victimology (3 cr.)** This course examines victimization experiences from the victim's perspective, their families, and society. Crimes studied include robbery, burglary, carjacking, assault and

battery, rape, domestic violence, stalking, homicide, arson, child sexual abuse and exploitation, child pornography crimes, federal crimes, identity theft, terrorism, and Internet crimes. Emphasis is on exploring the etiology of trauma, motivational issues of offending, response patterns to victimization, secondary trauma effects of victimization, and community and media response.

**CRJS 3103 Introduction to Criminal Justice (3 cr.)** Examine the major components of the Criminal Justice system - law enforcement, courts, and corrections - including historical and social perspectives, the roles and functions of various agencies, and the processes involved in administering justice.

**CRJS 3113 Criminology (3 cr.)** Criminology is an introductory course in criminal behavior, focusing on the various theories of crime causes. In addition, this course focuses on criminal behavior, intercultural aspects, societal reactions to crime, and criminological methods of inquiry.

**CRJS 3203 Effective Personal Management for Criminal Justice Professionals (3 cr.)** A study to assist the criminal justice professional in managing self-perception, positive attitudes, and personal and career goals.

**CRJS 3303 Criminal Justice Philosophy and Practice (3 cr.)** A social, political, legal, and philosophical examination of contemporary criminal justice policy. Includes an analysis of ethical issues confronting the police, courts, and corrections and their impact on criminal justice practitioners.

**CRJS 3403 Management Principles for Criminal Justice Agencies (3 cr.)** A study of the five parts of managing organizations: planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to criminal justice agencies.

**CRJS 3413 Domestic Violence (3 cr.)** Domestic violence between adults, including spousal abuse and elder abuse, is examined. Aspects include the psychological and sociological factors of violence, dominance, and control. The officer's communication in such a setting, including intercultural aspects, is stressed. The legal perspective includes a discussion of proactive arrest policies, restraining orders, and anti-stalking legislation.

**CRJS 3503 Criminal Law I (3 cr.)** Emphasizes the provisions of the Constitution, which directly relate to the powers of both federal and state law enforcement officers and prosecutors, and limitations on these officers. Decisions and constitutional issues relevant to the First, Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments are stressed.

**CRJS 3513 Criminal Law II (3 cr.)** An examination of the nature of the criminal acts of substantive criminal law, including defining the necessary elements and punishments of each act.

**CRJS 3703 Criminal Procedures (3 cr.)** Students would study the entire criminal justice process, from police investigation to post-conviction appellate review of convictions.

**CRJS 3813 Community Relations (3 cr.)** Basic concepts and principles of community relations with a major emphasis on understanding human beings and how to utilize this information practically.

**CRJS 4003 Cultural Diversity in Law Enforcement (3 cr.)** This course examines current issues and social problems relating to the administration of justice in a culturally diverse society. The course focuses on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups.

**CRJS 4013 Human Trafficking (3 cr.)** Critically examines the global problem of human trafficking. This course, using a historical and comparative framework, reveals variations in human trafficking patterns in different regions of the world and efforts to combat human trafficking by means of prevention, protection, prosecution, and partnership.

**CRJS 4103 Identification, Collection, and Preservation of Evidence (3 cr.)** This course exposes students to crime scene evidence, collection techniques, protection of the scene, interview skills, and the various uses of modern technology in preserving and analyzing evidence. An analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence and its exceptions.

**CRJS 4113 Principles of Investigation (3 cr.)** The course is intended to develop a general understanding of the science of inquiry and provide a presentation of techniques, skills, and limitations of modern criminal investigation. Consideration includes all aspects of criminal investigation as a system of thought and action. The discussion is centered on methods applied in detecting, examining, and interpreting factual and legal dimensions of criminal cases. The course also examines concepts and methods of investigation of specific forms of crime (homicide, rape, robbery, etc....).

**CRJS 4203 Administrative Communications (3 cr.)** A study of key managerial communication concepts and skills used to diagnose communication problems and to communicate agency information and policies. Includes oral and written communication systems and techniques for the manager with emphasis on interviews, conferences, discussions, listening, small group, and intra- and interagency communications.

**CRJS 4303 Methods of Operations Supervision (3 cr.)** Emphasis is on the functions of the supervisor as the link between middle management and the operative workforce. To supervise is to oversee people, and supervision is a function of all managers. As a result, the first-line supervisor is uniquely positioned to influence the productivity and morale of rank-and-file workers positively. This course focuses on three major functions of the supervisor: leading, producing, and training. It applies successful methods and techniques in government and business to develop effective supervisors.

**CRJS 4402 Police Operation Patrol (2 cr.)** This course is designed to acquaint the student with the planning and control methods for operations. Topics include planning for personnel, equipment, supplies, and facilities; budget development and administration; scheduling; equipment and facilities maintenance; and quality control and maintenance.

**CRJS 4403 Police Administration (3 cr.)** The student would evaluate policies and procedures utilized in all phases of police administration. These include judicial decisions, which impact the legal status of the operation of police agencies. Additionally, administrative issues inherent in both large and small police organizations are assessed, including the history and context of police administration, police organizational tasks, leadership in the police organization, the role of the police manager, and citizen oversight. Finally, oversight committees addressing police accountability for community enforcement services are analyzed.

**CRJS 4503 Contemporary Issues in Criminal Justice (3 cr.)** An analysis of issues germane to criminal justice in a changing society. Explores topics relevant to issues and trends in law enforcement, courts, and corrections.

**CRJS 4513 Interview and Interrogation Techniques (3 cr.)** This course is designed to familiarize students with basic communication concepts and basic concepts, processes, techniques, and legal aspects of interview and interrogation used in the criminal justice field. In addition, the course would address the differences and similarities between interview and interrogation; different types, uses, and processes of interviews; various forms of verbal and nonverbal communication; and specialized types of interviews, such as probing, selection, counseling, and persuasive. **Prerequisite:** COMM 1103.

**CRJS 4523 Patrol, Criminal Interdiction and Drug Trafficking (3 cr.)** All



traffic stops are unpredictable situations that can lead to a simple warning or citation for apprehending violent and dangerous suspects. The student would learn to detect criminals on traffic stops, including drug and contraband smuggling. Additionally, the course would examine the current interdiction strategies used at the local, state, and federal levels. **Prerequisite:** CRJS 3113.

**CRJS 4533 Anti-Terrorism and Homeland Security (3 cr.)** This course examines emergency planning, risk analysis of communities, and the creation of comprehensive plans. Threat assessment, staffing, agency coordination, and communication are addressed to create resilient and vigilant communities. Case studies are examined and discussed, including natural and manufactured disasters, radicalism, and acts of terrorism. The course bridges the core strategies and philosophies of community policing and homeland security. **Prerequisite:** CRJS 3503.

**CRJS 4704 Field Experience (4 cr.)** Designed to broaden the educational experience through appropriate observational work assignments.

## CYBR [Cybersecurity]

**CYBR 3003 Securing Information (3 cr.)** This course focuses on the importance of securing the IT infrastructure. It also covers ways that make the IT infrastructure vulnerable and steps that should be taken to secure it against malicious attacks. It introduces the role of security policy and implementation issues related to it. Students get an opportunity to audit, test, and monitor an IT system.

**CYBR 3103 Risk Management and IT Security (3 cr.)** This course explores risk management's roles in ensuring information systems' security. Areas of study include standards, policies, best practices, and compliance laws for risk management. The course discusses methods of assessing, analyzing, and managing risks. Further, it discusses creating a plan for business continuity, disaster recovery, and a computer incident response team for a given scenario within an organization.

**CYBR 3203 Network Communication, Infrastructure, and Technology (3 cr.)** This course explores computer networking and telecommunications technologies. Students analyze the performance, management, and security challenges associated with network communications infrastructure through voice, data, and video applications. **Prerequisites:** MISE 1203 Basics of Networking

**CYBR 3303 Authorization and Access Security (3 cr.)** This course discusses configuring authorization and access control for information systems and applications. Topics include implementing secure remote access, PKI and encryption solutions, and mitigating risk from unauthorized access through proper testing and reporting strategies. **Prerequisites:** CYBR 3003 Securing Information

**CYBR 3503 Securing Windows (3 cr.)** This course examines the security features of the Microsoft Windows operating system. The course allows students to analyze the security risks and implement security in a Windows environment. **Prerequisites:** CYBR 3003 Securing Information

**CYBR 4303 Hacking Techniques and Countermeasures (3 cr.)** This course discusses hacking techniques and countermeasures. It covers tools and techniques that can be used for identifying system vulnerabilities that hackers can take advantage of. The course provides students an opportunity to practice ethical hacking procedures for attempting unauthorized access to target systems and data. It also discusses incident handling procedures in case of an information security compromise. **Prerequisites:** CYBR 3003 Securing Information

**CYBR 4403 An Introduction to Cybercrime Forensics (3 cr.)** This course explores the discipline of cybercrime forensics. It describes various security threats and discusses legal considerations cybersecurity professionals face while investigating cybercrimes. The course allows students to study cybercrime investigation tools and examine their use in collecting, examining, and preserving evidence for prosecution. **Prerequisites:** CYBR 3003 and MISE 4513

**CYBR 4503 Cloud Security (3 cr.)** This course discusses the many aspects

of cloud security. It covers both architecture and design, as well as cloud administration, legal issues, risk avoidance, and compliance. It also covers both cloud platform security and cloud application security. **Prerequisites:** CYBR 3003 Securing Information

**CYBR 4993 Cybersecurity Analyst (3 cr.)** This course is designed to help prepare the student to be able to pass the CYSA+ exam administered by CompTIA. Students would access hands-on virtual labs to prepare them for this exam. **Prerequisites:** CYBR 3003 and MISE 4513

## ECED [Early Childhood Education]

**ECED 2102 Methods of Early Childhood Education/Introduction to Early Childhood (2 cr.)** This course helps students identify developmentally appropriate programs for young children, including child care, Head Start, special education, and public-school early childhood programs. In addition, students should be able to describe and apply concepts in the ages and stages of child development, the value of play, state and national standards related to developmentally appropriate early childhood education, and issues and trends in the early childhood education profession.

**ECED 3103 Nutrition and Physical Development in Early Childhood (3 cr.)** This course examines basic health, safety, and nutrition concepts that meet the young child's needs in group settings. In addition, psychological issues related to the nutrition of children, recognition of communicable diseases in young children, child abuse prevention and recognition, age-appropriate safety issues, and state and federal regulations are studied. The content also includes a study of the principles of creating a developmentally appropriate physical development curriculum for young children.

**ECED 3203 Early Childhood Development and Learning (3 cr.)** This course addresses developmentally appropriate practices and the teacher's role in supporting the education and development of young children ages birth through eight. An emphasis is placed on curriculum planning, including goals and objectives, environment, materials, and settings that meet standards set forth by the National Association for the Education of Young Children (NAEYC) and the Oklahoma Priority Academic Student Skills. Field experience required.

**ECED 3223 Literacy Methods for Early Childhood (3 hrs.)** This course focuses on the National Association for the Education of Young Children (NAEYC) and Oklahoma State Reading/ English Language Arts Standards relating to Early Childhood grade level indicators, emphasizing reading and writing processes and applications. The focus is on teaching children to consider themselves readers and writers from the time they can listen to a story or hold a pencil. Comprehension strategies such as predicting & confirming, retellings, language experience activities, literature circles, and literature response activities are tied in with age-appropriate experiences for the authoring process, literature appreciation, and authentic oral and silent reading practices. Appropriate use of authentic assessment techniques, language/literacy immersion, multicultural literature, techniques for teaching multiple intelligences, and the use of research and technology in teaching reading would help teacher candidates learn to teach to the individual. A supervised (ten) 10-hour field experience in an early childhood setting would include activities developing reading-related materials (such as an interactive bulletin board), planning and teaching lessons with the guidance of the professor and the cooperating teacher, and field experience reports reflecting upon classroom observations and activities as they relate to concepts studied in class. Offered every fall semester.

**ECED 3243 Math and Science Methods for Young Children (3 hrs.)** This course prepares early childhood professionals to promote mathematical and scientific concepts in children from birth to third grade. Topics include one-to-one correspondence, sorting, building shapes, measuring, estimating, classifying, patterns, terms, graphing, observing, predicting, problem-solving, and discovery through inquiry-based hands-on exploration. Five (5) hours of field observations in a specified early learning environment are required. Offered every fall semester.



**ECED 4103 Family and Community Relationships in Early Childhood Education (3 cr.)** This course is an overview of the roles and relationships of the family and community related to early childhood education and the child's physical, cognitive, social, and emotional growth in a diverse society. The content includes benefits and strategies for developing positive, collaborative relationships with families in an early childhood setting ages birth through eight.

**ECED 4203 Guidance, Observation and Assessment of Young Children (3 cr.)** This course examines observation/assessment techniques and the incorporation of information gathered to implement a high-quality early childhood classroom. Observations and assessments are key elements in planning and differentiating instruction that fosters growth and development in young children. This course is designed to introduce and support students' development of skills related to observing and interpreting children's daily activities and behaviors. In addition, child guidance and classroom management issues are addressed as they pertain to general education, special education, and children from diverse backgrounds.

## ECON [ECONOMICS]

**ECON 2303 Macroeconomics (3 cr.)** Macroeconomic principles include national income, production, employment, money and banking system, the modern theory of national income, economic growth, inflation, and the problems of economic stabilization. Offered fall semester: odd-numbered years.

**ECON 2403 Microeconomics (3 cr.)** Surveys microeconomic principles, applications to the firm, concepts of demand, supply, pricing, and resource allocation under various competitive conditions. Offered spring semester: even-numbered years.

**ECON 2503 Survey of Economics (3 cr.)** The course defines and illustrates practical applications of the five key principles of economics (Opportunity Cost, Marginal Principle, Voluntary Exchange, Diminishing Returns, and Real-Nominal) throughout the course. The course covers both Microeconomic and Macroeconomic disciplines. The course would provide the student with practical economic exposure that are beneficial to the students in future managerial positions. Offered every semester.

**ECON 5223 Managerial Economics in the Globalized Environment (3 cr.)** This course applies the principles of economics to rational business operations. The course would focus on managerial economics: demand theory, pricing and elasticity, forecasting and production levels, costs, capital allocation, distribution, and consumption. In addition, students would explore such economic concepts as opportunity costs, the concepts of supply versus demand, profit maximization, and monetary systems. Economic and geopolitical events with cause-and-effect relationships are highlighted throughout the course.

**ECON 5233 International Economics (3 cr.)** The course reviews the determinants of aggregate output, employment, wages, unemployment, consumption, investment, international trade flows, interest rates, exchange rates, prices, and inflation in open economies; sources and nature of economic growth; effects of domestic and foreign monetary and fiscal policies; effects of trade and exchange rate policies.

## ED [Education]

**ED 5131 Orientation to Curriculum and Instruction (1 cr.)** This course provides an overview of Curriculum and Instruction Theory, with training in the course management system (CMS). It would include course descriptions and rubrics used throughout the program.

**ED 5113 Research Methods (3 cr.)** This course is an introduction to historical, experimental, descriptive, and survey research as they relate to seeking solutions to problems within the field of education. Research techniques, the analysis of research results, and the uses of research are examined in this course.

**ED 5123 Fundamentals of Public School Leadership (3 cr.)** Basic principles and practices in modern school administration will be studied,

including Basic Theories of Administration and Leadership, Developing a Strong School Climate and Culture, Improving School Climate and the Learning Environment, Elements of School Culture and How to Mold Organizational Culture, The Principal and Superintendent as an Instructional Leadership, The Organizational Leadership Role of the Principal and Superintendent, Ethical Decision-Making, and Leadership and Student Success - Data-Driven Decision-Making. This course is part of the clinical field experiences required for the program, and ten hours per week in a school site is required.

**ED 5143 Educational Psychology (3 cr.)** This course focuses on theories and principles of psychology as they relate to education, particularly concerning motivation, learning, and development in students. Educators would apply these ideas toward developing strategies designed to improve instructional experiences for various student populations.

**ED 5153 Language Acquisition, Literacy, and Reading (3 cr.)** This course supports the educator with best practices for ongoing language development for all student-learners. Skills and resources designed to support building student vocabulary, fluency, and reading comprehension are introduced and applied. In addition, the role of the student-learner as a communicator is explored. This course is designed for those who teach Early Childhood or Elementary levels. **Prerequisites:** ED 5243 Instructional Strategies and Best Practices

**ED 5163 Classroom Management (3 cr.)** This course emphasizes the use of consistent, creative, compassionate, and effective educator management skills while providing emotional, social, and physical security in the classroom. Educators would research and acquire management tools for building confidence, community, and accountability for both teachers and student-learners. In addition, the role of the teacher as a model and decision-maker is examined.

**ED 5173 Reading and Writing Across the Curriculum (3 cr.)** This course introduces prospective and practicing teachers to K-12 content reading strategies, progressing from general practices, cycles, and instruction settings, to units of instruction and specific lesson planning. The course includes specific applications for six content areas: English/Language Arts, Second Language, Science, Social Studies, Math, and Activity Classrooms, with emphasis on (a) new digital literacies, (b) disciplinary literacies, and (c) English learners and students with special needs. It is designed for those seeking an alternative teaching certificate (ML-HS) or pursuing an M.Ed. in Curriculum and Instruction. **Prerequisites:** ED 5243 Instructional Strategies and Best Practices

**ED 5213 Public School Law (3 cr.)** Examination of federal and state constitutional provisions, statutes, judicial decisions, and agency regulations that affect education. Special emphasis on current and emerging issues. Topics would include Governance of Education at the State and Local Levels, Special Education, Dismissal and Nonrenewal of Employees, Tort Liability, Church-State Issues, Pupil Discipline Issues, and Freedom of Expression for Employees and Students.

**ED 5223 Evaluation and Supervision of Personnel and Instruction (3 cr.)** The role of the administrator as an instructional leader. Topics include the application of leadership theory to clinical supervision, evaluation of faculty and staff and an examination of the administrator's role as an instructional leader; Evaluation of instructional approaches and programs; and Curriculum evaluation, development, current issues, and trends related to elementary, middle/junior high, and high schools. This course is part of the clinical field experiences required for the program, and ten hours per week in a school site is required.

**ED 5233 The Principalship (3 cr.)** A study of principles of K-12 public school administration with an emphasis on organizational structure and the leadership role of the principal. Approaches to problem-solving are also stressed. Topics include Visionary and Instructional Leadership, Developing a Strong School Climate and Culture, Developing a School Improvement Plan, Promoting Community Collaboration and Public Relations, Politics of Education, and Leading Organizational Change.

**ED 5243 Instructional Strategies and Best Practices (3 cr.)** This course examines strategies and practices used in education to support academic growth for all student-learners. Educators would evaluate the implementation of approaches that build student success and explore the role of students as individual learners.

**ED 5253 Assessment, Data Monitoring, and Applied Practice (3 cr.)** This course explores the use of assessment as a guide to support student-learner success. Educators would research evaluation methods and models and learn to use data for decision-making and planning.

**ED 5263 Teaching Diverse Learners (3 cr.)** This course explores the responsibilities of educators to actively consider the needs of various student-learner populations (i.e., students with exceptional needs, socioeconomic disadvantages, ethnic diversities, cultural and religious beliefs, and family dynamics) and the best practices for addressing them. Educators would research and acquire proactive approaches to build inclusion and community within a school, as part of a classroom setting, and through authentic relationship building. In addition, the role of the teacher as an advocate for student-learners and learner needs is examined. **Prerequisites:** ED 5243 Instructional Strategies and Best Practices

**ED 5313 Public School Finance (3 cr.)** Sources of school finance control of expenditures and general principles of financial administration. Topics include Education Finance Issues, Bond Issues, Insurance, Basic Budgeting Procedures, Risk Management, Strategic Planning, and Personnel Issues. This course is part of the clinical field experiences required for the program, and ten hours per week in a school site is required.

**ED 5343 Curriculum Design and Action Research for Improved Practice (3 cr.)** This course supports educators as curriculum designers who utilize data-driven lesson planning to meet student learners' needs. In addition, educators would investigate best practices in curriculum design and clearly understand the benefits of utilizing the action research process to guide decision-making.

**ED 5353 Communication and Technology in Education: Etiquette and Trends (3 cr.)** This course explores the expectations and boundaries of written and spoken communication by educators. Students would study the etiquette of various forms of communication used to express information to stakeholders. In addition, this course of study analyzes the role of technology as a growing tool for classroom instruction, assessment, and communication.

**ED 5363 Teacher Leadership and Professional Contribution (3 cr.)** This course examines the numerous aspects of the educator as a professional leader. Educators would study leadership concepts and opportunities in the field. In addition, the role of the educator as a contributor to the profession of education is explored.

**ED 5423 Measurement and Evaluation in Public Schools (3 cr.)** An introductory course in statistical methods designed primarily for graduate students in the behavioral and social sciences. The class presents basic statistical concepts with an emphasis on the logic of inferential statistics.

**ED 5433 Capstone Experience at the Site Level (3 cr.)** Supervised practical experiences dealing with the administration of public schools. Candidates develop a school improvement initiative at the site level to demonstrate leadership. This course is part of the clinical field experience requirement for the program, and ten hours per week in a school site is required. This course is part of the clinical experience required for the program, and ten hours per week in a school site is required.

**ED 5443 Capstone Experience at the District Level (3 cr.)** Supervised practical experiences dealing with the administration of public schools. Candidates develop, as a demonstration of their leadership, a school improvement initiative at the district level. This course is part of the clinical field experience requirement for the program, and ten hours per week in a school site is required.

**ED 5453 Capstone in Curriculum and Instruction (3 cr.)** This course brings together the application of skills and concepts developed throughout the program. Educators would choose one of three projects to submit: (1) reflections on experiences as an ongoing learner and evidence of mastery pertaining to program outcomes and expectations, culminating in a portfolio of resources to support the role of teacher-leader in the field of education; (2) Meta-Analysis on an approved topic, which specifically addresses at least one program outcome; (3) Research Thesis, a research plan must be submitted and approved during ED 5343.

**ED 5463 Leadership and Management in Learning and Advocacy (3 cr.)** Preparation for future administrators to promote the current and future well-being of each student and adult by advocating ethical decisions and cultivating coherent systems of curriculum, instruction, and assessment while developing and maintaining an equitable, culturally responsive, and inclusive culture. This course is part of the clinical experience required for the program, and ten hours per week in a school site is required.

**ED 5473 Leadership in Operations and Management (3 cr.)** Preparation for future administrators to promote the current and future well-being of each student and adult by developing and managing data-informed and equitable systems of operation, resources, technology, and human capital. This course is part of the clinical experience required for the program, and ten hours per week in a school site is required.

**ED 5513 Introduction to Counseling and Guidance (3 cr.)** As the foundation course for those planning to enter school counseling, this course covers organizational planning, management, and evaluation of comprehensive school counseling programs; appropriate roles and functions of school counselors at various school levels, coordination of professional services; and professional issues such as ethics and associations as they specifically relate to school counseling are included as well as an understanding of the philosophy, principles, and practices which are basic to a sound guidance program at the elementary and secondary school level, and an understanding of the supportive roles of teachers, administrators, and other personnel.

**ED 5523 Intervention Strategies: Academic and Learning (3 cr.)** This course, building on a foundation of counseling, development, learning, and teaching theories, focuses on strategies for the prevention of and intervention with academic problems that interfere with learning outcomes. Research-based strategies that focus on school-wide, large and small groups, and individual interventions are emphasized. Competency in providing effective interventions for group and independent work, skills, organization and study strategies, learning strategies, mnemonic, reading, math, and content area strategies, as well as test-taking and homework, is taught using case study and demonstration approaches. Data-based outcomes assessment and reporting are emphasized to evaluate the effectiveness of prevention and intervention strategies in improving learning and academic outcomes for all students.

**ED 5533 Advanced Psychology of Learning (3 cr.)** This course is an analysis of the research-based theories of development and learning and their implications in Pre-K-12 classrooms. Advanced application of the theoretical framework to pedagogical best practices is emphasized.

**ED 5543 Introduction to Counseling and Guidance (3 cr.)** As the foundation course for those planning to enter school counseling, this course covers organizational planning, management, and evaluation of comprehensive school counseling programs; appropriate roles and functions of school counselors at various school levels, coordination of professional services; and professional issues such as ethics and associations as they specifically relate to school counseling are included. Recommended for non-counselor educational professionals as well as counselors.

**ED 6553 Professional Practice (3 cr.)** A study of the major philosophies of education which have influenced education from historical times; a study of the development of public education; sociological problems of contemporary times; and the implications of the initial curriculum

development. Recommended practices for developing curriculum to meet current rules, regulations, laws, and policies.

**ED 665 School Counseling Practicum (3 cr.)** Supervised clinical (field) experience in which candidates can apply their professional practice in the following areas: human development and guidance, diversity, assessment, career education, home and community involvement, collaboration with stakeholders, professional ethical codes, and professional development. During the clinical experience, candidates would demonstrate the ability to work with colleagues to advance the profession. The course must be taken during the final semester of coursework. As the capstone course for this program, students would present a portfolio that exhibits how each standard was met during their curriculum. These are presented to the program director digitally and orally to complete the requirements for the practicum course and the program. One hundred fifty (150) hours are required. **Prerequisite:** Permission from the program chair.

## EDEL [Elementary Education]

CAEP/IRA standards are instrumental in the design focus of EDEL classes.

**EDEL 3203 Methods of Reading in the Intermediate Grades (3 cr.)** This course builds a framework for understanding literacy development, assessment, and reading instruction for intermediate (fourth through eighth) grades. Attention is given to the five components of reading instruction, especially fluency, word identification, vocabulary, and comprehension. Reading approaches, reading as it relates to language and literature, reading in the content area, study skills, and readers with special needs would also be addressed. In addition, classroom management, motivational techniques, and the rights of students, teachers, and parents are studied. Oklahoma Academic Standards are aligned with the classroom content. Five (5) hours of field experience are required. **Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and ECED 3223 in the Primary Grades, which are taken concurrently with this course and acceptance into the Teacher Education program. Offered every fall semester.

**EDEL 3303 Methods of Elementary Science (3 cr.)** This course includes the study of curriculum, concepts, methods, and materials in science and health education in elementary school. Emphasis is placed on cognitive development for children in primary and intermediate/middle school grades, objectives designed to increase understanding of scientific methods, laws and principles, classroom management, community/parent relations, and the use of technology in the science classroom. Oklahoma Academic Standards (C3) are basic to the class content. Five (5) hours of field experience is required. **Prerequisites:** EDUC 2101, EDUC 2102, BIOL 1114 or BIOL 1214, and BIOL 2104, and acceptance into the Teacher Education program. Offered every fall semester.

**EDEL 3403 Children's Literature (3 cr.)** This course is designed to help the student acquire a wide acquaintance with children's literature, both old and new, and to learn ways and means to develop, stimulate and guide children's reading of the literature presented. In addition, it would assist future teachers in guiding children toward a more comprehensive creative, and insightful utilization of literary materials. **Prerequisite:** EDUC 2101, EDUC 2102, and acceptance into the teacher education program.

**EDEL 3503 Methods of Elementary Music and Art Integration (3 cr.)** This course is designed to teach general music and visual art methods in grades K-8. The emphasis is to integrate music and art into the core subjects to enhance students' academic performance, social skills, and content learning and to become an integral part of the students' lives. The six essential components needed for an elementary classroom music program are addressed (listening, moving/dancing, singing, reading, making and playing instruments, and creating). Classroom management of time, materials, and students is included. Art/music appreciation and creativity are taught and encouraged. The Priority Academic Student Skills (PASS) are basic to the class content. Five (5) hours of field experience are required in art/music classes K-8.

**Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and accepted into the Teacher Education Program. Offered every fall semester.

**EDEL 4304 Diagnostic and Prescriptive Reading with Reading Practicum (4 cr.)** Teacher candidates enrolled in this course would explore a wide range of issues and factors related to language and literacy assessment and instruction. They would also examine the best practices for and develop proficiency in supporting children's language and literacy development from first through eighth grades. In the practicum, teacher candidates would assess a student; interpret assessment findings; identify their strengths and needs as language and literacy learners; and choose instructional strategies for tutoring purposes in order to develop their student's ability to become strategic readers and writers. Oklahoma Academic Standards (C3) Fifteen (15) hours of field experience are required. **Prerequisites:** EDUC 2101, EDUC 2102, ECED 3223, EDEL 3203, and acceptance into Teacher Education Program. Offered each fall semester.

**EDEL 4503 Methods of Elementary Language Arts (3 cr.)** This course includes methods of instruction in grammar, spelling, handwriting, purposeful writing, listening, speaking, visual literacy, and reading the genre of children's literature for the elementary language arts program. Attention is given to the evaluation of curriculum, classroom management, organization, reading and writing assessment, educational media, and the importance of language arts skills in all subject areas. Oklahoma Academic Standards (C3) are basic to the class content. Five (5) hours of field experience are required in K-8 language arts classrooms. **Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and acceptance into the Teacher Education Program. Offered every spring semester.

**EDEL 4603 Methods of Elementary Social Studies (3 cr.)** This course draws upon the various disciplines of social studies. Technology resources, classroom diversity needs, classroom management, character values, respect and responsibility, and citizenship education are studied. In addition, models of civic courage, democratic ideals and practices, tragedies, and victories of the American way (liberty and justice for all) are study subjects. Debate and decision-making are part of the Social Studies curriculum. The National Council for Social Studies competencies are incorporated into the course's objectives. Oklahoma Academic Standards (C3) are basic to the class content. Five (5) hours of field experience in social studies classrooms are required. **Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and acceptance in the Teacher Education Program. Offered every spring semester.

**EDEL 4803 Methods of Elementary Math (3 cr.)** This course focuses on the methods and materials, including technology, for teaching elementary school mathematics. The course aims to help pre-service students become confident in their ability to teach mathematics so they can do the same for their future students. It is predicated upon a constructivist approach to teaching elementary mathematics as recommended by the NCTM Principles and Standards for School Mathematics. Oklahoma Academic Standards (C3) Emphasized are elementary mathematics content and the methods and materials useful to teach it. Five (5) hours of field experience is required. **Prerequisites:** MATH 1513, EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and acceptance in the Teacher Education Program. Offered every fall semester.

## EDUC [Professional Education]

**EDUC 2101 MACU Teacher Education Orientation (1 cr.)** This course is intended to introduce teacher candidates to the requirements for state certification set forth by the Oklahoma Commission for Teacher Preparation (OCTP). Teacher candidates would also be introduced to and learn the Global Vision Conceptual Framework and other MACU education requirements. Before being accepted into the School of Teacher Education, *all* students are required to pass this course. **Prerequisite:** Completed 21 hours of general education. **Co-requisite:** EDUC 2102. Offered every semester.

**EDUC 2102 Educational Foundations (2 cr.)** This course is intended to introduce teacher candidates to the field of education. Historical, philosophical, sociological, and curricular foundations of American education; current issues of multicultural education, governance, and support of American education; and legal issues are explored. **Co-requisite:** EDUC 2101. Offered every semester.

**EDUC 3103 Educational Psychology (3 cr.)** This course includes basic and current learning theories, psychological principles applied to learning, and classroom management and assessment. Twenty-five (25) hours of field experience is required. **Prerequisite:** PSYC 1103. Offered every spring semester.

**EDUC 3123 Foundations of Literacy (3 cr.)** This course, developed for Early Childhood and Elementary teacher candidates, is specifically designed to build a framework for understanding the literacy development, assessment, and instruction of students from (PK-Eighth Grade). Attention is given to the five components of reading instruction, phonemic awareness, phonics, fluency, vocabulary, and comprehension. These components are examined from the early literacy development of emergent readers to fluent readers. Other areas of study would include; developmentally appropriate literacy assessment practices; evidence-based instructional practices; working with second language learners, students with special needs, and parent involvement.

**EDUC 3233 Probability and Statistics for Teachers (3 cr.)** The study of rational numbers, decimal notations, real numbers, probability, and statistics. Collection, recording, and data analysis to enable data-based decisions will also be explored.

**EDUC/MUSI 3652 Methodology of Orff, Kodaly, and Dalcroze (2 cr.)** An in-depth study concentrating on special instructional techniques of Orff, Kodaly, and Dalcroze. Vocal Music teacher education only.

**EDUC/PSYC 3303 Development Across the Life Span (3 cr.)** This course is a study of human development and the nature of those social structures which impact it, especially social, emotional, physical, and cognitive aspects of human development throughout the life span. **Prerequisite:** PSYC 1103.

**EDUC 4203 Instructional Strategies, Management, and Assessment I (3 cr.)** This course provides practice in the educational theories of effective instructional strategies, classroom management, various assessments, especially alternative and authentic assessments, and the involvement of parents/caregivers and the community in the learning process. Offered every spring semester.

**EDUC 4213 Instructional Strategies, Management, and Assessment II (3 cr.)** This course further develops the knowledge base and skills from EDUC 4203 Instructional Strategies, Management, and Assessment I. **Prerequisite:** EDUC 4203. Offered every fall semester.

**EDUC 4223 Students with Exceptionalities (3 cr.)** This course introduces the characteristics, needs, problems, and behavior patterns of exceptional children; and their various educational approaches. Topics are central to special education today – inclusion, diversity, assistive technology, collaboration, and multidisciplinary teams, will all be studied. In addition, intellectual, physical, emotional, and behaviorally handicapped and gifted children are studied, as well as gifted and disabled adults. Ten (10) hours of field experience in special education and gifted classes are required. Offered every fall semester.

**EDUC 4233 Instructional Strategies and Management (3 cr.)** This course provides practice in the educational theories of effective instructional strategies, classroom management, a variety of assessments, and the involvement of parents/caregivers and the community in the learning process.

**EDUC 4403 Methods of Teaching Music in the Elementary School (3 cr.)** Basic principles, theories, procedures, lesson planning, introduction to (but NOT certification of) Orff and Kodaly, and materials necessary for teaching general vocal music at the elementary level. Evaluation, curriculum, media, research applications, and implications of music.

Twenty (20) hours of field experience is required. **Prerequisite:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and acceptance into the Teacher Education Program. Offered fall semester: odd-numbered years.

**EDUC 4503 Methods of Teaching Music in the Secondary School (3 cr.)** Basic principles, theories, procedures, curriculum, evaluation, media, and materials necessary to teach choral/vocal music at the secondary level. Includes development of teaching units and the study of basic research and pedagogy of teaching choral music; Male Glee Club, Female Glee Club, Show Choir, A Cappella Choir/Concert Choir, and Mixed Chorus. Twenty (20) hours of field experience is required. **Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213. Offered fall semester: odd-numbered years.

**EDUC 4603 Methods of Teaching Secondary Social Studies (3 cr.)** This course is designed for prospective secondary social studies teachers; the course provides the teacher candidate opportunities to learn and demonstrate knowledge, skills, and dispositions appropriate for teaching social studies. Attention is given to curriculum design, classroom management, assessment, research-based best practices, interdisciplinary approach to social studies, technology in the social studies classroom, and professional development. **Oklahoma Academic Standards (C3) are basic to the class content. Thirty (30) hours of field experience is required. Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213, 30 hours in social studies, and acceptance into the teacher education program. Offered spring semester: odd numbered years.

**EDUC 4703 Methods of Teaching Secondary Mathematics (3 cr.)** A course that provides familiarization with the goals and techniques of teaching mathematics, current research on mathematics education, and materials associated with teaching mathematics at the secondary level. This course is designed to be taken the semester before student teaching. **Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, EDUC 4213, and MATH 2313. Offered spring semester: even-numbered years.

**EDUC 4803 Methods of Teaching Secondary English (3 cr.)** This course is designed for prospective secondary English teachers. This course concentrates on teaching English as a written form of communication. The focus is on inquiry, reflection, and design; the processes of writing; the relationship of reading and writing; grammar and usage; development of teaching units and curriculum; classroom applications; authentic assessment of writing; writing and instructional media; the relationship between writing and other forms of communication, the development of the teacher as a researcher; the teacher as a model; and research and professional issues in this area. **Oklahoma Academic Standards (C3) are basic to the class content. Thirty (30) hours of Field experience is required. Prerequisites:** EDUC 2101, EDUC 2102, EDUC 4203, EDUC 4213, ENGL 4203, and acceptance into the Teacher Education Program. Offered fall semester: even-numbered years.

**EDUC 4909 Student Teaching (9 cr.)** This course gives the student teacher firsthand experience in the school setting through observation/teaching in an accredited school. They would spend sixteen weeks in this course, with fourteen weeks in the actual classroom under the supervision of a cooperating teacher at a cooperating public school and the university supervisor. In addition, a teacher work sample and video tapes are completed. **Prerequisite:** completion of classes in specialization and professional education. Offered every semester.

## ENGL [English]

**ENGL 0123 Introduction to College Language (3 cr.)** This course studies English language arts skills and their application to college writing. It includes the study of the essentials of English grammar, sentence structure, mechanics, spelling, and paragraph writing. The course also includes an introduction to essay writing and critical thinking strategies. Students who score below 17 on either the English or Reading subtest of the ACT are enrolled in this class. Concurrent enrollment in ENGL 0123 is required. Offered every semester.



**ENGL 1121 Principles of Composition I (1 cr.)** This course is a corequisite supplement to ENGL 1113 English Composition I. Students who score below 17 on either the English or Reading subtest of the ACT will be enrolled in this class during the same semester of enrollment in ENGL 1113. The course will provide additional instruction and practice of ENGL 1113 skills, including persuasive writing, critical thinking, and style.

**ENGL 1113 English Composition I (3 cr.)** This is a study of the essentials of writing for audience and purpose with an emphasis on persuasive writing, critical thinking, and style. **Prerequisite:** ACT score of 17 or higher; passing the College Foundations Writing and Reading Placement Assessment with 75% or higher, UNIV 0173, or ENGL 0123; or, if needed, enrollment with ENGL 1121 corequisite (see ENGL 1121 course description). Offered every semester.

**ENGL 1213 English Composition II (3 cr.)** This course emphasizes research writing techniques, persuasive writing, critical thinking, style, and the influence of language. **Prerequisite:** Grade of a "C" or above in English 1113. Offered every semester.

**ENGL 1403 Honors English Composition (3 cr.)** This course focuses on a systematic analysis of the components of effective writing, including critical thinking skills, idea generating, essay pre-planning, drafting, and revising writing projects. Additionally, students would write critical responses to assigned readings. Open to students with an ACT English score of 22 or higher. The course would fulfill the ENGL 1113 requirements. Credit may be earned for only one of the courses, ENGL 1113 or ENGL 1403. Offered on demand.

**ENGL 2103 British Literatures Survey I (3 cr.)** This course studies English literature from the Old English period to the restoration and 18th century, emphasizing literary analysis, literary theory, and the relationship between literature and cultural milieus. **Prerequisite:** ENGL 1113 and ENGL 1213. Offered fall semester: even-numbered years.

**ENGL 2203 British Literature Survey II (3 cr.)** This course is a study of English literature from the Romantic period to the present with an emphasis on the relationship between literature, historical setting, and cultural milieus. Offered spring semester: odd numbered years.

**ENGL 2303 World Literature Survey: The Ancient World to the Renaissance (3 cr.)** This course studies Western and non-Western literature from antiquity to 1650, emphasizing literary analysis. **Prerequisite:** ENGL 1113 and ENGL 1213. Offered every fall semester.

**ENGL 2403 World Literature Survey: The Renaissance to the Modern Era (3 cr.)** This course studies Western and non-Western literature from 1650 to the present, emphasizing literary analysis and the relationship between literature, historical setting, and cultural milieus. **Prerequisite:** ENGL 1113 and ENGL 1213. Offered every spring semester.

**ENGL 2503 American Literature Survey: Before 1865 (3 cr.)** This course studies American literature from the pre-colonial era to 1865, emphasizing literary analysis and the relationship between literature, historical setting, and cultural milieus. Offered fall semester: odd-numbered years.

**ENGL 2603 American Literature Survey: Since 1865 (3 cr.)** This course studies American literature from 1865 to the present, emphasizing literary analysis, theory, and the relationship between literature, historical setting, and cultural milieus. Offered spring semester: even-numbered years.

**ENGL 2903 Essay Writing (3 cr.)** Essay writing assumes that the student has basic mastery of English usage and mechanics. After a brief review of usage and mechanics, this course would spend a great deal of time emphasizing critical thinking and logic skills which are necessary in order to critique or write a college-level essay. This course would also emphasize the writing styles appropriate for various audiences. The majority of the writing assignments would consist of journal entries and five-paragraph essays. There would also be an emphasis on basic research methods and techniques for writing research essays. Required for any College of Adult and Graduate Studies undergraduate student

who did not earn a B or better in ENGL 1113 and ENGL1213.

**ENGL 3503 Advanced Composition (3 cr.)** This course studies practice, theory, research, and assessment of writing strategies, emphasizing style, editing, the range of print and non-print text, and the relationship between text and the social environment. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered fall semester: even-numbered years.

**ENGL 3513 Major Figures (3 cr.)** This course thoroughly studies specific authors and their associated literary movements. Content would vary but emphasize major authors and their works organized around a theme or era. **Prerequisites:** Junior standing or special permission. Offered every fall semester.

**ENGL 3523 Special Topics (3 cr.)** This course addresses topics of special interest in the language arts content field. Topics would vary according to student interests and curriculum improvement needs. **Prerequisites:** Junior standing or special permission. Offered every spring semester.

**ENGL 3543 Studies in Poetry (3 cr.)** This course provides an intensive study of the works of selected poets. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered fall semester: odd-numbered years.

**ENGL 3703 Creative Writing (3 cr.)** This course provides instruction in the creative experience in language arts, emphasizing writing short stories, poetry, and drama. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered spring semester: odd-numbered years.

**ENGL 3713 Ethnic American Literature (3 cr.)** This course studies the literature on American ethnic groups, particularly African Americans, Asian Americans, Hispanic Americans, and Native Americans. It may include works by people identified with other societal groups. Various genres, as written by these groups, are studied. Offered spring semester: even-numbered years.

**ENGL 3723 Nobel Prize Winning Authors (3 cr.)** This course is a study of Prize-Winning authors and their works. Particular attention is given to their literary contributions, personal backgrounds, and historical contexts engendered their writing. Offered spring semester: even-numbered years.

**ENGL 3733 Native American Literature (3 cr.)** A study of Native American literature, including oral tradition, storytelling, and mythology, focuses on contemporary writers' selections. The class would emphasize works by Native American writers and works associated with Oklahoma and by Oklahoma by Native American nations. Offered fall semester: odd-numbered years.

**ENGL 3923 Cultural Theory and Popular Culture (3 cr.)** A study of the relationship between literature and culture. The course would survey various texts such as memoirs, folk writing, and traditional fictive genres as they relate to culture. Analysis and contextualization of contemporary media such as film, television, music, and hypertexts are also included. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered fall semester: even-numbered years.

**ENGL 4143 Women in Literature (3 cr.)** This course focuses on literature written by women from one or several literary periods. The approaches are thematic, regional, and historical. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered spring semester: even-numbered years. Offered fall semester: even-numbered years.

**ENGL 4203 Modern Grammar (3 cr.)** This course studies the semantics, syntax, morphology, phonology, and grammar of the English language, emphasizing the role of cultural contexts. **Prerequisite:** ENGL 1113, ENGL 1213, and six (6) hours of literature. Offered spring semester: even-numbered years.

**ENGL 4303 Shakespeare (3 cr.)** This course studies a selection of Shakespearean tragedies, tragicomedy comedies, and histories emphasizing literary analysis and the moral and spiritual value of the works. **Prerequisite:** ENGL 1113 and ENGL 1213. Offered fall semester: even-numbered years.

**ENGL 4313 Life and Teachings of C.S. Lewis (3 cr.)** C.S. Lewis is widely recognized as one of the 20th century's greatest Christian thinkers, apologists, and a man of immense literary talent. This course would seek to explore the thoughts and ideas of Lewis and the impact of his writings through a study of his fiction and nonfiction works. Offered spring semester: odd numbered years.

**ENGL 4333 The Fiction Works of C.S. Lewis (3 cr.)** In his work, C.S. Lewis created many works of fiction that incorporate orthodox Christian themes, which he believed could best be understood through fiction. His fictional works include children's literature, poetry, science fiction, and mythology. This course would examine Lewis' fictional works as a part of his Christian oeuvre. Offered spring semester: even-numbered years.

**ENGL 4353 The Apologetics Works of C.S. Lewis (3 cr.)** C.S. Lewis is notable as a 20<sup>th</sup>-century Christian thinker and lay apologist whose works remain widely read and influential in the church into the 21<sup>st</sup> century. Among his best-known works in this field are *Mere Christianity*, *surprised by Joy*, and *A Grief Observed*. These and other of Lewis's apologetic works are studied in the course for their content and continued applicability. Offered spring semester: odd numbered years.

**ENGL 4503 History of the English Language (3 cr.)** This course studies the development of the English language, stressing changes in phonology, morphology, vocabulary, syntax, and orthography of Old, Middle, and Modern English. Authors and works important to the history and development of the English language are also studied. **Prerequisites:** ENGL 1113, ENGL 1213, and six (6) hours of literature. Offered fall semester: odd-numbered years.

**ENGL 4523 Young Adult Literature (3 cr.)** This course concentrates on evaluation and analysis; this course concentrates on the evaluation and analysis of works written for and by young adults. The interests, problems, and attitudes of young adults in contemporary society, as they impact the literature, are considered. This course evaluates and analyzes works written for and by young adults. The interests, problems, and attitudes of young adults in contemporary society, as they impact the literature, are considered. Offered fall semester: odd-numbered years.

**ENGL 4533 Critical Approaches to Literature (3 cr.)** This course is a survey of literary critical theory with deeper study of selected schools of literary criticism. Study of major literary critics and their contributions. Offered spring semester: even-numbered years.

**ENGL 4543 Language and Popular Culture (3 cr.)** This course concentrates on the complexities of teaching the English language to both first-language and second-language learners with a focus on the interrelationship of reading, writing, speaking, listening, viewing, and thinking; visual forms of language; the wide varieties of the English language; the impact of cultural and societal events on language; the impact of language on teachers, students, and curriculum design; language and self-image; and research and professional issues in this area. **Prerequisite:** ENGL 4203. Offered spring semester: odd numbered years.

**ENGL 4653 Capstone Research (3 cr.)** A culminating research project for the English: Literary and Cultural Studies major. In consultation with English faculty, the student would complete a research project exploring literary and cultural studies specific to the student's interests and goals. To be taken during the student's final semester of enrollment. Offered on demand.

**ENGL 4803 Form and Genre in Literature (3 cr.)** A firm grasp of examining literary works' formal and generic qualities provides an important foundation for close reading skills and thorough critical analysis of texts. This course explores such qualities in fiction, drama, poetry, non-fiction, and media. In addition, it examines how aesthetic choices impact the processes of meaning-making and interpretation. **Prerequisites:** ENGL 1113 and ENGL 1213. Offered spring semester: odd numbered years.

**ENGL 4993 Honor Studies (3 cr.)** Honor Studies in English are open only

to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The instructor must approve the offering of the course and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** 90 hours and instructor and school chair approval. Offered on demand.

## FINC [Finance]

**FINC 1103 Financial Planning (3 cr.)** This course is designed to develop the student knowledge required to become an advisor in the retiree marketplace and for advisors who want a comprehensive understanding of the issues faced during the distribution phase of life. The program is designed as an educational program. It contains elements that address marketing education and marketing program methods for organizations involved in the retirement advising business. The class's mission is to produce financial advisors for retirees in the US marketplace.

**FINC 5333 Modern Corporate Finance (3 cr.)** This course examines corporate utilization and allocation of monetary resources. Capital budgeting, the time value of money, security valuation, debt-equity structure, international finance weighted average cost of capital, and other financial issues are examined to provide the student with decision-making tools for risk and investment analysis.

## GEOG [Geography]

**GEOG 2503 Physical Geography (3 cr.)** This course analyzes the distribution of natural features of the earth's environment. Landforms, soils, minerals, water, climate, flora, and fauna, and the relationships between these phenomena are explored. Offered every spring semester.

**GEOG 2603 Human Geography (3 cr.)** This course covers the major organizing concepts of economic and cultural geography. It explores people's geographic behavior in terms of spatial organization on the earth's surface and their development of regional political systems. Offered every fall semester.

## GLDR [GiANT Leadership]

**GLDR 3113 GiANT Leadership (3 cr.)** Powered by GiANT Worldwide, this course would introduce participants to the foundation principles of "Becoming a Leader Worth Following." In addition, the Course would help students identify, strengthen, and grow their CORE Leadership quotients (IQ, EQ & PQ) through GiANT World Wide Accelerators, GiANT Visual Tools, and experiencing applied leadership principles through participation in weekly CORE Groups.

## HC [Healthcare Management]

**HC 3203 Introduction to Healthcare Management (3 cr.)** A study of the five parts of managing healthcare organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to not-for-profit and for-profit organizations.

**HC 3213 Fundamentals of Medical Practice Management (3 cr.)** This course would introduce students to the terminology, current issues, and changing role of management in medical practice. Consideration is given to the legal, ethical, regulatory, technological, practical, and inter-relational aspects of healthcare business management so that the student may better understand the language, planning, and analysis skills necessary to organize and administer the medical practice successfully.

**HC 3313 Healthcare Human Resource Management (3 cr.)** This course reviews human resources management, focusing on healthcare services environments. It is designed to provide an understanding of the key concepts, principles, and practices of Human Resource Management. Topics include recruitment, selection and retention practices, performance evaluation, employee evaluation, employee training and development, compensation and benefits issues, promotion, job design

and analysis, legal issues affecting the healthcare workplace, management/labor relations, and workplace safety within contemporary healthcare service organizations. Trends in human resource management in healthcare are also addressed.

**HC 3503 Legal Aspects of Healthcare Management (3 cr.)** This course is structured to present an overview of the general legal rules and concepts governing numerous aspects of the healthcare industry. The main focus of this course is on the law as it relates to healthcare delivery in hospitals, nursing homes, medical offices, and other medical care environments. The course would analyze the concepts associated with modern tort law as it applies to healthcare. It would also review other areas of law that impact healthcare, including contracts, criminal law, employment law, and other laws governing business organizations.

**HC 4103 Healthcare Economics (3 cr.)** The course provides an overview of healthcare markets. Topics reviewed include supply and demand of medical care, economic tools for healthcare institutions, the impact of government on the healthcare market, industry market studies, and healthcare reform.

**HC 4203 Healthcare Operations Management (3 cr.)** The course focuses on the organizational structure of the healthcare delivery system and administrative processes, including productivity and quality improvement, planning, problem-solving, decision-making, marketing, human resources management, and counseling.

**HC 4303 Healthcare Information Systems (3 cr.)** Examining the application of computer and communication technologies for analyzing, forecasting, planning, and healthcare management functions.

**HC 5213 Healthcare Management (3 cr.)** This course would review the unique nature of planning, organizing, and leading performed by managers in healthcare organizations. In addition, the course would include a review of the functional disciplines of management, including; marketing, accounting, finance, legal, information systems, human resource behavior and management, and management science and their application in the healthcare environment.

**HC 5223 Healthcare Legal Environment (3 cr.)** This course would focus on the law related to healthcare delivery in hospitals, nursing homes, medical offices, and other medical care environments. The course would analyze the concepts associated with modern tort law as it applies to healthcare. It would also review other areas of law that impact healthcare, including contracts, criminal law, employment law, and other laws governing business organizations.

**HC 5233 Healthcare Finance (3 cr.)** This course provides an overview of healthcare financial issues and explores the current financial climate. Issues in reimbursement structures, regulatory mechanisms, and cost controls are discussed. In addition, for-profit and not-for-profit financial statements and annual audits are reviewed and analyzed.

**HC 5243 Healthcare Information Systems (3 cr.)** This course introduces technological tools that support healthcare administration, management, and decision-making.

## HEA Higher Education Administration

**HEA 5313 Higher Education History and Administration (3 cr.)** This course examines the development of American higher education. It would help students understand the origins of contemporary practices and problems in higher education. The course also gives an overview of organization and administration operations and analyses of social, political, and legal influences on colleges and universities.

**HEA 5323 Higher Education Law (3 cr.)** The course examines U.S. law and court cases on higher education institutions, including an overview of the legal issues involving college and university personnel. Pertinent state and federal statutes would also be used to explain college and university administrators' legal rights and responsibilities.

**HEA 5333 Higher Education Budgeting and Finance (3 cr.)** Problems and issues of finance in post-secondary institutions are addressed. Examines

how to develop successful fiscal policy initiatives. A sufficient understanding of the technical material and the political processes involved. The course would also include the impact of budget activities on all administration areas for higher education.

## HIST [History]

**HIST 1103 History of World Civilization I (3 cr.)** A survey of world history from Antiquity to the Medieval Era. Offered every fall semester.

**HIST 1203 History of World Civilization II (3 cr.)** A survey of world history from the Medieval Era to the present. Offered every spring semester.

**HIST 2103 American History I (3 cr.)** A Survey of American History to 1877. Offered every fall semester.

**HIST 2203 American History II (3 cr.)** A survey of American History from 1877 to the present. Offered every spring semester.

**HIST 3513 History/Literature of Native American Southwest (3 cr.)** This course has two focuses – first, to explore the major features of Native American history of the southwest and second, to explore the religious affirmations of this group through a literary review of their mythology.

**HIST 3903 Oklahoma History (3 cr.)** This course is a study of the development of Oklahoma from the early Spanish exploration to the present, including the Indian treaties, the coming of settlers, territorial days, and development since statehood. **Prerequisites:** HIST 2103 and HIST 2203. Offered fall semester: odd-numbered years.

**HIST 4103 Colonial Period (3 cr.)** This class explores the establishment and growth of the early United States. It includes a historical emphasis on the United States' colonial roots and political development, as well as its social structures and cultural institutions. **Prerequisites:** HIST 2103 and HIST 2203. Offered fall semester: odd-numbered years.

**HIST 4203 19<sup>th</sup> Century United States History (3 cr.)** This course seeks to understand the history of the United States in the 19<sup>th</sup> century. While generally focusing on America's territorial, political, industrial, and international maturation, this class also explores pivotal events and movements, such as the Civil War, Populism, and the Second Great Awakening. **Prerequisites:** HIST 2103 and HIST 2203. Offered spring semester: even-numbered years.

**HIST 4213 Twentieth Century United States History (3 cr.)** A close examination of the United States in this century, beginning with the assassination of William McKinley and coming forward to the present. Special attention is given to such major events as World Wars I and II, the Great Depression and the New Deal, America's position of world leadership, and the Civil Rights movement. **Prerequisites:** HIST 2103 and HIST 2203. Offered fall semester: even-numbered years.

**HIST 4313 Modern Latin American History (3 cr.)** This course is a historical survey and analysis of Mexico, Central America, and the Caribbean. Temporally, the course begins with the Columbian-Native American encounter, proceeds to study the conquest and colonization of the region, the struggles for national independence and nation-building, and then more recent hemispheric relationships. **Prerequisites:** HIST 1103, HIST 1203, and GEOG 2503. Offered spring semester: even-numbered years.

**HIST 4323 Directed Readings in US History (3 cr.)** Readings in selected topics in history to develop factual knowledge, analytical skills, interpretive understanding, and writing skills. Students would engage various media about a subject in US History to complete a paper and essay exam on their chosen topic to prepare them for the OSAT in United States History. The students in this class would work with the instructor individually.

**HIST 4403 Historiography/Research (3 cr.)** This course possesses two goals. First, the class desires to introduce the student to the critical issues of the discipline of history. It includes issues of both methodology and theory. Second, the course seeks to develop the student's competence in historical research. It includes developing a topic,



securing and evaluating sources, and producing a coherent and insightful academic paper. **Prerequisites:** HIST 1103 and HIST 1203, and at least junior standing. Offered spring semester: odd numbered years.

**HIST 4993 Honor Studies (3 cr.)** Honor Studies in History are open only to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisite:** Ninety (90) hours and instructor and school chair approval. Offered on demand.

## HR [Human Resources]

**HR 5213 Compensation and Benefits Administration (3 cr.)** This course explains and explores the diversity of benefit offerings while discussing the complementary and distinctively different nature of each in terms of the total compensation package. The evolution of the power of benefits, the challenges associated with the benefits administration, and the laws that govern such administration are also examined.

**HR 5223 Human Resource Development (3cr.)** This course examines the dynamics of creating and implementing strategies to improve the effectiveness of employee contributions throughout an organization. It involves the analysis of opportunities to enhance position growth, skills development, and performance management to help ensure a culture of individual and organizational success.

**HR 5233 Recruiting and Selection (3 cr.)** This course examines the recruiting process by identifying key sources of talent, including social media, traditional media, and other creative approaches to identifying pools of eligible talent. The selection process is then pursued by exploring the screening processes through extending an offer and onboarding.

**HR 5243 Labor Law and Employee Relations (3 cr.)** This course delves deeply into the body of employment law that guides and informs the human resource professional's conduct, decisions, and performance of key responsibilities within the union and non-union environments. In addition, the course would examine statutory and "case" laws and regulations at all levels that impact the employee/employer relationship.

**HR 6213 Capstone; HR Body of Knowledge for Professional Certification (3 cr.)** This course is designed to review and analyze the "body of knowledge comprehensively." It creates a substantive level of familiarity and understanding of the professional field of human resources required to effectively and knowledgeably work within an effective human resource department. The intent of the course is not only to provide a level of knowledge to work effectively but also to prepare the student to sit for the professional certification through the certifying organization of their choice.

## HUMN [Humanities]

**HUMN 2113 The African-American Experience (3 cr.)** This course is a multidisciplinary exploration of the major contours of African-American history, literature, and the arts. Temporally, it covers the introduction of Africans to America as enslaved people through the civil rights movement. In addition, the class seeks to include contributions to the subject from history, sociology, literature, and the arts. Offered on demand.

**HUMN 3111 Global Issues (1 cr.)** In this course, students recognize and understand important issues affecting cultures globally and the consideration of these issues as students interact with citizens from different global areas. This course would explore intercultural awareness of food, energy, and water issues through the lens of gender, the economy, and power. The course would also explore issues involved in international travel and communication. At the end of the course, students would reflect on these issues as they travel internationally and

interact with global communities. This course is required for students in a study abroad program.

**HUMN 3213 Publishing Digital Images (3 cr.)** This course addresses the technical, aesthetic, and conceptual challenges implicit in creating and publishing digital photographs and videos online on various forms of social media, such as blogs, microblogs, and websites. The class is structured on a studio model. Students can expect to spend most of their time in the field taking pictures and in class or online working on projects as they learn to utilize visual images to present digital images in various forms of social media.

**HUMN/MISS 3303 World Religions in America (3 cr.)** This course focuses on the world's major religions – Islam, Buddhism, Hinduism, and Animism within an American context. Utilizing a comparative religions approach, and would seek to provide an intellectual and experiential understanding of these faiths' theology and worship. Of special interest are adapting these religions to an American setting and cultural interactions with these faiths.

**HUMN 4413 The Hispanic-American Experience (3 cr.)** This course is a multidisciplinary exploration of the major contours of Hispanic-American history, literature, and the arts. Temporally, it begins with the Spanish conquest of North America through the recent explosion of the Hispanic population in the United States. In addition, the class seeks to include contributions to the subject from history, sociology, literature, and the arts. Offered on demand.

## IDS [Interdisciplinary Studies]

**IDS 4023 Integrative Leadership Project (3 cr.)** This course serves as a capstone for the Interdisciplinary Studies program. In addition, students would complete an application project related to their emphasis and field of interest.

## IMUS [Instrumental Music]

**IMUS 1311-4381 Strings (1 cr. each)** One half-hour weekly lesson. Emphasis is placed on scales, bowing, sight-reading, reading rhythm charts, theory, and performing standard repertoire. Open to all levels, beginner to advanced. Offered every semester

**IMUS 1511-4581 Woodwinds (1 cr. each)** One half-hour weekly lesson. Emphasis is placed on scales, sight-reading, reading rhythm charts, theory, and performing standard repertoire. Open to all levels, beginner to advanced. Offered every semester.

**IMUS 1611-4681 Guitar (1 cr. each)** One half-hour weekly lesson. Emphasis is placed on scales, chording, reading rhythm charts theory, and performing standard guitar literature. Open to all levels, beginner to advanced. Offered every semester.

**IMUS 1711-4781 Brass (1 cr. each)** One half-hour weekly lesson. Emphasis is placed on scales, arpeggios, theory, and performing standard musical literature. Open to all levels, beginner to advanced.

## LATN [Latin]

**LATN 2105 Latin I (5 cr.)** Latin I introduces students to Latin grammar, syntax, and vocabulary basics. Students are introduced to the six indicative active tenses of first, second, third, third -io, and fourth conjugations. They are the same tenses of their regular verbs, sum and possum. In addition, students meet the present, imperfect, and future indicative passive tenses of first and second conjugations. The present infinitives, active and passive, are also presented. Students also learn about first, second, and third declension nouns; first, second, and third declension adjectives; special -ius adjectives; the reflexive adjective; interrogative adjectives; demonstratives; and numbers. Personal pronouns, reflexive, relative, and interrogative pronouns are also taught.

## MATH [Mathematics]

**MATH 1103 College Math (3 cr.)** Exploration of various topics is designed

to give the student an appreciation of mathematics and to expose the student to mathematical problems within numerous disciplines.  
**Prerequisite:** ACT score of 16 or above or passing College Foundations course.

**MATH 1303 Plane Trigonometry (3 cr.)** The first part of this course explores the properties of triangles and trigonometric functions and their applications. Topics include trigonometric functions, identities, graphs, inverses, and laws. In the second part of this course, a graphical approach to functions is explored with extensive use of graphing calculators to explore problems and solutions, not just rote memorization. Problem-solving techniques and the programming of graphing calculators are also taught. **Prerequisite:** ACT Math score of 18. Offered every fall.

**MATH 1513 College Algebra (3 cr.)** This course is a study of the processes of algebra, polynomials, algebraic fractions, and linear graphing systems. It is designed for students planning to major in business and natural science programs. **Prerequisite:** ACT Score of 22 or above or complete MATH 1103 with a grade of "B" or approval of Instructor. Offered every semester

**MATH 2103 Algebra for Teachers (3 cr.)** The elementary major is presented with a tactile approach to Algebraic concepts. Students would reason mathematically, solve problems, and encourage full participation, design and present lessons that use the hands-on approach to teaching an algebraic concept. In addition, students would develop portfolios and grade lab homework. The (NCTM) standards are presented and explored. Offered every fall semester.

**MATH 2114 Calculus I and Analytic Geometry (4 cr.)** An introduction to the basic concepts of Calculus, including limits, derivatives, and integrals using graphical, numerical, recurrence relations, and symbolic points of view. Emphasis is placed on using Calculus in problem-solving, and problem-solving techniques are taught. *(lab included)* **Prerequisites:** MATH 1513 or high school credit for Calculus. Offered every fall.

**MATH 2203 Math for Teachers I (3 cr.)** This course is concerned with the professional development of future elementary teachers in mathematics, such as the nature of mathematics, the contributions of different cultures toward the development of mathematics, and the role of mathematics in culture and society. Mathematical concepts would include but not be limited to problem-solving, sets, numbers, numeration, whole number operations, computation, number theory, fractions, decimals, ratios, proportions, percent, and integers. In addition, calculators, computers, and other technological devices are evaluated. Offered every spring semester.

**MATH 2214 Calculus II (4 cr.)** A continuation of Calculus I. Rigorous development of differential and integral Calculus. Topics on limits, continuity, differentials, and integration theory are covered. Applications of derivatives and integrals and infinite series and power series are explored. Problem-solving techniques are used, and the basics of logic are used to prove theorems vital to Calculus. *(lab included)* **Prerequisite:** MATH 2114. Offered every spring semester.

**MATH 2303 Math for Teachers II (3 cr.)** This course is concerned with the planning for and teaching of mathematical experiences, dispositions toward teaching mathematics, and teacher responsibilities. Geometric shapes, measurement, geometry using triangle congruence and similarity, geometry using coordinates and transformations, fractals, and geometric constructions. Calculators, computers, and the internet are utilized. Offered every fall semester.

**MATH 2313 Calculus III (3 cr.)** A continuation of Calculus II. Vectors in the plane, parametric equations, three-dimensional vectors, solid analytic geometry, and differential Calculus of functions of more than one variable with applications to directional derivatives, gradients, and line integrals are some of the topics covered. Multiple integrals are introduced in rectangular, polar, cylindrical, and spherical coordinates. Proofs of certain theorems are explored. **Prerequisite:** MATH 2214. Offered every fall semester.

**MATH 2503 Business Math (3 cr.)** Business Math provides coverage of solid, practical, up-to-date fractions, formulas, and algebra. In addition, it would introduce business topics such as bank services, payroll, taxes, risk management, interest, annuities, depreciation, and financial statements. **Prerequisite:** ACT score of 16 or above; passing the My Foundations Math Placement Assessment with 75% or higher; or passing College Foundations course.

**MATH 2823 Business Calculus (3 cr.)** An informal study of differentiation and integration as applied primarily to polynomial, exponential, and logarithmic functions. Intended for students planning to major in business, life science, and social science. **Prerequisite:** MATH 1513.

**MATH 3103 Linear Algebra (3 cr.)** A study of the generalization of the properties of straight lines. Topics include linear equations, matrices, determinants, vectors, vector spaces, linear transformations, Eigenvalues, and eigenvectors. **Prerequisite:** MATH 1513.

**MATH 3303 History of Math (3 cr.)** A survey of the historical development of mathematics. The course focuses on progressing mathematical concepts from their origin to the present. Mathematicians who made significant contributions are highlighted. **Prerequisite:** MATH 2214. Offered fall semester: even-numbered years.

**MATH 3403 Discrete Math (3 cr.)** An introduction to the fundamental ideas of discrete mathematics and a foundation for developing more advanced mathematical concepts. Some topics covered include Number Theory, Sets and operations on sets, logic, permutations and combinations, functions, trees, graph theory, and groups. **Prerequisite:** MATH 1513.

**MATH 3703 Introduction to Statistics (3 cr.)** The course is a complete introduction to basic statistics as a method of analysis. Statistics is a powerful tool that is used in the business world and the behavioral science area extensively. This course would give the student a working knowledge of statistical terms and formulas. The student would use Microsoft Excel as the medium technology throughout the course. Microsoft Excel spreadsheet program is required for this course.

**MATH 3713 Statistics Review (3 cr.)** This course is a review of basic statistical terms and processes. This class would prepare the student for a post-graduate level Quantitative Methods course if they have not had a statistics course at the undergraduate level or have not had a statistics course for a long period and need to be refreshed on the statistical analysis processes. This course would review statistical terms and formulas. For example, suppose a student has not had an undergraduate Statistics course. In that case, it gives them the background in statistics necessary to succeed at the postgraduate level. The student uses Microsoft Excel as the medium of technology throughout this statistic course. Therefore, a Microsoft Excel spreadsheet program is required for this course.

**MATH 4003 College Geometry I (3 cr.)** This course is designed to be a "voyage" through plane geometry and its various branches. The student is introduced to the properties of axiomatic systems and investigates each system. Discussions on Euclidean and non-Euclidean Geometries are included. Extensive use of Geometer's Sketchpad software is required with several laboratory investigations. **Prerequisite:** MATH 2313. Offered fall semester: even-numbered years.

**MATH 4013 Differential Equations (3 cr.)** Ordinary differential equations of first order, higher order linear equations, Laplace transform methods, series methods, numerical solution of differential equations. Application to physical sciences and engineering. **Prerequisite:** MATH 2313. Offered spring semester: odd numbered years.

**MATH 4103 Abstract Algebra (3 cr.)** A study of three themes: arithmetic, congruence, and abstract structures, developed for integers, polynomials, rings, and groups. Numbers, number theory, and number systems are taught. **Prerequisite:** MATH 3403. Offered spring semester: even-numbered years.

**Mathematical Modeling 4113 (3 cr.)** Mathematical modeling is a

mathematical tool for solving real-world problems. In this course, students study a problem-solving process. They learn how to identify a problem, construct or select appropriate models, figure out what data needs to be collected, test the validity of a model, calculate solutions, and implement the model. The emphasis lies on model construction in order to promote student creativity and demonstrate the link between theoretical mathematics and real-world applications. **Prerequisite:** MATH 1513.

**MATH 4203 Mathematical Statistics (3 cr.)** A study of combinatorics; probability, random variables, discrete and continuous distributions, generating functions, moments, special distributions, multivariate distributions, independence, distributions of functions of random variables, hypothesis testing, analysis of variance, and regression. **Prerequisites:** MATH 3703 and MATH 2313. Offered fall semester: odd-numbered years.

**MATH 4243 Regression Analysis (3 cr.)** This course uses regression analysis tools to extend quantitative and statistical data analysis skills. Regression analysis focuses on building statistical models of the relationships between variables and using the models to understand phenomena to help predict future outcomes. The ultimate goal of regression analysis is often to support better decision-making.

**MATH 4303 College Geometry II (3 cr.)** This course is designed to be a “voyage” through plane geometry and its various branches. The students are introduced to axiomatic system properties and investigate each system, including rings and groups. Discussions on non-Euclidean geometries are included. Extensive use of Geometer’s Sketchpad software is required with several laboratory investigations. **Prerequisite:** MATH 4003. Offered spring semester: odd numbered years.

## MBUS [MUSIC BUSINESS]

**MBUS 2401 Live Audio Techniques (1 cr.)** An Overview of the techniques and equipment used in live audio. Topics discussed include basic acoustic principles, microphones, microphone placement techniques, speakers and monitors, sound boards, cables, signal processing, basic live mixing techniques, live streaming options, and live recording.

**MBUS 2702 Music Publishing (2 cr.)** The history, functions, and operations of music publishing, including copyright acquisition, songwriter contracts, performance licensing, mechanical licensing, print publishing, and synchronization rights.

**MBUS 2752 MIDI Production (2 cr.)** A study of the tools and techniques used for producing music with MIDI and digital sequencing software. Computer-generated synthesis, external sound modules, and digital samplers are covered.

**MBUS 3111 Recording Techniques I Lab (1 cr.)** This lab focuses on critical listening skills vital for Recording Techniques I. Time is spent listening to balance, blend, and effective usage in recorded music, as well as deeper group listening analysis on student projects. Offered fall semester even-numbered years.

**MBUS 3112 Recording Techniques I (2 cr.)** Recording Techniques I introduce students to the recording environment. It allows the student to become familiar with recording equipment, procedures, and techniques and to gain an awareness of the music recording process. Recording Techniques I and II fosters skills in using recording equipment such as microphones, mixing consoles, signal processing and noise reduction devices, and sound recorders (stereo and multi-track). Students would gain an understanding of studio/live recording and acoustics. Offered fall semester even-numbered years.

**MBUS 3121 Recording Techniques II Lab (1 cr.)** This lab focuses on critical listening skills vital for Recording Techniques II. Time is spent listening to balance, blend, and effective usage in recorded music, as well as deeper group listening analysis on student projects. Offered spring semester odd-numbered years.

**MBUS 3122 Recording Techniques II (2 cr.)** This course is a continuation

of Recording Techniques I. Recording Techniques II continues to develop the skills from Recording Techniques I. It allows the student to become familiar with recording equipment, procedures, and techniques and to gain an awareness of the music recording process. Recording Techniques II fosters skills in the use of recording equipment such as microphones, mixing consoles, signal processing and noise reduction devices, and sound recorders (stereo and multi-track). Students would gain an understanding of studio/live recording and acoustics. **Prerequisite:** MBUS 3113. Offered spring semester: odd numbered years.

**MBUS 3141 Music Industry Internship (1 cr.)** This course provides students the opportunity and responsibility to work in various companies in the music industry while participating in the Music Business Program. Internships are essential to understanding how the theory of the classroom is applied to the practices of a particular business; they are the key to placement. Internships may be local, national, or international. Internships are encouraged in all years after the first year of a student’s participation in the Music Business program; all would count towards the course requirements. Offered Every Semester.

## MGMT [Management]

**MGMT 2103 Business Software Applications (3 cr.)** This course introduces the standard features of productivity software, operating system basics, and file management to students familiar with basic computer concepts. In addition, students gain familiarity with word processing, spreadsheet, presentation graphic, and database management software applications and apply those skills in various scenarios.

**MGMT 2203 Goals, Priorities, and Attitudes (3 cr.)** An introduction to developing personal and career goals, the setting of priorities within these goals, and building a positive self-concept along with attitudes incumbent with this personal regard would allow the goals and priorities to be realized.

**MGMT 2303 Management Principles (3 cr.)** A study of the basic functions of managers and the skills needed to be successful in today’s business environment. It introduces students to the challenges posed by the changing culture in the workplace. The fundamental characteristics of organizational structure and the similarities and differences between leadership and management are reviewed.

**MGMT 3213 Applied Business Management (3 cr.)** This three-credit-hour course introduces the principles of management. The emphasis is on understanding organizational theory, human relations, interpersonal communications, production, business ethics, and the development of management thought.

**MGMT 3403 Research and Ethical Decision Making (3 cr.)** Rational decisions are always related to accessing pertinent information. In this module, the students ensure they have the ability to access this information, organize and analyze data, and have the necessary statistical tools to draw conclusions and make decisions. Each student would select a topic and review the expectations and due dates for the research project.

**MGMT 3501 Research and Ethical Decision Making (3 cr.)** The Management and Ethics Research Project is a major research effort designed to enhance knowledge in an area related to one’s work or community, improve writing skills, improve presentation skills, and provide research skills to assist in effective decision-making. In this module, the students would define the topic, locate the sources, begin the research and writing, and make the first oral presentation.

**MGMT 3603 Principles of Business Administration (3 cr.)** This course is designed to introduce the student to the principles and functions of business. Businesses are studied as a part of a total social, political, and economic environment. The various functional areas of business are discussed: economic systems, forms of business ownership, small business, management, human relations, marketing, accounting,

finance, the stock market, and business law.

**MGMT 4103 Group and Organizational Communication (3 cr.)** An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

**MGMT 4203 Managing People: Groups and Leadership (3 cr.)** Groups are the building blocks of organizations. Nearly everyone participates in both formal and informal groups at work. It is essential that managers understand groups because group processes directly affect creativity, problem-solving, decision-making, and productivity. This module provides insight into group formation and process, their power and influence in organizations, and varying styles of leadership.

**MGMT 4303 Accounting for Managers (3 cr.)** The acquisition, analysis, and reporting of financial information are important to the individual manager and the organization. Special attention is given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for effective decision-making.

**MGMT 4413 Strategic Management (3 cr.)** This course introduces the strategic, tactical, and operational issues that arise in the management of production and service operations; product and process design; facilities planning, quality management, materials management, operations planning, and scheduling; and emerging technologies in production and service management. This serves as a capstone for the program.

**MGMT 4433 Managing Change (3 cr.)** An inherent aspect of leadership is managing change. This course would explore the various change theories and options for designing, implementing, and managing change. In addition, the students would learn how to develop their change protocols, lead people through turbulent times, including layoffs due to downsizing and outsourcing, and be a bastion of hope and support, exhibiting a Christ-like attitude to one's employees.

**MGMT 4523 Case Studies in Management Ethics (3 cr.)** Reading, discussing, and developing papers pertaining to relevant case studies involving personal and organizational ethical issues and problems in actual situations.

**MGMT 4604 Management and Ethics Research Project (3 cr.)** A continuation of the process began in Module 5. The research project is the culmination of more than a year's research and writing on a topic of employer or community interest. During the module, the project documentation is evaluated, and a final oral presentation of the findings is presented to the group.

**MGMT 4703 Entrepreneurship (3 cr.)** This course would explore the options available and means by which an entrepreneurial venture may be created and would help to develop an understanding of all functional areas of a small business as they relate to managing operations. Emphasis is placed on the importance of the business plan and how to develop one.

**MGMT 5113 Organizational Behavior (3 cr.)** This course introduces the theories of behavior in human management. A critical analysis is performed on the contributions to the organizational behavior discipline and its research as applied to the business environment. The student would apply the theories of their research as applied to the business environment. The student would apply the theories of culture development, time management, job design, change, motivation, leadership development, communication, small group dynamics, and negotiation in the business setting.

**MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior (3 cr.)** This course examines the marketing functions and strategies related to the product, place, price, and promotion of goods or services provided by the organization. The student is come familiar with the elements of a marketing plan and is capable of analyzing complex situations leading to feasible solutions.

**MGMT 5323 Human Resource Management (3 cr.)** This course focuses on the human resource management functions in profit and nonprofit organizations. Major topics include human resource planning, legal requirements, job analysis and design, recruitment, selection, placement, training and development, performance appraisals, career development, compensation and benefits, and reward systems. It would examine how diverse human resource management functions contribute to corporate profitability and why they are critical to an organization's long-term survival. Students would explore the interdependencies between human resources and organizational strategies.

**MGMT 5353 Communication in Professional Organizations (3 cr.)** This course is designed to groom the aspiring business professional leader to deliver professional, concise, powerful, and audience-appropriate communication by utilizing the most acceptable tools, modes, and media available. It would also sensitize the professional to appropriate communication etiquette and protocols to help ensure the credibility and effectiveness of the intended.

**MGMT 5413 Legal Environment (3 cr.)** This course examines the impact of laws and the legal system on the business environment and managerial decision-making. Major topics include contracts, commercial transactions, agency relationships, organization choices, federal-state-local governance with special emphasis on EEOC and ADA issues, property law, and hiring practices. Special emphasis is placed on recent court cases impacting the business arena.

**MGMT 6313 Management Science (3 cr.)** This course is an in-depth study of applying the scientific approach to managerial decision-making. First, students become familiar with the quantitative methods of solving business problems. Then, using mathematical modeling, the student would formulate computer-based solutions to problems related to operations, marketing, finance, and other functions encountered in organizations.

**MGMT 6403 International Business Law (3 cr.)** This course introduces students to the central concepts of comparative legal systems and major contemporary political and economic trends reshaping the context in which private international transactions are conducted in North America, Europe, East Asia, and other countries.

**MGMT 6423 Strategic Business Management (3 cr.)** This course demonstrates the strategic linkage between the functional disciplines (marketing, accounting, finance, legal, information systems, human resource behavior and management, and management science) within the strategic management process. This course focuses on how managers originate, implement, and assess strategies and serves as a capstone for the MBA program.

**MGMT 6433 Executive Seminar Series: International Business (3 cr.)** This course explores the impact of international economic, political, cultural, technological, and governmental environments on world trade and business competition. Topics reviewed include trade practices, industry structure, value creation, free trade, and trade agreements, national ethical behavior, branding strategies, and promotional practices.

**MGMT 6443 International Business Strategies (3 cr.)** This course focuses on strategic frameworks and skills critical to compete in the global marketplace successfully. Topics include the content of an economic environment and the cultural, ethical, and legal issues that arise when conducting business internationally. In addition, students would learn how companies enter foreign markets and grow international subsidiaries, succeed in mergers and acquisitions, and cooperate in joint ventures and strategic alliances.

**MGMT 6453 Business Strategic Management II (3 cr.)** This course is the second term for applying strategic linkage between the functional disciplines (marketing, accounting, finance, legal, information systems, human resource behavior and management, and management science) within a business simulation immersive experience. The course focuses

on how managers originate, implement, and assess strategies and is the MBA program's capstone.

## MISE [Management Information Systems]

**MISE 1103 Hardware and Software Environment (3 cr.)** This course looks at foundational topics related to information technology. Topics include computing devices, hardware software, operating systems, computer networks, security, and computer programming. Logical problem-solving, troubleshooting, and maintenance of computer systems are also introduced.

**MISE 1203 Basics of Networking (3 cr.)** This course explains the fundamentals of networking concepts. It focuses on technological advances made in the field of computer networks. It also covers the impact of OSI and TCP/IP models and how they relate to network communication. The course also details the importance of different protocols in a network and the tools required to secure the network.

**MISE 2103 Client-Server Networks I (3 cr.)** This course illustrates the basic technology in an operating system part of a network. It covers installing, configuring, and securing the client operating system. The course also covers steps to configure various network services in the client operating system and to configure services in a server operating system. **Prerequisites:** MISE 1203 Basics of Networking

**MISE 2203 Physical Networks (3 cr.)** This course explains how computer networks are created using physical components. Students get an opportunity to construct a physical network by using wires, network devices, network protocols, tools, and standards. The course also compares and contrasts transmission media and network devices based on transmission rates. **Prerequisites:** MISE 1203 Basics of Networking

**MISE 2303 Client-Server Networks II (3 cr.)** This course focuses on installing and configuring network operating systems. It covers configuring key network services relevant to a server in a network. Students get an opportunity to apply policies on the network operating system, secure the network, and troubleshoot problems related to these services. **Prerequisites:** MISE 2103 Client-Server Networks I

**MISE 3203 Networking/Architecture/Cybersecurity (3 cr.)** A study of the basic concepts of distributed processing, including data communication equipment, protocols, local and wide area networks, and the associated topologies. Stresses structure, interoperability, load analysis, and performance analysis. The need to protect industries from outside attacks is stressed through Cybersecurity.

**MISE 3603 IT Management (3cr.)** The student would cover a broad range of IT Management areas, including web development and how it is used in business, outsourcing, contracts, and cloud versus internal management of data. The course is a basic overview of IT management and the role it plays in business environments.

**MISE 4103 Programming Concepts (3 cr.)** This course introduces computer concepts and procedures. Simple, commonly encountered data processing algorithms are used as examples. Program organization is introduced from the perspective of sequence, selection, iteration, and modular programming techniques. The development of effective documentation is introduced and required with each programming assignment.

**MISE 4213 Configuring Email and Web Services (3 cr.)** This course focuses on configuring email and web services in the network. It also details procedures of how to configure a web server, secure a web server, install a Mail server, and secure a Mail server. In addition, students can define roles and policies related to email and web services.

**MISE 4403 Project Planning and Implementation (3 cr.)** This course provides a foundation for understanding the broad concepts of successful planning, organization, and implementation within software development, enhancement, and re-configuration. This course uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project scoping, estimating, budgeting, scheduling,

tracking, and controlling.

**MISE 4513 Advanced Networks (Routing and Switching) (3 cr.)** This course studies routers, switches, and other computer and telecommunication network devices. The course would include information on network and routing protocols, local and wide area networks, and VLANs, as well as device configuration, management, and troubleshooting and exploring many of the concepts in the Cisco Certified Entry Networking Technician (CCENT) certification exam. **Prerequisites:** MISE 1203 Basics of Networking

**MISE 4643 Database Management (3 cr.)** This course would introduce the student to the basics of relational database design. The student would learn to develop a relational database and use structured query language (SQL) to make database calls. The course is designed to provide a student with a useful overview of databases and a strong introduction to SQL. **Prerequisites:** CMSC 1203 Foundations of Programming

**MISE 4663 Business Intelligence/Data Analytics (3 cr.)** The course would focus on the analysis and modeling of data. A major aspect of a business is to provide a model for management to make sound decisions. The student would learn how to access data, glean applicable information and then present this data in a manner meaningful to decision-makers. **Prerequisites:** CMSC 1203 Foundations of Programming

## MISS [Missions]

**MISS 2203 Introduction to Missions (3 cr.)** An introductory study of the biblical basis of missions. Matters relating to the call to mission, the history of missions, and communication in the cultural context are explored. Offered every fall semester. Miss 2303 models of home, urban, and foreign missions' ministry (3 cr.) A study of the major issues and forces on the mission's scene today. Features an investigation into various models of ministry which have been used in various mission contexts with a view to developing models of mission ministry for the coming decade. Offered on demand.

**MISS/SOCI 2243 Introduction to Cultural Anthropology (3 cr.)** A study of people's cultures worldwide, including the principles behind Human the various aspects of culture. The course is designed to provide an understanding of cross-cultural problems, which can assist in more effective communication of the Gospel and a better understanding of the person's culture. **Prerequisites:** SOCI 1103 and PSYC 1103. Offered spring semester: Odd-numbered years.

**MISS/PMIN/SOCI 3023 World Religions and Heretical Movements (3 cr.)** A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also, some typical American cults are included. Offered fall semester: even-numbered years.

**MISS/SOCI 3203 Social Work in the Church (3 cr.)** A survey of the special efforts of the church in the field of social work in the alleviation of human needs. Attention is given to the church's role in world cultures' rapidly changing social structures and the manifestation of the Gospel through Christian charity. **Prerequisites:** SOCI 1103 and 1203. Offered fall semester: even-numbered years.

**MISS 3243 Church Planting (3 cr.)** A study of the need for planting new churches and some typical methods used in this work. **Prerequisite:** PMIN 1103. Offered spring semester: odd numbered years.

**MISS/HUMN 3303 World Religions in America (3 cr.)** This course focuses on the world's major religions – Islam, Buddhism, Hinduism, and Animism – within an American context. Utilizing a comparative religions approach, and would seek to provide an intellectual and experiential understanding of these faiths' theology and worship. Of special interest are adapting these religions to an American setting and cultural interactions with these faiths.

**MISS 3403 Cross-Cultural Communications (3 cr.)** A study of communicating the Christian message cross-culturally. Special attention



is given to cultural adaptations of Christianity in the light of Biblical faith. Concerns related to cross-cultural living are also explored. Offered spring semester: even-numbered years.

**MISS 4513 Internship (3 cr.)** Guided field experience in Missions ministry. All students anticipating a career in the mission's enterprise are encouraged to participate. **Prerequisite:** Twelve (12) hours in Missions. Offered on demand.

## MKTG [Marketing]

**MKTG 3103 Principles of Marketing (3 cr.)** An introduction to the marketing of goods and services in advanced market economics; study of the marketing mix, pricing, distributional activities, consumer behavior, and marketing research.

**MKTG 3143 Consumer and Market Behavior (3 cr.)** A study of personal and group behavior patterns in acquiring goods and services in the marketing environment. **Prerequisite:** MKTG 3103.

**MKTG 3243 Marketing Analytics (3 cr.)** This course focuses on analytics utilized specifically by digital marketers to give students the expertise to initiate, participate in, manage, and evaluate marketing analytics. In addition, students can apply principles and practices of data collection and analysis by performing A/B testing and web analytics, requiring them to make critical marketing analytics decisions. **Prerequisite:** MKTG 3103.

**MKTG 3253 Digital Marketing Channels (3 cr.)** Students would delve into major digital advertising and product promotion channels such as Search Engine Optimization (SEO), Search Engine Marketing (SEM), Pay Per Click (PPC), and mobile advertising. Lead generation, revenue generation, and digital influence are topics of discussion. Students would develop digital channel campaigns and seek certification from the most current and relevant platforms.

**MKTG 3263 Marketing Research and Reporting (3 cr.)** Marketing Research would help students understand customers and markets deeper through research design, research projects, data analysis, and reporting. Emphasis is placed on presenting findings, insights, and recommendations to key stakeholders.

**MKTG 3273 Professional Selling in Marketing (3 cr.)** Professional Selling goes beyond sales by teaching students how to strategically manage customers through CRM (Customer Relationship Management) analytics and by managing the salesperson's performance through KPIs (Key Performance Indicators). It would also focus on day-to-day salesperson operations such as planning and setting goals, how to use prospecting methods such as phone calls, video emails, and social media, and creating product proposals. Finally, it comes complete circle with teaching students how to meet customers' needs by asking effective questions, resolving concerns, and creating individualized value. As well as negotiating effectively, closing deals, and managing customers post-purchase through account management.

**MKTG 3313 Sports Marketing (3 cr.)** This course prepares students to develop the skills necessary to address marketing issues specific to the sports industry. Students would analyze the sports field in terms of mainstream marketing practices, applications, and strategies.

**MKTG 3413 Mobile Marketing (3 cr.)** The Mobile Marketing world is fluid and ever-changing. Students would learn how to leverage mobile audiences, mobile apps, and mobile advertising, among other key concepts. Students would analyze case studies that demonstrate the marketing concepts and demonstrate how they are applicable to real life.

**MKTG 3513 Personal Branding (3 cr.)** Your personal brand is the intentional process of creating an identity for yourself or your business. This course provides students with the tools for creating and sustaining a successful personal brand. Learning to grow as an influencer, using proper brand voice, creating brand-specific content, and evaluating brand partnerships are topics covered in this course.

**MKTG 3533 Brand and Product Management (3 cr.)** An introduction to advertising and sales promotion, including the various communication channels used to spread product information about goods, services, and ideas to prospective customers.

**MKTG 3713 Services Marketing (3 cr.)** This course focuses on the distinctive problems and characteristics of marketing in service organizations. Students would learn how to manage customer expectations, discover service design processes, and receive hands-on experience by setting up a service and learning how to deal with obstacles and changes as they develop.

**MKTG 4113 International Marketing (3 cr.)** In an increasingly global economy, digital marketers need a global perspective to better respond to international opportunities. Topics include an overview of cultural, social, ethical, legal, and political environments. Special emphasis on global distribution, pricing, promotion, sales, international market entry, social responsibility, market planning, and strategy.

**MKTG 4603 Social Media Marketing (3 cr.)** Students are educated and trained in social media marketing to attract engagement, develop brands, generate revenue, monitor reputations, and communicate and influence target audiences. The course would include key performance metrics, platforms, and the steps necessary to develop a successful social media campaign.

**MKTG 4803 Content Marketing (3 cr.)** Content marketing has become the backbone of digital marketing through engagement, branding, storytelling, lead generation, email marketing, and numerous other channels. Students would learn how to effectively generate content, measure impact and evaluate content-focused campaigns.

**MKTG 4923 Internship (3 cr.)** This course is an opportunity to earn upper-division marketing credit while learning about marketing careers and gaining real-world experience in the workplace. This internship would provide credit for learning by enrolling in internship hours. In addition, students would work with their advisors on a plan for accountability and direct reporting of observational and direct labor experiences. **Prerequisite:** Advanced standing and approval of the Program Director.

## ML [Master of Arts Leadership]

**ML 5143 Leadership Theory and Practice (3 cr.)** This course explores the history and development of leadership theory in the students' current organizational settings. Although leadership and management are not the same, they are often confused. The unique features of each are studied along with a practical application of case studies of current leaders as well as from history. Managers develop subordinates, leaders develop followers, and the most highly successful leaders develop leaders. Students would evaluate their leadership style using the *Leadership Practices Inventory* developed by Kouzes and Posner. Students would gain hands-on experience by analyzing their performance in a current or new leadership role.

**ML 5153 Public Budgeting and Finance (3 cr.)** Examines how to develop successful fiscal policy initiatives. A sufficient understanding of the technical material and the political processes involved in making tax and spending policy. Economic policy and its impact on a state or municipality are studied.

**ML 5163 Training and Development (3 cr.)** This course addresses the core aspects of instructional systems design as applied to workforce learning and performance. Learners apply key principles involved in assessing, designing, developing, implementing, and evaluating employee development and performance improvement programs. Learners gain hands-on experience by creating an active training event.

**ML 5233 Public Policy Implementation (3 cr.)** Examines the ethical implementations of public law. Develops an understanding of different analytic strategies for assessing if a program is being instituted as designed and is reasonably connected to its articulated goals.



**ML 5243 Leading Change (3 cr.)** Leaders often attempt changes that they believe are critical to the survival of the organization only to find those changes are resisted by the very people the leader is attempting to help. People's response to change depends on the degree to which they understand the need for change, are involved in the change process, and understand the implications the change has for their roles. This class explores the processes necessary to identify the need for change using appropriate models, plan the process of change, obtain authorization for the change and motivate the appropriate stakeholders to ensure success.

**ML 5253 Legislative Process and Behavior (3 cr.)** Facilitates a better understanding of the: workings of the federal and state government; legislative process; the relationship between bicameralism, federalism, and the republican form of government; and the roles of elected representatives and the legislative staff.

**ML 5263 The Adult Learner (3 cr.)** Learners explore the basic theories and current research in adult education. This class draws from both adult development and adult education to explore the stages of human development, issues concerning adult learning ability, how and why adults learn, and how to make sure that learning has taken place.

**ML 5273 Nonprofit Leadership (3 cr.)** This course examines the unique leadership challenges and opportunities presented in nonprofit organizations. Students would learn about the nature of the nonprofit sector and gain perspectives on management, financial, leadership, and governance issues facing nonprofits.

**ML 5343 Financial Development and Resource Management (3 cr.)** Leaders must be able to find the money to fund the budget for the planned programs to accomplish the mission of the group they are leading. Funding, budgeting, and financial accountability are prerequisites to organizational success. This class explores the skills necessary for budgeting, stewardship, donor development, funding, accountability, and ethical use of resources. While not an accounting course, the differences between for-profit, not-for-profit, and cash flow accounting requirements are explored.

**ML 5353 Decision Making (3 cr.)** Leadership decisions must often be made with incomplete evidence. This course provides an understanding of various forces which influence the process of making and implementing decisions. Students would learn leadership decision-making from individual, small group, and social environment contexts, as well as the values of good decisions and the unintended consequences of poor decisions.

**ML 6023 Integrative Leadership Project (3 cr.)** This course serves as a capstone for the MA Leadership program. In addition, students would complete an application project related to their emphasis and field of interest.

## MUSI [MUSIC THEORY]

**MUSI 1101 Basic Musicianship Lab (1 cr.)** The Basic Musicianship Lab would consist of a series of lectures and video presentations dealing with the subject of music theory. It would include a portion of musical rehearsals to help musicians develop their rehearsal skills. A basic course dealing with the nomenclature, notational symbols, and organization of music.

**MUSI 1103 Basic Musicianship (3 cr.)** A basic course deals with nomenclature, notational symbols, and music organization. Drills to acquaint the student with sight singing and keyboard. Approximately one-third of the time is used to develop basic conducting skills for congregational singing and knowledge of hymnology. Designed for the non-music majors with insufficient background to begin MUSI 2102. The course does not count toward the music requirements for the music major. Offered every semester.

**MUSI 1113 Appreciation of Music and Fine Arts (3 cr.)** Contribution of the arts in the historical past to the present. There is some discussion of methods and procedures involved in creating an "art." Offered fall

semester: odd-numbered years.

**MUSI 2001 Music Theory I Lab (1 cr.)** The Music Theory Lab would consist of a series of lectures and video presentations dealing with music theory. In addition, it would include a portion of musical rehearsals to help musicians develop their rehearsal skills. A basic course deals with nomenclature, notational symbols, and music organization. Writing melody based on the development of a motive, triads, inversions, tonal (V-I) and modal bases, harmonic progression, the structure of the phrase and period, non-harmonic tones, and writing for various non-transposing instruments and voices.

**MUSI 2101 Aural Skills I (1 cr.)** Basic techniques of dictation, sight singing, and rhythmic reading. To be taken concurrently with MUSI 2102. Offered every fall semester.

**MUSI 2102 Music Theory I (2 cr.)** Melody writing is based on the development of a motive, triads, and inversions, tonal (V-I) and modal bases, harmonic progression, the structure of the phrase and period, non-harmonic tones, writing for various non-transposing instruments and voices, text setting, keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 2101. Offered every fall semester.

**MUSI 2201 Aural Skills II (1 cr.)** Sight-singing and dictation of major and minor scales, intervals, triads, rhythmic groups, and tonal melodies. To be taken concurrently with MUSI 2202. **Prerequisite:** MUSI 2101 or passing grade on placement examinations. Offered every spring semester.

**MUSI 2202 Music Theory II (2 cr.)** Imitation and rhythmic independence in 2, 3, and 4 voice writing; second inversion triads, cadences; harmonic rhythm; modulation using a pivot chord; seventh and ninth chords; instrumental transposition, keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 2201. **Prerequisite:** MUSI 2102. Offered every semester.

**MUSI 3151 Conducting (1 cr.)** A practical course designed to prepare the music major for basic conducting patterns. The course includes a survey of the history of hymnology and some emphasis on the planning of services. Considerable emphasis is given to the practical physical aspects of conducting, leading to advanced conducting skills. **Prerequisite:** Approval by the Chair. Offered fall semester: even-numbered years.

**MUSI 3251 Advanced Conducting (1 cr.)** Continued emphasis on the techniques and skills required for the conducting of graded choirs. Choral literature of cantatas and major choral works are examined and evaluated. Practical experience in choir directing is included. Some emphasis is given to the skills required in instrumental directing. **Prerequisite:** MUSI 3151. Offered spring semester: odd numbered years.

**MUSI 3301 Aural Skills III (1 cr.)** Sight-singing and dictation of chromatic chords, rhythmic groups, more difficult tonal melodies, and four-part work. To be taken concurrently with MUSI 3302, **Prerequisite:** MUSI 2201. Offered every fall semester.

**MUSI 3302 Music Theory III (2 cr.)** Sequence, eleventh, and thirteenth chords, including augmented and Neapolitan sixth chord, melodies, and harmonies with other bases, including the serialization of pitch, alto, and tenor clefs, keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 3301. **Prerequisite:** MUSI 2202. Offered every fall semester.

**MUSI 3403 Counterpoint (3 cr.)** Two, three, and four-voice contrapuntal writing after the style of Bach (18th Century). **Prerequisite:** MUSI 3302. Offered every spring semester.

**MUSI 3422 Piano Pedagogy (2 cr.)** Stressing comprehensive musicianship in the teaching of piano. Methods of teaching harmony, transposition, repertoire, and technique to the earliest beginner utilizing peer interaction for maximum results. Methods of establishing good business policies are also covered. Offered on demand.

**MUSI 3501 Vocal Pedagogy (1 cr.)** Vocal Pedagogy is the study of the anatomy and acoustics of the voice with a survey of teaching materials,

and solo and ensemble repertoire intended for music education majors, performance majors, and choral directors. This course would provide the vocal student with a deeper understanding of the vocal process, physiology, and nature of the vocal mechanism.

**MUSI 3522 Survey of Piano Literature (2 cr.)** An overview of the important repertoire for solo piano from the Baroque to the present. The various genres of composition written for the piano are traced, and students are expected to insightfully and sensitively critique various recordings and performance studies in this class. **Prerequisite:** Permission of the instructor is required to enroll. Offered on demand.

**MUSI 3602 Singing Diction (2 cr.)** A study of the sounds and rules of pronunciation of English, Italian, and Latin and their application to song texts and libretti. Offered on demand.

**MUSI 3611 Vocal Diction (1 cr.)** Vocal Diction focuses on learning correct singing diction in English, Italian, Latin, German, and French through the learning and use of the International Phonetic Alphabet. Students would learn to use the International Phonetic Alphabet, in which one symbol stands for a single sound, to “translate” pronunciation in each of the five languages studied from the orthographic letters into the IPA, applying this usage to the performance of standard and contemporary art song and choral repertoire.

**MUSI 3622 Vocal Diction II (2 cr.)** This class would study the proper pronunciations for lyrics of German and French musical literature. The student is expected to effectively apply these guidelines in their own speech and singing.

**MUSI 4201 Survey of Sacred Music Literature (1 cr.)** This course is a study of the history and development of hymns and music texts in the church with a specific focus on the hymnology of the Church of God. Consideration would also be given to hymns written in the 20<sup>th</sup> and 21<sup>st</sup> centuries. Texts are evaluated on the criteria of the worthy subject, literary quality, rhythmic flow, rhyme scheme, metrical patterns, and matching texts to music.

**MUSI 4212 History and Literature of Music I (2 cr.)** Ancient to 1600. A survey of Western art music from its origins in classical Greek culture through the contrapuntal techniques of the 16th century. Development of awareness of styles and formal procedures through the study of represented composers and works. **Prerequisite:** Junior in standing. Offered every fall semester.

**MUSI 4222 History and Literature of Music II (2 cr.)** Baroque to Classical (1600-1825). This course is a continuation of History and Literature I with a focus on Ancient to 1600 with emphasis on the Baroque and Classical eras. A survey of Western art music from 1600 through 1825. Development of awareness of styles and formal procedures through a study of representative composers and works. **Prerequisite:** Junior in standing in Music. Offered every spring semester.

**MUSI 4243 Music Ministry (3 cr.)** A course for the music major with a specific emphasis on meeting the particular problems a student would face as a minister of music in the local church. Emphasis is given to his role as minister, personnel relationships, development of graded choir program, evaluation of music, establishing a music library, and other ways the full church music program can be developed to help the entire congregation reach its full potential in Christian worship. **Prerequisite:** Junior/Senior standing. Offered spring semester: even-numbered years.

**MUSI 4262 Vocal Literature (2 cr.)** Vocal Literature introduces art song literature for the solo voice. The repertoire in Italian, German, French, English, Spanish, and Russian are included. The main emphasis is on songs for the solo voice; some examples from opera, oratorio, and vocal chamber music will also be discussed.

**MUSI 4301 Aural Skill IV (1 cr.)** Sight-singing and dictation of advanced chords, altered chords, and tonal harmonies. Error detection in listening examples and an introduction to tuning. To be taken concurrently with MUSI 4302. **Prerequisite:** MUSI 3301

**MUSI 4302 Music theory IV (1 cr.)** Modern cords, diatonic modes,

pentatonic scales, alternate harmonies, atonal analysis, twelve-tone serialism, new directions in twenty-first-century music and keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 4301. **Prerequisite:** MUSI 3302

**MUSI 4602 Hymnology/Music Text (2 cr.)** This course studies the history and development of hymns and music texts in the church, specifically focusing on the hymnology of the Church of God. Texts are evaluated on the criteria of a worthy subject, literary quality, rhythmic flow, rhyme scheme, metrical patterns, and matching texts to music. **Prerequisites:** Junior/Senior standing. Offered fall semester: odd-numbered years.

**MUSI 4702 Arranging (2 cr.)** This course studies arranging for various vocal ensembles with particular emphasis on functional church music. **Prerequisite:** MUSI 3403. Offered on demand

**MUSI 4903 Honor Studies (3 cr.)** Honor Studies in Music are open only to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisite:** 90 hours and instructor and school chair approval. Offered on demand.

## NATS [Natural Science]

**NATS 2301 Plant Biology Lab (1 cr.)** Laboratory experiences designed to facilitate understanding of the principles of plant biology studied in NATS 2303. A two-hour lab session each week. Offered on demand.

**NATS 2303 Plant Biology (3 cr.)** A survey of the morphology, anatomy, physiology, biochemistry, and genetics of plants emphasizes the similarities and differences that exist among the various types of plant life. Offered on demand.

**NATS 2501 Introduction to Meteorology Lab (1 cr.)** Laboratory experiences are designed to facilitate an understanding of the relationship between geography and weather and the tools used to forecast weather. Students would examine different types of weather data and how they are collected. Additionally, students would compile and present weather and climate data.

**NATS 2503 Introduction to Meteorology (3 cr.)** This course is intended to introduce students to meteorology, teach them important and useful terminology and aspects of the atmosphere, and offer them a heightened understanding of solar radiation, global circulation, environmental issues, winds, stability, precipitation processes, weather systems, and severe weather. In addition, basic physical principles, societal impacts, and weather analysis are explored. **Prerequisite:** ENGL 1213.

**NATS 2601 Astronomy Lab (1 cr.)** Laboratory experiences introduce students to astronomical observations to study objects in the sky. Some activities are designed to facilitate an understanding of how objects from great distances are studied from the Earth. Students explore the constellations, moon, planets, and other objects of our universe.

**NATS 2603 Astronomy (3 cr.)** This course is intended to introduce students to the field of Astronomy. As an introduction to astronomy, this course covers Earth-Sky relationships and an overview of the Solar System, the Sun, the stars, our Galaxy, other galaxies, the Universe's large-scale structure, and cosmology.

## PHED [Physical Education]

**PHED 1303 Health and Wellness (3 cr.)** Addresses and explores the components of personal health blended with the presentation and understanding of information relating to fitness and wellness. Physical fitness and wellness, along with the other ingredients of this course, would create an understanding of how to improve health and have a higher quality of life and longevity.

**PHED 1411-1482 Jogging (1-2 cr. each)** Study of the history of jogging

followed by a series of physical tests. Actual jogging in as many different surroundings as possible. Offered every semester.

**PHED 3311-3382 Intercollegiate Sports (1-2 cr. each)** Physical education credits are given for participation in intercollegiate athletics where a person is a member of the varsity athletics. Determination of the credit is made by the Athletic Director Offered every semester.

## PHIL [Philosophy]

**PHIL 1203 Critical Thinking (3 cr.)** Designed to enhance student's capacity to think clearly and critically. We would consider numerous real-world examples of how people reason well and poorly – including examples from editorials, news reports, billboards, television, movies, and everyday conversation. (Philosophy and ethics, sociology, history, general education elective, elective)

**PHIL 2103 Introduction to Philosophy and Ethics (3 cr.)** Students are challenged to think critically, clearly, correctly, and comprehensively about their basic values and beliefs and to defend a biblically sound Christian worldview through an introduction to selected issues in logic, epistemology, metaphysics, worldviews, and ethics. **Prerequisite:** Sophomore standing. Offered every fall semester.

**PHIL 3203 Making of the Modern Mind (3 cr.)** An understanding of philosophical concepts, beginning with the Greeks through Augustine and concluding with the significant philosophical system of the Western world and Eastern philosophy. Evaluation of these systems relative to personal faith and values would assist in developing a statement of philosophy by the individual student.

**PHIL 4103 History and Philosophy of Education (3 cr.)** An analysis of the historical, cultural, and psychological influences upon individual and group behavior in education. Secular and religious philosophies of education are considered. **Prerequisite:** EDUC 3103 and junior/senior standing. Offered on demand.

**PHIL 4993 Honor Studies (3 cr.)** Honor Studies in Philosophy are open only to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** 90 hours and instructor and school chair approval. Offered on demand.

## PHYS [Physics]

**PHYS 1133 General Physics I (3 cr.)** General Physics I is an algebra-based course. This course includes mechanics in one and two dimensions, thermodynamics, and/or waves. **Prerequisites:** College algebra or equivalent.

**PHYS 1134 General Physics I (with Lab) (4 cr.)** This is an algebra-based course. This course includes mechanics in one and two dimensions, thermodynamics and waves, with laboratory. **Prerequisites:** College algebra or equivalent.

**PHYS 1233 General Physics II (3 cr.)** General Physics II is an algebra-based course. This course is a continuation of PHYS 1133 General Physics I and includes electricity and magnetism, light, thermodynamics, and waves, and may also include modern physics. **Prerequisites:** PHYS 1133.

**PHYS 1234 General Physics II (with Lab) (4 cr.)** This course is algebra-based. This course is a continuation of PHYS 1134 and includes electricity and magnetism, light, thermodynamics, and waves, and may also include modern physics; with laboratory. **Prerequisites:** PHYS 1134.

**PHYS 2104 Physics I (with Lab) (4 cr.)** An introduction to Physics, Mechanics, Work, Energy, Water, heat, and sound. Laboratory experiments coordinated with lecture topics in Physics I (mechanics, work, energy, water, heat, and sound). **Prerequisite:** MATH 2503 or consent of instructor. Offered every Fall Semester.

**PHYS 2203 Mathematical Physics (3 cr.)** An application of differential equations, vectors, and other techniques to physical problems. Physical principles of both classical and modern physics are formulated as mathematical problems in differential and integral calculus. **Prerequisite:** PHYS 2204. MATH 2214. Offered every fall semester.

**PHYS 2204 Physics II (with Lab) (4 cr.)** An introduction to light, optics, magnetism, and electricity. Laboratory experiments coordinated with lecture topics in Physics II (Light, optics, magnetism, and electricity). **Prerequisite:** PHYS 2104. Offered every spring semester.

**PHYS 2211 Modern Physics Laboratory (1 cr.)** Basic application of measurement, instrumentation, and error theories to laboratory research. Experiments in classical and modern physics include measurements of fundamental constants, vacuum technology, the Mossbauer Effect, the Hall Effect, and advanced nuclear and particle physics experiments. **Prerequisite:** PHYS 1234 or consent of instructor. Offered every fall semester.

**PHYS 2213 Modern Physics (3 cr.)** Introduction to relativity; atomic, molecular, and solid-state physics. Introduction to quantum mechanics, nuclear and elementary particle physics. **Prerequisite:** PHYS 1234. Offered every fall semester.

**PHYS 2223 Classical Mechanics (3 cr.)** Static and dynamic aspects of particle and rigid body mechanics, including Lagrange's equations and generalized coordinates, are explored. **Prerequisite:** PHYS 1234. Offered spring semester: even-numbered years.

**PHYS 3113 Thermodynamics (3 cr.)** General theory and applications of thermodynamics, kinetic theory, and statistical mechanics are explored. **Prerequisite:** PHYS 1234. Offered spring semester: even-numbered years.

**PHYS 3123 Optics (3 cr.)** Intermediate description of electromagnetic wave propagation; topics in geometrical and physical optics, including interference diffraction, polarization, and laser physics; lab exercises in physical and geometrical optics. **Prerequisite:** PHYS 2213, PHYS 2203. Offered spring semester: even-numbered years.

**PHYS 3133 Electromagnetism (3 cr.)** Electrostatics, electric and magnetic properties of matter, Maxwell's equations and their solutions, propagation, and radiation of electromagnetic waves. **Prerequisite:** PHYS 2213, PHYS 2203. Offered Fall Semester: odd-numbered years.

**PHYS 4113 Quantum Mechanics (3 cr.)** An introduction to nonrelativistic quantum mechanics; the Schrodinger equation and its application to simple systems. **Prerequisite:** PHYS 2213, PHYS 2203. Offered fall semester: even-numbered years.

**PHYS 4123 Electronics (3 cr.)** An introduction to applications in electronics for scientists. Passive components, AC circuit theory, transistors and amplifiers, operational amplifiers and applications. **Prerequisite:** PHYS 3133. Offered spring semester: odd-numbered years.

## PMIN [Professional Ministries]

**PMIN 1103 Foundations of Ministry (3 cr.)** This course is the first ministry course for those preparing for ministry. Serious attention is given to the nature of a call to ministry and appropriate response. The student would assess their temperament, interest, and gifts for ministry and other careers through various testing instruments, observation, and interviews. In addition, each person would receive assistance setting personal and educational goals. Offered every semester.

**PMIN 1203 Christian Formation (3 cr.)** An overview of what Christian Education is and how it is accomplished. Foundations, materials and methods, and para-church organizations are examined, as well as an introduction to spiritual practices and the importance of personal spiritual formation and its effects on Christian Education. **Prerequisite:** PMIN 1103. Offered every spring semester.

**PMIN 2603 Christian Education Ministry and Discipleship (3 cr.)** An overview of the task and goals of Christian Education and its

foundational role in the formation of Christian disciples. Historical, biblical, and theological concepts are utilized in practical applications. **Prerequisite:** PMIN 1103.

**PMIN 2703 Church Multimedia Ministry (3 cr.)** Instruction and hands-on experience in using communication tools for local church ministry. Students are instructed in the basic set-up and function of video projectors, sound systems, and basic stage lighting, including using computers in ministry, power-point, and other media programs. In addition, drama, video, and other worship aids are included. Media in worship is the focus of this course. This class would replace counterpoint and is an elective in the Specialized Ministries Major. Offered fall semester: odd-numbered years.

**PMIN 2903 Rural/Urban Church Ministry (3 cr.)** Emphasis on the special needs and challenges of small town/rural churches and urban/city churches. Special attention is given to small congregations with limited growth potential. The course would develop or display how ministry is accomplished in each setting. Offered fall semester: odd-numbered years.

**PMIN 2913 Women in Ministry (3 cr.)** The participation of women in the vocation of ministry has contributed greatly to the mission of the church. The class explores theological, sociological, psychological, and political issues raised by the participation of women in the ministerial vocation. Offered spring semester: odd numbered years.

**PMIN/MISS/SOCI 3023 World Religions and Heretical Movements (3 cr.)** A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also, some typical American cults are included. Offered fall semester: even-numbered years.

**PMIN 3103 Homiletics I (3 cr.)** The thrust of this course is a study of the fundamental principles of sermon preparation. The lives and works of renowned speakers are studied via video, audio, and printed texts. The emphasis is on analyzing the content, methods, and skills that have distinguished these noted speakers. The steps of learning from the text, interpreting a text, arriving at a message, and designing a sermon are followed in preparing the message. In addition, students would gain experience in preparing their sermons. **Prerequisite:** COMM 1103. Offered every fall semester.

**PMIN 3113 Principles of Classroom Teaching (3 cr.)** The basic principles involved in teaching in the church are thoroughly studied. The course is designed to develop individual teaching skills, guide lesson plan preparation and give experience in working with the needs and problems of learners. **Prerequisites:** PMIN 1103 and PMIN 1203. Offered fall semester: odd-numbered years.

**PMIN 3123 Evangelism and Discipleship (3 cr.)** A study of the nature, purpose, and process of biblical evangelism and its application to various ministries. A study of New Testament discipleship principles and their application, with a special emphasis on building disciplined relationships and small group ministry. Offered every fall semester.

**PMIN 3133 Introduction to Spiritual Direction (3 cr.)** An introductory study of the history and principles of the practice of spiritual direction to help other Christ-followers live a life of intimacy and responsiveness to God's voice. **Prerequisites:** PMIN 1203; and Junior standing or instructor permission. Offered spring semester: even-numbered years.

**PMIN 3153 Youth Ministry Methods and Curriculum (3 cr.)** A study of developing and arranging youth ministry methods, program activities, and curriculum content, and investigating scope and sequence in youth ministry. Principles for the effective organization, administration, and implementation of youth ministry in the local church or in a Para-church organization are the focus of this course. Offered every spring semester.

**PMIN 3203 Homiletics II (3 cr.)** Students are guided in the techniques and skills of sermon delivery. In addition, they would gain experience in preparing and delivering their own sermons in class and chapel services. Videotaping facilities of the university are utilized in recording a

student's performance for the benefit of review and improvement of skills in oral delivery. **Prerequisite:** COMM/PMIN 3103. Offered every spring semester.

**PMIN 3301 Christian Worship Lab (1 cr.)** The Christian Worship Lab would consist of lectures and video presentations on Christian Worship and Spiritual Leadership. In addition, it would include a portion of musical rehearsals to help musicians develop their rehearsal skills. This course is designed to sharpen the student's skills as a participant and leader of worship services.

**PMIN 3303 Christian Worship (3 cr.)** This course is designed to sharpen the student's skills as a participant and leader of worship services. A study is made of the principles and foundations of worship, the history of liturgies and forms, and current expressions of public and private worship. The elements of worship are noted with an emphasis on maintaining a central theme **Prerequisite:** PMIN 1103.

**PMIN 3313 Children's Ministry (3 cr.)** A study of the characteristics and needs of children twelve years and under. The course involves an investigation of objectives, agencies, methods, materials, and equipment employed in ministering to them. Guidance in organizing, administering, and supervising the children's program in the church is given. Special attention is given to principles underlying children's evangelization and spiritual growth. **Prerequisite:** PMIN 1103 and PMIN 1203. Offered fall semester: odd-numbered years.

**PMIN 3513 Youth Ministry (3 cr.)** A study of the educational development, attitudes, needs, and problems of junior high and senior youth. The student would examine the youth culture and various models of youth ministry and construct a personal philosophy for ministering to/for/by and with youth. Attention is given to planning an adequate program for ministering to youth through a team approach. **Prerequisite:** PMIN 1103 and PMIN 1203. Offered every fall semester.

**PMIN/PSYC 3623 Dynamics of the Family in Crisis (3 cr.)** An examination of various crises which a family can experience throughout its various states and the resources both within the family and external to it that can help family members through the crisis. **Prerequisite:** PSYC 1103. Offered every fall semester.

**PMIN 3643 Stephen Ministry (3 cr.)** Practical training in providing distinctively Christian, one-on-one caregiving is offered in this course. Students are trained in a local church setting in the skills required in Christian caregiving. Emphasis is on providing an organized system of ongoing care for the local congregation. Offered every spring semester.

**PMIN 3713 Workshop in the Ordinances and Special Services (3 cr.)** This course would feature a study of the ordinances of the Christian church, including baptism, foot-washing, and communion, along with such special services as marriage, funerals, dedications, and ordination. Biblical and theological backgrounds and practical aspects are emphasized. Actual services are constructed. Attention is given to the appropriate use of music, Scripture, prayer, and other worship aids. Students are expected to participate in both simulated worship services and regular worship services conducted by the class members. **Prerequisite:** PMIN 3103. Offered spring semester: odd numbered years.

**PMIN 4113-4213 Internship in Professional Ministries (3 cr. each)** The advanced student is provided an opportunity to gain practical experience by working in the area of professional ministries in which he anticipates he is most involved in his professional ministry. Any specialization concentration areas selected as a major or minor by the student may be strengthened by actual field experience in that area of vocational ministry. The student would work under a trained specialist in the chosen area to gain first-hand experience in his vocational choice. (Areas include: adult ministries, children's ministries, Christian education, and disciplining ministries). **Prerequisites:** Advanced standing and approval of the department chairperson. Offered on demand.

**PMIN 4223 Conflict Management (3 cr.)** In this course, students would explore and apply proven leadership tools and biblical principles for



managing conflict within the church, workplace, and other life settings. Effective communication and conflict management skills are examined from a biblical perspective and given life application through readings, conflict scenarios, and research.

**PMIN 4233 Nonprofit and American Church Law (3 cr.)** The major focus is the legal rights, duties, and liabilities of nonprofit organizations and directors, officers, employees, and volunteers relevant to (1) forming a nonprofit organization and establishing and maintaining tax-exempt status; (2) designated funds, reporting requirements, fiduciary duties and responsibilities, and liability; (3) clergy-penitent privilege, child and elder abuse reporting, and confidentiality; and (4) sexual misconduct, risk management, and lawsuits between Christ-followers. In addition, some attention is given to alternative means of conflict resolution and selected church and clergy tax and first amendment issues. Offered spring semester: even-numbered years.

**PMIN 4303 Leadership Formation (3 cr.)** This course would introduce the student to basic leadership principles and methods. Students are exposed to various leadership styles. Students would understand the principles of a personal leadership style, vision, mission, and purpose. In addition, the student would examine the role of change, inspiration/motivation, and servant leadership. **Prerequisites:** PMIN 1103. Offered every spring semester.

**PMIN 4313 The Role of the Associate Pastor in Ministry (3 cr.)** From candidacy to ministry development, this course would enable the student to be effective from the first day of ministry. Key program issues would include recruiting, training, areas of specialization, being the second person, and serving on staff. Offered fall semester: odd-numbered years.

**PMIN 4503 The Church's Ministry to Families (3 cr.)** Major concerns are the biblical foundation, objectives, organization, and administration of a family life education program in the local church. Includes an analysis of two-parent, single-parent, and other parental arrangements. **Prerequisites:** PMIN 1103, PMIN 1203, junior/senior standing. Offered fall semester: even-numbered years.

**PMIN/PSYC 4603 Pastoral Counseling (3 cr.)** A study of counseling from a Christian perspective relates to helping people deal more effectively with personal, spiritual, and non-pathological problems. Specific issues are examined. Attention is given to the development of counseling skills and role-playing. **Prerequisites:** PSYC 1103. Offered every spring semester.

**PMIN 4623 Spiritual & Congregational Care (3 cr.)** This course would expose students to various ministry models that would assist congregational leaders in meeting the congregation's spiritual and critical life needs.

**PMIN 4803 Professional Staff Relationships (3 cr.)** Principles and practice of successful relationships with senior pastor and staff personnel. **Prerequisite:** PMIN 1103 and junior/senior standing. Offered spring semester: even-numbered years.

**PMIN 4893 Practicum in Pastoral Care I (3 cr.)** This course would focus on developing skills and understanding to provide Christian care for people in crisis adequately. Through classroom lectures, required readings, and supervised work in the clinical environment, students can demonstrate the practices involved in providing appropriate pastoral care. Offered every semester.

**PMIN 4973 Pastoral Care in the Local Church (3 cr.)** This course would focus on developing pastoral care skills and framing an understanding of adequately administering a caregiving ministry. Particular attention is given to establishing and maintaining a community of care in a Christian congregation. Offered spring semester: even-numbered years.

**PMIN 4983 Practicum in Pastoral Care II (3 cr.)** This course aims to develop further each student's ability to give quality pastoral care to persons in a crisis. Particular emphasis is placed on experiences designed to aid the student in providing distinctively Christian care during medical

and emotional trauma. **Prerequisites:** PMIN 4893. Offered on demand.

**PMIN 4993 Honor Studies (3 cr.)** Honor Studies are open only to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. **Prerequisite:** 90 hours and instructor and school chair approval. Offered on demand.

**PMIN 5203 Self-Assessment and Development (3 cr.)** This course explores the first step in becoming an effective minister: self-understanding. Students analyze their preferred ways of interacting with others along the four continuums described by Myers and Briggs, clarify their relational voice, identify their spiritual gifts, and articulate their desired master role in ministry. The assets of personal characteristics, experiences, passions, relationships, and expertise inform the self-assessment and development process.

**PMIN 5903 How to Teach the Bible (3 cr.)** A Bible study skills course that examines and applies appropriate methods and materials for teaching the Bible. A book is chosen, and exegetical and eisegetical techniques are used for laying out teaching and leading small group Bible studies, prayer meetings, and special training sessions.

## **POLS [Political Science]**

**POLS 1103 American Federal Government (3 cr.)** A survey study of the history, principles, structure, processes, and functions of the United States Federal Government.

**POLS 2103 Introduction to Public Administration (3 cr.)** This course introduces public administration in America by examining theoretical foundations, traditional management functions, and current issues in government and the nonprofit sector.

**POLS 2203 State and Local Government (3 cr.)** Analysis of the state's position in the federal system; state and local government in the United States; state constitution, constitutional development, functions, and state government problems. **Prerequisite:** POLS 1103. Offered spring semester: odd numbered years.

**POLS 3104 Constitutional Law (4 cr.)** The course includes separation of powers, taxation, police powers of the government, zoning, and eminent domain. Also, the course examines the relationships between the federal, state, and local governments and how they are related to American Indian governments. Additionally, the course emphasizes provisions of the Constitution that directly relate to law enforcement powers.

**POLS 3203 Effective Personal Management (3 cr.)** This is a study to assist the Public Administration professional in managing self-perception, positive attitudes, and personal and career goals.

**POLS 3213 Management Principles of Public Administration (3 cr.)** A study of the five parts of managing organizations: planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to public administration.

**POLS 4113 Methods-Operations Supervision (3 cr.)** Emphasis is on the functions of the supervisor as the link between middle management and the operative workforce. To supervise is to oversee people, and supervision is a function of all managers. However, the first-line supervisor is uniquely positioned to influence the productivity and morale of rank-and-file workers positively. This course focuses on three major functions of the supervisor: leading, producing, and training. It applies methods and techniques used successfully in government to develop effective supervisors.

**POLS 4313 Politics in Government Budgeting (3 cr.)** Students would determine the stages of the government budget process, examine the various political factors that influence the budgeting process, and examine the resolution, reconciliation, and appropriations processes. In addition, the roles of the executive and the legislative branches are examined, as well as the complex rules and procedures that influence

government policies and financial outcomes.

**POLS 4543 Veterans' Policy, before 9/11 (3 cr.)** The course will cover national policy on the military and veterans from pre-Civil War through the Cold War era. Topics include the 19th-century development of a national military, standardization of the military and support to veterans before WWII, supporting WWII veterans through the GI Bill, veterans of the Korean and Vietnam conflicts, and Cold War veterans.

**POLS 4553 Veterans' Policy, after 9/11 (3 cr.)** The course will cover the alteration of national policy on military veterans following the September 11, 2001 attack on the U.S. Topics include the 9/11 GI Bill, various Presidential directives, the Forever GI Bill, how VA hospitals and treatment of veterans have changed, and the cost of the changes to the nation.

**POLS 4613 Operations Planning and Control (3 cr.)** This course is designed to acquaint the student with the planning and control methods for operations. Topics include planning for personnel, equipment, supplies, and facilities; budget development and administration; scheduling; equipment and facilities maintenance; and quality control and maintenance.

**POLS 4713 Administrative Communication in Public Administration (3 cr.)** A study of key managerial communication concepts and skills used to diagnose communication problems and to communicate agency information and policies. Includes oral and written communication systems and techniques for the manager with emphasis on interviews, conferences, discussions, listening, small group, and intra- and interagency communications

## PSYC [Psychology]

**PSYC 1103 Introduction to Psychology (3 cr.)** An Introductory course designed to acquaint the student with a broad view of psychology. It should introduce the student to the field's major concepts, history, and development. In addition, attention is given to concepts such as learning, motivation, personality, stress, consciousness, intelligence, reasoning, and cognitive, social, moral, and psychological development. Offered every semester.

**PSYC/SOCI 2103 Introduction to Social Work (3 cr.)** A survey of the fields of social work, their history, problems, and techniques. **Prerequisites:** SOCI 1103 and SOCI 1203. Offered spring semester: even-numbered years.

**PSYC/SOCI 2203 Marriage and Family (3 cr.)** Consideration of factors in self-understanding and interpersonal relations. Mate selection, changing roles of men and women, and problems of marital adjustments are investigated. Socialization of children and problems of parenthood is considered. The effects of family violence, including children and spousal abuse, are discussed. **Prerequisite:** PSYC 1103. Offered every semester.

**PSYC/SOCI 2303 Social Psychology (3 cr.)** A study of the nature of the social structures that man has developed and their influences on the functioning of human individuals and groups. Emphasis is given to interactive processes involved in socialization, leadership, attitude formation, motivation, cognition, and self-concept formation. **Prerequisites:** PSYC 1103 and SOCI 1103. Offered spring semester: even-numbered years.

**PSYC 2403 Child and Adolescent Psychology (3 cr.)** Based on theory and research, this course studies human development from conception through young-adult. Major theoretical approaches to physical, cognitive, and psychosocial development are examined. In addition, this study would include parent/child, sibling, and other relationships as they relate to developmental processes and stages. Studies are divided into five periods of childhood: prenatal, infancy and toddlerhood, early childhood, middle childhood, and adolescence.

**PSYC 3103 Psychology of Learning (3 cr.)** Topics include basic learning theories, psychological principles applied to learning theories,

psychological principles of behavioral, emotional, and belief change, and applications to psychology, instruction, and educational practice. **Prerequisite:** PSYC 1103. Offered every fall semester.

**PSYC 3113 History and Systems of Psychology (3 cr.)** A survey of psychological thought from early philosophical roots to modern concepts of psychology as a science. Topics include the philosophy of mind and key psychological ideas that changed the world, with an emphasis placed on developments since the first psychological laboratory in 1879.

**PSYC 3123 Industrial Organizational Psychology (3 cr.)** This course would serve as an introductory course to the area of Industrial Organizational Psychology as a potential career field. The course would offer a broad description and examination of the psychological principles used in the world of work. Students would examine major theories, their applications in the workplace, and research conducted on those theories. The role of psychologists in job analysis, employee selection processes, employee training, performance appraisal processes, worker motivation, job satisfaction, and skills analysis, eliminating stress in the workplace, group, and team communications as well as the leadership skills leading to maximal outcomes would all be discussed in this course. The course would also move beyond theory to an overview of the applications of those theories in practice. **Prerequisite:** PSYC 1103. Offered Spring Semester: even-numbered years.

**PSYC/EDUC 3303 Development Across the Life Span (3 cr.)** This course is a study of human development and the nature of those social structures which impact it, especially social, emotional, physical, and cognitive aspects of human development throughout the life span. **Prerequisite:** PSYC 1103.

**PSYC 3313 Behavior Modification and Applied Psychology (3 cr.)** This course would introduce the application of scientific methodology to the resolution of problems in human behavior. The special focus of this course is the research and theoretical advances in the field of behavior modification and its application to the modification of behavior through systematic manipulation of the response-contingent environmental consequences. **Prerequisite:** PSYC 1103.

**PSYC 3413 Experimental Psychology (3 cr.)** Examining the fundamentals of the scientific method as applied to research in psychology includes Research design, sampling, measurement, analytical, evaluative, and interpretive skills needed to understand the professional research literature. Both qualitative and quantitative methods are explored to prepare learners for the integration project. **Prerequisite:** PSYC 3713 and COMM 2603.

**PSYC/SOCI 3603 Gerontology (3 cr.)** A study of human development from mature adulthood through retirement age until death with emphasis on the biological, personal, family, and sociological change affecting the aging adult. **Prerequisite:** PSYC 1103 or SOCI 1103. Offered spring semester, even-numbered years.

**PSYC/PMIN 3623 Dynamics of the Family in Crisis (3 cr.)** An examination of various crises which a family can experience throughout its various stages and the resources both within the family and external to it that can help family members through the crisis. **Prerequisite:** PSYC 1103. Offered every fall semester.

**PSYC 3633 Psychology of Addictions and Substance Abuse (3 cr.)** This is an introductory course in alcohol and drug counseling. It would focus on the historical, theoretical, and practical aspects of abuse, addiction, and chemical dependency counseling. **Prerequisite:** PSYC 1103. Offered every spring.

**PSYC 3713 Psychological Statistics (3 cr.)** This course provides a foundation study of descriptive and inferential, parametric, and non-parametric statistical techniques used in psychological research, including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi-square, and simple analysis of variance. In addition, this course prepares students to use computers for upper-level statistical analyses. Finally, it prepares them



for advanced classes in statistics. **Prerequisite:** PSYC 1103.

**PSYC 3803 Introduction to Research Methods (3 cr.)** The purpose of this class is to introduce students to the various methods of doing research in the behavioral sciences. Surveys, longitudinal, cross-sectional, naturalistic observations, and experimental designs are studied. Each student would complete a research project using knowledge gained from this class and the statistics class which precedes it. Students would have the opportunity to present and display these projects at the University's Public Annual Research Day Research Poster Presentation. **Prerequisites:** PSYC 1103 and MATH 3703 or PSYC 3713. Offered every spring semester.

**PSYC 3813 Cognitive Psychology (3 cr.)** The exploration of the theory and application of how people accomplish complex cognitive tasks. Emphasis is on research based on human information processing theories which include pattern recognition, attention, memory organization, language comprehension, problem-solving, and decision-making are among the topics that are presented. **Prerequisite:** PSYC 1103.

**PSYC 3903 Stress Management (3 cr.)** This course is designed to acquaint students with the basic principles of stress management and their application to personal and occupational stress situations. **Prerequisite:** PSYC 1103.

**PSYC 4103 Biblical Concepts of Mental Health (3 cr.)** This course is a study of biblical concepts of mental health. Applications are made from the teaching of Jesus to personality, psychopathology, and developmental disorders. Special emphasis is given to shame, guilt, anger, resentment, and the concept of forgiveness.

**PSYC 4233 Performance and Sports Psychology (3 cr.)** This course is designed to assist students in learning and understanding the application of psychological principles in Sports Psychology and Performance. Various psychological theories and research in personality, motivation, arousal and regulation, anxiety, competition and cooperation, leadership, and imagery are explored as they relate to human performance and emotional, physical, and psychological well-being. In addition, psychological development is discussed as it relates to character and sportsmanship development. The course would serve as an introduction to how these theories and principles are applied in the field of Performance and Sports Psychology. **Prerequisite:** PSYC 1103.

**PSYC 4213 Physiological Psychology and Neuroscience (3 cr.)** Survey of neuroanatomy and brain structures, neural activity, genetics, and neurochemical and biochemical basis related to emotions, behavior, mental disorders, and human development. **Prerequisite:** PSYC 3303.

**PSYC 4303 Principles of Counseling (3 cr.)** This class is designed to introduce students to the principles and practices of the counseling process. In addition, the techniques of major religious and secular approaches to counseling are studied. **Prerequisite:** PSYC 1103. Offered every fall semester.

**PSYC 4313 Multicultural Psychology (3 cr.)** The course would explore ethnic and socio-cultural diversity from a psychological perspective. The study would focus on how diversity affects interpersonal and institutional processes along with its impact on psychological functioning and the utilization of psychological knowledge. **Prerequisite:** PSYC 1103.

**PSYC 4333 Positive Psychology (3 cr.)** Positive psychology is the study of how human beings prosper even in the face of adversity. Its goal is to identify and enhance the human strengths and virtues that make life worth living and allow individuals and communities to thrive. The study would examine the paradigm shift from pathology to strengths-based psychology. The focus would include pleasure and positive experience, happiness, positive thinking, flow, character strengths, values, talents, wellness, and positive interpersonal relationships. **Prerequisite:** PSYC 1103.

**PSYC 4343 Psychology of Motivation and Emotions (3 cr.)** The research into motivational and emotional processes and their practical

application are studied. The areas of study include basic motivational concepts and theories, basic emotions, underlying physiological and neurological processes, and social and cultural concepts. **Prerequisite:** PSYC 1103.

**PSYC/COMM 4403 Small Groups: Principles and Practices (3 cr.)** This course deals with both the theoretical and practical processes of group relationships. Task accomplishment, decision-making, leadership styles, and member roles are examined. The course is designed as a learning laboratory stressing the practical application of principle studies. **Prerequisite:** PSYC 1103. Offered every spring semester.

**PSYC/PMIN 4603 Pastoral Counseling (3 cr.)** A study of counseling from a Christian perspective as it relates to helping people deal more effectively with personal, spiritual, and non-pathological problems. Specific issues are examined. Attention is given to the development of counseling skills and role-playing. **Prerequisites:** PSYC 1103. Offered every spring semester.

**PSYC 4613 Advanced Pastoral Counseling (3 cr.)** The class is designed to provide a practical supervised counseling experience for students who have successfully completed Pastoral Counseling 4603. Students would participate in simulated counseling situations, writing session plans and progress reports. **Prerequisites:** PSYC 1103, PSYC 4303, and PSYC 4603. Offered on demand.

**PSYC 4703 Psychology of Abnormal Behavior (3 cr.)** This course would give students a general introduction to the study of abnormality and the disordered experiences that make up such abnormality. In addition, the major diagnostic categories, clinical treatment approaches, and problems of studying abnormal living are examined. **Prerequisite:** PSYC 1103. Offered every fall semester.

**PSYC 4803 Personality Development (3 cr.)** This course provides a general introduction to the classical theories of personality in American psychology and introduces the student to the objectives and challenges of a scientific study of personal life. Emphasis is given to a critical evaluation of personality theories and approaches, including psychodynamic, behavioral, phenomenological, trait, and social learning theories. **Prerequisite:** PSYC 1103.

**PSYC 4813 Professional Ethics and Conduct (3 cr.)** This course addresses the legal requirements and behavioral expectations for behavioral science professionals. It is designed to equip students entering the field with the necessary information with which to function in a professional manner as behavioral science practitioners. **Prerequisite:** PSYC 1103. Offered spring semesters: even-numbered years.

**PSYC 4833 Psychology Integration Project (3 cr.)** Students would apply evaluation criteria to critique their review of the literature and the incorporation of content from the academic courses to identify and correct weaknesses in their analysis and proposed solution. Students would compose a written and integrated comprehensive report describing the review of the literature, the course content utilized in the project, the analysis of the issues, and the proposed solution culminating in an oral presentation of their Research Project. **Prerequisite:** PSYC 3413.

**PSYC 4893 Special Topics in Psychology (3 cr.)** This course is designed to address topics of special interest in the psychology content field. Topics would vary according to student interest and/or curriculum improvement needs. **Prerequisites:** Instructor permission. Offered on demand.

**PSYC 4903 Internship: Field Experience (3 cr.)** This course is designed to be the capstone experience for the behavioral science major. Students would work in a clinical setting under the supervision of a qualified on-site clinical supervisor. Weekly participation in internship groups with other student interns and a behavioral science faculty member is an integral part of this course. **Prerequisites:** Thirty (30) hours in behavioral science and senior standing. Offered every semester.

**PSYC 4993 Honor Studies (3 cr.)** Honor Studies are open to students with

initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** 90 hours and approval of the instructor and School Chair. Offered on demand.

### RSCH [Research]

**RSCH 3403 Research and Ethical Decision Making (3 cr.)** The first course in the research block focuses on the fundamentals of research applied in various fields. Both quantitative data analysis and qualitative methods are explored, allowing students to form the foundations for their research project, including selecting an appropriate researchable topic and performing a review of the literature – this would correspond to Chapters 1 and 2 in a formal research project. In addition, students would continue the study of statistics related to correlation, experimental design, and regression analysis. **Prerequisite:** COMM 2603.

**RSCH 3713 Statistics for Research (3 cr.)** This course provides a foundational study of the conceptual and computational principles of statistics used in research, including descriptive and basic inferential statistical techniques along with parametric and non-parametric methods. Topics include frequency distributions, measures of central tendency, probability, and hypothesis testing. In addition, an introduction to the concepts related to t-tests, correlation, regression analysis, Chi-square, and simple analysis of variance are presented. **Prerequisite:** MATH 1103 or MATH 2503.

### SMGT [Sports Management]

**SMGT 3113 Leadership and Ethics in Sports (3 cr.)** This course examines the ethical issues individuals face in Sport Management settings. Emphasis is placed on ethical dilemmas sports managers encounter in the daily operation of commercial, recreational, and educational athletic programs. In addition, students study leadership theories and practices as they relate to sports organizations and their effects on employee motivation in an athletic setting. Offered every spring semester, even-numbered years.

**SMGT 3123 Sociology of Sports (3 cr.)** This course examines diverse ways organized sports reflect and influence the values and social structures of society. Students analyze the major political, economic, and social functions of sports in historical and cross-cultural contexts. Topics include women and sports, violence, race and sports, and the changing functions of collegiate and professional athletics. Offered every spring semester, even-numbered years.

**SMGT 3513 Sports Fundraising and Sponsorship (3 cr.)** This course examines skills, strategies, and techniques needed for successful revenue generation in the sports industry. In addition, students examine corporate sponsorship and its impact on the sports industry from a sales and marketing perspective. Offered every fall semester, odd-numbered years.

**SMGT 4123 Sports Facilities Management (3 cr.)** This course is designed to provide learning experiences in managing sport facility operations, planning new sports facilities, and renovating and maintaining new facilities. An understanding of sports facilities, their design, and management are gained through field study, speakers, and standard classroom material. Offered every fall semester, odd-numbered years.

**SMGT 4223 Sports Law and Risk Management (3 cr.)** This course provides a presentation of the basic legal system, its terminology, and its principles as applied to professional and amateur sports. Emphasis is on identifying and analyzing legal issues, the ramifications of those issues, and the means of limiting the liability of sports organizations. Offered every spring semester, even-numbered years.

### SOCI [Sociology]

**SOCI 1103 Introduction to Sociology (3 cr.)** A study of the nature of social

relations, social institutions, social processes, and the products of these relationships. The nature of culture, communication, socialization, mobility, social control, and other sociological concepts are considered. Offered every fall semester.

**SOCI 1203 Social Problems (3 cr.)** The impact of technological change, social change, and mobility in Western society is examined. Conflicts concerning social values and social disorganization are studied as these apply to a variety of familial, economic, religious, and other interpersonal situations. **Prerequisite:** SOCI 1103. Offered every spring semester.

**SOCI/PSYC 2103 Introduction to Social Work (3 cr.)** A survey of the fields of social work, their history, problems, and techniques. **Prerequisites:** SOCI 1103 and SOCI 1203. Offered spring semester: even-numbered years.

**SOCI/PSYC 2203 Marriage and Family (3 cr.)** Consideration of factors in self-understanding and interpersonal relations. Mate selection, changing roles of men and women, and problems of marital adjustments are investigated. Socialization of children and problems of parenthood is considered. The effects of family violence, including children and spousal abuse, are discussed. **Prerequisite:** PSYC 1103. Offered every fall semester.

**SOCI/MISS 2243 Introduction to Cultural Anthropology (3 cr.)** A study of people's cultures worldwide, including the principles behind the various aspects of culture. The course is designed to provide an understanding of cross-cultural problems, which can assist in more effective communication of the Gospel and a better understanding of the person's culture. **Prerequisites:** SOCI 1103 and PSYC 1103. Offered spring semester: Odd-numbered years.

**SOCI/PSYC 2303 Social Psychology (3 cr.)** A study of the nature of the social structures that man has developed and their influences on the functioning of human individuals and groups. Emphasis is given to interactive processes involved in socialization, leadership, attitude formation, motivation, cognition, and self-concept formation. **Prerequisites:** PSYC 1103 and SOCI 1103. Offered spring semester: even-numbered years.

**SOCI/MISS/PMIN 3023 World Religions and Heretical Movements (3 cr.)** A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also, some typical American cults are included. Offered fall semester: even-numbered years.

**SOCI/MISS 3203 Social Work in the Church (3 cr.)** A survey of the special efforts of the church in the field of social work in the alleviation of human needs. Attention is given to the church's role in world cultures' rapidly changing social structures and the manifestation of the Gospel through Christian charity. **Prerequisites:** SOCI 1103 and SOCI 1203. Offered fall semester: even-numbered years.

**SOCI 3303 Food Insecurity (3 cr.)** This course provides an overview of the definition and scope of food insecurity at the local, national, and global levels. It would cover the concept of food insecurity, explain how it is defined and measured, and provide a picture of the extent of the issue at multiple levels. The course would also examine elements contributing to food insecurity in these different contexts. Students are also exposed to intervention strategies designed to reduce food insecurity, and some local and global organizations are working to develop and implement them.

**SOCI 3403 Water Scarcity (3 cr.)** This course provides an overview of the definition and scope of water scarcity and conflict at the local, national, and global levels. It would cover the concept of water scarcity, explore the issue of water rights, examine causes for the current water shortages across parts of the globe, and provide a picture of the political and personal issues faced by countries and individuals when dealing with a shortage of clean water. Economic, political, and environmental factors are examined. Additionally, students are exposed to intervention strategies designed to increase the availability of clean water and some

of the local and global organizations working to develop and implement them.

**SOCI 3433 Researching Veterans (3 cr.)** The course will look at the research conducted on U.S. veterans to give students an idea of how the population has been categorized using reliable, open-source studies and data. Data sources will include government and non-profit sources, and Veterans journals. The course will include research on 21st-century student veterans, Adult Learning, Disability-Related, Adaptation, Transition, and Identity Studies.

**SOCI/PSYC 3603 Gerontology (3 cr.)** A study of human development from mature adulthood through retirement age until death with emphasis on the biological, personal, family, and sociological change affecting the aging adult. **Prerequisite:** PSYC 1103 or SOCI 1103. Offered spring semester: even-numbered years.

**SOCI 4113 Internship in Sociology (3 cr.)** Opportunities are provided for the student to gain practical experience in some field of social work related to the church. The instructor supervises the student and must make written reports and evaluate his work. **Prerequisite:** Twelve (12) hours of sociology, instructor approval, and department head approval. Offered on demand.

**SOCI 4203 The Ethnicity in America (3 cr.)** This course seeks to give an overview of the major ethnic groups in America, emphasizing their arrival and integration with American society. In addition, this course also covers the issues of race relations, the source, and nature of group tensions, as well as communication and cross-cultural issues that would inform interaction with, and evaluation of, various groups.

**SOCI 4993 Honor Studies (3 cr.)** Honor Studies are open to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** 90 hours and approval of the instructor and School Chair. Offered on demand.

## SPAN [Spanish]

**SPAN 1104 Elementary\* Spanish I (4 cr.)** Emphasis is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary constructs, and learning simple conversational patterns. Offered every fall semester.

**SPAN 1204 Elementary\* Spanish II (4 cr.)** A continuation of the skill-building processes of elementary Spanish 1104, with an introduction to more difficult grammatical constructs, grammar, and the practice of more complex conversational patterns. **Prerequisite:** SPAN 1104. Offered every spring semester.

## THEO [Theology]

**THEO 1103 Biblical Life and Witness (3 cr.)** An introduction to the basic teachings of the Bible to help the student understand how to live a Christian life and how to witness to others what God can do. Offered every semester.

**THEO 2103 Systematic Theology I (3 cr.)** It is an introductory study of what we can know about God, humanity, sin, salvation, sanctification, the church, and the end of the world. **Prerequisites:** BIOT 1103, BINT 1203, and THEO 1103. Offered every fall semester.

**THEO 2203 Systematic Theology II (3 cr.)** A continuation of the introductory study of what it is possible for us to know about God, humanity, sin, salvation, sanctification, the church, and the end of the world. **Prerequisites:** THEO 2103. Offered every spring semester.

**THEO 2303 Introduction to Christian Theology (3 cr.)** An introduction to nature (what is it?), the task (how do you do it?), and the shape (how does it fit together?) of Christian knowledge and God, humanity, sin, salvation, sanctification, the Church, and the end of the world.

**Prerequisites:** BINT 1203.

**THEO 3403 The Person and Work of the Holy Spirit (3 cr.)** The person and work of the Holy Spirit are studied in the light of Biblical teaching {with an emphasis on a Wesleyan perspective}. The activity of the Holy Spirit is traced through the Old and New Testaments, with special emphasis on the teaching of Christ and Pauline Pneumatology. The historical development of the doctrine is also considered. **Prerequisite:** THEO 2103-2203. Offered fall semester: even-numbered years.

**THEO 3603 Spiritual Formation and Ministry (3 cr.)** The purpose of this class is to explore and practice disciplines of Christianity that are foundational for a dynamic Christian life and ministry. Such a lifestyle would ultimately lead to a life of holiness as a part of the experience of sanctification and the ongoing process of holy living. **Prerequisite:** PMIN 1103.

**THEO 3813 Judeo-Christian Ethics (3 cr.)** A study of theoretical and practical problems of moral conduct and proposed solutions, emphasizing the nature of ethics, values, right obligations, and opportunities.

**THEO 3823 Biblical Concepts of Leadership (3 cr.)** A study of the concepts of leadership in the context of the scriptures. Applications of the concepts for both personal and career goals.

**THEO 3833 Foundations of Ethics: Christian Theology (3 cr.)** A systematic study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin, salvation, and related topics. These themes are examined through the focus of New Testament literature with an emphasis on their ethical implications.

**THEO 4203 Eschatology (Last Things) (3 cr.)** A study of the biblical teachings on the kingdom of God, the second coming of Christ, the Millennial theories, and the final destiny of humankind. **Prerequisite:** Twelve (12) hours of Bible/Theology. Offered spring semester: odd numbered years.

**THEO 4303 Church of God Theology (3 cr.)** This course studies the distinctive vision and contribution of writers in the Church of God Reformation Movement (Anderson) to understanding the Christian life and sanctification, the Church, and eschatology in their historical context. Issues of church polity and collaborative Ministries within this movement would also be considered. **Prerequisites:** BINT 1103 and BINT 1203. Offered fall semester: even-numbered years.

**THEO 4323 The Teachings of Wesleyan-Arminian Theology (3 cr.)** For centuries, John Wesley and Jacob Arminius's teaching has shaped the interpretation and application of scripture concerning depravity, election, atonement, grace, and perseverance. Many mainline denominations and faith groups, including the Church of God Reformation Movement, have embraced these teachings. Students would explore theological tenants in light of Wesleyan-Arminian teachings and their application to Christian living.

**THEO 4403 Theology of Ministry (3 cr.)** This course clarifies and grounds the practical functions of pastoral ministry and congregational leadership in a biblical ministry model as participation in God's continuing reconciliation activity. We would consider the relationship between God and our ministry, some practical implications of this, and the role of personal formation in faithful ministry theologically. **Prerequisites:** THEO 2203 or THEO 2303. Offered spring semester: odd numbered years.

**THEO 4923 Special Topics in Theology (3 cr.)** This course is designed to address topics of special interest in theology. Topics would vary according to student interests and curriculum improvement needs. **Prerequisites:** Junior standing or instructor's permission. Offered spring semester: odd numbered years.

**THEO 4993 Honor Studies (3 cr.)** Honor Studies are open to students with initiative and capability in individual study and research. The course is designed to allow students to do advanced work in an area of particular interest to them under the supervision of a selected faculty

member. The course instructor must approve the course's offering and its format. All work must be completed within one regular semester or one summer. **Prerequisites:** 90 hours and instructor and department head approval. Offered on demand.

**THEO 5213 Wesleyan-Arminian Theology (3 cr.)** The first half of this course addresses the background and development of Arminian theology. It would demonstrate that classical Arminian theology has a rightful place in the Evangelical church in relation to Reformed theology and sustains important differences from Calvinism. The second half of this course would address the theology of John Wesley, focusing on God as "holy love" as a central theme and giving particular attention to the doctrine of Christian Perfection.

**THEO 5223 Theological Method (3 cr.)** The Wesleyan quadrilateral would provide the basis for lectures, readings, and discussions on the role of Scripture, tradition, experience, and reason in making theological decisions relating to ministry and church work. In addition, the implications of other contemporary theological methods for ministry are explored.

**THEO 5233 Spiritual Formation from a Wesleyan Perspective (3 cr.)** This course would challenge students to explore and apply theological principles of Wesley's Means of Grace as building blocks that empower and energize one to live and lead with spiritually-formed Christ-like

character.

### UNIV [University Courses]

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**UNIV 0171 College Foundations (1 cr.)** This remediation course provides individualized instruction in the essentials of math. Students in this course scored below 16 on the math section of the ACT placement exam.

**UNIV 0173 College Foundations (3 cr.)** This remediation course provides individualized instruction in reading, math, and English. Students in this course scored below 75% on the English or math assessments.

**UNIV 1101 Becoming a Master Student (1 cr.)** This course allows the student to learn and adopt a variety of theories and techniques that promote success in academic pursuits and beyond. Offered every fall.

**UNIV 1123 Success at MACU (3 cr.)** This course would include strategies to succeed in college and life. The course aims to improve academic performance by empowering students to become active, responsible learners who can prosper in college. Required for all college of adult and graduate studies undergraduate students unless waived by the academic dean or their designee.

**UNIV 2503 Professional Development Review (3 cr.)** Professional development guides students through documenting college-level learning outside a college setting to earn college credit for that learning.

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<b>Ashley Gotcher, MBA</b> <i>Vice President of Alumni Engagement and Strategic Communications</i>		

### Academic Affairs

<b>Sharon Lease, EdD</b> <i>Vice President of Academic Affairs and Chief Academic Officer</i>	<b>Library</b> Marsha Kendrick, MEd <i>Director of Library Services</i>	<b>School of English</b> Mark Harris, MA <i>Chair</i>
Julie Shatswell, MS <i>Executive Assistant for Academic Affairs</i>	<b>Registrar</b> Stephanie Davidson, MS <i>University Registrar</i>	<b>School of General Education</b> Kenneth Schell, MA <i>Chair</i>
<b>Academic and Curriculum Services</b> Christie Smith, EdD <i>College of Adult and Graduate Studies Dean</i>	Clint Boardman, MBA <i>Associate Registrar</i>	<b>School of Mathematics</b> Carol Fowlkes, PhD <i>Chair</i>
<b>Adult School of Arts and Sciences</b> Garret Castleberry, PhD <i>Chair</i>	Matthew Corrigan, MBA <i>Assistant Registrar</i>	<b>School of Ministry</b> Justin Key, PhD <i>Chair</i>
<b>College of Adult and Graduate Studies</b> Christie Smith, EdD <i>Dean</i>	<b>School of Behavioral Science and Counseling</b> Leon Renault DeSecottier, EdD <i>Co-Chair</i>	<b>School of Science</b> Deshani Fernando, PhD <i>Co-Chair</i>
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<b>Institutional Research and Effectiveness</b> Morgan Thompson, MEd <i>Dean</i>	<b>School of Business Leadership</b> McMurry, William, MBA, MLA <i>Interim Chair</i>	<b>School of Teacher Education</b> Vickie Hinkle, PhD <i>Chair/Director</i>



**Thomas School of International Studies**

Enrique Cepeda, DMiss

*Executive Director of Thomas School of International Studies***University Departments****ADMISSIONS/ENROLLMENT**

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*Executive Vice President and Chief of Staff*

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*Dean of Student Development and Engagement*

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*Executive Director of Admissions*

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*Assistant Vice President of Enrollment*

Jennifer Randall, MA

*Assistant Vice President of Enrollment***ATHLETICS**

Marcus Moeller, BS

*Athletic Director*

Adam Stanek, BA

*Sports Information Director*

Daniel Peaslee, BA

*Director of Esports and Head Coach***BUSINESS AFFAIRS**

Kristin Jasper, MBA

*Vice President of Finance and Chief Financial Officer*

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*Controller*

Michael Foote, MBA

*Assistant Controller*

Brittany Braden, BS

*Bursar*

Pam Mathis, BS

*Office of Business and Finance Director***CAMPUS MINISTRIES**

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*Director of Campus Ministries/Campus Pastor***CAMPUS STORE**

Heather Barrett, BA

*Campus Store Manager***HUMAN RESOURCES**

Shauntae Sourie, MBA, SPHR, SHRM-SCP, CCP

*Director of Human Resources***INFORMATION TECHNOLOGY**

Jody Allen, MA

*Vice President, Chief Information Officer*

Scotti McDowell, MBA

*Director of Business Analysis and Operational Systems*

Ciana Young, BA

*Assistant Director of Administrative Systems***INSTITUTIONAL RESEARCH AND EFFECTIVENESS**

Morgan Thompson, MEd

*Dean*

Triston Herron, MS

*Data Specialist***LIBRARY**

Marsha Kendrick, MEd

*Director of Library Services***MAINTENANCE**

Connie Gall

*Director of Facilities*

Dusty Figura

*Maintenance Superintendent***OFFICE OF FINANCIAL AID**

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*Director***OFFICE OF THE PRESIDENT**

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*President*

Carrie Green

*Executive Assistant to the President*

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*Vice President of Alumni Engagement and Strategic Communications*

Amanda Harris, MBA

*Vice President of Strategic Initiatives***OFFICE OF THE REGISTRAR**

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*University Registrar*

Clint Boardman, MBA

*Associate Registrar*

Matthew Corrigan, MBA

*Assistant Registrar***SCRAPER COUNSELING CENTER**

Angela Phillips, LPC

*Director of Counseling***STUDENT AFFAIRS/SERVICES**

Alicia McCullar, PhD

*Dean of Student Development and Engagement*

Blake Carlson, MS

*Director of Student Life, Conduct, and Safety*

Madeleine Williams, MBA

*Director of Housing*

Christopher Canary, MDiv

*Director of Student Services*

MaKailee George, BA

*Director of Graduate and Career Development***STUDENT VETERAN ADVISOR**

LaHonda Toussaint, MEd

*Student Veteran Advisor***Directors and Administrative Staff****Greenwald, Phil, MBA***President, Chief Executive Officer*

BA, Messiah College; MBA, Mid-America Christian University

**Allen, Jody, MA***Vice President of Operations, Chief Operations Officer, Chief Information Officer*

BA, Angelo State University; MA, University of Oklahoma

**Alvarez-Stanton, Erica, MEd***Executive Director of Admissions and Community Outreach*

BS, McPherson College; MEd, University of Central Oklahoma

**Barrett, Heather, BA***Campus Store Manager*

BA, California State University Channel Islands

**Braden, Brittany***Bursar*

BS, Mid-America Christian University



**Boardman, Clint, MBA****Associate Registrar**

BS, MBA, Mid-America Christian University

**Brock, Kim, MBA****Controller**

BS, University of Central Oklahoma; MBA, University of Central Oklahoma College of Business

**Canary, Christopher, MDiv****Director of Student Services**

BA, Oklahoma Baptist University; MDiv, George W. Truett Theological Seminary at Baylor University

**Carlson, Blake, MS****Director of Student Life, Conduct, and Safety**

BA, Southern Nazarene University; MS, Union Institute &amp; University

**Castleberry, Rita, BA****Director of Financial Aid**

BA, Northwestern Oklahoma State University;

**Cepeda, Enrique R, DMiss****Executive Director, and Thomas School of International Studies**

BTh, Gulf Coast Bible College; BA, Warner Pacific College; MDiv, Asbury Theological Seminary; ThM, Fuller Theological Seminary; D Miss, Honorary Doctor in Divinity, Mid-America Christian University

**Davidson, Stephanie, MS****University Registrar**

BS, MS, Mid-America Christian University

**Dugay, Kevin, BS****Director of Campus Ministries/Campus Pastor**

BS, Mid-America Christian University

**Foote, Michael, MBA****Assistant Controller**

BS, MBA, Mid-America Christian University

**Fozard, John, PhD****Chancellor**

BS, Southern Illinois University; MM, Anderson College School of Theology; PhD Trinity College and Seminary, Newburg, Indiana

**Gall, Connie****Director of Facilities****George, MaKailee, BA****Director of Graduate and Career Development**

BA, Mid-America Christian University

**Gotcher, Ashely, MBA****Vice President of Alumni Engagement and Strategic Communications**

BS, Oklahoma State University; MBA, Mid-America Christian University

**Harris, Amanda, MBA****Vice President of Strategic Initiatives**

BM, Oklahoma City University; MBA, University of Phoenix

**Jasper, Kristin MBA****Vice President of Finance and Chief Financial Officer**

BS, Southern Nazarene University; MBA, Southern Nazarene University

**Kendrick, Marsha, MEd****Director of Library Services**

BA, University of Central Oklahoma; MEd, East Central University

**Lease, Sharon, EdD****Vice President of Academic Affairs and Chief Academic Officer**

BA, Oklahoma City University; MEd, Millersville University; MEd, The University of Guam; EdD, The University of Oklahoma

**McCullar, Alicia, PhD****Dean of Student Development and Engagement**

BA, Oklahoma Baptist University; MS, East Central University; PhD, University of Oklahoma

**McDowell, Scotti, MA****Director of Business Analysis and Operational Systems**

BS, LeTourneau University; MBA, Mid-America Christian University

**Mathis, Pam, BS****Office of Business and Finance Director**

BS, University of Science and Arts of Oklahoma

**Moeller, Marcus, BS****Athletic Director**

AA, Ozark Christian College; BS, Missouri Southern

**Peaslee, Daniel, BS****Director of Sports and Head Coach**

BS, Mid-America Christian University

**Phillips, Angela, LPC****Director of Counseling****Randall, Jennifer, MA****Assistant Vice President of Enrollment**

BS, Mid-America Christian University; MA, University of Oklahoma

**Rehbein, Esther, MEd****Dean of College of Arts and Sciences**

BS, Gulf-Coast Bible College; MA, Northern Arizona University

**Rose, David, MBA****Assistant Vice President of Enrollment**

BS, Indiana Wesleyan University; MBA, Indiana Wesleyan University

**Smith, Christie, EdD****Dean of College of Adult and Graduate Studies/Academic and Curriculum Services**

BBA, Sam Houston State University; MEd, University of Houston; EdD, Abilene Christian University

**Sourie, Shauntae, MBA, SPHR, SHRM-SCP, CCP****Director of Human Resources**

BS, BBA, BA, Langston University; MBA, University of Central Oklahoma

**Spurgeon-Harris, Bobbie, EdD****Executive Vice President and Chief of Staff**

BS, Northwestern Oklahoma State University; MSS, United States Sports Academy; EdD, United States Sports Academy

**Thompson, Morgan, MEd****Dean of Institutional Research and Effectiveness**

BS, Mid-America Christian University; MEd, University of Oklahoma

**Williams, Madeleine, MBA****Director of Housing**

BS, Oklahoma State University; MBA, Mid-America Christian University

**Young, Ciana, BA****Assistant Director of Administrative Systems**

BA, Mid-America Christian University

## Faculty

### Full-Time Faculty

*The date in parentheses represents the year of becoming full-time faculty at MACU.*

**Akers, Marvin, MA (2018)***Associate Professor: Adult School of Arts and Sciences*

AS, Community College of the Air Force; BS, MA, Mid-America Christian University

**Arnold, Trina, MBA (2016)***Assistant Professor: Adult School of Arts and Sciences*

BS, University of Central Oklahoma; MEd, University of Central Oklahoma; MBA, Southern Nazarene University

**Bailey, Rachel, MBA (2021)***Assistant Professor: School of Business Leadership*

BS, MBA, Mid-America Christian University

**Barton, Pamela, MA (2016)***Assistant Professor: School of Ministry*

BS, University of Central Oklahoma; MA, Friends University

**Bell, Lisa, MBA (2021)***Assistant Professor: School of Business Leadership*

AS, Oklahoma City Community College; BS, Mid-America Christian University, MBA, Mid-America Christian University

**Bland, Rebecca, MA (2012)***Assistant Professor: School of English*

BA, Southwestern Christian University; MA, University of Central Oklahoma

**Castleberry, Garret, PhD (2017)***Professor/Chair: Adult School of Arts and Sciences*

BA, Southwestern Oklahoma State University; MA, University of North Texas; PhD, University of Oklahoma

**DeSecottier, Leon Renault, EdD (2012)***Co-Chair/Professor Emeritus: School of Behavioral Science and Counseling*

BS, MS, EdD Texas Tech University

**Fernando, Deshani, PhD (2017)***Associate Professor/Co-Chair: School of Science*

BS, University of Kelaniya, Sri Lanka; PhD, Oklahoma State University

**Fischer, Gayle, PhD (2019)***Associate Professor: School of Teacher Education*

BS University of Georgia; MS, PhD, University of Oklahoma

**Ford, Larry (2022)***Assistant Professor: School of Behavioral Science and Counseling*

BS, Mid-America Christian University; MS, University of Oklahoma; PhD, Arizona State University

**Fowlkes, Carol, PhD (1998)***Professor/Chair: School of Mathematics*

BA, MEd, Mid-America Nazarene College; PhD, Oklahoma State University

**Harris, Mark S, MS, MA (2001)***Associate Professor/Chair: School of English*

BS, MS, Radford University; MA, University of Central Oklahoma

**Hayes, Jayme, MS (2021)***Assistant Professor: School of Science*

BS, University of Oklahoma; MS, Kansas City University

**Herron, Triston, MS (2022)***Assistant Professor: School of Business Leadership*

BS Mid-America Christian University; MS, Southern New Hampshire University

**Hinkle, Vickie, PhD (2008)***Professor/Chair/Director: School of Teacher Education*

BS, MEd, University of Central Oklahoma; PhD, University of Oklahoma

**Hurdman, Michael, MS (2015)***Associate Professor: School of Ministry*

AA, Nazarene Bible College; BS, MS, Southwestern Christian University

**James, Terry, PhD (2020)***Associate Professor: School of Teacher Education*

BS, MEd, University of Central Oklahoma; PhD, University of Oklahoma (Clarifying) JS

**Key, Justin, PhD (2012)***Professor/Chair: School of Ministry*

BA, Mid-America Christian University; MDiv, Asbury Theological Seminary; PhD, Southwestern Baptist Theological Seminary

**Kihega, Harold, PhD (2016)***Professor/Co-Chair: School of Science*

BS, Cameron University; MEd, University of Central Oklahoma; PhD, University of Oklahoma

**McMurry, William, MBA, MLA (2015)***Interim Chair/Assistant Professor: School of Business Leadership*

BS, University of Central Oklahoma; MBA, University of Phoenix; MLA, Oklahoma City University

**Nance, Julie, PhD (2013)***Associate Professor: School of Ministry*

BA, Anderson College; MDiv, Louisville Seminary; PhD, International Seminary

**Philipson, Danielle, EdD (2022)***Assistant Professor: School of Business Leadership*

BA, University of California, Irvine; MHA, Cornell University; Ed.D. Candidate, Abilene Christian University

**Pickens Jr, Mark S, PhD (2011)***Professor: School of English*

BA, Oklahoma City University; MA, University of Oklahoma; PhD, University of Oklahoma

**Pullen, Annette, PhD (2018)***Associate Professor: School of Behavioral Science and Counseling*

AAS, Minnesota State College South East Technical; BA Argosy University; MS Capella University; PhD, Capella University

**Rehbein, Esther, MEd (2004)***Associate Professor: School of Teacher Education*

BS, Gulf-Coast Bible College; MA, Northern Arizona University

**Riesenmy, Kelly, PhD (2018)***Associate Professor: School of Business Leadership*

BA; MA, University of Missouri-Kansas City; PhD, Regent University

**Sampedro, Jesus, DSL (2019)***Assistant Professor: School of Business Leadership*

BBA, University of Carabobo; MBA, DSL, Regent University

**Sanders, Michael, DMin (2021)***Professor: School of Ministry*

BS, Gulf-Coast Bible College; MAR, Asbury Theological Seminary; DMin, Anderson University School of Theology

**Schell, Kenneth, MA (2019)***Associate Professor/Chair: School of General Education*

BA Mid-America Christian University; MA Arizona State University

**Sloan, Stephen, JD (1991)***Professor: School of Business Leadership*

BA, MS, Southern Nazarene University; JD, University of Oklahoma

**Sutton, Wendell, JD (2004)***Professor: School of Ministry*

BS, Oklahoma State University; MA, Southern Nazarene University; JD, University of Oklahoma College of Law

**Thomas, Kimberly, DMin (2000)***Co-Chair/Professor: School of Behavioral Science and Counseling*

BS, Gulf-Coast Bible College; MA, Texas Southern University; DMin Houston Graduate School of Theology

**Part-Time Faculty****College of Arts and Sciences Part-time Faculty****Attanasi, Mark, MBA**

BA, Southern Nazarene University; MBA, Keller Graduate School

**Bailey, Rachel, MBA**

BS, MBA, Mid-America Christian University

**Bates, Olivia, MS**

BA, Mid-America Christian University; MS, University of Oklahoma

**Bell, Lisa, MBA**

AS, Oklahoma City Community College; BS, Mid-America Christian University; MBA, Mid-America Christian University

**Burnam, Amanda, MA**

BS, Western New Mexico University; MA, New Mexico State University

**Carlson, P Blake, MS**

BS, Southern Nazarene University; MS, Union Institute &amp; University

**Castleberry, Garret, PhD**

BA, Southwestern Oklahoma State University; MA, University of North Texas; PhD, University of Oklahoma

**Clark, Angela, MEd**

BA, Mid-America Christian University; MEd, University of Central Oklahoma

**Copeland, Kristopher, PhD**

AA, Carl Albert State College; BA, Northeastern State University; MA, University of Arkansas; PhD, University of Arkansas

**Corrigan, Matthew, MBA**

BA, Mid-America Christian University; MBA, Mid-America Christian University

**Davidson, Stephanie, MS**

BS, MS, Mid-America Christian University

**Dukes, Allen, MS**

BSE, Oklahoma Christian College; MS, Oklahoma State University

**Dutton, Jeni, MEd**

BS, Mid-America Bible College; MEd, University of Oklahoma

**Dutton, Kelsie, MA**

AA, Hill College; BS, Mid-America Christian University; MA, Southern Nazarene University

**Gotcher, Ashley, MBA**

BS, Oklahoma State University; MBA, Mid-America Christian University

**Hadley, Phylis, EdD**

BS, Southern Nazarene University; MEd, Southern Nazarene University; EdD, Southwestern College

**Hahn, Scott, MEd**

BS, University of Central Oklahoma; MEd, University of Central Oklahoma

**Herron, Triston, MS**

BS Mid-America Christian University; MS, Southern New Hampshire University

**Hurdman, Michael, MS**

AA, Nazarene Bible College; BS, Southwestern Christian University; MS, Southwestern Christian University

**Long, Cheri, MEd**

BA, Mid-America Bible College; MEd, University of Central Oklahoma

**Mannin, Owen, MRE**

BGS, University of Nebraska at Omaha; MA, Liberty Baptist Theological Studies; MRE, Liberty Baptist Theological Seminary

**Marlett, Brian, MS**

BA, MS, Mid-America Christian University

**Mathis, Pamela, MBA**

BS, University of Science and Arts of Oklahoma; MBA, Mid-America Christian University

**McMurry, William, MBA, MLA**

BS, University of Central Oklahoma; MBA, University of Phoenix; MLA, Oklahoma City University

**Milton, Tyrone, MA**

AA, Oklahoma City Community College; BS, Southern Nazarene University; MA, Southern Nazarene University

**Monjaraz, Fernando, MS**

BS, St. Mary's University; MS, Texas Tech University

**Moran, Kelsey, MA**

BS, East Central University; MA, University of Central Arkansas

**Parker, Jessica, MEd**

BS, Southwestern Christian University; MEd, Concordia University; MEd, Southwestern Oklahoma State University

**Patterson, Coleman, PhD (2021)**

BS, MEd, University of Florida; EdS, PhD, University of Alabama

**Pink, Clarice, MA**

BA, Texas A&M University; MA, Texas A&M University

**Pittman, Cecilia, MEd**

BS, Texas A&M University; MEd, University of Central Oklahoma

**Ray, Billy, MEd**

BS, University of Central Oklahoma; MEd, University of Central Oklahoma

**Rasak, Michael, MA**

BS, Central Michigan University; MA, University of Detroit

**Seaton, Steve, MA**

BA, Warner Southern College; MA, Southwestern Baptist Theological Seminary

**Sloan, Stephen, JD**

BA, MS, Southern Nazarene University; JD, University of Oklahoma

**Statton, Allison, MS**

BS, Southwestern Oklahoma State University; MS, Ohio State University

**Tapps, Rachel, MBA**

BA, Mid-America Christian University; MBA, Mid-America Christian

**College of Adult and Graduate Studies Part-time Faculty**

**Abolarin, James, PhD**

BS, University of Phoenix; MA, Argosy University; PhD, Walden University

**Achilles, Wendy, PhD**

BS, MS, East Carolina University; PhD, Virginia Commonwealth University

**Ackerman, George, PhD**

BA, Florida Atlantic University; MS, MBA, JD, Nova Southeastern University; PhD, Capella University

**Adams, Kristina, PhD**

BS, University of Oklahoma; MEd, University of Oklahoma; PhD, University of Oklahoma

**Aguirre, Jose, MBA**

MBA, University of Quebec; Doctor in Accounting and Auditing, University Central Ecuador

**Alba, Megan, MLA**

BA, Emmanuel College; MLA, Oklahoma City University

**Alexander, Nancy, PhD**

BBA, Central State University; MBA, PhD, University of Oklahoma

**Allen, Jody, MA**

BA, Angelo State University; MA, University of Oklahoma

**Alston, Roy, PhD**

BS, United States Military Academy; MBA, Indiana Wesleyan University; PhD, Walden University

**Anderson, Katherine, PhD**

BS, Ohio State University; MS, Ohio State University; MS, Florida State University; PhD, Argosy University in Sarasota

**Aniebok, Jackie, MA**

BS, MA, Southern Nazarene University; MBA, Oklahoma Christian University

**Askins, Rana, MBA**

BS, University of Oklahoma; MBA, Oklahoma City University

University

**Thomas, Kimberly, degree**

BS, Gulf Coast Bible College; MA, Texas Southern University; DMin, Houston Graduate School of Theology

**Thompson, Morgan, MEd**

BS, Mid-America Christian University; MEd, University of Oklahoma

**Watson-Wilkes, Haleigh, MEd**

BA, Mid-America Christian University; MEd, University of Texas

**Wedel, Todd, MA**

BA, Oklahoma Baptist University; MA, University of Oklahoma

**Weichel, Anna-Kate, MA**

BA, University of Oklahoma; MA, Mid-America Christian University

**West, Ashleigh, MA**

BA, Mid-America Christian University; MA, Northeastern State University

**Whetstone, Rachel, MS**

BA, Mid-America Christian University; MS, Walden University

**Baird, James, MBA**

BS, Oklahoma Christian University; MBA, University of Dallas

**Baker, Larry, DMin**

BA, The University of Texas at Austin; MDiv, Southwestern Baptist Theological Seminary; DMin, American Christian College and Seminary

**Balch, Stanley, JD**

LLB, JD, University of Oklahoma; MBA, Oklahoma City University

**Barnes, Ann, MEd**

BS, Central State University; MEd University of Central Oklahoma

**Barney, Stacy, MEd**

BA, MEd, Northwestern Oklahoma State University

**Bateman, Michael, DBS**

BA, MS, Southern Nazarene University; MA, Trinity Theological Seminary; MA, DBS, Andersonville Theological Seminary

**Beckham, James, PhD**

BS, Oklahoma State University; MEd, University of Oklahoma; PhD, University of Oklahoma

**Bengs, Jeffery, MA**

BA, Oklahoma Baptist University; MDiv, Trinity Theological Seminary; MA, Oklahoma State University

**Berrada, Mounir, MBA**

BS, International Institute for Higher Education; MBA, Oklahoma City University

**Berchenbriter, Louise, MBA**

BS, MBA, Mid-America Christian University

**Bergan, Nicholas, MS**

BA, St Louis University; MS, Florida State University

**Betz, Wendi, PhD**

BA, University of Oklahoma; MA, PhD, University of Arkansas

**Bishop, Charles, CPA**

BS, Northwestern Oklahoma State University; Certified Public

Accountant

**Blackburn, Laura, EdD**

BS, Mid-America Christian University; MEd, University of Central Oklahoma; EdD, Olivet Nazarene University

**Bland, Adrian, MEd**

BA, Hampton University; MEd, American InterContinental University

**Bland, Rebecca, MA**

BA, Southwestern Christian University; MA, University of Central Oklahoma

**Boardman, Charles Doug, MA**

BA, Fort Hays State University; MA, Fort Hays State University

**Boardman, Clint, MBA**

BS, Mid-America Christian University, MBA, Mid-America Christian University

**Bokhari, Layla, MS, MA**

BA, University of Oklahoma; MS, University of Phoenix; MA, University of Oklahoma

**Boswell, David, MBA**

BBA, University of Central Oklahoma; MBA, Oklahoma City University

**Bowell, Cassandra, MS**

BS, Oklahoma State University; MS, Oklahoma State University

**Bowman, Chris, MSA**

BBA, University of Michigan-Flint; MSA, Central Michigan University

**Brantley, LaToya, EdD**

BS, MS, Colombia State University; EdD, Argosy University – Atlanta

**Brink, Robert, DMin**

BA, Gulf-Coast Bible College; MDiv, Anderson School of Theology; DMin, Asbury Theological Seminary

**Brown, Lamar, PhD**

BA, University of Michigan-Flint; MA Marygrove College; PhD, Walden University

**Brown, Tiffany, DBA**

BA Clark Atlanta University; MA, DBA University of Phoenix

**Bruce, Richard, JD**

BA, MEd, JD, University of Oklahoma

**Bruce, Samuel, DMin**

AA Wesley College; BA, Mid-America Christian University; MDiv, Anderson University; DMin, California Graduate School of Theology; DMin, Fuller Theological Seminary

**Burnam, Amanda, MA**

BS, Western New Mexico University; MA, New Mexico State University

**Burnett, Arthur, MDiv**

BA, Anderson University; MDiv, Anderson Theological Seminary

**Burton, Rebecca, JD**

BA, University of Oklahoma; JD, University of Oklahoma

**Busch, Joseph, MS**

BS, Mid-America Christian University; MS, University of Oklahoma

**Caesar, Joshua, MBA**

BS, Midwestern State University; MBA, Dallas Baptist University

**Caffey, James, MS, MA**

BS Physics, Missouri State University; MA, MS, Missouri State University

**Campbell, Brent, MDiv**

BA, University of Central Oklahoma; M Div, Gordon-Conwell Theological Seminary

**Campbell, John, PhD**

BS Oklahoma State University; MBA, University of Central Oklahoma; MS, PhD, University of Oklahoma Health Science Center

**Carbajal, Shelethia, MBA**

BS, Mid-America Christian University; MBA, Oklahoma City University

**Carr, Rachel, PsyD**

BS, Oklahoma City University; PsyD, University of Texas

**Carroll, Kelsey, EdD**

BS, Oklahoma State University; MS, Oklahoma State University; EdD, Northcentral University

**Carter, Janelle, PhD**

BS, Tennessee State University; MS Carlow University; PhD Duquesne University

**Carver, Ben, PhD**

BBA, Texas A & M University; Southwestern Baptist Theological Seminary; PhD Theology; MDiv

**Castleberry, Rance, MEd**

BA, Northwestern Oklahoma State University; MEd, Northwestern Oklahoma State University

**Chambers, Mary-Lynn, MA**

BA, University of Western Ontario; MA, East Carolina University

**Chandler-Riddlespriger, Diane, PhD**

BS, Towson University; MS, Capella University; PhD, Capella University

**Chang, Ian, PhD**

BS, Northern Illinois University; MS, Northern Illinois University; PhD, University of Alabama

**Chapman, Lara, MA**

BA, University of Central Florida; MA, University of South Florida, St Petersburg

**Clark, Alfreda, PhD**

BS Medical University of the South; MS, Mercer University; PhD Capella University

**Clark, Madison, MEd**

BA, University of Oklahoma; MEd, University of Oklahoma

**Clary, Tiffany, MBA**

BBA, Cumberland University-Lebanon; MBA, Mid-America Christian University

**Clouse, Patty, MS**

BS, MS, Southern Nazarene University

**Cobb, Timothy, MBA**

BS, University of Akron; MBA Western Governors University

**Conner, Blake, MS**

BS, Mid-America Christian University; MS, Mid-America Christian University

**Colbert, Larry, MA**

BA, Central State University; MA, University of Oklahoma

**Collins, Aaron, MS**

AS, Oklahoma City Community College; BS, Oklahoma Baptist University; MS, University of Nebraska at Kearney

**Collins, Kelly, PhD**

BS, MEd, University of Central Oklahoma; PhD, Regent University

**Collins, Stephanie, MDiv**

BS Mid-America Christian University; MDiv, Anderson University

**Colvin, Justene, MEd**

AA, Blinn College; BA, Sam Houston State College; MA, Grand Canyon University; M Ed, Texas A&M University

**Conner-Boyd, Joyce, DBA**

BS, Walden University; MBA, Walden University; DBA, Walden University

**Copeland, Kristopher, PhD**

AA, Carl Albert State College; BA, Northeastern State University; MA University of Arkansas; PhD, University of Arkansas

**Courts, Bari, PhD**

BA, Kenyon College; MBA, University of Cincinnati; PhD, Capella University

**Cowarts, Julian, PhD**

BS, Trevecca Nazarene University; MA, George Washington University; PhD Capella University

**Cox, Rodney, Ed D**

AA, Northeastern Oklahoma State University; BS, Northeastern State University; MS, Northeastern State University; Ed D, Oklahoma State University

**Crow, Charles, PhD**

BA, Southern Nazarene University; MDiv, Nazarene Theological Seminary; DMin, Phillips University Graduate Seminary

**Crowson, James, MPA**

BA, MPA, University of Oklahoma

**Curran, Kathy, MDiv**

BS, Mid-America Christian University; MDiv, Mid-America Christian University

**Cuthbertson, Mark, MA**

BA; MA, University of Toledo

**Daley, Shawn, PhD**

AS, Red Rocks Community College; BS, Colorado State University; MBA, Regis University; PhD Oklahoma State University

**Davidson, Stephanie, MS**

BS, MS, Mid-America Christian University

**DelGiudice, Constance, EdD**

AA, Indian River State College; BS, MS, Palm Beach Atlantic University; EdD, Argosy University

**DePersis, Dominic, SJD**

AS, Broome Community College; BS, Binghamton University; JD, Syracuse University; SJD, Northwestern California University

**DeSecottier, David, MEd**

BS, M Ed, Texas Tech University

**DeSecottier, Leon, EdD**

*Professor Emeritus*

BS, MS, EdD, Texas Tech University

**Dew, Curtis, MBA**

BS, Southwestern Oklahoma State University; BS, University of Central Oklahoma; MBA, University of Oklahoma

**Dillman, Raymond, PhD**

BA, University of Oklahoma; MA, Auburn University; PhD, Oklahoma State University

**Dillon, David, EdD**

BA, Judson College; BA, Aurora University; MS, EdD, Northern Illinois University

**Dirck, Christopher, MEd**

BA, MEd, University of Oklahoma

**Doughty, Ethan, MBA**

BS, MBA, Oklahoma Wesleyan University

**Drake-Brassfield, Camille, PhD**

BA, The University of The West Indies; MS, MBA, Nova Southeastern University; PhD, Walden University

**Drew, Joseph, MA**

BS, Mid-America Bible College; MA, Southeast Missouri State University

**Dunn, Margaret, EdD**

BS, Alma College; MDiv, Asbury Theological Seminary; EdD, University of Houston

**Earnest, Terrell, DMin**

BS, Southern Nazarene University; MS, Nazarene Theological Seminary; DMin, Luther Rice Seminary

**Eaves, Katherine, PhD**

BA, MA, Wichita State University; PhD, University of Oklahoma

**Ebert, Michael G, MA**

BS, Gulf-Coast Bible College; MA, Mid-America Christian University

**Eddy, Edward, PhD**

BS, Pittsburg State University; MA, University of Kansas; PhD, Kansas State University

**Ellis, Jeri, EdD**

BA, Wesleyan College; MA, University of Cincinnati; EdD, University of Cincinnati

**Embry, Sherry, MA, MEd**

BS, East Texas Baptist University; MEd, University of North Texas; MA, University of Texas at Arlington

**Enright, Rebecca, MAT**

BM, Southwestern Oklahoma State University; MAT, Brenau University

**Ensworth, John, MS**

BS, Arizona State University; MS, University of Oklahoma

**Epperson, Michelle, MS**

BS, University of Oklahoma; MS, Mid-America Christian University

**Ewane, Ambrose, PhD**

BS, State University of New York; MPA, State University of New York; PhD, Walden University

**Farley-Parker, E Ann, PhD**



BA, Baylor University; MDiv, Southwestern Baptist Theological Seminary; PhD, Southwestern Baptist Theological Seminary

**Feirtag, James, MDiv**

BA, Anderson University; MDiv, Anderson University School of Theology

**Finlay, Jeffery, MPA, MBA**

BA, Howard Payne University; MPA, Norwich University; MBA, Keller Graduate School of Management

**Finnie, Stephanie, PhD**

BS, Langston University; MS, East Central University; PhD Capella University

**Fitzgerald, Kyli, MS**

BS, Southwestern Oklahoma State University; MS, University of Oklahoma Health Sciences Center

**Fleming, Ed, DMin**

AAS, Lamar University; BS, MBA, LeTourneau University; DMin, United Theological Seminary

**Florence, Stan, MS**

BMin, Theological University of America; BS, Mid-America Christian University; MS, East Central University

**Flores, Jimmie, PhD**

BBA, St Mary's University; MA, PhD, Fielding Graduate University; MBA, University of St Thomas; MS, DeVry University; MS, MEd, Regis University; DMgt, University of Phoenix

**Foote, Michael, MBA**

BS, MBA, Mid-America Christian University

**Foster, Misti, MEd**

BS, Southwestern Christian University; MEd, University of Central Oklahoma

**Fowlkes, Carol, PhD**

BA, MEd, Mid-America Nazarene College; PhD, Oklahoma State University

**Freeborough, Rob, PhD**

BS Virginia Tech University; MBA, MDiv, Regent University; PhD, Capella University

**Frye, Tami, PhD**

BA, Asbury College; MSW, University of Georgia; PhD, Capella University

**Furey, Dennis, MA**

AS, Oklahoma State University; BS, MA, Mid-America Christian University

**Gaines, Sarah, MBA**

BBA, University of Oklahoma; MBA, Oklahoma City University

**Gammill, Shellie, PhD**

BS, East Central University; MEd, East Central University; PhD, University of Oklahoma

**Garrett, Kyle, MBA**

BS, Oklahoma State University; MBA, University of Central Oklahoma

**Garrett, Sarah, MA**

BA, Cameron University; MA, Central Michigan University

**Gempel, Doug, MS**

BS, Ohio University; MS, American Intercontinental University

**Gleason, Katelyn, MS**

BS, University of Oklahoma; MS, Capella University

**Glover, Beverly, MS**

BS, Southern Nazarene University; MS, Villanova University

**Goodwin, Sharon, PhD**

BA, MS, Park Point University; PhD, Capella University

**Grace, April, EdD**

BS, University of Oklahoma; MEd, University of Oklahoma; EdD, University of Phoenix

**Gray, Laura, PhD**

BA, University of Louisiana at Monroe; MEd, University of Southern Mississippi; EdS, University of South Alabama; PhD, Capella University

**Green, Kay, DBA**

BBA, Savannah State University; MBA Walden University; DBA Argosy University

**Gregston, Shae, MS**

BFA, University of Central Oklahoma; MS Southern Nazarene University

**Griffing, Alicia, MS**

BS, MS, Mid-America Christian University

**Griffith, Bobby, MA**

BS, Pensacola Christian College; MDiv, Covenant Theological Seminary; MA, West Virginia University

**Griffith, Renee, MA**

BS, MA, Mid-America Christian University

**Griffith, Robert, MS**

AA, Tarrant County College; BA, University of Texas at Arlington; MS, University of Oklahoma

**Gunter, Annette, JD**

BS Southern Nazarene University; MIM, Thunderbird: Global School of Management; JD, University of Oklahoma

**Guyer, Jared, MBA**

AS, Lincoln Trail College; BS, Valparaiso University; MBA Oklahoma Christian University

**Guyor, David, MS**

BBA, University of Toledo; MS, Eastern University

**Hackler, Amanda, EdD**

BA, Texas Tech University; MPA, Texas Tech University; EdD, University of Alabama

**Hadley, Phylis, EdD**

BS, Southern Nazarene University; MA, Texas Christian University; EdD, Southwestern University

**Hahn, Scott, MEd**

BS, MEd, University of Central Oklahoma

**Hall, Amy, MEd**

BA, University of Science & Arts of Oklahoma; MEd, Southwestern Oklahoma State University

**Hammonds, Kyle, MS**

BS, Texas A & M University; MS, University of North Texas

**Hardaway, Roger, JD**

BS, Middle Tennessee State University; BSEd, University of Memphis;

MA, New Mexico State University; MAT, University of Wyoming; MA, Eastern New Mexico University; JD, University of Memphis; DA, University of North Dakota

**Harrell, Richard, MDiv**

BA Coker College; MA, National University; MDiv, Southwestern Baptist Theological Seminary

**Harrell, Sue, MS**

BS, Mars Hill College; MS, Shenandoah University

**Harrington, Melody, MEd**

BS; MEd, University of Central Oklahoma

**Harris, Mark, S, MS, MA**

BS, MS, Radford University; MA, University of Central Oklahoma

**Harrison, David, MA**

BS, Mid America Christian University; MA, Southern Nazarene University

**Harrison, James, MBA**

BS Saint Joseph's College, MBA University of Phoenix

**Harrison, Kylie, MA**

BA, California State University; MA, Pepperdine University; PhD, University of Oklahoma

**Hayes, Jayme, MS**

BS, University of Oklahoma; MS, Kansas City University

**Hayes, Virginia, PhD**

BS, American Public University; MS, John Brown University; PhD, Capella University

**Heckert, Clifford, JD**

BA, Cameron University; JD, University of Oklahoma

**Herron, Dwight, MS**

BA, Oklahoma Christian College; MS, Mid-America Christian University

**Higgins, Barbara, MS**

BS, MS, Mid-America Christian University

**Higgins, Benjamin, MA**

BA, Mid-America Christian University; MA, Liberty Baptist Theological Seminary

**Hoaglin, Kristen, MBA**

BS, MBA, Mid-America Christian University

**Holt, Cayla, MBA**

BS, MBA, Regis University

**Hood, Whitney, MEd**

BA, MEd, University of Oklahoma

**Horn, Bobby, MLPA**

AA, Oklahoma State University; BS, Southern Nazarene University; MLPA, Mid-America Christian University

**House, Harrison, MPA**

BA, Oklahoma City University; MPA, Walden University

**Howard, Kenny, MDiv**

BA, Mid-America Bible College; MDiv, Asbury Theological Seminary; DMin, Anderson University School of Theology

**Hudnett, Richard, EdD**

BS, Fairleigh Dickinson University; MBA; Nova Southeastern University; EdD, Nova Southeastern University

**Hunnicut, Ryan, JD**

BS, Mid-America Christian University; JD, University of Oklahoma College of Law

**Hunt, Carle, DBA**

BS, MBA, University of Denver; DBA, University of Southern California

**Hurdman, Barbara, MS**

BS, Liberty University; MS, Liberty University

**Ingram, Mark, MS**

BS, University of Phoenix; MS, University of Cincinnati

**Irwin, Anna, MA**

BS, Hyles-Anderson College; MA, Liberty University

**Irwin, Kathleen, PhD**

BS, M, BA, University of North Carolina; PhD, Capella University

**James, Jamie, MS**

BS Psychology, Oral Roberts University; MS, Mid-America Christian University

**James, Jill, MA**

BA University of North Texas; MA, University of North Texas

**James, Terry, PhD**

BS, Indiana State University; MS, Indiana University; PhD, University of Oklahoma

**Johnson, Harlan, PhD**

BS, Bacone College; MBA, Southern Nazarene University; MEd, East Central University; PhD North Central University

**Johnson, Jill, EdD**

BA, University of Wisconsin; MA Hamline University; MA, Argosy University; Ed D, University of St Thomas

**Johnson, Missy, EdD**

BS, MS, Alabama State; EdD, Argosy

**Joiner, Cherrilleye, MS**

AS, Southern Union State Community College; BA, Auburn University; MS, Cameron University

**Jolley, Joseph Clark, JD**

BA; Oklahoma Baptist University, JD University of Oklahoma

**Jones, Todd, MBA**

BS, Marywood University; MBA, Liberty University

**Joseph, Eric Anthony, PhD**

BA, MDiv, MACE, EdD, PhD, Biola University

**Kalmeyer, Steven, MPA**

BA, MPA, The Ohio State University

**Karpf, Jason, MPS**

AA, Los Angeles Pierce College; BS, University of Phoenix; MPS, University of Denver

**Kastl, Christina, MS**

AA, Redlands Community College; BS, University of Central Oklahoma; MS, Walden University; Certificate; Walden University

**Kelley, Katherine, MA**

BA, University of Oklahoma; MA Pepperdine University

**Kerlin, Susan, MEd**

BS, San Diego State University; MEd, University of Central Oklahoma

**Key, Kristi, MS**

BA, MS, Southern Illinois University Carbondale

**Kihega, Harold, PhD**

BS, Cameron University; MEd, University of Central Oklahoma; PhD, University of Oklahoma

**Kirk, Lawrence, MDiv**

BA, Oklahoma Baptist University; MDiv, Southwestern Baptist Theological Seminary

**Kirts, Drew, MBA**

BS, Western Governor's University; MBA Western Governor's University

**Kissick, Charles, PhD**

BA, Governors State University; MA, Liberty University; PhD, Capella University

**Koch, Geoff, MFA**

BS, University of Southern California; MFA, National University

**Koerner, April, MA**

BS, MA, Mid-America Christian University

**Korff, Stephanie, PhD**

AA, Mesa Community College; BA Psychology, Arizona State University; MA, Ottawa University; PhD, Walden University

**Kornell, Jennifer, MS**

AS, Paris Junior College; BS, MS, Texas A & M University

**Krejci, Adam, JD**

BS, Oklahoma Christian University; JD, Oklahoma City University

**Lanman, Kim, MDiv**

BS Gulf-Coast Bible College; MDiv, Christian Life School of Theology

**Lawson, Wayne, PhD**

BS, Mid-America Christian University; MA, University of Phoenix, PhD, Capella University

**Lawter, Jenna, MS**

BBA, University of Central Oklahoma; MS, Oklahoma State University

**Lee, David, JD**

BS, MBA, Florida Agricultural and Mechanical University; LLM, The Judge Advocate Legal Center, and School; JD, Emory University School of Law

**Lindstrom, Heather, PhD**

BFA, University of Texas-Arlington; MS, Capella University; PhD, Capella University

**Little, Bradley, JD**

BS, JD, University of Oklahoma

**Love, Krystal, MBA**

BSW, Western Michigan University; MBA, Spring Arbor University

**Lusitana, Thomas, MDiv**

AS, Lincoln Land Community College; BA, Mid-America Christian University; M Div, Asbury Theological Seminary

**Mackey, Christian, MPA**

BA, MA, MPA, University of Oklahoma

**Mahapatabendige, Charmal, MS**

BS, University of Kelaniya; BS, University of Colombo; MS Oklahoma State University

**Maisano, James, MA**

BS, Northeastern State University (Tahlequah, OK), MA, Oklahoma City University

**Marci, Melody, MA**

BA, TEC de Monterrey; MA Regent University

**Marlett, Brian, MS**

BA, MS, Mid-America Christian University

**Martin, Gillian, DBA**

BS, MS, University of Phoenix; DBA, Argosy University

**Martin, Logan, MA**

BS, MA, Southern Nazarene University

**Martinez, Jose Magdiel, MA**

BS, MA, Universidad Autónoma de Nuevo León

**Martinez, Mary Ann, DEd**

BA, Universidad del Turabo; MA, DEd, Universidad Interamericana

**Martinez, Pedro, EdD**

BS, Iowa State University; MEd, University of Oklahoma; MS, EdD, Oklahoma State University

**Mata, Jodi, PhD**

BS, MEd, PhD, University of North Texas

**Mathis, Pamela, MBA**

BS, University of Science and Arts of Oklahoma; MBA, Mid-America Christian University

**Maturen, Amy, PhD**

AA, Delta Community College; BS, Central Michigan University; MS, Capella University; PhD, Capella University

**Mayes, Tamika, DBA**

BA, Florida Atlantic University; MBA, University of Houston; DBA, Argosy University

**Mayfield, Patrick, MA**

BA, MA, University of Central Oklahoma

**McAvoy, Jessica, MBA**

BS, University of Central Oklahoma; MBA, Mid-America Christian University

**McBee, John, EdD**

**Professor Emeritus**

BSE, MA, Truman State University; EdD, Oklahoma State University

**McCaffery, Jack, JD, DBA**

BA, National-Louis University; MHSA, Strayer University; LLM, St Thomas University School of Law; JD, Barry University School of Law; DBA Argosy University

**McCoy, Donna, PhD**

BS, Southwestern College of Christian Ministries; MS, Southern Nazarene University; MA, Southern Nazarene University; PhD, Capella University

**McCroskey, Robert, PhD**

AB, MA, Bethany Nazarene College; DMin, PhD, The Evangelical

Theological Seminary of Indonesia

**McDonald, William, PhD**

*Professor Emeritus*

BS, Anderson College; MA, Ball State Teachers College; PhD, Ball State University

**McGarvey, James, PhD**

BS, Emmaus Bible College; MBA, PhD, Grand Canyon University

**McGarvey, Wendy, MBA**

BS, Emmaus Bible College; MS, Capella University; MBA, Grand Canyon University

**McGhee, Meghan, PhD**

BA, MA, PhD, University of Oklahoma

**McLain, Jesse, DMin**

BA, Warner Southern College; MS, Capella University; MDiv, DMin, Asbury Theological Seminary

**McLemore, Roosevelt, MBA**

BS, MBA, Mid-America Christian University

**McMurry, Robin, PhD**

AAS, Oklahoma City Community College; BS, University of Oklahoma Health Sciences Center; MS, Southern Nazarene University; PhD, Oklahoma City University

**McNeely, Mandy, MS**

BS, MS, Mid-America Christian University

**McPherson, Charlotte, DMin**

BA, BS, Mid-America Christian University; MA Pacific International University; DMin Trinity College and Seminary

**Martin, John, PhD**

BA, Southern Nazarene University; MA Fuller Theological University; PhD, Northcentral University

**Melton, Felton, DMin**

BS, St Leo University; MS, Walden University; MS, DMin, Andersonville Seminary

**Mendenhall, Michelle, MA**

BA, University of California Los Angeles; MA, Biola University

**Mensah, Ashanti, MS**

BS, University of Central Oklahoma; MS, Langston University

**Michelson, Marty, PhD**

BA, Northwest Nazarene College; MA, Point Loma Nazarene College; MA, MA, Southern Nazarene University; PhD, University of Denver; PhD, University of Manchester, UK

**Middlebrooks, Marvin L, MMin**

*Professor Emeritus*

BS, Gulf-Coast Bible College; MMin, Southern Nazarene University

**Millam, Katherine, MS**

BS, Oklahoma City University; MS, Southern Nazarene University

**Milton, Tyrone, MA**

AA, Oklahoma City Community College; BS, MA, Southern Nazarene University

**Mitchell, Jerry, MS**

BBA, Langston University, MS, University of Phoenix; MS, Oklahoma State University

**Mohr, Rebecca, MA**

BS, Mid-America Christian University; MA Liberty Theological Seminary

**Morgan, David, MS**

BA, University of Oklahoma; MS, Southern Nazarene University

**Morrison, James, MLST**

BS, Mid-America Christian University; ALM, University of Oklahoma

**Morse, Barry, MS**

AS BS, MS, Northwestern Oklahoma State University

**Mullins, Amanda, JD**

BA, JD, University of Oklahoma

**Mundey, Peter, MDiv**

BA, Bridgewater College; MDiv, Princeton Theology Seminary; MA, PhD, University of Notre Dame

**Muthalaly, Alexander Koshy, PhD**

BA, Bangalore University; BD, Union Biblical Seminary; MTh, United Theological College; MBA, Southern Nazarene University; PhD, Southern Baptist Theological Seminary

**Myers, Doretha, MS**

BS, Wayland Baptist University; MS, Valdosta State University; MS, University of North Carolina

**Nguyen, Truyen, PhD**

BS, PhD, University of Texas at Arlington; MA, Dallas Baptist University

**Nwosu, Nnawuihe, PhD**

BA, Institute of Management and Technology; MS, Walden University; MBA; Ambrose Alli University; PhD, Walden University

**Ojo, Sam, DBA**

BS, Sacred Heart University; MBA, University of New Haven; DBA, Argosy University

**Overstreet, Eldon, JD**

BS, Oklahoma State University; JD, The University of Tulsa

**Palmer, Catherine, MS**

BS, The University of Oklahoma; MS, The University of Central Oklahoma

**Pannell, Leah, MA**

BA, Lee University; MA Pentecostal Theological Seminary; MA Duke Divinity School

**Parker, Pamela, PhD**

BA, MS, California State University; PhD, Walden University

**Patterson, Coleman, PhD**

BS, MEd, University of Florida; EdS, PhD, University of Alabama

**Peterson, Chantelle, EdD**

BS, Elmhurst College, MA, Governors State University, EdD, Northern Illinois University

**Phillips, Bill, MRE, MDiv**

BS, Mid-America Christian University; MRE, MDiv, Liberty University

**Pierre-Paul, Robert, PhD**

BS, St Thomas Aquinas; MS, Florida Atlantic University; PhD, Capella University

**Plumley, Jessica, PhD**

BS, University of Oklahoma, MA, PhD, Fuller Theological Seminary

**Porter, Amanda, MPT**

BS, MPT, University of Oklahoma

**Post-McCorkle, Amy, PhD**

BA, Cameron University; MA, Oklahoma State University; PhD, University of Oklahoma

**Price, Sarah, MS**

BS, MS Mid-America Christian University

**Price, Tiffany, MA**

BA, Chowan University; MA, East Carolina University

**Rasak, Mike, MA**

BS, Central Michigan University; MA, University of Detroit

**Rehbein, Andrew, MA**

BS, Mid-America Christian University; MA Indiana Wesleyan University

**Rehbein, Jon, MA, MBA**

BS, Gulf-Coast Bible College; MA, Fuller Theological Seminary; MBA, Mid-America Christian University

**Riediger, Jessica, MA**

BS, Southwestern Oklahoma State; MA, University of Central Oklahoma

**Riggs, Piper, MBA**

BBA, MBA, Oklahoma Christian University; MA, Abilene Christian University

**Roddy, Ronald, EdD**

*Professor Emeritus*

BA, University of Houston; BS, Gulf-Coast Bible College; MEd, Our Lady of the Lake University, Texas; EdD, Oklahoma State University

**Roddy, Shirley, PhD**

BA, MHR, PhD, University of Oklahoma

**Rojas, Nehial, DMin**

BA, Indiana Wesleyan University; MA, Anderson University; DMin, Houston Graduate School of Theology

**Rom, Morgan, MS**

BS, MS, Oklahoma State University

**Ross, Bo, MBA**

MBA, Oklahoma Baptist University; BA, University of Central Oklahoma

**Ross, Donald, MBA**

BS, University of Oklahoma; MBA, Southern Nazarene University

**Ruby, Steve, PhD**

BA, Mid-America Nazarene University; MDiv, Nazarene Theological Seminary; PhD, Bakke Graduate School

**Ruffin, Shavonne, PhD**

BS, Old Dominion University; MEd, American Intercontinental University; PhD, Capella University

**Rupe, Robert, PhD**

BS, Texas A & M University, MA Amberton University; MS, Amberton University; PhD, Capella University

**Russell, Hope, MS**

BS, MS, University of Central Oklahoma

**Salmon, Sabrina, PhD**

BS, Winthrop University; MA, Pacific Lutheran University; PhD, Capella University

**Sampedro, Jesus, DSL**

BBA, University of Carabobo; MBA, DSL, Regent University

**Sanchez, Jr, Rodolfo, MA**

BS Southern Illinois University; MA Webster University

**Sanders, Cliff, DMin**

*Professor Emeritus*

BA, Gulf-Coast Bible College; MDiv, DMin, Asbury Theological Seminary

**Sandoval, Lindsey Jo, MBA**

BS, MBA, Mid-America Christian University

**Sawyer, Kjell, MAS**

BA, BS, University of Oklahoma; MAS, University of California, Los Angeles

**Scalf, Twana, MA**

BA, BA, MA, University of Oklahoma

**Seal, Teresa, MBA**

BA University of Oklahoma; MBA, Southern Nazarene University

**Segedin, Francis, PhD**

BS, Christian Brothers College; MA Ball State University; PhD, University of Wyoming

**Sewell, Sheldon, PhD**

BS, Mid-America Christian University; MA, Liberty University; PhD, Regent University

**Sharp, Brett, PhD**

BS Oklahoma State University; MPP, PhD, University of Oklahoma

**Shatswell, Julie, MS**

BA, MS, Oklahoma City University

**Shelby, Kristen, MEd**

BS, Oklahoma State University; MEd, Southwestern Oklahoma State University

**Shepard, Jennifer, MEd**

BS, University of Science and Arts in Oklahoma; MEd, East Central University

**Shepherd, Scott, MEd**

BS, Indiana Wesleyan University; MS Ed, Baylor University

**Shockey, Carolyn, MA**

BS, MA, University of Oklahoma

**Simmons, Beverly, Ed D**

BS, Northern Illinois University; MA, California State University; Certificate, California State University; Ed D, Argosy University

**Slade, Alison, PhD**

BA, Auburn University; MA Auburn University; PhD; University of Southern Mississippi

**Smith, Christie, EdD**

BBA, Sam Houston State University; MEd, University of Houston; EdD, Abilene Christian University

**Smith, Phillip, MHA**

BS, University of Central Oklahoma; MHA, University of Oklahoma

Health Sciences Center

**Southern, Frederick, JD**

BA, JD, University of Oklahoma

**Spangenburg, Janice, PhD**

BA, Saint Leo University; MS, Troy State University; MA Fielding Graduate University; PhD, Regent University

**Sparks, Monica, Ed D**

MS, Howard University; MA, Liberty University; EdD, Valdosta State University

**Spurgeon-Harris, Bobbie, EdD**

BS, Northwestern Oklahoma State University; MSS, United States Sports Academy; EdD, United States Sports Academy

**Starr, David, MDiv**

BS, Mid-America Christian University; MDiv, Anderson University

**Statton, Allison, MS**

BS, Southwestern Oklahoma State University; MS, The Ohio State University

**Stephens III, Lloyd, MBA**

BA, Oklahoma Christian University; MBA, Pepperdine University

**Stewart, Kendra, PhD**

BS, Central Missouri State University; MA, Webster University; PhD Arizona State University

**Stewart, Nathan, MA**

BA, Anderson University; MA, Regent University

**Stewart, Scott, MS**

MS, Oklahoma State University; BS Northwestern Oklahoma State University

**Stiffler, Kevin, MDiv**

BS, California Polytechnic State University; MDiv, Anderson University School of Theology

**Stortz, Linda, MS**

BS, Clearwater Christian College; MS, Liberty University

**Sullivan, Davina, MCJ**

BS, Mid-America Christian University; MCJ, Oklahoma City University

**Summers, Kenneth, MS**

BS, Gulf-Coast Bible College; MS, Capella University

**Sutton, Wendell, JD**

BS, Oklahoma State University; MA, Southern Nazarene University; JD, University of Oklahoma College of Law

**Switzer, Robin, EdD**

BS University of Phoenix; MA, Regis University; EdD, Argosy University

**Tappert, Mary, PhD**

BA, Oklahoma Baptist University; BS, Oklahoma Baptist University; PhD, The University of Oklahoma Health Sciences Center

**Tardibono, Timothy, JD**

BS, Oklahoma Christian University; MA, Regent University; JD, Regent University

**Tarver, Johnie, PhD**

BS, Chapman College; MS, San Diego State University; PhD, University of San Diego; BSN, Prairie View A & M University

**Taylor, James, MBA**

AAS, Oklahoma City Community College; BS, MBA, Mid-America Christian University

**Teszlewicz, Jonathan, MBA**

BS, Oklahoma State University; MBA Maryville University of St Louis

**Thomerson, Valerie, MS**

BS, Midwestern State University; MS, Sul Ross State University

**Thompson, Morgan, MEd**

BS, Mid-America Christian University; MEd, University of Oklahoma

**Tipton, Key, DO**

BS, University of Tulsa; MS, Oklahoma State University; DO, Oklahoma State University – Center of Health Sciences & College of Osteopathic Medicine

**Toles, Keith, MMin**

BS, MMin, Mid-America Christian University

**Toles, La’Keesha, MBA**

BBA, University of Central Oklahoma; MBA, Mid-America Christian University

**Toro, Claudio, MBA**

BE, Universidad Tecnica Federico Santa Maria; MBA, Fisher School of Business

**Toussaint, La Honda, MEd**

BS, University of Maryland; MEd, University of Oklahoma

**Trzos, Thomas, MBA**

BS, San Diego State University; MA, MBA, Webster University

**Tyus, John, DMin**

BS, Franklin University; MA, Liberty University; DMin, United Theological Seminary

**Waggoner, Joshua, MBA**

BS, MBA, Mid-America Christian University

**Way, Evan, MBA**

BBA, University of Central Oklahoma; MBA, Oklahoma City University

**Wayman, Dale, PhD**

BS, Southern Nazarene University; MS, Western Washington University; PhD Ohio University

**Ward, Tonya, PhD**

BS, MS, Southern Nazarene University; PhD, Oklahoma State University

**Washington, Deborah, DM**

BBA, University of the District of Columbia; MSM, Colorado State University – Global Campus; DM, Colorado Technical University

**Weaver, Ashley, MA**

BA, Pepperdine University; MA, Southern Nazarene University

**Weaver, James, MA**

BS, Oklahoma Christian University; MA, Pepperdine University

**West, Lucinda, PhD**

BA, Warner University; MA, East Tennessee; PhD, Regent University

**Whetstone, Rachel, MS**

BA, Mid-America Christian University; MS, Walden University

**Whitlow, Ryan, MS**

BS, University of Oklahoma; MS, Abilene Christian University



**Williams, Tiffany, MHR**

BBA, Langston University; MHR, University of Oklahoma

**Williamson, Brian, MA**

BS, MA, Columbia International University

**Wilson, Donna, MEd**

BS, MEd, University of Central Oklahoma

**Wilson, Timothy, CPA**

BS, California State University

**Wilson, William (Barry), MA**

BA, Lander University; MA, Southwestern Baptist Theological Seminary

**Wilson Mumpower, Stacie, PhD**

BA, MA, University of Texas at El Paso; PhD, University of Oklahoma

**Windsor, Melissa, MCP**

BA, University of Central Oklahoma; MCP, Northwestern Oklahoma State University

**Woodring, Sarah, MA**

BS, Southwestern Christian University; MA, Union University

**Woods, Curtis, MBA, MA**

AA, Pierce College; BS, University of Arkansas; MBA, Webster University; MA, Stetson University

**Woods, Tanisha, MS, MA**

BA, MA, University of Central Oklahoma; MS, Troy University

**Worcester, Matthew, MBA**

BS, Mid-America Christian University; MBA, Mid-America Christian University

**York, Melissa, JD**

BA, East Central University; JD, Oklahoma City University

**Zamarripa, Amanda, MA**

BS, MA, Mid-America Christian University

**Zimmerman, Daniel, DM**

BS, Illinois State University; MHR, DeVry University; MBA, DeVry University; DM, Colorado Technical University

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**Emeriti Faculty**

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**Adams, Juanita, MA (1957)**

Professor Emeritus

BA, Warner Pacific College; MA University of Houston

**Curtis, Melva W, EdD (1984)**

Professor Emeritus

BS, California State University at Fresno; MA, University of San Francisco; EdD, Oklahoma State University

**DeSecottier, Leon Renault, EdD (2012)**

Professor Emeritus/Chair: School of Behavioral Science and Counseling

BS, MS, EdD, Texas Tech University

**McBee, John, EdD (2005)**

Professor Emeritus

BSE, MA, Truman State University; EdD, Oklahoma State University

**McDonald, William, PhD (1961)**

Professor Emeritus

BS, Anderson College; MA, Ball State Teachers College; PhD, Ball State University

**Middlebrooks, Marvin L, MMin (1993)**

Professor Emeritus

BS, Gulf-Coast Bible College; MMin, Southern Nazarene University

**Roddy, Ronald, EdD (1990)**

Professor Emeritus

BA, University of Houston; BS, Gulf-Coast Bible College; MEd, Our Lady of the Lake University, Texas; EdD, Oklahoma State University

**Sanders, Cliff, DMin (1992)**

Professor Emeritus

BA, Gulf-Coast Bible College; MDiv, DMin, Asbury Theological Seminary

**Trick, Nelson, DMin (1965)**

Professor Emeritus

BA, Trinity University; MDiv, Bonebrake Theological Seminary; STM, DMin, United Theological Seminary