

This document was scanned at 200 dpi and processed through OCR. The quality of searching may be affected by this process.

Southwest Baptist University

1995 - 1996

Catalog

**1600 University Avenue
Bolivar, Missouri 65613-2597
(417) 326-5281**

ADMISSIONS STAFF

Admissions Office, Southwest Baptist University
Bolivar, MO 65613

Carol Standley
Administrative Assistant for Admissions
Phone 1-800-526-5859

Office Hours: 8:00 - 5:00 p.m. Week Days
and by appointment on Saturdays (9:00 am - 12:00 noon)

St. Louis Region

LEE KANAKIS

Senior Associate Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

Kansas City Region

DAWN PERKINS

Assistant Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

Southwest Missouri Region

ROBERT HARRIS

Associate Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

Eastern States Region

MICHELLE RAINWATER

Assistant Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

Western States Region

JASON VAUGHAN

Assistant Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

On-campus Representative

DEANNA CAMPBELL

Assistant Director of Admissions
Southwest Baptist University
Bolivar, MO 65613

FINANCIAL ASSISTANCE

RONN RAMEY

Senior Director
Student Financial Planning

BRAD GAMBLE

Associate Director
Financial Assistance

CATALOG EDITION 1995-1996

Southwest Baptist University NEWSLETTER (USPS 507-500) - Published five times a year - June, September, December and twice in March - by the Office of University Advancement, Southwest Baptist University, Postmaster send 3579 to 1600 University Avenue, Bolivar, MO 65613. Second class postage paid to Bolivar, MO. Entered as Second Class Matter at Bolivar, MO.

PREFACE

1995-1996 CATALOG

This catalog is designed primarily for the faculty and students of Southwest Baptist University and for students planning to enter SBU. Its pages contain the objectives of the University; outlines of the programs of study; admission and graduation requirements; and information regarding costs, living conditions, scholarships, counseling services, and student life.

This catalog is a description and official register of Southwest Baptist University and should be considered a working agreement between a student and the University. A student is responsible for being fully aware of and fulfilling all regulations and conditions contained or referred to herein or as such regulations and conditions may hereafter be amended by the University if and when it deems necessary. As conditions of admission, the University reserves the right and power to discipline or dismiss any student who fails to comply with said regulations and conditions, and each student agrees that the University shall have such right and power of discipline or dismissal.

Copy for the descriptive chapters and the list of officers for this catalog issue were prepared as of February 1, 1995. Information about fees and expenses, financial aid, and scholarships applies to the academic years 1995-96. Plans of study, course titles, fees, expenses, and other matters described herein are subject to change at the discretion of the University.

Southwest Baptist University is approved for the training of veterans and the dependents of veterans under Title 38, U.S. Code.

Non-Discrimination

Applicants for admissions and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

Any person having inquiries concerning Southwest Baptist University's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504 is directed to the Vice President for Administration or the Vice President for Admissions and Student Life, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613. The Vice President for Administration has been designated by Southwest Baptist University to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title VII, Title IX or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX, or Section 504.

Student Right to Know and Campus Security Act

The University will comply with the Student Right to Know and Campus Security Act. Any questions concerning the implementation or the compliance of this public law (101-542) should direct inquiries to the Vice President of Administration or the Vice President for Admissions and Student Life located in the

Administration Building. The Vice President for Administration has been designated by the University to coordinate the institution's efforts to comply with the regulations implementing this Act.

Drug Free Schools and Communities Act

The University is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually as printed in the SBU Student Handbook. Additional copies of the handbook may be obtained in the Office of Student Life. Questions concerning the Drug Free Schools and Communities Act may be directed to the Vice President for Admissions and Student Life who is designated by the University to coordinate the institution's efforts to comply with the Act.

Family Right to Know and Campus Security Act

The University is required by the Family Educational Rights and Privacy Act of 1974 to permit eligible students of Southwest Baptist University to inspect and review education records of which the student is the subject.

The Act provides that no personally identifiable information will be disclosed without the student's consent, except for directory information and information to other school officials with a legitimate educational interest. When personally identifiable information, other than directory information, is disclosed, a record will be maintained of these disclosures. This record is also available for inspection and review by the student.

If an eligible student thinks his or her education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the student may request an amendment to the record.

The University will comply with the Family Educational Rights and Privacy Act. Any person having inquiries concerning compliance with the regulations implementing FERPA may contact the Provost or the Vice President for Admissions and Student Life. The Provost has been designated by the University to coordinate the institution's efforts to comply with these regulations.

Because scheduling of classes and arranging housing in accessible facilities may require reasonable advance planning, handicapped students accepted for admission should identify themselves within one month of the start of the semester of admission and indicate the nature (type, kind) of accommodation that they need.

Accreditation

Southwest Baptist University is accredited by the **North Central Association of Colleges and Schools**, the **Association of Collegiate Business Schools and Programs**, the **National Association of Schools of Music**, and the **National League for Nursing**. Programs in education are approved by the **Missouri Department of Education**. The University is a member of the **Christian Coalition of Colleges and Schools**.

TABLE OF CONTENTS

1995-1996 SCHOOL CALENDAR	1
PROFILE	3
ADMISSION TO THE UNIVERSITY	9
FINANCIAL INFORMATION	15
STUDENT LIFE	27
ACADEMIC REGULATIONS	35
COLLEGES AND ACADEMIC DEPARTMENTS	45
COLLEGE OF BUSINESS	49
GENEVA CASEBOLT COLLEGE OF MUSIC, ARTS AND LETTERS	55
COLLEGE OF CHRISTIAN STUDIES	65
COLLEGE OF EDUCATION AND SOCIAL SCIENCES	71
COLLEGE OF SCIENCE AND MATHEMATICS	93
UNIVERSITY COLLEGE	105
GRADUATE STUDIES	109
CORRESPONDENCE STUDIES	115
COURSE DESCRIPTIONS	119
UNIVERSITY DIRECTORY	179
INDEX	197

UNIVERSITY CALENDAR 1995-1996

FALL SEMESTER 1995

AUGUST

- 16-20 Welcome Week for New Students
- 17-18 Faculty Workshop
- 20 Returning Students Arrive (Sun)
- 21 Enrollment-Registration (Mon)
- 21 Classes Begin - 7:30 a.m. (Mon)
- 22 Late Enrollment/Registration-9:00 a.m. (Tue)
- 23 Formal Convocation - 9:30 a.m. (Wed)

SEPTEMBER

- 1 Last Day for Registration
- 1 Last Day for Adding Classes
- 4 Labor Day - No Classes

OCTOBER

- 9-13 Mid-Term Week
- 16 Mid-Term Grades Due 9:00 a.m. (Mon)
- 21 Homecoming
- 23 Last Day-Drop Classes Without Academic Penalty (Mon)

NOVEMBER

- 1 Advisement (Winterfest/Spring) No Classes
- 2 Pre-Enrollment Begins (Winterfest/Spring-96)
- 4 Fall Visitation Day
- 17 Thanksgiving Break Begins Close of Classes
- 27 Classes Resume 7:30 a.m. (Mon)
- 28 Last Day to Drop Classes (Tue)
- 30 All Correspondence Work Turned In To Instructor for December Graduation

DECEMBER

- 2 Masters Comp Exams 9:00 a.m. - Noon
- 11 Last Day of Classes (Mon)
- 12-15 Final Examinations
- 15 Commencement 7:00 p.m.-Pike Aud (Fri)
- 19 Final Grades Due 4:00 p.m. (includes correspondence)

JANUARY (WINTERFEST 1996)

JANUARY

- | | |
|--|--|
| <ul style="list-style-type: none"> 3 Enrollment-Registration (Winterfest 96) 3 Winterfest Begins 7:00 a.m. (Wed) 4 Late Enrollment-Registration 5 Last Day for Adding Classes 6 Classes will meet (Sat) | <ul style="list-style-type: none"> 12 Last Day to Drop Classes Without Academic Penalty 13 Classes Will Meet (Sat) 17 Last Day To Drop Classes 20 Final Examinations (Sat) |
|--|--|

SPRING SEMESTER 1996

JANUARY

- 22 Enrollment-Registration
- 22 Spring Classes Begin 7:30 a.m.
- 23 Late Enrollment-Registration
- 23 Winterfest Grades Due 4:00 p.m.

FEBRUARY

- 2 Last Day for Registration
- 2 Last Day for Adding Classes

MARCH

- 11-15 Mid-Term Week
- 15 Spring Vacation Begins Close of Classes
- 18 Mid-Term Grades Due 9:00 a.m.
- 25 Classes Resume 7:30 a.m.
- 29 Last Day to Drop Classes Without Academic Penalty

APRIL

- 5 Good Friday-no classes
- 10 Advisement Day for Summer/Fall - No Classes
- 11 Pre-Enrollment for Summer/Fall
- 20 Spring Visitation Day
- 25 All Correspondence Work Turned In To Instructor for May Graduation
- 27 Masters Comp Exams - 9:00 a.m. - Noon
- 30 Last Day to Drop Spring Classes

MAY

- 13 Baccalaureate-9:30 a.m., Pike Aud
- 13 Last Day of Classes
- 14-17 Final Examinations
- 17 Commencement Rehearsal - 3:00 p.m.
- 18 Commencement - 10:00 a.m.
- 20 Final Grades Due 4:00 p.m. (includes correspondence)

SUMMER 1996

JUNE

- 3 Enrollment-Registration for 1st 4-Week and 8-Week Sessions
- 3 First 4-Week and 8-Week Sessions Begin
- 4 Late Enrollment/Registration
- 5 Last Day-Registration, Adding Classes for 1st 4-Week Session
- 11 Last Day-Registration, Adding Classes for 8-Week Session
- 17 Last Day to Drop Without Academic Penalty--1st 4-Week Session
- 25 Last Day to Drop 1st 4-Week Classes
- 27 First 4-Week Session Ends-Final Exams
- 29 Masters Comp Exam - 9:00 a.m. - Noon

JULY

- 1 Enrollment-Registration for 2nd 4-Week Session
- 1 Second 4-Week Session Begins
- 1 Last Day to Drop 8-Week Session Without Academic Penalty
- 2 Late Enrollment/Registration, 2nd 4-Week Session
- 3 Last Day Registration, Adding Classes for 2nd 4-week Session
- 4 No Classes - Independence Day
- 11 All Correspondence Work Turned In To Instructor for July Graduation
- 12 Classes Will Meet
- 15 Last Day to Drop 2nd 4-Week Classes Without Academic Penalty
- 22 Last Day to Drop 8-Week Session Classes
- 23 Last Day to Drop 2nd 4-Week Classes
- 25 2nd 4-Week and 8-Week Sessions End - Final Exams
- 27 Commencement 10:00 a.m. Pike Aud.
- 30 All Final Grades Due 4:00 p.m. (includes correspondence)

THIS IS SOUTHWEST

Southwest Baptist University is an institution of higher education offering courses leading both to undergraduate and graduate degrees. Students may choose from forty-eight programs of study as they pursue a liberal arts based, career oriented education. The University is comprised of six colleges: Science and Mathematics, Business, Education and Social Sciences, Christian Studies, Music, Arts, and Letters, and the University College. Areas of certification and professional areas of study are also offered.

History

The University first opened its doors in 1878 in Lebanon, Missouri, as Southwest Baptist College. In 1879 it was chartered as a liberal arts senior college and was moved to Bolivar. The college served the residents of southwest Missouri until 1908, when it was forced to surrender its property to creditors and was closed. Baptists in Bolivar reopened the school as a junior college in 1913. In 1964 the Missouri Baptist Convention endorsed trustee plans for the college to become a senior liberal arts college. In 1980 approval was given for the name change to Southwest Baptist University.

The 123 acre campus is located in the southern portion of Bolivar, a city of nearly 7,000, which serves as the county seat of Polk County. There are 40 buildings on campus.

Heritage

From its inception, the University has been a distinctively Christian and Baptist institution in terms of world view and ideological commitments. A Christian world view, which is grounded in the Old and New Testaments, is the belief that:

- God is creator and sustainer of the universe, and the ultimate source of all truth, beauty, and moral value wherever they are found.
- God both judges and redeems humanity, thereby inviting men and women to define their relationship with Him, with fellow human beings across the globe, and with history.
- All people are to be treated with respect since they have been created in the image of God and have innate worth.
- Human beings have sufficient capacity and freedom of will to develop their physical, social, psychological, and spiritual well-being.
- Christians are to be change agents in society, sharing the Christian message and lifestyle, in that persons are responsible for their relationship with God, with fellow human beings, and with their environment.
- Christians must exercise responsible citizenship.

The cornerstone of Baptist tradition is the conviction, based upon biblical principles, that each person has freedom of conscience before both God and man. The implications of this tradition for Baptist higher education are the:

- acknowledgement of God as the ultimate source of all knowledge and truth.
- commitment to scholarly endeavor under God.
- desire for open inquiry and responsible scholarship, and the freedom to promote the results of this scholarship.
- freedom of others to hold and to promote contrary scholarly views.

Mission of the University

Southwest Baptist University is a private institution of higher learning founded in 1878, which provides programs and learning experiences for development of the whole individual. Affiliated with the Missouri Baptist Convention, the University provides for the education of its student body from the conviction that God is the source of all truth and that Jesus Christ is the central figure of history, giving purpose, order, dignity, and value to life. Programs are developed from this perspective, as well as from the Baptist tradition and the University's historic commitment to a liberal arts foundation for professional and vocational studies.

The University aims to serve its Missouri Baptist constituency and all persons who have a personal faith in Jesus Christ. It strives to reflect the social, economic, cultural, and educational diversity of the Midwest. The institution welcomes all American and international students who can benefit from and contribute to its enrichment.

Southwest Baptist University seeks to provide a Christian environment in which students are encouraged to: achieve competence in their chosen fields; develop the ability to think coherently and creatively; organize, analyze, and communicate information; develop self-awareness; adopt a healthy lifestyle; seek truth; and commit themselves to serve God and society. With teaching as the primary focus, the University recruits Christian faculty and staff members dedicated to its mission.

The University seeks to identify the needs of its constituency and designs traditional and non-traditional programs to meet these needs on the Bolivar campus and at off-campus centers.

Programs focus on the aesthetic, emotional, intellectual, physical, social, spiritual, and vocational growth of the student as an individual. They provide knowledge, skills, and experiences that enable students to address life creatively. The University provides:

- Liberal arts undergraduate programs that provide a solid foundation for growth and development.
- Pre-professional programs that equip students for graduate and professional study.
- Graduate programs that enhance professional, vocational and personal development.
- Professional and occupational programs that lead to employment and advancement.
- Lifelong learning and community service programs for individuals who desire to continue their education, to enrich their cultural awareness, and to grow and develop personally and professionally.
- Developmental study that strengthens skills leading to success in college-level courses.
- Student development programs to meet individual needs through learning experiences and activities that promote a deeper understanding of life and work.
- University ministry programs to assist in the development of personal faith and spiritual growth, and to provide opportunities for Christian service.

Purposes of the University

The mission statement of the University implies there will be a fusing of the liberal arts with career preparation and the Christian faith with learning. Recognition is also given to the enduring values of the liberal arts as the foundation of critical thinking, decision making, and the high literacy required for responsible careers in the contemporary world.

Therefore, the purposes of Southwest Baptist University are to produce graduates who:

- have explored the historical, spiritual, and ethical dimensions of the Christian faith and its relevance to a personal value system and life style
- have acquired the ability to think critically in rational and coherent ways.
- are able to communicate effectively through reading, writing, speaking, and listening.
- have adopted a life-style which incorporates health and physical fitness.
- have developed principles for personal, family, and social life and make responsible decisions based upon Christian values.

- have discovered that learning is a life long process, have developed a spirit of inquiry that motivates, and have been equipped with the necessary abilities to continue learning.
- have acquired an understanding of scientific inquiry and process, and have an ability to evaluate the achievements, limitations, and ethical questions of scientific methodology.
- understand the basic ideas upon which the United States was founded, and will be involved as a responsible citizen working for justice, freedom, and peace in the affairs of the community, nation, and world.
- understand the social institutions and forces that have shaped and are shaping individuals, cultures, and civilizations.
- have an understanding and appreciation of the cultural expressions of other people and civilizations.
- understand the aesthetic function of the arts in the enrichment of the human spirit and can make personal value judgments about works of art.

Principles and Expectations

As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include a sensitivity to the needs of the larger community; a commitment to justice, mercy, and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the University are expressed as ethical standards and are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning, and living.

Because of the prevailing moral confusion in our society, the University must speak clearly about Christian ethical standards. Five statements of ethical standards have been adopted by the Board of trustees for the university family, which is composed of students, faculty, staff, administrators and trustees. These standards concern Academic Integrity, Christian Lifestyle, Sexual Conduct, Marriage and Family responsibility, and respect for People and Property.

These statements of ethical standards guide the University in its obligations to students and others in the university family who are involved in an honest pursuit of the truth by requiring integrity in academic pursuits, by encouraging a Christian approach to sexuality, by supporting a stable family life, and by modeling responsible Christian interpersonal relationships. The University is committed to providing education and counsel to those of its community who are in special need; to extending Christian love to those involved in

strife, marital discord, or the struggle for proper sexual expression and to demonstrate the acceptance of the forgiveness for human failure which is available through Jesus Christ.

The University recognizes a responsibility to assist all members of the university family to grow spiritually, mentally, and emotionally. The University responds to that responsibility by offering opportunities for education, ministry, encouragement, and worship. The University encourages members of its family to take advantage of these opportunities.

This process of growth sometimes involves failure to meet expectations. The University, as a place of learning, prefers to deal with that failure as an opportunity for redemption and future growth. In those few cases where the individual has willfully ignored the expectations and refuses all opportunities for redemption or where the failure causes substantial public damage to the institution, the University may find it necessary to sever the relationship with the individual.

Statement on Academic Integrity

PRINCIPLE: Truthfulness, diligence, and commitment are part of the very nature of God. God's plan for believers is that their nature will become like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it.

EXPECTATION: Academic integrity is based on truthfulness and is the responsibility both of faculty and students. Faculty members are responsible for maintaining integrity in their academic pursuits. Faculty members also have the responsibility for setting and clarifying academic requirements for the work of students. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers, or examinations only what they are entitled to present honestly. Academic integrity also includes the collective responsibility of faculty members and students to ensure that all uphold the spirit and letter of this principle. Conduct which violates academic integrity includes cheating in any form on examinations and presentations of the ideas or writings of others without proper credit.

Statement on Christian Lifestyle

PRINCIPLE: Scripture teaches that believers are set apart to God's purpose through sanctification, but will sin. Scripture also demands that believers demonstrate a lifestyle that is distinctively different from that of non-believers.

EXPECTATION: A Christian lifestyle is expected of all members of the university family. It consists of

demonstrating those attitudes produced by the gift of the Spirit, practicing truthfulness in all relationships or activities, and exhibiting our dedication to Christ through our commitment to excellence in daily work or academic activities. A Christian lifestyle avoids such specific sins as greed; jealousy; pride; lust; bitterness; uncontrolled anger; prejudice based on race, sex, or socioeconomic status; use of alcohol as an intoxicant; substance abuse; stealing; profanity; dishonesty; occult practices; illegal activities; use of pornography; and sexual sins, such as pre-marital sex, adultery, and homosexual behavior.

Statement on Sexual Standards

PRINCIPLE: Scripture teaches that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage and insists on sexual abstinence for those who are unmarried.

EXPECTATION: All members of the university family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities.

Statement on Marriage and Family

PRINCIPLE: God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God's first institution.

EXPECTATION: The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the university family who strive to keep their marriages stable under these pressures. Nevertheless, members of the university community should not enter into divorce except under the most severe circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

Statement on Respect for People and Property

PRINCIPLE: Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. Scripture also teaches that ownership of property is to be respected. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given, and to be honest with one another.

EXPECTATION: The University expects behavior from all members of the university family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to living one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to pursue appropriate university activities, depriving individuals of the use of their property or depriving the University of the use of it property.

THE UNIVERSITY CAMPUS

The **Old Administration Building** houses the behavioral sciences department. The student publications office, and the ROTC office are also located there.

The **Merrill Burnidge Memorial Forum** is an open-air plaza adjacent to Estep Library, Goodson Student Union, Mellers Dining Commons and Mabee Chapel on the Shoffner Campus.

The music department is located in the **Casebolt Fine Arts Building**. This building contains studios, practice rooms, classrooms, and a 300-seat recital hall.

The **John D. Clement Memorial Amphitheater and Prayer Garden** was completed in 1988. The amphitheater accommodates 250-300 people for outdoor concerts and dramas. The small garden area is for private meditation.

Davison Field House was erected on Shoffner Campus in 1963 and seats more than 2,500. The gymnasium is equipped with more than 1,260 auditorium-type chairs. Besides the gymnasium, the building includes classrooms, offices, weight rooms, and training facilities.

The SBU Baseball team has one of the finest home fields in the area as the result of a gift from James W. Dodson. **Dodson Field**, situated on the south side of the Shoffner Campus, has a grass infield, spacious dugouts, and major league dimensions.

The **Felix Goodson Student Union** houses the University bookstore, a pizzeria and dining area, a lounge and game room. Also provided is the 250-seat **Grant Davis Theatre**, the **White Chapel** used for private meditation and group devotions. The offices of the Student Government Association, Freshman Programs, Student Life, and University Ministries are also an integral part of this building.

Ingman Hall named for Abner Smith Ingman, co-founder and second president of the University, accommodates the home theatre department.

The **Keathley Lifewalk** is a 15-foot wide walkway that connects Mabee Chapel, the Randolph Meditation Chapel, and the Jim Mellers Evangelism and Conference Center.

Kim Dorm was completed in 1992 and provided by friends of Dr. Ki Dong Kim, Pastor of the Sung Rak Baptist Church in Seoul, Korea. This residential facility houses 42 students and the Chair of Church Growth offices.

Mabee Chapel was completed in the spring of 1979. It is located on the north side of the Burnidge Memorial Forum. The chapel seats 1,300 in Pike Auditorium which has a complete professional stage for dramatic and musical productions. Mabee Chapel is the home of the Courts Redford College of Christian Studies offices and classrooms.

The **McClelland Dining Facility**, named in honor of Dr. and Mrs. R.S. McClelland, includes an 84 seat executive dining area and a large 200 seat dining room. Both campus and community events are held in this facility.

Jim Mellers Evangelism and Conference Center was completed in 1984 and named in honor of Jim Mellers of Springfield, Missouri. The building serves as a conference and media center. The main level houses the offices of the Institute for Evangelism, the Dr. E.J. Daniels International Research and Resource Center, the Dr. Hyman J. Appelman Seminar Room, and other excellent seminar facilities. The lower level houses the Career Planning and Placement Center and has five classrooms.

The **Marletta Mellers Dining Commons**, dedicated in 1977, is located on the Shoffner Campus adjoining the Felix Goodson Student Union. The dining commons was designed to serve up to 1,200 students with seating capacity for 600. It was designed for multi-purpose use by music and drama groups and formal dining functions. The Parents' Association Room provides facilities for small dining and meeting functions.

The **Natorium**, a 25 meter, six lane swimming pool with one and three meter diving boards, was provided by student activity fees and was built in 1985. The pool is used primarily by SBU students, faculty, and staff for recreational purposes, but is also the site of swimming, aquatic exercise, and scuba classes.

Plaster Guest Lodge, named in honor of Robert W. Plaster, a Lebanon, Missouri, businessman and major contributor towards its construction, was completed in the fall of 1982. The lodge is used to house visitors and guests of the University. The air-conditioned, three story building contains 32 private rooms and is also used as an overflow dorm for students.

Plaster Stadium, named in honor of Robert W. Plaster, was completed in 1985. The stadium is the home of the University's football program and the site of other major outdoor functions.

The Randolph Meditation Chapel, built in 1988, will seat 50-75 people. It is open 24 hours a day for individual meditation and serves as a center for small group activities.

Sells Administrative Center, completed in 1989, is named in honor of Dr. James L. Sells, former Chancellor of Southwest Baptist University, who served the University from 1966 to 1992.

Stewart Track, named in honor of former athletic director Orin B. Stewart who taught and coached at Southwest Baptist for 38 years, was completed in 1988. The eight lane 400-meter track is constructed of polyurethane and used for intercollegiate track meets.

The Gene Taylor National Free Enterprise Center was completed in 1981 and was named in honor of former Missouri Congressman Gene Taylor. This facility houses a Free Enterprise Center, the School of Business, the majority of the university's faculty offices, computer labs, several classrooms, and a small auditorium.

The Walton Regional Library and Literacy Center is currently under construction. This building is named in honor of Sam and Helen Walton, and will consist of 88,000 square feet which will house the university library and the Walton Literacy Center.

The Wheeler Food, Nutrition, and Science Center, is named in honor of Clarence and Edna Wheeler and is a building of 48,000 square feet which includes classrooms, laboratories, and offices for science programs and the physical therapy department.

Five lighted tennis courts located directly east of Davison Field House were provided for the University by SBU alumni - Dr. J.E. Lightfoot, Dr. Zenas Hutcheson and Dr. Thomas Hilton - and local business man Joe Rayl. The courts are for classes, student and faculty recreation, community tournaments and varsity matches.

Child Study Center

The SBU Child Study Center provides Bolivar and surrounding communities an environment for children to develop physically, scholastically, and socially. It serves as a training program for child development majors, education field workers, and other child-related courses. The center is licensed by the Missouri Department of Social Services.

Estep Library

The University Library has a collection of over 200,000 volumes and subscribes to almost 1,200 periodicals and newspapers. The Library is a depository for selected Southern Baptist Convention materials and Missouri State documents. The University Library houses the University Archives. A branch library of over 7200 volumes is located at the University College site in Mt. View, Missouri. At other campus sites, either access to periodical indexes on CD-ROM and the state-wide database is available, or arrangements have been made with local libraries. In addition, all off-campus students may request assistance by means of an 800 number.

Modern technology is used throughout the Library. DYNIX, the Public Access Catalog, provides computerized access to materials and is accessible to people outside the library who have a computer with a modem. Internet access is also available through the library system. In-house CD-ROM databases allow searching of periodical materials. Interlibrary Loan requests are sent and received through the OCLC network which has over 11,000 members nationwide. When it is necessary to send and receive copies of periodical articles rapidly, a fax machine is available.

The staff is composed of six professionals, six full-time, and three part-time staff members plus student assistants. The teaching function of the library, an integral part of the instructional program of the university, is a major library objective. Librarians are available to help with information resources and assist with research needs.

Through the Media Services area support is given to faculty and students in the production of educational materials, including video, hypercard, and interactive media programs. This area is also responsible for providing audio visual materials and equipment for the entire university and the television studio located in the Conference Center.

UNDERGRADUATE ENTRANCE REQUIREMENTS

Unconditioned Admission from High School

An applicant must be a graduate of an accredited or approved high school. The GED is also acceptable for admission. Students who are home-schooled must have completed both the ACT and GED examinations.

In order to help you succeed at SBU, the following high school subjects are strongly recommended (13 units): English (4 units), mathematics (3 units), social studies (2 units), natural science (2 units), electives (2 units of foreign language or computer science or 2 additional units from English, mathematics, social studies, or natural sciences).

A satisfactory Composite score on the American College Test (ACT) of 18 or above or a score of 740 or above on the Scholastic Aptitude Test (SAT) is required of all applicants. Students who do not meet this qualification may be provisionally admitted (please see section entitled Provisional Admission).

Provisional Admission

Applicants who are unable to qualify for admission under the normal admission criteria (less than 18 on ACT test or less than 740 on the SAT test) or fail to forward their ACT scores may be admitted provisionally. Enrollment in the University Learning Center is as follows:

- ENG 0103 - English Skills*
- MAT 0102 - Mathematical Skills*
- ULC 1102 - Study Skills
- ULC 1112 - Reading Skills
- PSY 1013 - General Psychology
- HPE 1061 - Physical Fitness

*These courses do not count toward the 128 hours required to graduate.

In order to enroll in further classes at SBU, students are expected to have a GPA of 2.0 at the end of their first semester and a reading grade level of 10.0 or above. The competencies required by the University Learning Center must be attained by the end of two semesters before continued enrollment at Southwest Baptist University is permitted.

Admission of Transfer Students

Southwest Baptist University is in agreement with the principle of the Missouri Coordinating Board for Higher Education "that a student with a clear educational objective should be able to complete a degree program in the shortest possible time, whether the student remains in one institution or transfers to another."

Students who have completed the A.A. degree from a regionally accredited college will be permitted to transfer to SBU with all general education requirements met for the B.A., B.S., B.S.N., and B.A.S. degrees, except for religion and language requirements.

Students who have completed the A.S. degree from a regionally accredited college will be permitted to transfer to SBU with all general education requirements met for the B.S., B.S.N., and B.A.S. degrees, except for religion requirements.

Students seeking teaching certificates must additionally fulfill all general education requirements prescribed by the Missouri Department of Elementary and Secondary Education.

The nature and standards of courses transferred toward a degree program must correspond closely to courses offered at Southwest Baptist University and may be limited by the school or department involved.

A maximum of six hours of "D" credit will be accepted in transfer. Junior College students may transfer up to 64 semester hours of credit, and these credits will transfer only as lower level (1000-2000) courses. SBU will accept no more than 94 hours from any institution toward a degree. A maximum of 30 semester hours of accredited work earned by correspondence or extension may be applied toward SBU requirements. No more than 12 hours of this credit will be counted toward a major or minor.

Students seeking teaching certificates must fulfill the general education requirements prescribed by the Missouri State Department of Elementary and Secondary Education. Professional education courses cannot be transferred from junior colleges, nor can they be transferred from senior colleges which do not have state-approved teacher education programs.

Transfer students from regionally non-accredited colleges may be admitted to SBU probationally if work is accepted by the state university of the state in which the college is located. No grade of "D" will be accepted from a college not regionally accredited.

Special Admissions

The university recognizes the high school diploma as the preferred document for admission. The University also understands that, since persons differ in their needs, interests, abilities, and home environments, alternate modes of admission are in order.

Dual High School-University Enrollment

Superior high school students may be admitted in a special student category for the purpose of taking one or two university courses while they finish their final year or two of high school. Students from high schools in the local areas are served by this option. Students must submit a regular application for admission along with a special request that includes a high school recommendation and written parental approval. Students are admitted on the basis of academic standards that exceed those required for admission from high school. Admissions are limited and governed by space available in, and the prerequisites for, the desired course or courses.

High School Non-Graduates

Applicants, who have not graduated from an accredited high school or who have been home schooled but wish to enroll as regular students, may be admitted on presentation of an acceptable secondary certificate (e.g. the GED). For regular admission, the student must also submit an ACT composite score of 18 or higher; otherwise the student will be provisionally admitted.

Early Admission

Under unusual circumstances superior high school students may request entrance to the University as a regular, full-time student before high school graduation. If the student has not completed all requirements for graduation from high school, the following must be presented:

1. An official sixth semester transcript, including the student's class rank.
2. An SAT score or ACT score forwarded to SBU.
3. A letter from the student stating the reasons for seeking early admission.
4. A letter from the parents of the student stating consent to the early admission.

5. A letter from the high school superintendent or principal stating that the student has complied with the high school's process granting early release.

Junior Year Summer Program

A student who has completed the junior year of high school may be admitted to Southwest Baptist University during the summer term before his or her senior year. Credit earned will be deferred until the student has completed high school or has been accepted as a freshman college student, at which time the student may receive credit at SBU for the completed coursework. A student who plans to attend a college other than Southwest their freshman year should consult that college as to transfer policy concerning deferred credit.

Admission of International Students

Qualified international students are invited to apply for admission to SBU. The following requirements apply to international students and U.S. resident aliens whose native language is not English.

The TOEFL (Test of English as a Foreign Language) is required. For regular admission, the minimum TOEFL score is 550. Provisional admission will be granted to students whose scores are between 525 and 550. These students will be required to enroll in the courses prescribed by the University Learning Center, including English as a Second Language (see section on Provisional Admission). Scores must be no more than two years old.

Exceptions to the required test scores will be made in the following instances only:

1. A student is a citizen of Great Britain, Australia, Canada, the British West Indies, or any other country where English is the primary language.
2. A student has studied in one of the countries mentioned above, or the U.S., within the past three years and has a good academic record at school attended.

For information on the TOEFL, write to: Test of English as a Foreign Language, CN 6151, Princeton, NJ 08541-6151, USA.

APPLICATION PROCEDURES

The following steps are required for all students who wish to enter Southwest Baptist University.

First-Time Freshman

Students who wish to receive early notification must have their admission file complete by January 31. Those applicants who desire consideration under this plan should take the ACT no later than November of their senior year in high school; the April or June test dates of the junior year are preferable.

1. File a completed Application for Admission. This form should be accompanied by a \$25 non-refundable application fee. Notification of acceptance is on a rolling basis. An application file is considered complete when all credentials have been received. Students are encouraged to apply early in the senior year.
2. Request the secondary school to send an official transcript of credits, including grade point average and rank in class at the end of the junior year.
3. Take the American College Test (ACT) or the Scholastic Aptitude Test (SAT) and have score reports sent to the Office of Admissions. SBU's ACT code is 2368; the SAT codes is 6664. The application for admission may be submitted before taking the test.
4. Complete and return the Student Data Form.
5. Complete and return the "Housing Contract" (students living on-campus only).
6. Submit a \$75 enrollment deposit. (See section on Enrollment Deposit, page ***)
7. Submit the appropriate health records. Immunization records must be forwarded to the Office of Admissions prior to enrollment. In most cases, these records may be obtained from the high school records office.
8. Arrange to visit the campus, if possible, for a personal interview with your admissions representative. A student should write or telephone for an appointment at least one week in advance.
9. Accepted students must request a final official transcript from their high school as soon as possible, reflecting senior year credits, grades, final class rank, and statement of graduation.

Transfer Students

1. File a completed Application for Admission. This form should be accompanied by a \$25 non-refundable application fee. Admission to transfer students is offered on a rolling basis, with notification being sent when the application file is complete.
2. If less than 30 semester hours of college work are being transferred, request the secondary school to send transcript of credits, including a statement of graduation and the rank in class at the end of the senior year.

3. Request the transcripts of all previous college work.
4. Have ACT or SAT scores forwarded to SBU if the test has been taken. Students who have not taken the ACT will be assigned to the University Learning Center and take the ACT or SAT before the end of the first semester at SBU.
5. Complete and return the "Student Data" form.
6. Complete and return the "Housing Contract" (students living on-campus only).
7. Submit a \$75 enrollment deposit. (See section on Enrollment Deposit, page ***)
8. Submit the appropriate health records. Immunization records must be forwarded to the Office of Admissions prior to enrollment.
9. Arrange to visit the campus, if possible, for a personal interview with an admission representative. A student should write or telephone for an appointment at least one week in advance.
10. Submit final transcripts of college work as soon as possible.

International Students

In order for the applicant to receive the Certificate of Eligibility (Immigration Form I-20) required of all foreign students entering the United States, the following conditions must be met:

1. The applicant must be formally admitted to the University as a full-time student. This includes a completed application, a non-refundable application fee of \$100 U.S., and official transcripts of all academic work (secondary school and above). This process should be initiated at least 4 months prior to the desired semester of enrollment.
2. The applicant must demonstrate adequate financial support for the entire length of study.
3. The applicant must submit an advance deposit in the form of a certified check or bank draft in the amount of one year's educational and living expenses. This amount will be put on account and available for the student's use upon arrival.
4. Students are required to purchase a hospitalization insurance plan immediately upon arrival on campus.

When these conditions have been met, the Certificate of Eligibility (I-20) will be issued to the student. Under no circumstances should an applicant prepare to arrive in the United States until granted final acceptance and, where necessary, financial aid.

Non Degree-Seeking Students

Applicants are required to submit an official high school transcript or the GED, and may take up to 12 hours

(except English and Mathematics) of college level work without having to take the ACT or SAT examinations. This student will be classified as a Special Student.

Advanced Academic Standing

Students may receive course credit through examination or through advanced placement courses taken in secondary school. The examination and/or advanced placement course must be equivalent to a course taught at Southwest Baptist University. Students need to apply for advanced academic standing when they submit their secondary school records during the admissions process.

To be eligible to receive credit by examination, a student must not have earned more than 90 hours of university credit and may not have received university credit or any credit for any course within the academic discipline covered by the exam.

Transcripts for all post secondary work attempted must be on file in the SBU registrar's office before students may sign up for any of the above mentioned tests. For additional information contact the Career Planning & Placement Center, Suite 110 of the Conference Center.

Advanced Placement Examinations (APE)

The Advanced Placement Examination is a national system of credit by examination. Students may receive course credit on an Advanced Placement Examination as follows:

Advanced Placement Examination	Score Required	Hours Granted	Institutional Courses Satisfied
Art History	3	3	ART 1003
Calculus AB	3	5	MAT 1195
Calculus BC	3	4	MAT 2254
Chemistry	3	4	CHE 1104*
Chemistry	4	5	CHE 1115*
Chemistry	3	3	CHE 1000(3) Elective#
Compar Govt/Politics	3	3	POL Elective
Computer Science A	3	3	Comp Sci Elective
Computer Science AB	3	3	Comp Sci Elective
Eng. Lang & Comp	3	3	ENG 1113
European History	3	3	HIS 1123
French Literature	3	4	4 hrs FRE 1000 Level Elective
French Literature	3	4	4 hrs FRE 1000 Level Elective
German Literature	3	4	GER 1114
Latin/Vergil	3	3	3 hrs HUM 1000 Level Elective
Latin/Catullus, Horace	3	3	3 hrs HUM 1000 Level Elective
Music Listening & Lit.	3	3	FAR 1023
Music Theory	3	3	MUS 1603
Physics B	3	3	PHY 1000(3) Elective #
Physics C - Mechanics	3	4	PHY 1114*

Advanced Placement Examination	Score Required	Hours Granted	Institutional Courses Satisfied
Physics C - Elec	3	4	PHY 1124*
Psychology	3	3	PSY 1013
Spanish	3	4	SPA 1114/1124
Spanish Literature	3	3	3 hrs SPA Elective
Studio Art-Drawing	3	3	ART 1203
Studio Art-General	3	3	ART 1103
U.S. Govt/Politics	3	3	POL 1113
U.S. History	3	3	U.S. HIS Elective

3 semester hours credit granted--proof of extensive lab work NOT required

* Proof of extensive lab work is required

British A-Level Examinations

- Advanced standing may be awarded for A-Level examinations for the General Certificate of Secondary Education with grades of A, B, or C.
- The examinations must be administered by an examinations board which is recognized for university entry in the United Kingdom.
- The total credit for each examination may not exceed 6 semester hours and total advanced standing credit awarded may not exceed 20 semester hours.
- Certified copies of the examination transcript must be on file in the Registrar's Office.
- Examinations in the sciences must include a laboratory component.
- Examinations in foreign language must include a conversation component.

International Baccalaureate

- Advanced standing may be awarded for higher examinations with a score of 5, 6, or 7.
- The total credit for each examination may not exceed 6 semester hours and total advanced standing credit awarded may not exceed 20 semester hours.
- Official transcripts must be issued by the International Baccalaureate North American Office and be on file in the Registrar's Office.

- Examinations in the sciences must include a laboratory component.
- Examinations in foreign language must include a conversation component.

Other Examinations

In addition, the student may apply to take a Proficiency Examination Program (PEP) test. This is a national system of credit by examination administered by American College Testing. Departmental Examinations (DEPT) are tests prepared by professors on campus. Each DEPT test is approximately two hours in length and is comparable in content to a comprehensive final examination in the course for which it is designated.

Veterans

Southwest Baptist University is approved for the education of veterans and their dependents under Chapters 31, 34, and 35, Title 38, U.S. Code. According to the recommendations of the American Council of Education, credit may be granted for courses completed while in military service.

STUDENT EXPENSES

A primary goal of Southwest Baptist University is to provide quality Christian higher education at a ~~minimum~~^{reasonable} cost to the student. Financial support which the school receives from the Missouri Baptist Convention, the Bolivar community, alumni and other sources supplement the operating budget. This assistance enables the institution to keep expenses for the student below that of most colleges in the nation. **The University reserves the right to adjust or revise the charges at any time during the year.** Students are encouraged to keep their personal finances within moderate limits. They should allow approximately \$400 per year for books. Personal expenses of \$500 and transportation expenses of \$900 (estimated for non-Missouri residents) should also be considered as well as reasonable amounts for clothing, entertainment, and incidental expenses.

The University does not provide banking services on campus. There are, however, three banks in Bolivar, all of which carry personal accounts at a nominal monthly charge.

Enrollment Deposit (required before admission) \$75.00

Undergraduate Tuition, Fees, Room & Board in University Housing

	SEMESTER	YEAR
Tuition (12-18 credit hours)	\$3,672.00	\$7,344.00
Dormitory Room	585.00	1,170.00
University Apartments	595.00	1,190.00
Cafeteria: (required if living on campus)		
10 Meals	600.00	1200.00
15 Meals	630.00	1,260.00
20 Meals	665.00	1,330.00
Student Activity Fee	55.00	110.00
Health Fee	12.50	25.00
Class Activity Fee	1.00	2.00
Dormitory Activity Fee	7.50	15.00
TOTALS		
10 Meals	\$4,933.00	\$9,866.00
15 Meals	\$4,963.00	\$9,926.00
20 Meals	\$4,998.00	\$9,996.00

Undergraduate Tuition, Fees In Off-Campus Housing

Tuition (12-18 credit hours)	\$3,672.00	\$7,344.00
Student Activity Fee	55.00	110.00
Health Fee	12.50	25.00
Class Activity Fee	1.00	2.00
TOTALS	\$3,740.50	\$7,481.00

Undergraduate Tuition Off-Campus

\$85.00 per semester hour	Dexter, Joplin, Salem
\$88.50 per semester hour	Mountain View
\$92.50 per semester hour	Chicago, Springfield

Graduate Tuition and Fees

Transcript Evaluation Fee	\$25.00
Graduation Fee	60.00

Education

\$103 per semester hour	Bolivar and locations other than those named below
\$125 per semester hour	Hannibal
\$135 per semester hour	Columbia, Farmington, Lake Ozark, Jefferson County, St. Louis, Troy, Wentzville

Health Services Administration

\$125 per semester hour

Correspondence Course Fees

Tuition (per semester credit hour)	\$75.00
Handling Fee (per course, non-refundable)	15.00
Extension Fee	10.00
Examination Fee (on-campus, per exam)	5.00
Examination Fee (off-campus, per exam)	10.00

A full or partial refund may be granted for a cancelled enrollment or dropped course providing the student contacts the Registrar's Office. Refunds on the tuition charge will be according to the following schedule:

0-10 Days	100% of Tuition
11-30 Days	50% of Tuition
After 30 Days	No Refund

Part-Time Student Fees (Bolivar campus)

Undergraduate Tuition (per hour)	\$306.00
Undergraduate Audit (per semester hour)	153.00
Commuter Meal Ticket (5 meals per week per semester)	239.00
Student Activity Fee (ALL undergraduates per semester hour)	4.00
Class Activity Fee (per semester)	1.00

Special Fees-Non Refundable

(Charged to students using the designated service)

ACT Residual Tests - per exam	16.00
Change of Final Examination Fee	\$10.00

College of Business Assessment Exam	20.00
Correspondence Course Examination	10.00
Credit by Examination (per credit hour)	20.00
Dishonored Check Fee	5.00
Graduation Fee	60.00
Graduation Fee for HS/HSA	65.00
Lab/Course Fees	See course descriptions
Late Registration Fee	75.00
Official Transcript Fee	3.00
Student Teaching Fee	150.00
Vehicle Registration Fee (per year)	20.00
Yearbook Fee (optional)	33.00

Applied Music Fees:

Private lessons per credit hour per semester	\$130.00
Practice room fee per semester	12.50

The refund policy on applied music fees is the same as that for tuition refunds, not on number of lessons received.

PAYMENT OF ACCOUNTS

All charges for tuition, fees, room and board are due in full at the beginning of each semester. Students unable to pay the full amount at the time of registration must select one of the following payment plans. Complete information is sent to all new students each spring or may be obtained from the University's Office of Accounting Services.

The University offers three payment options as follows:

University Deferred Payment Plan

One-third of the account balance, after financial assistance is deducted, is to be paid upon registration. The remaining balance is payable in three equal monthly installments plus interest on the **unpaid balance** equivalent to an annual rate of thirteen percent. The unpaid balance is defined as the total charges less financial assistance, scholarships, and payments received or credited to the account to date. For the fall semester, payments are due on October 1, November 1, and December 1. For the spring semester, payments are due on March 1, April 1, and May 1.

Academic Management Services (AMS) Plan

The AMS Plan enables a student to pay all or part of fees in ten monthly installments **without interest charges**. The Plan may be used to supplement all other forms of financial aid such as grants, loans, and

scholarships. An additional feature of the plan is Life Benefit Coverage which guarantees payment of the unpaid balance of the budgeted amount, in the event of the death of the enrolled parent or guardian.

Participation is on an annual basis. There is an annual enrollment fee which is payable to AMS. There are no other fees or interest charges assessed by AMS. The Life Benefit Coverage is provided at no additional charge. Additional information is mailed each spring to new students by AMS, or is available from the Office of Accounting Services. One-half of the total amount budgeted with AMS is credited to a student's account in September and the second half in January, providing the account with AMS is current. Delinquent amounts will be assessed an interest charge by the University equivalent to 13% per annum. Any account which has three past due installments will be terminated by AMS and will not be eligible for renewal in subsequent years.

Monthly Budget Program (MBP)

This program is offered through The Tuition Plan, Inc. and is very similar to the AMS Plan discussed above. The MBP plan enables a student to pay all or part of fees in ten monthly installments **without interest charges**. One-half of the total amount budgeted with MBP is credited to a student's account in September and the second half in January, providing the account with MBP is current. Delinquent amounts will be assessed an interest charge by the University equivalent to 13% per annum.

The Tuition Plan, Inc. also offers a program entitled Educational Loan Program. Information about this program is available from the University's Office of Accounting Services.

Any student who is found to be negligent in making adequate arrangements to pay his or her account may be subject to immediate dismissal. No student is permitted to enroll until all account balances have been settled or satisfactory arrangements have been made with the student accounts manager. No student will be allowed to graduate until all account balances have been paid in full with the exception of the Perkins Loan/National Direct Student Loan.

To aid students in paying accounts, the University offers a variety of financial assistance programs (see Scholarships, Loans, Grants, and Employment).

REFUND POLICY

Tuition Charge Refunds

Refunds on the tuition charge for the **Fall and Spring semesters** will be according to the following schedule:

Withdrawal by:	
7th class day	90% refund
18th class day	50% refund
37th class day	25% refund
After 37th class day	No refund

Refunds on Applied Music Fees follow same schedule as tuition refund, not on number of sessions received.

Refunds on the tuition charge for each **eight-week term** will be according to the following schedule:

Withdrawal by:	
3rd class day	90% refund
8th class day	50% refund
16th class day	25% refund
After 16th class day	No refund

Refunds on tuition charges for each **four-week term** will be according to the following schedule:

Withdrawal by:	
2nd class day	90% refund
4th class day	50% refund
8th class day	25% refund
After 8th class day	No refund

Refunds on the tuition charge for **Winterfest** will be according to the following schedule:

Withdrawal by:	
2nd class day	90% refund
5th class day	50% refund
7th class day	25% refund
After 7th class day	No refund

The same schedules will apply to a student who drops from full-time to part-time status after enrollment.

NOTE

Students leaving school during their first semester of attendance at SBU will be eligible to receive a pro-rata refund of tuition until 60% of the class days in the semester have elapsed. A semester generally contains 75 class days. Withdrawals after that date will receive no refund. This refund policy is only available during the semester in which they first attend SBU.

Dormitory Refunds

Refund on room charge will be according to the following schedule:

Withdrawal from school or from housing by:

5th class day 90% refund
After 5th class day No refund

Board Refunds

Board charges will be refunded on a pro rata basis, less \$15 service charge.

Special Circumstances

If it is necessary for a student to withdraw because of illness--certified to by a physician--the tuition, room and board will be refunded on a pro rata basis.

Upon disciplinary dismissal by the University, board will be refunded and scholarships canceled on a pro rata basis.

See ADMISSIONS, page 15, regarding the refund of enrollment deposit and processing fee for the new applicant.

The enrollment deposit for the continuing student is refundable if students notify the Admissions Office of their intentions by July 1 for the fall semester; December 1 for the spring semester, and May 1 for the summer term.

ALL CURRENT STUDENTS are expected to maintain their enrollment deposit as long as they plan attendance at Southwest Baptist University. Withdrawal of the enrollment deposit at the end of any semester places the students' transcripts in an inactive file and cancels any residence hall reservation. Enrollment deposits are refundable at the satisfactory termination of the students' attendance or graduation.

Enrollment deposits will be applied against any amount due the University with the balance refunded by check within 90 days following the end of the semester, graduation, or official notice of satisfactory termination of the student's attendance.

Cancellation of Financial Assistance

Students who have been awarded financial assistance from Southwest Baptist University, and withdraw from school or cease to attend classes are subject to the cancellation of their financial assistance and the removal of the award credit from their account. The

amount of the cancellation is in direct proportion to the amount of tuition refunded. (If students received an 80% tuition refund, 80% of their financial assistance is canceled).

Students who drop classes during the tuition refund period, which in effect lowers their enrollment to other than full-time status, will be considered ineligible for a full financial assistance award. Financial assistance credit will be removed from the students' accounts in accordance to the lower number of credit hours.

A student's financial assistance will be canceled in the following order:

1. Perkins Loan (National Direct Student Loan)
2. Pell Grant
3. Supplemental Educational Opportunity Grant (SEOG)
4. Missouri State Grant (MSG)
5. Stafford Loan (Guaranteed Student Loan GSL)

The Perkins/NDSL, Pell Grant, and SEOG will be canceled in direct proportion to the amount of tuition refunded.

The MSG will be canceled in full if students withdraw within the first ten (10) days of the semester. Between the tenth day and the end of the tuition refund period, students will receive a proportionate cancellation of their MSG.

For information concerning the cancellation policy of the Stafford Loan (GSL) please contact the Office of Accounting Services.

Cancellation of Scholarships Policy

Students who have been granted a scholarship from Southwest Baptist University and withdraw from school or cease to attend classes are subject to the cancellation of their scholarships and the removal of the award credit from their accounts. The credit will be removed in full if withdrawal should occur during the tuition refund period or after the refund period if tuition is refunded due to medical reasons. After that date a pro rata basis will be used wherein the dollar amount of the scholarship will be divided over the total weeks in the semester and the only portion applicable to the weeks of attendance will be left on the student's accounts.

Students who drop classes during the refund period, which in effect lowers their enrollment to other than a full-time status, will be considered to be ineligible for all scholarships other than those specifically stating they

are available to part-time students. Scholarship credit will be removed from students' accounts in their entirety or adjusted in accordance to the lower number of credit hours where part-time is permissible. Performance scholarships can be canceled in full or on a pro rata basis where the performer no longer participates in the activity for which it was given with the exception of non-participation being caused by an injury.

There can be no cash refund from a scholarship source.

Transcript

A \$3.00 charge will be assessed for each official copy of a student's transcript. An official copy carries the University seal and the signature of the registrar. Unofficial copies are available at a cost of \$1.50 each. Rush transcripts (same day) are available at a cost of \$5.00. Unofficial transcripts may be faxed if the fax request is signed and a credit card number and expiration date accompanies the request. The cost is \$3.00.

No transcript will be given until all accounts at the University have been paid in full. Perkins Loan/National Direct Student Loan repayments must be current before a transcript will be released. Also, a student loan exit interview must be completed before the transcript will be released. Requests for transcripts must be made in writing, signed and dated by the individual whose transcript is to be released. All requests for transcripts should be mailed to the Registrar's Office.

UNIVERSITY SCHOLARSHIPS

Southwest Baptist University provides scholarships to worthy students of high scholastic rank and to students in certain special categories. Scholarships are granted under the direction of the Scholarships Committee. Requests for scholarships should be addressed to the Director of Admissions, unless otherwise indicated in the provisions of the particular scholarship section.

General Regulations

1. Scholarship recipients must be enrolled as full-time students to qualify unless otherwise stated in the individual description of the scholarship. **EXCEPTION:** students enrolled in at least 6 credit hours of classroom coursework during their final semester of their degree program prior to graduation may receive all institutional scholarships for which they are eligible.
2. Normally students will receive the scholarships for which they are eligible and recommended provided (a) they have supplied all necessary information and required forms within the deadline dates, and (b) their total financial aid provided by the university does not exceed their college costs (as indicated by the catalog) or violate the conditions for receiving the assistance.
3. Generally, scholarships are awarded on an annual basis reflecting credits earned in the fall and spring semesters only, and not for the January or summer terms. Renewal, where applicable, is on a semester basis. Since recipients of scholarships normally can complete their degree in eight semesters, the recipient is ineligible for scholarships beyond their eighth semester regardless of whether they have received eight annual awards under the scholarship. Students entering their ninth semester may petition the Scholarships Committee to set aside this ruling and should contact the Office of Student Financial Planning for details. Scholarships are not available for graduate studies.
4. Failure to abide by regulations regarding academic achievement and conduct may result in withdrawal of the scholarship.
5. Scholarship awards are subject to cancellation and the removal of credit from the student's accounts if they withdraw from school or cease to attend classes, or if they are deemed ineligible due to their failure to maintain the status of a full-time student. (See section, "Cancellation of Scholarships Policy".)
6. Deadlines for submitting applications, required documents or data have been set by the administration of the University. Failure to adhere to the criteria for each scholarship may make students ineligible to receive an award at a later date.
7. All scholarships provided by the University, other than those funded through other sources, are subject to future action by the University either to limit or discontinue the same.
8. All scholarships require a 2.0 minimum GPA for renewal unless otherwise stated.
9. Institutional and non-institutional aid may not exceed the total cost of attendance. In such instances, institutional aid will be reduced.

The scholarship assistance for qualified students, as described below, originates from many sources. Individuals have made generous gifts to the University. Many churches provide funds. Southwest Baptist University creates scholarships by the reduction of tuition costs for certain students. Therefore, the recipients of scholarships should demonstrate fidelity to the University, church, denomination, and Christian ideals which have prompted individuals and institutions to provide these scholarships.

ACADEMIC SCHOLARSHIPS

The University awards scholarships to those students who demonstrate exceptional academic qualities. Academic scholarships are based on achievement and not need. Each scholarship listed below is renewable all four years provided the student maintains a 3.5 grade point average for the **Founder's Award** and the **Presidential Excellence Award**, a 3.0 grade point average for the **Provost's Scholarship** and the **Trustee's Scholarship**, and a 2.75 grade point average for the **Deans' Scholarship**. Scholarships are awarded pending receipt of the student's final high school or college transcript and ACT or SAT scores by the Office of Admissions. Eligible first-time students may receive only one of the academic scholarships listed below.

Founder's Award

Five full tuition scholarships are available to high school students who rank in the upper 5% of their senior class and have obtained a Composite score of 31+ on the Enhanced ACT examination or 1300-1600 on the SAT examination.

Transfer students must have earned 30 or more hours or evaluated credit with a grade point average of 3.85 or above, and obtained a Composite score of 31+ on the Enhanced ACT examination or 1300+ on the SAT examination.

Eligible students will receive an application. Final selection will be made in conjunction with the annual Spring Visitation Day. Applicants not selected will automatically receive the Provost's Scholarship.

Presidential Excellence Award

Ten full tuition scholarships are available for high school students who (1) rank in the upper 5% of their senior class and have obtained a Composite score of 28 to 29 on the Enhanced ACT examination or 1170-1250 on the SAT examination or (2) who rank in the upper 10% of their senior class and have obtained a Composite score of 30 to 36 on the Enhanced ACT examination or 1260-1600 on the SAT examination.

Transfer students must have earned 30 or more hours of evaluated credit with a grade point average of 3.85 or above, and a Composite score of 28-30 on the Enhanced ACT examination or 1170-1290 on the SAT examination.

Provost's Scholarship

The Provost's Scholarship provides \$1,500 per year for four years. Entering freshmen may receive this scholarship if (1) they rank in the upper 5% of their senior class and have obtained a Composite score of 24-27 on the Enhanced ACT examination or 1010-1250 on the SAT examination; or (2) if they rank in the upper 10% of their senior class and have obtained a Composite score of 26-29 on the Enhanced ACT examination or 1090-1250 on the SAT examination.

Transfer students may receive this scholarship if (1) they transfer at least 30 hours or more of evaluated college credit with a grade point average of 3.85-4.0 and have obtained a Composite score of 24-27 on the Enhanced ACT or 1010-1160 on the SAT examination, or (2) they transfer with a grade point average of 3.5-3.84 and have obtained a Composite score of 24-36 on the Enhanced ACT examination or 1010-1160 SAT examination, or (3) they transfer with a grade point average of 3.0-3.49 and have obtained a Composite score of 26-36 on the Enhanced ACT examination or 1090-1600 on the SAT examination.

Trustee's Scholarship

This scholarship provides \$1,250 per year for four years. Entering freshmen receive this award if (1) they rank in the upper 10% of their senior class and have obtained a Composite score of 24-25 on the Enhanced ACT examination or 1010-1080 on the SAT examination; or (2) they rank in the upper 5% of their senior class; or (3) they have obtained a Composite score of 28-36 on the Enhanced ACT examination or 1090-1600 on the SAT examination.

Transfer students receive this scholarship if (1) they transfer at least 30 hours or more of college credit with a grade point average of 3.0-3.49 and have obtained a Composite score of 24-25 on the ACT examination or 1010-1080 on the SAT examination or (2) they transfer with a grade point average of 3.5-4.0 or (3) they have a Composite score of 28-36 on the Enhanced ACT examination.

Dean's Scholarship

This scholarship provides \$1,000 per year for four years. Entering freshmen receive this scholarship if they (1) rank in the upper 10% of their senior class, or have obtained a Composite score of 24-27 on the Enhanced ACT examination or 1010-1160 on the SAT examination.

*Transfer students will receive this scholarship if they (1) transfer 30 or more hours of credit with a grade

point average of 3.0-3.49, or (2) have a Composite score of 24-27 on the Enhanced ACT examination or 1010-1080 on the SAT examination.

CHURCH RELATED SCHOLARSHIPS

Southwest Baptist University makes available a number of Church Related Scholarships based upon a special calling to full-time church service, church relationship or prior church participation. In addition, the student may also receive other church related scholarships. All church related scholarships require an application. The **Church Related Vocation** scholarship is \$500 per year for students preparing for a church related vocation, i.e., Church Music, Missions, Pulpit Ministry, Religious Education or Youth Ministry. The scholarship is \$20 per semester hour when the recipient is enrolled as a part time student. Students must submit an application and reference letter. Recipients are expected to participate in the Southwest Baptist University's In-Service-Training Programs. The **Church Matching Scholarship** is an annual award of \$400. The church contributes \$200 which is matched by SBU on an annual basis. Application deadline is August 1 for the fall semester and January 1 for the spring semester. Interested students must submit the name and address of their home church to the Student Financial Planning Office.

The **Dependent of Church Minister** is an annual award of \$250. Spouses, sons or daughters of persons engaged as full-time ministers and dependents of current SBU ministry students are eligible for this award. The **Christian School Scholarship** is an annual award of \$250. A student must be a graduate of a Christian Secondary school and be recommended by a school counselor or administrator. The **Royal Ambassador and Acteen Scholarship** is an annual award of \$150 to \$400 based upon Service Aide Awards earned; applications must be filed with your state WMU or Brotherhood Department.

Foreign Missionary Dependent Scholarship

Dependents of missionaries employed by the Foreign Mission Board of the Southern Baptist Convention, who submit documentation from the Foreign Mission Board of their status, are eligible for a tuition concession for the academic year. The award is based on need and cannot exceed two-thirds of fall and spring semester tuition cost.

PERFORMANCE SCHOLARSHIPS

Athletic Scholarship

Scholarships are available to selected individuals who exhibit athletic skill and academic promise. Satisfactory progress must be shown each year for aid to be continued. Scholarships are offered to men for basketball, football, baseball, track, golf, cross country and tennis. Scholarships are given to women for basketball, softball, volleyball, track, cross country and tennis. Questions concerning athletic scholarships should be directed to the coach of each particular sport or to the director of athletics.

Music Scholarship

Scholarships are available to selected students who demonstrate special skill in voice, piano, organ, strings, or wind/percussion instruments. An audition is required. Information concerning procedures, dates of auditions, and requirements may be obtained by contacting the department of music. To retain a music performance scholarship students must satisfactorily perform in their appropriate ensemble and maintain a GPA of at least 2.5.

Speech Scholarship

Scholarships are available to students who demonstrate outstanding ability in individual speaking or debate. Recipients are not required to major or minor in speech but are expected to participate in the activities of the department as requested. Scholarships are awarded on the basis of past achievements, grades, recommendations and promise of success. Inquiries should be directed to the department of communication. The awards are approved on a semester basis for selected students who maintain at least a 2.0 grade point average.

Theatre Scholarship

Theatre scholarships are available to students who demonstrate outstanding ability in drama. Recipients are not required to major or minor in theatre, but are expected to participate in University dramatic productions. Scholarships are awarded on the basis of past achievement, grades, recommendations and promise of success. Inquiries should be directed to the department of theatre. Recipients must maintain at least a 2.5 grade point average.

SPECIAL SCHOLARSHIPS

Commuter Scholarship

Students who travel to the University for regularly scheduled classes and return to their place of residence within the same day at least two days per week qualify for a tuition concession of \$150 each semester if they (1) commute 25 miles or more one way to attend classes, or (2) are graduates of Bolivar, Buffalo, Dadeville, Fair Play, Halfway, Hermitage, Humansville, Morrisville, Pleasant Hope, Skyline, Stockton, Tunas, Weaubleau, or Wheatland High School. An application form must be completed prior to August 1 for the fall semester and January 1 for the spring semester. Any change of residency between the time of filing and seventeen days after registration must be reported. The scholarship is available for fall and spring semesters for students attending with a full-time status.

Polk County Community Scholarship

Any student who has graduated or will graduate from one of the six high schools in Polk County may apply for an award of \$750 per year. Funds for this scholarship are donated by individuals, businesses, clubs, churches, and other organizations of Polk County.

Southwest Baptist University Alumni Association Endowed Scholarship

The Southwest Baptist University Alumni Association Endowed Scholarship is awarded to one new scholarship recipient each year for a \$400 annual scholarship (or an amount determined by the Alumni Board of Directors) to be awarded during the recipient's first four years of undergraduate study. Each scholarship recipient will be selected by the Southwest Baptist University Scholarship Committee and approved by the Executive Committee of the Alumni Association Board of Directors. Scholarship recipients must be a dependent of a Southwest Baptist University alumnus, be a full-time student, maintain a 3.0 grade point average, and be a dedicated Christian and active member of an evangelical church.

Teacher Education Scholarships

This scholarship is a one-time, non-renewable award of \$2,000. One-half of the scholarship is paid by the State of Missouri and one-half by the University. Scholarship recipients must teach in a Missouri public school for five years after receiving certification or the scholarship converts to a loan which must be repaid.

UNIVERSITY SCHOLARS AWARDS

The University Scholars Award program was created to recognize outstanding students. Students having achieved sophomore standing will qualify for this award by maintaining full-time enrollment status and meeting the minimum 3.25 grade point average. Transfer students must complete one fall or spring semester while enrolled full-time to be considered eligible. Scholarship awards are for the academic year and will be based on class standing and cumulative grade point average. Annual scholarship awards will be awarded according to the following schedule:

GPA of 3.25-3.49	
Sophomores	\$135
Juniors	\$150
Seniors	\$165

GPA of 3.50-3.69	
Sophomores	\$270
Juniors	\$300
Seniors	\$330

GPA of 3.70-3.84	
Sophomores	\$405
Juniors	\$450
Seniors	\$495

GPA of 3.85-4.00	
Sophomores	\$540
Juniors	\$600
Seniors	\$660

No formal written application is required. Students apply by achieving the required grade point average. Eligibility for this scholarship will be determined after the spring semester.

PRIVATE SCHOLARSHIPS

Friends of the University have provided both endowed and un-endowed scholarship funds for qualified students. Complete information about private scholarships can be secured from the offices of Student Financial Planning and Admissions.

STUDENT LOANS AND GRANTS

Southwest Baptist University offers a comprehensive financial assistance program designed to recognize student financial needs and to meet these needs with a combination of university, federal, state, and private assistance sources. All assistance is awarded on the

basis of financial need and the total amount of assistance cannot exceed that need. The assistance extended to students consists of loan, grant and work programs that are administered by the office of financial assistance. Application for assistance is made by (1) completing an SBU financial assistance application, (2) filing a Free Application for Federal Student Aid (which is also the application for the Pell Grant and Missouri Grant), (3) submitting to SBU a photocopy of the most recent income tax return filed by the parents and the student.

All assistance application forms must be completed before aid can be awarded by the University. Application for admission to SBU must also be in progress so that scholarship information can be compiled with financial assistance data. All offers of assistance must be accepted in writing before the beginning of the semester or the aid offer will be canceled. All questions concerning the application process, application deadlines or the following available assistance programs should be directed to the offices of financial assistance or admissions.

Pell Grant

This grant is funded by the U.S. Office of Education. Grants range up to \$2,300 and are dependent upon need as determined by the Free Application for Federal Student Aid (FASFA) which may be obtained from the offices of financial assistance or admissions.

Missouri Student Grant

The Coordinating Board for Higher Education has established the Missouri Student Grant program for permanent residents of Missouri, who will be attending college in Missouri on a full-time basis. Grants from this program range up to \$1,500 and can be applied for by completing the FASFA obtained from the offices of Student Financial Planning Assistance or Admissions.

Federal Supplemental Educational Opportunity Grant

Federal Supplemental Education Opportunity Grant funds are allocated to the University by the federal government and are awarded based on financial need. Grant awards are dependent upon the need of the student and the funds available. Students with the greatest financial need have priority on receiving SEOG funds.

Federal Perkins Loan

Federal Perkins Loans are available to qualifying students in amounts related to financial need. Applicants must be United States citizens, who are making academic progress, and show financial need based on their families' income and resources. No interest is charged or payment expected while students are carrying at least half of the normal full-time class load. Repayment begins with interest accruing at five percent per year on the unpaid balance nine months after the student ceases to be enrolled on a half-time basis. Payment schedules may extend to a maximum of 10 years with at least 10 percent of the principal due each year. A minimum repayment of \$40 per month is required on loans made after July 1, 1972. Before funds can be issued, borrowers must sign a promissory note and an affidavit of educational purpose. Some limited repayment deferments and cancellation benefits are available to students entering certain vocations.

Federal Stafford Loan Program

Federal Stafford Loans are made by commercial lenders, banks, savings and loans and credit unions to students who are enrolled on at least a half-time basis and who demonstrate financial need. Eligible students may borrow up to \$2625 for their first year of school, \$3500 the second year, \$5500 the third, fourth, and fifth years of school. Graduate students may borrow up to \$8500 per year. Repayment begins six months after half-time enrollment status ceases at a minimum rate of \$50 per month plus interest. The interest rate is variable and is set at 3.1% above the 91-day U.S. Treasury Bill rate and is capped at 9%. The interest rate is subject to change annually. Please contact the Student Financial Planning office regarding application procedures.

Unsubsidized Federal Stafford Loans

The terms and conditions for Unsubsidized Federal Stafford Loans mirror those in the Federal Stafford Loan program described above.

Loan limits, deferments and interest rates are the same as for the Federal Stafford Loan; however, no in-school interest subsidies are provided by the federal government. Students will pay interest during in-school and deferment periods on a monthly or quarterly basis, although the interest can be capitalized quarterly.

Federal Supplemental Loans for Students

Independent students who are enrolled on at least a half-time basis and who demonstrate financial need may borrow a Federal Supplemental Loan from a

commercial lender. Repayment begins 60 days after disbursement at a minimum of \$50 per month with a variable interest rate not to exceed 11%. The interest rate is set annually. Principal and interest may be deferred while the student is enrolled at least half-time. Please contact the Student Financial Planning office regarding application procedures.

Parent Loan Program

The Parent Loan Program was established to enable parents to borrow money to assist in the post-secondary educational expenses of their dependent sons and daughters. Loans may be obtained from banks, credit unions and savings and loan companies.

An eligible parent may borrow up to the total cost of attendance per academic year on behalf of each dependent undergraduate student.

The first payment is due within 60 days of the date the loan is disbursed. Interest begins on the day of disbursement and is equivalent to the 52-week Treasury Bill rate plus 3.1% to a maximum limit of 10%.

Some deferment opportunities are available.

Loan applications may be obtained from the lender or the SBU Office of Student Financial Planning.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations governing the administration of the Pell Grant, the Perkins Loan, the Supplemental Educational Grant (SEOG), the College Work-Study Program (CWSP), the Stafford Loan/GSL Program, and the Parent Loan Program (PLUS) for undergraduate students program require that eligible institutions define and enforce standards of progress for students receiving financial aid. To comply with that legislation, the following standards of satisfactory academic progress have been established at Southwest Baptist University. All recipients of the above mentioned forms of financial aid as well as all state and institutionally funded programs are subject to these standards for renewal of their financial aid. Institutional financial aid programs are available for eight (8) semesters only. Unusual circumstances would justify an appeal to the financial aid director.

Full-time students normally acquire the number of credit hours necessary for graduation at Southwest Baptist University in eight (8) semesters. Full-time students are those enrolled in 12 to 18 credit hours a semester. Students should complete a minimum of 15 or 16 credit hours every semester to graduate in eight semesters. Although some programs may require more than eight (8) semesters to complete, eligibility for federal financial aid expires after 10 semesters for full-time students. This limit is prorated for longer periods of time for students enrolled less than full-time.

Minimum Standards Required

1. **Full-time students** should successfully complete at least nine (9) credit hours each semester and 24 credit hours each academic year and maintain a cumulative grade point average according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	24	1.60
4 semesters	48	1.77
6 semesters	72	1.90
8 semesters	96	2.00
10 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

2. **Three-quarter time students** enrolled for 9, 10, or 11 semester credit hours must successfully complete at least nine (9) credit hours each semester and eighteen (18) credit hours each academic year. A cumulative grade point average must also be maintained according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	18	1.60
4 semesters	36	1.77
6 semesters	54	1.77
8 semesters	72	1.90
10 semesters	90	2.00
12 semesters	108	2.00
14 semesters	126	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

3. **Half-time students** enrolled for 6, 7, or 8 semester credit hours must successfully complete at least six (6) credit hours each semester and twelve (12) credit hours each academic year. A cumulative grade point average must also be maintained according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	12	1.60
4 semesters	24	1.77
6 semesters	36	1.77
8 semesters	48	1.85
10 semesters	60	1.85
12 semesters	72	1.85
14 semesters	84	1.90
16 semesters	96	2.00
18 semesters	108	2.00
20 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

4. **Transfer and readmitted students** who have attended an accredited post-secondary institution will be eligible for financial aid if they are eligible to return to that institution and meet the following conditions:
- Students who have attended college in a full-time capacity for one (1) semester must have successfully completed nine (9) credit hours.
 - Students who have attended college in a full-time capacity for two (2) semesters must have successfully completed at least 24 credit hours in the previous two semesters.
 - Part-time students enrolled on a three-quarter time basis (9, 10, or 11 semester credit hours) must have successfully completed at least (9) credit hours each semester and eighteen (18) credit hours each academic year. Part-time students enrolled on a half-time basis (6, 7, 8 semester credit hours) must have successfully completed at least six (6) credit hours each semester and twelve (12) credit hours each academic year.

Appeals

Students who do not comply with the satisfactory academic progress requirements may submit a written appeal to the financial aid director if unusual circumstances have affected students' academic progress. The financial aid committee will review the written appeal. The decision of the committee is final.

How to Regain Eligibility

If students are denied aid because of lack of progress, courses must be taken at students' own expense until reaching the minimum number of hours and/or the required GPA for which aid was previously awarded.

A review of each student's academic progress is made at the end of each semester. At the end of the second academic year, a student must have a cumulative "C" average to have academic standing consistent with the institutional requirement statement above.

Disbursement of Funds Policy

All scholarship, Pell Grant, SEOG, and Perkins Loan funds are credited via a financial assistance receipt. The respective aid funds are indicated on a receipt which is then signed by the student and witnessed by a Student Financial Planning office staff member.

VETERANS BENEFITS

An associate director of Student Financial Planning serves as certifying officer for eligible veterans and/or dependents of veterans. The certifying officer is the advisor and campus administrator of the veterans educational benefit programs. Questions regarding eligibility benefits and enrollment should be made directly to the certifying officer.

WORK OPPORTUNITIES

College Work Study

Southwest Baptist University participates in the College Work Study Program, which enables those students having financial need and seeking employment to have a job on campus. Students must be qualified on the basis of financial need as well as ability to do a specific job. This program is designed to assist students in meeting their University expenses. All wages, hours of work and job descriptions are controlled by federal regulations. Students are expected to abide by the guidelines of their particular work study assignment and

to perform the duties satisfactorily, as outlined by the job supervisor. If there is a balance on the tuition account, 80% of the work study check will be applied as payment.

Student Campus Employment

A limited number of jobs are available for students who need work to earn part of their school expenses. Placement is made on a basis of need and qualification. Compensation is at an hourly rate in compliance with the Fair Labor Standards Act Amendments of 1966. Questions concerning student work should be directed to the Office of Student Financial Planning.

The University has an established policy of employing spouses of regularly enrolled students in positions for which they qualify by reasons of training and work experience. It is recognized that in most instances these are temporary job appointments which will last for only the period of time that the employee's spouse may be a student. This policy is administered as part of the overall program to assist students in reaching their educational objective.

Off-Campus Jobs

The office of Student Financial Planning has established a job bureau to assist students in securing jobs within the community. These jobs include farm work, service station work, fast food work, retail store work, domestic work and other types. The availability of this work depends upon the needs of the employers and the experience and ability of the students seeking employment. No guarantee of employment is given to students, but many students are placed in productive positions in the community each year.

PRIVATE LOANS

A number of loan funds for students have been established by friends and alumni of the University. Many of these serve the students as living memorials to former students and long-time friends. The loans are used for emergency aid to students who have been enrolled in college at least one semester and are presently administered as part of the assistance program through the Office of Student Financial Planning. Information about these loans is available through the offices of Student Financial Planning and Admissions.

STUDENT LIFE

STUDENT ORIENTATION

All new students, freshman and transfer, are eligible to participate in a unique orientation program held annually on the campus the week prior to the beginning of the fall semester. **Welcome Week**, under the leadership of a student steering committee, provides each new student a small-group experience designed to develop those relationships so important for a smooth transition to a university environment. A complete orientation to the University is made, including the academic, social, physical, and spiritual dimensions of student life on the SBU campus.

STUDENT BEHAVIOR

Student Responsibility

The goal of campus life at Southwest is to be a Christian community of faith and learning. Life in such a community brings many privileges, but it also carries responsibilities. By virtue of their enrollment at SBU, students agree to accept responsibilities of membership in the University community. As conditions of admission, the University reserves the right and power to discipline or dismiss any student who fails to accept this responsibility, and each student agrees that the University shall have this right and power of discipline or dismissal.

Upon using the university library or other libraries with which agreements are maintained, students agree to accept certain responsibilities. Students are responsible for knowing these responsibilities and policies. Each year the student handbook is updated and a library guide describing services and regulations is available at the reference desk. Changes occurring during the year will be advertised in Kwik Chek, the official news medium for SBU.

Discipline

Any member of the University community may assume responsibility for upholding university standards of conduct. Normally, the first approach should be to advise or counsel the student about the alleged misconduct. When counseling is unfeasible or ineffective, or in cases of very serious violations, referral will be made for more formal counseling or disciplinary proceedings. The guidelines for disciplinary action, along with the procedure for disciplinary appeals, are outlined in the SBU Student Handbook.

Misconduct

The following is a list of the more serious offenses that could result in severe disciplinary action (depending on the severity of the incident) by the University which could include being placed on disciplinary probation, dismissal with a suspended imposition of sentence or having student status terminated. (Some of these actions may also lead to prosecution by legal authorities).

1. Violation of federal, state, or local laws. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority.
2. All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to University personnel, forgery, alteration or use of University documents or instruments of identification with intent to defraud, writing of bad checks, and bad debts.
3. Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University (including, but not limited to furnishing false information or withholding material information from the University), whether oral or written, including misrepresenting the truth before a hearing of the University or making a false statement to any University official.
4. Forgery, alteration, or misuse of any University document or record.
5. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, dorm life and other University activities.
6. Physical and/or psychological hazing or other abuse of any person on or off the University campus including physical or sexual assault.
7. Shooting of fireworks or firearms on campus or the possession, use or display of a deadly weapon.
8. Possession of firearms of any kind or any type of deadly weapon is prohibited in residence halls.
9. Starting a fire on University property without permission from a duly authorized University official. Permission must be attained through the Office of Student Life and the Physical Plant.
10. No person shall make, or cause to be made, a false fire alarm, or tamper with, damage, or misuse fire safety equipment.
11. Theft of any kind (from students, faculty, staff, or persons outside the SBU community), including seizing, receiving or concealing property with knowledge that it has been stolen.
12. Sale or possession of any property, including textbooks, personal property and SBU property, without the owner's permission. (Property which is found shall be turned in to Lost and Found in the Office of Student Life.)

13. Theft of services, such as non-payment of phone bills or other charges students may incur on or off campus.
14. The unauthorized use of keys or duplication of keys, the unauthorized entry into, presence in, or unauthorized use of University facilities without permission from a duly authorized University official.
15. Damage or vandalism to University property, another institution or private property.
16. Violation of published University regulations. For example, the rules of this code of conduct and those relating to the residence halls enacted by the residents or administrators of the University.
17. Moral impropriety. The University considers any conduct not in accordance with the teaching of the Bible as taught by the University to be morally improper. The University will generally respond to situations on a case-by-case basis. Sexual impropriety in a university housing unit, and on all other university premises, is strictly prohibited, and will result in the immediate dismissal of students who are found to be in violation of this policy.
18. Violation of the University alcohol policy.
19. Violation of the University policy on illegal drugs.
20. Disruptive behavior that is of a serious enough nature to interfere with the lives of other students and hinder their performance or well-being. The first step in dealing with this type of behavior will be through counseling. However, continuing or severe disruptive behavior will not be tolerated and student status may be terminated.
21. Harassment of any kind directed toward another student, faculty or staff member on or off campus.
22. Failure to comply with directions of University officials acting in performance of their duties, such as, but not limited to failure to comply with an official summons from the President, Provost or the Director of Student Life.
23. Being financially delinquent to the University may forfeit the privileges of attending classes, and the University has the right to withhold grades, transcripts and diploma until the obligation is met. A student who is financially delinquent at the close of a semester will not be permitted to register for the next semester until the account is settled.

Other conduct that will be disciplined but that normally would not require the termination of student status is listed below.

1. The use of tobacco products on the University campus.
2. The use of profanity and/or abusive language.
3. Social dances on campus, or campus organizations sponsoring dances off campus.
4. Allowing another person to use a student ID card for purposes of eating or of attending a University function.
5. Refusing to present student ID or other identification upon request of any University official.

6. Circumventing rules such as requirements for dorm residence or chapel and class attendance by fraudulent or deceitful means. Students living in residence halls shall be held responsible for the actions of their guests.
7. Incurring debt for the University or a student organization without approval from a University official.
8. Possession of fireworks on campus.
9. Being in the restricted area of the residence hall of the opposite sex without permission.
10. Violation of residential hall policies.

STUDENT HOUSING

Unmarried students under the age of 21 are required to live in campus housing. Exceptions to this policy are listed in the Off-campus Housing section of this catalog.

The University provides student housing in eight residence halls and one apartment complex. **Beasley Hall** houses 194 female students in suites of two rooms and one bathroom. **Gott Hall** houses 72 male students, two students per room, with community bath facilities on each floor. **Kim Dorm** is a two-story men's dormitory which houses 48 residents, two students to a room. **Landen Hall** houses 198 male students in suites of two living room-bed room units with an adjoining bath. **Leslie Hall** is an air-conditioned accommodation arranged in two living room-bedroom units with an adjoining bath which houses 200 female students. **Manor I** is a 24 unit apartment building, each unit having a kitchen, living-dining room combination, two bedrooms, and a bathroom. **Manor II** is a 12-unit apartment building, each unit having a living room, three bedrooms, and a bathroom. **Maupin Hall** accommodates 78 male students. **Memorial Hall** accommodates 90 female students. **Woody Hall** accommodates 72 female students, two per room, with community bath facilities on each floor. All University housing has laundry facilities. In the event of full capacity in the previously listed housing units, Plaster Lodge will be used on a temporary basis to accommodate any overflow.

Campus housing is reserved for SBU students who are enrolled for 12 or more hours. Priority for housing assignments is given to students currently attending SBU. All new students are given priority for assignment according to their application completion date.

Unmarried students under the age of 21 are required to live in campus housing. Students who wish to live off campus must make application through the Office of Residence. This application must be received by July 1 for the fall semester and by January 1 for the spring semester. Cancellations for the summer and January semesters must be made 14 days prior to the beginning of the semester. If the application is received after this time, the housing deposit will be subject to forfeiture.

Cancellation and withdrawal policies regarding housing are outlined in the financial information section of this catalog.

Prices for room and board are for actual school days and do not include holidays or periods between terms. During school breaks and holidays, students may not reside in the residence halls. Those needing housing during those periods should contact the Office of Residential Life in advance for suggestions regarding alternate housing.

Curfew is required for all freshmen under 20 years of age living on campus for the first two semesters. The hours of curfew are:

Sunday-Thursday 12 midnight - 6 a.m.
Friday-Saturday 1 a.m. - 6 a.m.

Second semester freshmen may earn the privilege of having curfew regulations removed if they fulfill the following requirements:

- o the resident has not exceeded his/her given 60-minute cumulative "grace time" during the first semester under curfew
- o the resident has maintained a 2.5 cumulative GPA
- o the resident has not had excessive resident hall violations or had disciplinary action imposed by the Office of Student Life

Enrollment Deposit and Prepayment

An enrollment deposit of \$75 is required of all new students. This deposit serves as a security/damage fee and is retained by SBU until the student graduates or leaves the University. Damage for which the students is responsible will be charged to his/her account or deducted from the deposit if the student is moving out of the residence hall.

Returning students must make a housing prepayment of \$120.00 by June 15 to secure a housing assignment for the fall semester. A \$60.00 late fee will be assessed to returning students who pay after June 15.

Cancellation of Housing Reservations

Students who cancel housing reservations before the fifth (5th) day of classes during the fall or spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth (5th) day of classes will not receive a refund of semester housing charges.

Off-Campus Housing

Students must be 21 years of age by the first full day of classes before being allowed to move off campus.

Exceptions to this policy include students who live with their parents, grandparents, or legal guardian, and students who have a job related place of residence. Students who wish to live off campus must make application through the Office of Residence Life. This application must be received by July 1 for the Fall semester and by January 1 for the Spring semester. Cancellations for the summer and January semesters must be made 14 days prior to the beginning of the semester. If the application is received after this time, the enrollment deposit is subject to forfeiture. Other cancellation and withdrawal policies regarding housing are outlined in the financial information section of this catalog.

AUTOMOBILES

The State of Missouri requires motorists to carry public liability and property damage insurance. Students from other states who bring automobiles to campus are urged to carry this insurance. Each student operating an automobile must purchase and display the University vehicle permit and obey University and community regulations regarding the care and use of an automobile.

STUDENT SERVICES

Counseling and Testing

Southwest Baptist University is characterized by an intense interest in the welfare of students and a concern that they formulate a mature philosophy of life, define a worthy educational-vocational objective in keeping with their interests and abilities and select from college resources that particular combination of studies and activities which would most adequately contribute to their educational, vocational, emotional, social, and religious growth.

Each incoming student is assigned a faculty advisor, ordinarily on the basis of the intended major or vocational objective. The advisor counsels and guides the student in planning course schedules and educational programs at SBU.

In addition to academic advisement, professionally trained counselors are available to students without cost for personal counseling. The counselors' offices are located in the behavioral sciences department on the second floor of the old Administration Building.

Various tests are available to students in assessing their educational goals, mental abilities, and personality. (See the Credit By Examination section for academic tests.) Testing is available through the Counseling Office located in the behavioral sciences department.

Career Planning and Placement Center

The chief functions of the Career Planning and Placement Center (CPPC) are to assist students in the planning process of career decision making and to assist students and alumni in the investigation of career opportunities, maintain a relationship between registrants and employers, provide research information related to career placement activities and assist in fulfillment of the purposes of the university.

The computer software SIGI (Systems of Interactive Guidance Information) is used extensively to assist students in defining values and finding occupations that meet value specifications. SIGI helps students compare occupations of interest by giving specific information about those occupations, and helps the student in the process for entering each occupation. Finally, SIGI helps students evaluate occupations in terms of the rewards they offer and the risks of trying to enter them. Additional evaluative instruments are available to students in assessing their educational and career goals.

All students are encouraged to file credentials with the CPPC before they register for the final 30 hours of coursework. These papers may be updated as they gain experience and additional training. Alumni are entitled to CPPC services and may register at any time after leaving school. The CPPC contacts prospective employers, invites them to the campus and arranges schedules for student interviews on and off campus. The CPPC is located in Suite 110 of the Conference Center.

STUDENT ORGANIZATIONS

The activities of student organizations are coordinated by the Office of Student Activities. Every student enrolled on the Bolivar campus of the University is represented in the Student Government Association through the democratic process. The SGA Cabinet includes elected officers from each class. Campus organizations include the following academic, professional, and fellowship groups. Students with other areas of interest or expertise are encouraged to work with the Director of Student Organizations to form new clubs and organizations.

Academic Organizations

Alpha Chi is a national honor society for juniors and seniors who have excelled in academic pursuits. **Phi Beta Lambda** is a national organization for students who are preparing for careers in business or business education. **Pi Kappa Lambda** is a national honor society for juniors and seniors who have excelled both in music performance and music scholarship.

Professional Organizations

The **Accounting Club** is open to accounting majors. The **Behavioral Science Club** provides for the unity of those interested in psychology and sociology. The **Church Music Conference** is a student chapter of the Southern Baptist Church Music Conference and serves as a professional organization for all students interested in church music. **Delta Epsilon Chi** is an honorary accounting society for students who have obtained excellence in accounting and business studies. **Chi Sigma Theta** is an honorary dramatic fraternity for students who have attained performing and technical excellence in campus-wide theatre arts. **Investment Club** is open to students interested in financial investments. **Fellowship of Christian Recreators** provides professional guidance for majors and minors in all areas of recreation. **Music Educators National Conference** is a student chapter of the national organization and is open to any student interested in teaching music. **Pi Kappa Delta** is an honorary fraternity open to students who earn membership through forensic achievement both on campus and through participation in intercollegiate debate and individual speech events throughout the entire academic year. The **Student Missouri State Teachers Association** is for students interested in and preparing for the teaching profession and is affiliated with the Missouri State Teachers Association. **Zeta Kappa Chapter of Delta Mu Delta**, a business administration honor society, is for business majors with 1) at least a 3.5 GPA, 2) in the top 20% of his/her class in the School of Business Administration, and 3) of good character having written approval from the office of the Dean.

Fellowship Organizations

The **English Club** encourages interest and participation in cultural activities which are related to literature and language. The **International Student Association** provides support to international students and helps them to make the transition to university life in the United States. For students majoring in nursing, the **Nursing Club** acquaints students with the nursing profession, establishes unity and friendship between members, and promotes communication between clinicians during their clinical experiences. The **Religious Education Club** seeks to promote knowledge of religious education, provide an opportunity for discussion of common interests, and provide a medium of fellowship. **Students in Free Enterprise** is a service and project-oriented group open to all students who believe in the principles of open markets and free enterprise. **Sigma Mu Theta** is comprised of wives of students preparing for the ministry and other church-related vocations.

SPIRITUAL LIFE AND MINISTRY

The University Missions and Ministry Center is centrally located on campus in the Goodson Student Union. Because of its Christian heritage, the University has a commitment to providing opportunities for faculty, staff, and students to develop and deepen their spiritual lives.

The main purpose of University Ministries is to lead students and faculty towards commitment to Jesus Christ as Savior and Lord, build world vision, mission and evangelism interests, support the local church, deepen respect for the authority of scripture and help develop lives of integrity, prayer, and faith.

Chapel is held each Monday and Wednesday from 9:30 a.m. to 10:30 a.m. Satisfactory chapel attendance is a graduation requirement for all full-time undergraduate students on the Bolivar campus. The complete chapel attendance policy is detailed in the student Handbook. Chapel allows faculty, staff, students and special guests to participate each semester in message, testimony and song.

University Missions provides life-changing opportunities throughout the world involving faculty, staff, and students. The focus of the ministry is to develop world vision, mission, and evangelism interest, and to train individuals to sere through lives of integrity, prayer, and belief based on the truth of Scripture. State missions through the Missouri Baptist Convention, national and international outreach through the Home and Foreign Mission Boards, and multiple mission opportunities through Southwest's mission center are available.

Small Group Ministries is the place for students to grow spiritually. Students meet weekly in small groups that are exciting, innovative, Bible centered and fellowship-oriented. Small Group Ministry's main focus is helping students develop a heart and sensitivity toward God.

Revival Teams consists of SBU students committed to Revival. A minimum of three to six students reach out to a local church for a weekend of ministry proclaiming the Word. In addition to evangelistic messages, students minister in music, and share the love of Christ through fellowship and witnessing with youth and adults.

Discipleship Teams consists of upperclassman students committed to renewal. These students will lead in retreats, lock-ins, and conferences teaching spiritual growth and discipleship principles.

Christian Service Organization is an outreach ministry in which students may reach their community through Christ-like love. It gives students a practical experience in effective community service through participation in a variety of outreach projects.

Theatrical Evangelism and Mission (TEAM) is a drama team serving in Chapel services and churches.

HisHeart is a student worship team leading in chapel and other University related ministries.

UNIVERSITY PUBLICATIONS

The following are the official publications of the University. Any other publications to be distributed to students, faculty, and staff must have written approval of the student services office. The University reserves all publisher rights and privileges to these publications.

The **Omnibus** is a weekly newspaper produced by a student staff. The **Mozarkian** is the yearbook of the University and is produced by a student staff. Both publications are advised by the Director of Student Activities. The **Kwik Chek** is a weekly news sheet produced by the office of public relations. It lists all official announcements for the week and students are responsible for obtaining the information given on the sheet. The official publication of the University, which contains news of University progress and the activities of students, faculty, staff, and alumni, is the **Newsletter**. It is sent quarterly to alumni and friends.

UNIVERSITY ACTIVITIES

Athletics

The University provides a comprehensive program of intercollegiate athletics in baseball, basketball, cross country, football, golf, soccer, track and field, and tennis for men. Women's sports include basketball, soccer, softball, tennis, volleyball, cross country, and track and field. Intercollegiate athletics are conducted according to the rules and regulations of the National Collegiate Athletic Association (NCAA) and the Mid-America Athletics Association. Additionally, there is an active intramural program of sports in which all students may participate.

The University assumes neither legal nor financial responsibility for injuries or accidents that may result from participation in varsity athletics, extramurals, intramurals, or athletic clubs. However, members of varsity athletic squads are provided insurance coverage through special group insurance programs. All other participants should acquire minimum insurance coverage.

Debate and Forensics

The Department of Communication maintains an active program of participation in intercollegiate debate and forensics. Membership on the traveling groups is achieved by performance, and each year students represent the University locally and in major tournament competition.

Drama

The Department of Theatre, with the aid of Chi Sigma Theta, provides opportunities in a variety of theatrical experiences. Auditions for university productions are open to any member of the student body.

Music Ensembles

The following organizations are directed by faculty members of the music department and are open to all qualified students of the University for credit: Concert Choir, SBU Chorale, Chapel Choir, Contempos, Opera Workshop, Symphonic Winds, Jazz Ensemble, Brass Ensemble, Woodwind Ensemble, and String Ensemble. The Chapel Choir is a non-audition mixed choir open to all students. The Concert Choir requires an audition for non-music majors or minors only to determine if they can match pitch. All other music groups require an audition for membership, and students are not permitted to enroll or become a member unless the audition is passed.

COMMUNITY ACTIVITIES

Local Churches

The churches of Bolivar provide opportunities for students to engage in Bible study and Christian worship. Every student is urged to attend church services each week.

Community Concerts

Bolivar residents and Southwest Baptist University cooperate each year in sponsoring a Community Concert Association series. Besides the four or five formal concerts in Bolivar each year, subscribers and students are also admitted to the Springfield and Joplin Community Concert series. Opportunities are thus created for students to hear outstanding performances in the music concert field. Student memberships are available at a reduced price.

STUDENT HEALTH SERVICES

The University employs a registered nurse who provides minor routine health care. The health center uses a referral system with local doctors when necessary. Students also have access to the out-patient clinics of Citizens Memorial Hospital in Bolivar.

The University will not accept responsibility for physician's fees. Financial responsibility for professional services by a physician remains with the individual student. Due to the limitations of University services, the student is urged to consider the Student Health Insurance Program, if he or she does not presently have insurance. Before finalizing enrollment,

a student is required to have submitted the medical data form and vaccination records. Vaccinations must be current. Missouri law requires all students to have vaccination records on file in the campus health center.

Southwest Baptist University offers students an opportunity to purchase health insurance with qualified underwriters. Coverage is available for single or married full-time students (students taking six or more hours). International students are required to purchase a hospitalization plan immediately upon arrival on campus.

STUDENT AND ALUMNI AWARDS

Rev. C.A. Butler Sociology Award

Mr. and Mrs. James Owen have established this annual award in memory of Rev. C.A. Butler, an outstanding pastor and faculty member of Southwest Baptist College. This award is given to the graduate who is most outstanding in the field of sociology.

The Jasper A. Clark Biology Award

The department of biology has established this award to be given annually to an outstanding graduating senior majoring in biological science to honor Dr. Jasper A. Clark in recognition of his long and distinguished service to Southwest Baptist University. The chairman of the department of biology, in consultation with other department personnel, shall select the recipient of the award. Criteria for selection is (1) a biology or medical technology major, (2) a graduating senior, (3) a department of biology advisee, (4) an overall grade point average of 3.25 with 3.5 in major, and (5) a reputation above reproach.

The W.C. Edmondson Memorial Church Recreation Award

The family of W.C. Edmondson has permanently endowed these annual awards. Recipients are to have outstanding potential in the field of church recreation. The amount and number of awards will be determined by the coordinator of Recreation and Leisure Studies. These awards shall be applied toward tuition or other college expenses.

The Hamlett Creative Writing Award

A grant has been made by Fred P. Lollar of Burlingame, California, to establish the Hamlett Creative Writing Award in recognition of the teaching and service of Miss Mayme Hamlett. An annual award will be made from the earnings of this grant to a promising student writer completing their junior year. A committee of English Department faculty members will select the recipient.

The May M. Hurst English Literature Award

The May M. Hurst English Literature Award of \$50 is presented annually to a high ranking graduate student in the English literature classes. The recipient of this award is selected by a committee composed of the faculty of the department of English. This award is provided by the Hurst family: the late Mrs. May M. Hurst, James Frederick Hurst Jr., and Mrs. Helen Hurst May.

The James Frederick Hurst Memorial Mathematics Award

The James Frederick Hurst Memorial Mathematics Award of \$50 is presented annually to the highest ranking graduating student in the department of mathematics. Professor Hurst was chairman of the department of mathematics of Southwest Baptist University for 25 years, 1926-1950. This memorial has been provided by the Hurst family: the late Mrs. J.F. Hurst, James Frederick Hurst Jr., and Mrs. Helen Hurst May.

Life Beautiful Award

In 1937, Rosalee Mills Appleby, missionary to Brazil, established the Life Beautiful Award to be given each year to the outstanding man and woman in the graduating class who show by their scholarship and character that they are going out from the school to live the "life beautiful." Pictures of the selected students are displayed in the Goodson Student Union. The faculty selects the recipients of the award.

Life Service Award

In 1955, the Board of Trustees of Southwest Baptist University established the Life Service Award. This award is given annually to alumni of the University who have demonstrated excellence in their personal and professional lives.

D.J. Nabors Forensic Service Award

The award is presented annually in honor of Dr. N. J. Nabors, national leader in Pi Kappa Delta and friend of SBU forensics. It is presented to the member of the speech team who best demonstrates service to the team and maintains a Christian example in competition.

The Ronald Howard Surrette Memorial Award

The family and friends of Ronald Howard Surrette have established this annual award. This award is given to the outstanding church music major each spring semester at the annual Awards Banquet. The recipient must be preparing to enter the Christian ministry as a church musician. The coordinator of church music studies, in cooperation with the Scholarships Committee, selects the students to receive the award.

Who's Who Nomination

A committee composed of administrators and faculty selects nominees to be included in the annual publication *Who's Who Among Students in American Universities and Colleges*. Only graduating seniors with a grade point average of 3.0 or more are considered for the honor. In addition to scholarship, the students are judged in their "participation and leadership in academic and extracurricular activities, citizenship and service to the campus and community, and potential for future achievement," as outlined by the standards of the national *Who's Who* organization.

Paul F. Wright Distinguished Speaker Award

The family and friends of Rev. Paul F. Wright have established this annual award. The recipients are to be outstanding speakers and students of excellent character. A special committee and the faculty select those who receive the award. Recipients are given an attractive medal and are honored at the Award Banquet.

ACADEMIC REGULATIONS

The Master of Science degree (M.S.), Bachelor of Arts degree (B.A.), the Bachelor of Science degree (B.S.), the Bachelor of Science in Nursing (B.S.N.), the Bachelor of Music degree (B.M.), the Bachelor of Applied Science degree (B.A.S.), the Associate of Arts degree (A.A.), the Associate of Applied Science (A.A.S.) and the Associate of Science degree (A.S.) are granted by Southwest Baptist University. A Certificate in Theology is given to students completing the two-year certificate in theology program.

DEGREE REQUIREMENTS

General Regulations

1. Students are eligible to graduate after fulfilling the requirements described in the academic regulations section of the catalog under which they first enroll at Southwest Baptist University. They have a seven-year period during which they may graduate under that catalog. If a student thinks that there are extenuating circumstances, one may appeal to the Office of the Provost for a waiver. Students have the option to choose any catalog subsequent to the one under which they entered.
2. Students must successfully complete at least one course at Southwest Baptist University during the academic year of the catalog selected for graduation.
3. Students must complete all graduation requirements in the semester in which they intend to graduate and the diploma will be dated in the completion semester.
4. Students who enroll in another college or university without prior permission of the Provost are considered to have withdrawn from Southwest Baptist University.
5. Students wishing to transfer work from another institution and not withdraw from the Southwest Baptist University must obtain "Permission for a Transfer of Credit" from the registrar's office prior to enrolling in another institution.
6. Students must attain seven (7) chapel points or one (1) point less than the number of Fall/Spring semesters enrolled as a full-time undergraduate at SBU. (See the Student Handbook for a detailed explanation of the chapel attendance policy.)
4. Complete all degree requirements within a five-year period following admission to the master's degree program.
5. Participate in commencement exercises unless absence is approved by the Provost.

Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science and Bachelor of Music Degrees

To receive a Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science, or Bachelor of Music degree, students must:

1. Complete all general education requirements.
2. Complete an approved major and its required supporting work.
3. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000 level) course work (or its equivalent for the B.A.S. degree). No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than four credit hours of physical activity courses toward the 128-hour graduation requirement (except physical education and recreation majors). No more than 40 hours in a single discipline (for example: business, history, or music) will be counted toward the Bachelor of Arts degree.
4. Complete 30 of the last 36 hours of the degree program as residence credit at the Bolivar campus or at the locations in Mountain View or Springfield.
5. At least one-half of a student's major must be completed at Southwest Baptist University.
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least a two-point average (2.0) on all work taken at Southwest Baptist University.
7. File at the Office of the Registrar an "Application for Graduation" at least four-months before the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.)
8. Complete BIB 1002, 1012, DIS 2012 and either DIS 4012 or PHI 4043.
9. Participate in the commencement exercise unless absence is approved by the Provost

Master of Science

To receive the M.S. degree, students must:

1. Meet all graduate admission standards, including completion of a baccalaureate degree, with an undergraduate GPA of at least 2.75 on a 4.0 scale, and completion of the Graduate Record Examination.
2. Complete a plan of graduate study consisting of at least 36 semester hours.
3. Maintain a graduate level GPA of at least 3.00 on a 4.00 scale.

Bachelor of Science in Nursing

1. Complete all general education requirements.
2. Complete an approved major and its required supporting work.
3. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000) level course work. No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than four credit hours of physical activity courses toward the 128-hour graduation requirement.
4. Complete 30 of the last 36 hours of the degree program as residence credit at the campus location in Springfield.
5. At least one-half of a student's major must be completed at Southwest Baptist University.
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least a two-point average (2.0) on all work taken at Southwest Baptist University.
7. File at the office of the registrar an "Intent to Graduate" card at least four months before the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.)
8. Complete BIB 1002 and 1012.
9. Participate in the commencement exercise unless absence is approved by the Provost.

Associate of Arts, Associate of Science, and Associate of Applied Science Degrees

To receive an A.A., A.S., or A.A.S. degree from Southwest Baptist University, students must:

1. Complete all general education requirements as established for the degree desired.

2. Complete at least 64 hours, of which no more than two are physical activity courses.
3. For the A.A. and A.S. degrees, complete at least 15 of the last 18 hours of the degree program as residence credit through one or more of the locations where Southwest Baptist University offers degree work.
4. For the A.A.S. degree, complete at least 12 of the last 15 hours of the degree program as residence credit through one or more of the locations where Southwest Baptist University offers degree work.
5. Earn an average of two grade points (2.0) for all work taken at SBU.
6. File at the office of the registrar an "Intent to Graduate" card at least two months before the proposed date of graduation.
7. Participate in the commencement exercise unless absence is approved by the Provost

Second Bachelor's Degree

A student who has been awarded a bachelor's degree from any other accredited institution may be awarded a second baccalaureate degree from Southwest Baptist university by meeting the following requirements:

1. Complete at least 30 hours above the requirements for the first degree; 24 of which must be in residence at the Southwest Baptist University or a degree granting center.
2. Complete all requirements for the second degree except general education requirements.
3. Complete requirements for second major.
4. Complete BIB 1002, 1012, and PHI 4043, if the first degree was awarded at another institution.

GENERAL EDUCATION REQUIREMENTS

The general education requirements are designed to provide an introductory experience for every student in the many disciplines of the traditional liberal arts program. Students, once introduced to these many opportunities, may choose to select additional courses in the liberal arts embrace and are encouraged to develop at least two areas of major concentrations. Thus, students are provided an experience in general education and with majors in two fields; therefore they develop competencies for careers in more than one field.

Associate of Arts, Associate of Science

Business & Community leadership:	A. S.	A. A.
Political Science 1113	3 hrs	3 hrs
Communications:		
English Composition 1113, 1123, or 2213	6 hrs	6 hrs
Communication 1103 or 3393	3 hrs	3 hrs

Computer Literacy:		
Computer Science 1103 (or approved alternative)	3 hrs	3 hrs
Humanities:		
FAR 1003, 1013, 1023, or 1033 (or approved alternative)	3 hrs	3 hrs
History (1000 or 2000 level course)	3 hrs	3 hrs
Foreign language (proficiency test or courses)	0 hrs	6/8 hrs
Science and Mathematics:		
*Life Science		
*Physical Science	4 hrs	4 hrs
Mathematics (except 0102 and 0113)	3 hrs	3 hrs
Personal and Family Development:		
Psychology/Sociology	3 hrs	3 hrs
Health and Physical Edu 1061 and 1161	2 hrs	2 hrs
Religion:		
Bible 1002 2 hrs		2 hrs
Bible 1012 2 hrs		2 hrs
Discipleship 2012	2 hrs	2 hrs
TOTALS	39 hrs	45/47 hrs

Bachelor of Arts, Bachelor of Science

	B. S.	B. A.
Business & Community Leadership:		
Economics 4003 (or approved alternative)	3 hrs	3 hrs
Political Science 1113	3 hrs	3 hrs
Communications:		
English Composition 1113, 1123, or 2213	6 hrs	6 hrs
Communication 1103 or 3393	3 hrs	3 hrs
Computer Literacy:		
Computer Science 1103 (or approved alternative)	3 hrs	3 hrs
Humanities:		
FAR 1003, 1013, 1023, or 1033 (or approved alternative)	3 hrs	3 hrs
History (1000 or 2000 level course)	3 hrs	3 hrs
Electives (history, language, literature, philosophy, or fine arts, except applied music)	3 hrs	6 hrs
Foreign language (proficiency test or courses)	0 hrs	6/8 hrs
Science and Mathematics:		
*Life science 3-4 hrs		3-4 hrs
*Physical science	3-4 hrs	3-4 hrs
Mathematics (except 0102 and 0113)	3 hrs	3 hrs
Personal and Family Development:		
Psychology/Sociology	3 hrs	3 hrs
Health and Physical Ed 1061 and 1161	2 hrs	2 hrs
Religion:		
Bible 1002	2 hrs	2 hrs
Bible 1012	2 hrs	2 hrs
Discipleship 2012	2 hrs	2 hrs
Discipleship 4012 or PHI 4043	2-3 hrs	2-3 hrs
TOTALS	50-51	59-62

*One of the science courses must involve a lab, except for education students for whom both courses must have a lab.

The B.A. and A.A. degrees require two courses in a single foreign language.

Students speaking a native language other than English must take English composition at SBU or another American university. English composition or literature taken at foreign universities may be substituted for the foreign language requirement for the B.A. degree at SBU.

Bachelor of Applied Science, Associate of Applied Science

	B.A.S.	A.A.S.
Business & Community Leadership:		
Economics 4003 (or approved alternative)	3 hrs	0 hrs
Political Science 1113	3 hrs	3 hrs
Communications:		
English Composition 1113, 1123 or 2003 or 2213	6 hrs	6 hrs
Communication 1103 or 3393	3 hrs	3 hrs
Computer Literacy:		
Computer Science 1103 (or approved alternative)	3 hrs	0 hrs
Humanities:		
FAR 1003, 1013, 1023, 1033 (or approved alternative)	3 hrs	3 hrs
or		
History (1000 or 2000 level course)		
Science, Mathematics, or Foreign Language		
Science, math (except 0102 and 0113) or language	9 hrs	3 hrs
Any combination including applied courses		
Personal and Family Development:		
Psychology/Sociology	3 hrs	3 hrs
Health and Physical Education (1061 and 1161)	2 hrs	1 hr
Religion:		
Bible 1002	2 hrs	2 hrs
Bible 1012	2 hrs	2 hrs
Philosophy 4043	3 hrs	0 hrs
TOTALS	42 hrs	26 hrs

University Learning Center

Department Chairman: Joanne Vaughan

The University Learning Center is designed to reinforce and strengthen academic areas which will aid students in having a successful learning experience at the University. These classes are provided for students who are underprepared for university level work according to their ACT scores. Additional services are provided for students who have special needs.

Students with an ACT composite score below 18 and students without ACT scores will be required to enroll in the following course of study during their first semester.

*ENG 0103 - English Skills	3 hours
ULC 1102 - Study Skills	2 hours
ULC 1112 - Reading Skills	2 hours
*MAT 0102 - Mathematical Skills	2 hours
PSY 1013 - General Psychology	3 hours
HPE 1061 - Physical Fitness	1 hour

*These courses do not count towards the 128 hours required for graduation.

In order to enroll in further classes at SBU, students are expected to have a GPA of 2.0 at the end of their first semester and a reading grade level of 10.0 or above.

If students' ACT composite scores are 18 or above, but their ACT English standard score is below 18 they will be required to enroll in English Skills.

Declaring an Academic Major

Students admitted unconditionally to the University should select an academic major upon initial enrollment in the University. They will be assigned an academic advisor from their major department for advisement. Those not wishing to declare a major upon enrollment will be assigned to a pre-major faculty advisor for advisement.

When the student's degree objective becomes definite, and not later than the completion of 64 semester hours, the following are the steps in declaring a major:

1. The student secures a "Declaration of Intent" form from the office of the college dean or registrar.
2. The Declaration form is taken to the student's advisor who helps the student develop a program of studies.
3. Three copies of the program of studies are completed on the appropriate forms for a particular college. After the program of studies has been finalized, both the student and the advisor sign the "Declaration of Intent." The advisor keeps one copy of the program of study; the student keeps one copy, and one copy is reserved for filing in the Office of Registrar.
4. The "Declaration of Intent" and the program of study are sent both to the department chair where the major is offered and to the college dean for their signature.
5. The college dean sends the "Declaration of Intent" and the program of study to the Registrar's Office to be placed in the student's personal file.

The program of studies is the official agreement between the student and the University regarding the work which must be completed for the degree in that major.

6. Any changes in the program of study must be made according to established procedures and a signed, revised copy placed in the student's file in the Registrar's Office.

Changing an Academic Major

After mid-term, a student can change the major by consulting first his or her advisor. If together they conclude the proposed change is appropriate, the advisor provides a copy of the Request for Changing/Adding a Major/Minor form on which the student's intent is recorded. The form is signed by both student and advisor and is taken by the student to an appropriate faculty member in the field of the proposed major. If approval is given, the student takes the request form to the office of the dean of the college in which the new major resides for final approval. After approval to change the major is secured, the student must declare the new major, following the steps as outlined above.

Credits, Grades, Grade Points and Credit Hours

Credits are usually based on the number of times a class meets each week. Courses vary in credit from one to six hours; however, there is a predominance of three-hour classes. Each hour of credit represents the equivalent of one recitation period of 50 minutes per week or two to three laboratory periods of 50 minutes each week for a semester.

Audit

A person who wishes to audit a course must have permission from the instructor and enroll as an auditor at the same time and under the same procedures for credit. This status will permit the student to attend class but does not allow the student to take tests or have assignments graded by the instructor. Persons who are not currently enrolled in the University must apply for admission in order to register as an auditor. (See financial information for cost of auditing a course.)

Credit Hours Load Limit

In any semester a student is limited to the number of credit hours that can be taken according to his or her grade point average. The normal load limit for all students each semester is 16 credit hours, and the normal load for January, June, or July is 4 credit hours, provided students have a minimum grade point average of 2.0.

First semester freshmen may be permitted to enroll in extra hours on the basis of high school standing, ACT scores, and special permission from their advisor, the school dean, and the Provost. Other students may be permitted to enroll in additional hours with or without special permission, depending upon their grade point average as stated below.

Additional Hours Without Special Permission

Advisors will automatically sign trial programs with additional hours when the student's grade point average is one of the following:

GPA	Fall/Spring	January/June/July
2.25	18 hours	5 hours
2.50	18 hours	5 hours
2.75	19 hours	5 hours
3.00	19 hours	6 hours
3.25	20 hours	7 not permitted

Repeating Courses

Courses taken at Southwest Baptist University for which the grade is "F" or "D" may be repeated. If the course is a prerequisite for other courses at SBU, it must be repeated before taking any of those advanced courses. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU department chair of the course area. The course can be repeated only once. Exception to the number of times the course can be repeated may be granted only by the Provost.

Courses taken for which the grade is "C" can be repeated only once. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU department chair of the course area.

Courses taken for which the grade is "B" cannot be repeated.

Grades

A grade represents an evaluation of students' academic performance in a course and is determined by examinations and other criteria. Course grades are defined as follows: "A," excellent; "B," above average; "C," average; "D," minimum passing; "F," failure; and "I," incomplete.

In certain courses a grade of "P" (passing) may be given. If students withdraw from a class before the end of the ninth week of a regular semester (or before the end of 60 percent of the class meetings of a shorter term), they are given a grade of "W."

Students who withdraw after this deadline receive a "W" if passing the course at the time of withdrawal but receive an "F" if failing the course at the time of withdrawal. Students who stop attending a class without officially withdrawing will receive a grade of "F" for that class. Students who unofficially withdraw from SBU will receive an "F" for each course that they are taking. Students' withdrawal dates will be interpreted as the last date students attended a class.

Students who are dismissed for disciplinary reasons will receive a grade of "W" for all passing grades at the time of dismissal.

Grade Points

Each semester hour of credit is valued in grade points as follows: "A," four points; "B," three points; "C," two points; "D," one point; "F," no points. "P" grades are not assigned quality points and are not considered in computing students' grade point averages. In order to graduate, students must earn an average of two grade points (2.0 - "C" average) for each credit hour attempted.

Incomplete Grades

An incomplete ("I") grade may be given when a student is doing passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (such as illness or accident). In no case may an "I" be agreed to prior to the last day to "drop or withdraw" from the class. An "I" may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete the "Application for Incomplete Grade" form and it must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, academic advisor, and the college dean. Requirements for completing the course and appropriate grade designations are to be specified on the application by the instructor.

It is the responsibility of the student to satisfactorily complete all of the course requirements within one year. If the incomplete is not cleared within this specified time limit the "I" will be changed to an "F."

In-Progress Grades

An In-Progress ("IP") grade may be given for courses that usually require more than one semester to complete: such as: a readings, theses, internships, or practicum courses. Requirements for completing the course and a specific completion date are to be specified by the instructor on the application.

The "In-Progress Grade" form must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office, additional copies of the form will be given to the student, academic advisor, and the college dean.

It is the responsibility of the student to satisfactorily complete all course requirements, under the supervision of the instructor, by the specified completion date. If the In-Progress grade is not cleared within this time limit the "IP" will be changed to an incomplete ("I").

Pass-Fail Option

The pass-fail option is intended to encourage and provide students with an opportunity to pursue specialized or outside interests without having the fear of a penalty or reduction in grade point average. This policy provides students with the opportunity for broadening their background and gaining knowledge in a field which might very well allow them to be more versatile and productive.

In order to take a course which is normally offered on a graded basis the student needs to complete a P/F form, obtain the signature of their advisor and turn the form in at the Registrar's Office during the two week period at the beginning of the semester when courses can be added to the student's schedule.

CAUTION: The student should be aware that some universities, graduate schools and professional schools do not accept courses which have a grade of "P." The student would be advised to not take a course P/F if there is a possibility it might serve as a prerequisite for acceptance into a graduate, professional, or some other academic program.

Students may enroll in one course per term under the following conditions:

1. Courses taken under the P/F option cannot be used to satisfy general education, major, minor, professional education, pre-professional or graduate requirements.
2. Honors classes cannot be taken on a P/F basis.
3. The student can only make changes from graded to P/F or from P/F to graded during the period in which courses may be added.
4. Students earning grades of A, B, or C in courses for which they were enrolled on a P/F basis will receive a "P," those receiving a D or F will receive an "F" for the course.
5. A "P" grade will not affect the GPA; however, an "F" will adversely affect the GPA as do "F's" in graded courses.
6. The P/F option is not available for the repeating of courses for which the student has received a letter grade.

7. No more than one regularly graded course can be taken in a semester on a P/F basis.
8. Instructors are not informed of students enrolled in their courses on the P/F basis. Final grades are converted to this system in the Office of the Registrar.

Class Standing	Credit Hours	Minimum Cumulative GPA
Freshman	0-31	1.6
Sophomore	32-63	1.77
Junior	64-95	1.9
Senior	96	2.0

SBU HONORS PROGRAM

The SBU Honors Program recognizes the potential in gifted students. Honors classes have been designated for students who have a composite ACT score of 25 and above. A 3.5 GPA must be maintained in order to remain in the program. Critical thinking will be encouraged and rewarded in the honors classes. Students will be given opportunity to do independent study. Written work will be required in all honors classes.

Qualified students who are interested in the Honors Program should complete an application form and send it to the director of the Honors Program.

Honor Roll

To be listed on the semester's honor roll, a student must carry at least 12 hours of college work at Southwest Baptist University and earn at least a "B" (3.0 grade point average) with no grade below "C."

Trustee's List	3.85-4.00
President's List	3.70-3.84
Dean's List	3.50-3.69
Honors List	3.00-3.49

Honors Graduation

Students with a grade point average of at least 3.85 in all college courses will be graduated summa cum laude; students with an average of at least 3.70, but less than 3.85, will be graduated magna cum laude; a student with an average of at least 3.5, but less than 3.7 will be graduated cum laude.

In order to be graduated with honors, a student must have earned a minimum of 45 semester hours of credit at Southwest Baptist University prior to the semester of graduation.

ACADEMIC STANDING

Students are encouraged to plan their course load in order to complete approximately one-fourth of the graduation requirements each year. However, because the abilities and the rates of progress of students vary, the following categories are delineated for assisting students in developing a reasonable academic and extra class load.

1. If a degree-seeking student attempts 12 or more semester hours for any particular semester, that student will be considered full-time, and the academic progress will be reviewed after every regular semester.
2. If a student is provisionally admitted, the academic record will be reviewed at the end of every regular semester.
3. If a first-time degree-seeking student attempts less than 12 semester hours for a particular semester, that student will be considered a part-time student, and the academic progress will not be reviewed until a minimum of 12 semester hours has been attempted.
4. Part-time students who are not first-time students will have their academic records reviewed at the end of each spring semester.
5. Students under a notice of dismissal or probation will have their academic records reviewed at the end of each session—including all "J" terms.
6. Full-time degree-seeking students:
 - a. On academic difficulty are limited to 15 credit hours per semester and are advised to limit their extra-class activities.
 - b. On special guidance are limited to 14 credit hours per semester and are advised to limit their extra-class activities.
 - c. On probation are limited to 12 credit hours per semester and are ineligible to represent the University in any official university sponsored activity, on or off campus.
7. Part-time degree-seeking students:
 - a. On academic difficulty are limited to 10 semester hours per semester.
 - b. On special guidance are limited to 8 semester hours per semester.
 - c. On probation are limited to 6 semester hours per semester.
8. Credit hour restrictions may be waived under special circumstances as determined by the advisor and approved by the Provost.

CREDIT HOURS RESTRICTIONS

PART-TIME STUDENTS			
Class Standing	G.P.A.	Academic Standing	Semester Hour Limit
Freshman (12-31 credit hours)	1.600-1.999 1.000-1.599 Less than 1.000	Academic Difficulty Special Guidance Probation	10 semester hours 8 semester hours 6 semester hours
Sophomore (32-63 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernable improvement	Academic Difficulty Special Guidance Probation Probation	10 semester hours 8 semester hours 6 semester hours 6 semester hours
Junior (64-95 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernable improvement	Academic Difficulty Special Guidance Probation Probation	10 semester hours 8 semester hours 6 semester hours 6 semester hours
Senior (96 credit hours)	1.8000 - 1.999 Less than 1.800 No discernable improvement	Special Guidance Probation Probation	8 semester hours 6 semester hours 6 semester hours

FULL-TIME STUDENTS			
Class Standing	G.P.A.	Academic Standing	Semester Hour Limit
Freshman (12-31 credit hours)	1.600-1.999 1.000-1.599 Less than 1.000	Academic Difficulty Special Guidance Probation	15 semester hours 14 semester hours 12 semester hours
Sophomore (32-63 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernable improvement	Academic Difficulty Special Guidance Probation Probation	15 semester hours 14 semester hours 12 semester hours 12 semester hours
Junior (64-95 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernable improvement	Academic Difficulty Special Guidance Probation Probation	15 semester hours 14 semester hours 12 semester hours 12 semester hours
Senior (96 credit hours)	1.8000 - 1.999 Less than 1.800 No discernable improvement	Special Guidance Probation Probation	15 semester hours 14 semester hours 12 semester hours

APPEALS PROCEDURE FOR ACADEMIC PROBATION AND DISMISSAL

A student wanting to appeal the academic standing designation of probation or dismissal should send a letter to the Office of the Provost. The appeal letter must clearly state and explain:

- a. Any unexpected, unavoidable or otherwise extenuating circumstances which prevented the student from attaining or maintaining necessary academic progress.

- b. What has been done by the student to prevent further academic difficulties.

The Academic Council will review appeals the last Thursday before each semester begins. Appeal letters must be received by the last Wednesday prior to the beginning of the semester. The Provost will preside at the review session. The chairman of the Academic Advisory Committee will provide background information for each student's appeal. The student may be invited to attend the review session.

A final decision by the Academic Council will be made in closed session. The student will be told at the review sessions when and how we will be notified before the first day of classes.

The Academic Council may uphold the original decision or rescind the original decision and specify the academic standing placed upon the student. The advisor of the student, the chairman of the Academic Advisory Committee, and the student need to be notified of the Academic Council's decision.

Credit Check

When students accumulate at least 80 credit hours, they should request a credit check from the registrar. A credit check reveals the number of semester hours completed, the number and courses currently enrolled in and the courses needed to complete graduation requirements. The accuracy of the credit check is determined and signed by the major department chairman and the advisor.

FINAL EXAMINATIONS

All students, including those in their final semester before graduation, are required to take final examinations. Final examinations are scheduled during the last week of each semester. In the event of unusual circumstances, students may request to take an examination at an alternate time. Such requests must be presented to the dean of the school in which the course is taught. (See Special Fees.)

Students in their last semester who are eligible to graduate upon satisfactory completion of the final semester's work and who complete the proper "Intent to Graduate" card four months prior to graduation, are required to attend baccalaureate and commencement exercises. Only those students who actually complete all requirements will receive a diploma by mail.

The grade point average at the end of the semester previous to the semester of graduation will be used to determine honor graduates. The proper honors notation will be made on transcripts after the final semester grades are in the Registrar's Office.

ATTENDANCE AND CHANGES OF ENROLLMENT

Attendance

The University believes that students are primarily responsible for attendance. A student should recognize that many of the vital aspects of the college experience cannot be fully realized when class attendance is irregular. It is the expectation of the University that students will attend all class meetings and complete all

activities assigned by the instructor for the class. Each instructor will provide students with written statements in the course syllabus with respect to class attendance requirements.

Changes of Enrollment

The time for enrollment in classes is limited to the first two weeks of each semester. Classes may be added during the first week of the Winterfest term, four-week summer terms or during the first two weeks of the eight-week summer term. If students initiate change in their schedules, a charge of \$10 per course change fee will be levied. If the University requires the change, no fee will be charged.

Withdrawing from a Class

Students may, with the approval of their advisor, discontinue (drop) any class for which they are registered. To do so students are to procure a drop form from the office of the registrar, secure the signature of their advisor and return the form to the Office of the Registrar. Discontinuing a course will affect students' records as follows. Students who officially withdraw from a course before the end of the ninth week of class meetings will receive a "W" for the course. After the end of the ninth week of class meetings, students who withdraw from a course they are failing will receive an "F" for the course. After the end of the ninth week of class meetings, students who withdraw from a course they are passing will receive a "W" for the course. Discontinued attendance of a class without securing a drop form does not constitute an official drop and will result in students being charged for the course and receiving a grade of "F." A course cannot be dropped the last two weeks of classes during a regular semester or the last week of a shorter term (i.e., January, Summer).

Incomplete ("I") is given only if circumstances beyond students' control prevent completion of required course work during the semester. If the work is not satisfactorily completed within one year, the "I" is changed to "F."

INDEPENDENT STUDY

In order to enrich the curriculum and challenge capable students to develop research abilities, each department offering a major provides opportunity for independent study for university credit in areas not studied as part of the regular curriculum. Students are enrolled in independent study according to these guidelines:

1. Independent Study (4991-3) is to be designed to broaden students' knowledge in their major field by providing directed individual research or study in areas not covered in catalog courses.

2. These studies are limited to juniors and seniors who have at least a 2.75 grade point average in their major field.
3. At least one-half of the course work required for a major must be completed prior to enrolling for an independent study course.
4. A maximum of three semester hours may be earned by independent study in any major field.
5. Students have full responsibility for initiating (in consultation with the supervising professor) the proposal for continuing the study and for completing all work for the course.
6. As a part of the application process the students must do preliminary planning and complete an Independent Study Proposal.
7. The Independent Study Proposal must have the approval of the project supervisor and the department chairman.
8. Students may enroll for an Independent Study within the regular enrollment period (through the first two weeks of the semester) and only after the Independent Study Proposal has been approved.

GLOBAL STUDIES

In order for students to receive the education and experience they need to live and work in the new internationalism of our economies and governments, SBU offers opportunities for one or more semesters of study overseas or at other locations within the United States. Overseas study is taken at national universities in the host country, and all arrangements for tuition, fees, and credit are managed through SBU.

Overseas Study

Students have studied in England at Oxford University, Goldsmiths College of the University of London, Harlaxton, and Leicester University. Other students have studied in Venezuela and Spain. Student and faculty exchange programs also exist between SBU and institutions in Belarus and the Peoples' Republic of China.

In order to be eligible for overseas study, students must have completed two years of university-level study, have a grade point average of 2.75, and have completed English Composition II or Honors English. If the language of the host country is other than English, students must have sufficient command of the language to benefit from lectures or be enrolled in a language instruction program in the host country. Courses to be taken overseas must be approved by the major advisor and the coordinator of international education. Students who wish to receive a Pass/Fail grade in global studies courses must obtain approval before enrollment, and all courses taken will be graded on this basis. Fees are paid through Southwest Baptist University, and students may receive financial aid.

Coalition for Christian Colleges and Universities

As an institutional member of the Coalition for Christian Colleges and Universities, SBU students have a variety of additional study opportunities.

American Studies Program, a semester of seminars and internships in Washington, D.C. **Russian Studies Program**, a semester of language and cultural studies in Moscow, Nizhni Novgorod, and St. Petersburg. **Latin American Studies Program**, a semester of language and cultural studies in San Jose, Costa Rica. **Middle East Studies Program**, a semester of language and cultural studies in Cairo, Egypt. **The Hollywood Semester**, film studies and an internship at the Los Angeles Film Studies Center.

In order to be eligible for Coalition programs, students must be a full-time junior or senior at SBU and have a 2.75 or higher GPA. Students who wish to receive a Pass/Fail grade in global studies courses must obtain approval before enrollment, and all courses taken will be graded on this basis. All applicants must be approved by the Provost.

COLLEGES AND ACADEMIC DEPARTMENTS

Areas of Study	46
College of Business	49
Associate Degree Requirements	49
Bachelor Degree Requirements	49
Accounting	50
Business Administration	51
Minors	53
Geneva Casebolt College of Music, Arts and Letters	55
Art	55
Communication Arts	58
Language and Literature	59
Music	60
College of Christian Studies	65
Courts Redford School of Theology and Church Vocations	65
Christian Vocational Ministries	66
Religious Studies	68
International Institute of Evangelism	70
College of Education and Social Sciences	71
Behavioral Sciences	71
Education	73
Health, Physical Education and Recreation	84
History and Political Science	90
College of Science and Mathematics	93
Biology	93
Chemistry and Physics	93
Computer and Information Sciences	96
Mathematics	97
Nursing	97
Physical Therapy	99
Pre-Professional Studies	100
Pre-Health Programs	101
University College	105
Graduate Studies	109
Correspondence Studies	115

AREAS OF STUDY

The academic enterprise of Southwest Baptist University is conducted within the framework of six colleges: College of Arts and Sciences, College of Business, College of Education and Social Sciences, Geneva Casebolt College of Fine Arts, College of Christian Studies, and the University College. The following majors, minors, associate degrees, and certificates are offered in the various disciplines of these colleges.

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Accounting	B.S., A.A.S.	
Art	B.A., B.S.	Ceramics, Design Drawing, Painting, Photography, Sculpture
Art Education	B.S.	
Bible	B.A.	
Biology	B.A., B.S.	
Bivocational Church Ministries	B.A.S.	
Business	A.A.S.	
Business Administration	B.A., B.S.	Economics, Finance, Management/Marketing, Management Information Systems, Public Relations
Business Administration	B.A.S.	Accounting, Health Services Administration, Management/Marketing, Office Administration
Chemistry	B.A., B.S.	
Child & Family Education	B.S.	
Child Development	A.S., A.A.S.	
Christian Ministries	B.A.	Preaching and Pastoral Ministry, Lay Ministry, Missions
Church Secretarial Science	A.S.	
Commercial Art	B.S.	Ceramics, Graphic Design, Photography
Communication Arts	B.A., B.S.	Communication, Speech Communication & Theatre, Public Relations, Speech Education, Television
Computer Information Science	B.S.	
Computer Science	A.S., B.S.	
Education	M.S.	
Elementary Education	B.A., B.S.	Early Childhood Education
Emergency Medical Technology	A.A.S.	
English	B.A., B.S.	

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Health Services Administration	M.S.	
History	B.A., B.S.	Conjunctive Major
Human Services	B.A.S.	
Leisure Studies	A.A.S.	
Mathematics	B.A., B.S.	
Medical Technology	B.S.	
Mid-Management	A.A.S.	
Music	B.A., B.S.	Music Business, Commercial Music
Music, Church	B.M.	Voice, Piano, Organ
Music Education	B.M.	Instrumental, Vocal, Instrumental/Vocal, Music Education, Secondary Education
Nursing	B.S.N.	
Occupational Technology	A.A.S., B.A.S.	
Paramedical Technology	A.A.S.	
Physical Education	B.A., B.S.	Athletic Training, Certification PK-12, Certification 7-12, Certification PK-9, Health Education
Political Science	B.A., B.S.	
Psychology	B.A., B.S.	
Recreation	B.A., B.S.	Church Recreation, Community Recreation, Therapeutic Recreation
Religious Education	B.A., B.S.	Children's Ministry, Youth Ministry
Religious Studies	B.A.	
Social Science Education	B.S.	
Sociology	B.A., B.S.	
Spanish	B.A.	
Sports Management	B.A., B.S.	Business, Sport Administration, Commercial Recreation, Fitness/Wellness, Athletic Training
Theatre	B.A.	
Theological Studies	B.A.	Christian Doctrine

MINORS - Baccalaureate levels

Accounting, Art, Art Education, Bible, Biblical Languages, Biology, Business Administration, Chemistry, Child and Family Education, Church Recreation, Communication, Community Recreation, Computer Science, Counseling, Discipleship, Early Childhood Education, English, Evangelism, Gerontology, Health & Physical Education, History, Lay Ministry, Management Information Systems, Mathematics, Military Science, Music (Church Music), Music (General), Music (Piano Pedagogy), Office Management, Philosophy, Physics, Political Science, Preaching & Pastoral Ministry, Psychology, Recreation Management, Religious Education, Religious Studies, Social Science Education, Sociology, Spanish, Speech Communication & Theatre, Student Ministries, Theatre, Theological Studies

Certificates/Certification

Athletic Training, Biology Education, Chemistry Education, English Education, Mathematics Education, Music Performance, Piano Pedagogy, Senior Adult Services, Teacher Education, Theology, Youth Ministry

COLLEGE OF BUSINESS

Dr. Kenneth A. Middleton, Acting Dean
Office: Taylor 203
(417) 326-1751

The College of Business offers undergraduate degree programs with majors, concentrations, and minors in the departments of Accounting, Business Administration, and a Master of Science in Health Services Administration.

ADMISSION TO THE COLLEGE OF BUSINESS

In addition to admission to the University, all undergraduate business degree seeking students must formally apply for admission to an undergraduate degree program. Each application will be presented to the business faculty for a formal decision to accept or reject the application. This decision procedure will take place four times a year, and application should be made to the College of Business prior to November 10 or January 10 or April 10 or August 10. Applicants will be notified in writing as to acceptance or rejection. Students receiving a rejection notice may reapply no sooner than the first filing date after correcting all deficiencies. The following requirements must be met for students to be accepted into an undergraduate degree program:

1. Timely completion of the "Application for Admission to a College of Business Undergraduate Degree Program" provided by the dean's office.
2. Students must have a minimum cumulative grade point average of 2.00 in all work applied to a degree at SBU and at least a 2.25 cumulative grade point average in all pre-business and 1000- and 2000- level courses.
3. The student must show evidence of dependability and awareness by regular and punctual class attendance, attention to details, and ability to know and meet deadlines.

In addition, the following requirements shall be met for admission to the stated undergraduate programs:

Associate's Degree

- a. Application to an associate degree program is made by students after a completion of their first 30 hours of credit and before beginning their last 18 hours of credit.
- b. Students must have completed the following general education courses:

English Composition	6 hours
Math 1143 (or approved alternative)	3 hours
Communications	3 hours
Personal and Family Development	3 hours
- c. Students must have completed the following business and supporting course work (except majors in emergency medical technology, paramedical technology, and occupational technology) and have a minimum cumulative grade point average of 2.00 in all courses taken within the College of Business.

Introduction to Accounting	2 hours
Introduction to Business	3 hours
Introduction to Computing	3 hours

- d. Prior to acceptance into the associate program, the student may take up to 12 hours of College of Business 2000 and 3000 level courses for conditional program credit. Full program credit will be granted to the student after formal acceptance into the degree program.

Bachelor's Degree

- a. Application to a bachelor degree program is made by students after completion of their first 60 hours of credit and before beginning their last 48 hours of credit.
- b. Students must have completed the following general education courses:

English Composition	6 hours
Communication	3 hours
Computer Science	3 hours
Humanities	3 hours
Mathematics and Science	9 hours
Personal and Family Development	3 hours
Religion	4 hours
- c. Students must have completed the following business course work (except for majors in occupational technology) and have a minimum cumulative grade point average of 2.25 on all of the following pre-business courses taken within the College of Business.

Introduction to Accounting	2 hours
Principles of Accounting I and II	6 hours
Business Communications	3 hours
Principles of Economics I and II	6 hours
Business Calculus	3 hours

- d. Prior to acceptance into the Bachelor program, students may take up to 12 hours of College of Business 3000 level courses for conditional program credit. Full program credit will be granted to students after formal acceptance into the degree program.

Mission and Objectives

The College of Business programs of study are designed to provide students with theoretical and conceptual knowledge and application skills in business in order to equip them to assume leadership roles in business, health services, church, education, government and other fields. Additional objectives are to improve students' economic and business maturity, to help them become better informed citizens, to assist their application of Christian principles in business relationships, and to provide a thorough foundation for further professional and/or graduate study.

General Information

The College of Business offers undergraduate degree programs with majors, concentrations and minors within two departments. Students in other fields of study are encouraged to minor in business in order to enhance their careers. In recognition of the importance of business knowledge for all citizens, several departments outside of the College of Business have developed programs which include College of Business courses.

All policies of the University apply to students who major or minor in College of Business programs. The standard semester course load required in order to earn the baccalaureate degree in eight semesters (4 years) is 16 hours. Students must maintain a minimum cumulative grade point average of 2.25 in all pre-business 1000- and 2000-level courses taken within the College of Business and earn "C" grades or higher in all courses taken within their major(s), concentrations, and/or minor(s) with the School.

All elective courses to be applied toward the major(s) and minor(s) must have been approved by the student's advisor in the College of Business.

The College of Business is interested in assessing educational outcomes in business. Outcomes assessment is a way to evaluate business programs and academic achievement of students in relation to other schools (colleges) of Business. Therefore, all graduating seniors will be required to participate in a business exit exam.

Undergraduate Degree Requirements

All undergraduates majoring in the College of Business are required to complete a common body of knowledge, referred to as the core curriculum, in addition to the University's general education requirements and the courses required and approved for students' majors or concentrations within the College.

- For completion of the University general education requirements, FIN 1993 - Business Calculus meets the mathematics general education requirement, and PHI 4043 - Ethics in Decision Making meets the general education requirement for DIS 4012 - Applied Christian Living.
- The College of Business core curriculum consists of the following:
 - ACC 1012¹ - Intro to Accounting 2 hours
 - ACC 2023 - Prin of Accounting I 3 hours
 - ACC 2033 - Prin of Accounting II . . . 3 hours
 - BUS 1013² - Intro to Business 3 hours
 - BUS 2013 - Business Comm 3 hours
 - BUS 3073 - Legal Environment
of Business 3 hours
 - ECO 2013 - Prin of Economics I 3 hours
 - ECO 2023 - Prin of Economics II . . . 3 hours
 - ECO 3023 - Money and Banking 3 hours
 - FIN 1193 - Business Calculus 3 hours
 - FIN 3023 - Statistical Analysis I 3 hours
 - HUM 4042 - Seminar on
Professional Development 3 hours
 - MGT 3013 - Prin of Management 2 hours
 - MGT 4083 - Management Strategy
and Policy 3 hours
 - MKT 3023 - Principles of Marketing . . 3 hours
 - PHI 4043 - Ethics in Decision
Making 3 hours

¹Student may test out of this course

²Suggested course (if not taken in high school)

DEPARTMENT OF ACCOUNTING

Department Chair: Dr. Rodney Oglesby

Office: Taylor 204

(417) 326-1756

The Department of Accounting provides an academic program that covers the conceptual basis of accounting and the application of accounting concepts in current practice. The program of study prepares students for diversified careers in the practice of public accounting, not-for-profit accounting, and general accounting management. The accounting curriculum is excellent undergraduate preparation for federal tax practice. Accounting graduates are in high demand in business, government, and education. A bachelor's degree is available in accounting. A minor is also available in accounting.

Accounting Major (B.S. degree) (34 hours)

ACC 2081 - Micro Computer Applications . . .	1 hour
ACC 3003 - Cost Accounting	3 hours
ACC 3013 - Managerial Accounting	3 hours
ACC 3024,3034 - Intermediate Acc I, II	8 hours
ACC 3063 - Tax Accounting I	3 hours
ACC 4013 - Advanced Accounting	3 hours
ACC 4044 - Auditing	4 hours
ACC 4053 - Accounting for Government & Not-for-Profit	3 hours
BUS 3083 - Business Enterprise Debtor and Creditor Rights	3 hours
FIN 3033 - Statistical Analysis II	3 hours

DEPARTMENT OF BUSINESS ADMINISTRATION

Department Chair: Dr. Susan DeBauche
Office: Taylor 205
(417) 326-1758

The Department of Business Administration provides students with a broad curriculum of study in business to prepare them for diversified careers in business and other organizations and for graduate and professional study in business, education, law, and public administration.

1. The bachelor of science or arts degree programs include concentrations in management/marketing, management information systems, economics/finance, public relations, and health service administration.
2. Associate degrees are offered in secretarial science and mid management.
3. Associate of Applied Science degrees are offered with professional development blocks in accounting, business, and secretarial services.
4. Minors are available in business administration, management information systems, military science, and office administration.

Economics/Finance Concentration (30 hours)

ECO 3053 - International Economics	3 hours
ECO 3043 - Managerial Economics	3 hours
ECO 3063 - Capital/Credit Markets	3 hours
ECO 4953 - Seminar on Economic & Finance Readings	3 hours
FIN 3043 - Technical Analysis of Security Trends	3 hours
FIN 3033 - Statistical Analysis II	3 hours
FIN 4053 - Investments	3 hours
College of Business Junior or Senior Electives	9 hours

Health Services Administration Concentration (27 hours)

HSA 3013 - U.S. Health Service Systems . . .	3 hours
HSA 4023 - Financial Management of Health Institutions	3 hours
HSA 4043 - Health Service Marketing	3 hours
HSA 4013 - Health Service Law & Risk Management	3 hours
HSA 4033 - Health Service Organization & Administration	3 hours
MGT 3033 - Quantitative Operations Management	3 hours
MGT 4033 - Administrative Communications Human Resource Management	3 hours
MGT 4043 - Organizational Behavior and Theory	3 hours
College of Business Elective (Jr/Sr)	3 hours

Management/Marketing Concentration (30 hours)

MGT 3033 ₁ - Quantitative Operational Management	3 hours
or	
FIN 3033 ² - Statistical Analysis II	3 hours
MGT 3063 - Entrepreneurship and Small Business	3 hours
or	
MGT 4033 - Administrative Communications Human Resource Management	3 hours
MGT 4043 - Organizational Behavior Theory	3 hours
ECO 3053 - International Economics	3 hours
or	
MGT 4053 - International Management	3 hours
ECO 3043 - Managerial Economics	3 hours
or	
ACC 3013 - Managerial Accounting	3 hours
Electives: Communication	3 hours
College of Business Electives (Jr/Sr)	12 hours
¹ Required for Management concentration	
² Required for Marketing concentration	

Management Information Systems Concentration (35 hours)

CIS 1144 - Intro to Programming	4 hours
CIS 1153 - Data Structures	3 hours
CIS 2233 - Machine Organization	3 hours
CIS 3333 - Advanced Data Structures	3 hours
CIS 3353 - Survey of Programming Languages & Artificial Intelligence	3 hours
MIS 1113 - COBOL	3 hours
MIS 2213 - Systems Analysis and Design	3 hours
CIS 2953 - Network Administration and Telecommunications	3 hours
MIS 3323 - Advanced COBOL	3 hours
MIS 4413 - Database Management	3 hours
MIS 4954 - Intensive Study in Office Administration (Special Topics)	4 hours

**Public Relations Concentration
(30 hours)**

18 hours of required courses

- COM 2953 - Intro to Public Relations* . . . 3 hours
- BUS 4983 - Internship in Public Relations* 3 hours
- COM 2953 - Newspaper Writing/Reporting 3 hours

- COM 3343 - Media Production
or
- TEC 3013 - Writing for Television 3 hours
- COM 3383 - Small Group Communication 3 hours
- MGT 4043 - Organizational Behavior . . . 3 hours

**Choose 12 hours of Electives from
the following:**

- ART 1103 - Design 3 hours
- ART 1303 - Photography I 3 hours
- ENG 3353 - Advanced Composition 3 hours
- PHI 2023 - Logic and Language 3 hours
- MKT 3083 - Creative Advertising 3 hours
- COM 3313 - Advanced Public Speaking . 3 hours
- COM 3334 - Argumentation/Debate 3 hours
- ECO 3053 - International Economics . . . 3 hours
- MGT 4043 - International Management . . 3 hours
- COM 3343 - Media Production**
or
- TEC 3013 - Writing for Television** 3 hours

- * These courses can be taken in the College of Business or in the Department of Communications.
- ** COM 3343 or TEC 3013 can be chosen for the required course; the other can be taken as an elective.

**Business Administration Major
(B.A. degree)**

Same requirements as above including two approved courses in the same foreign language.

Associate Degree Requirements

Associate degree students in the College of Business are required to complete specified University general education requirements in addition to the courses in their concentrations. Matriculation into a baccalaureate degree program is thereby enabled.

General Education Requirements (37 hours)
(See page 68. DIS 4012 is not required for this degree.)

**Associate of Science in
Mid-Management (A.S. degree)**

This program is designed to prepare students for careers in the retailing, wholesaling, and service industries and to attain positions at the departmental management level.

- ACC 1012* - Intro to Accounting 2 hours
 - ACC 2023 - Prin of Accounting I 3 hours
 - BUS 1013 - Intro to Business 3 hours
 - BUS 2013 - Business Communications . . 3 hours
 - ECO 2023 - Principles of Economics . . . 3 hours
 - FIN 1193 - Business Calculus 3 hours
 - MGT 3013 - Principles of Management . . 3 hours
 - MGT 3063 - Entrepreneurship and Small Business 3 hours
 - MKT 3073 - Principles of Marketing 3 hours
 - PHI 4043 - Ethics in Decision Making . . . 3 hours
- 29 hours

* Equivalent hours in the College of Business must be substituted if this course is waived because of proficiency.

**Associate of Science in Office
Management (A.S. degree)**

This degree program prepares students for secretarial careers.

- ACC 1012 - Introduction to Accounting
or
 - ACC 2023 - Prin of Accounting I 2-3 hours
 - BUS 1013 - Intro to Business 3 hours
 - BUS 2013 - Business Communications . . 3 hours
 - MGT 3013 - Prin of Management 3 hours
 - MKT 3023 - Prin of Marketing 3 hours
 - MIS 3033 - Word Processing 3 hours
 - MGT 4033 - Administrative Communications
Human Resource Management 3 hours
 - PHI 4043 - Ethics in Decision Making . . . 3 hours
 - College of Business Elective (Jr/Sr) 3 hours
- 26-27 hours

* Equivalent hours in the College of Business must be substituted if either of these courses are waived because of proficiency.

**Associate of Applied Science
(A.A.S. degree)**

Accounting (64 hours)

General Education (26 hours)

MAT 1143 - College Algebra must be taken)

Accounting Courses (37 hours)

ACC 1012* - Introduction to Accounting . . .	2 hours
ACC 2023, 2033 - Principles of Accounting I and II	6 hours
ACC 2081 - Micro-Computer Application Spreadsheets	1 hour
ACC 2091 - Micro-Computer Applications in Accounting	1 hour
BUS 1013 - Introduction to Business	3 hours
BUS 2013 - Business Communications	3 hours
BUS 3073 - Legal Environment of Bus	3 hours
CIS 1103 - Intro to Computing	3 hours
ECO 2013, 2023 - Prin of Economics I and II	6 hours
MGT 3013 - Prin of Management	3 hours
MKT 3023 - Prin of Marketing	3 hours
PHI 4043 - Ethics in Decision Making	3 hours

Free Electives (1-44 hours)

* Equivalent hours in the College of Business must be substituted if this course is waived because of proficiency.

Business (64 hours)**General Education (26 hours)**

(See page 34. MAT 1143 - College Algebra must be taken)

Business Courses (36 hours)

ACC 1012* - Intro to Accounting	2 hours
ACC 2023 - Prin of Accounting	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communication	3 hours
BUS 3073 - Legal Environment of Business	3 hours
CIS 1103 - Intro to Computing	3 hours
ECO 2013, 2023 - Prin of Economics I and II	3 hours
MGT 3013 - Prin of Management	3 hours
PHI 4043 - Ethics in Decision Making	3 hours
Business Electives	10 hours

Free Electives (2-5 hours)

* Equivalent hours in the College of Business must be substituted if this course is waived because of proficiency.

Office Management (64 hours)**General Education (26 hours)**

(See page ??, Mat 1143 - College Algebra must be taken)

Secretarial Science Courses (36 hours)

ACC 1012 - Intro to Accounting	2 hours
ACC 2023 - Prin of Accounting I	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communication	3 hours

MGT 3013 - Prin of Management	3 hours
MGT 4033 - Administrative Communications Human Resource Management	3 hours
MKT 3023 - Prin of Marketing	3 hours
MIS 3033 - Word Processing	3 hours
MIS 3053 - Office Technology	3 hours
PHI 4043 - Ethics in Decision Making	3 hours
College of Business Electives	9 hours

Free Electives (6 hours)**MINORS**

Any student in the University may earn minors in Accounting, Business Administration, Management Information Systems, Military Science, and/or Office Management. Electives must be approved by the minor advisor in the College of Business.

Course requirements are as follows:

Accounting (19-20 hours)

ACC 2023, 2033 - Prin of Accounting I and II	6 hours
ACC 3024 - Intermediate Accounting I	4 hours
ACC 3003 - Cost Accounting	3 hours
ACC 3063 - Tax Accounting I	3 hours
Accounting Junior or Senior elective(s)	3-4 hours

Business Administration (18 hours)

Not Available to students with majors in the College of Business.

ACC 2023 - Principles of Accounting I	3 hours
ECO 2013 or 2023 - Prin of Economics I or II	3 hours
MGT 3013 - Prin of Management	3 hours
BUS 2013 - Business Communications	3 hours
College of Business electives: Junior or Senior level	6 hours

Management Information Systems (22 Hours)

CIS 1144 - Intro to Programming	4 hours
CIS 1153 - Data Structures	3 hours
MIS 1113 - COBOL	3 hours
CIS 2233 - Machine organization	3 hours
MIS 3203 - Management Information Systems	3 hours
MIS 3323 - Advanced COBOL	3 hours

Military Science (18 hours)

MIL 2213 - Military History	3 hours
MIL 3303 - Squad Leadership/Tactics	3 hours
MIL 3313 - Platoon Leadership/Tactics	3 hours
MIL 3323 - Advanced Camp	3 hours
MIL 4403 - Transition from Cadet to Lieutenant	3 hours
MIL 4413 - Transition from Cadet to Lieutenant	3 hours

Office Management (21 hours)

- ACC 2023 - Prin of Accounting I 3 hours
- BUS 1013 - Intro to Business 3 hours
- BUS 2013 - Business Communications . . 3 hours
- CIS 1003 - Intro to Computing 3 hours
- MGT 3013 - Prin of Management 3 hours
- MGT 4033 - Administrative Communications
Human Resource Management 3 hours
- MKT 3023 - Prin of Marketing 3 hours
- MIS 3033 - Word Processing 3 hours

GENEVA CASEBOLT COLLEGE OF MUSIC, ARTS AND LETTERS

William P. Brown, Dean

Office: Casebolt Center for Fine Arts

(417) 326-1632

The Geneva Casebolt College of Music, Arts and Letters serves students by providing liberal arts and professional programs, and by laying a foundation for life-long avocational involvement in the fine arts and humanities. The college serves churches, schools, and the community by preserving and communicating our cultural heritage, and by preparing students for future service and leadership. The college has four departments: Art, Communication Arts, Language and Literature, and Music.

DEPARTMENT OF ART

Department Chair: Wesley Gott

Faculty: Wesley Gott

Adjunct Faculty: Sandra Brown, Dianna Callahan

Office: Ingman Hall

(417) 326-1650

The study of art provides an opportunity for students to develop powers of perception and appreciation. This study also affords students an avenue of creative expression and an opportunity to develop skills, methods, and techniques for teaching others to express themselves creatively, and an opportunity to work in the commercial art field.

All art majors are required to attend art exhibits at major art museums in six of the eight semesters, or three-quarters of the semesters in attendance at SBU. Attendance forms must be picked up and returned to the Department of Art.

All art majors are required to present a comprehensive exhibit of work approved by the department during their senior year.

The Department of Art reserves the right to retain representative examples of work from all studio courses for the permanent collection of Southwest Baptist University.

General Degree Requirements

The following courses must be completed by all art majors:

General Education (48-57 hours)

BIB 1002 - Intro to OT History	2 hours
BIB 1012 - Intro to NT History	2 hours
COM 1103 - Fundamentals of Speech Communication	3 hours
CIS 1103 - Intro to Computing	3 hours
DIS 2012 - Christian Faith and Life	2 hours

DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Ethics in Decision Making	3 hours
ECO 4003 - LIFE Economics	3 hours
HPE 1061 - Foundations of Physical Fitness/Wellness I	1 hour
HPE 1161 - Foundations of Physical Fitness/Wellness II	1 hour
FAR 1003, FAR 1023, or FAR 1033	3 hours
POL 1113 - American Government and Politics	3 hours
English Composition	6 hours
**Foreign Language	8 hours
History (any 1000 or 2000 level course)	3 hours
Life Science	4 hours
Mathematics	3 hours
Physical Science	4 hours
Psychology/Sociology	3 hours

**Required for the B.A. degree only

Art Core Courses (12 hours)

ART 1103 - Design	3 hours
ART 1203 - Drawing I	3 hours
ART 2803 - Art History I	3 hours
ART 2813 - Art History II	3 hours
EXHIBIT - Senior Show	0 hours

B.A. degree (General Major)

This degree is for students wishing to pursue the M.A. degree in studio art, or those interested in a second major or minor in business or computer science for their own art business. No more than forty (40) hours of art will count toward the 128 hours required for graduation.

General Education Courses (56 hours)

Art Core Courses (including a Senior Show) (12 hours)

Minor, Second Major, or Electives (36 hours)

Concentration (24 hours)

Ceramics Concentration

ART 1403 - Ceramics I	3 hours
ART 2403 - Ceramics II	3 hours
ART 3403 - Adv Ceramics Studios I	3 hours
ART 3413 - Adv Ceramics Studios II	3 hours
ART 4403 - Adv Ceramics Studios III	3 hours
Art Electives	9 hours

Design Concentration

ART 1503 - Sculpture I	3 hours
ART 2103 - Printmaking	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
Art Electives	12 hours

Drawing Concentration

ART 2203 - Drawing II	3 hours
ART 2213 - Life Drawing	3 hours
ART 3203 - Adv Drawing Studios I	3 hours
ART 3213 - Adv Drawing Studios II	3 hours
Art Electives	12 hours

Painting Concentration

ART 1603 - Painting I	3 hours
ART 2603 - Painting II	3 hours
ART 3603 - Adv Painting Studios I	3 hours
ART 3613 - Adv Painting Studios II	3 hours
ART 3623 - Watercolor Painting	3 hours
Art Electives	9 hours

Photography Concentration

ART 1303 - Photography I	3 hours
ART 2303 - Photography II	3 hours
ART 3303 - Adv Photography Studios I	3 hours
ART 3313 - Adv Photography Studios II	3 hours
ART 4303 - Adv Photography Studios III	3 hours
Art Electives	9 hours

Sculpture Concentration

ART 1503 - Sculpture I	3 hours
ART 2503 - Sculpture II	3 hours
ART 3503 - Adv Sculpture Studios I	3 hours
ART 3513 - Adv Sculpture Studios II	3 hours
ART 4503 - Adv Sculpture Studios III	3 hours
Art Electives	9 hours

B.S. Degree (General Major)

This degree is for students wishing to design their degree program to fulfill their particular needs, such as more than one concentration. A minimum of 30 hours of art is required for the major, but more than 30 hours of art will count toward the 128 hours required for graduation.

An art degree with a business or computer minor may be taken for those wishing to set up their own business in art. Students wishing to work toward the M.F.A. degree in studio art after graduation should take 60-70 hours of art, with at least one art concentration of 18 hours and one art minor of 9-12 hours.

General Education Courses (48 hours)

**Art Core Courses (including a Senior Show)
(12 hours)**

Art Electives (18 hours)

**Art Electives, General Electives, or Minor
(50 hours)**

**Major in Commercial Art
(B.S. degree)**

(a minor in another area is optional)

Students preparing to enter the field of commercial art will be initially placed in the B.S. General Art Degree. After the freshman year, or one semester for transfer students, application for the Commercial Art Degree program must be made by filing the appropriate application forms obtained from the Department of Art, and by having a portfolio and progress review. To be accepted into the program students must have 3.0 ("B") or better GPA in all art courses, a reasonable level of quality in their work, and a clear desire to focus on commercial art.

All students in the commercial art program must select a concentration in graphic design or photography. The practicum and internship work-places must be specifically related to the students' area of concentration. As part of the experience of functioning in the business world, students will be required to locate their own work-places (subject to the approval of the Department of Art) for the practicum and internship. Suggestions for work-places may be obtained from the department.

Any commercial art majors who fail to maintain a 3.0 GPA in their art courses will be put on departmental probation until their GPA is at least a 3.0 again. No student with less than a 3.0 in their art courses will be allowed in the internship in commercial art.

General Education Courses (48 hours)

Art Core Courses (12 hours)

(including Sophomore Portfolio Review and Senior Exhibit)

Concentration (48 hours)

General Electives or Optional Minor (20 hours)

Graphic Design

ART 2203 - Drawing II	3 hours
ART 2213 - Life Drawing	3 hours
ART 3203 - Adv Drawing Studio I	3 hours
ART 1303 - Photography I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2603 - Painting II	3 hours
ART 2103 - Printmaking	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
ART 3703 - Adv Commercial Design Studio I	3 hours
ART 3713 - Advanced Commercial Design Studio II	3 hours
ART 3723 - Illustration Techniques	3 hours
ART 4703 - Advanced Commercial Design Studio III	3 hours
Electives	6 hours
From:	
ART 4713 - Advanced Commercial Design Studio IV	
ART 4993 - Independent Studies	
ART 4963 - Practicum	
ART 4983 - Internship	

Photography

ART 1303 - Photography I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2103 - Printmaking	3 hours
ART 2213 - Life Drawing	3 hours
ART 2303 - Photography II	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
ART 3303 - Adv Photography Studio I	3 hours
ART 3313 - Adv Photography Studio II	3 hours
ART 4303 - Adv Photography Studio III	3 hours
Electives	9 hours
From:	
ART 3703 - Advanced Commercial Design Studio I	
ART 3713 - Advanced Commercial Design Studio II	
ART 4993 - Independent Studies	
ART 4963 - Practicum	
ART 4983 - Internship	
Art Electives	6 hours

**Major in Art Education
(B.S. degree)
(Certification PK-12)**

**General Education Requirements
(48-49 hours)**

BIB 1002 - Intro to OT History	2 hours
BIB 1012 - Intro to NT History	2 hours

COM 1103 - Fundamentals of Speech Communication	3 hours
DIS 2012 - Christian Faith and Life	2 hours
DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Ethics in Decision Making	3 hours
EDU 4823 - Media and Computer Edu	3 hours
ECO 4003 - LIFE Economics	3 hours
FAR 1003, FAR 1023, or FAR 1033	3 hours
HPE 1061 - Foundations of Physical Fitness/Wellness I	1 hour
HPE 1161 - Foundation of Physical Fitness/Wellness II	1 hour
POL 1113 - American Government and Politics	3 hours
English Composition	6 hours
U.S. History	3 hours
Life Science (with lab)	4 hours
Mathematics	3 hours
Physical Science (with lab)	4 hours
Psychology - 3063 (Human Growth & Development)	3 hours

Art Core Courses (including Senior Show) (12 hours)

Art Courses (33 hours)

ART 1303 - Photography I	3 hours
ART 1403 - Ceramics I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2103 - Printmaking I	3 hours
ART 2203 - Drawing II	3 hours
ART 2513 - Fibers	3 hours
ART 2603 - Painting II	3 hours
ART 2703 - Commercial Design I	3 hours
ART 3623 - Watercolor Painting	3 hours
EDU 4512 - Methods of Teaching Art, PK-12	2 hours
Art Electives	3 hours

Professional Education Courses

EDU 2113 - Educational Psychology	3 hours
EDU 2131 - Field Work in Middle School or Jr. High	1 hour
or	
EDU 2141 - Field Work in Secondary School	1 hour
EDU 2313 - Foundations of Education	3 hours
EDU 3333 - Principles and Methods of Secondary School	3 hours
EDU 3431 - Field Work in Middle School or Jr. High	1 hour
or	
EDU 3441 - Field Work in Secondary School	1 hour

EDU 3613 - Teaching Reading in the Content Areas	3 hours
EDU 3833 - Behavior & Classroom Management-Sec	3 hours
EDU 4512 - Methods of Teaching Art PK-12	2 hours
EDU 4832 - Tests and Measurements	2 hours
EDU 4842 - The Exceptional Child	2 hours
EDU 4935 & 4945 - Student Teaching in Secondary School (concurrently)	10 hours

**Minor in Art Education (24 hours)
(Second Teaching Field, PK-9)**

ART 1103 - Design	3 hours
ART 1203 - Drawing I	3 hours
ART 1403 - Ceramics I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2103 - Printmaking	3 hours
ART 2513 - Fibers	3 hours
ART 2813 - Art History II	3 hours

Minor (General) (18 hours)

ART 1103 - Design	3 hours
ART 1203 - Drawing	3 hours
Art Electives	12 hours

**DEPARTMENT OF
COMMUNICATION ARTS**

Department Chair: Bob Derryberry

Faculty: Ronald E. Boutwell, Shannon Dyer,
Todd Fuller

Adjunct Faculty: Carol Cooper, Judy Kallenbach,
Robert McGlasson

Office: Wheeler 127-D
(417) 326-1697

The study of speech communication leads students to a better understanding of and more accurate application of the theories and techniques involved in effective communication. Students increase their personal effectiveness and enlarge their cultural awareness through the development of persuasive, argumentative, interpretative, interpersonal, and media skills. The study of theatre is designed to prepare students to use their talents in educational, community, Christian, and professional theater. There is an emphasis on performing and practical experience as well as a better understanding of the human condition through drama, which is a reflection of life. No more than 40 hours in theatre will count toward the 128 hours required for graduation with a Bachelor of Arts degree. The purpose of study in public relations and media is to prepare students in ministry dimensions and/or professional careers.

**Major in Communication
(B.A. degree)**

Thirty-three (33) hours including COM 1103, 2203, 2223 or 3313, and 3393 or 3383. Electives in communication complete the major. ENG 3353 may be counted toward the major and is strongly recommended.

**Concentration in Public Relations
(B.A. degree)**

Thirty-six (36) hours are required to complete the interdepartmental major. Six (6) hours must be completed from COM 1103, COM 2223, COM 3313 before formal admission to the concentration in public relations offered by the Department of Communication.

Eighteen (18) hours of required courses: COM 2233, COM 4983, COM 3343 or TEC 3013, COM 3383, MGT 4043, and COM 3373.

Twelve (12) hours elected from: ART 1103, ART 1303, ENG 3353, PHI 2023, MKT 3093, COM 3313, COM 2223, ECO 3053, MGT 4043, COM 3343, TEC 3013.

**Concentration in Speech Communication
and Theatre (B.A. degree)**

Thirty-three (33) hours including COM 1103, 2203, 3303, 2223 or 3313, FAR 1003 and THR 1023 or THR 4023. This program does not meet teaching certification requirements.

**Major in Communication
(B.S. degree)**

The same requirements as those for the B.A. except that no courses in foreign language are required. In lieu of the foreign language requirement, students must meet the requirements of a second major.

Concentration in Television (B.S. degree)

Thirty-nine (39) hours are required to complete the major. Required courses include COM 1103, COM 2203, THR 1023 or COM 3303, THR 2043 or THR 1033, THR 1053, THR 3033, TEC 1013, TEC 2043, TEC 3053, and TEC 3013.

Nine hours may be elected from the following to complete the major: THR 4023, TEC 4963, TEC 4953, COM 3313, ART 1303, and TEC 4981-3.

Major in Theatre (B.A. degree)

Thirty-six (36) hours including THR 1001, 1023, 1033, 1053, 2052, 3033, 4023, 4413, or 4473. Electives in theatre complete the major.

Certification in Speech Communication and Theatre (grades 9-12)

Students who wish to be recommended for teaching certification by the department of communication must complete 33 hours including: COM 1103, 2203, 2223, 3303, THR 1033 and 4023. The program must include at least 15 hours in speech communication, 12 hours in theatre, and EDU 4552. Students must also earn sufficient credits to teach English or another subject in grades -12 approved by the department chairperson and the director of teacher education.

Minor in Communication

Eighteen (18) hours including COM 1103, 2203, 2223, or 3313, and 3393 of 3383. Electives in communication complete the minor.

Minor in Theatre

Eighteen (18) hours including THR 1023 or 3033, 1033, 1053, 4023. Electives in theatre complete the minor.

Minor in Speech Communication and Theatre

Eighteen (18) hours including COM 1103, 3303, 2223 or 3313, and THR 1033. This program does not meet teaching certification requirements.

DEPARTMENT OF LANGUAGE AND LITERATURE

Department Chair: M.E. Tappmeyer
 Faculty: Shawn Crawford, Curtis Goss,
 Gina Payne, Linda Tappmeyer
 Adjunct Faculty: Joseph Brown, Amy Crider,
 Linda Fuerst, Holly Hill-Brown,
 Maritza Jennings, Geri Moore,
 Linda Roller, Barbara Whisler
 Office: Taylor Hall 125
 (417) 326-1683

The Department of Language and Literature offers courses in both English and modern languages.

ENGLISH

The study of the English language and literature is directed toward helping students acquire skills in writing effectively and in reading and evaluating literature. The variety of courses offered suggests both the need students have for communicating their ideas clearly and the need they have for creating and responding to the aesthetic.

Major (B.A. degree)

Thirty-six (36) hours from the following areas:

Composition and rhetoric	9 hours
(1113 and 2213 [or 1123 Honors], 3353)	
American literature	6 hours
(two courses selected from 3313, 3323, 4483)	
English and/or world literature	12 hours
(3233 or 3243, 3333 or 3343, 4413 or 4453, 4433 or 4473)	
Study of the English language	3 hours
(3363 of 3373)	
English electives	6 hours

Minor

Eighteen (18) hours above the courses completed to meet the six-hour composition requirement. Required courses are 3353, 3233 or 3243, 3363 or 3373.

Major (B.S. degree)

Same requirements as those for the B.A. degree except no courses in foreign language are required. In lieu of the foreign language courses, students must take the courses needed to meet the requirements of the Missouri department of education for certification of secondary school teachers. See Secondary Education Certification, B.S. degree for additional general education requirements. Courses required for English certification are as follows:

Composition and rhetoric	12 hours
(1113 and 2213 [or 1123 Honors], 3353, EDU 4543)	
(EDU 4543 is also counted as professional education)	
American literature	9 hours
(3303 and two courses selected from 3313, 3323, 4483)	
English and/or world literature	6 hours
(two courses selected from 3233, 3243, 3333, 3343, 4413, 4433, 4453, 4473)	

Study of the English language 6 hours
(3363, 3373)
Professional education courses (see Secondary
Education Certification, B.S. degree)

MODERN LANGUAGES

The study of French, German, and Spanish is directed toward helping students converse, compose, and read in modern languages, as well as understand the people, their literature, and their culture.

Spanish Major (B.A. degree)

Thirty-six (36) hours including SPA 1114 and 1124. It is highly recommended that students spend at least six weeks in a country where Spanish is the official language.

Spanish Minor

Twenty (20) hours including 1114 and 1124 or their equivalent, and 2213 and 2223; remaining hours to be selected from SPA 3313, 3323, 3333, 3343, 4953, or 4993.

Teaching Minor in Spanish (extended certification grades PK-9)

Twenty-one (21) hours in Spanish, or eighteen (18) hours above SPA 1124 plus two (2) or more earned credits of high school Spanish. EDU 4563 is also required.

DEPARTMENT OF MUSIC

Member of the National Association of
Schools of Music

Chair: William P. Brown

Faculty: Susan Baker, Carol Bevier, Kathy Brown,
Nancy Brown, Joseph Crider, William Hooper,
Gregory Parker, Lynn Penticuff, Jeffery
Waters, Renee Waters

Adjunct Faculty: Ted Harris, David Nace, Verle
Ormsby, Lori Parker, Dana Potts, Jeffrey
Potts, Susie Puyear, Melinda Smashey

Office: Casebolt Center for Fine Arts
(417) 326-1630

Study in the Department of Music includes development of performing, listening, and creative skills, and understanding the historical, theoretical, and spiritual content of music to prepare the student to minister, teach, or perform as a musician.

GENERAL REQUIREMENTS

In addition to admission to the University, an applicant for a music degree must be admitted to the Department of Music through the office of the Dean of Music, Arts and Letters.

Placement Tests

Applied Music: All entering freshmen and transfer students must take a classification test in piano and in their applied concentration area. The student is expected to present a prepared piece on his/her concentration instrument.

Theory: All theory and sightsinging/eartraining courses taken at another school and transferred in for degree requirements must be tested for proficiency and/or placement. If all freshman and sophomore theory and sightsinging/eartraining courses have been completed at another school, a placement test is still required to determine readiness to continue in upper level theory courses. No more than one theory course may be taken by correspondence.

Applied Music

The Department of Music offers three types of lessons: private applied, secondary class, and basic class. Private applied is for all music majors and minors and intermediate to advanced non-majors. Secondary class is the required second area of performance, usually piano. Basic class is for non-music majors or minors with no previous experience or less than three years of previous study. Specific requirements in applied music are listed in the **Music Handbook**.

Private applied may be taken for one credit (thirteen 25-minute lessons) or two credits (thirteen 50-minute lessons). Five hours practice per week is required per credit hour of enrollment. Majors and minors (except general music) must perform once per semester in a student recital on their concentration instrument.

Applied lessons are available in the following areas:

Woodwinds	Brass	Strings
Flute	French Horn	Violin
Oboe	Trumpet	Viola
Clarinet	Trombone	Cello
Saxophone	Baritone Horn	Double Bass
Bassoon	Tuba	
Percussion	Piano	Voice
		Organ

Jury Examination: The final examination for all private applied music courses will be conducted before a jury of faculty members which includes the student's instructor. Students will be held accountable for all materials covered during the semester as well as fundamental techniques and knowledge pertinent to their performing medium. The faculty jury will evaluate student performance according to proficiency levels as described in the **Music Handbook**. The **Handbook** also describes the expected rate of progression through the various levels required by each degree program.

Secondary Requirement: The study in the secondary area is intended to establish functional usage on a practical level. Whenever possible a class approach is employed which allows the student two hours per week in directed study. Students with strong background in the secondary applied may request private study.

Piano Proficiency Examinations: All music majors and minors (except general music minors) must pass a piano proficiency examination demonstrating functional use of the piano. Scales, vocalises, sightreading, harmonization of given melodies, transposition, and repertoire are included in the exam. Students must continue to enroll in Secondary Class Piano each semester until this requirement is met. The tests are given at the end of each semester. They are normally taken at the end of the sophomore year. See the **Music Handbook** for specific requirements. Any student who passes the Piano Proficiency Examination prior to the completion of four semesters of piano study must continue enrollment in piano or organ until the completion of 4 credits. Piano proficiency examinations for keyboard majors will be held during juries at the end of each semester. See the **Music Handbook** for specific requirements.

Recital Requirements

The following are minimum recital requirements:

- B.M. and B.S. Degrees
 - Half Recital - Level IV
- Performer's Certificate
 - Half Recital - Level V
 - Full Recital - Level VI
- Piano Pedagogy Certificate
 - Half Recital - Level V
- Minor in Piano Pedagogy
 - Half Recital - Level IV

All music majors and minors must attend departmental concerts and recitals and certain community music programs during the semesters in which they are

enrolled in a major ensemble. The programs are listed in the University Calendar and the Music Department Calendar, and are posted each week on the music bulletin board. Minimum attendance requirements will be posted each semester.

Keyboard Concentration: Each keyboard concentration student will be required to be involved in the accompanying program each semester of enrollment with the exception of the student teaching and senior recital semesters. See the **Music Handbook** for specific information.

Ensemble Requirements: Each semester of enrollment as a music major, the student will audition for and perform in a major ensemble in the major area of study. The student must perform in the ensemble for which he/she is selected. The major ensembles are Concert Choir, SBU Chorale, and Symphonic Winds, and Orchestra (for strings majors only).

Music Handbook: Details on all Department of Music requirements are found in the **Music Handbook**. Music majors and minors are responsible for all information in this handbook, which may be obtained from the Music Office.

Core Requirements (27 hours)

The following courses must be completed by all music majors:

Music Theory (16 hours)

MUS 1611, 1613, 1621, 1623, 2611, 2613, 2621, 2623.

Music Literature/History (9 hours)

MUS 1633, 3653, 3663.

Conducting (2 hours)

MUS 2702

B.S. Degree

This degree is designed for the student who wishes to combine the study of music with a second major or a minor. Fifty-one (51) hours of music are required. Students must, however, elect at least 13 additional hours of non-music courses beyond the general education requirements.

General Music Major

General Education Courses	47 hours
Core Courses	27 hours
Applied Concentration	
(eight semesters, Level IV)	8 hours
Applied Secondary	4 hours
Music Electives	4 hours
(from MUS 2802, 3602, 3622, 3712, 3812, or 4622)	

Major Ensemble (8 semesters) 8 hours
 Minor, Second Major, or Electives 20 hours
 (at least 13 hours of non-music courses)
 Senior Recital

Music Business Concentration

General Education Courses 44 hours
 Core Courses 27 hours
 Music 2953 - Music Industry I 3 hours
 Music 4953 - Music Industry II 3 hours
 Music 4984 - Internship 4 hours
 Music Industry Electives 4 hours
 Business Area Courses 26 hours
 (ACC 1012, 2023, ECO 2023, BUS 2013,
 3073, MGT 3013, 3023, 3063, 3083)
 Applied Concentration
 (8 semesters, LEVEL IV) 8 hours
 (6 semesters traditional, 2 semesters
 commercial)
 Applied Secondary 4 hours
 Major Ensemble (8 semesters) 8 hours
 Senior Recital

Commercial Music Concentration

General Education Courses 47 hours
 Core Courses 27 hours
 Music 2953 - Music Industry I 3 hours
 Music 4953 - Music Industry II 3 hours
 Music 4984 - Internship 4 hours
 Music Industry Electives 4 hours
 Applied Concentration
 (8 semesters, Level IV) 8 hours
 (6 semesters traditional,
 2 semesters commercial)
 Applied Secondary 4 hours
 Major Ensemble (8 semesters) 8 hours
 Music Electives 7 hours
 Non-Music Electives 13 hours
 Senior Recital

B.A. Degree (General Major)

This degree is designed for the student who wishes to pursue an avocational interest in music. Not more than 40 hours of music may be counted toward the 128 hours required for graduation.

General Education Courses 56 hours
 Core Courses 27 hours
 Applied Music 7 hours
 (including piano proficiency, and Level III in any area)
 Major Ensemble (six semesters) 6 hours
 Minor, Second Major
 or Electives 32 hours

Bachelor of Music in Music Education

This degree leads to certification for public school teaching in grades PK-12 in the following areas: instrumental, vocal, and instrumental/vocal. Specific requirements in applied music are listed in the **Music Handbook**.

General Education (47-48 hours)

BIB 1002 - Intro to OT History 2 hours
 BIB 1012 - Intro to NT History 2 hours
 COM 1103 - Fundamentals of Speech ... 3 hours
 DIS 2012 - Christian Faith and Life 2 hours
 DIS 4012 - Applied Christian Living 2 hours
 or
 PHI 4043 - Ethics in Decision Making ... 3 hours
 ECO 4003 - LIFE Economics 3 hours
 EDU 4823 - Media & Computer Education 3 hours
 HPE 1061 - Foundations of Physical
 Fitness I 1 hour
 HPE 1161 - Foundations of Physical
 Fitness II 1 hour
 POL 1113 - American Government 3 hours
 PSY 3063 - Human Growth/Development 3 hours
 English Composition 6 hours
 Life Science (with lab) 4 hours
 Mathematics 3 hours
 Physical Science (with lab) 4 hours
 U.S. History 3 hours
 Humanities Elective (other than music) .. 2 hours

Professional Education (33 hours)

EDU 2113 - Educational Psychology 3 hours
 EDU 2131 or 2141 - Field Work 1 hour
 EDU 2313 - Foundations of Education ... 3 hours
 EDU 3333 - Principles and Methods of
 Secondary School 3 hours
 EDU 3431 or 3441 - Field Work 1 hour
 EDU 3613 - Teaching Reading in the
 Content Areas 3 hours
 EDU 3813 - Elementary Music Education 3 hours
 EDU 3833 - Behavior & Classroom
 Management-Sec 3 hours
 EDU 4832 - Tests and Measurement ... 2 hours
 EDU 4842 - The Exceptional Child 2 hours
 EDU 4935 & 4945 - Student Teaching .. 10 hours
 (concurrently)

Required Music Courses (39-43 hours)

Core Courses 27 hours
 Applied Concentration (Level IV)
 (voice, instrument or keyboard) 8 hours
 Applied Secondary 4 hours
 Senior Recital

Instrumental Certification Requirements (21 hours)

MUS 2721 - String Fundamentals	1 hour
MUS 2731 - Woodwind Methods	1 hour
MUS 2741 - Brass Methods	1 hour
MUS 2751 - Percussion Methods	1 hour
MUS 3622 - Orchestration	2 hours
MUS 3722 - Instrumental Conducting	2 hours
Symphonic Winds	7 hours
EDU 4562 - Methods of Teaching Instrumental Music in Secondary School	2 hours
Choir or Voice	2 hours
MUS 4732 - Marching Band Techniques	2 hours

Vocal Certification Requirements (22 hours)

MUS 2772 Vocal Diction	2 hours
MUS 3712 Choral Conducting	2 hours
Major Choral Ensemble (7 semesters)	7 hours
EDU 4573 Methods of Teaching Vocal Music in the Secondary School	3 hours
MUS 2711 Instrumental Fundamentals	1 hour
MUS 2721 String Fundamentals	1 hour
MUS 4622 Choral Arranging and Composition	2 hours
MUS 4712 Choral Techniques	2 hours
MUS 4722 Repertoire for Secondary Choral Music	2 hours

Instrumental Endorsement - 18 hours

(may be added to the Vocal Certificate)

MUS 2721 - String Fundamentals	1 hour
MUS 2731 - Woodwind Methods	1 hour
MUS 2741 - Brass Methods	1 hour
MUS 2751 - Percussion Methods	1 hour
MUS 3622 - Orchestration	2 hours
MUS 3722 - Instrumental Conducting	2 hours
MUS 4732 - Marching Band Techniques	2 hours
Applied Instrument (Level III)	4 hours
Symphonic Winds or Orchestra	2 hours
EDU 4652 - Methods of Teaching Instrumental Music - Secondary School	2 hours

Vocal Endorsement - 19 hours

(may be added to the Instrumental Certificate)

MUS 2722 - Vocal Diction	2 hours
MUS 3712 - Choral Conducting	2 hours
MUS 4622 - Choral Arranging and Composition	2 hours
MUS 4712 - Choral Techniques	2 hours
MUS 4722 - Repertoire for Secondary Choral Music	2 hours
Applied Voice (Level III)	4 hours
Concert Choir or SBU Chorale	2 hours
EDU 4573 - Methods of Teaching Vocal Music - Secondary School	3 hours

Bachelor of Music in Church Music

General Education (44-45 hours)

BIB 1002 - Intro to OT History	2 hours
BIB 1012 - Intro to NT History	2 hours
COM 1103 - Fundamentals of Speech	3 hours
CIS 1103 - Introduction to Computing	3 hours
DIS 2012 - Christian Faith and Life	2 hours
DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Ethics in Decision Making	3 hours
ECO 4003 - LIFE Economics	3 hours
HPE 1061 - Foundations of Physical Fitness I	1 hour
HPE 1161 - Foundations of Physical Fitness II	1 hour
POL 1113 - American Government	3 hours
PSY 1013 - General Psychology	3 hours
English Composition	6 hours
Life Science	4 hours
Mathematics	3 hours
Physical Science	3 hours
History	3 hours

Ministry Electives (7 hours)

From: Christian Ministries, Psychology, Religious Education, Theatre, or Theology

General Music Courses (39 hours)

Core Courses	27 hours
Methods Courses	6 hours
Vocal Concentration:	
MUS 2772 - Vocal Diction	
MUS 3712 - Choral Conducting	
MUS 3812 - Vocal Pedagogy	
Keyboard Concentration:	
MUS 2802 - Piano Pedagogy	
MUS 3672 - Organ Literature and Design	
MUS 3712 - Choral Conducting	
Instrumental Concentration:	
MUS 2721 - String Fundamentals	
MUS 2731 - Woodwind Methods	
MUS 2741 - Brass Methods	
MUS 2751 - Percussion Methods	
MUS 3722 - Instrumental Conducting	
Theory Electives	4 hours
MUS 3602 - Analysis of Music Structure	
MUS 3622 - Orchestration	
MUS 4622 - Choral Arranging and Composition	
Instrumental/Vocal Electives	2 hours
Vocal and Keyboard Concentration From:	
MUS 2711 - Instrumental Fundamentals	
MUS 2721 - String Fundamentals	
MUS 3722 - Instrumental Conducting	

Instrumental Concentration From:

- Major Choral Ensemble - (2 semesters)
- Applied Voice - (2 semesters)

Church Music Courses (16 hours)

MUS 2783 - Worship and Song in the Church	3 hours
MUS 3732 - Church Music Literature	2 hours
MUS 3743 - Church Music Education	3 hours
MUS 3753 - Service Playing	3 hours
MUS 4743 - Church Music Administration	3 hours
MUS 4752 - Supervised Field Experience in Church Music	2 hours

Performance Requirements (26 hours)

Applied Concentration (Level IV)	12 hours
Applied Secondary	6 hours
Vocal concentration take piano (4 hours) and piano, organ, or instrument (2 hours)	
Piano concentration take organ (4 hours) and organ, voice, or instrument (2 hours)	
Organ concentration take piano (4 hours) and piano, voice, or instrument (2 hours)	
Instrumental concentration take piano (4 hours) and piano, voice, or organ (2 hours)	
Major Ensemble (8 semesters - appropriate to concentration)	8 hours
Senior Recital	

Performer's Certificate

This certificate is designed for the student already in a music degree program who demonstrates potential as a superior performer. It should be considered as preparation for graduate study or a performing career. Attainment of the certificate will be noted on the student's diploma and transcript.

Requirements are:

- Admission by written application, reaching of Level IV, and approval of appropriate applied faculty at the end of the sophomore year or upon completion of 8 credit hours of applied concentration.
- 14 hours required in applied concentration including hours required for degree.
- Half recital at Level V, full recital at Level VI.

Piano Pedagogy Certificate

This certificate is designed to provide specific preparation in private piano teaching. Attainment of the certificate will be noted on the student's diploma and transcript. Requirements are:

- Admission by written application, reaching of Level III, and approval of piano faculty.

- 12 hours required in piano (including hours required for degree).
- Half recital at Level V.
- MUS 2802 - Piano Pedagogy (applied fee)
- MUS 3802 - Piano Literature (applied fee)
- MUS 4701 - Supervised Teaching in Piano

Minors in Music**Minor in Church Music (35 hours)**

MUS 1611 - Sightsinging/Eartraining I	1 hour
MUS 1613 - Theory I	3 hours
MUS 1621 - Sightsinging/Eartraining II	1 hour
MUS 1623 - Theory II	3 hours
MUS 1633 - Music Literature	3 hours
MUS 2702 - Basic Conducting	2 hours
Applied Concentration, Level III	5 hours
Applied Secondary	3 hours
Secondary proficiency (all students take piano proficiency as either concentration or secondary)	
Major Ensemble (4 semesters)	4 hours
MUS 3732 - Church Music Literature	2 hours
MUS 3743 - Church Music Education	3 hours
MUS 3753 - Service Playing	2 hours
MUS 4743 - Church Music Administration	3 hours

Minor in Piano Pedagogy (27 hours)

MUS 1611 - Sightsinging/Eartraining I	1 hour
MUS 1613 - Theory I	3 hours
MUS 1621 - Sightsinging/Eartraining II	1 hour
MUS 1623 - Theory II	3 hours
MUS 1633 - Music Literature	3 hours
MUS 2802 - Piano Pedagogy (applied fee)	2 hours
MUS 3802 - Piano Literature (applied fee)	2 hours
Applied Piano (Level IV)	7 hours
Piano Proficiency	
Major Ensemble (4 semesters)	4 hours
MUS 4711 - Supervised Teaching	2 hours
Half Recital	

Minor in General Music (20 hours)

MUS 1611 - SS/ET I	1 hour
MUS 1613 - Theory I	3 hours
MUS 1633 - Music Literature	3 hours
Applied Music	4 hours
Major Ensemble (choir or band)	4 hours
Music Electives	5 hours

COLLEGE OF CHRISTIAN STUDIES

T.T. Crabtree, Interim Dean
Office: Mabee Chapel
(417) 326-1760

The College of Christian Studies comprises the Courts Redford School of Theology and Church Vocations and the International Institute of Evangelism. The College serves the University by offering courses in general education and programs of theological training for those who are entering church related vocations and for laypeople.

COURTS REDFORD SCHOOL OF THEOLOGY AND CHURCH VOCATIONS

Gordon Dutile, Associate Dean
Office: Mabee Chapel
(417) 326-1762

The Redford School of Theology has a three-fold task within the total mission of Southwest Baptist University. First, the University's commitment to provide leaders for nation and church who are spiritually as well as intellectually mature is a major part of the Redford School's purpose. The University requires eight hours of general education in Bible and Christian discipleship of all University students as one step in this direction.

Second, the Redford School provides intensive undergraduate preparation for those entering the expanding fields of church-related vocations as well as a program for better equipping lay persons to exercise their ministry through the church. The course offerings of the various departments address this purpose.

Third, the Redford School provides a program of theological training for both laypersons and vocational church leaders who are already serving churches across the Midwest. The University College helps achieve this goal.

Majors and Minors

The Redford School of Theology and Church Vocations offers majors and minors through the Departments of Christian Vocational Ministries and Religious Studies. There are also interdisciplinary majors, minors, and special programs. **A student may take more than one Redford major only with special permission and special course requirements limits.**

Students must maintain a minimum cumulative grade point average of 2.25 in all courses taken within the Redford School and earn "C" grades or higher in all courses taken within their major(s), concentrations, and/or minor(s) with the Redford School.

All policies of the University apply to students who major or minor in Redford School programs. The standard semester course load required in order to earn the baccalaureate degree in eight semesters (4 years) is 16 hours.

All Redford School students are expected to live a consistent Christian life based on biblical principles of conduct.

Core Curriculum

All Redford majors are required to take a block of courses which will provide a balanced theological education. These are referred to as **(CORE)** (BIB 1013, 1023, BIB 2093 RED 2003, PHI 2013, CHR 3013, THE 3023, and 3 hours from THE 2113, 3153, 4123, or 4143.)

Residence Requirement

A minimum of half the required courses for all Redford majors and minors must be taken at Southwest Baptist University.

Baccalaureate Requirements

The course requirements that follow include University General Education requirements and Redford School **(CORE)** courses by year. Following this the course requirements of each major within the school are given:

FRESHMEN YEAR

FALL

BIB 1013 Old Testament History CORE . . .	3 hours
COM 1103 or 3393 Speech Communications or Interpersonal Communications	3 hours
ENG 1113 English Composition I	3 hours
HPE 1061 Foundations of Physical Fitness I	1 hour
MAT 1143 College Algebra	3-4 hours
or MAT 1134 Math for Liberal Arts Student . . .	3 hours
PSY 1013 General Psychology	3 hours
TOTAL	16-17 hours

SPRING

BIB 1023 New Testament History CORE	.. 3 hours
ENG 2213 English Composition II 3 hours
HIS (1000-2000 level) 3 hours
HPE 1161 Foundations of Physical Fitness II 1 hour
FAR 1003, 1013, 1023, or 1033 3 hours
* Life Science 3-4 hours
TOTAL 16-17 hours

SOPHOMORE YEAR

FALL

** Biblical Language or modern foreign language 4 hours
CSC 1103 Intro to Computing (or approved alternative) 3 hours
BIB 2093 Bible Study Methods CORE 3 hours
DIS 2012 Christian Faith and Life 2 hours
POL 1113 American Government 3 hours
TOTAL 15 hours

SPRING

** Biblical Language or modern foreign language 4 hours
*** Humanities elective (History, language, literature, philosophy, or fine arts) 3 hours
PHI 2013 Intro to Philosophy CORE 3 hours
* Physical Science 3-4 hours
RED 2003 Intro to Religious Education CORE 3 hours
TOTAL 16-17 hours

JUNIOR YEAR

FALL

CHR 3013 Ministry in the Church CORE	.. 3 hours
*** Humanities elective (History, language, literature, philosophy, or fine arts) 3 hours
Major requirements/electives 12 hours
TOTAL 18 hours

SPRING

THE 2113, 3153, 4123 OR 4143 CORE	.. 3 hours
Major requirements/electives 12 hours
TOTAL 15 hours

SENIOR YEAR

FALL

ECO 4003 LIFE Economics 3 hours
THE 3023 Baptist Denomination CORE	.. 3 hours
Major requirements/electives 9 hours
TOTAL 15 hours

SPRING

DIS 4012 Applied Christian Living 2 hours
Major requirements/electives 14-15 hours
TOTAL 16-17 hours

* Either the life science or the physical science must be a lab course.

** Language not required in a B.S. degree.

*** Only 3 hours of humanities electives are required for B.S. degree.

CHRISTIAN VOCATIONAL MINISTRIES

Department Chair: Donald Baker
 Faculty: Jim Frost, Bernard Holmes,
 Betty Jo Mulbery, Jack Stanton
 Office: Mabee Chapel
 (417) 326-1768

Courses in this department stress the development of ministry skills for pastors, religious education ministers, youth ministers, children's ministers, other staff positions and missionaries, as well as for lay ministry. Its purpose is to equip people for building the Kingdom.

Christian Ministries Major (B.A. degree)

Concentration in Preaching and Pastoral Ministry (24 hours)

(Bible beyond (CORE)) 3 hours
CHR 1043 - Lifestyle Evangelism 3 hours
CHR 2783 - Worship and Song in the Church 3 hours
CHR 3011 - Preaching Lab 1 hour
CHR 3012 - Preaching 2 hours
CHR 3022 - Pastoral Counseling 2 hours
CHR 4003 - Expository Preaching 3 hours
CHR 4983 - Christian Ministries Internship	3 hours
CHR 2901 or 2911 - Mono-cultural or cross-cultural mission trip 1 hour
(Redford electives: CHR 2043, RED 3023, DIS 3013, 3043) 3 hours

Concentration in Missions and Church Growth (32 hours)

BIB - (Beyond (CORE)) 3 hours
CHR 2901 - Mono-cultural church planting and evangelism project 1 hour
CHR 2911 - Cross-cultural church planting and evangelism project 1 hour
CHR 1043 - Lifestyle Evangelism 3 hours
or	
CHR 2043 - Basic Evangelism	
DIS 2023 - Practical Discipleship 3 hours
DIS 2033 - Basic Church Growth 3 hours
DIS 3033 - Christian Missions 3 hours
DIS - (From Missions and Church Growth courses) 6 hours
PHI 4023 - World Religions 3 hours
SOC 1003 - Introduction to Sociology 3 hours
SOC - (From SOC 3043 or 4043) 3 hours

Concentration in Lay Ministry (27 hours)

(This concentration is limited to those students who have another major outside the Redford School. Students in this concentration do not have to take the Redford Core courses.)

BIB - (Bible beyond (CORE))	6 hours
CHR 1043 - Lifestyle Evangelism	3 hours
CHR 3022 - Pastoral Counseling	2 hours
CHR 2901 or 2911 - Mono-cultural or cross-cultural mission trip	1 hour
DIS 2023 - Practical Discipleship	3 hours
DIS 2093 - Bible Study Methods	3 hours
DIS 3013 - The Making of a Disciple	3 hours
(Redford electives from RED 2033, DIS 2013, 3043, 4013, 4063)	6 hours

Religious Education Major (B.A. degree)**Concentration in General Religious Education (27 hours)**

BIB - (Bible beyond (CORE))	3 hours
RED 2033 - Principles of Teaching in the Church	3 hours
RED 3013 - Youth Ministry in the Church	3 hours
RED 3023 - Church and Denominational Administration	3 hours
RED 3043 - Childhood Education in the Church	3 hours
RED 4003 - Adult Education in the Church	3 hours
RED 4983 - Religious Education Internship	3 hours
SOC 3313 - Intro to Social Work	3 hours
THE - (Theology beyond (CORE))	3 hours

Concentration in Children's Ministry (33 hours)

BIB - (Bible beyond (CORE))	3 hours
CHR 3022 - Pastoral Counseling	2 hours
EDU 2381 - Practicum-Child Development	1 hour
EDU 2333 - Teaching in the Pre-school	3 hours
EDU 2391 - Practicum-Teaching in the Pre-school	1 hour
PSY 3053 - Child Development	3 hours
REC 2052 - Camp and Retreat Administration	2 hours
RED 2033 - Principles of Teaching in the Church	3 hours
RED 3023 - Church and Denominational Administration	3 hours
RED 3043 - Childhood Education in the Church	3 hours
RED 4203 - Administration of Early Childhood Programs	3 hours
RED 4983 - Religious Education Internship	3 hours
THE - (Theology beyond (CORE))	3 hours

Concentration in Youth Ministry (38 hours)

BIB - (Bible beyond (CORE))	3 hours
CHR 3022 - Pastoral Counseling	2 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - The Making of a Disciple	3 hours
PSY 4033 - Adolescent Development	3 hours
REC 1123 - Principles of Church Recreation	3 hours
RED 2033 - Principles of Teaching	3 hours
RED 3013 - Youth Ministry in the Church	3 hours
RED 3023 - Church and Denominational Administration	3 hours
RED 4053 - Reaching Unchurched Youth	3 hours
RED 4983 - Religious Education Internship (in church)	3 hours
RED 4983 - Religious Education Internship (unchurched)	3 hours
THE - (Theology beyond (CORE))	3 hours

Religious Education Major (B.S. degree)**Concentration in General Religious Education (38 hours)**

Same as B.A. degree plus 11 hours from the following: CHR 3022, DIS beyond general education requirements, RED 4053, RED 4203, PSY 2023, PSY 3313, EDU 2113, REC 1041, 1123, SOC 3003, 3033, 3043.

Concentration in Children's Ministry (44 hours)

Same as B.A. degree plus 11 hours from the following: DIS beyond general education requirement, RED 4003, EDU 2243, 2483, EDU 3212, HPE 2022, ACC 1012, BUS 1013, SOC 3003, 3313.

Concentration in Youth Ministry (49 hours)

Same as B.A. degree plus 11 hours from the following: DIS beyond general education requirements, MUS 2712, 2783, REC 2042, 2052, 2062, RED 4003, SOC 3003, 3313.

Bivocational Christian Ministries Major (B.A.S. degree) (42 hours)

Degree limited to students over 25 years of age.

BIB 2093 - Bible Study Methods	3 hours
BIB - Electives (beyond general education core)	3 hours

CHR 3013 - Ministry in the Church	3 hours
CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2783 - Worship and Song in the Church	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 3022 - Pastoral Counseling	2 hours
CHR 4003 - Expository Preaching	3 hours
CHR 4983 - Christian Ministries Internship	3 hours
PHI 2013 - Introduction to Philosophy	3 hours
RED 2003 - Introduction to Religious Education	3 hours
THE 2113 - Christian Doctrine	3 hours
THE 3023 - Baptist Denomination	3 hours
Electives (from CHR 2043, RED 3023, DIS 3043, SOC 3313)	4 hours

This major is restricted to students who are bivocational or who intend to be bivocational and have a background in an occupational field.

RELIGIOUS STUDIES

Department Chair: Dan Cochran
 Faculty: Bing Bayer, Gordon Dutile,
 Larry Hodges
 Office: Mabee Chapel
 (417) 326-1766

This department offers a variety of courses in Bible, biblical languages, church history, philosophy, and theology. It helps to equip the student to understand and teach the Bible, to have insight into philosophical problems and representative systems of thought, to understand important doctrines of the Christian faith, and to understand the development, expansion and historical impact of Christianity.

Religious Studies

(B.A. degree 24 hours)

This major is primarily for pre-seminary students. This major may not be taken in conjunction with any other Redford major.

BIB - (Bible beyond (CORE))	3 hours
PHI 4013 - Philosophy of Religion	3 hours
Redford electives (Systematic Theology beyond (CORE))	6 hours
THE 3463 - History of Christianity I	3 hours
THE 3673 - History of Christianity II	3 hours

Bible (B.A. degree 43 hours)

BIB - (From BIB 2033, 3043, 4003, 4033, 4043)	9 hours
BIB - (From BIB 2053, 2063, 3083, 4023)	6 hours
BIB - (Upper level Bible electives)	12 hours

- * GRE 1014, 1024 - Elementary Greek 8 hours
- * HEB 1014, 1024 - Elementary Hebrew 8 hours

*May also be used for language requirement of general education requirements.

Theological Studies (B.A. degree)

Concentration in Christian Doctrine (24 hours)

BIB - (Bible beyond (CORE))	3 hours
PHI 4013 - Philosophy of Religion	3 hours
THE 2113 - Christian Doctrine (CORE)	3 hours
THE 3153 - Systematic Theology I	3 hours
THE 4123 - Systematic Theology II	3 hours
THE 4143 - Systematic Theology III	3 hours
THE 3463 - History of Christianity I	3 hours
THE 3673 - History of Christianity II	3 hours

Church Music (B.M. degree)

See listing under Department of Music in College of Music, Arts, and Letters

Church Recreation (B.A. or B.S. degree)

See listing under Department of Recreation and Leisure Studies in School of Education and Social Studies.

Minors

Any student in the University may earn a minor in Bible, Biblical Languages, Preaching and Pastoral Ministry, Evangelism, Lay ministry, Religious Education, Discipleship, Church Growth, Philosophy, Theology, or Religious Studies. The requirements are as follows:

Bible (18 hours)

Eighteen (18) hours of Bible above the general education Bible requirements. Nine (9) of the hours must be upper level.

Biblical Language (22 hours)

GRE 1014, 1024 - Elementary Greek	8 hours
HEB 1014, 1024 - Elementary Hebrew (Upper level Greek or Hebrew)	8 hours
	6 hours

Preaching and Pastoral Ministry (18 hours)

CHR 1043 - Lifestyle Evangelism	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 4983 - Christian Ministries Internship (Electives from CHR 2043, 2783, 3013, 3022, 4003)	3 hours
	9 hours

Evangelism (18 hours)

CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2043 - Basic Evangelism	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 4983 - Christian Ministries Internship	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - Making of a Disciple	3 hours

Lay Ministry (18 hours)

(This minor is limited to those students who have their major outside the Redford School.)

CHR 1043 - Lifestyle Evangelism	3 hours
DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - Making of a Disciple	3 hours
(Electives from DIS 2093, 3043, 4013, 4063)	6 hours

Religious Education (18 hours)

RED 2003 - Introduction to Religious Education	3 hours
RED 2033 - Principles of Teaching	3 hours
RED 3023 - Church and Denominational Administration	3 hours
(Electives from RED 3013, 3043, 4003, 4053, 4203)	9 hours

Missions and Church Growth (18 hours)

DIS 2033 - Basic Church Growth	3 hours
DIS 3033 - Christian Missions	3 hours
DIS 3043 - Principles of Church Planting	3 hours
(Electives from CHR 1043, 2043, DIS 4063 & any Missions/Church Growth courses)	9 hours

Discipleship (18 hours)

DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - The Making of a Disciple	3 hours
(Electives from DIS 2093, 3033, 4013, 4053, 4063, 4984)	9 hours

* NOTE: DIS courses relating to Church Growth do not apply towards the Discipleship minor.

Philosophy (18 hours)

Eighteen hours in philosophical studies including PHI 2013.

Theological Studies (18 hours)

THE 3153 - Systematic Theology I	3 hours
THE 4123 - Systematic Theology II	3 hours
THE 4143 - Systematic Theology III	3 hours
THE - Upper level theology electives	9 hours

Religious Studies (18 hours)

(This minor is only for students who do not have a major in the Redford School)

BIB 2093 - Bible Study Methods	3 hours
CHR 3013 - Pastoral Theology	3 hours
PHI 2013 - Introduction to Philosophy	3 hours
RED 2003 - Intro to Religious Education	3 hours
THE 3023 - Baptist Denomination	3 hours
THE - (THE 2113 or 3153 or 4123 or 4143)	3 hours

Student Ministries (18 hours)

RED 2033 - Principles of Teaching	3 hours
DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 3013 - The Making of a Disciple	3 hours
DIS 2093 - Bible Study Methods	3 hours
DIS 3033 - Christian Missions	3 hours
RED 4983 - Student Ministries Internship	3 hours

AAS Degree - Christian Ministries**General Education**

POL 1113	3 hours
ENG 1113	3 hours
ENG 2213	3 hours
COM 1103 OR 3393	3 hours
Science or Mathematics (except 1102 or 1113)	3 hours
FAR 1003, 1013, 1023, 1033	3 hours
or	
HIS (1000 or 2000 level course)	
Psychology or Sociology	3 hours
HPE 1061	1 hour
BIB 1013	3 hours
BIB 1023	3 hours
DIS 2012	2 hours
TOTAL	30 hours

Redford CORE

RED 2003	3 hours
PHI 2013	3 hours
THE 2113	3 hours
BIB 2093	3 hours
CHR 3013	3 hours
THE 3023	3 hours
TOTAL	18 hours

Ministry Specialization

CHR 1043	3 hours
CHR 3011 (or approved alternative)	1 hour
CHR 3012 (or approved alternative)	2 hours
CHR 3022	2 hours
TOTAL	8 hours
Bible Study	
BIB 2053 or 2063	3 hours
BIB 2033 or 3043	3 hours
TOTAL	6 hours

Religion electives 3 hours
(CHR 2043, CHR 2783, CHR 2901/2911,
DIS 2013, DIS 2023, DIS 3033, RED 2033,
RED 3023)
TOTAL 65 hours

INTERNATIONAL INSTITUTE OF EVANGELISM

Director: Jack Stanton

Associate Director: Granville Watson

Office:

Jim Mellers Evangelism & Conference Center
(417) 326-1776

The International Institute of Evangelism develops classes, seminars, and conferences to train pastors and church vocational personnel in all phases of evangelism, with a special emphasis on personal witnessing. The Jim Mellers Evangelism and Conference Center has a continuing program of expanded witness training for the laity. A comprehensive and extensive evangelism resource library is a part of the Institute. A minor in evangelism is available.

COLLEGE OF EDUCATION AND SOCIAL SCIENCES

John Wheeler, Dean
Office: Taylor 102
(417) 326-1715

The College of Education and Social Sciences seeks to lead individuals to become aware of their responsibilities as a part of a broader social order while acquiring a body of practical and theoretical knowledge which has both breadth and depth. No individual is adequately prepared mentally who has failed to acquire an understanding of and appreciation for all aspects of, and relationships between, their own personality and the society in which they live.

Aimed dually at professional preparation and individual attitudinal growth, the College of Education and Social Sciences offers both practical and theoretical coursework. As a result, students should be able to function effectively as contributing members of society.

DEPARTMENT OF BEHAVIORAL SCIENCE

Department Chair: Richard L. Brewer
Faculty: Pearlene Breshears, Debbie Gamble,
Dana Hacker, Evelyn Mercer,
Kevin Schriver, Joe Shelton
Office: Old Administration Building 206
(417) 326-1736

The department of behavioral science includes the areas of psychology and sociology. It prepares students through oral-aural-visual and experimental techniques to have a better understanding of man as a thinking and behaving organism. It also provides an educational background relative to the nature and causes of social problems, aiding students in understanding the nature of group life and the influence of hereditary and environmental factors upon the individual in the social group.

The Behavioral Sciences Department offers a major and minor in psychology, a major and minor in sociology, a major in human services, and a minor in counseling. Course work in this department is designed to meet the needs of those students: (1) desiring to prepare for graduate work in one of the social or behavioral sciences; (2) preparing for scientific careers in the behavioral sciences; or (3) preparing in pre-professional training programs such as the ministry, nursing, law, criminology, etc.

The specific requirements for each concentration and minor in the department are presented with their respective course description below.

PSYCHOLOGY

Major (B.A. degree)

Thirty (30) hours including:

PSY 1013 - General Psychology . . .	3 hours
PSY 2063 - Systems of Psychology . . .	3 hours
PSY 3033 - Abnormal Psychology . . .	3 hours
PSY 3243 - Elementary Statistics . . .	3 hours
Approved courses in Psychology . . .	18 hours

Major (B.S. degree)

Same requirements as those for B.A. except eight (8) hours of upper-level sociology, or eight (8) hours of upper-level natural science may be substituted for the language requirement of the B.A. degree.

Minor in Psychology

Eighteen (18) hours including:

PSY 1013 - General Psychology . . .	3 hours
PSY 2063 - Systems of Psychology	
or	
PSY 3243 - Elementary Statistics . . .	3 hours
Approved Courses in Psychology . . .	12 hours

Minor in Counseling

Eighteen (18) hours including:

PSY 3313 - Introduction to Counseling	3 hours
PSY 4313 - Counseling Methods and Practice	3 hours
PSY 4983 - Counseling Practicum	3 hours

Nine (9) hours electives chosen from the following:
CHR 3022 - Pastoral Counseling . . . 2 hours

PSY 4093 - Behavior Modification ..	3 hours
PSY 4223 - Psychological Testing ..	3 hours
PSY 4263 - Premarital Counseling ..	3 hours
PSY 4363 - Marriage and Family Counseling	3 hours
PSY 4273 - Small Group	3 hours
PSY 4373 - Being Human and Addicted	3 hours
PSY 4953 - Counseling the Blended Family	3 hours
PSY 4952 - Sex Education	2 hours

SOCIOLOGY

Major (B.A. degree)

Thirty (30) hours including:

SOC 1003 - Introductory Sociology ..	3 hours
SOC 2003 - Social Problems	3 hours
SOC 3243 - Elementary Statistics ..	3 hours
SOC 4063 - Sociological Theory ...	3 hours
Approved courses in Sociology ...	18 hours

Major (B.S. degree)

Same requirements as those for the B.A. degree, except eight (8) hours of upper-level psychology is substituted for the foreign language.

Minor in Sociology

Eighteen (18) hours including:

SOC 1003 - Introductory Sociology ..	3 hours
SOC 2003 - Social Problems	3 hours
Approved Courses in Sociology ..	12 hours

Minor in Gerontology

Twenty (20) hours, beyond a major, as follows:

SOC 4083 - Gerontology
PSY 3060 - Human Growth & Development
NTN 2233 - Nutrition
SOC 3313 - Intro to Social Work
SOC 4053 - Death and Dying
REC 2072 - Senior Adult Recreation
Field Experience in Gerontology
SOC 4963 or REC 4063--this would follow the completion of all gerontology course work.

HUMAN SERVICES

Major (B.A.S. degree)

This major is available to applicants who are non-traditional adult students who have work experience related to the Human Service profession.

The program does not include practicum, internship or other field experiences, since experience is

presumed to have been obtained on the job. Students must meet the following:

Criteria For Admission Into the Program

1. Evidence of a long-range commitment to a career in the Human Services Area.
2. Evidence of a desire to work on a close personal basis with people.
3. An ACT/SAT score or previous college work that would indicate likelihood of success in the program.
4. At least 24 years of age.

Application materials and admission procedures are available from the admissions office on the main campus in Bolivar or from the center directors of the off-campus centers.

General Education Courses

Major in Human Services (45 hours)

PSY 1013 - General Psychology ...	3 hours
PSY 2023 - Mental Hygiene	3 hours
PSY 2063 - Systems of Psychology	3 hours
PSY 3033 - Abnormal Psychology ..	3 hours
PSY 3063 - Human Growth and Development	3 hours
PSY 3243 - Elementary Statistics ..	3 hours
PSY 4023 - Psychology of Personality	3 hours
PSY 4223 - Psychological Testing ..	3 hours
PSY 4313 - Counseling Methods and Practice	3 hours
(Pre-requisite: PSY 3313)	
SOC 1003 - Introduction to Sociology	3 hours
SOC 2003 - Social Problems	3 hours
SOC 3003 - The Family	3 hours
SOC 3073 - Social Psychology	3 hours
SOC 3083 - Psychological and Sociological Implications-Mental Retardation	3 hours
SOC 4033 - Criminology	3 hours

Professional Development (24 hours)

BUS 1013 - Introduction to Business	3 hours
BUS 2013 - Business Comm	3 hours
BUS 3073 - Business Law I	3 hours
EDU 2113 - Educational Psychology	3 hours
FIN 2003 - Consumer Finance	3 hours
MGT 3013 - Principles of Mgt	3 hours
MGT 4033 - Personnel Management	3 hours
OFA 4053 - Office Management ...	3 hours
PSY 3313 - Introduction to Counseling	3 hours
PSY 4033 - Adolescent Development	3 hours
PSY 4953 - Industrial and Organizational Psychology	3 hours
PSY 4953 - Organizational Development	3 hours
PSY 4983 - Counseling Practicum ..	3 hours
SOC 3033 - Rural Sociology	3 hours

SOC 3313 - Intro to Social Work . . . 3 hours
 SOC 4313 - Field Experience in
 Social Welfare 3 hours
 (Electives sufficient to bring the degree to at
 least 128 hours)

DEPARTMENT OF EDUCATION

Department Chair: John Wheeler
 Faculty: Judy Bryant, Judy Dutile,
 Janet Juhlin, Charles Lentz, Joyce
 Misenheimer, Eric Moore, Judy Wollard
 Mt. View Faculty: Jimmy Sellars,
 Adria Vestal
 Office: Taylor 102
 (417) 326-1717 or 1715

The Teacher Education Program at SBU prepares teachers at the undergraduate level and graduate levels for both public and Christian schools. These programs combine strong academic study with a variety of practical field work experiences. Students may choose one of two means in preparing for and growth in the teaching profession.

1. Upon completion of the bachelor's degree and all other requirements for a teaching certificate, students may enter the teaching profession and follow the professional growth requirements of the employing school system, including involvement in graduate study on a part-time basis.
2. Upon completion of certification and degree requirements, students may elect to pursue a fifth year of study leading to a master of science degree in education. In this case the beginning teacher may enter a school system with the advantage of having already completed study at the master's level.

The Teacher Education Program has been approved by the State Board of Education of the State of Missouri. This approval is granted through March of 1997 as extended by the Missouri Department of Elementary and Secondary Education (DESE). **Changes in certification programs by DESE are impacting many SBU programs listed below for students graduating after July of 1997.** Presently, SBU is authorized to conduct a professional education program and recommend candidates for initial certification and/or added endorsement in the following areas:

Early Childhood (Pre-Kindergarten-Grade 3)
 Elementary (1-8)*
 Elementary - Mt. View (1-8)*
 Secondary (7-9, 7-12, K-12, K-9)*
 (depending on the area)

Art
 Business Education (nonvocational)
 Driver Education
 English
 Foreign Language (Spanish)
 Health
 Mathematics
 Music (Instrumental, Vocal)
 Physical Education
 Science (Biology, Chemistry, Physics,
 General Science)
 Social Studies
 Speech and Theatre

* (Effective Sept 1, 1997, Elementary Education becomes 1-6; also many of the secondary areas are under revision by DESE and the revisions become effective Sept 1, 1997. There will be no 7-9 certificates and the 7-12 certificates will become 9-12.)

In addition to obtaining an initial teaching certificate in one's first teaching area, it is recommended that each student in the Teacher Education Program obtain an added endorsement (certification) in a second teaching area or complete requirements in a second occupational area approved on an individual basis by the Director of Teacher Education.

Philosophy and Objectives

A major purpose of the Department of Education at SBU is to prepare Christian teachers in the areas of elementary and secondary education. In an effort to meet this responsibility, the Teacher Education Program has been established on the following objectives for the students:

1. Graduates should have a broad, sound general education.
2. Graduates should exemplify personal, social, ethical, and spiritual qualities which promote competence as teachers and respect as citizens in a democracy.
3. Graduates should possess understanding and knowledge of the subject matter in their area of specialization and should be able to teach that subject matter with competence.
4. Graduates should have knowledge of the philosophical, social, and historical foundations of education, a formal philosophy of education, and a professional commitment to teaching.
5. Graduates should possess the professional skills necessary to teach with a high level of competence. These skills should be based on an understanding of the physical, psychological, and learning needs of individuals.

All of the faculty in the Department of Education have had experience as teachers and/or administrators in public schools. Each is a dedicated Christian, active in a local church, and committed to the idea that the preparation of teachers in a Christian atmosphere is of primary importance.

Teacher Education Program

A certificate required for teaching in the public schools of Missouri may be obtained by students who complete SBU's Teacher Education Program and are recommended for certification by the Director of Teacher Education. Persons who hold Missouri teaching certificates normally may obtain provisional certificates to teach in other states and may obtain full certification in most instances by completing a few additional courses. *The certification curriculum includes requirements set forth by the Missouri State Department of Elementary and Secondary Education. Since State Department requirements change from time to time, SBU reserves the right to amend the curriculum and require teaching certificate candidates to graduate under a program which reflects the state certificate requirements in force at the time of graduation. When new State Department requirements for teaching certificates become effective, the new requirements take precedence over other catalogs.*

Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses. Transcripts verifying all college-level work taken must be on file in the Teacher Education Office.

Admission to the University does not automatically qualify a student to participate in SBU's Teacher Education Program. The first level for students who desire to enter the Teacher Education Program is to declare intent by accomplishing the following within the first four weeks after entering SBU. Transfer and returning students should do this before enrolling in any course at SBU.

1. Complete a "Statement of Intention to Enter the Teacher Education Program" form, furnished in the Teacher Education Office.
2. Obtain a copy of the **Teacher Education Handbook** from the Teacher Education Office and read it.

3. Furnish the items listed below for the teacher education folder. All forms should be completely filled out (with pictures) and turned in at the same time.

- (a) "Teacher Education Information" form complete with a head and shoulder photograph no larger than 2 1/2 x 3 1/2. A suitable picture may be obtained in the accounting department at the Sells Administrative Center.
- (b) Two copies of an autobiographical sketch in narrative form with the information being exactly the same on each copy. One of these must be typewritten and one must be handwritten on a sheet of 8 1/2 x 11 inch **unlined** paper.
- (c) Two copies of the personal data sheet with photographs.
- (d) ACT or SAT scores. Documented scores for either of these tests must be furnished to the Office of Teacher Education.
- (e) C-BASE scores. Students desiring to enter the Teacher Education Program (both graduates and undergraduates) must pass all sections of the College-Basic Academic Subjects Examination (C-BASE). The C-BASE should be taken during the first semester of the sophomore year. Transfer students, sophomore and above, and graduate students should take the C-BASE during their first semester at SBU. See the Director of Career Planning and Placement to register for the test. The examination will be given on campus during the fall and spring semesters.

4. Arrange for an initial interview with the Coordinator of Certification and Clinical Experiences. This should be accomplished before a student has completed thirty hours of college work. Transfer and returning students should have this interview prior to mid-term of the first semester at Southwest Baptist University. At the time of this interview, the first and second teaching areas, if applicable, and the semester for student teaching are discussed.

Students who withdraw from Southwest Baptist University for one or more semesters must reapply by repeating the above procedures upon reentry.

Admission to the Teacher Education Program

Admission to the University does not automatically qualify a student for admission to SBU's Teacher Education Program. Students **must formally apply** for admission to the Teacher Education Program during the first eight (8) weeks of the second

semester of their sophomore year or **before enrolling** in upper-level education courses. Students are not admitted to upper-level (3000-4000) education courses without having met the requirements listed under "Admittance to Upper-Level Education Classes." Each application will be presented to the education faculty for a formal decision to accept or reject the applicant. Applicants will be notified in writing as to acceptance or rejection. **The following requirements must be met for a student to be accepted into the Teacher Education Program and/or recommended for a teaching certificate:**

1. **Teacher Education File.** The student's file must be up-to-date in the Office of Teacher Education.
2. **Test Scores.** Documented scores of the ACT or of the SAT and official documentation of the passing of all sections of the C-BASE **must be on file** in the Office of Teacher Education prior to the student's application for Admission to the Teacher Education Program. Admittance to upper level courses in education will not be permitted if scores do not meet standards required by the State of Missouri. In instances where the student has failed to demonstrate the required degree of maturity or has a history of problems of a psychological or ethical nature, personality or psychological testing may be required at the discretion of the teacher education faculty. Expenses for this testing will be borne by the student.
3. **Completion of Application and Student Teaching Semester Assignment.** Complete an "Application for Admission to the Teacher Education Program" form, provided by the Office of Teacher Education. (During the first eight (8) weeks of the second semester of the sophomore year or before enrolling in upper-level education courses.) Arrange for an interview with the Coordinator of Certification and Clinical Experiences to confirm the student teaching semester and fill out the application.
4. **Admittance to Upper Level Education Classes -- Undergraduates and Graduates.** To be admitted to upper level education courses (3000 and 4000 levels), students must have a cumulative grade point average (GPA) of 2.5, must have documented scores of the ACT or SAT on file in the Office of Teacher Education, must have passed all sections of the C-BASE, must have completed successfully EDU 2113 and EDU 2313 or their equivalents, and must have completed their teacher education file.
5. **Grades, Grade Point Average and Cumulative Grade Point Average.** All college level work must be counted in the calculation of the grade point average (GPA). **Students must furnish transcripts to the Office of Teacher Education for all college level work taken at other colleges or universities.** Students must have a minimum cumulative GPA of 2.5 on a 4.0 scale. Professional education courses must be completed with a GPA of 2.5 and with no grade lower than a "C." PSY 3063, Human Growth and Development, (or in some cases, PSY 3053 or PSY 4033) is included as a professional education course for education students. Students must attain a minimum cumulative 2.5 GPA in each area in which they are seeking a teaching certificate.
6. **General Education Requirements and Lower Level Course Work.** Students must have completed all lower level general education requirements and all 1000 and 2000 level courses required in each of the areas in which they are seeking certification. Secondary students should be careful to see that they have completed university general education requirements and the general education requirements prescribed by the state. State requirements are listed later in this section. Elementary general education requirements are included in the degree program.
7. **Correspondence Courses and Other Classes or Activities During the Block/Student Teaching Semester.** Correspondence courses should be completed **prior to the beginning of the professional block semester.** Students are not to be enrolled in classes other than the block classes and student teaching during their professional semester without prior written permission from the Director of Teacher Education or the Coordinator of Certification and Clinical Experiences. Students must abide by the rules stated in the Teacher Education Handbook under "The Student Teaching Experience" pertaining to outside activities during student teaching.
8. **Education Course Requirements Prior to Student Teaching.** Prior to doing student teaching, students majoring in elementary education or in a secondary teaching field must have completed all lower-level general education and all professional education courses unless permission has been granted for exceptions. A student may not enroll in student teaching, except by special permission of the Director of Teacher Education or the Coordinator of Certification and Clinical Experiences.

9. **Attendance at Education Day Seminar and other meetings.** Students are required to attend the annual Education Day Seminar held during the academic year in which they will be completing their professional block/student teaching semester. Students are also required to attend ALL meetings pertaining to their block/student teaching semester either prior to or during the stated semester.
10. **Credit Check.** A credit check is an evaluation of the academic record to determine if the requirements for graduation and for the teaching certificate have been met. The evaluation is made by the Registrar, the advisor, the heads of major departments, and if added endorsements (certifications) are sought, by heads of the departments in the areas of the added endorsements, and the Coordinator of Certification. Ordinarily, students request a credit check after completion of 80 semester hours of college work. However, because the teacher education student cannot enroll in other courses during the block semester, a credit check should be requested at the end of the first semester of the junior year. This should allow ample time to enroll in courses needed for graduation.
11. **Recommendations.** Students are usually recommended by each department in which certification is sought. The Office of Teacher Education requests these recommendations from the departments.
12. **Evidence of Dependability and Awareness.** This includes regular and punctual class attendance, attention to details, and the ability to know and meet deadlines.
13. **Evidence of Good Citizenship.** Prospective teachers are expected to be good citizens of the university and the community. Recent conviction for a felony or misdemeanor or disciplinary action taken by school authorities will be considered negative factors.
14. **Exit Assessment.** Students graduating after September 1, 1991, are required to complete the state-prescribed exit assessment which includes the passing of the **National Teachers' Examination (NTE)** before they will be granted a teaching certificate by the State of Missouri.

Elementary Education, Grades 1-8*

*(Effective September 1, 1997,
Elementary Education becomes 1-6.)

Major (B.S. degree)

Complete prescribed course work in elementary education in order to receive initial certification. This includes university general education requirements. Complete supporting work of 21 or more semester hours which will qualify the student to obtain an added endorsement (certificate) in a second area of concentration which could be early childhood, pre-kindergarten/grade 3; or a subject area in which an added endorsement is available. Total hours must meet SBU's graduation requirements.

Major (B.A. degree)

Same as the B.S. degree except for the completion of two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

Minor in Elementary Education

No minor offered in Elementary Education.

Secondary Education

A major is not available in secondary education. Secondary education is offered only in conjunction with a major academic teaching area in which certification has been approved by the State Department of Education.

Secondary Certification (B.S. degree)

Certification in secondary education consists of completion of an academic major in which initial certification is sought and completion of professional education requirements. An added endorsement (certificate) in a second teaching area is recommended. Total hours must meet SBU's graduation requirements.

Secondary Certification (B.A. degree)

Same as the B.S. degree except for the completion of two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

B.S. Degree Without Certification

Students who complete a prescribed education program will be awarded the Bachelor's Degree in Education. Students who complete all requirements successfully and pass the appropriate exit examination will be recommended for a teaching certificate.

Special Certification

Early Childhood, PK-3

Elementary Education Major and completion of the following courses or such courses as the State Department of Education may require: (Please refer to course descriptions for prerequisites)

EDU 2111 - *Observational Field Work in Early Childhood/PK-3	1 hour
EDU 2243 - Health, Safety & Nutrition for the Young Child	3 hours
EDU 2333 - Teaching in the Preschool	3 hours
EDU 2343 - **Emergent Language	3 hours
EDU 2381 - Practicum - Child Development	1 hour
EDU 2391 - Practicum - Teaching in the Preschool	1 hour
EDU 2483 - Home, School and Community Involvement	3 hours
EDU 3212 - Screening/Diagnosis/Prescription in Early Childhood Education	2 hours
EDU 3311 or 3411 - *Field Work in Early Childhood/PK-3	1 hour
HPE 2022 - Perceptual Motor Development	2 hours
PSY 3053 - Child Development	3 hours

- * These field work courses also fulfill part of the elementary field work requirements.
- ** Also an elementary education requirement.

Other Majors and Minors in Early Childhood Education Without State Certification

Students electing the four-year Child and Family Education program as their major are required to furnish the Office of Teacher Education documented ACT or SAT scores as an entry-level requirement. The C-BASE must be taken during the sophomore year, and the National Teachers Examination (NTE) in Early Childhood Education must be taken during the senior year as an exit assessment.

Child and Family Education (B.S. degree) (128 hours)

General Education Courses (49-51 hours)

Education Courses (34 hours)

EDU 2113 - Educational Psychology (elem section)	3 hours
EDU 2243 - Health, Safety, & Nutrition for the Young Child	3 hours
EDU 2313 - Foundations of Education (elem section)	3 hours
EDU 2333 - Teaching in the Preschool	3 hours
EDU 2343 - Emergent Language	3 hours
EDU 2353 - Children's Literature	3 hours
EDU 2381 - Practicum - Child Development	1 hour
EDU 2391 - Practicum - Teaching in the Preschool	1 hour
EDU 2483 - Home, School and Community Involvement	3 hours
EDU 3143 - Integrating Art, Music & PE into the Ele Classroom	3 hours
EDU 3212 - Screening, Diagnosis, & Prescription in Early Childhood Ed	2 hours
EDU/RED 4203 - Administration of Early Childhood Programs	3 hours
EDU 4983 - Internship in Child and Family Education	3 hours

Required Supporting Courses (16 hours)

HPE 2022 - Perceptual Motor Development	2 hours
HPE 3092 - Standard First Aid	2 hours
PSY 1013 - General Psychology (counts as Gen. Ed.)	
PSY 3053 - Child Development	3 hours
PSY 3063 - Human Growth and Development	3 hours
or	
PSY 4033 - Adolescent Development	3 hours
SOC 1003 - Introductory Sociology	3 hours
SOC 3003 - The Family	3 hours

Electives (28 hours)

Suggested minors are psychology, sociology, religious education, business, or counseling.

Child Development (A.S. degree) (64 hours)

Students pursuing the two-year Child Development program are required to furnish the Office of Teacher Education documented scores of the ACT or the SAT as an entry level requirement. The C-BASE will be required as an exit assessment.

**General Education Courses (39 hours)
Education Courses (17 hours)**

- EDU 2243 - Health, Safety and Nutrition for the Young Child 3 hours
- EDU 2333 - Teaching in the Preschool 3 hours
- EDU 2343 - Emergent Language . . 3 hours
- EDU 2381 - Practicum - Child Development 1 hour
- EDU 2391 - Practicum - Teaching in the Preschool 1 hour
- EDU 2483 - Home, School and Community Involvement 3 hours
- EDU/RED 4203 - Administration of Early Childhood Programs 3 hours

Required Supporting Courses (7 hours)

- HPE 2022 - Perceptual Motor Development 2 hours
- HPE 3092 - Standard First Aid 2 hours
- PSY 1013 - General Psychology (counts as Gen. Ed.)
- PSY 3053 - Child Development 3 hours

Electives (1 hour)

Child Development (A.A.S. degree) (64 hours)

Students pursuing the two-year Child Development program are required to furnish the Office of Teacher Education documented scores of the ACT or the SAT as an entry level requirement. The C-BASE will be required as an exit assessment.

**General Education Courses (26 hours)
Education Courses (17 hours)**

- EDU 2243 - Health, Safety and Nutrition for the Young Child 3 hours
- EDU 2333 - Teaching in the Preschool 3 hours
- EDU 2343 - Emergent Language . . 3 hours
- EDU 2381 - Practicum - Child Development 1 hour
- EDU 2391 - Practicum - Teaching in the Preschool 1 hour
- EDU 2483 - Home, School and Community Involvement 3 hours
- EDU/RED 4203 - Administration of Early Childhood Programs 3 hours

Required Supporting Courses (7 hours)

- HPE 2022 - Perceptual Motor Development 2 hours
- HPE 3092 - Standard First Aid 2 hours
- PSY 1013 - General Psychology (counts as Gen. Ed.)
- PSY 3053 - Child Development 3 hours

Electives (14 hours)

Minor in Child and Family Education

Twenty-one (21) hours to be selected from EDU 2243, EDU 2333, EDU 2343, EDU 2381, EDU 2391, EDU 2483, EDU/RED 4203; PSY 3053, PSY 3063, PSY 4033; SOC 3003. (Students may receive credit for only 2 PSY courses from 3053, 3063 or 4033.)

Elementary Education Certificate, Grades 1-8*

*(Effective September 1, 1997, Elementary Education becomes 1-6)

B.S. Degree Program

Students must fulfill the following specific requirements:

1. Complete the following courses (these courses also fulfill the general education requirements for SBU as well as for the Missouri Department of Elementary and Secondary Education):

Natural Science and Mathematics (14 hours)

- MAT 2283 and 2293 or two college level math courses above MAT 1113 6 hours
 - Natural Sciences 8 hours
- (Must include at least two courses, one course in a physical (chemistry, earth or physics) science and one course in a biological science with both of the courses having a laboratory component.)

Social Sciences (18 hours)

- ECO 4003 - LIFE Economics (or approved alternative) 3 hours
- GEO 1103 - Geography 3 hours
- HIS 2213 or 2223 or 2233 - U.S. I or II or III 3 hours
- POL 1113 - American Government and Politics 3 hours
- PSY 3063 - Human Growth & Development (also counted as Prof Edu) 3 hours
- SOC 1003 - Introductory Sociology . 3 hours or
- SOC 1013 - Introductory Anthropology 3 hours

Humanities (6 hours)

- FAR 1003, FAR 1013 or FAR 1023 . 3 hours (Intro to Fine Arts or Intro to Art or Intro to Music)
- Literature elective 3 hours

Communication Skills (9 hours)

(Two courses in English Comp/One in Oral Communication)

ENG 1113 - English Composition I . . . 3 hours

ENG 2213 - English Composition II . . . 3 hours

or

ENG 1123 - Honors Composition . . . 3 hours

(ENG 1123 requires an acceptable ACT score and a grade of "C" or better to receive 3 hours credit for ENG 1113 also)

COM 1103 - Fundamentals of Speech Communication 3 hours

or

COM 3393 - Interpersonal Communication 3 hours

Computer Literacy (3 hours)

EDU 4823 - Media and Computer Education 3 hours

Religion (8-9 hours)

BIB 1002 - Old Testament History . . . 2 hours

BIB 1012 - New Testament History . . . 2 hours

DIS 2012 - Christian Faith and Life . . . 2 hours

DIS 4012 - Applied Christian Living . . . 2 hours

or

PHI 4043 - Ethics in Decision Making 3 hours

Health and Physical Education

(4 hours)

HPE 3092 - Standard First Aid 2 hours

Physical Activity (HPE 1061 and 1161) 2 hours
(Foundations of Physical Fitness/Wellness I and II)

NOTE:

EDU 2113 and EDU 2313 are prerequisites for admission to upper-level elementary and secondary education courses by all students seeking State Teacher Certification. Either EDU 2113 or 2313 must be taken at Southwest Baptist University. EDU 3333 must be taken at Southwest Baptist University. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

Professional Education (59)

EDU 2113 - Educational Psychology 3 hours

EDU 2121 - +Observational Field Work
(or 2111 or 2131 if applicable) . . . 1 hour

EDU 2313 - Foundations of Education 3 hours

EDU 2343 - Emergent Language . . . 3 hours

EDU 2353 - Children's Literature . . . 3 hours

EDU 3002 - Teaching Social Sciences
in Elem Sch I 2 hours

EDU 3022 - Teaching Social Sciences
in Elem Sch II 2 hours

EDU 3114 - Teaching Reading/Language
Arts in Elem Sch I 4 hours

EDU 3124 - Teaching Reading/Language
Arts in Elem Sch II 4 hours

EDU 3143 - Integrating Art/Mus/PE
in Elem School 3 hours

EDU 3162 - Teaching Integrated Math/Science
in Ele Sch I 2 hours

EDU 3182 - Teaching Integrated Math/Science
in Ele Sch II 2 hours

EDU 3321 - +Field Work in Elementary
School (or 3311) 1 hour

EDU 3421 - +Field Work in Elementary
School (or 3411) 1 hour

EDU 3833 - Behavior & Classroom
Management 3 hours

EDU 4112 - *Teaching Writing (BLK) 2 hours

EDU 4823 - Media and Computer
Education 3 hours

EDU 4832 - *Tests and Measurement
(BLK) 2 hours

EDU 4842 - *The Exceptional Child
(BLK) 2 hours

EDU 4915 - *Student Teaching in Ele
Sch (BLK) 5 hours

EDU 4925 - *Student Teaching in Ele
Sch (BLK) 5 hours

PSY 3063 - Human Growth & Development
(also counted under Soc Sci) . . . 3 hours

* STUDENTS MUST TAKE EDU 4112, EDU 4832 and EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4915 AND EDU 4925 CONCURRENTLY.

+Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31), whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.

2. Complete supporting work, including methods of teaching in the subject selected, which will qualify the student to obtain an added endorsement (certificate) in a second teaching area. This could be early childhood, pre-kindergarten/grade 3; or a subject area in which an added endorsement is available. Students who elect to obtain an added endorsement in some area other than early childhood, pre-kindergarten/grade 3 must complete supporting work, including methods of teaching in the subject selected and meet all requirements as stated by the Missouri Department of Elementary and Secondary Education. (Information may be obtained in the Office of Teacher Education.) Total hours must meet SBU's graduation requirements.

DIS 2012 - Christian Faith and Life . 2 hours
or
*** 2nd Area of Certification (2-3 hours)
TOTAL 17-18 hours

** Two (2) science courses--both must have a lab component--one must be a biological course and the other a physical science (chemistry, earth or physics) course.
*** Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

NOTE
If 4-hour science courses are taken as a freshman, take 3-hour math courses and HPE 1061 and HPE 1161 as a sophomore.)

SUGGESTED FOUR YEAR PLAN

Freshman Year

Fall
BIB 1002/12 - Old or New Testament 2 hours
MAT 2283 - Math for Ele Teachers I 3 hours
(or other college level math course above MAT 1113)
or
** Science Course with Lab 4 hours
ENG 1113 - English Composition I . 3 hours
HPE 1061 - Foundations of Fitness Wellness I 1 hour
SOC 1003/13 - Introductory Sociology or Anthropology 3 hours
or
COM 1103 - Fundamentals of Speech Communication 3 hours
POL 1113 - American Government or Geo or US His 3 hours
HUM 1001 - Student in the University 1 hour
TOTAL 15-17 hours

Sophomore Year

Fall
** Science Course with Lab 4 hours
or
MAT 2283 - Math for Ele Teachers I 3 hours
(or other college level math course above MAT 1113)
EDU 2113 - Educational Psychology 3 hours
EDU 2343 - Emergent Language . . 3 hours
*** 2nd Area of Certification 7 hours
or
EDU 2121+ - Observational Field Work (2111 or 2131) (1 hour)
TOTAL 16-17 hours

Note
Depending on the second area of certification, the field work could be taken to replace one hour of the second area of certification classes. If field work is taken during the fall, student would not need to take another one during the spring.)

Spring

BIB 1002/12 - Old or New Testament 2 hours
MAT 2293 - Math-Ele Teachers II . . 3 hours
(or other college level math course above MAT 1113)
or
** Science course with Lab 4 hours
ENG 2213 - English Composition II . 3 hours
HPE 1161 - Foundations of Fitness Wellness II 1 hour
COM 1103 - Fundamentals of Speech Communication 3 hours
or
SOC 1003/13 - Introductory Sociology or Anthropology 3 hours
GEO 1103 - Geography or Amer Gov or US His 3 hours

Spring

** Science Course with Lab 4 hours
or
MAT 2293 - Math-Ele Teachers II . . 3 hours
(or other college level math course above MAT 1113)
EDU 2313 - Foundations of Education 3 hours
EDU 2121+ (11/31) - Observational Field Work 1 hour
EDU 2353 - Children's Literature . . 3 hours
*** 2nd Area of Certification (&/or DIS 2012) 6-7 hours
TOTAL 16-18 hours

+Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31),

whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.

** Two (2) science courses--**both** must have a lab component--**one** must be a biological course and the other a physical science (chemistry, earth, or physics) course.

*** Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

Junior Year

Fall

EDU 3002 - Teaching Social Sciences in Ele Sch I	2 hours
EDU 3114 - Teaching Reading/Language Arts in Ele Sch I	4 hours
EDU 3143 - Integrating Art/Mus/PE in Ele School (or EDU 4823)	3 hours
EDU 3162 - Teaching Integrated Math/ Science in Ele Sch I	2 hours
EDU 3321 - +Field Work in Elementary (3311 or 3331)	1 hour
EDU 3833 - Behavior and Classroom Management - Elementary	3 hours

*** 2nd Area of Certification
(or HPE 3092) 2-3 hours

TOTAL 17-18 hours

Spring

EDU 3022 - Teaching Social Sciences in Ele Sch II	2 hours
EDU 3124 - Teaching Reading/Language Arts in Ele Sch II	4 hours
EDU 3182 - Teaching Integrated Math/ Science in Ele Sch II	2 hours
EDU 3421 - +Field Work in Elementary (3411 or 3431)	1 hour
EDU 4823 - Media and Computer Education or EDU 3143	3 hours
HPE 3092 - Standard First Aid	2 hours and/or

*** 2nd Area of Certification 3-4 hours

TOTAL 17-18 hours

+Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31), whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field

work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.

*** Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

Senior Year

Fall or Spring

DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Ethics in Decision Making	3 hours
ECO 4003 - LIFE Economics (or approved alternative)	3 hours
ENG _____ - Literature Elective	3 hours
FAR 1003, FAR 1013 or FAR 1023 (Intro to Fine Arts or Intro to Art or Intro to Music)	3 hours
HIS 22-- - U.S. I or U.S. II or U.S. III or Am Gov or Geo	3 hours
PSY 3063 - Human Growth and Development	3 hours

TOTAL 17-18 hours

(NOTE: The professional semester does not have to be the final semester. Some student teachers are scheduled for fall and some for spring in order to keep a reasonable balance of student teachers each semester.)

Senior Year

Fall or Spring

EDU 4112 - *Teaching Writing (BLK)	2 hours
EDU 4832 - *Tests and Measurement (BLK)	2 hours
EDU 4842 - *The Exceptional Child (BLK)	2 hours
EDU 4915 - *Student Teaching in Elementary School I (BLK)	5 hours
EDU 4925 - *Student Teaching in Elementary School II (BLK)	5 hours

TOTAL 16 hours

* STUDENTS MUST TAKE EDU 4112, EDU 4832 and EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4915 AND EDU 4925 CONCURRENTLY.

Elementary Education Certificate,

Grades 1-8*

*(Effective September 1, 1997,
Elementary Education becomes 1-6)

B.A. Degree Program

In addition to the above courses, the student must complete two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

Secondary Education Certificate

B.S. Degree Program

1. Candidates for secondary certification must meet all SBU degree requirements including the general education requirements for the B.S. degree. They must also meet the requirements listed below which have been stipulated by the State Department of Elementary and Secondary Education. Where SBU requirements and State Department requirements overlap, courses may be counted in both places.

Humanities (6 hours)

- FAR 1003, FAR 1013, FAR 1023,
or FAR 1033 3 hours
(Intro to Fine Arts or Intro to Art or
Intro to Music or Intro to Theatre)
- Second humanities elective 3 hours
Selected from art, foreign
language, literature, music (except
applied), philosophy or theatre
and drama (must be from an area
other than the one selected
above)

Communication Skills (9 hours)

- ENG 1113 - English Composition I . . 3 hours
ENG 2213 - English Composition II . . 3 hours
or
ENG 1123 - Honors Composition . . . 3 hours
(ENG 1123 requires an
acceptable ACT score & a grade
of "C" or better to receive 3 hours
of credit for ENG 1113 also)
- COM 1103 - Fundamentals of Speech
Communication 3 hours
or
COM 3393 - Interpersonal Comm . . . 3 hours

Computer Literacy (3 hours)

- EDU 4823 - Media and Computer Edu 3 hours
(also counted as Prof Edu)

Social Studies and Psychology (12 hours)

- ECO 4003 - LIFE Economics (or appvd
alternative) 3 hours
HIS 22__ - U.S. History I or U.S. II
or U.S. III 3 hours

- POL 1113 - American Government and
Politics 3 hours
PSY 3063 - Human Growth/Develop 3 hours
(also counted as Prof Edu)

Natural Science (8 hours)

Must include at least two courses, one course in a physical (chemistry, earth or physics) science and one course in a biological science with both of these having a laboratory component.

Mathematics (3 hours)

- MAT 1143 - College Algebra or another
approved college-level math course
above MAT 1113. 3 hours

Religion (8-9 hours)

- BIB 1002 - Old Testament History . . 2 hours
BIB 1012 - New Testament History . . 2 hours
DIS 2012 - Christian Faith and Life . . 2 hours
DIS 4012 - Applied Christian Living . . 2 hours
or
PHI 4043 - Ethics in Decision Making 3 hours

Physical Education (2 hours)

- HPE 1061 - Foundation of Physical
Fitness/Wellness I 1 hour
HPE 1161 - Foundation of Physical
Fitness/Wellness II 1 hour

2. Complete a major in art, biology, chemistry, English, mathematics, music, physical education, social science, or speech and theatre.* The major must include supporting work required for certification in the major area. Information concerning coursework for certification in these areas may be found in the catalog section of the department concerned, or may be obtained from the Office of Teacher Education.

* Students who major in speech and theatre must also earn sufficient credits to teach English, grades 9-12+* or another subject in grades 9-12, approved by the Chairman of the Department of Communication and the Director of Teacher Education.

3. If possible, it is recommended that students complete sufficient hours to obtain an added endorsement (certification) in one of the areas listed below. (Depending on the area, this might be a second major.) (Information may be obtained in the Teacher Education Office.)

+* **NOTE: Revisions in certification programs by DESE are impacting many SBU programs listed below for students graduating after July 1997.**

- Art (PK-12, PK-9)
English (9-12)
Health (PK-9, 9-12)

Instrumental or Vocal Music (PK-12, PK-9)
 Mathematics (9-12)
 Physical Education (PK-12, 9-12, PK-9)
 Social Studies (9-12)
 Spanish (PK-9)
 Speech/Theatre (9-12)

4. Complete the following courses in the professional education sequence:

EDU 2113 - Educational Psychology 3 hours
 EDU 2131 - +Observational Field Work in
 Middle Sch/Junior High Sch 1 hour
 or
 EDU 2141 - +Observational Field Work
 in Secondary School
 EDU 2313 - Foundations of Education 3 hours
 EDU 3333 - Principles and Methods of
 Secondary School 3 hours
 EDU 3431 - +Field Work Middle School
 Junior High School 1 hour
 or
 EDU 3441 - +Field Work in Secondary School
 EDU 3613 - Teaching Reading in the
 Content Areas 3 hours
 EDU 3833 - Behavior & Classroom
 Management - Secondary 3 hours
 EDU 45-** - Methods of Teaching First
 and Second Teaching Fields . 2-3 hours
 EDU 4823 - Media and Computer Edu 3 hours
 EDU 4832 - *Tests & Measure(BLK) 2 hours
 EDU 4842 - *The Exceptional
 Child (BLK) 2 hours
 EDU 4935 - *Student Teaching in
 Secondary School I (BLK) 5 hours
 EDU 4945 - *Student Teaching in
 Secondary School II (BLK) 5 hours
 PSY 3063 - Human Growth/Develop 3 hours
 (also counted under Social Studies & Psychology)

- * **STUDENTS MUST TAKE EDU 4832 and EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4935 AND EDU 4945 CONCURRENTLY.**

+Secondary persons must take two (2) field work classes (unless seeking Illinois certification and then they must take four (4) field work classes). One field work is taken at the middle school/junior high level - EDU 2131 or EDU 3431 and one at the secondary (high school) level - EDU 2141 or EDU 3441. (The second field work {or a field work} is to be taken concurrently with EDU 3333, Principles and Methods of Education.)

NOTE:EDU 2113 and EDU 2313 are prerequisites for admission to upper-level elementary and secondary education courses by all students seeking State Teacher Certification.

Either EDU 2113 or 2313 must be taken at Southwest Baptist University. EDU 3333 must be taken at Southwest Baptist University. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

B.M. Degree Program

Students who desire to obtain certificates to teach music must fulfill requirements one (1) and four (4) listed previously under secondary education certificate program. For the remainder of the requirements they must follow the course of study prescribed by the Music Department.

Field Work Classes

Elementary Education majors must take three (3) field work classes. Students with Early Childhood Education as a second area of concentration usually take two (2) Early Childhood/PreK-3 field work classes, one in kindergarten and one in lower elementary, which counts as both an early childhood and an elementary field work and also one (1) in upper elementary. Elementary majors with other areas as second field take two (2) elementary-level field work courses and one (1) in the second area, usually in the subject area such as music, art, social studies, etc.

Secondary persons must take two (2) field work classes (unless seeking Illinois certification and then they **must** take four (4) field work classes). One field work is taken at the junior high school level - EDU 2131 or 3431 and one at the secondary (high school) level - EDU 2141 or 3441. In order for students to obtain the best experiences possible, field work assignments are usually made at different schools and at different grade levels.

Educational Psychology, EDU 2113, is a prerequisite for all field work classes or may be taken concurrently with the first field work. To enroll in a lower level (2000) field work, students must have at least a cumulative grade point average GPA of 2.0 and must have completed paperwork for the Teacher Education file.

In order to enroll in upper level (3000) field work, students must have completed Educational Psychology and Foundations of Education and the necessary paperwork for their teacher education file as well as other Teacher Education requirements which include a cumulative GPA of 2.5, a documented ACT or SAT score on file in the Office of Teacher Education, and the passing of all sections of the C-BASE. All students must have consent of the Coordinator of Clinical Experiences and must pre-enroll in field work classes. Attendance at field work meetings is also required. Students are responsible for providing their own transportation to and from field work.

Block/Student Teaching Semester

The block/student teaching semester is normally taken during the senior year and is open only to students who have been unconditionally admitted to the Teacher Education Program. The first four weeks of the semester is spent in concentrated study in the professional block program for which the student receives four-six (4-6) hours of credit. The remainder of the semester is spent in student teaching at a cooperating school or schools for which the student receives ten hours (10) of credit. In order to enroll and participate in the student teaching semester, a student must have been unconditionally admitted to the program, must have attained (and must maintain during the block) the required grade point average, and must meet other requirements as stated in the "Teacher Education Handbook" provided in the Office of Teacher Education. Student teachers will be evaluated using a letter grade system.

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and RECREATION

Department Chair: Rex Brown

Faculty: Herbert Hamann, Wayne Haynes,
Larry Jackson, John Katrosh, Jerry
Kirksey, Stephanie Miller, Duane Trogdon,
Linda Wooderson

Office: Field House
(417) 326-1746

PHYSICAL EDUCATION

Recognizing that mental power and efficiency is dependent upon organic health and vigor, and with the philosophy that training and development of the body should be as systematic and thorough as training of the mind, programs of individual and team sports are offered in health and physical

education. Fundamentals of sports and athletic skills are taught and opportunities for participation are provided through various physical education programs. Academic programs are offered which lead to Missouri teachers certification in grades PK-12, PK-9, and 9-12. The department also offers certification programs in health and driver education. Students interested in being certified as athletic trainers may meet the requirements which prepare them for the national examination. Students desiring to pursue a career in a sports-related area other than teaching may pursue a major in Sports Management.

A health, physical education major must pursue a course of study that leads to either the bachelor of arts degree or the bachelor of science degree. Certification requirements as outlined in one of the programs listed below and in the teacher education section of the catalog must be met, including certification in an approved second teaching field or occupational area.

All physical education majors who want a teaching certificate must complete the student teaching block. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior college which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

Physical Education Certification

PK-12

A major leading to certification in grades PK-12 requires the following courses and completion of teacher education requirements. The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education requirements.

History and Philosophy

HPE 1033 - Foundations of Physical
Activity and Sport 3 hours

Anatomy-Physiology

BIO 2204 - Human Anatomy and
Physiology 4 hours

Kinesiology

HPE 4003 - Kinesiology 3 hours

Physiology of Exercise

HPE 3073 - Physiology of Exercise 3 hours

Measurement and Evaluation

HPE 3053 - Measurement and Evaluation in Physical Edu 3 hours

Health Related Fitness/Wellness

HPE 1061 - Foundation of Physical Fitness/Wellness I 1 hour

HPE 1161 - Foundation of Physical Fitness/Wellness II 1 hour

HPE 1043 - Personal and Community Health 3 hours

Lifetime Activities and Dance

Seven (7) hours selected from the following:

HPE 1001, HPE 1011, HPE 1021, HPE 1031, HPE 1041, HPE 1051, HPE 1071, HPE 1081, HPE 1091, HPE 1181, HPE 2011, HPE 3091

Adapted Physical Education

HPE 4043 - Adapted Physical Education 3 hours

Psychological Aspects of Physical Education

HPE 2042 - Psychology of Coaching 2 hours

Sociological Aspects of Physical Education

HPE 4013 - Sports & Physical Activity in American Society 3 hours

Motor Development/Motor Learning

HPE 2022 - Perceptual Motor Development 2 hours

First Aid, CPR and Care of Activity/Sport Injuries

HPE 3082 - Care and Prevention of Athletic Injury 2 hours

HPE 3092 - Standard First Aid 2 hours

Movement and Rhythms

HPE 3043 - Analysis of Basic Rhythms 3 hours

Methods in Physical Education PK-4

HPE 3062 - Coaching Track/Field 2 hours

HPE 3132 - Teaching P.E. in Elementary School 2 hours

Methods in Physical Education 5-9

* EDU 4533 - Methods of Teaching Physical Edu 5-12 3 hours

HPE 4023 - Organization/Administration of Physical Edu/Rec 3 hours

* Also counted under Professional Education Sequence

Electives

Two (2) additional courses must be selected from the following:

HPE 2032, HPE 2052, HPE 3012, HPE 3013, HPE 3022, HPE 4002

Physical Education Certification 9-12

A major leading to certification in grades 9-12 requires the following courses and completion of teacher education requirements. The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education certification requirements.

History and Philosophy

HPE 1033 - Foundations of Physical Activity and Sport 3 hours

Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology 4 hours

Kinesiology

HPE 4003 - Kinesiology 3 hours

Physiology of Exercise

HPE 3073 - Physiology of Exercise 3 hours

Measurement and Evaluation

HPE 3053 - Measurement and Evaluation in Physical Edu 3 hours

Health Related Fitness/Wellness

HPE 1061 - Foundation of Physical Fitness/Wellness I 1 hour

HPE 1161 - Foundation of Physical Fitness/Wellness II 1 hour

Lifetime Activities and Dance

Five (5) hours selected from the following:

HPE 1001, HPE 1011, HPE 1021, HPE 1031, HPE 1041, HPE 1051, HPE 1071, HPE 1081, HPE 1091, HPE 1181, HPE 2011, HPE 3091

Adapted Physical Education

HPE 4043 - Adapted Physical Education 3 hours

Psychological Aspects of Physical Education

HPE 2042 - Psychology of Coaching 2 hours

Sociological Aspects of Physical Education

HPE 4013 - Sports & Physical Activity in American Society 3 hours

Motor Development/Motor Learning

HPE 2022 - Perceptual Motor Development 2 hours

First Aid, CPR and Care of Activity/Sport Injuries

HPE 3082 - Care and Prevention of Athletic Injury 2 hours

HPE 3092 - Standard First Aid 2 hours

Methods in Physical Education

* EDU 4533 - Methods of Teaching Physical Edu 5-12 3 hours

HPE 4023 - Organization and Administration of Physical Edu/Rec 3 hours

* Also counted under Professional Education Sequence

Electives

Two (2) additional courses must be selected from the following:

HPE 2032, HPE 2052, HPE 3012, HPE 3013, HPE 3022, HPE 4002

Physical Education Certification PK-9

A teaching minor leading to an added endorsement (certification) in grades PK-9 requires the following courses and completion

of all teacher education requirements (PK-9 certification is not accepted as a first teaching field.) The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education certification requirements.

History and Philosophy

HPE 1033 - Foundations of Physical Activity and Sport 3 hours

Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology 4 hours

Kinesiology

HPE 4003 - Kinesiology 3 hours

Physiology of Exercise

HPE 3073 - Physiology of Exercise . 3 hours

Measurement and Evaluation

HPE 3053 - Measurement and Evaluation in Physical Edu 3 hours

Health Related Fitness/Wellness

HPE 1061 - Foundation of Physical Fitness/Wellness I 1 hour

HPE 1161 - Foundation of Physical Fitness/Wellness II 1 hour

Lifetime Activities and Dance

Two (2) hours selected from the following:

HPE 1001, HPE 1011, HPE 1021, HPE 1031, HPE 1041, HPE 1051, HPE 1071, HPE 1081, HPE 1091, HPE 1181, HPE 2011, HPE 3091

Adapted Physical Education

HPE 4043 - Adapted Physical Education 3 hours

Psychological Aspects of Physical Education

HPE 2042 - Psychology of Coaching 2 hours

Motor Development/Motor Learning

HPE 2022 - Perceptual Motor Development 2 hours

First Aid, CPR and Care of Activity/Sport Injuries

HPE 3082 - Care and Prevention of Athletic Injury 2 hours

HPE 3092 - Standard First Aid . 2 hours

Movement and Rhythms

HPE 3043 - Analysis of Basic Rhythms 3 hours

Methods in Physical Education PK-4

HPE 3062 - Coaching Track and Field 2 hours

HPE 3132 - Teaching P.E. in Elementary School 2 hours

Methods in Physical Education 5-9

* EDU 4533 - Methods of Teaching Physical Edu 5-12 3 hours

HPE 4023 - Organization and Administration of Physical Edu/Rec 3 hours

* Also counted under Professional Education Sequence

Electives

Two (2) additional courses must be selected from the following:

HPE 2032, HPE 2052, HPE 3012, HPE 3013, HPE 3022, HPE 4002

Health Education 9-12

A teaching minor leading to an added endorsement (certification) in Health, grades 9-12 requires the following courses and completion of all teacher education requirements (Health certification is not accepted as a first teaching field.) The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy health certification requirements.

Human Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology I 4 hours

BIO 3304 - Human Anatomy and Physiology II 4 hours

or

HPE 3073 - Physiology of Exercise . 3 hours

Nutrition

NTN 2233 - Basic Nutrition 3 hours

Drug Education

HPE 1043 - Personal and Community Health 3 hours

HPE 2063 - School Health Education 3 hours

PSY/SOC 4953 - Being Human and Addicted (or an approved alter.) 3 hours

Personal Health

HPE 1043 - Personal and Community Health 3 hours

Mental Health

PSY 2023 - Mental Hygiene 3 hours

Family Life/Sex Education

SOC 3003 - The Family 3 hours

PSY/SOC 4952 - Sex Education (or an approved alter.) 2 hours

Safety and First Aid

HPE 3092 - Standard First Aid 2 hours

HPE 4133 - Safety Education 3 hours

Community Health

HPE 1043 - Personal and Community Health 3 hours

Methods in Health

HPE 2063 - School Health Education 3 hours

Electives

Health electives may be selected from areas above 3 hours

Health Education PK-12

A teaching minor leading to an added endorsement (certification) in Health, grades PK-12 requires the following courses and

completion of all teacher education requirements (Health certification is not accepted as a first teaching field.)

Human Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology I 4 hours

BIO 3304 - Human Anatomy and Physiology II 4 hours

or

HPE 3073 - Physiology of Exercise 3 hours

Nutrition

NTN 2233 - Basic Nutrition 3 hours

Drug Education

HPE 1043 - Personal and Community Health 3 hours

HPE 2063 - School Health Education 3 hours

PSY/SOC 4953 - Being Human and Addicted (or an approved alter.) 3 hours

Personal Health

HPE 1043 - Personal and Community Health 3 hours

PSY 2023 - Mental Hygiene 3 hours

Family Life/Sex Education

SOC 3003 - The Family 3 hours

PSY/SOC 4952 - Sex Education (or an approved alter.) 2 hours

Safety and First Aid

HPE 3092 - Standard First Aid 2 hours

HPE 4133 - Safety Education 3 hours

Community Health

HPE 1043 - Personal and Community Health 3 hours

Methods in Health

HPE 2063 - School Health Education 3 hours

Electives

Health electives may be selected from areas above or from bacteriology, biology, microbiology 5 hours

Health Education PK-9

A teaching minor leading to an added endorsement (certification) in Health, grades PK-9 requires the following courses and completion of all teacher education requirements (Health certification is not accepted as a first teaching field.)

Human Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology I 4 hours

BIO 3304 - Human Anatomy and Physiology II 4 hours

or

HPE 3073 - Physiology of Exercise 3 hours

Nutrition

NTN 2233 - Basic Nutrition 3 hours

Drug Education

HPE 1043 - Personal and Community Health 3 hours

HPE 2063 - School Health Education 3 hours

PSY/SOC 4953 - Being Human and Addicted (or an approved alter.) 3 hours

Personal Health

HPE 1043 - Personal and Community Health 3 hours

PSY 2023 - Mental Hygiene 3 hours

Family Life/Sex Education

SOC 3003 - The Family 3 hours

PSY/SOC 4952 - Sex Education 2 hours

Safety and First Aid

HPE 3092 - Standard First Aid 2 hours

HPE 4133 - Safety Education 3 hours

Community Health

HPE 1043 - Personal and Community Health 3 hours

Methods in Health

HPE 2063 - School Health Education 3 hours

Athletic Training Concentration

Students who wish to prepare for the National Trainers Association Examination should complete the following course of study:

HPE 1043 - Personal and Community Health 3 hours

HPE 1112 - Introduction to Sport Management 2 hours

BIO 2204 - Human Anatomy and Physiology I 4 hours

NTN 2233 - Nutrition 3 hours

HPE 3073 - Physiology of Exercise 3 hours

HPE 3082 - Care and Prevention of Athletic Injury 2 hours

HPE 3092 - Standard First Aid 2 hours

BIO 3304 - Human Anatomy and Physiology II 4 hours

HPE 4003 - Kinesiology 3 hours

HPE 4023 - Organization and Administration of Physical Edu/Rec 3 hours

HPE 4033 - Fundamentals of Sports Medicine 3 hours

PTH 2002 - Intro to Medical Terminology 2 hours

Practicum of 1600 hours supervised by a certified athletic trainer

HPE 1982 - Athletic Training Practicum (400 supervised hours) 2 hours

HPE 2982 - Athletic Training Practicum (400 supervised hours) 2 hours

HPE 3982 - Athletic Training Practicum (400 supervised hours) 2 hours

HPE 4982 - Athletic Training Practicum (400 supervised hours) 2 hours

Sports Management Major (B.A. or B.S. degree)

The sports management major is an interdisciplinary program designed for students interested in a career in sports related areas other than education. Students should complete all courses listed in the Core section and a concentration listed below.

Core Courses (34 hours)

HPE 1033 - Foundations of Physical Activity and Sport	3 hours
HPE 1112 - Foundations of Sport Management	2 hours
HPE 3053 - Measurement and Evaluation in Physical Education	3 hours
HPE 3073 - Physiology of Exercise	3 hours
HPE 3082 - Care and Prevention of Athletic Injury	2 hours
HPE 3092 - Standard First Aid	2 hours
HPE 4003 - Kinesiology	3 hours
HPE 4013 - Sport and Physical Activity in American Society	3 hours
NTN 2233 - Nutrition	3 hours
HPE -- - Activity Electives	6 hours
HPE 4986 - Internship	6 hours

In addition to the core curriculum in Sport Management one of the following concentrations must be completed. General Education courses and additional electives must total 128 hours.

Business (20-21 hours)

ACC 1012 - Intro to Accounting	2 hours
BUS 2013 - Business Communication	3 hours
BUS 3063 - Entrepreneurship in Small Business	3 hours
BUS 3073 - Business Law I	3 hours
MGT 3013 - Principles of Mgt	3 hours
MKT 3023 - Principles of Marketing	3 hours
Elective in MKT/MGT	3 hours

Sport Administration (21-22 hours)

HPE 2012 - Sports Officiating	2 hours
HPE 2042 - Psychology of Coaching	2 hours
REC 2092 - Recreation and Athletic Facilities	2 hours
HPE 4002 - Sports, Games & Intramurals	2 hours
HPE 4023 - Organization & Administration of Physical Education	3 hours
MGT 3013 - Principles of Mgt	3 hours
MKT 3023 - Principles of Marketing	3 hours
<u>Select two courses from the following:</u>	
HPE 2032 - Coaching Volleyball	2 hours
HPE 2052 - Coaching Baseball and Softball	2 hours
HPE 3012 - Coaching Football	2 hours

HPE 3013 - Teaching Individual & Dual Sports	3 hours
HPE 3022 - Coaching Basketball	2 hours

Commercial Recreation (22 hours)

REC 1113 - Foundations of Community Recreation	3 hours
REC 3163 - Recreation Leadership	3 hours
REC 3783 - Recreation Field Guidance Seminar	3 hours
REC 4023 - Organization & Administration of Recreation	3 hours
MGT 3013 - Principles of Mgt	3 hours
<u>Elect 4 hours from the following courses:</u>	
REC 2052 - Camp and Retreat Administration	2 hours
REC 2092 - Recreation & Athletic Facilities	2 hours
REC 3992 - Readings in Recreation	2 hours
REC 4762 - Problem Solving in Recreation	2 hours
<u>Elect 3 hours from the following courses:</u>	
MGT 3063 - Entrepreneurship in Small Business	3 hours
MGT 4033 - Personnel Management	3 hours
MGT 4043 - Organizational Behavior & Theory	3 hours

Fitness/Wellness (24-25 hours)

HPE 1061 - Foundations of Physical Fitness/Wellness	1 hour
HPE 1161 - Foundations of Physical Fitness/Wellness	1 hour
HPE 1043 - Personal and Community Health	3 hours
BIO 2204 - Human Anatomy and Physiology I	4 hours
BIO 3304 - Human Anatomy and Physiology II	4 hours
HPE 3073 - Physiology of Exercise	3 hours
HPE 4033 - Fundamentals of Sports Medicine	3 hours
PTH 2002 - Intro to Medical Terminology	2 hours
Approved electives from Biology or Physical Education	3-4 hours

Athletic Training (30 hours plus practicum)

HPE 1043 - Personal and Community Health	3 hours
PTH 2002 - Intro to Medical Terminology	2 hours
BIO 2204 - Human Anatomy and Physiology I	4 hours
BIO 3304 - Human Anatomy and Physiology II	4 hours
NTN 2233 - Nutrition	3 hours

HPE 3073 - Physiology of Exercise	3 hours
HPE 3082 - Care/Prevention of Athletic Injury	2 hours
HPE 4003 - Kinesiology	3 hours
HPE 4023 - Organization and Administration of PE/REC	3 hours
HPE 4033 - Fundamentals of Sports Medicine	3 hours

Practicum of 1600 Hours - Supervised by a Certified Athletic Trainer

HPE 1982 - Athletic Training Practicum (400 hours)	2 hours
HPE 2982 - Athletic Training Practicum (400 hours)	2 hours
HPE 3982 - Athletic Training Practicum (400 hours)	2 hours
HPE 4982 - Athletic Training Practicum (400 hours)	2 hours

RECREATION AND LEISURE STUDIES

The HPER department offers the bachelor of arts and the bachelor of science degrees in recreation with concentrations in church recreation and community recreation, or an option in therapeutic recreation. The programs of study are designed for persons desiring to serve as recreation practitioners in a wide variety of settings. Minors are also available in both church and community recreation. In addition, a certificate program in youth ministry is offered. Specific requirements are presented below. Larry Jackson is coordinator (Taylor 105, 326-1710).

Recreation Major (B.S. or B.A. degree)

Church Recreation Concentration (34 hours) (* Must be taken at SBU)

REC 1102 - Introduction to Leisure	2 hours
REC 1123 - Prin of Church Recreation	3 hours
REC 3163* - Recreation Leadership	3 hours
REC 3783 - Recreation Field Guidance Seminar	3 hours
REC 4023 - Organization and Administration of Recreation	3 hours
REC 4762 - Problem Solving in Recreation	2 hours
REC 4986 - Internship in Recreation	6 hours
Approved courses in Recreation	12 hours

General Education Requirements (49-62 hours)

Supportive Work (26 hours)

RED 2003 - Intro to Religious Education	3 hours
THE 3023 - The Baptist Denomination	3 hours
HPE 3092 - First Aid	2 hours

HPE 4002 - Sports, Games and Intramurals	2 hours
BUS 2013 - Business Communications	3 hours
Approved courses from BIB, CHR, RED or THE	6 hours
Approved courses from ART, HPE, MUS, REC, or THR	7 hours

Minor in Church Recreation

Twenty-one (21) hours including:

REC 1102 - Introduction to Leisure	2 hours
RED 1123 - Prin of Church Recreation	3 hours
REC 3163 - Recreation Leadership	3 hours
REC 3183 - Recreation Field Guidance Seminar	3 hours
Approved courses in Recreation	10 hours

Recreation Major (B.S. or B.A. degree)

Community Recreation Concentration (34 hours) (*Must be taken at SBU.)

REC 1102 - Intro to Leisure	2 hours
REC 1113 - Foundations of Community Recreation	3 hours
REC 3163* - Recreation Leadership	3 hours
REC 3783 - Recreation Field Guidance Seminar	3 hours
REC 4023 - Organization and Administration of Recreation	3 hours
REC 4762 - Problem Solving in Recreation	2 hours
REC 4986 - Internship in Recreation	6 hours
Approved courses in Recreation	12 hours

General Education Requirements (49-62 hours)

Supportive Work (26 hours)

POL 2223 - American, State and Local Government	3 hours
SOC 2003 - Social Problems	3 hours
HPE 3092 - First Aid	2 hours
HPE 4002 - Sports/Games/Intramurals	2 hours
BUS 2013 - Business Comm	3 hours
Approved courses from SOC, BUS, or MGT	6 hours
Approved courses from ART, HPE, MUS, REC, or THR	7 hours

Minor in Community Recreation

Twenty-one (21) hours including:

REC 1102 - Introduction to Leisure	2 hours
REC 1113 - Foundations of Community Recreation	3 hours
REC 3163 - Recreation Leadership	3 hours

REC 3783 - Recreation Field Guidance
Seminar 3 hours
Approved courses in recreation (REC) 10 hours

Commercial Recreation Concentration

See Sports Management section of this catalog.

Therapeutic Recreation Option

An option exists for students to take therapeutic recreation courses at other college and university campuses and transfer appropriate courses back to SBU. This approach is applicable for the student who desires to meet standards for national certification in therapeutic recreation through the National Council for Therapeutic Recreation Certification (NCTRC). Students who pursue this professional direction will be seeking credentialing for careers in therapeutic recreation in clinical, residential, or community-based programs for persons with disabilities. To pursue certification as a Certified Therapeutic Recreation Specialist, the student must complete nine credit hours in therapeutic recreation content courses, an internship in therapeutic recreation, and other undergraduate degree requirements from Recreation and Leisure Studies. Specific advisement may be obtained from the Coordinator of Recreation and Leisure Studies.

Youth Ministry Certification

Any student in the University may receive certification in youth ministry by completing the prescribed program of courses. The certification will be granted by Recreation and Leisure Studies. Formal application must be made no later than February or September of the year of graduation. Certification will verify that the student has successfully completed the recommended program of study for work and ministry with youth.

Twenty-two (22) hours are required, including:
REC 1123 - Principles of Church Recreation 3 hours
RED 3013 - Youth Ministry in the Church 3 hours
RED 3023 - Church and Denominational
Administration
or
THE 3023 - The Baptist Denomination . . 3 hours
RED 4053 - Reaching Unchurched Youth 3 hours
PSY 4033 - Adolescent Development . . 3 hours
Field Experience (REC 3783 or REC 4963) 3 hours
Approved courses 4 hours
(To be chosen from the following: REC 2042, REC 2052, REC 2062, REC 2092.)

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

Department Chair: Harlie Gallatin

Faculty:

Frank Cunningham, Jacquelin C. Matejka,
Larry Whatley
Office: Taylor 123
(417) 326-1720

The Department of History and Political Science offers a major and minor in history, a major and minor in political science, and coordinates pre-law advisement and the multi-disciplinary major program in social science education. Course work offered by this department is designed to meet the needs of those students who are (1) desiring to prepare for graduate work in history or political science; (2) preparing for teacher certification in the social studies subjects; or (3) preparing for advanced professional studies programs or careers such as law, public service, ministry, business, missions, etc., whether in the United States or abroad.

One-half the hours counted toward a major and at least six (6) hours counted toward a minor must consist of courses taken in residence at Southwest Baptist University. Except for credit earned on the CLEP General Examination in Social Science and History, which may not be counted, any appropriate credit earned through regular or correspondence courses or examinations offered through Southwest Baptist University may be counted as residence credit toward a major or minor.

HISTORY

Students wishing to maximize the major in history and/or anticipating graduate study in history would be wise to complete supporting work from fields of both the humanities and social sciences as follows: four or more courses selected from the fields of anthropology, geography, political science, psychology and sociology, three or more courses selected from the fields of art history, literature or philosophy, and two or more courses in either French or German.

Major (B.A. or B.S. Degree)

Thirty-six (36) hours made up of thirty (30) hours of history and six (6) hours political science. Requires a minimum of eighteen (18) hours of 3000 and 4000 level work in history; namely six (6) hours from HIS 3313, 3323, 3423, 4313, 4413, or other ancient and medieval history; three (3) hours from

HIS 3513 or other modern world history; six (6) hours from HIS 3723, 3783, 3833, 3843, 3893 or other United States history, and three (3) hours elective history.

The B.S. degree requires, in addition, 9 hours of supporting work in the social science fields of anthropology, geography, political science (except courses counted in major), psychology (except PSY 1113) and sociology (except 1003). Students completing another major in addition to history in the B.S. degree program may waive the above supporting work.

Conjunctive Major (B.A. or B.S. degree)

A student who completes a second major in conjunction with a major in history may exercise greater flexibility in the composition of his history major. The conjunctive major in history requires thirty (30) hours of history, including the following minimum requirements: at least eighteen (18) hours of 3000 and 4000 level work; with at least three (3) hours from HIS 3313, 3323, 3423, 4313, 4413 or other ancient and medieval history; and three (3) hours from HIS 3513 or other modern world history; and three (3) hours from HIS 3723, 3783, 3833, 3843, 3893 or other United States history.

Minor

Eighteen (18) hours including six (6) hours of 3000 and 4000 level work; three (3) hours from HIS 1113, 3313, 3323, 3423, 3463, 4313, 4413 or other ancient and medieval history; three (3) hours from HIS 1123, 3513 or other modern world history, and three (3) hours from HIS 2213, 2223, 2233, 3723, 3783, 3833, 3843, 3893 or other United States history.

POLITICAL SCIENCE

The political science program offers excellent preparation for a broad range of careers not only for students who are interested in attending law school or pursuing public service careers, but also for those anticipating careers overseas in government service, business, or missions. Please see the information on the suggested academic program for Prelaw studies found at the end of this section.

Major (B.A. or B.S. degree)

Thirty-two (32) hours of political science including 1113, 2223, 2952, and the following upper level work: nine (9) hours in United States political

institutions (4453, 4563, 4673); three (3) hours in political thought; three (3) hours of international relations (3313); three (3) hours of comparative government (3323); three (3) hours of regional studies; and three (3) hours elective political science or a statistics course. The B.S. degree requires, in addition, nine (9) hours of supporting work selected from ACC 1012; BUS 3073, 3083; COM 3363; HIS 3783, 3893; MGT 3013; SOC 4033, 4043. Students completing another major in addition to political science in the B.S. degree program may waive the above supporting work.

Minor

Eighteen (18) hours including POL 1113; at least one course from POL 2213, 4453, 4563, 4673, or BUS 3073 (recommended for Pre-law students); and at least one course from POL 3313, 3323, the Regional Studies courses, or the Political Thought course.

SOCIAL SCIENCE EDUCATION

The Social Science Education program is open to those who continue to meet all the requirements for admission to the Teacher Education Program appropriate to their current class standing, and who complete the requirements for the Secondary Education Certificate B.S. Degree Program. (See the Education section of this catalog.) The social studies school curriculum draws on several social science disciplines making a broad, multi-disciplinary preparation essential.

Teaching Major (B.S. degree)

Required courses for an initial certification in Social Studies for grades 9 through 12:

1. United States history 15 hours
(HIS 2213, 2223, and 9 hours of other U.S. history)
 2. World history 12 hours
(HIS 1113, 1123, and 6 hours of other world history)
 3. Economics 3 hours
(ECO 2013 or 4003)
 4. Geography 3 hours
(GEO 1103)
 5. Political Science 6 hours
(POL 1113, 2223)
 6. Behavioral Science 6 hours
(PSY 1013 and SOC 1003 or SOC 1013)
 7. Other Social Science 6 hours
(electives from economics, history, political science, sociology, and psychology [except 3053, 3063, and 4033])
- TOTAL (this must include 15 hours of 3000/4000 level) 51 hours**

NOTE: Students who complete a regular major in history, political science, sociology, or psychology and who meet the requirements for admission to the teacher education program and for the Secondary Education Certificate B.S. Degree Program may also meet the requirements for initial certification in social studies (grades 9-12), but the necessary course work will exceed the 128 hours required for graduation in some cases as much as 25 hours. Included in and/or in addition to one of the subject majors listed above, the following 39 hours must be completed: ECO 4003 or 2013; GEO 1103, HIS 1113, 1123, and 3 hours of elective world history; HIS 2213, 2223, and 6 hours of elective United States history; POL 1113 and 2223; PSY 1013; and SOC 1003, or SOC 1013.

PRE-LAW

The Association of American Law Schools does not recommend a specific major or minor as the preferred prelegal course of study. Consequently, no major or minor is designated for students anticipating professional training in law. Several alternate programs of undergraduate education are available and suitable as prelegal education. Most programs will involve work in English, speech, economics, history, accounting, political science, and various other fields regardless of the particular major chosen. Entrance into law school is based on a combination of grade point average and score on the standardized Law Schools Admission Test. The Department of History and Political Science offers a special academic advisement program for students who are planning to go to law school following graduation. For further information contact Larry Whatley, Prelaw adviser. Department of History and Political Science.

COLLEGE OF SCIENCE AND MATHEMATICS

Darrell R. Strait, Dean
Office: Wheeler 114-B
(417) 326-1661

The College of Science and Mathematics provides courses and programs designed to prepare students for careers and/or graduate study in Biology, Chemistry, Computer Science, Mathematics, and the Health professions. Programs in Pre-Medicine, Pre-Dentistry, Pre-Optometry, Pre-Veterinary, Pre-Pharmacy, Pre-Physician Assistant, and Pre-Engineering are offered. There are also programs in Nursing, Medical Technology, and Physical Therapy.

DEPARTMENT OF BIOLOGY

Department Chair: Carl Huser
Faculty: Craig Endres, Billie Lang,
Rosalyn Snellen
Office: Wheeler 114-C
(417) 326-1667

The Department of Biology presents a fundamental and practical knowledge of living organisms, their relationships to each other and their places in the scientific world. The department of biology also administers the programs and advises the majors in medical technology.

Major (B.A. degree)

Thirty-six (36) hours including 1114, 1124, 2234, 3323, 2214 or 3334, 4471, and additional biological courses selected in accordance with students' primary interests. The following support courses are required: MAT 1143, and one year of chemistry.

Major (B.S. degree)

Same course requirements as the B.A. degree, plus any two of the following: CHE 3304* and 3314; or PHY 1114* and 1124; or MAT 1195* and 2254; or CIS 1144 and 1153. *Prerequisites are needed for these courses.

Minor

Twenty-four (24) hours including 1114, 1124, 2233 or 3353, 3323, 2214 or 3334, 4471 and five hours of biology electives.

Biology Education

To receive teacher certification in biology in Missouri, students must also satisfy the Department of Education's other requirements for certification.

NOTE: Students majoring or minoring in biology will not be permitted to select pass/fail option for any required course in the major or minor.

DEPARTMENT OF CHEMISTRY AND PHYSICS

Department Chair: Robert Kitchin
Faculty: Ernest Ferguson, Darrell Strait,
Gary Gray
Staff: Martha Tummons
Office: Wheeler 114-I
(417) 326-1663

The Department of Chemistry and Physics seeks to present the basic principles of both chemistry and physics, each as its own intellectual discipline; to enhance facility in analytical, critical thinking--especially thinking which involves logical and quantitative relationships; to provide exciting and stimulating laboratory experiences as an aid to the learning process; and to develop scientifically literate citizens through an understanding of the methods of science and the roles of the physical sciences, including chemistry and physics, in society. The Department of Chemistry and Physics also administers the program in pre-engineering and is responsible for the curriculum in physical science.

Chemistry

The baccalaureate degree in chemistry requires a minimum of 128 semester hours of credit to be earned by completion of the University general education requirements, the chemistry core curriculum, additional selected upper division chemistry courses, required support courses, and general electives.

To receive a degree in chemistry and be certified to teach in Missouri, the student must also satisfy the Department of Education's other requirements for certification. Science education students are encouraged to obtain a B.S. Chemistry degree.

Core Curriculum

The following courses must be completed by all chemistry majors. These courses (25 semester hours) provide an essential foundation for more specialized study.

All core courses except CHE 3371 and CHE 4471 should be completed before any other upper division courses are attempted.

CHE 1115 - General Chemistry I	5 hours
CHE 1125 - General Chemistry II	5 hours
CHE 3304 - Organic Chemistry I	4 hours
CHE 3314 - Organic Chemistry II	4 hours
CHE 3345 - Analytical Chemistry	5 hours
CHE 3371 - Seminar in Chemistry I	1 hour
CHE 4471 - Seminar in Chemistry II	1 hour

Major (B.S. degree) (40 semester hours)

A program for students who wish to prepare for graduate work in chemistry or for employment as chemists. Students seeking a B.S. major in chemistry must complete a concentration of 40 or more semester hours in chemistry. In addition to the chemistry core curriculum, B.S. chemistry majors are required to complete the chemistry courses and required support courses listed immediately below plus enough upper division chemistry electives to obtain the concentration. PHY 3363 may count as an upper-division chemistry elective.

Chemistry Core Courses (25 hours) Other Required Chemistry Courses (9-11 hours)

CHE 3324 -Physical Chemistry I	4 hours
CHE 3334 -Physical Chemistry II	4 hours
CHE 4481-3 - Undergraduate Research	1-3 hours

Required Support Courses (30-31 hours)

BIO 1114 - General Biology I	4 hours
MAT 1195 - Analytics and Calculus I	5 hours
MAT 2254 - Analytics and Calculus II	4 hours
MAT 2264 - Analytics and Calculus III	4 hours
PHY 2215 - Engineering Physics I	5 hours
PHY 2225 - Engineering Physics II	5 hours
CIS 1123 - FORTRAN	3 hours
or	
CIS 1133 - BASIC	3 hours
or	
CIS 1144 - Introduction to Programming	4 hours

Major (B.S. degree) (32 semester hours)

A program for students who are preparing for the allied health professions or who wish to combine a chemistry major with another major or minor in a technical area related to chemistry (e.g.: biology, mathematics, computer science or physics.) This B.S. chemistry major must complete a concentration of 32 or more semester hours in chemistry, including the chemistry core curriculum, plus the required support courses listed below. The concentration is completed with upper

division chemistry electives. PHY 3363 may count as an upper division chemistry elective. Furthermore, this major requires the completion of a major or minor in a previously stated technical area.

Chemistry Core Courses (25 hours) Required Support Courses (20-21 hours)

BIO 1114 - General Biology I	4 hours
MAT 1195 - Analytics and Calculus I	5 hours
PHY 1114 - General Physics I	4 hours
PHY 1124 - General Physics II	4 hours
CIS 1103 - Introduction to Computing	3 hours
or	
CIS 1123 - FORTRAN	3 hours
or	
CIS 1133 - BASIC	3 hours
or	
CIS 1144 - Introduction to Programming	4 hours

Major (B.A. degree) (32 semester hours)

A program for students who desire a chemistry major in a liberal arts curriculum. The B.A. major must complete a concentration of 32 or more semester hours in chemistry, including the chemistry core curriculum and required support courses, plus fulfill the language requirements specified by the University, preferably German. The concentration is completed with upper-division chemistry electives. PHY 3363 (Modern Physics) may count as an upper-division chemistry elective. The required support courses are the same as those for the 32 semester hour B.S. degree.

Minor

To obtain a minor in chemistry, the student must complete all the chemistry core curriculum except CHE 4471. These same courses, exclusive of CHE 3371 (Seminar in Chemistry I), are required for the chemistry teaching minor as a second area of certification. However, effective September 1, 1997, students must obtain the Unified Science Certificate.

NOTE: No required chemistry course, required support course, or technical elective may be taken under the pass/fail option by any chemistry major or minor. Only general education and general elective courses may be taken for pass-fail credit. Technical areas are biology, computer science, mathematics, physics, and physical science.

General Science Teacher Certification Program

(Science 7-8-9)

The requirements leading to certification include the following courses from the areas shown and completion of teacher education requirements. Courses normally taken at SBU to satisfy science certification requirements are listed in parentheses. Missouri requirements are shown in the right hand column. **However, this program is only in effect until August 31, 1997.**

Chemistry (CHE 1104 or CHE 1115)	3-6 hours
Physics (PHY 1114)	3-6 hours
Biology (BIO 11114)	3-6 hours
Astronomy (PHS 2314)	3-6 hours
Earth Science/Geology (PHS 1114)	3-6 hours
Environmental Science (BIO 2214 or BIO 3334)	2 hours
Methods of Teaching Science in Secondary Schools (EDU 4522)	2 hours

PHYSICS

Minor (Physics Major Not Offered)

Twenty-two (22) semester hours of physics including PHY 2215, PHY 2225 and PHY 3363 are needed to satisfy the program requirements. Required support courses are listed below.

CHE 1115 - General Chemistry I	5 hours
CHE 1125 - General Chemistry II	5 hours
CIS 1144 - Introduction to Programming	4 hours
MAT 1195 - Analytics and Calculus I	4 hours
MAT 2254 - Analytics and Calculus II	4 hours
MAT 2264 - Analytics and Calculus III	4 hours

Physics Education

(Second Area of Certification Only)

Twenty (20) semester hours of physics including PHY 2215, PHY 2225, and PHY 3363 with a minimum total of seven (7) semester hours of upper division physics credit are required. PHS 2314 or PHS 2214 may be substituted for a lower division physics elective. To receive teacher certification in physics, students must also satisfy the Department of Education's other requirements for certification. The required support courses are listed below. **However, this program is only in effect until August 31, 1997.**

CHE 1104 - Principles of Chemistry	4 hours
CIS 1103 - Introduction to Computing	3 hours
or	

CIS 1123 - FORTRAN	3 hours
or	
CIS 1133 - BASIC	3 hours
or	
CIS 1144 - Introduction to Programming	4 hours
MAT 1195 - Analytics and Calculus I	5 hours
MAT 2254 - Analytics and Calculus II	4 hours
MAT 2264 - Analytics and Calculus III	4 hours

NOTE: No required physics course, required support course, or technical elective may be taken under the Pass-Fail option by persons seeking either the physics minor or physics certification. Only general education and general elective courses may be taken for Pass-Fail credit. Technical areas are biology, computer science, mathematics, physical science, and chemistry.

UNIFIED SCIENCE TEACHING CERTIFICATION REQUIREMENTS Grades 9-12

The SBU requirements listed below are in addition to the Department of Education's other curriculum requirements for certification. **This certification program is in effect for persons graduating on or after September 1, 1997.**

Minimum Standard Requirements Hours

1. Prerequisite:
An endorsement in BIO or CHE ***
 2. History/Philosophy of Science
and Technology 3 hours
 3. Biology (to include Zoology
and Botany with labs) 8 hours
 4. Chemistry (with labs) 10 hours
 5. Physics (with labs) 8 hours
 6. Earth Science (to include geology
and meteorology) 8 hours
 7. Environmental Science 4 hours
- TOTAL HOURS 41 hours**

- A. Biology Endorsement--A.B.S. major in Biology to include coursework in:

Anatomy and Physiology	Evolution
Botany	Genetics
Cell-Biochemistry	Microbiology
Ecology	Zoology

- B. Chemistry Endorsement--A.B.S. major in Chemistry to include coursework in:

Advanced Analysis
Biochemistry
Environmental Chemistry
Organic Chemistry
Physical Chemistry
Qualitative Analysis
Quantitative Analysis

- C. Physics and Earth Science Endorsements are not available.

Techniques/Methods of Teaching Science will include:

Lab Techniques
Research Process Skills
Safety

This certificate will allow a teacher to teach any of the beginning sciences; e.g., General Science, Biology I, Chemistry I, or Physics I. An endorsement is required for each area in which an advanced science class is taught; i.e., Biology II and Chemistry II.

The student must have a grade point average of 2.5 on a 4.0 scale in the subject area.

- *** The biology major requires 36 total semester hours in biology along with other requirements.
*** The chemistry major requires 32 total semester hours in chemistry along with other requirements.

DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES

Department Chair: Ernest Ferguson
Faculty: Timothy DeClue, Scott Sigman
Office: Taylor 112
(417) 326- 1701

The Department of Computer and Information Sciences provides students with a contemporary curriculum of study in computing to prepare them for careers in information processing or computer science and for graduate or professional study. The department offers a Bachelor of Science (B.S.) Degree with a major in either Computer Information Science or Computer Science. The department also offers programs of study leading to a minor or an Associate of Science Degree. Courses that provide a general knowledge of the capabilities of computing for students not seeking a degree in Computer Science or Computer Information Science are also offered.

The Bachelor of Science Degree with a major in Computer Science or a major in Computer Information Science requires a minimum of 128 semester hours of credit. Both majors require 28 semester hours of credit from CIS Core Courses and 11 to 12 additional semesters hours of credit from major specific CIS courses. Remaining semester credit hours are earned from general education courses, major support courses, and free electives.

CIS Core Curriculum

The following courses, which provide a comprehensive foundation for more specialized study, must be completed by all CIS students: CIS 1141, 1144, 1154, 2213, 2233, 3333, 3343, 4413, 4462 and 4472. CIS 1144 requires a corequisite of MAT 1143 or MAT 1195 and CIS 1154 requires a corequisite of MAT 1173. In addition, all entering freshmen and transfer students must meet, within their first year at SBU, proficiency requirements in word processing, spreadsheet and database. These requirements may be fulfilled via a departmental exam or CIS 1103.

Computer Science Major (B.S. degree)

Designed for students interested in pursuing graduate study in computer science or who are interested in careers involving scientific information processing. Students will complete the following courses.

1. CIS core curriculum (28 hours)
2. Additional CIS support courses (11 - 12 hours) CIS 3353, 4423, and 4433, and one course from CIS 1123, 1133, or 2202
3. General mathematics corequisite (3 hours) MAT 1173
4. Related mathematics area courses (20 hours) MAT 1195, 2254, 2264, 3323, 3344
5. Related science courses (10 hours) PHY 2215 and courses totaling 5 semester credit hours to be selected from physics, chemistry, biology or math.
6. General education courses (36-40 hours)
7. Free electives (15 - 20 hours)

Computer Information Science Major (B.S. degree)

Designed for students desiring a career in business-related information processing. Students will complete the following courses:

1. CIS core curriculum (28 hours)
2. Additional CIS support courses (11 - 12 hours) CIS 1113, 3303 and 3313 and one course from CIS 1133, 2202 or 3353
3. General mathematics corequisites (3 hours) MAT 1173
4. Business core courses (42 hours) ACC 2023, ACC 2033 BUS 2013, ECO 2013, ECO 2023, ECO 3023, FIN 3023, FIN 3033, MGT 3013, BUS 3073 FIN 4043, MGT 4083, HUM 4042, PHI 4043
5. General education courses (39 - 40 hours)
6. Free electives (3 - 5 hours)

Minor

Twenty-three hours of CIS courses including CIS 1144, 1154, 2213, 2233, 3333, 3353, and one course from CIS 1113, 1123, or 1133.

Associate of Science (A.S. degree)

Designed for students seeking a two-year degree with general concentration in the area of computer science. Total course requirement is 78 semester hours.

1. Required computer science courses (24 hours).
CIS 1141, CIS 1144, 1154, 2213, 2233, 3303, 3333, one course from CIS 1113, 1123, or 1133.
2. General mathematics corequisites (6 hours) MAT 1143, 1173
3. Related business area courses (9 hours)
ACC 2223, 2233, BUS 3023
4. General education courses (39 hours)

DEPARTMENT OF MATHEMATICS

Department Chair: Kevin Hopkins
 Faculty: Michael Awad, John Bryant,
 Robert Glasgow, John Smashey
 Adjunct: Pamela Ferguson
 Office: Taylor 117
 (417) 326-1675

The Department of Mathematics seeks to enable students to appreciate logical reasoning and precision of statement and thought, and to help students familiarize themselves with basic mathematical structures necessary for applications and interpretation of life experiences.

Major (B.A. degree)

Thirty-three (33) hours including 1195, 2254, 2264, 3313, 3323, 3344, 4484, and two courses from 3334 or 3363 or 3383 or 4433. Courses numbered 1195 or above apply towards a major in mathematics, excluding 2283 and 2293. As a supporting course, CIS 1123 or 1144 is required.

Major (B.S. degree)

Same requirements as those for the B.A. degree, except that eight hours credit in biology, chemistry, economics, philosophy or physics is required instead of foreign language. To receive the B.S. degree in mathematics and be certified to teach in Missouri, students must also satisfy the other requirements of the Department of Education for certification.

Minor

Eighteen (18) hours of mathematics consisting of 1195, 2254, and other non-freshman mathematics courses, excluding 2283 and 2293. As a supporting course, CIS 1123 or 1144 is required.

Non-mathematics majors, in qualifying for certification for teaching high school mathematics, must complete (30) hours of college mathematics, including 1195, 2254, 2264, 3313, 3344, 4484 and at least six additional semester hours above 2264, excluding 2283 and 2293. CIS 1123 or 1144 is required.

Pre-engineering students are encouraged to complete 1195, 2254, 2264, 3344, and 3363 (for specific course listings, see engineering).

The general education requirements in mathematics is satisfied by completing one of the following: 1134, 1143, 1153, 1173, 1193, 1195, or 2283 (elementary education majors only). Placement in a particular mathematics course is determined by college entrance examination scores, high school background, vocational objectives, previous performance and student interest.

DEPARTMENT OF NURSING

Department Chair: Marilyn Meinert
 Faculty: Joyce Carroll, Mary McFarland,
 Judy Mitchell, Cynthia Shomber
 Office: 1211 South Glenstone,
 5th Floor, Suite 502
 Springfield, MO 65804
 (417) 863-2210

The Department of Nursing has a dual focus. A pre-nursing focus for beginning students who are working on credits for admission to a school of nursing and an upper focus for those students who have completed their basic nursing education and are working towards their Bachelor of Science in Nursing degree.

Admission to the Lower Division of Nursing

The Department of Nursing will assist the beginning student as he/she prepares educationally for entrance into a basic nursing program. The pre-nursing courses currently required before admission to many schools of nursing include approximately thirty (30) hours of the following courses:

- BIO 2203 Human Anatomy & Physiology I . 4 hours
- BIO 3303 Human Anatomy & Physiology II 4 hours
- BIO 2213 Microbiology 3 hours
- CHE 1104 Principles of Chemistry 4 hours
- ENG 1113/1123 English Composition I/II . . 3 hours

- * NTN 2233 Nutrition 3 hours
- PSY 1013 General Psychology 3 hours
- **PSY 3033 Abnormal Psychology 3 hours
- PSY 3063 Human Growth & Development . . 3 hours
- SOC 1003 Introduction to Sociology 3 hours

- * Required by Burge School of Nursing
- ** Required by St. John's School of Nursing

1. Meeting the University admission requirements and making normal progress **DOES NOT** guarantee admission to a school of nursing.
2. It is the responsibility of the student to make **early** formal application to the nursing school of their choice.
3. Students planning to go to a specific school need to consult with their advisor concerning the admission requirements of the selected school of nursing during their first semester at SBU.
4. Maintain an overall GPA of 2.5 or better in pre-requisite courses.
5. Maintain a C (2.0) or better in each pre-requisite course.

Bachelor of Science in Nursing

The Department of Nursing offers a Registered Nurse Completion Program (Junior-Senior level) leading to the Bachelor of Science in Nursing (BSN). Degree candidates must be registered nurse graduates of an associate degree or diploma program. All degree candidates are required to complete general education requirements and major requirements as listed below.

General Education Requirements (64)

Business and Community Leadership

- ECO 4003 (or approved alternative) 3 hours
- POL 1113 3 hours

Communications

- ENG 1113, 1123, 2213, 2203 6 hours
- COM 1103, 3393 3 hours

Computer Literacy

- MIS 1103 3 hours

Humanities

- Fine Arts FAR 1003, 1013, 1023 or 1033 . . 3 hours
- History (1000 or 2000 level) 3 hours
- Electives (history, literature, philosophy, or fine arts, foreign language; recommend PHI 4043) 3 hours

Science and Mathematics

- BIO 2203, 2213, 3303, 4404 13 hours
- CHE 1104 4 hours

Personal and Family Development

- PSY 1013, SOC 1003 6 hours
- HPE 1061 1 hour
- PSY 3063, 3243 9 hours

Religion

- BIB 1002, 1012 4 hours

Major Requirements (64)

Lower Division Nursing Requirements

Thirty hours of lower division credit will be awarded toward the major requirements after successful completion of the NLN Mobility Profile II Exam which is required to be completed before clinical coursework. These hours will only be credited toward the BSN degree.

Department of Nursing Core Courses

- NUR 3303 Health Assessment 3 hours
- NUR 3313 Nursing Transitions 3 hours
- NUR 3323 Overview of Nursing Theories . . 3 hours
- NUR 3333 Policy and Politics 3 hours
- NUR 3343 Psychiatric Nursing Process & Communication 3 hours
- NUR 4405 Community Health 5 hours
- NUR 4413 Management and Leadership . . 3 hours
- NUR 4425 Clinical Case Management 5 hours
- NUR 4433 Research Methods 3 hours
- NUR 4441 Capstone Seminar 1 hour
- NUR 4452 Spirituality in Nursing 2 hours

Nursing Electives

- NUR 3902 Pharmacodynamics 2 hours
- NUR 4903 HIV-AIDS in Depth 3 hours
- NUR 4941-3 Special Topics in Nursing . . 1-3 hours
- NUR 4991-3 Independent Studies 1-3 hours

Total Hours Required for Bachelor of Science in Nursing 128 hours

Admission Policy

In addition to admission to the University, all upper division degree-seeking students must formally apply for admission to the Department of Nursing undergraduate degree program.

1. Timely completion of the "BSN Student Profile" provided by the Department of Nursing.
2. Submit formal transcripts of work from all previous college/programs attended.
3. Cumulative GPA of 2.5 or above on all work towards the degree. Students with GPA's between 2.0 and 2.5 will be considered on an individual basis.
4. Current registered nurse or graduate nurse status, with successful completion of the state board exams before clinical course work.
5. An admission conference with a member of the Department of Nursing Faculty is required for direction in developing sequencing of courses.

Promotion and Graduation Policy

All degree candidates must meet the promotion and graduation requirements of the University. Students must maintain a 2.0 or better in all major and general education courses.

DEPARTMENT OF PHYSICAL THERAPY

Department Chair: Dot Hash
Faculty: Gary Hunt, Beverly McNeal
Faculty with dual appointments:
Billie Lang, Rosalyn Snellen
Office: Wheeler 136
(417) 326-1672

Physical therapists assist people in regaining health and in becoming as independent as possible after an illness or injury. The initial Physical Therapy Program at Southwest Baptist University was developed in 1987 in response to the increasing demand for allied health professionals. This program at the Bachelor's level has been discontinued. The last class to graduate with a B.S. in Physical Therapy will finish in December 1995. Southwest Baptist University is in the process of developing a Master's degree entry level Physical Therapy Program which will prepare students for careers in physical therapy through the development of evaluation, treatment, education and research skills. Southwest Baptist University has notified the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association of the intent to develop an entry level Master's degree program in physical therapy and will proceed with the formal Declaration of Intent and other steps required in the accreditation process. The target date for starting the first Master's degree class is January 1997.

Admission to the Physical Therapy Program

Admission to the Physical Therapy Program at Southwest Baptist University requires a separate application process. At the time of this printing, the specifics are not available. Students should contact the Physical Therapy Department in the fall of 1995 for further information about the application process and specific requirements. The student should complete courses required for entry into the program and complete a Baccalaureate degree in another field. After acceptance into the program in physical therapy, the student will be fulltime in professional graduate courses for two years to finish with a Master's degree in physical therapy.

Admission to the University does not guarantee admission into the physical therapy program since there

are limited available positions each year. A new physical therapy class will begin each January. Individuals seeking admission into the physical therapy program must apply to the Physical Therapy Program via the Physical Therapy Admissions Committee and the University via the Admissions Office. Physical therapy application may be obtained by submitting a request, in writing, to the Department of Physical Therapy. Specific information regarding the application process and deadlines will be available in the fall of 1995. When selecting students for progression into the physical therapy program, the Physical Therapy Admissions Committee will consider criteria such as overall grade point average, prerequisite grade point average, number of prerequisite courses in progress, and prior physical therapy experience, references, etc. A personal interview may be required.

Students admitted into the physical therapy program will be charged an additional professional fee each year at a professional graduate level tuition which is higher than the general tuition.

Clinical Coursework

Clinical education experiences are a required part of the student's educational program. Short-term and long-term clinical work is performed in and out of the state of Missouri and students must be prepared for the extra expenses of transportation, housing arrangements, food, etc. Completion of academic coursework does not guarantee that students will be provided clinical experiences at a particular time or at a particular facility as this will vary depending upon availability of clinical sites and students' needs.

Before progression to clinical coursework the student must:

1. Be in good standing in the physical therapy program.
2. Have a satisfactory medical examination including current immunizations, TB skin test or chest x-ray, and Hepatitis B vaccine.
3. Present evidence of clinical liability insurance (\$1,000,000/3,000,000) for each succeeding semester.
4. Present evidence of current CPR certification.

Schedule of Courses

The course schedule, total hours, and the content of courses will be available at a later date. Clinical education experiences will be interspersed throughout the program depending upon instructor discretion and availability of sites.

Clinical Education Courses

List of Clinical Education Courses for the new Master's entry level program will be available at a later date.

These courses are for completion of students in 1995 Bachelor's degree graduating class:

PTH 4615 - Clinical Education IV	5 hours
PTH 4625 - Clinical Education V	5 hours
PTH 4635 - Clinical Education VI	5 hours

PRE-PROFESSIONAL STUDIES ENGINEERING

University of Missouri-Rolla

Southwest Baptist University, in cooperation with the University of Missouri-Rolla, has a program in which students attend SBU for the first two years before transferring to UMR to complete a B.S. degree in one of the following engineering programs: aerospace, ceramic, chemical, civil, electrical, geological, metallurgical, mining, nuclear or petroleum engineering, and engineering management. A standard program of study is shown below:

First Year - SBU

Fall

* MAT 1195 - Analytic Geometry & Calculus I	5 hours
ENG 1113 - English Composition I	3 hours
CHE 1115 - General Chemistry I	5 hours
HIS 2213 - History of U.S. I	3 hours
or		
POL 1113 - American Government	3 hours

Spring

MAT 2254 - Analytic Geometry & Calculus II	4 hours
CIS 1123 - FORTRAN	3 hours
CHE 1125 - General Chemistry II	5 hours
ECO 2013 - Principles of Economics II	3 hours

Second Year-SBU

Fall

MAT 2264 - Analytic Geometry & Calculus III	4 hours
PHY 2215 - Engineering Physics I	5 hours
**Elective - Humanities/Social Sciences	6 hours
Free Elective	2 hours

Spring

MAT 3363 - Differential Equations	3 hours
PHY 2225 - Engineering Physics II	5 hours
PHY 2233 - Statics	3 hours
Elective - Humanities/Social Sciences	6 hours

* Students without a satisfactory background in mathematics should take MAT 1143 College Algebra and MAT 1153 College Trigonometry before taking MAT 1195.

** These electives differ depending on the particular field of engineering; however, they usually are taken from Communications, Economics, Fine Arts, History, Philosophy, Psychology/Sociology, or Literature. Six semester hours must be in upper division courses to give depth to one or two areas.

NOTE: Since the pre-engineering course of study is a general one at SBU, the pre-engineering student should work closely with the Pre-Engineering Advisor (Dr. Robert W. Kitchin--Chair of the Department of Chemistry and Physics) to facilitate any course modifications among specific engineering programs.

Washington University

Three-Two Program School of Engineering and Applied Science

Southwest Baptist University cooperates with Washington University in St. Louis in a program that allows students to earn both a liberal arts baccalaureate (in chemistry, mathematics, or computer science) from Southwest Baptist University and a bachelor of science degree in engineering or applied science from Washington University. In the most common scheduling, the student first attends SBU for three years and then takes two years of course work at Washington University in the Sever Institute of Technology of the School of Engineering and Applied Science. Students may elect to spend longer periods at either institution.

At Southwest Baptist University, the student takes courses that will earn the liberal arts baccalaureate when combined with credits that can be transferred back from Washington University; provide the background in mathematics, physics, chemistry, and computer science needed for engineering or applied science; and meet all non-technical course requirements for the Washington University degree.

To help liberal arts students explore their interest in engineering and/or applied science and the Three-Two Program, Washington University offers several introductory engineering and applied science courses each January, using an intensive format. Information about these courses can be obtained from the Liaison Officer at SBU.

Undergraduate degrees at Washington University are offered in seven departments: Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Engineering and Policy, Mechanical Engineering, and Systems Science and Mathematics.

The professional degrees available through the Three-Two Program are all accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET) and meet the degree portion of the requirements for registration as a professional engineer.

Students should plan to complete the bulk of the preparatory mathematics and science courses at SBU necessary for advanced study at Washington University and all Southwest Baptist University general education requirements within three years. Since the semester-hour course load is unusually heavy, the student should plan to work very closely with the Liaison Officer in order to successfully finish the program. Additional information can be obtained from the Liaison Officer, Dr. Robert W. Kitchin, Chair of the Department of Chemistry and Physics.

PRE-HEALTH PROGRAMS

Although SBU does not offer majors in pre-health programs, students can become well-qualified for acceptance into one of these career schools by following the guidelines listed below. These guidelines will satisfy the admission requirements of most professional schools across the nation. However, students need to be aware of specific admission requirements of the professional school(s) to which they intend to apply.

Students applying to professional schools also need to be aware of the deadlines established by the professional schools and testing organizations for submitting application materials and taking admissions examinations. The student is responsible for meeting these deadlines and for any fees associated with the application process or admission testing.

Students interested in pursuing a pre-health program at SBU should identify themselves with the SBU Pre-Health Committee at the earliest possible date. The Pre-Health Committee serves to counsel students and to assist them in obtaining catalogs, literature, and other information pertinent to professional school admission requirements and admission testing procedures. Once the requirements for admission to a professional program have been met, the Pre-Health Committee will interview the prospective applicant and write letters of recommendation. For additional information on pre-health programs and the Pre-Health Committee, contact Dr. Gary O. Gray, Pre-Health Committee, Chair, Department of Chemistry.

The following list of SBU pre-health programs is not all inclusive. Students in numerous other health-related areas are also prepared well at SBU for their future careers.

Dentistry

Dentistry is the branch of the healing arts and sciences devoted to maintaining the health of the teeth, gum, and other hard and soft tissues of the oral cavity. The properly motivated individual with scientific curiosity, intelligence, and social consciousness can find a highly rewarding career in dentistry.

Each year approximately 75 to 80% of all applicants to the sixty dental schools in the United States gain admission. A minimum of three years of pre-professional training is required for admission to most dental schools, while many require a college degree. Among successful applicants, approximately 85% have completed four years of college and university schooling. Because of this, it is highly recommended that students at SBU pursue the degree plan of their choice.

For a recommended course of study, see the section on medicine listed below.

Medicine

The challenges offered by a career in medicine are both formidable and exciting. To be prepared for such an endeavor, students should strive for a well-rounded degree program. This degree plan should of necessity include a solid foundation in the natural sciences, but should not ignore other areas of academic endeavor. A liberal arts University such as SBU gives students a well-rounded education with a strong natural science background.

Each year approximately 55 to 60% of all applicants to medical schools in the U.S. gain admission. Essentially all of those successful applicants have completed four years of college or university schooling and about 75 to 80% of them have one or more majors in the natural sciences; i.e. biology, chemistry, physics, mathematics, etc.

Application to medical school is normally begun during the junior year, approximately two years before matriculation at medical school. During the spring of the junior year, students will take the MCAT (Medical School Admissions Test) and begin the medical school admission process. Due to the differences in entrance requirements at various schools, students should select the medical school(s) to which they intend to apply as early as possible. Their studies may then be directed to meet the specific requirements of the selected school(s).

The following courses are normally recommended for students planning careers in the medical profession. Not all the courses listed below may be required by all medical schools, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the specific medical school you plan to attend be consulted:

Biology:

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)*, Introduction to Immunology (BIO 3322)*, Comparative Vertebrate Anatomy (BIO 3335)*, Vertebrate Physiology (BIO 3344)*, Histology (BIO 3384)*, and Vertebrate Embryology (BIO 4444)*

Chemistry:

General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*, and Biochemistry (CHE 3364)*

English:

English Composition I (ENG 1113) and English Composition II (ENG 2213)

Mathematics:

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)*, Analytics and Calculus II (MAT 2254)*

Physics:

General Physics I (PHY 1114)* and General Physics II (PHY 1124)*

***Prerequisites are required for these courses.**

Optometry

Individuals who choose optometry as their profession enjoy challenging and rewarding careers. An optometrist or Doctor of Optometry is a health-care professional who is specifically educated, highly trained, and state-licensed to examine, diagnose and treat conditions of the human vision system.

Because of the diversity in entrance requirements of the schools and colleges of optometry, some students are accepted with as little as two years of college. However, a majority of the successful applicants to these schools have completed four years of college.

The following courses are normally recommended for students planning careers in optometry. Not all the courses listed below may be required by all schools of optometry, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the specific school of optometry you plan to attend be consulted:

Biology:

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)*, Comparative Vertebrate Anatomy (BIO 3335)*, Vertebrate Physiology (BIO 3344)*

Chemistry:

General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*, and Biochemistry (CHE 3364)*

English:

English Composition I (ENG 1113) and English Composition II (ENG 2213)

Mathematics:

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)*, Analytics and Calculus II (MAT 2254)*

Physics:

General Physics I (PHY 1114)* and General Physics II (PHY 1124)*

Psychology:

General Psychology (PSY 1013)

Social sciences:

One Year

Statistics:

One Course

*** Prerequisites are required for these courses.**

Pharmacy

The rapid scientific advances in drug development and the increasing demand for health care services have made the pharmacist an important member of the health care team. As an expert in the science of drugs and drug therapy, the pharmacist has taken on an added responsibility for patient care.

The pre-pharmacy program at SBU is normally completed in two years. Application to a school of pharmacy should be made at the beginning of the second year. Due to the differences in entrance requirements at various schools, students should select a professional school upon their entrance to SBU and direct their studies to meet specific requirements. The following courses are normally included in the two-year pre-pharmacy program:

Biology:

General Biology I (BIO 1114), Human Anatomy and Physiology I (BIO 2204)*, Human Anatomy and Physiology II (BIO 3304)*, Microbiology (BIO 3314)*,

Chemistry:

General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*

English:

English Composition I (ENG 1113) and English Composition II (ENG 2213)

History and Political Science:

Two Courses

Mathematics:

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)*

Physics:

General Physics I (PHY 1114)* and General Physics II (PHY 1124)*

Social and Behavioral Sciences:

Three Courses

*** Prerequisites are required for these courses.**

Physician Assistant

The physician assistant (PA) assists physicians by extending and improving the physician's services. The PA is expected to perform the more time-consuming and routine medical tasks releasing the physician to treat those patients with the more serious illnesses.

Entrance into physician assistant programs can be achieved after two years of college work, but students' chances of acceptance into a program are enhanced by three or four years of college work. If a degree from SBU is desired, it does not matter what degree is obtained, as long as the degree program incorporates 30-35 hours in the natural sciences.

The following courses are normally recommended for students planning careers as a physician's assistant. Not all the courses listed below may be required by all physician's assistant programs, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the physician's assistant program to which you intend to apply for admission:

Biology:

General Biology I (BIO 1114), Human Anatomy and Physiology I (BIO 2204)*, Human Anatomy and Physiology II (BIO 3304)*, Microbiology (BIO 3314)*, Genetics (BIO 3323)*, Comparative Vertebrate Anatomy (BIO 3335)*

Chemistry:

General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*, and Biochemistry (CHE 3364)*

COMPUTER SCIENCE:

Introduction to Computing (CIS 1103)

English:

English Composition I (ENG 1113) and English Composition II (ENG 2213)

History:

Introduction to the History of Western Man (HIS 1113)

Mathematics:

College Algebra (MAT 1143)

Political Science:

American Government and Politics (POL 1113)

Psychology:

General Psychology (PSY 1013)

Speech:

Fundamentals of Speech Communications (COM 1103)

Sociology:

Introductory Sociology (SOC 1003)

* Prerequisites are required for these courses.

Veterinary Medicine

Veterinarians use their scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, conservation of livestock resources, the promotion of public health, and the advancement of medical knowledge.

Students seeking admission to a school of veterinary medicine will generally complete at least three years of college or university work with a concentration in the natural sciences.

Students planning to make application to a school of veterinary medicine should inquire about the specific entrance requirements of several schools of veterinary medicine.

The following courses are recommended for the three-year pre-veterinary medicine program.

Biology:

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)*, Comparative Vertebrate Anatomy (BIO 3335)*, or Vertebrate Physiology (BIO 3344)*, Parasitology (BIO 3374)*

Chemistry:

General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*, and Biochemistry (CHE 3364)*

English:

English Composition I (ENG 1113) and English Composition II (ENG 2213) and literature course

Mathematics:

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)*

Physics:

General Physics I (PHY 1114)* and General Physics II (PHY 1124)*

Social Sciences and/or Humanities:

Four Courses

Animal Science:

5 hours

Animal Nutrition:

3 hours

* Prerequisites are required for these courses.

Medical Technology (B.S. degree)

Southwest Baptist University, in cooperation with several different hospital programs, offers a four-year program leading to a B.S. degree in medical technology. The fourth year of this work is taken at an approved hospital or school of medical technology. Upon satisfactory completion of this work, students are certified in this field by passing the examination given by the American Society of Clinical Pathologists.

1. Students must complete 98 semester hours of college credit before admission to an A.M.A. approved School of Medical Technology.
2. The following courses are required: General Biology I (BIO 1114), Microbiology (BIO 3314)*, Introduction to Immunology (BIO 3322)*, Genetics (BIO 3323)*, Pathogenic Microbiology (BIO 3374)*, Biochemistry (BIO 3364/CHE 3364)*, General Chemistry I (CHE 1115)*, General Chemistry II (CHE 1125)*, Organic Chemistry I (CHE 3304)*, Organic Chemistry II (CHE 3314)*, Analytical Chemistry (CHE 3345)*, College Algebra (MAT 1143) or Analytics and Calculus (MAT 1195)*, Introduction to Computing (CIS 1103), General Physics I (PHY 1114)*, or Engineering Physics I (PHY 2215)*, or Instrumental Analysis (CHE 3354)*. The following courses are recommended as electives: Human Anatomy and Physiology I (BIO 2203)*, Vertebrate Physiology (BIO 3344)*, Histology (BIO 3384)*, Instrumental Analysis (CHE 3354)*.

3. Students must complete the SBU general education requirements.
4. At least the last 30 hours of the 98 hours of college credit must be taken at SBU.
5. Admission to a School of Medical Technology is determined by the national requirements and approval of the Educational Coordinator of the School of Medical Technology concerned.
6. Upon certification by the Educational Coordinator of an American Medical Association approved School of Medical Technology that the courses in medical technology have been completed satisfactorily, SBU will grant a minimum of 30 semester hours of upper-division credit for the work.

* Prerequisites are required for these courses.

UNIVERSITY COLLEGE

Dr. B.F. Little, Vice President for External Programs
Office: Sells Administration Building
(417) 326-1600

The University College administers the off-campus centers which primarily serve as the focus for the non-traditional and adult programs of the University. These six centers are located in Springfield, Joplin, Mountain View, Salem, and Dexter in the state of Missouri, and also Chicago, Illinois. A Bachelor of Science degree in nursing, and other degrees are available in Springfield and a Bachelor of Applied Science degree in business and a Bachelor of Science degree in elementary education are offered at Mountain View. All other centers offer only course work.

One of the major responsibilities of the University College is to administer the Bachelor of Applied Science and the Associate of Applied Science degrees. The B.A.S. and the A.A.S. degree has several majors that are designed for adult students whose backgrounds and previous educational experiences make a non-traditional approach to baccalaureate study desirable and appropriate. This is especially true for students from specialized professional, technical, or occupational backgrounds, and those whose training may have been achieved through industry, military, or other non-traditional means.

Credit by examination, portfolio credit, correspondence study, and various distance learning methods can be an important means by which various degree requirements for the B.A.S. and A.A.S. can be achieved. In such cases, the recommendations of the American Council on Education will be applied, subject to the general requirements of this catalog. Students interested in the B.A.S. or A.A.S. degree are encouraged to request a degree plan in which all previous educational credit will be applied to degree requirements and decisions regarding course selection can be made.

BACHELOR OF APPLIED SCIENCE (128 HOURS)

BIVOCATIONAL CHRISTIAN MINISTRIES MAJOR

(Contact Redford School of Theology for
detailed information)

General Education Requirements (42 hours)

Redford School Core Curriculum (21 hours)

BIB 1013 - OT History	3 hours
BIB 1023 - NT History	3 hours
RED 2003 - Intro Religious Education	3 hours
PHI 2013 - Intro to Philosophy	3 hours
CHR 3013 - Pastoral Theology	3 hours
THE 3023 - Baptist Denomination	3 hours
Electives (from THE 2113, 3153, 4123, or 4143)	3 hours

Christian Ministries Requirements (30 hours)

BIB - Electives (beyond general education core)	6 hours
CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2783 - Worship and Song in the Church	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 3022 - Pastoral Counseling	2 hours
CHR 4003 - Expository Preaching	3 hours

CHR 4983 - Christian Ministries

Internship	3 hours
THE 2113 - Christian Doctrine	3 hours
Electives (from CHR 1051, 2712, 2043, RED 3023, 3031, 3032, DIS 3043)	4 hours

Professional Development and Electives (35-41 hours)

This major is for students who are bivocational or who intend to be bivocational and have a background in an occupational field.

Total hours required 128

BUSINESS ADMINISTRATION MAJOR

(Contact College of Business for detailed
information)

General Education Requirements (39 hours)

(ECO 4003 is not required for this degree. MAT 1143 is the mathematics requirement.)

Business Administration Courses (45 hours)

ACC 2023 - Prin of Accounting I	3 hours
ACC 2033 - Prin of Accounting II	3 hours
BUS 2013 - Business Communications	3 hours
BUS 3073 - Legal Environment of Business	3 hours
ECO 2013 - Prin of Economics I	3 hours
ECO 2023 - Prin of Economics II	3 hours
FIN 3023 - Statistical Analysis I	3 hours

FIN 4043 Business Finance 3 hours
MGT 3013 Principles of Management . . 3 hours

MGT 4083 Management Strategy
and Policy 3 hours
MKT 3023 Principles of Marketing 3 hours
School of Business Administration Electives
(Junior or Senior) 12 hours

Professional Development (24-34 hours)

Accounting Concentration (34 hours)

ACC 2081 - Micro Computer Application . 1 hour
ACC 3003 - Cost Accounting 3 hours
ACC 3013 - Managerial Accounting 3 hours
ACC 3024/3034 - Intermediate
Accounting I,II 8 hours
ACC 3063 - Tax Accounting I 3 hours
ACC 4013 - Advanced Accounting 3 hours
ACC 4044 - Auditing 4 hours
ACC 4053 - Accounting for Government
and Not-for-Profit 3 hours
BUS 3083 - Business Enterprises Debtor
and Creditor Rights 3 hours
FIN 3033 - Statistical Analysis II 3 hours

Health Services Administration Concentration (24 hours)

HSA 3013 - The U.S. Health Service
System 3 hours
HSA 4013 - Health Service Law & Risk
Management 3 hours
HSA 4023 - Financial Management of
Health Institutions 3 hours
HSA 4033 - Health Service Organization
& Administration 3 hours
HSA 4043 - Health Service Marketing . . 3 hours
MGT 4033 - Administrative Communications
Human Relations 3 hours
MGT 4043 - Organizational Behavior
and Theory 3 hours
School of Business Administration Elective
(Junior or Senior) 3 hours

Marketing/Management Concentration (24 hours)

MGT 3063 - Entrepreneurship and Small
Business 3 hours
MGT 4033 - Administrative Communications
Human Relations 3 hours
MGT 4043 - Organizational Behavior
and Theory 3 hours
MKT 3073 - Professional Selling 3 hours
MKT 4023 - Marketing Management . . . 3 hours
MKT 3083 - Advertising 3 hours
School of Business Administration Elective
(Junior or Senior) 6 hours

Office Administration Concentration (24 hours)

MIS 1043* - Intermediate Typewriting . . . 3 hours
MIS 2023 - Advanced Typewriting 3 hours
MIS 3033 - Word Processing 3 hours
MIS 3053 - Office Technology 3 hours
MGT 4033 - Administrative Communications
Human Relations 3 hours
School of Business Administration Elective
(Junior or Senior) 9 hours

Technical Management Concentration (24 hours)

BUS 3083 - Business Enterprises/Debtor
and Creditor Rights 3 hours
MGT 3033 - Quantitative Operations
Management 3 hours
MGT 4013 - Technical Management
Resources 3 hours
MGT 4023 - Technical Management
Operations 3 hours
MGT 4033 - Administrative Communications
Human Relations 3 hours
MGT 4043 - Organizational Behavior
and Theory 3 hours
MKT 4023 - Marketing Management . . . 3 hours
School of Business Administration Elective
(Junior or Senior) 3 hours

Electives (10-20 hours)

*Equivalent hours in the School of Business Administration must be substituted if these courses are waived because of proficiency.

Total hours required 128

HUMAN SERVICES MAJOR Major (B.A.S. degree)

This major is available to applicants who are non-traditional adult students who have work experience related to the Human Service profession. The program does not include practicum, internship or other field experiences, since experience is presumed to have been obtained on the job. Students must meet the following:

Criteria For Admission Into The Program

1. Evidence of a long-range commitment to a career in the Human Services Area.
2. Evidence of a desire to work on a close personal basis with people.
3. An ACT/SAT score or previous college work that would indicate likelihood of success in the program.
4. At least 24 years of age.

Application materials and admission procedures are available from the admissions office on the main campus in Bolivar or from the center directors of the off-campus centers.

General Education Courses

Major Courses (45 hours)

- PSY 1013 - General Psychology 3 hours
- PSY 2023 - Mental Hygiene 3 hours
- PSY 2063 - Systems of Psychology 3 hours
- PSY 3033 - Abnormal Psychology 3 hours
- PSY 3063 - Human Growth/Development 3 hours
- PSY 3243 - Elementary Statistics 3 hours
- PSY 4023 - Psychology of Personality . . . 3 hours
- PSY 4223 - Psychological Testing 3 hours
- PSY 4313 - Counseling Methods/Practice 3 hours
(Pre-requisite: PSY 3313)
- SOC 1003 - Introduction to Sociology . . . 3 hours
- SOC 2003 - Social Problems 3 hours
- SOC 3003 - The Family 3 hours
- SOC 3073 - Social Psychology 3 hours
- SOC 3083 - Psychological and Sociological
Implications of Mental Retardation . . . 3 hours
- SOC 4033 - Criminology 3 hours

Professional Development (24 hours)

- BUS 1013 - Introduction to Business 3 hours
 - BUS 2013 - Business Communications . . . 3 hours
 - BUS 3073 - Business Law I 3 hours
 - EDU 2113 - Educational Psychology 3 hours
 - FIN 2003 - Consumer Finance 3 hours
 - MGT 3013 - Principles of Management . . . 3 hours
 - MGT 4033 - Personnel Management 3 hours
 - OFA 4053 - Office Management 3 hours
 - PSY 3313 - Introduction to Counseling . . . 3 hours
 - PSY 4033 - Adolescent Development 3 hours
 - PSY 4953 - Industrial and Organizational
Psychology 3 hours
 - PSY 4953 - Organizational Development . . 3 hours
 - PSY 4983 - Counseling Practicum 3 hours
 - SOC 3033 - Rural Sociology 3 hours
 - SOC 3313 - Introduction to Social Work . . 3 hours
 - SOC 4313 - Field Experience in
Social Welfare 3 hours
- (Electives sufficient to bring the degree to at least 128 hours)

OCCUPATIONAL TECHNOLOGY MAJOR

**General Education Requirements (42 hours)
Occupational Technology Courses (45 hours)**

- BUS 3073 - Legal Environment of
Business 3 hours
- FIN 2003 - Consumer Finance 3 hours
- PHI 4043 - Ethics in Decision Making . . . 3 hours
- Approved Coursework* 36 hours

Professional Development (24 hours)

Academic coursework selected to support the vocational and educational needs of students from particular major chosen from the academic disciplines offered by SBU.

Electives (17-23 hours)

(Any approved coursework, academic or technical)

*Coursework in a technical/occupational field which constitutes a complete major or its equivalent from an accredited post-secondary educational program. Reduced to 30 hours with an approved minor or second major.

Total hours required 128

ASSOCIATE OF APPLIED SCIENCE (64 HOURS)

EMERGENCY MEDICAL TECHNOLOGY MAJOR

Those having already completed the emergency medical training will be admitted to the Associate of Applied Science Program on the basis of a current state issued emergency medical license.

Associate of Applied Science Degrees in emergency medical training and paramedical technology are offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through St. John's Regional Health Center and Cox Health Systems. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements.

**General Education Requirements (26 hours)
Emergency Medical Training Courses (36 hours)**

- Emergency Medical Training Core 9 hours
- *Liberal Arts Core 12 hours

(*Must include a core of at least 12 hours from one of three fields (humanities, social science, or science/mathematics).

Free Electives (2-5 hours)

Total hours required 64

PARAMEDICAL TECHNOLOGY MAJOR

Those having already completed the paramedical training will be admitted to the Associate of Applied Science Program on the basis of a current state issued paramedical license.

Associate of Applied Science Degrees in emergency medical training and paramedical technology are offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through St. John's Regional Health Center and Cox Health Systems. Credit is granted for PMT courses upon completion of Southwest Baptist University requirements.

General Education Requirements (26 hours)
Paramedical Technology Courses (36 hours)
Paramedical Technology Core 36 hours
Free Electives (2-5 hours)

Total hours required 64

BUSINESS MAJOR

(Contact the College of Business for detailed information)

General Education Requirements (26 hours)
Major (36 hours)
Free Electives (2-5 hours)
Total hours required 64

OCCUPATIONAL TECHNOLOGY MAJOR

General Education Requirements (26 hours)
Major (36 hours)
(Coursework in a technical/occupational field which constitutes a complete major or its equivalent from an accredited post-secondary educational program.)
Free Electives (2-5 hours)

Total hours required 64

GRADUATE STUDIES

Fred A. Teague, Dean

Office: Taylor 102

Telephone: 326-1710

The Office of Graduate Studies administers graduate programs and courses offered through the colleges and departments of the university. Currently there is a program in education offered through the College of Education and Social Sciences and a program in Health Services Administration offered through the College of Business. Graduate courses are offered by several departments. Courses meet both on the campus and at several off-campus locations. To complete a graduate degree at SBU, the students must meet all general graduate entrance requirements of the university and all specific graduate admission requirements of the school or department offering the degree. The prescribed course of study for the degree must be completed within a specified period of time. The student must maintain a GPA of 3.00 on a 4.00 scale and no grade lower than "C" may be applied to an SBU Master's degree.

Limited graduate transfer work may be accepted from other regionally accredited institutions. Transfer credit is reviewed on a course-by-course basis and is accepted only if a course fits well into a student's plan of study, is current, and the grade was not lower than a "B". A student currently admitted as a degree seeking graduate student who wishes to complete graduate course work at another institution and apply it to a graduate degree at SBU, must have approval of the Office of Graduate Studies prior to taking the work.

Qualified seniors who desire to begin graduate study prior to completion of their baccalaureate degree may do so with special approval. Interested seniors may visit with their department chair or advisor about enrolling in graduate classes.

Limited graduate assistantships are available through departments and offices on the SBU campus. Persons interested in assistantships may contact either the department or the Office of Graduate Studies.

GRADUATE STUDY IN EDUCATION

PURPOSE

Southwest Baptist University offers the Master of Science Degree in Education. The general purpose of the program is to enable the graduate student to achieve improvement in the capability to teach in elementary and secondary schools. The program is designed to assist students in attaining outcomes such as the following:

- Identify schools of philosophical thought and analyze one's personal philosophy of education as it relates to Christian educational thought.
- Identify current educational issues and trends and evaluate and implement sound educational practice.
- Attain proficiency in the areas of educational research, statistical analysis, evaluation, interpretation, and application.
- Demonstrate a sound educational theory as endorsed by application in real classroom situations.
- Develop the ability to investigate, analyze and initiate curricular and instructional change and improvement.
- Become adept at using advanced educational technology in instruction and evaluation.

- Increase teaching expertise and general proficiency in the classroom.
- Become committed to engaging in professional growth and development on a continuing basis.
- Expand subject matter knowledge in one's teaching content field.
- Strengthen one's value system consistent with a high Christian ethical position.

ADMISSION TO THE PROGRAM

General Admission Requirements

All applicants accepted for graduate study must have graduated, or be scheduled to graduate during the current academic year, from a regionally accredited college or university with a baccalaureate degree comparable in content and credit hours with degrees granted by Southwest Baptist University.

Admission to Unclassified Status

Unclassified graduate students are persons taking graduate courses, but not pursuing a Master of Science degree in Education at SBU, and persons who are taking courses prior to admission to an M.S. degree program at SBU. Admission of unclassified graduate students is granted by the Office of Graduate Studies on the basis of the general admission requirements stated above.

Admission to Classified Status Degree Seeking Students

Graduate students in classified status are those who have been admitted to the Master of Science degree program in Education. Persons wishing to pursue the masters degree at SBU should complete the process of admission to a masters degree program as a classified degree seeking student as early as possible in their study--by the second term of their enrollment if possible. Only a limited number of graduate hours taken prior to admission to classified status may apply for completion of a masters degree. At least 15 hours must be completed at SBU after official admission to the degree program. An applicant for admission to the Master of Science degree program may be fully or unconditionally admitted or may be conditionally admitted.

Criteria for full or unconditional admission to the Master of Science degree program in education are:

1. A Missouri Teaching Certificate (PC-1) issued after September 1, 1991, or a Pass for Missouri certification on the NTE, or 1200 (total of Verbal, Quantitative and Analytical) on the GRE.
2. An undergraduate GPA of at least 2.75 on a 4.0 scale.
3. A positive recommendation on admissions from the Graduate Education Admissions Committee.

STEPS to be followed in obtaining admission to the Master of Science degree program are:

Step 1: Submit the following materials to the Office of Graduate Studies:

1. A transcript showing completion of a bachelors degree.
2. Transcript(s) showing any previous graduate study.
3. A Graduate Studies application form.
4. **One** of the following:
 - (a) a copy for the applicant's Missouri Teaching Certificate (PC-1) issued after September 1, 1991, or
 - (b) an official report of scores made on the National Teacher Examination (NTE) or
 - (c) an official report of scores made on the Graduate Record Examination (GRE).

Step 2: Interview or Admission Questionnaire

Upon submission of the application materials indicated above, an admission interview will be scheduled by the Office of Graduate Studies or the applicant will be asked to submit a completed admissions questionnaire.

Step 3: Committee Action

The graduate admissions committee will meet and determine the admissibility of the candidate. One of the following actions will be taken:

1. The candidate may be unconditionally admitted and may proceed to pursue the M.S. degree.
2. The candidate may not be admitted and may not pursue the M.S. degree at SBU.
3. The candidate may be conditionally admitted and may proceed to pursue the M.S. degree if stated conditions are continuously met.

The committee may grant conditional admission to persons who do not fully meet all admissions criteria, but in the view of the committee demonstrate potential for completing the program and making a worthy contribution through teaching.

Step 4: Notification

The Office of Graduate Studies will notify the applicant in writing of the decision of the Graduate Admissions Committee. If the applicant is admitted conditionally, the conditions for continuing in the program will be listed and communicated in writing.

International Students

International students must meet the admission requirements stated in the previous sections. Official record of all higher education, including certificates or degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject. International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

Transfer Credit

Normally, up to twelve graduate semester hours completed at another regionally accredited institution prior to admission to graduate study at SBU may be transferred and applied to the Master of Science in Education degree. These credits must be approved by the student's advisor and the Dean of Graduate Studies. Graduate courses transferred to SBU must have grades of "A", "B", "S", or "P" if they have been completed within the last 7 years and if they are similar to graduate courses offered by Southwest Baptist University. A student currently admitted as a classified graduate student at SBU who desires to complete

graduate course work at another institution and transfer it to SBU must have approval of the advisor and the Dean of Graduate Studies prior to taking the work.

PROGRAM OF STUDY

The degree program consists of 36 semester hours and has three distinct components: a professional core, a research core, and a specialization/cognate area.

The Professional Core

The Professional Core is completed by all students and consists of three courses which total nine semester hours. The Professional Core is based upon the belief that elementary and secondary teachers should grapple with some of the important social, historical and philosophical issues which undergird education in America. It is also based on the assumption that they should practice the fundamentals of how to design and redesign their own teaching and participate meaningfully in school curricular plans. Further, teachers should be thoroughly familiar with how people learn and should possess detailed knowledge of how learning is enhanced in a variety of classroom, laboratory and field environments.

The Professional Core includes the following courses:
 EDU 5013 . . Foundational Perspectives of Education
 EDU 5023 Curriculum Design and Development
 EDU 5033 Learners and the Learning Process

The Research Core

The Research Core is completed by all students and consists of a course and an applied project. The Research Core is based on the belief that teachers in elementary and secondary schools need to be sensitive to the large body of research knowledge now being produced that has direct application to learning in the classroom. Further, teachers need to be able to conduct applied research which will help them understand students and modify their teaching and learning approaches.

As a part of these activities, practical research competencies are developed in applied settings. Students learn how to complete applied research in a class and then make actual application in classrooms or other learning environments.

The Research Core includes the following courses:

EDU 5083 Research and Statistics
 EDU 5093 Master's Project

The Professional Specialization or Cognate Area

The Professional Specialization enables the student to strengthen competency in an area of professional teaching practice.

A Cognate Area consists of work completed in a teaching subject area or an area of practice within teaching. To the degree possible, the cognate area is tailored to the needs of each graduate student. Information as to specific courses that can be used within a cognate area may be obtained from the department offering the cognate area or from the Office of Graduate Studies. The professional specialization/cognate area consists of at least 21 semester hours.

Date Credit Completed

Credit earned within a seven-year period preceding the filing of a plan of study may normally apply to a master's degree at SBU. Courses taken prior to this period must be validated if applied toward degree completion. A description of the validation process is available from the Office of Graduate Studies.

Plan of Study

As early as possible, the degree seeking student should complete, file and obtain approval of an official plan of study. Plan of Study forms are available from the Office of Graduate Studies. The form must be filed prior to enrollment in the 17th graduate credit hour. At least 15 hours must be completed after official admission to the degree program. The student should develop the plan of study in consultation with the advisor. As the student progresses through the program, any necessary changes in the plan of study must have the approval of the same advisor and Dean of Graduate Studies.

Residency Requirements

Graduate courses in Education are offered at selected off-campus sites. To receive the M.S. degree, a minimum of six hours of organized course work (excluding independent study, reading, masters project, internship, and other independently supervised work) must be completed in residence on the campus at Bolivar.

Comprehensive Examination

Each student is required to pass a comprehensive written examination at or near the end of the study for the degree (at least 30 graduate hours should be completed). The examination will test the extent to which the student can analyze, synthesize, evaluate

and apply that which has been learned from the various graduate study experiences. Responses on the examination will be evaluated by a committee of graduate faculty. The examination will be administered by the Office of Graduate Studies, scheduled at least two times annually, and monitored by members of the graduate faculty.

Completion Date

Normally the student is required to complete the degree within five years after filing the plan of study. Any extension of time must have the approval of the Graduate Council.

Graduate Students and Teacher Certification

Persons who have already completed a bachelors degree and desire to obtain a teaching certificate may qualify to do so as graduate students at SBU. An arrangement exists whereby graduate students may work toward completion of the M.S. degree in Education and meet certification requirements concurrently. Graduate students accepted under this arrangement must meet all requirements for admission both to the graduate program and to the teacher certification program, including passing of all sections of the C-BASE test. Persons interested in pursuing a teaching certificate as a graduate student should contact the Chairman of the Department of Education.

GRADUATE STUDY IN HEALTH SERVICES ADMINISTRATION

The College of Business accepts students from diverse undergraduate majors. Admission to the master's program is highly selective. While academic ability is a principal criterion, consideration is also given to a person's experience and aptitude, especially when a student has been away from the academic environment for several years. The program bases admission primarily on the following criteria:

1. an applicant's potential management capability as demonstrated through prior academic performance, writing ability, and references; and
2. an applicant's interest, leadership potential, and commitment to health care management as demonstrated through previous work experience and an interview. Students may be admitted to graduate study in an unclassified or classified status.

ADMISSION TO THE PROGRAM

Unclassified Status Admission

Students who do not wish to pursue a degree but who are eligible for graduate study may take graduate courses. These courses will not necessarily transfer to a degree program at this or other institutions. Applicants with incomplete application files may be placed in this category by the Office of Graduate Studies pending completion of their application file.

Classified Status Admission

Students may be fully admitted or conditionally admitted. Classified status admitted students are in one of four classification categories:

1. **Fully Admitted** - The student meets all admission standards and has been admitted to the program of study.
2. **Academic Probationary Admission** - The student meets all admission standards except that the student does not present a 2.50 grade point average. This student may be admitted as a probationary student pending completion of nine hours of graduate level work with grades of "B" or better.
3. **Senior Admission** - A senior in the last semester of his baccalaureate degree program may enroll for graduate work as a dually-enrolled student if:
 - a. The total number of hours taken does not exceed 16 semester hours, which includes no more than nine semester hours of graduate courses.
 - b. The student has at least a 2.75 grade point average.
 - c. The student completes the bachelor's degree at the end of the semester.
 - d. The student meets all other standards for admission.

A student seeking admission to the Master of Science in Health Services Administration shall meet the following admission standards:

1. Hold a baccalaureate degree from a regionally-accredited college or university.
2. Have an undergraduate grade-point average of at least 2.50 on a 4.00 scale.
3. Submit a completed "Application for Admission to the College of Business Master of Science in Health Services Administration Program."
4. Submit an official transcript of baccalaureate and graduate record from all colleges and universities attended.
5. Pay \$25 transcript evaluation fee.

6. International students must meet the admission requirements stated in the previous sections. Official records of all higher education, including certificates of degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject.

International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

Prerequisites

The prerequisites for the Master of Science in Health Services Administration are as follows:

- o Computer Literacy
- o Accounting Principles I
- o Principles of Management (or approved alternative)
- o Economics Proficiency I or II
- o Statistics Proficiency

An alternative law course would be NUR 4433, "Nursing Practice and Legal Aspects" or another allied health law course.

An alternative management course would be NUR 4413, "Management and Leadership" or another allied health management course.

Transfer Credit

Normally up to six graduate semester hours completed at another regionally-accredited institution may be transferred and applied to the degree. These credits must be comparable to courses offered at Southwest Baptist University and must be approved by the student's advisory committee, school dean, and the Dean of Graduate Studies. Transfer of more than six hours must have the additional approval of the Graduate Council.

DEGREE REQUIREMENTS

Students are eligible to graduate after fulfilling the requirements described below. Students who enroll in another college or university without prior permission of the Dean of Graduate Studies are considered to have withdrawn from Southwest Baptist University.

Students wishing to transfer work from another institution and not withdraw from Southwest Baptist

University, must obtain prior approval from their advisor and from the Director of Graduate Studies within the College of Business.

Master of Science in Health Services Administration

To receive the M.S. degree in health service administration, a student must:

- (1) Meet all graduate admission standards, including completion of a baccalaureate degree, and completion of admission application and file.
- (2) Complete a plan of graduate study consisting of at least 36 semester hours.
- (3) Maintain a graduate level GPA of at least 3.00 on a 4.00 scale. Course grades below a "C" (2.00) will not be accepted for graduate credit.
- (4) Complete an administrative core of 15 hours.
- (5) Complete a research and application core of 6 hours.
- (6) Complete a core of 15 hours in health service administration.
- (7) Complete all degree requirements within a five-year period following admission to the master's degree program.
- (8) Participate in commencement exercises unless absence is approved by the Provost.

PROGRAM OF STUDY

The degree program will consist of 36 semester hours and will have three components: an administrative core, a research and application core, and a health services core.

The Administrative Core (15 semester hours)

The Administrative Core is based upon the belief that experienced administrators should have a common body of knowledge in accounting, economics, ethics, management, and personnel policies on which to build. As such, the administration core will be required of all students in the program. Further, the student is expected to obtain an expertise in management techniques as well as remain knowledgeable of the technical aspects of a medical field.

The Administrative Core will consist of the following courses:

ACC 5013 Managerial Accounting	3 hours
BUS 5013 Administrative Communication . . .	3 hours
ECO 5043 Managerial Economics	3 hours
MGT 5043 Organizational Behavior	
Personnel Supervision	3 hours
PHI 5043 Medical Ethics	3 hours

**The Research and Application Core
(6 hours)**

Increasingly, administrators need to be sensitive to the large body of research knowledge now being produced that has direct application to management decision making. Further, managers need to be able to conduct applied research that will help them understand problem areas and affect needed managerial changes.

A strong research core has intentionally been planned as a part of the program and will be required by all students. The core will develop research competencies in an applied setting. The Research Core consists of two areas: (1) a research methods course, designed to initiate the development of research competencies, and (2) a combination internship/project. The internship-based research project will be defined and initiated after the student completes the research methods course and be concluded in a written report applying scientific research in the student's internship specialization. The internship is both an integrating and the capstone experience within the student's plan of study. The research core will provide the student with the application of knowledge in a working environment.

**The Health Services Core
(15 semester hours)**

The Health Services Core will enable the student to increase competence in administration skills within his chosen field. The Health Services Administration Core is developed with sufficient flexibility to enable some variation in content between the health provider institution's targeted markets. The Health Services Core will consist of three required courses and a selection of two additional courses from a pool of four optional courses. The content of these courses is as follows:

- HSA 5013 Health Service Law and Risk Management 3 hours
- HSA 5023 Financial Management of Health Institutions 3 hours
- HSA 5043 Strategic Planning and Marketing of Health Services 3 hours

The Student Is To Select Two Out of the Following Five Courses:

- HSA 5103 Health Service Systems 3 hours
- HSA 5113 Computer Systems in Health Service Administration 3 hours
- HSA 5123 Long-Term Care Administration . . . 3 hours
- HSA 5133 Total Quality Management 3 hours
- HSA 5143 Current Topics 3 hours

CORRESPONDENCE STUDIES

The Office of Continuing Education offers college credit courses through correspondence and non-credit classes, courses, and programs for the adult learner. Credit courses are part of the College Credit Through Correspondence program. Non-credit educational experiences are designed to meet continuing education needs for which college credit is not required. On occasion, college credit may be offered and earned through a non-credit continuing education experience.

NON-CREDIT CONTINUING EDUCATION

Non-credit educational experiences are offered for Continuing Education Units. The C.E.U. is used as the basic means for recognizing an individual's participation in, and for recording an institution's offering of, non-credit classes, courses, and programs. One C.E.U. requires ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

For further information, contact the Office of Continuing Education, Conference Center, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613-2496.

COLLEGE CREDIT THROUGH CORRESPONDENCE

College credit earned through correspondence can be an integral part of a student's academic program or an individual's out-of-school education. Prior to enrolling in any correspondence course, an on-campus SBU student (i.e., a student who has been officially admitted to the University and is working on a degree) must obtain the approval of his or her academic advisor. An SBU off-campus center student must obtain the approval of his or her center Director. Individuals not officially enrolled in the University may enroll directly through the Registrar's Office. An SBU student may not exceed the maximum credit load through enrolling in correspondence courses. An SBU student may not enroll in more than two correspondence courses at the same time.

Correspondence hours may not apply toward residency requirements. All credit is in semester hours. A maximum of 30 semester hours of college credit through correspondence may be applied to the baccalaureate degree requirements, and 15 semester hours of college credit through correspondence may be applied to the associate degree requirements at SBU provided that the following stipulations are met:

1. **STUDENT STANDING** - An SBU student may not enroll in correspondence provided the student's GPA meets or exceeds the minimum level for the student's class. An SBU student must have approval from the Office of the Provost prior to enrolling if the student is not in good academic standing.

2. **APPLIED CREDIT** - No more than 6 correspondence hours can be applied to the baccalaureate degree during the last 36 hours of coursework. No more than 3 correspondence hours can be applied to the associate degree during the last 18 hours of coursework. Any exception to this policy must be approved by the Provost.
3. **GRADUATION DEADLINE** - All correspondence coursework (including examinations) must be completed and submitted for grading in accordance with regulations for resident classes. If all correspondence work is not completed and submitted by the appropriate date, the University will remove the student's name from the graduation list.

A minimum time of six weeks is required for completion of a 3 credit hour correspondence course, four weeks for a 2 credit hour course, and two weeks for a 1 credit hour course. The maximum time allowed to complete the course, including taking the final exam, is 6 months from the official date of enrollment. A one time 6 month extension may be granted from the expiration date of the course. Any exceptions to this policy must be approved by the Registrar's Office.

Scholarships and Pell grants, Perkins Loans, or other forms of student aid from the U.S. Government are not available through the Office of Continuing Education or Office of Student Financial Planning to be used toward any SBU College Credit Through Correspondence course. All college credit courses listed in SBU's College Credit Through Correspondence Catalog are approved for veterans and other eligible persons covered in the provisions of the G.I. Bill.

All College Credit Through Correspondence courses earn semester credit hours. Some courses have prerequisites. See "Course Description" portion of this catalog for details.

Correspondence Course Tuition and Fees

Tuition (per semester credit hour)	\$75.00
Handling Fee (per course, non-refundable)	15.00
Course Extension Fee (per course)	10.00
On-campus Course Examination Fee (per exam)	5.00

Correspondence Course Refund Policy

A full or partial refund may be granted for a cancelled enrollment or dropped course providing the student contacts the Registrar's Office. Refunds on the tuition charges will be according to the following schedule:

0-10 days 100% of tuition
11-30 days 50% of tuition
After 30 days No refund

Accounting

ACC 1012 - Introduction to Accounting
ACC 2023 - Principles of Accounting I
ACC 2033 - Principles of Accounting II
ACC 2081 - Micro-Computer Applications Spreadsheets
ACC 2091 - Micro-Computer Applications in Accounting

Art

ART 1103 - Design
ART 1203 - Drawing I
ART 1603 - Painting I
ART 2203 - Drawing II
ART 2803 - Art History I
ART 2813 - Art History II

Bible

BIB 1002 - Introduction to Old Testament History
BIB 1012 - Introduction to New Testament History
BIB 1013 - Old Testament History
BIB 1023 - New Testament History
BIB 3043 - Pentateuch
BIB 4033 - Old Testament Prophets I
BIB 4953.1 - Studies in Acts
BIB 4953.2 - Dead Sea Scrolls

Biology

BIO 2214 - Environmental Biology

Business

BUS 1013 - Introduction to Business

Christian Ministries

CHR 3012 - Preaching
CHR 3013 - Ministry in the Church

Communication

COM 3302 - Parliamentary Procedure

Computer Information and Sciences

(It is required that each student taking a computer course will have access to an appropriate computer.)
CIS 1133 - Basic

Discipleship

DIS 2012 - The Christian Faith and Life
DIS 4012 - Applied Christian Living

Economics

ECO 2013 - Principles of Economics I
ECO 2023 - Principles of Economics II
ECO 3053 - International Economics
ECO 4003 - Literacy in Free Enterprise (LIFE)
Economics
ECO 4953 - Managerial Economics

English

ENG 0103 - English Skills
ENG 2203 - The American Novel

Finance

FIN 2203 - Consumer Finance

Fine Arts

FAR 1003 - Introduction to Fine Arts
FAT 1013 - Introduction to Art

Health and Physical Education

HPE 1033 - History and Philosophy of Physical Education and Sport
HPE 1043 - Personal and Community Health
HPE 2022 - Perceptual Motor Development
HPE 2032 - Coaching Volleyball
HPE 2042 - Psychology of Coaching
HPE 2063 - School Health Education
HPE 3013 - Teaching Individual and Dual Sports
HPE 3022 - Coaching of Basketball
HPE 3062 - Coaching of Track and Field
HPE 3132 - Teaching P.E. in the Elementary School
HPE 4002 - Intramural Activities
HPE 4023 - Organization and Administration of Physical Education and Recreation
HPE 4133 - Safety Education
HPE 4951-3 - Special Topics in Physical Education

History

HIS 1113 - Introduction to the History of Western Man
HIS 1123 - Western Man from Renaissance to the 20th Century
HIS 2213 - History of the United States I
HIS 2223 - History of the United States II

Management

MGT 3013 - Principles of Management

Marketing

MKT 3023 - Principles of Marketing

Mathematics

MAT 0113 - Basic Algebra
MAT 1134 - Mathematics for the Liberal Arts Student
MAT 1143 - College Algebra

Music

MUS 1603 - Music Fundamentals
MUS 1613 - Theory I
MUS 1623 - Theory II
MUS 1633 - Survey of Music Literature

MUS 2613 - Theory III
MUS 2623 - Theory IV
MUS 3602 - Analysis of Music Structure
MUS 3612 - Counterpoint
MUS 3622 - Orchestration

Nutrition

NTN 2233 - Nutrition

Political Science

POL 1113 - American Government and Politics

Psychology

PSY 1013 - General Psychology
PSY 2023 - Mental Hygiene
PSY 2063 - Systems of Psychology
PSY 3033 - Abnormal Psychology
PSY 3053 - Child Development
PSY 3063 - Human Growth and Development
PSY 3073 - Social Psychology
PSY 4953.1 - Psychology of Religion
PSY 4953.2 - Industrial/Organizational Psychology

Recreation

REC 1102 - Introduction to Leisure
REC 1113 - Foundations of Community Recreation
REC 1123 - Principles of Church Recreation
REC 3992 - Readings in Recreation

Religious Education

RED 2003 - Introduction to Religious Education

Sociology

SOC 1003 - Introductory Sociology
SOC 2003 - Social Problems
SOC 3003 - The Family
SOC 3033 - Rural Sociology
SOC 3073 - Social Psychology
SOC 4033 - Criminology

Theology

THE 3023 - The Baptist Denomination

COURSE DESCRIPTIONS

Courses offered by SBU are divided into five categories. In general, the following may be considered guidelines:

1. 1000 level courses are primarily for freshman students.
2. 2000 level courses are primarily for sophomore students and those students with essential prerequisites or backgrounds.
3. 3000 level courses are primarily for junior students and those students with essential prerequisites or backgrounds.
4. 4000 level courses are primarily for senior students and those students with essential prerequisites or backgrounds.
5. 5000 level courses are for graduate students and seniors with special approval.

ACCOUNTING

ACC 1012. Introduction to Accounting - 2 hours (Fall, Spring)

An introduction to accounting study including career opportunities. Provides the student a basic understanding of the fundamentals of double-entry accounting. Open to all students except those with prior credit in college level accounting courses.

ACC 2023. Principles of Accounting I - 3 hours (Fall, Spring)

Introduction to financial accounting with emphasis on records and procedures employed in sole proprietorships, partnerships and corporations. Prerequisites: ACC 1012 or passage of an equivalent test, MAT 1143, sophomore standing or consent of instructor.

ACC 2033. Principles of Accounting II - 3 hours (Fall, Spring)

Introduction to the principles of management accounting with emphasis on basic procedures for cost accumulation, cost planning and control, budgeting and decision-making. Prerequisite: ACC 2023.

ACC 2081. Micro-Computer Applications Spreadsheets - 1 hour (On demand)

An introduction to the use of micro-computers in the solution of accounting and business problems using electronic spreadsheets. An individual study. Lab Fee: \$4. Prerequisites: CSC 1103 or MIS 1103, ACC 2023.

ACC 2091. Micro-Computer Applications in Accounting - 1 hour (On demand)

An individual study of financial accounting transactions utilizing a micro-computer practice case. Applications include general ledger, accounts receivable, accounts payable and payroll. Lab fee: \$4. Prerequisites: CSC 1103, ACC 2023.

ACC 2951-4. Special Topics in Accounting - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

ACC 3003. Cost Accounting - 3 hours (Fall)

Introductory course emphasizing cost accumulation by specific order, process and overhead cost methods as managerial tools in control and decision-making. Prerequisite: ACC 2033.

ACC 3013. Managerial Accounting - 3 hours (Spring)

Emphasis on how accounting data can be interpreted and used by management in planning and controlling business activities, such as improving management practices, behavior of costs, budgeting and accounting analysis. Prerequisite: ACC 3003 or consent of instructor.

ACC 3024. Intermediate Accounting I - 4 hours (Fall)

Comprehensive study of current accounting principles and their application to the measurement and the reporting of selected assets with emphasis on their effect on income and expense recognition. Prerequisite: ACC 2033.

ACC 3034. Intermediate Accounting II - 4 hours (Spring)

Continuation of ACC 3024 with emphasis on the liability and the stockholders' equity sections of the balance sheet. Includes a study of financial statement analysis and the cash flow statement. Prerequisite: ACC 3024.

ACC 3063. Tax Accounting I - 3 hours (Fall)

Course deals with federal tax laws. Primary emphasis placed upon research of federal tax treatment and tax planning of business transactions in the preparation of individual tax returns. Prerequisite: ACC 2033.

ACC 3073. Tax Accounting II - 3 hours (On demand)

Continuation of ACC 3063. Course deals with federal tax laws as they pertain to partnerships, corporations, gifts, estates, and trusts. Special emphasis on research of tax treatment and tax planning of capital changes, securities, pensions, foreign income and specially taxed entities. Prerequisite: ACC 3063.

ACC 4013. Advanced Accounting - 3 hours (Fall)

Study of financial accounting principles as applied to partnerships, consolidations, foreign exchange and selected specialized areas of accounting practice. Prerequisite: ACC 3034.

ACC 4044. Auditing - 4 hours (Spring)

Emphasis on the objectives of audits, duties and obligations of the auditor, principles and procedures utilized in conducting an audit. Prerequisite: ACC 3034.

ACC 4053. Accounting for Government and Not-For-Profit Entities - 3 hours (Spring)

Study of the accounting principles applicable to federal, state and local government units and other not-for-profit organizations; emphasis on the use of funds in recording and analyzing unit operations. Prerequisite: ACC 3034 or consent of instructor.

ACC 4061-4. CPA Problems - 1-4 hours (On demand)

Review of accounting principles including analysis and study of representative questions from previous CPA examinations. Course may be repeated not to exceed a total of 4 hours. Prerequisite: 23 hours of accounting including ACC 3013 and ACC 4013.

ACC 4951-4. Intensive Study in Accounting - 1-4 hours (On demand)

Topics vary with each offering, therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

ACC 4981-3 Internship in Accounting - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

ACC 4991-3. Independent Study in Accounting - 1-3 hours (Fall, Spring)

Independent study of some problem or area not covered in organized courses under the direction of a department member in whose field of specialization the problem area lies. Prerequisites: 3.00 GPA in major field, Junior or Senior standing and approval of department chairman.

ACC 5013. Managerial Accounting - 3 hours (Fall, Spring)

The application of accounting principles and techniques to managerial planning and controlling activities. Areas emphasized will include behavior of cost, budgeting, accounting analysis, and improving managerial tools used in decision-making. Prerequisite: Accounting Principles.

ART

Art 1103. Design - 3 hours (Fall)

Investigation of line, shape, value, texture and color. Emphasis on form, color problems, and spatial relationships.

ART 1203. Drawing I - 3 hours (Fall, Spring)

An introduction to basic principles of composition, proportion and perspective. Emphasis on objective representation, methods and materials.

ART 1303. Photography I - 3 hours (Fall, odd years, Spring)

An in depth study of the use of camera and dark room equipment. Covers composition, weddings, portraits, matting, developing and enlarging in black and white. Emphasis on creativity. Must have access to a 35 mm camera or may rent one from the Department.

ART 1403. Ceramics I - 3 hours (Fall, Even Years)

An introduction to the fundamentals of pottery; hand building, throwing and glazing. Lab fee \$10.

ART 1503. Sculpture I - 3 hours (Spring, Odd Years)

An introduction to the basic techniques of three-dimensional design with plaster, clay, wood, stone and metal. Lab fee \$10. Prerequisite: ART 1103, consent of instructor.

ART 1603. Painting I - 3 hours (Spring)

Fundamental techniques with emphasis on oil techniques and representational methods. Studio course. Lab TBA. Prerequisite: Art 1103, 1203, or consent.

ART 2103. Printmaking - 3 hours (Fall, odd years)

An introduction to the basic tools, materials and processes of relief, intaglio and history of early printmaking. Lab fee \$10. Prerequisite: ART 1103, or consent.

ART 2203. Drawing II - 3 hours (Fall, Spring)

Further investigation of media and imagery. Emphasis on creative use of, and experimentation with, drawing media. Prerequisite: ART 1203.

ART 2213. Life Drawing - 3 hours (Spring, odd years)

Concentration on accurate and creative representations of the human figure. Prerequisite: ART 1203.

ART 2303. Photography II - 3 hours (Spring, even years)

Further exploration of photography; studio with emphasis on creative approaches to imagery, content and technique. Black and white. Prerequisite: ART 1303.

ART 2403. Ceramics II - 3 hours (Fall, even years)

Study of ceramic techniques with emphasis on wheel throwing, glaze testing and decoration techniques. Lab fee \$10. Prerequisite: ART 1403.

ART 2503. Sculpture II - 3 hours (Spring, odd years)

Development of techniques in a variety of three-dimensional projects. Emphasis on originality. Prerequisite: ART 1503.

ART 2513. Fibers - 3 hours (Spring, odd years)

An introduction to the fundamentals on non-loom weaving, macrame and other fiber sculpture, emphasis on design. Prerequisite: ART 1103.

ART 2603. Painting II - 3 hours (Spring)

Further exploration of painting; studio with emphasis on creative approaches to imagery, content and technique. Prerequisite: ART 1603.

ART 2703. Commercial Design I - 3 hours (Fall, odd years)

A studio utilization of the elements of design with emphasis on commercial application, commercial processes and methods; use of design elements in preparing art work for mass production; emphasis on camera-ready techniques. Prerequisite: Art 1103.

ART 2713. Commercial Design II - 3 hours (Spring, even years)

Problems in layout design and preparation of camera-ready artwork in one, two and three colors. Emphasis on creativity and technique. Prerequisite: ART 2703.

ART 2803. Art History I - 3 hours (Fall, odd years)

Illustrated study of architecture, painting, sculpture and applied arts from prehistoric times to the Italian Renaissance.

ART 2813. Art History II - 3 hours (Spring, even years)

Illustrated study of architecture, painting, sculpture and applied arts from 14th through 20th century.

ART 3203. Advanced Drawing Studio I - 3 hours (On demand)

Advanced problems in drawing. Emphasis on creativity. Prerequisite: ART 2203.

ART 3213. Advanced Drawing Studio II - 3 hours (On demand)

Continuation of Art 3203.

ART 3303. Advanced Photography Studio I - 3 hours (On demand)

Advanced problems in photography using slide film. Prerequisite: ART 2303.

ART 3313. Advanced Photography Studio II - 3 hours (On demand)

Advanced problems using negative film. Prerequisite: ART 3303.

ART 3403. Advanced Ceramics Studio I - 3 hours (Consent of instructor.)

Study of ceramics from Neolithic Period to the present day with emphasis on perfecting ceramic techniques, glaze, calculation and creativity. Lab fee \$10.

ART 3413. Advanced Ceramics Studio II - 3 hours (Consent of instructor)

Continuation of ART 3403.

ART 3503. Advanced Sculpture Studio I - 3 hours (Consent of instructor)

Advanced problems in three-dimensional media. Emphasis on creativity. Prerequisite: ART 2503.

ART 3513. Advanced Sculpture Studio II - 3 hours (Consent of instructor)

Continuation of ART 3503.

ART 3603. Advanced Painting Studio I - 3 hours (On demand)

Advanced studies in studio problems. Time and topic arranged by student and instructor. Prerequisite: ART 2603 or 3633.

ART 3613. Advanced Painting Studio II - 3 hours (On demand)

Continuation of ART 3603.

ART 3623. Watercolor Painting - 3 hours (Spring, odd years)

Fundamentals of watercolor media and methods. Prerequisite: ART 1103 and 1203.

ART 3703. Advanced Commercial Design Studio I - 3 hours (On demand)

Advanced problems in commercial design. Emphasis on the marketplace. Prerequisite: ART 2703 & 2713.

ART 3713. Advanced Commercial Design Studio II - 3 hours (On demand)

Continuation of ART 3703.

ART 3723. Illustration Techniques - 3 hours (Fall, even years)

A study of contemporary illustration techniques of various drawing, painting, and mixed media. Prerequisite: ART 2203.

ART 4203. Advanced Drawing Studio III - 3 hours (On demand)

Continuation of ART 3203.

ART 4213. Advanced Drawing Studio IV - 3 hours (On demand)

Continuation of ART 4203.

ART 4303. Advanced Photography Studio III - 3 hours (On demand)

Advanced problems in photography in color, and black and white.

ART 4403. Advanced Ceramics Studio III - 3 hours (Consent of instructor)

Continuation of ART 3413.

Art 4503. Advanced Sculpture Studio III - 3 hours (Consent of instructor)

Continuation of ART 3513.

ART 4603. Advanced Painting Studio III - 3 hours (On demand)

Continuation of ART 3613.

ART 4613. Advanced Painting Studio IV - 3 hours (On demand)

Continuation of ART 4603.

ART 4703. Advanced Commercial Design Studio III - 3 hours (On demand)

Continuation of ART 3713.

ART 4713. Advanced Commercial Design Studio IV - 3 hours (On demand)

Continuation of ART 4703.

ART 4963. Practicum in Commercial Art - 3 hours (On demand)

Research and observation of the job market in a specific commercial art project. Prerequisite: Sophomore and Consent of instructor.

ART 4983. Internship in Commercial Art - 3 hours (On demand)

On the job training in a professional setting. Prerequisite: ART 4963, Senior and consent of instructor.

ART 4951-4. Special Topics - 1-4 hours

Selected problems for the advanced student in one topic.

ART 499(1-3). Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies or creative art projects with specific topics approved by department chairman.

Methods in Art Education (K-12) (Fall)

(See EDU 4512)

ART 5013. The School Art Curriculum - 3 hours

A study of the art curriculum for grades K-12, individual research projects, and practice in curriculum design.

ART 5023. Drawing Studio I - 3 hours

A study of individual problems in drawing to improve the drawing techniques of class participants.

ART 5213. Drawing Studio II - 3 hours

A continuation of course 5023.

ART 5303. Photography Studio I - 3 hours

Problems in color, and black and white photography related to the development of personal techniques.

ART 5313. Photography Studio II - 3 hours

A continuation of course 5303.

ART 5403. Ceramics Studio I - 3 hours

The development of personal ceramics techniques related to the individual need of class participants.

ART 5413. Ceramics Studio II - 3 hours

A continuation of course 5403.

ART 5503. Sculpture Studio I - 3 hours

Work in media of all dimensions to meet the personal needs of class participants.

ART 5513. Sculpture Studio II - 3 hours

A continuation of course 5503.

ART 5603. Painting Studio I - 3 hours

Advanced study in all media designed to extend the skills of class participants.

ART 5613. Painting Studio II - 3 hours

A continuation of course 5603.

ART 5703. Commercial Design Studio I - 3 hours

Advanced projects in commercial design related to teaching and the job market.

ART 5713. Commercial Design Studio II - 3 hours

A continuation of course 5703.

ART 5923. Readings in Art History - 3 hours

Independent reading in a period of art history or the historical development of an art genre. Readings culminate in a series of critical essays. May be repeated for a total of six hours credit.

ART 5993. Independent Study in Art - 3 hours

Advanced studies or creative art projects in specific topics approved by the department chair. May be repeated for a total of six hours.

BIBLE

BIB 1002. Introduction to Old Testament History - 2 hours (Fall, Spring)

Historical survey of the Old Testament with additional emphasis on God's redemptive activity. For non-religion majors.

BIB 1012. Introduction to New Testament History - 2 hours (Fall, Spring)

Historical survey of the New Testament with additional emphasis on understanding God's redemptive activity. For non-religion majors.

BIB 1013. Old Testament History - 3 hours (Fall)

Survey of national and religious life of the Hebrews. Reading of source material in the Old Testament concerned with the history of people from the earliest time to the period of restoration. Required for majors in the College of Christian Studies but open to others with the consent of the professor.

BIB 1023. New Testament History - 3 hours (Spring)

Survey of the New Testament with background study in the interbiblical period. Required for majors in the College of Christian Studies but open to others with the consent of the professor.

BIB 2033. Old Testament Hymnic and Wisdom Literature - 3 hours (Fall, even years)

Historical and exegetical study of the wisdom literature in the Old Testament: Job, Psalm, Proverbs, Ecclesiastes, and Song of Solomon. Prerequisite: BIB 1002 or 1013.

BIB 2053. Early Pauline Epistles - 3 hours (Fall, odd years)

Historical and exegetical study of Paul's epistles to the Thessalonians, Corinthians and Galatians. Prerequisite: BIB 1012 or 1023.

BIB 2063. Later Pauline Epistles - 3 hours (Fall, even years)

Historical and exegetical study of Romans, Paul's prison and pastoral epistles. Prerequisite: BIB 1012 or 1023.

BIB 2093. Bible Study Methods - 3 hours

See DIS 2093 for course description.

BIB 3043. Pentateuch - 3 hours (Fall, even years)

Study of the first five books of the Bible with special attention given to introductory problems leveled against the Pentateuch. Prerequisite: BIB 1002 or 1013.

BIB 3083. Hebrews and General Epistles - 3 hours (Spring, even years)

Historical and exegetical study of Hebrews and the general epistles. Prerequisite: BIB 1012 or 1023.

BIB 4003. Biblical Archaeology - 3 hours (Spring, even years)

An introduction to the methods and results of archeology in relation to the Bible. Prerequisites: BIB 1002/1012/ or 1013/1023.

BIB 4013. The Master Plan of Discipleship and Prayer - 3 hours

See DIS 4013 for course description.

BIB 4023. Life and Teachings of Christ - 3 hours (Spring, odd years)

Study of life and teaching of Christ as presented in the four gospels. Prerequisites: BIB 1012, or 1023 and Junior standing or consent of instructor.

BIB 4033. Old Testament Prophets I - 3 hours (Fall, odd years)

Study of the function and message of the Old Testament prophets from the beginning of the prophetic movement in the Israel through the Assyrian period. Prerequisites: BIB 1002 or 1013 and Junior standing or consent of instructor.

BIB 4043. Old Testament Prophets II - 3 hours (Spring, even years)

Continuation of the study and function of the Old Testament prophets from the Babylonian through the Persian period. Prerequisite: BIB 1002 or 1013 and Junior standing or consent of instructor.

BIB 4951-4. Intensive Studies in Bible - 1-4 hours

Investigation of selected books of the Bible and/or biblical themes. Areas of study will vary from year to year (the course can be taken more than once.) Prerequisites: BIB 1002/1012 or 1013/1023 and Junior standing or consent of instructor.

BIOLOGY

BIO 1101. Introduction to Medical Technology - 1 hour

A practical experience designed to introduce prospective students to the various areas of a hospital laboratory. Instruction will include a brief orientation to professional organizations, medical ethics, phlebotomy, medical terminology and allied health interrelationships. Emphasis will include an overview of the various laboratory sections and performance of some lab test with correlation to disease states. Limited to 12 students per semester. Course offered once a year at St. John's Regional Health Center. Lab fee \$20 payable to St. John's Regional Health Center at the first session. This fee is not refundable.

BIO 1114. General Biology I - 4 hours (Fall, Spring)

Presents the basic facts and principles for all beginning students of biology at the college level. Three lectures, one laboratory each week. Lab fee \$32.

BIO 1115. Honors Biology - 5 hours (On demand)

An honors-level course presenting the basic facts and principles of biology. Topics covered will include cell structure and function, genetics, plant structure, physiology, and animal anatomy and physiology. Four lectures, one lab each week. Lab fee \$40. Prerequisite: ACT score of 25 in Science Reasoning.

BIO 1124. General Biology II - 4 hours (Spring)

Continuation of BIO 1114 with emphasis on survey of the animal and plant kingdoms. Three lectures, one laboratory each week. Lab fee \$32.

BIO 2204. Human Anatomy and Physiology I - 4 hours (Fall, Spring)

An introduction to the study of form and function of the human body. This course is the first in a two semester sequence. Particular attention will be given to cells, tissues, metabolism, skeletal system, muscular system and circulatory system, respiratory system, digestive system and metabolism. Three lectures, one laboratory each week. Lab fee \$24. Prerequisite: BIO 1114 or ACT of 24 in Science Reasoning.

BIO 2213. Introduction to Microbiology - 3 hours (Spring)

An introduction study of general principles and microbiology, with an emphasis on the morphology, physiology, and taxonomy of microorganisms. Special emphasis on disease producing bacteria, viruses, and fungi. Topics in applied microbiology, immunology, sterilization and disinfection are introduced. Two lectures, one laboratory each week. Lab fee \$24. Prerequisites: One course in biology, one course in chemistry. NOTE: A student who takes BIO 2213 and 3314 will receive credit only for BIO 3314.

BIO 2214. Environmental Biology - 4 hours (Winterfest)

An objective contemporary study of the environment and man's effect upon it. A holistic approach is taken in studying relevant problems relating to population growth, pollution, and the presentation of natural ecosystems.

BIO 2223. Invertebrate Zoology - 3 hours (Spring)

Examination of the morphology, physiology and taxonomy of the invertebrates. Two lectures, one laboratory each week. Lab fee \$24.

BIO 2234. General Botany - 4 hours

A study of the plant world. Fungi, algae, bryophytes, seedless vascular plants, gymnosperms, and angiosperms will be studied with regard to their life history, morphology, physiology, and taxonomic relationships. Three lectures, one lab each week. Prerequisite: BIO 1114 or consent of instructor.

BIO 2951-4. Special Topics - 1-4 hours

BIO 3304. Human Anatomy and Physiology II - 4 hours (Spring)

This course is a continuation of Biology 2204. Emphasis will be placed on the nervous system, endocrine system, circulatory system, lymphatic system, urinary system, fluid, electrolyte, acid-base balance and the reproductive system. Three lectures, one laboratory each week. Prerequisite: BIO 1114 or BIO 2204 or consent of instructor.

BIO 3314. Microbiology - 4 hours (Fall)

A study of the cultural characteristics, morphology, metabolism, taxonomy, and infection of microorganisms, with emphasis on methods of isolation, growth, and identification. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: One course in biology, one course in chemistry.

BIO 3322. Introduction to Immunology - 2 hours (Spring, odd years)

Fundamental principles of immunology and serology. The structure and function of the immune system, antigen-antibody interaction, other serological reaction, immunoglobulin formation, and immunosuppression. Two lectures each week. Prerequisite: BIO 3314.

BIO 3323. Genetics - 3 hours (Fall)

Consideration of the nature, transmission, variation, and action of the hereditary material in relation to the laws and theories of heredity in both plants and animals. Three lectures each week. Prerequisite: Two courses in biology.

BIO 3334. Introduction to Ecology - 4 hours (Spring, even years)

Study of the relations of animals and plants to each other and to their environment. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: Two courses in biology or consent of instructor.

BIO 3335. Comparative Vertebrate Anatomy - 5 hours (Fall)

Comparative study of organs and organ systems of selected representative vertebrates. Three lectures, two laboratories each week. Lab fee \$40. Prerequisite: Two courses in biology.

BIO 3344. Vertebrate Physiology - 4 hours (Spring, even years)

Study of the functional process of vertebrate organs and organ systems and their physiological integration. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: Two courses in biology, one course in chemistry.

BIO 3353. Plant Taxonomy - 3 hours (Spring, even years)

Study of the principles of classification and the use of keys in the identification of the local seed plants. Two lectures, one laboratory each week. Lab fee \$24.

BIO 3364. Biochemistry (CHE 3364) - 4 hours (Spring)

A study of the chemistry and metabolism of biologically important compounds. Includes the biochemistry of proteins, nucleic acids, lipids, and carbohydrates, and the energetics of living organisms. Three lectures and one laboratory each week. Lab fee \$32. Prerequisite: CHE 3314.

BIO 3374. Pathogenic Microbiology - 4 hours (Fall, odd years)

The study of pathogenic microorganisms, their mode of transmission, infection, and control as they relate to humans. Bacterial, viral, fungal, and parasitic diseases will be studied. Three lectures, one laboratory per week. Lab fee \$32. Prerequisite: BIO 3314.

BIO 3384. Histology - 4 hours (Fall, even years)

A systematic cytological and histological study of animal tissues and organs with an introduction to basic histological procedures. Two lectures, two laboratories each week. Lab fee \$32. Prerequisites: BIO 2203, 3303, or 3335.

BIO 3454. Plant Physiology - 4 hours (Spring, odd years)

Study of the principal physiological processes in plants. Topics include respiration, photosynthesis, biosynthesis of cellular constituents, mineral nutrition, transpiration, translocation, water relations, growth and development, hormones, and plant responses to environmental variation. Three lectures, one lab each week. Lab fee: \$32. Prerequisite: BIO 2234.

BIO 4404. Pathophysiology - 4 hours (Fall)

The study of human diseases and the mechanisms that govern them. Four lectures each week. Prerequisites: BIO 2203, BIO 3303, and Junior standing or permission of instructor.

BIO 4414. Freshwater Biology - 4 hours (Spring, odd years)

Study of the freshwater ecosystem. The course is designed to include four major areas: water chemistry, including characteristics of lakes, rivers, and streams; plankton, including algae and zooplankton; fisheries; and aquatic entomology. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: Two courses in biology.

BIO 4444. Vertebrate Embryology - 4 hours (Spring, odd years)

Study of the embryological development of the vertebrate and controlling mechanisms involved. Two lectures, two laboratories each week. Lab fee \$32. Prerequisites: Two courses in biology or consent of instructor.

BIO 4471. Seminar in Biology - 1 hour (Fall)

Investigation of biological literature related to selected topics and presentation of scientific material for group discussion and evaluation. One session each week. Prerequisite: Biology major or minor with 20 hours of biology.

BIO 4481-3. Biological Investigations - 1-3 hours (Fall, Spring)

Opportunity for qualified biology majors to conduct investigations in association with staff members on an acceptable phase of biology. By arrangement. Lab fee \$8-24. Prerequisites: Biology major or minor, junior standing, and departmental consent.

BIO 4951-4. Special Topics - 1-4 hours (On demand)

Intensive studies of special topics in biology. Topics will vary from time to time. The course may be repeated for different topics. Credit hours will be determined at the time of course planning. Lab fee will be based on course.

BIO 4991-3. Independent Studies - 1-3 hours (Fall, Spring)
Advanced studies of specific topics arranged by departmental chairman.

Methods of Teaching Science in the Secondary School (see EDU 4522)

BUSINESS

BUS 1013. Introduction to Business - 3 hours (Fall, Spring)
Introduction to the characteristics and practices of business in the American free enterprise system, including the environments of business and career opportunities in business. Open to all students except School of Business Administration juniors and seniors.

BUS 2013. Business Communications - 3 hours (Fall, Spring)
Development of sound judgment, forceful expression and practical psychology in writing business letters and reports. Emphasis is placed on both principles and practice. Prerequisites: ENG 2213, typing proficiency.

BUS 2951-4. Special Topics in Business - 1-4 hours (On demand)
Topics will vary with each offering. Therefore, the course may be repeated for credit.

BUS 3073. Legal Environment of Business I - 3 hours (Fall)
Ethical, Social and Legal issues in business environment. The development and resolution of contemporary issues found in the business environment. Emphasis on the perspective and systematic approach to the law to such issues. Topical areas: legal history, reasoning, procedure; environmental, administrative, criminal, and tort law; law of contracts, law of sales. Prerequisite: Must have a junior or senior standing.

BUS 3083. Business Enterprise/Debtor & Creditor Rights - 3 hours (Spring)
Legal alternatives in the structuring of the business enterprise and its relationships with employees. The rules of law governing financial transactions in today's business and personal affairs. Topical areas: agency, partnerships, corporation, personal property, real property, bailments, intellectual property rights, commercial paper, secured transactions and bankruptcy. Prerequisite: BUS 3073 and must have a junior or senior standing.

BUS 4951-4. Intensive Study in Business - 1-4 hours (On demand)
Topics will vary with each offering; therefore, the course may be repeated for credit. Prerequisites: Junior or senior standing and departmental approval.

BUS 4981-3. Internship in Business - 1-3 hours (Fall, Spring, Summer)
Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and the department chairman.

BUS 4991-3. Independent Study in Business - 1-3 hours (Fall, Spring)
Independent study of some problem or area not covered in the organized courses under the direction of a faculty member in whose field of specialization the problem or area lies. Prerequisites: 3.00 GPA in major field, junior or senior standing and the approval of the department chairman.

BUS 5013. Administrative Communication - 3 hours
The study of administrative communications specifically from the perspective of personnel management. Recruitment, selection, interviewing, testing and training, development, supervision, and performance evaluation are the major areas emphasized.

BUS 5983. Internship in Administration - 3 hours (Fall, Spring)
Academically planned and supervised work experience (160 hours) in area(s) of the student's specialization, approved by a graduate faculty member. A paper will be required that applies the scientific method to basic or applied research in the student's specialization. Prerequisite: FIN 5083

CHEMISTRY

NOTE: A student who takes CHE 1104 and 1115 will receive credit for only CHE 1115.

CHE 1104. Principles of Chemistry - 4 hours (Fall)
Fundamentals of chemistry, i.e., atomic structure, chemical periodicity, terminology, equations, kinetics, energy relationships, nuclear, and descriptive chemistry. Three lectures, one laboratory each week. Does not satisfy the major or minor requirements for chemistry. Lab fee \$32. Prerequisite: High School Algebra.

CHE 1114. Principles of Organic and Biological Chemistry - 4 hours (On demand)

Continuation of CHE 1104 including introduction to and general principles of organic chemistry, their reactions and derivatives; study of biochemical processes including energetics and metabolism. Does not satisfy the major or minor requirements for chemistry. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 1104 or consent of instructor.

CHE 1115. General Chemistry I - 5 hours (Fall)

A study of the fundamental laws and theories involved in chemical changes. Topics will include atomic theory, thermochemistry, and nuclear chemistry. Stress will be on the solving of mathematical problems which illustrate the principles of chemistry. The course is designed principally for students planning on careers related to the natural sciences. Four lectures, one laboratory each week. Lab Fee \$40. Prerequisite: College Algebra or concurrent enrollment.

CHE 1125. General Chemistry II - 5 hours (Spring)

A continuation of CHE 1115 covering chemical equilibrium, oxidation-reduction, acid-base theory, thermodynamics, and qualitative inorganic analysis. Four lectures, one laboratory each week. Lab fee \$40. Prerequisite: CHE 1115 with minimum grade of "C".

CHE 2951-4. Special Topics in Chemistry - 1-4 hours (On demand)

Topics of special interest not available to the student from the traditional course offerings. May be repeated as the topics change. Lab fee \$8-24 as necessary. Prerequisite: CHE 1125.

CHE 3304. Organic Chemistry I - 4 hours (Fall)

Study of the theory and mechanisms of the basic reactions of organic compounds and their derivatives. Emphasis on alkyl halides, alkanes, alkenes, stereochemistry, alicyclics, alkynes, and dienes. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 1125 or CHE 1114.

CHE 3314. Organic Chemistry II - 4 hours (Spring)

Continuation of CHE 3304. Emphasis on aromatic compounds, interpretive spectroscopy, alcohols, carboxylic acids and their derivatives, aldehydes, ketones, amines, and ethers. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 3304.

CHE 3324. Physical Chemistry I - 4 hours (Fall, even years)

Study of physicochemical systems, kinetic theory, thermodynamics, chemical equilibria, and solutions. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: CHE 1125, MAT 1195, and consent of instructor.

CHE 3334. Physical Chemistry II - 4 hours (Spring, odd years)

Study of experimental and theoretical chemical kinetics, statistical mechanics, electrochemistry, molecular structure, and quantum chemistry. Topics chosen to provide maximum benefit to the students enrolled. Three lectures, one laboratory period. Lab fee \$32. Prerequisite: CHE 3324.

CHE 3345. Analytical Chemistry - 5 hours (Spring)

Study of the fundamental principles of quantitative analytical chemistry including basic statistics. An intensive laboratory experience which applies these principles to gravimetric, volumetric, colorimetric, chromatographic, and electroanalytical determinations. Three lectures, two labs each week. Lab fee \$40. Prerequisite: 14 semester hours of chemistry or consent of instructor.

CHE 3354. Instrumental Analysis - 4 hours (Fall, odd years)

Study of the basic principles of instrumental methods of analysis. Topics studied include optical methods, chromatographic methods, electrochemical methods, and selected other modern methods. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: CHE 3345, CHE 3314, or consent of the instructor.

CHE 3364. Biochemistry (BIO 3364) - 4 hours (Spring)

A study of the chemistry and metabolism of biologically important compounds. Includes the biochemistry of proteins, lipids and carbohydrates, nucleic acids, and the energetics of living organisms. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 3314, CHE 3345 or consent of instructor.

CHE 3371. Seminar in Chemistry I - 1 hour (Spring)

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 18 semester hours of chemistry.

CHE 4414. Advanced Inorganic Chemistry - 4 hours (On demand)

Principles and theories of modern inorganic chemistry, including group theory, bonding, and coordination chemistry; relationships of the periodic table. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: 18 hours of chemistry and consent of instructor.

CHE 4424. Qualitative Organic Analysis - 4 hours (On demand)

Identification of organic compounds via chemical and physical properties, functional group tests, spectroscopy, and derivatives. Two lectures, two laboratories each week. Lab fee \$32. Prerequisite: CHE 3314.

CHE 4471. Seminar in Chemistry II - 1 hour (Spring)

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 24 hours of chemistry.

CHE 4481-3. Undergraduate Research in Chemistry - 1-3 hours (Fall, Spring)

Independent research investigations. May be repeated with consent of department. Lab fee \$8-24. Prerequisite: 23 hours of chemistry.

CHE 4951-5. Special Topics in Chemistry - 1-5 hours (On demand)

Topics of special interest not available to student in the traditional course offerings. Courses could include such topics as advanced organic chemistry, applied descriptive inorganic chemistry, nuclear chemistry, molecular structure, interpretive spectroscopy, quantum chemistry, and polymer chemistry. May be repeated as topics change. Lab fee \$8-40, as necessary. Prerequisites: Determined by the nature and the level of topic studied.

CHE 4991-3. Independent Study - 1-3 hours

Intensive individual study in areas of chemistry not usually covered in the normal curriculum. Prerequisites: Determined by the nature and the level of topic studied.

Methods of Teaching Science in the Secondary Schools.

(See EDU 4522)

CHRISTIAN MINISTRIES

CHR 1043. Life Style Evangelism - 3 hours (Spring)

Biblical background, study of historical examples, actual field training in life style evangelism.

CHR 2043. Basic Evangelism - 3 hours (Fall)

Introduction to the basic facets of church evangelism including biblical basis, techniques and approaches with some emphasis on personal evangelism, mass evangelism, radio and T.V. Prerequisite: Sophomore standing or consent of instructor.

CHR 2712. Songleading for Small Churches - 2 hours

See MUS 2712 for course description.

CHR 2783. Worship and Song in the Church - 3 hours (Fall)

This course is a historical survey of the worship practice and hymnody of the major Christian denominations with an emphasis on planning worship for today's churches.

CHR 2900-3. Mono-Cultural Church Planting and Evangelism Project - 1-3 hours

Participation in a mission project to an English speaking group of one's own ethnic group. It must be approved by the department head.

CHR 2910-3. Cross-Cultural Church Planting and Evangelism Project - 1-3 hours

Participation in a mission project to either a non-English speaking group or a group of different ethnic origin. It must be approved by the department head.

CHR 3011. Preaching Lab - 1 hour (Fall)

Practice in preparing and delivering sermons. Audio and video recording of sermons preached in the lab provide a basis for self-study. Prerequisite: CHR 3012, or taken simultaneously with CHR 3012.

CHR 3012. Preaching - 2 hours (Fall)

A study of the task of preaching the Christian message to today's world. Some attention may be given to other types of religious communication. This course should be taken simultaneously with CHR 3011.

CHR 3013. Ministry in the Church - 3 hours (Fall, Spring)

Study of the work of the various ministers of the local church with special attention given to the work of the minister of the word (pastor). Prerequisite: BIB 1002, 1012 (or 1013, 1023)

CHR 3022. Pastoral Counseling - 2 hours (Spring)

Practical course designed to give the advanced student the theological basis out of which the function of pastoral counseling grows. Beginning skills in pastoral counseling will be introduced. Prerequisite: CHR 3013 or consent of instructor.

CHR 4003. Expository Preaching - 3 hours (Spring)

A study is made of the expository method of preaching. Sermons by recognized expository preachers are considered. Each student develops expository sermons and presents one sermon for video taping and review. Prerequisites: CHR 3011, CHR 3012.

CHR 4012. (See DIS 4012)

CHR 4951-4. Special Topics in Christian Ministries - 1-4 hours

A focus on a special topic of interest in the area of Christian Ministry. Areas of study will vary from year to year. (May be taken more than once).

CHR 4981-3. Christian Ministries Internship - 1-3 hours (Fall, Spring)

Guidance of an intern in direct relationship to field work. Internships may be done in the following areas: Associational, chaplaincy, pastoral, church secretarial, missions and other approved areas. Prerequisite: Approval of Director, In-Service Training.

COMMUNICATION

COM 1103. Fundamentals of Speech Communication - 3 hours (Fall, Spring)

Foundations of speech communication. Special attention to the theory and practice of effective preparation and delivery of public speeches is given.

COM 2203. Voice and Diction - 3 hours (Fall)

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103.

COM 2213. Honors Fundamentals of Speech Communication - 3 hours (On Demand)

Foundations of speech with emphasis upon speech preparation and delivery. Exploration of classical and contemporary rhetorical principles.

COM 2223. Argumentation and Debate - 3 hours (Fall)

Emphasis on methods and theories of argumentation and debate. Attention to research, analysis, case building and oral participation. Prerequisite: COM 1103 or high school debate experience.

COM 2233. Introduction to Public Relations - 3 hours (Fall)

Emphasis upon understanding the theoretical foundations of public relations. Attention to practical methods and steps in conducting the processes and activities of public relations.

COM 2951-3. Special Topics - 1-4 hours

COM 3302. Parliamentary Procedure - 2 hours (Summer, Fall on demand)

Theory and practice of principles of parliamentary procedure. Special emphasis to duties of presiding officers, voting, conducting meetings.

COM 3303. Oral Interpretation of Literature - 3 hours (Fall)

Emphasis on theory and practice of reading works of literature from the printed page. Prerequisite: COM 1103.

COM 3313. Advanced Public Speaking - 3 hours (Spring)

Advanced study of preparation and delivery of various speech types. Special attention to extemporaneous and manuscript speaking.

COM 3323. Introduction to Disorders of Communication - 3 hours (On demand)

Introductory study of disorders of speech, language, and audition.

COM 3343. Media Production - 3 hours (On demand)

Systematic study of audio in media to provide a broad theoretical and practical foundation in techniques related to radio, television, film and music production. Prerequisites: COM 1103, 2203.

COM 3351. Intercollegiate Forensics and Debate - 1 hour

Participation in intercollegiate debate and forensics program. May be repeated; however, only 6 hours may count toward a major. Instructor's permission required.

COM 3363. American Public Address - 3 hours (Spring, on demand)

Historical and critical study of leading American speakers, their speeches and philosophies. Individual research and analysis. Prerequisite: COM 1103.

COM 3373. Newspaper Writing and Editing - 3 hours (Spring)

An emphasis upon the essentials of journalism writing. Special attention to principles and skills required to gather, write and edit newspaper stories.

COM 3383. Small Group Communication - 3 hours (Fall)

Systematic study and practice of principles of effective communication in groups. Exploration of dynamic variables and features unique to small group interaction. Public discussion formats are also explored.

COM 3393. Interpersonal Communication - 3 hours (Summer, January)

Theory and practice of effective interpersonal encounters. Special attention to listening, language, self-perception, interviewing, and nonverbal communication.

COM 4413. Forensics - 3 hours (On demand)

Laboratory practice and techniques for coaching contest speaking events: oratory, extemporaneous speaking, interpretation, and after-dinner speaking. Prerequisite: COM 2223.

COM 4951-4. Special Topics - 1-4 hours**COM 4961-3. Practicum - 1-3 hours****COM 4971-3. Symposium - 1-3 hours****COM 4981-6. Internship - 1-6 hours****COM 4991-3. Independent Studies - 1-3 hours**

Advanced studies of specific topics arranged through consultation with the department chairperson.

Methods of Teaching Speech in the Secondary Schools

(See EDU 4552).

COMPUTER AND INFORMATION SCIENCES**CIS 1103. Introduction to Computing - 3 hours (Fall, Spring)**

An introduction to the components of computer systems and their applications. Special emphasis is given to microcomputer systems and to the following common microcomputer applications: systems software, word processors, desktop publishing software, electronic spreadsheets and business graphics, database management systems, and communication software. The course includes two lecture periods and one structured lab session per week. Lab fee \$12. Prerequisite: Typing Proficiency.

CIS 1113. COBOL - 3 hours (Fall, odd years)

Development of application programs using structured COBOL syntax and concepts. Emphasis on solutions of business problems. Lab fee \$12. Prerequisites: MAT 1143

CIS 1123. FORTRAN - 3 hours (Spring, even years)

Development of application programs using structured FORTRAN syntax and concepts. Emphasis on solutions of scientific and mathematical problems. Lab fee \$12. Prerequisite: MAT 1143 or equivalent.

CIS 1133. Visual BASIC - 3 hours (Spring, odd years)

This course presents the Visual BASIC programming language and instruction in development and execution of computer programs for a variety of problems using the microcomputer. Lab fee \$12. Prerequisite: MAT 1143 or equivalent.

CIS 1141. Introduction to Unix - 1 hour (Fall)

This course provides an introduction to the UNIX operating system, basic utilities, file management and account management. Included are an overview of the login procedure, examination of the file and directory structure, the most commonly used utilities and the emacs text editor. The course is lab based. Lab Fee \$4.

Prerequisites: None

CIS 1144. Computer Science I - 4 hours (Fall)

This course introduces the concepts of computer programming and problem solving and the associated ideas of algorithms and data structures. It is designed to provide the serious computer science student with basic skills and a solid foundation for further study. Includes an introduction to the C/C++ programming language. Three lectures, one lab per week. Lab fee \$16. Prerequisite: MAT 1143 or concurrent enrollment. Corequisite: CIS 1141 for CIS majors.

CIS 1154. Computer Science II - 4 hours (Spring)

This course is a continuation of CIS 1144 with emphasis upon good programming methodology (software engineering). The data structures of linked lists, stacks, queues, and trees are developed along with an introduction to file structures. Recursion, searching, and sorting algorithms are analyzed for order as well as time and space efficiency. Parallel sorting and searching algorithms are introduced. C/C++ is utilized for programming. Three lectures and one lab per week. Lab fee \$16. Prerequisites: CIS 1144 and MAT 1143 or equivalent. Corequisite: MAT 1173.

CIS 2202. Unix 0 2 hour (Spring, even years)

This course investigates the Unix operating system, its facilities, capabilities and characteristics. Included are an overview of the operating system and its associated utilities, and the development of scripts for both the Bourne and C shells. The course also examines standard text editors, text formatters and task management tools. Lab Fee \$8.

CIS 2213. Introduction to Systems Analysis and Design - 3 hours (Spring)

Study of the phases of the structured analysis and design of a system project using structured design tools. Lab fee \$12. Prerequisites: A 100-level programming language course.

CIS 2233. Machine Organization - 3 hours (Fall)

A survey of the electronic and mechanical components of a computer, including processing units, memory, and I/O devices. Also includes an introduction to assembly language programming. Lab fee \$12. Prerequisites: CIS 1153.

CIS 2951-3. Special Topics - 1-3 hours (On demand)

Selected topics of special interest in the field of computer science. May be repeated. Lab fee when appropriate. Prerequisite: Approval of Department Chairman or 6 hours in computer science.

CIS 3303. Systems Management - 3 hours (Fall, odd years)

This course examines the issues and challenges involved in managing and integrating user application across multiple computer platforms. The course includes an overview of the characteristics, capabilities, and limitations of the most commonly used operating systems; installation and management of user applications on a variety of platforms, across local and wide area networks, and the challenges associated with integration of multiple applications across these platforms, in particular the use of OLE and DDE, and management of dynamic link libraries. Lab fee \$12. Prerequisite: CSC 1103

CIS 3313. Advanced Systems Analysis and Design - 3 hours (Fall, even years)

This course presents an advanced study of analysis and design methodologies, techniques, and tools. Topics include object-oriented methodologies, prototyping, client/server architectures, Joint Application Development, Rapid Application Development, human interface design, and CASE. A project based approach is utilized. Lab fee \$12. Prerequisite CIS 2213.

CIS 3333. Advanced Data Structures - 3 hours (Fall)

This course presents an advanced study of abstract data types and data structures. Topics include lists, stacks, queues, graphs, binary search trees, AVL trees, B-trees, file structures and external sorting. Ada is utilized for programming assignments. Lab fee \$12. Prerequisite: CIS 1153, Junior standing.

CIS 3343. Networks - 3 hours (Spring)

This course examines the physical and conceptual structures underlying local and wide area networks. Topics include serial communication, network topologies and architectures, transmission protocols and error and flow control mechanisms. Included in the course is the development of an application for interprocess communication independent of process location. Lab fee \$12. Prerequisites CIS 3333

CIS 3353. Survey of Programming Languages and Artificial Intelligence - 3 hours (Spring, odd years)

Survey of programming languages including their structure, syntax, semantics, uses and design. Methods used for representing knowledge will be studied including algorithms for learning. Lab fee \$12. Prerequisite: CIS 3333.

CIS 4001. Cooperative Education in Computer Science - 1 hour (Fall, Spring, Summer)

Part time on-the-job experience in the areas of analysis, design, programming, and maintenance. Credit will only be available for jobs with employers having a cooperative education agreement with the University. Course may be repeated up to six times. Credit hours may count toward the major only with the approval of the department chairman and the cooperative education coordinator. Prerequisites: Acceptance into the Computer Science Cooperative Education Program, placement with an employer participating in the Cooperative Education Program, and permission of the Cooperative Education Coordinator.

CIS 4413. Database Management Systems Design - 3 hours (Spring)

A study of the concepts and structures necessary to design and implement a database management system. Lab fee \$12. Prerequisites: CIS 3333

CIS 4423. Operating Systems - 3 hours (Spring, even years)

Introduction to the design and architecture of operating systems. Lab fee \$12. Prerequisite: CIS 3333

CIS 4433. (MAT 4433). Numerical Analysis - 3 hours (Fall, even years)

A study of finite differences, numerical integration, matrix operations, numerical solutions of linear systems and differential equations and curvefitting. Lab fee \$12. Prerequisite: MAT 2264

CIS 4462. Applied Design & Programming I - 2 hours (Fall)

A comprehensive applications project conducted by an individual or team of students. Students will be responsible for an orderly definition, design, and beginning coding of a practical software package. Lab fee \$12. Prerequisites: CIS 3333 and senior standing.

CIS 4472. Applied Design & Programming II - 2 hours (Spring)

A continuation of CIS 4462. Students will be responsible for completion of coding, implementation, and testing of software package begun in CIS 4462. Lab fee \$12. Prerequisite: CIS 4462

CIS 4951-3. Special Topics - 1-3 hours (On demand)

Selected topics of special interest in the computer science field. May be repeated. Lab fee when appropriate. Prerequisite: Approval of department chairman or 18 hours in computer science.

CIS 4991-3. Independent Studies - 1-3 hours**DISCIPLESHIP****DIS 2012. The Christian Faith and Life - 2 hours (Fall, Spring)**

An introduction to the Biblical view of the character and lifestyle of the Christian person with an emphasis on the basic disciplines of the Christian life.

DIS 2013. Prayer in Biblical Perspective - 3 hours (Spring, odd years)

A study of the significance, principles, and problems of prayer as a practical discipline. Emphasis will be given to the prayer life and prayer teachings of Jesus, as well as the selected Old Testament prayers and those of Paul the Apostle. Prerequisites: BIB 1002, 1012, (or 1013 and 1023) or consent of instructor.

DIS 2023. Practical Discipleship - 3 hours (Fall, each year; Spring, even years)

This course deals with what it means to live the disciplined life under the Lordship of Christ. Special attention is given to developing a personal devotional life, other methods of internalizing Scripture, and time management. No prerequisites.

DIS 2033. Basic Church Growth - 3 hours (Fall)

An introduction to the basic principles of church growth as they apply in American churches and the application of those principles to the real church situation. Prerequisites: BIB 1013, 1023 (or 1002, 1012) and RED 2003.

DIS 2093. Bible Study Methods - 3 hours (Fall, odd years; Spring)

A practical course on methods of Bible Study where the student is instructed in several methods of studying the Scriptures as well as principles of Biblical hermeneutics. Prerequisites: BIB 1002 and 1012 (or 1013 and 1023).

DIS 3013. The Making of a Disciple - 3 hours (Spring)

The ministry of making committed followers of Christ, including the vision for discipling, the evangelizing and discipling process, and how to implement disciple training in a local church, mission or youth program. Prerequisite: DIS 2023 or consent of instructor.

DIS 3033. Christian Missions - 3 hours (Fall, even years)

The study of Christian Mission--Biblical motivation, historical advance, basic philosophy and present situation. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

DIS 3043. Principles of Church Planting - 3 hours (Spring, even years)

A serious examination of the biblical foundations and practical skills necessary to begin a new church in various cultures. Prerequisites: Planned Involvement in a Summer Mission Project (CHR 2900 or 2910).

DIS 4012. Applied Christian Living - 2 hours (Fall, Spring)

The practical application of the history and theology of the Bible in Christian service within the areas of ethics, evangelism, stewardship, discipleship, and church-manship. Prerequisites: BIB 1002, 1012 or 1013, 1023; DIS 2012; and 90 hours of course work.

DIS 4013. The Master Plan of Discipleship and Prayer - 3 hours (Spring, even years)

A study of the principles of discipleship and prayer laid down by Jesus Christ in the Sermon on the Mount recorded in Matthew chapters five through seven. Special emphasis will be given to the character qualities and prayer life of those training in discipleship and the Christian ministry. Prerequisites: DIS 2012 and 3013 or the consent of instructor.

DIS 4053. Reaching Unchurched Youth

See course description under RED 4053.

DIS 4063. Church Renewal - 3 hours (Spring, odd years)

A comparative study of contemporary church with the early Church in Acts, and group projects investigating both SBC and non-SBC churches which are experiencing times of spiritual renewal. Prerequisites: BIB 1002 and 1012 (or 1013 and 1023), DIS 2012.

DIS 4951-4. Intensive Studies in Discipleship - 1-4 hours

A focus on a special topic of interest in the field of Discipleship or Church Growth. Topics will vary from year to year. (May be taken more than once). Prerequisites: Consent of instructor.

DIS 4981-4. Discipleship Internship - 1-4 hours

An annual six-week intensive summer internship in discipleship training, character development, and evangelism with the view of planting a new church through neighborhood Bible studies. Prerequisites: DIS 2023, or 3013 and the instructor's recommendation.

ECONOMICS

ECO 2013. Principles of Economics I - 3 hours (Fall)

Study of the basic principles of economics designed to give a broad understanding of the economy. Emphasis upon aggregate problems and issues (macroeconomics) considered important to the nation. Prerequisite: Sophomore standing.

ECO 2023. Principles of Economics II - 3 hours (Spring)

A study of economic principles with emphasis upon microeconomics. Includes a study of economics of the firm, consumer demand theory and current problems. Prerequisite: Sophomore standing.

ECO 2061. SIFE Practicum - 1 hour (Fall, Spring.)

Students in Free Enterprise (SIFE) is a national collegiate educational organization. Students will design and implement projects to educate various segments of the public about the nature and benefits of our American economic system. This course is a hands-on learning experience which will help develop the participant's communication and management skills.

ECO 2951-4. Special Topics in Economics - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

ECO 3023. Money and Banking - 3 hours (Spring)

Study of history and present characteristics of money and banking structure in the United States. Emphasis upon monetary policy as it affects economic activity. Prerequisites: ECO 2013 and 2023.

ECO 3043. Managerial Economics - 3 hours (Spring)

Combines the basic tools used by economists with techniques common in other business disciplines. This course deals with how decisions are made in order to achieve an organization's goals. It emphasizes use of quantitative techniques to solve production, marketing, management, and financing problems. Prerequisites: ECO 2013, ECO 2023, and FIN 3023.

ECO 3053. International Economics - 3 hours (Fall)

A study of the theory, recent history, and current problems of international trade. International economic institutions and policies are analyzed. Prerequisite: ECO 2013 and 2023.

ECO 3063. Capital and Credit Markets - 3 hours (On demand)

The principles involved in the market structure of interest rates along with the source and uses of funds in the financial markets. Prerequisite: ECO 3023.

ECO 4003. Literacy In Free Enterprise (LIFE) Economics - 3 hours (Fall, Spring)

This General Education course will help the student develop an understanding of economic systems based on freedom. It will emphasize the importance of individual initiative and involvement in day-to-day community and business matters. Developing literacy about individual responsibility in personal and community decision-making is a primary concern. NOTE: For non-business majors; does not meet School of Business Administration requirements. Not available to students who have taken a previous economics course. Prerequisite: Junior standing.

ECO 4951-4. Intensive Study in Economics - 1-4 hours (On demand)

Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisite: Junior or senior standing and departmental approval.

ECO 4981-3. Internship in Economics - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to students' educational preparation at SBU. Written reports will be required from students and performance reports will be provided by the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior or senior standing and approval of the faculty advisor and the department chairman.

ECO 4991-3. Independent Study in Economics - 1-3 hours (Fall, Spring)

Independent study of a topic not covered in the regular curriculum under the direction of a faculty member in whose field of specialization the area lies. Prerequisite: 3.0 GPA in major field, junior standing, and approval of department chairman.

ECO 5043. Managerial Economics - 3 hours

Combines basic microeconomic theory with statistical methods to provide a basis for practical application of economic theory. This course provides insight into how decisions are made in an organization that maximizes efficiency in attaining desired objectives. Particular attention is given to using quantitative methods to choose optimal production, marketing, management and finance options. Prerequisite: Economics Proficiency

EDUCATION

NOTE: EDU 2113 and EDU 2313 are prerequisites for admission to upper-level elementary and secondary education courses by all students seeking State Teacher Certification. Either EDU 2113 or 2313 must be taken at Southwest Baptist University. EDU 3333 must be taken at Southwest Baptist University. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

EDU 2113. Educational Psychology - 3 hours (Fall, Spring)

Study of social and behavioral theory, including the nature of educational psychology, measurement, personality, the classroom as a social system, learning, and instruction. Prerequisites: ENG 1113 and 2213, or ENG 1123. Should be enrolled concurrently in field work.

EDU 2111. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Winterfest, Spring)

Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 2121. Field Work in Elementary School - 1 hour (Fall, Winterfest, Spring)

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 2131. Field Work in Middle School/Jr. High School - 1 hour (Fall, Winterfest, Spring)

Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 2141. Field Work in Secondary School - 1 hour (Fall, Winterfest, Spring)

Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 2243. Health, Safety and Nutrition for the Young Child - 3 hours (Fall)

Provides information about current concepts in the fields of health, safety, and nutrition and their relationship to the young child; includes application of principles of health, safety, and nutrition for young children. Prerequisite: EDU 2113 or concurrent enrollment.

EDU 2313. Foundations of Education - 3 hours (Fall, Spring)

The course presents major issues of schooling and education basic to a professional preparation. Areas included are philosophy, history of American education, administration, governance, financing, legal aspects, social issues, and current topics in the field. Prerequisites: EDU 2113 or concurrent enrollment; ENG 1113 and 2213, or ENG 1123.

EDU 2333. Teaching in the Preschool - 3 hours (Spring)

Introduction to the study of early childhood education and child care programs including history, curriculum, teaching methods and resources. Prerequisites: EDU 2113 and 2313 or concurrent enrollment; PSY 3053 and EDU 2381, and must be taken concurrently with EDU 2391.

EDU 2343. Emergent Language - 3 hours (Fall) (replaced EDU 2342- Lang Acquisition & Develop)

To provide understandings of the ways in which young children learn both oral and written language; to provide a working knowledge of the learning environment necessary for these learnings to develop naturally; to consider the cultural and societal influences upon language learning; and therefore, to gain these understandings from a sociopsycholinguistic theoretical base. Prerequisite: EDU 2113 or concurrent enrollment. Sophomore standing.

EDU 2353. Children's Literature - 3 hours (Spring) (replaced EDU 3012-Children's Literature)

Study of children's literature with demonstrations of teaching literature in the elementary school. Prerequisites: EDU 2113, 2313 or concurrent enrollment, and EDU 2343. Sophomore standing.

EDU 2381. Practicum - Child Development - 1 hour (Fall)

Observation and participation with children in a laboratory setting. Provides experience in applying the most effective techniques and diagnostic evaluation procedures for maximum growth in the physical, social, emotional, and mental development of the child. Lab fee \$10. Prerequisites: EDU 2113 or concurrent enrollment and must be taken concurrently with PSY 3053.

EDU 2391. Practicum - Teaching in the Preschool - 1 hour (Spring)

Provides field work and student participation with children in a laboratory setting. Involves planning and teaching daily activities and a weekly unit that incorporates the use of literature, art, science, music, mathematics, language, and motor skills which are developmentally appropriate for the preschool child. Diagnostic evaluation procedures are used. Students are supervised by course instructor and Child Study Center teachers. Lab fee \$10. Prerequisites: EDU 2113 and EDU 2313 or concurrent enrollment; PSY 3053 and EDU 2381; and must be taken concurrently with EDU 2333.

EDU 2483. Home, School, and Community Involvement - 3 hours (Spring)

Exposes student to the history, current trends and issues of parent and community involvement in the schools. Utilizes materials, techniques and resources for the improvement of home, school, and community involvement in the education of children. Prerequisites: EDU 2113, 2313, 2333, 2381, 2391 and PSY 3053; or consent of instructor.)

EDU 2951-3. Special Topics in Education - 1-3 hours

An intensified approach to selected education topics or subject matter not regularly offered by the department. Prerequisite: Consent of department head.

Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have completed successfully EDU 2113 and EDU 2313 or their equivalents, have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education.

EDU 3002. Teaching Social Sciences in the Elementary School I - 2 hours (Fall)

(REPLACED EDU 4012, TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL)

A study of social sciences in the elementary school, with emphasis on methods and techniques of presenting important concepts from the several disciplines comprising the social sciences. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3022. Teaching Social Sciences in the Elementary School II - 2 hours (Spring)

(REPLACED EDU 4012, TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL)

A study of social sciences in the elementary school, with emphasis on methods and techniques of presenting concepts from geography and economics. The focus will be on the five central themes of geography and the four major concepts of economics. Assessment of social studies skills in geography and economics will be addressed. Prerequisites: EDU 2113, 2313, 3002, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3114. Teaching Reading/Language Arts in the Elementary School I- 4 hours (Fall)

(REPLACED EDU 3112, TEACHING LANG ARTS IN ELE SCH; EDU 3113, TEACHING READING IN ELE SCH; EDU 3613/ELE, Teaching Reading in the Content Areas-Ele; and EDU 4313, Diagnosis and Correction of Reading Disabilities)

Explores the rationale for integrating the teaching of the language arts (reading, writing, speaking, and listening) in today's elementary classroom. Prerequisites: EDU 2113, 2313, 2343, 2353 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3124. Teaching Reading/Language Arts in the Elementary School II - 4 hours (Spring)

(REPLACED EDU 3112, EDU 3113, EDU 3613/ELE, AND EDU 4313)

Emphasizes application of the principles of integrated language arts teaching throughout content areas. Preservice teachers will plan instruction and prepare materials to be used to foster developmental and functional reading strategies which enable students to use reading as a tool to learn in various content areas. Preservice teachers will

also assess and evaluate students with diverse needs. Prerequisites: EDU 2113, 2313, 2343, 2353, 3114 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3143. Integrating Art, Music and Physical Education into the Elem Classroom - 3 hours (Fall, Spring)
Designed to enable the student to integrate art, music and physical education into the elementary school classroom. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) (Child and Family Education majors and minors must have consent of instructor.)

EDU 3162. Teaching Integrated Math\Science in the Elementary School I - 2 hours (Fall)
(REPLACED EDU 3172, TEACHING MATH IN ELE SCH, AND EDU 4092, TEACHING SCIENCE IN ELE SCH)
Study of methods of teaching and integrating math and science in the elementary school with a particular emphasis on process inquiry skills. Prerequisites: EDU 2113, 2313, two (2) college level math courses above MAT 1113, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (Chemistry {CHE}, earth {PHS}, or physics {PHY} with a lab and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3182. Teaching Integrated Math\Science in the Elementary School II - 2 hours (Spring)
(REPLACED EDU 3172 AND EDU 4092)
Study of methods of teaching and integrating math and science in the elementary school with a particular emphasis on process inquiry skills. Prerequisites: EDU 2113, 2313, 3162, two (2) college level math courses above MAT 1113, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (Chemistry {CHE}, earth {PHS}, or physics {PHY} with a lab and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3212. Screening, Diagnosis, and Prescription in Early Childhood Education - 2 hours (Fall)
A study of methods, procedures, and instruments used in early childhood for screening and diagnosing individual children in order to prescribe specific learning activities. Prerequisites: EDU 2113, 2313, 2333, 2343, 2381, 2391, PSY 3053 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) (Child and Family Education majors and minors must have consent of instructor.)

EDU 3311. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Spring)
Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3321. Field Work-Elementary School - 1 hour (Fall, Spring)
Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3331. Field Work in Middle School/Jr. High School - 1 hour (Fall, Winterfest, Spring)
Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3333. Principles and Methods of Secondary School - 3 hours (Fall, Spring)
Emphasis on the basic teaching methods, the teaching of critical thinking skills, analysis of various teaching models, analysis of learners and the learning process, and development of communication skills. EDU 3333 must be taken at SBU. A field-based component (fieldwork) must be taken concurrently. (If a Middle School Certification Program is approved, EDU 3333 will be offered only in the fall or spring, not both semesters.) Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of Education section.)

EDU 3341. Field Work in Secondary School - 1 hour (Fall, Winterfest, Spring)
Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3411. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Spring)
Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113, 2313, previous field works, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3421. Field Work in Elementary School - 1 hour (Fall, Spring)

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113, 2313, previous field works, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3431. Field Work in Middle School/Jr. High School - 1 hour (Fall, Spring)

Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirement. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3441. Field Work in Secondary School - 1 hour (Fall, Spring)

Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

EDU 3613. Teaching Reading in the Content Areas - 3 hours (Fall)

Designed to assist middle school/junior high and/or secondary teachers in the use of functional reading strategies which enable students to use reading as a tool to learn in various content areas. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 3813. Elementary Music Education - 3 hours (Spring)

Study of administrative teaching techniques and survey of materials for teaching music in elementary grades. Examination of musical concepts and skills appropriate at each age or learning level. Training in use of piano, recorder, autoharp, and fretted instruments. Prerequisites: EDU 2113, 2313, MUS 1621 and 1623 (music majors and minors only), and Teacher Education requirements. (See requirements listed at the beginning of Education section.)

EDU 3833. Behavior and Classroom Management - 3 hours (Fall/Spring)

Designed to introduce the student to procedures for managing the classroom, including organization, administration, and communication. Methods of discipline and behavior management are explored for various levels of teaching and with individuals, small and large groups under varying conditions. The development of knowledge and attitudes that will enhance teachers' ability to develop pupil self-esteem and confidence are addressed. One section offered for elementary teachers during the fall semester, and one section offered for middle school/junior high and/or secondary teachers during the spring semester. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4112. Teaching Writing - 2 hours (Block-Fall, Spring)

This course is designed to stress the teacher's role in the writing process and introduce writing activities that may be implemented in the classroom for different areas of the curriculum. A variety of instructional approaches to teaching children to write will be addressed. The course will focus on writing as process and product. Students will experience assessing students' writing. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

EDU/RED 4203. Administration of Early Childhood Programs - 3 hours (Fall, odd years.)

This course is a functional study of the administrative techniques, responsibilities, and professional guidelines for establishing and directing an early childhood program. Prerequisites: EDU 2113, 2313, 2333, 2381, 2391 and PSY 3053; or RED 2003, 2033 and 3043; or consent of instructor.

EDU 4463. Foundations of Middle School - 3 hours (On sufficient demand)

A focus on the historical and philosophical foundations of the traditional junior high and subsequent middle school movement emphasizing a connection between practice and research. Prerequisites: EDU 2113 and 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 45__ . Methods in First Teaching Field - 2-3 hours

Methods are offered in the following academic areas: art, business, English, health and physical education, mathematics, music, science, social studies and speech. See individual course description below.

EDU 4512. Methods of Teaching Art, PK-12 - 2 hours (Fall)

Understanding motivation, materials and techniques in school art programs. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4513. Methods of Teaching Mathematics in the Secondary School - 3 hours (Spring)

Theory and application of current practices in teaching mathematics in secondary schools. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4522. Methods of Teaching Science in the Secondary School - 2 hours (Spring)

Methods of teaching science in the secondary school with emphasis on the most recent teaching techniques. A survey of the various curriculum studies. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4523. Methods of Teaching Business Subjects in the Secondary School - 3 hours (Fall)

Designed to analyze instructional techniques and procedures utilized in teaching business subjects. Special attention is given to objectives, subject-matter content, instructional materials, class activities and methods of evaluating in typewriting, accounting, shorthand, office practice and general business. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4533. Methods of Teaching Health and Physical Education, 5-12 - 3 hours (Fall)

Teaching methods; selection of activities; program planning; emphasis on development of a progressive curriculum (restricted to health and physical education majors and minors.) Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4542. Methods of Teaching Social Studies in the Secondary School - 2 hours (Spring)

Exploration of basic concepts within each of the social sciences and possible teaching methods. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4543. Methods of Teaching Writing in the Secondary School - 3 hours (Fall, odd years)

Theory and application in the teaching of writing in secondary schools with emphasis on the writing process. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4552. Methods of Teaching Speech in the Secondary School - 2 hours (Spring, odd years)

Emphasis on principles, techniques and problems that are unique in teaching speech. Unit and course plans are developed for all areas of speech. Attention is given to directing forensic and dramatic activities. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4562. Methods of Teaching Instrumental Music in the Secondary School - 2 hours (Spring, odd years)

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching instrumental music in secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313 and 3333 or concurrent enrollment; MUS 1621 and MUS 1623; and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4563. Methods of Teaching Foreign Language - 3 hours (On sufficient demand)

Study of methods of teaching modern languages in public school. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4573. Methods of Teaching Vocal Music in the Secondary School - 3 hours (Fall)

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching vocal music in secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, and 3333 or concurrent enrollment; MUS 1621 and MUS 1623; and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

EDU 4823. Media and Computer Education - 3 hours (Fall, Spring)

The course focuses on knowledge and skills which: (1) make a person computer literate; (2) enable one to use computers in a variety of personal applications; (3) equip a person to use computers in teaching and learning, and (4) enable one to make effective use of a wide variety of media and technological systems in teaching. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Lab fee \$20.

EDU 4832. Tests and Measurement - 2 hours (Block-Fall, Spring)

Study of history of measurement, statistical terms and processes used in education, principles of constructing teacher-made tests and examination of various testing programs for public school systems. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

EDU 4842. The Exceptional Child - 2 hours (Block-Fall, Spring)

The mentally, emotionally, and physically exceptional child is studied. Diagnosis and methods of teaching gifted, mentally retarded, visual and sound-impaired, learning disabled, and physically handicapped children and children with communication and behavior problems are included. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

EDU 4915. Student Teaching in the Elementary School I - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4925)

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4925. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

EDU 4925. Student Teaching in the Elementary School II - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4915)

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4915. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. (Student Teaching Fee: \$150).

EDU 4935. Student Teaching in the Secondary School I - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4945)

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4945. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

EDU 4945. Student Teaching in the Secondary School II - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4935)

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4935. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. (Student Teaching Fee: \$150)

EDU 4951-3. Special Topics in Education - 1-3 hours (On demand)

An intensified approach to selected education topics or subject matter not regularly offered by the department. Prerequisites: EDU 2113, 2313 and consent of department head.

EDU 4983. Internship in Child and Family Education - 3 hours (Fall, January, Spring, Summer)

Provides experience with a cooperative program of business or other related employment in the area of Child and Family Studies. Students will spend 120 clock hours in the internship program. Prerequisites: Child and Family Education major with senior standing and 2.0 GPA. Students should apply during their junior year and have consent of early childhood instructor and coordinator of clinical experiences.

EDU 4991-3 Independent Studies (Elementary Majors) - 1-3 hours (On demand)

Advanced studies of specific topics arranged by department chairperson. Prerequisites: EDU 2113, 2313 and consent of department head.

EDU 5012. Teaching Social Sciences in the Elementary School I - 2 hours
(See EDU 3002)

EDU 5013. Foundational Perspectives of Education - 3 hours

A study of the major foundations of education, including historical, philosophical, sociological, moral and ethical bases. Also included is study of current educational theory as viewed from a Christian perspective.

EDU 5022. Teaching Social Sciences in the Elementary School II - 2 hours
(See EDU 3022)

EDU 5023. Curriculum Design and Development - 3 hours

The study of principles and theory of curriculum design and procedures for developing curriculum in elementary and secondary education. Emphasis is on the role of the teacher in curriculum development in local school. Review of literature relating to curriculum development and study of current school curriculum guides is an important part of the course.

EDU 5033. Learners and the Learning Process - 3 hours

A study of how students learn with emphasis on current theories of learning, the relationship between learning and development, the characteristics of learners and effective methods for measuring learning. The overarching purpose of the course is to enhance endeavors of teachers to improve student learning.

EDU 5083. Research and Statistics - 3 hours

Concepts of research design, methodology, sampling techniques, internal and external validity, the scientific method in educational problem solving, and statistical treatment. Included are assumptions underlying the use of statistical tests, selection of appropriate statistical techniques, calculations of statistics, and the interpretation of the results of the analysis. Critical analysis and evaluation of published educational research studies and the writing of educational proposals are major components.

EDU 5093. Masters Research Project - 3 hours

The Master's Research Project consists of a field-based research project centering upon a practical problem of special interest to the student. The student will identify the problem and develop a proposed research plan, conduct the research under supervision (usually in one's place of work), and develop a comprehensive research report. The report will be presented orally and the written report will be bound and placed in the University Library. Prerequisite: EDU 5083.

EDU 5112. Teaching Writing - 2 hours

(See EDU 4112)

EDU 5114. Teaching Reading/Language Arts in the Elementary School I - 4 hours

(See EDU 3114)

EDU 5124. Teaching Reading/Language Arts in the Elementary School II - 4 hours

(See EDU 3124)

EDU 5162. Teaching Integrated Math\Science in the Elem School I - 2 hours

(See EDU 3162)

EDU 5182. Teaching Integrated Math\Science in the Elem School II - 2 hours

(See EDU 3182)

EDU 5203. Curriculum Methods in Early Childhood Education - 3 hours

Exploration of the subject of early childhood programming, with a focus on the importance of preparing materials and learning techniques to advance the physical, emotional, and cognitive development of young children. Emphasis is on adapting materials and methods of the needs of young children.

EDU 5213. Screening and Evaluation in Early Childhood Education - 3 hours

Assessment of young children, including training in interpretation and critical evaluation of standardized tests. Emphasis is on examination and appropriate use of development tests and alternative assessment procedures.

EDU 5223. Issues and Trends in Early Childhood - 3 hours

Current trends and issues in early childhood education with emphasis on the study of research and recent findings in the development, modification and implementation of programs for young children.

EDU 5233. Literature for the Young Child - 3 hours

Designed to acquaint the student with exemplary literature for the young child and to develop competency in the use of effective and sound methods for using books to enrich the lives of young children.

EDU 5333. Principles and Methods of Secondary School - 3 hours

(See EDU 3333)

EDU 5353. Reading Miscue Analysis - 3 hours

The study of a procedure based upon whole language and psycholinguistic theory that enables the teacher to investigate and understand the reading of an individual reader, to develop an understanding of how readers transact with text to build comprehension, and to use this procedure as a base for constructing and implementing an individual developmental or remedial plan.

EDU 5363. Whole Language - 3 hours

The study of how a person is using all aspects of verbal or written communication at his/her disposal to think--sometimes literally, sometimes inferentially, sometimes aesthetically, but always evaluatively and critically in the framework of a total school curriculum.

EDU 5373. Issues and Trends in Reading Instruction - 3 hours

An intensive analysis of reading programs from the standpoint of current developmental and remedial methodologies.

EDU 5383. Supervision of Instruction in Reading - 3 hours

The supervisory responsibilities and problems concerned with reading, including the building of reading programs appropriate for a school population and community, utilizing appropriate research in the operation of a quality reading program, using supervisory techniques appropriate to the task, and serving as a leader in the change process of a school reading program.

EDU 5463. Foundations of the Middle School - 3 hours

(See EDU 4463).

EDU 5512. Methods of Teaching Art, PK-12 - 2 hours

(See EDU 4512).

EDU 5513. Methods of Teaching Mathematics in the Secondary School - 3 hours

(See EDU 4513).

EDU 5522. Methods of Teaching Science in the Secondary School - 2 hours

(See EDU 4522).

EDU 5523. Methods of Teaching Business Subjects in the Secondary School - 3 hours

(See EDU 4523).

EDU 5533. Methods of Teaching Health and Physical Education, 5-12 - 3 hours

(See EDU 4533).

EDU 5542. Methods of Teaching Social Studies in the Secondary School - 2 hours

(See EDU 4542).

EDU 5543. Methods of Teaching Writing in the Secondary School - 3 hours

(See EDU 4543).

EDU 5552. Methods of Teaching Speech in the Secondary School - 2 hours

(See EDU 4552).

EDU 5562. Methods of Teaching Instrumental Music in the Secondary School - 2 hours

(See EDU 4562).

EDU 5563. Methods of Teaching Foreign Language - 3 hours

(See EDU 4563).

EDU 5573. Methods of Teaching Vocal Music in the Secondary School - 3 hours

(See EDU 4573).

EDU 5613. Teaching Reading in the Content Areas - 3 hours

(See EDU 3613)

EDU 5813. Instructional Design and Development - 3 hours

Analysis and application of systematic approaches to the design and development of instruction. Emphasis is on systematic instructional planning, developing goals and objectives, specifying instructional strategies and the design and testing of instructional materials.

EDU 5823. Media and Computer Education - 3 hours

(See EDU 4823). Course Fee: \$12.00.

EDU 5832. Tests and Measurement - 2 hours

(See EDU 4832).

EDU 5833. Behavior and Classroom Management

(See EDU 3833)

EDU 5842. The Exceptional Child - 2 hours

(See EDU 4842).

EDU 5853. Classroom Management - 3 hours

A study of methods of discipline and behavior management in the classroom and of procedures for managing the classroom, including organization, administration, scheduling, record keeping and communication with administration and parents. Various models and systems are explored. Students will focus on aspects of classroom discipline and behavior management unique to their level of preparation.

EDU 5911-3. Workshop - 1-3 hours

Workshops focusing on practical classroom application of the subject addressed are offered in areas of major interest and need by students. No more than four hours of workshop credit may normally be applied toward completion of the master's degree.

EDU 5931-3. Readings - 1-3 hours

Readings may be developed in reference to an area of major interest and need of an individual student. The required reading and reporting are specified in writing with signatures of the student and instructor indicating agreement. No more than four hours of Reading credit may normally be applied toward completion of the master's degree.

EDU 5951-3. Topics - 1-3 hours

A special topic may be offered which focuses upon a subject of major interest and need by a group of students. Topics courses usually focus upon areas not covered by regular courses in the graduate curriculum.

EDU 5961-3. Seminar - 1-3 hours

A seminar may be offered relative to a subject of major interest and need by a group of students. Seminars usually focus at advanced levels upon specific subjects not covered in depth in the regular graduate curriculum.

EDU 5971-3. Symposium - 1-3 hours

Symposium credit may be earned by special approval of the advisor, the graduate faculty member who is to supervise the experience and the Office of Graduate Studies. Symposium credit is usually associated with participation to a significant degree in a professional development conference, workshop or similar program sponsored by an organization not associated with the university. No more than four hours of credit from symposia may be applied toward completion of the master's degree.

EDU 5981-3. Internship/Practicum - 1-3 hours

Planned and supervised work experience related to the student's graduate study, usually in an elementary or secondary school setting. Internships and practicums may be taken only with advanced planning and approvals involving the supervising graduate faculty member, the department in which the credit is earned and the Office of Graduate Studies. No more than four hours of credit from internships and practicums may normally be applied toward completion of the master's degree.

EDU 5991-3. Independent Study - 1-3 hours

Directed study by an individual student of an area not covered in the regular graduate curriculum. Independent study may be taken only by advanced approval of the supervising graduate faculty member, and the department in which the credit by independent study may normally be applied toward completion of the master's degree.

ENGLISH**ENG 0103. English Skills - 3 hours (Fall, Spring)**

Introduction to and practice in formal English with emphasis upon basic sentence and paragraph skills. This course does not count toward the 128 hours required for graduation.

ENG 1003. English as a Second Language - 3 hours (On demand)

First course for the student whose native tongue is not English, unless the student presents transferred credit for ENG 1113.

ENG 1113. English Composition I - 3 hours (Fall, Spring)

Expository writing based on a study of essays. Prerequisite: An acceptable test score on the ACT examination in English or at least a "C" grade in English 1103.

ENG 1123. Honors Composition - 3 hours (Fall, Spring)

An honors-level course in expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: An acceptable test score on the ACT examination in English. A grade of "C" or above in this course permits the student to receive credit for ENG 1113 also.

ENG 2003. Technical Writing - 3 hours (On demand)

The application of rhetorical principles to the writing of investigative and descriptive reports on scientific and technological subjects. Prerequisite: ENG 1113.

ENG 2213. English Composition II - 3 hours (Fall, Spring)

Expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: ENG 1113

ENG 3233. Medieval and Renaissance English Literature - 3 hours (Fall, odd years)

Literature of England from Beowulf to Shakespeare. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3243. Seventeenth and Eighteenth-Century English Literature - 3 hours (Spring, even years)
Literature of England from Donne to Boswell. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 2951-4. Intensive Studies - 1-4 hours
The study of selected language and literary topics.

ENG 3303. American Literature for the Secondary School - 3 hours (Fall, even years)
The study of adolescent and ethnic American literature and of methods for teaching this literature in the secondary school classroom. Prerequisite EDU 3333.

ENG 3313. American Literature I - 3 hours (Fall)
Literature of America from Bradford to Whitman. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3323. American Literature II - 3 hours (Spring)
Literature of America from Dickinson to O'Connor. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3333. The Romantic Period - 3 hours (Fall, even years)
Literature of England from Blake to Keats. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3343. The Victorian Period - 3 hours (Spring, odd years)
Literature of England from Tennyson to Hopkins. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3353. Advanced Composition - 3 hours (Spring)
Advanced expository writing, based on a study of contemporary prose. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3363. History of the English Language - 3 hours (Fall, odd years)
The development of the English language from its beginning to the present. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 3373. Structure of the English Language - 3 hours (Spring, odd years)
Detailed study of current English sounds, grammar, and usage. Prerequisite: ENG 1113 and 2213, or ENG 1123.

ENG 4413. Shakespeare - 3 hours (Fall, odd years)
Tragedies, histories, and comedies of Shakespeare. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 4433. Twentieth-Century English Literature - 3 hours (Fall, even years)
Literature of England from Hardy to Fowles. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 4453. Milton - 3 hours (Spring, even years)
Life and works of Milton. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 4473. Modern Drama - 3 hours (Spring, odd years)
British, American, and Continental plays from Ibsen to the present. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 4483. The American Novel - 3 hours (Spring, even years)
Representative American novels from Brown to Bellow. Prerequisites: ENG 1113 and 2213, or ENG 1123.

ENG 4951-4. Intensive Studies - 1-4 hours (Fall, Spring)
The study of selected language and literary topics.

ENG 4991-3. Independent Studies - 1-3 hours (Fall, Spring)
Advanced studies of specific topics.

Methods of Teaching Writing in the Secondary Schools (Fall, odd years)
(See EDU 4543)

FINE ARTS

FAR 1003. Introduction to Fine Arts - 3 hours (Fall, Spring)
An introduction to the stylistic character and cultural climate common both to music and art in the major periods of Western civilization. Lab fee: \$14.

FAR 1013. Introduction to Art - 3 hours (Spring)

An introduction to art from all historical periods to help the non-art major develop an understanding of the role of art in the life of man and the value of art to the individual. No credit for art majors; open to all other students. Lab fee: \$14.

FAR 1023. Introduction to Music - 3 hours (Fall, Spring)

An introduction to music from all historical periods to help the non-music major develop an understanding of the role of music in the life of man and the value of music to the individual. Lab fee: \$14.

FAR 1033. Introduction to Theatre - 3 hours (Fall)

A study of the history and literature of the theatre with introductory participation in the areas of acting and stagecraft. Emphasis on reading and attending plays. Lab fee \$14.

FINANCE**FIN 1193.(MAT 1193) Business Calculus - 3 hours (Fall, Spring)**

Derivatives and antiderivatives of functions inclusive of exponential and logarithmic, with applications to business and economics. **NOTE:** Students desiring further study of Calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195. Prerequisite: MAT 1143 or MAT 1193.

FIN 2003. Consumer Finance - 3 hours (Spring)

Topics studied include family financial planning, banking, shopping, home ownership, insurance, investments and taxes with integration of basic concepts of supply and demand. **Note:** This course is not available to satisfy an elective requirement for School of Business Administration majors or minors.

FIN 2951-4. Special Topics in Finance - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

FIN 3023. Statistical Analysis I - 3 hours (Fall)

Emphasizes collection, tabulation, graphic presentation and interpretation of business and economic data. Includes measures of central tendency and dispersion, elementary probability, sampling theory and linear correlation, computer applications. Lab fee: \$12. Prerequisite: FIN 1193 or Consent of Instructor.

FIN 3033. Statistical Analysis II - 3 hours (Spring)

Business application of sampling techniques, statistical inferences, linear and multiple correlation and time series. Includes confidence intervals, hypothesis testing, quality control, binomial distribution and Chi-Square analysis, computer application. Lab fee: \$12. Prerequisite: FIN 3023 or equivalent.

FIN 3043. Technical Analysis of Security Trends - 3 hours (On demand)

An academic pursuit to develop analytical skills in identifying demand/supply securities price formations along with developing investment strategies in regard to specific market indicators. Emphasis will be placed on the analysis of traditional and innovative security instruments. The course will incorporate an on-line computer security database for student access and research. Prerequisite: Junior or senior status in the School of Business Administration. Lab fee: \$12

FIN 4043. Business Finance - 3 hours (Fall)

Study of the principles of financing short-term and long-term capital needs of business firms in keeping with an objective of maximizing the firm's value to its shareholders, i.e., stock price. Special attention given to Capital Asset Pricing Model, the various capital budget theories, and computer applications. Lab fee: \$12 Prerequisites: ACC 2033, FIN 3033 or MGT 3033, and Senior status.

FIN 4053. Investments - 3 hours (Spring)

A study of the entire field of investments with major emphasis on security valuation theories, security markets, portfolio management and computer applications in the investment decision making process. Lab fee: \$12 Prerequisite: FIN 4043 or consent of instructor.

FIN 4951-4. Intensive Study In Finance - 1-4 hours (On demand)

Topics will vary with each offering; therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

FIN 4981-3. Internship in Finance - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

FIN 5083. Quantitative Research Methods - 3 hours

The application of mathematical, statistical, and computer techniques to decision-making will be emphasized. Also, the following concepts will be incorporated in the course: research designs, internal and external validity, and sampling techniques. Prerequisite: Statistics Proficiency and Computer Literacy

FRENCH

FRE 1114. Elementary French I - 4 hours (Fall)

Pronunciation, conversation, reading, composition, and basic grammar.

FRE 1124. Elementary French II - 4 hours (Spring)

Continuation of FRE 1114. Prerequisite: FRE 1114 or satisfactory placement scores or one year of high school French.

GEOGRAPHY

GEO 1103. Geography - 3 hours (Fall, Spring)

Basic survey introducing the various elements of geographical study.

GERMAN

GER 1114. Elementary German I - 4 hours (Fall)

Pronunciation, conversation, reading, composition and basic grammar.

GER 1124. Elementary German II - 4 hours (Spring)

Continuation of GER 1114. Prerequisite: GER 1114 or satisfactory placement scores or one year of high school German.

GREEK

GRE 1014. Elementary Greek I - 4 hours (Fall, odd years)

Study of the basic elements of New Testament Greek, stressing vocabulary, conjugation, declension, composition and translation. Prerequisites: BIB 1013, 1023 or 1002, 1012.

GRE 1024. Elementary Greek II - 4 hours (Spring, even years)

Continuation of GRE 1014. Oral and written exercises continued; introduction to Greek New Testament through passages which are relatively uncomplicated. Prerequisite: GRE 1014.

GRE 3013. Intermediate Greek - 3 hours (Fall, even years)

Review of grammar principles. Stress on translation and interpretive significance of grammatical constructions in the Greek New Testament. Prerequisite: GRE 1024.

GRE 3023. Advanced Greek - 3 hours (Spring, odd years)

Extensive reading in the Greek New Testament with emphasis upon syntax and careful, accurate exegesis. Prerequisite: GRE 3013.

GRE 4951-3. Intensive Studies in Greek - 1-3 hours

Exegetical studies in selected books or passages of the Greek New Testament. The course may be taken more than once. Prerequisite: GRE 3023.

HEALTH & PHYSICAL EDUCATION

HPE 1001. Bowling - 1 hour (On demand)

Study and practice in the fundamental skills of bowling. (Fee \$30)

HPE 1011. General Activities - 1 hour (Fall)

Instruction in skills, knowledge of rules and strategy, care of equipment and competitive experiences under game conditions of selected activities. Activities included are physical fitness and conditioning, handball, flag football, soccer, volleyball, basketball, and softball. (Required of physical education majors.)

HPE 1021. General Activities - 1 hour (Spring)

Continuation of HPE 1011. (Required of physical education majors.)

HPE 1031. Tennis - 1 hour (Fall, Spring)

Basic skills, rules and courtesies of tennis are presented.

HPE 1041. Golf - 1 hour (Spring)

Basic skills, rules and individual performance in golf. Course fee \$15

HPE 1051. Archery/Badminton - 1 hour (On demand)

History, fundamentals, skills and safety factors in archery and badminton.

HPE 1061. Foundation of Physical Fitness/Wellness I - 1 hour (Fall, Spring)

Study and participation in programs recommended for development of adult physical fitness, emphasis is on determining level of fitness, importance of fitness in total well being, nutrition and diet selection, monitoring effect of fitness activities and selection of programs.

HPE 1161. Foundations of Physical Fitness/Wellness II - 1 hour (Fall, Spring)

Continuation of HPE 1061 with emphasis on Fitness program selection and monitoring effects of Fitness Activities on the body.

HPE 1071. Beginning Swimming - 1 hour (Spring)

Instruction in skills and techniques for beginning swimming. The American Red Cross Beginners test must be passed for course credit to be received.

HPE 1081. Life Guard Training - 1 hour (Spring)

Skills and techniques of life saving as identified in the American Red Cross Water Safety Program will be emphasized.

HPE 1181. Aqua Exercise - 1 hour (Fall, Spring)

Instruction in skills and techniques of exercise in the water.

HPE 2011. Scuba Diving - 1 hour (Fall, Spring.)

Theory and techniques of scuba diving. Ten lessons in pool, and four open water classes. All equipment provided. (Fee required \$105)

HPE 1033. Foundations of Physical Education and Sport - 3 hours (Fall)

A course designed to help students develop perspectives in the field of physical education. Students will examine the different settings; kinds of programs; qualifications needed to enter the profession; career opportunities; and issues facing physical educators.

HPE 1043. Personal and Community Health - 3 hours (Fall)

Study of major health problems and factors determining health, with special considerations given to principles and practices of good health.

HPE 1112. Introduction to Sport Management - 2 hours (Fall)

The course is designed to provide the student with the overview of a career in sport management including areas of professional endeavors which cover a wide variety of sport and fitness related occupations. The course will also provide an academic perspective of the professional preparation necessary to achieve employment in the profession.

HPE 1982. Athletic Training Practicum - 2 hours

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

HPE 2012. Officiating Sports - 2 hours (Fall, Spring)

A study of the rules, methods and techniques of officiating sports. Emphasis will be on major sports.

HPE 2022. Perceptual Motor Development - 2 hours (Fall, Spring)

Methods of teaching children through movement experiences. An emphasis will be placed on perceptual motor development as it relates to movement.

HPE 2032. Coaching Volleyball - 2 hours (Spring)

Study of offensive and defensive skills and strategy of volleyball. Coaching methods, strategy, and organization of practice and matches are emphasized.

HPE 2042. Psychology of Coaching - 2 hours (Fall)

An examination of the psychological principles that apply in coaching, athletics, and physical activity.

HPE 2052. Coaching Softball & Baseball - 2 hours (Spring)

The methods and materials used in coaching softball and baseball will be examined. A study of practice organization, skill analysis, teaching methods for each position, purchase and care of equipment and conditioning will be included.

HPE 2063. School Health Education - 3 hours (Spring)

Curriculum for and methods of teaching health education in elementary and secondary schools.

HPE 2982. Athletic training Practicum - 2 hours

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

HPE 3012. Coaching of Football - 2 hours (Fall)

Study of offensive and defensive systems; methods of coaching football. Prerequisites: HPE 1011 and 1021.

HPE 3013. Teaching of Individual and Dual Sports - 3 hours (Spring)

Class organization, teaching and coaching methods for selected individual and dual sports. Prerequisites: HPE 1011 and 1021.

HPE 3022. Coaching of Basketball - 2 hours (Fall)

Study of components of basketball. Emphasis on individual and team skills, conditioning and styles of play. Prerequisites: HPE 1011 and 1021.

HPE 3043. Analysis of Basic Rhythms - 3 hours (Fall)

Study of basic rhythmic patterns including application of basic movements and teaching methods.

HPE 3053. Measurement and Evaluation in Physical Education - 3 hours (Spring)

A course to acquaint students with various evaluation methods in physical education. Practice is given to administering test and interpreting results with appropriate statistical procedures. Prerequisite: HPE 1033, 1011, 1021.

HPE 3062. Coaching of Track and Field - 2 hours (Spring)

Study of accepted forms of track and field events; factors affecting endurance, speed and fatigue; preparation and selection of contestants for competition; and management techniques. Prerequisites: HPE 1011 and 1021.

HPE 3073. Physiology of Exercise - 3 hours (Spring)

Study of the effects of exercise on the organs and systems of the body; special emphasis on the cardio-respiratory system. Prerequisite: BIO 2203

HPE 3082. Care/Prevention of Athletic Injury - 2 hours (Spring)

A course to develop skills in the prevention and care of the injuries common to athletic activities; includes both lecture and laboratory experiences.

HPE 3092. Standard First Aid - 2 hours (Fall, Spring)

Study of treatment for common emergencies including treatment of wounds, shock, poisoning, fractures, unconsciousness and stoppage of breathing; American Red Cross certificate may be earned.

HPE 3132. Teaching Physical Education in the Elementary School - 2 hours (Spring)

Teaching methods; selection of activities; program planning; emphasis on development of a progressive curriculum.

HPE 3982. Athletic Training Practicum - 2 hours

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

HPE 4002. Sports, Games, and Intramurals - 2 hours (Fall)

Philosophy, organization and administration of recreational programs conducted within the college and, on limited basis, in competition with other schools. Prerequisite: Junior or Senior standing.

HPE 4003. Kinesiology - 3 hours (Fall)

Study of skeletal and muscle systems as they relate to physical education and athletic movements. Practice is given in identification of proper form and procedures for correcting errors in sports movements.

HPE 4013. Sports and Physical Activity in American Society - 3 hours (Spring.)

A study of the place of sports and physical activity in American society. Principles, historical events, and current status of sports and physical activity will be studied.

HPE 4023. Organization and Administration of Physical Education and Recreation - 3 hours (Fall)

A course emphasizing the methodology of planning, organizing, administering and managing the physical education or recreation department. Consideration given to staff and personnel, equipment, budgeting, records, reports and programming. Prerequisite: Junior or Senior standing.

HPE 4033. Fundamental of Sports Medicine - 3 hours (Spring.)

Designed to prepare the students for futures in athletic training, physical therapy, medicine, or advanced Physical education. Lecture-lab type class which draws upon the expertise of surgeons, general physicians, physical therapists, and certified athletic trainers for a professional look at sports medicine.

HPE 4043. Adapted Physical Education - 3 hours (Spring)

An overview of special populations and their problems related to participation in physical education. Examination of services, resources and programs are included.

HPE 4113. Driver Education I - 3 hours (Summer, on demand)

Fundamentals and techniques of driver education with emphasis on skills necessary for safe and efficient driving. Prerequisites: Consent of instructor, valid driver's license.

HPE 4123. Driver Education II - 3 hours (Summer, on demand)

Advanced course for students planning to teach Driver Education in secondary schools. Classroom instruction and in-car experience in teaching beginning drivers safety fundamentals and driving skills.

HPE 4133. Safety Education - 3 hours (Summer, on demand)

Covers phases of safety education such as home, highway and community safety. Statistics will be studied concerning these types of safety. The student will practice habits which will insure the safety of himself and his family. Prerequisite: Consent of instructor.

HPE 4982. - 2 hours

Continuation of HPE 3982.

HPE 4951-4. Special Topics in Physical Education - 1-3 hours

An intensified approach to selected Physical Education topics or subject matter not regularly offered by the department. Areas of study will vary. Prerequisite: Consent of Department of Physical Education Head.

HPE 4971-3. Physical Education Symposium - 1-3 hours (On demand)

Credit given by special short-term, but intensified study in the field of physical education including labs, workshops, clinics or conferences sponsored by national, regional, or state associations or agencies. (Restricted to physical education majors of Junior or Senior standing; must be with approval of department head.)

HPE 4983-6. Internship in Sport Management - 3-6 hours (Fall, Spring, Summer)

A fulltime residency for on-the-job training under the supervision of a Sport Management professional. Includes observation, supervision, planning, instruction, direct leadership, and evaluation. Minimum requirement-240 hours. Prerequisites: A minimum grade of "C" in all Sports Management courses; a minimum overall GPA of 2.00 in all course work taken at SBU prior to application for internship and prior to internship itself; restricted to Sport Management majors of senior standing; advanced application no later than September or February of preceding semester. (Fee \$50)

HPE 4991-3. Independent Studies - 1-3 hours (Fall, Spring)

Exploratory projects of undergraduate research and directed individual study in health and physical education areas not included in the regular curriculum. See further guidelines in this catalog under "Independent Study". (Restricted to health and physical education majors of Junior or Senior standing.)

HPE 5003. Adapted Physical Education - 3 hours

Basic terminology, fundamental values, overview of special populations and their problems related to physical education. Surveys of settings, services, resources and programs in physical education for the handicapped.

HPE 5013. The Curriculum in Physical Education - 3 hours

An investigation and analysis of current and innovative instructional programs in physical education.

HPE 5023. Organization and Administration of Physical Education and Recreation- 3 hours

(See HPE 4023).

HPE 5033. Management of Programs and Facilities in Physical Education and Recreation - 3 hours

An examination of management techniques in physical education and recreation programs. Problems, procedures, and principles of facility operation are included.

HPE 5043. Physiology of Sports-Concepts in Fitness and Training - 3 hours

The physiology of human performance, literature in physical fitness, athletic training and rehabilitation and improving work performance.

HPE 5053. Supervision and Management in Physical Education - 3 hours

Supervisory techniques and management practices essential to effective operation of a physical education program. Development of leadership qualities needed by administrators of physical education programs.

HPE 5153. Current Problems and Issues in Physical Education - 3 hours

Recognizing, classifying and reporting problems in physical education. Studying techniques and methods of solving problems. Current issues and problems in the field of physical education are studied.

HPE 5073. Seminar in Professional Literature - 3 hours

Review and analysis of professional literature in physical education, athletics and related fields.

HPE 5113. Driver Education 1 - 3 hours

(See HPE 4113).

HPE 5971-2. Physical Education Symposium - 1-2 hours

(See HPE 4971-2).

HPE 5991-3. Independent Study - 1-3 hours

(See HPE 4991-3).

HPE 5911-3. Workshop

HPE 5931-3. Readings

HPE 5951-3. Special Topics

HPE 5971-3. Symposium

HPE 5981-3. Internship/Practicum

HPE 5991-3. Independent Study

Varsity Sports

Credit will be granted for participation in varsity sports. Course numbers for varsity sports are as follows:

Men's Varsity Basketball	1091-1	3091-1
Women's Varsity Basketball	1091-2	3091-2
Varsity Soccer	1111-1	3111-1
Men's Varsity Baseball	1191-1	3191-1
Men's Varsity Tennis	1291-1	3291-1
Women's Varsity Tennis	1291-2	3291-2
Mens Varsity Cross Country	1391-1	3391-1
Women's Varsity Cross Country	1391-2	3391-2
Mens Varsity Football	1491-1	3491-1
Mens Varsity Track	1591-1	3591-1
Women's Varsity Track	1591-2	2591-2
Mens Varsity Golf	1891-1	3691-1
Women's Varsity Softball	1791-2	3791-2
Women's Varsity Volleyball	1891-2	3891-2
Cheerleading	1991	3991

HEALTH SERVICES ADMINISTRATION

HSA 3013. The U.S. Health Services System - 3 hours (Fall)

Consideration of the American health delivery system, including the commonalities and distinctive functions of the institutions which function in the provision of health services.

HSA 4013. Health Service Law and Risk Management - 3 hours

Current policies regulations, laws, and procedures that relate to national, state, and professional involvement in the operation of health services.

HSA 4023. Financial Management of Health Institutions (3 hours)

Management techniques for the effective utilization of the financial resources, personnel, and facilities making up typical health delivery institution.

HSA 4033. Health Services Organization and Administration - 3 hours

Process of planning, organizing, and leading the varied governing boards, officers, care providers, professional and technical support personnel involved in the operation of patient care. Prerequisite: MGT 3013.

HSA 4043. Health Services Marketing - 3 hours

Marketing techniques, research and information systems, planning, and strategy implementation for promoting health delivery programs and facilities.

HSA 4951-4. Intensive Study in Health Services Administration - 1-4 hours (On demand)

Intensive study in Health Services Administration. Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

HSA 4981-4. Internship in Health Services Administration - 1-4 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's education preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

HSA 4991-3. Independent Study in Health Services Administration - 1-3 hours (Fall, Spring)

Independent study of some problem or area not covered in the organized courses under direction of a faculty member in whose field of specialization the problem or area lies. Prerequisite: 3.00 GPA in major field, Junior standing, and approval of department chairman.

HSA 5013. Health Services Law and Risk Management - 3 hours

The principles, regulations, rules of law, and procedures as they relate to local, state, national, and professional involvement in the operation of health services. Topics include legal responsibilities of the governing board, medical staff, etc.; admission and discharge of patients; consent for treatment; negligence and malpractice; employee relations; medical records; and specialized records. Prerequisite: Business Law or alternative

HSA 5023. Financial Management of Health Institutions - 3 hours

The study of principles of short-term and long-term financing of resource needs of health delivery institutions. Topics include the health expenditure crisis, Medicare's payment system, alternative hospital costing and pricing policies, and issues and instruments of United States financial markets. Prerequisite: ACC 5013

HSA 5043. Strategic Planning and Marketing of Health Services - 3 hours

Introduction to the theories and strategies of health planning from national, regional, multi-institutional, and institutional frameworks. Attention is given to marketing techniques, research and information systems, planning, and strategy implementation that must be carried out to keep the institutions productive. The needs in the market are related to available resources in order to establish marketing objectives and strategies. Prerequisite: Principles of Management or alternative.

HSA 5103. Health Service Systems - 3 hours

Introduction to the American health delivery system, including the commonalities and distinctive functions of the institutions that function in the provisions of health services and possible future alternatives.

HSA 5113. Computer Systems in Health Services Administration - 3 hours

The use of the computer as a management tool in health service administration. Topics covered will include spreadsheet macros and graphics, data-base management systems, electronic worksheets and statistical software, word processing, and communicating with external data base. Prerequisite: Computer Literacy

HSA 5123. Long-Term Care Administration - 3 hours

A study of the organization and management of long-term care facilities. The relationship between long-term and acute care facilities is examined; characteristics unique to long-term care are explored.

HSA 5133. Total Quality Management in Health Care - 3 hours

Designed to teach the principles of Total Quality Management (TQM) as they apply in health care. The elements of organizational TQM efforts will be discussed and implications for the health care manager will be reviewed. Project teams, an integral part of the TQM effort, will be studied as a quality improvement strategy. This course will cover the skills needed to develop teams in an organizational context; strategies used by teams to improve quality; and a classroom simulation of a quality improvement team.

HSA 5183. Health Service Organization, Administration, and Personnel - 3 hours

The study of the organizational structure of various health delivery institutions including governing boards, officers, care providers, support personnel, and interaction with regulatory agents.

HSA 5953. Intensive Studies in health Services Administration - 3 hours

Topics will vary with each offering.

HEBREW

HEB 1014. Elementary Hebrew I - 4 hours (Fall, even years)

Introduction to the basic skills of translating biblical Hebrew with emphasis upon vocabulary, grammar, composition and translation. Prerequisites: BIB 1013, 1023, or 1002, 1012.

HEB 1024. Elementary Hebrew II - 4 hours (Spring, odd years)

Continuation of HEB 1014 with an introduction to the Hebrew Old Testament through translating representative passages which are relatively uncomplicated. Prerequisite: HEB 1014.

HEB 4951-3. Intensive Studies in Hebrew - 1-3 hours

Exegetical studies in selected books or passages of the Hebrew Old Testament. This course may be taken more than once. Prerequisite: HEB 1024.

HISTORY

HIS 1113. Introduction to the History of Western Man - 3 hours (Fall)

The roots of modern western civilization from the dawn of agricultural society in the Middle East to the eve of modern times in western Europe.

HIS 1123. Western Man from Renaissance to the 20th Century - 3 hours (Spring)

Continuation of HIS 1113, examines the history of western man from the beginning of modern times to the end of the second world war.

HIS 2213. History of the United States I - 3 hours (Summer, odd years; Fall)

Political and social survey, 1492 to 1865. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

HIS 2223. History of the United States II - 3 hours (Summer, even years; Spring)

Political and social survey, 1865 to 1945. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

HIS 2233. History of the United States III - 3 hours (Fall, Spring)

Political and social survey, 1945 to the present. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

HIS 2951-4. Special Topics/Intensive Studies - 1-4 hours

HIS 3313. The Near East and Greece - 3 hours (Spring or Summer, even years)

Various cultures, city-states, kingdoms and empires in the Near East from earliest civilization to the end of the Assyrian Empire in the East and to the aftermath of the Peloponnesian War in Greece. Prerequisite: HIS 1113 or consent of instructor.

HIS 3323. Ancient Rome and the Empire - 3 hours (Winterfest or Spring, odd years)

A survey of Roman history tracing the main lines of political, social and cultural development from earliest times through the periods of the Republic, Early Empire and the late Empire of the fourth century A.D. Prerequisite: HIS 1113 or consent of instructor.

HIS 3423. Europe in the Middle Ages - 3 hours (Summer or Fall, odd years)

Traces the political, economic, social, intellectual and religious changes in western Europe from the late Roman Empire of the 4th century A.D. to the apex of the area's first advanced civilization, c. 1300 A.D. Prerequisite: HIS 1113 or consent of instructor.

HIS 3463. History of Christianity I - 3 hours (Fall, even years)

Survey of early and medieval Christianity emphasizing its growth and geographic expansion, the development of its thought and practice, the elaboration of its institutional structure and its role in history to 1500 A.D. Covers Orthodox churches as well as Roman Catholic. Can also be taken for Theology credit. Prerequisite: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

HIS 3513. Europe in the Renaissance and Reformation Periods - 3 hours (Spring or Summer, even years)

Traces the political, economic, social, intellectual and religious conditions and developments in western Europe between the fourteenth and the early seventeenth centuries. Emphasizes the Italian Renaissance and the Reformation movement. Can also be taken for Theology credit. Prerequisite: HIS 1113, or 1123, or consent of instructor.

HIS 3673. History of Christianity II - 3 hours (Spring, odd years)

Survey of the history and expansion of Christianity from 1500 A.D. to the present with special attention to the Protestant Reformation and the missionary expansion of Roman Catholicism, the birth of Puritanism, Pietism, and

evangelical awakening and the rise and expansion of evangelical Christianity around the world. Can also be taken for Theology Credit. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

HIS 3723. Sectionalism and the Civil War - 3 hours (Summer, on demand)

Traces sectional enmities culminating in the Civil War, slavery as an institution, the anti-slavery movement and political conflicts in the 1850's. Prerequisite: HIS 2213 or consent of instructor.

HIS 3783. United States Diplomatic History, 1775-1928 - 3 hours (Fall, odd years)

Survey of late 18th and 19th Century diplomatic relations of the United States. Prerequisite: HIS 2213 or consent of instructor.

HIS 3833. Recent United States History, 1890-1928 - 3 hours (Fall, even years)

Problems surrounding an emerging industrialism and the rise of an American reform tradition. Prerequisite: HIS 2223 or consent of instructor.

HIS 3843. Recent United States History, 1929-Present - 3 hours (Spring, odd years)

The New Deal and subsequent domestic programs. Prerequisite: HIS 2223 or 2233 or consent of instructor.

HIS 3893. United States Diplomatic History, 1929-Present - 3 hours (Spring, even years)

Survey of 20th century diplomatic relations of the United States. Prerequisite: HIS 2223 or 2233 or consent of instructor.

HIS 4313. The Near East: From Cyrus to Pompey - 3 hours (Winterfest or Spring, odd years)

Traces 600 years of the Near Eastern political and cultural history from the destruction of the Assyrian Empire (c. 610 B.C.) to the sweep of Roman domination into Judea (63 B.C.). Covers the careers of leaders such as Nebuchadnezzar, Darius, Ezra, Nehemiah, Alexander the Great, Antiochus Epiphanes and Judas Maccabaeus. Prerequisite: HIS 1113 or consent of instructor.

HIS 4413. Roman Imperial Civilization and the Early Church - 3 hours (Summer or Fall, odd years)

A detailed study of the period from c. 50 B.C. to c.A.D. 450. Emphasis is placed on the political, social, economic, religious and intellectual characteristics of the Hellenistic civilization of that period. Special attention is given to the Jewish sub-culture and the emerging Christian movement in that context. Can also be taken for Theology credit. Prerequisites: BIB 1012, or 1023, and/or HIS 1113 or consent of instructor.

HIS 4951-4. Special Topics/Intensive Studies in History - 1-4 hours (Fall, Spring)

Seminar or directed class investigation of selected topics in the context of current historiographical opinion. Content variable. Student may elect to repeat the course. Prerequisite: Nine hours of history and/or consent of instructor.

HIS 4971-3. Symposia - 1-3 hours

HIS 4981-3. Internships - 1-3 hours

**HIS 4991-3. Independent Studies - 1-3 hours (Fall, Spring)
(History Majors; Social Science Education Majors)**

Advanced studies of specific topics arranged by department chairman. Prerequisite: History or Social Science Education major, 15 hours of history, Jr. or Sr. standing (over 60 hours) and approval of the department.

HONORS PROGRAM

HON (BIB) 1002. Old Testament - 2 hours (Fall)

Historical and religious survey of the Old Testament with emphasis upon researching thought provoking questions.

**HON (BIB) 1012. New Testament - 2 hours
(Spring)**

Historical study of New Testament people, books, and events.

**HON 1101-2. University Honors Seminar - 1-2 hours
(Fall)**

Selected topics for those who qualify for the SBU Honors Program.

HON (ENG) 1123. Honors Composition - 3 hours (Fall, Spring)

An honors-level course in expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: An acceptable test score on the ACT examination in English. A grade of "C" or above in this course permits the student to receive credit for ENG 1113 also.

HON (FAR) 1003. Introduction to Fine Arts - 3 hours (Fall, Spring)

An introduction to the stylistic character and cultural climate common both to music and art in the major periods of western civilization. Lab fee: \$14.

HON (PHI) 2013. Introduction to Philosophy - 3 hours (Fall, Spring)

A critical study and evaluation of philosophical problems, questions, and methods.

HUMANITIES

HUM 1001. The Student in the University - 1 hour (Fall)

To introduce the student to the university, its available resources, and the meaning and significance of higher education and the university experience.

HUM 4042. Professional Development - 2 hours (Fall/Spring)

A senior-level course designed to equip the graduating student with the skills and information necessary for making the transition from college life to work life. Prerequisite: Second semester Junior or Senior.

MANAGEMENT

MGT 2951-4. Special Topics/Management - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

MGT 3013. Principles of Management - 3 hours (Fall)

The study of the process of management, which is the coordination of all the resources of organizations in order to achieve organizational objectives. The management process will be described, analyzed, and applied to all types of organizations, indicating the universality of management. Prerequisites: Junior standing, ACC 2033, ECO 2023, or consent of instructor.

MGT 3033. Quantitative Operations Management - 3 hours (Spring)

An introduction to the use of functions and quantitative techniques, including computer applications, in the operating areas of organizations. The organization is viewed as an integrated system to demonstrate the interrelation of functions and the use of feed-back controls. Prerequisite: FIN 3023 or equivalent.

MGT 3063. Entrepreneurship and Small Business - 3 hours (Fall)

Emphasis is on the entrepreneurship aspects of management uniquely important to small business. The case method is used to provide practice in decision-making under conditions of uncertainty. A business feasibility study will be performed. Prerequisite: Junior standing or consent of instructor.

MGT 4033. Administrative Communications/Resource Management - 3 hours (Spring)

Basic functions of personnel management emphasizing recruiting, selection, interviewing, testing, training, development, compensation, and performance evaluation. Prerequisite: BUS 2013, MGT 3013.

MGT 4043. Organizational Behavior and Theory - 3 hours (Spring)

Theory of organizations, individual and group behavior, organizational processes and change. This course is a requirement for many graduate programs in business. Prerequisite: MGT 3013.

MGT 4053. International Management - 3 hours (On demand)

Introduction to the multinational business organization and environmental factors of international business. Emphasis on the development of sound problem-solving, decision-making methods in the analysis of environmental and organizational variables and the application of management concepts to international business situations. Prerequisite: MGT 3013 or consent of the instructor.

MGT 4063. Small Business Practicum - 3 hours (On demand)

Selected College of Business seniors consult with assigned small business under the direction of a faculty member. Students report the results of their analysis and recommended solutions to the management problems and opportunities. This course qualifies as a substitute for MGT 4083. Prerequisites: Senior status in the School of Business Administration and consent of the faculty director.

MGT 4083. Management Strategy and Policy - 3 hours (Spring)

Integration of all prior course work into a realistic and scientific method of problem solving and evaluation of opportunities applicable to all types of organizations. The case method is used extensively. Prerequisites: Senior in the College of Business Administration, or consent of the instructor.

MGT 4951-4. Intensive Study in Management - 1-4 hours (On demand)

Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

MGT 4981-3. Internship in Management - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

MGT 5043. Organizational Behavior/Personnel Supervision - 3 hours

The study of effective management of both "planned" and "unplanned" organizational and behavioral change. Emphasis will be placed on organizational change and development, such as diagnostic activities; intervention strategies applicable at the individual, team, and system levels; evaluation of change; and role of the change agent. Prerequisite: Management Principles

MANAGEMENT INFORMATION SYSTEMS**MIS 1011-2. Elementary Keyboarding - 1-2 hours (On demand)**

Fundamentals of typewriting and the mastery of the keyboard for personal use or basis of vocational skill. No credit can be given for high school typewriting. (Lab fee \$8)

MIS 1043. Intermediate Typewriting - 3 hours (Fall)

Development of typewriting proficiency. Units of centering and tabulation, word division, manuscripts, business letters and problem typewriting. Three sessions each week. (Lab fee \$12) Prerequisite: MIS 1012 or consent of instructor.

MIS 2023. Advanced Typewriting - 3 hours (Spring)

Reviewing of centering and tabulations; styles and forms of business letters; speed and accuracy. Emphasis on application of skills learned in previous courses. Three sessions each week. (Lab fee \$12)

MIS 2951-4. Special Topics in Office Administration - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

MIS 3033. Word Processing - 3 hours (Fall, Spring)

This course is designed to introduce the student to concepts and terminology used in word/information processing center and for personal use of word processors. A hands-on-experience using microcomputers will be provided. The student should be able to apply the concepts and procedures learned to most other word processors. (Lab fee \$12). Prerequisite: MIS 1043 or typewriting proficiency CSC 1103 or EDU 4823.

MIS 3053. Office Technology - 3 hours (On demand)

Employment opportunities, human relations, telecommunications, word and data processing, and records management with emphasis on conversion of unorganized alphabetical and numerical facts into useful information. (Lab fee \$12) Prerequisite: MIS 2013, 2023, and 3033 or consent of instructor.

MIS 3063. Medical Office Procedures - 3 hours (On demand)

An advanced level study of secretarial procedures in the medical environment. Terminology study and the typing and scheduling of medical office forms will be emphasized. Tape transcription and office stimulation using recorded media will be utilized. (Lab fee \$12) Prerequisite: Consent of instructor.

MIS 3073. Legal Office Procedures - 3 hours (On demand)

An advanced level of study of secretarial procedures in the legal environment. A study of legal terminology and office forms will be emphasized. Office stimulation will be provided using recorded media. (Lab fee \$12) Prerequisite: Consent of instructor.

MIS 4951-4. Intensive Study of Office Administration - 1-4 hours (On demand)

Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisite: Junior or Senior standing and departmental approval.

MIS 4981-3. Internship in Office Administration - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisite: Junior standing and approval of the faculty advisor and department chairman.

MIS 4991-3. Independent Study in Office Administration - 1-3 hours (Fall, Spring)

Independent study of some problem or area not covered in the organized courses under direction of a faculty member in whose field of specialization the problem or area lies. Prerequisites: 3.00 GPA in major field, Junior standing, and approval of department chairman.

MARKETING

MKT 2951-4. Special Topics in Marketing - 1-4 hours (On demand)

Topics will vary with each offering. Therefore, the course may be repeated for credit.

MKT 3023. Principles of Marketing - 3 hours (Spring)

The study of the system of activities that constitute marketing with emphasis on the principles, policies and strategies utilized to identify and satisfy the needs and wants of consumers. The universal application of marketing management in all forms or organizations is stressed. Prerequisites: ACC 2033, ECO 2013, ECO 2023, and Junior status, or consent of instructor.

MKT 3073. Professional Selling - 3 hours (Winterfest)

Investigation, study and practice in the science and art of salesmanship, with emphasis on the consultative or professional approach to ascertaining the needs and wants of others assisting them to obtain satisfaction. Prerequisite: Junior status is desirable but not required.

MKT 3083. Creative Advertising - 3 hours (Winterfest)

This course is designed as a creative, innovative introduction to advertising. Types of advertising media, copy, and style will be evaluated, and emphasis will be placed on creativeness in advertising. This course will include films, guest speakers, field trips, and creative advertising projects.

MKT 4023. Marketing Management - 3 hours (Fall)

Advanced study of the role and responsibilities of marketing executives. Emphasis will include the analysis, planning, organization, implementation, and control of marketing programs. Prerequisite: MKT 3023.

MKT. 4951-4. Intensive Study in Marketing - 1-4 hours (On demand)

Intensive study in Marketing. Topics will vary with credit offering; therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

MKT 4981-3. Internship in Marketing - 1-3 hours (Fall, Spring, Summer)

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's education preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

MKT 4991-3. Independent Study in Marketing - 1-3 hours (Fall, Spring)

Independent study of some problem or area not covered in the organized courses under direction of a faculty member in whose field of specialization the problem or area lies. Prerequisite: 3.00 GPA in major field, Junior standing, and approved of department chairman.

MATHEMATICS

MAT 0102. Mathematical Skills - 2 hours (Fall, Spring)

Review and practice in basic mathematical skills. Applications using whole numbers, common and decimal fractions, and percent. Development of measurement concepts using consumer problems, perimeter, area, and volume. This course is recommended for students with less than one unit of high school algebra or who have a low score on the prealgebra portion of the Enhanced ACT Examination. This course does not count toward the 128 hours required for graduation. Lab fee \$10.

MAT 0113. Basic Algebra - 3 hours (Fall, Spring)

Equivalent to one and one-half units of contemporary high school algebra with an emphasis on application. This course is recommended for students with one to one and one-half units of high school algebra. Three lectures, one laboratory each week. Prerequisite: A less than satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination or a minimum grade of "C" in MAT 0102. This course does not count toward the 128 hours required for graduation.

MAT 1134. Mathematics for Liberal Arts Student - 4 hours (Fall, Winterfest, Spring, Summer)

An introduction to various topics in mathematics and how these topics apply to everyday life. Topics may include sets, logic, probability, statistics, metric system, mathematical systems, numeration systems, properties of numbers, algebra,

geometry, and consumer mathematics. Not open to mathematics major. Prerequisite: Satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination, a minimum grade of "B" in MAT 0102, or minimum grade of "C" in MAT 0113.

MAT 1143. College Algebra - 3 hours (Fall, Spring, Summer)

The real number system and algebra developed using terminology of a set, complex numbers, exponents, radicals, inequalities, sequences, and series, introduction of theory of equations. Prerequisites: Satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination or a minimum grade of "C" in MAT 0113.

MAT 1153. College Trigonometry - 3 hours (On Demand)

Measurements of angles, circular functions and inverses, reduction formulas, addition formulas and related topics, graphs, equations, identities, complex numbers, and application. Prerequisites: MAT 0113 with a grade of "C" or concurrent enrollment in MAT 1143 or acceptable scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination.

MAT 1173. Discrete Mathematics - 3 hours (Spring)

A study of mathematical concepts that are not dependent upon the continuum. Topics will include sets, logic, combinatorics, probability, functions, relations, matrix algebra, Boolean algebra, and graph theory. The concept of proof and the nature of proof will also be explored. Prerequisite: MAT 1143 or one and one-half units of high school algebra.

MAT 1193. (FIN 1193) Business Calculus - 3 hours (Fall, Spring)

Derivatives and antiderivatives of functions inclusive of exponential and logarithmic, with applications to business and economics. Not open to mathematics majors. NOTE: Students desiring further study of calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195. Prerequisite: MAT 1143 College Algebra or its equivalent with a minimum grade of "C" or satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination.

MAT 1195. Analytics and Calculus I - 5 hours (Fall, Spring)

Graphs, function, plane analytical geometry, limits, continuity, derivatives, velocity-acceleration, rates, maxima and minima, differentials, Theorem of the Mean, antiderivatives, definite integrals, area, volume, work, fluid pressure, arc length, centroids. Prerequisites: MAT 1143 and 1153 or their equivalent with minimum grades of "C" or satisfactory scores on the prealgebra, intermediate algebra, and trigonometry portions of the Enhanced ACT Examination.

NOTE: Students desiring further study of calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195.

MAT 2254. Analytics and Calculus II - 4 hours (Fall, Spring)

Derivatives and antiderivatives of trigonometric, logarithmic and exponential function, hyperbolic functions, techniques of integration, conic sections, polar coordinates, transformations, indeterminate forms, improper integrals, sequences, and infinite series. Prerequisite: MAT 1195 or its equivalent with a minimum grade of "C".

MAT 2264. Analytics and Calculus III - 4 hours (Fall, Spring)

Parametric equations, vectors and curvilinear motion, solid analytical geometry, surfaces, partial derivatives, Lagrange multipliers, multiple integrals, Green's Theorem, Stokes' Theorem, and introduction to differential equations. Prerequisite: MAT 2254 or its equivalent with minimum grade of "C".

MAT 2283. Mathematics for Elementary Teachers I - 3 hours (Fall)

Use of sets and set notation to describe and define number properties and operations. An axiomatic development of the system of whole numbers through the use of logic and proof of theorems. Development of the algorithms of addition, subtraction, multiplication, and division of whole numbers and integers. Open only to students preparing to teach in the elementary school. Prerequisite: Satisfactory scores on the prealgebra portion of the Enhanced ACT Examination, a minimum grade of "B" in MAT 0102, or minimum grade of "C" in MAT 0113.

MAT 2293. Mathematics for Elementary Teachers II - 3 hours (Spring)

Extension of the system of integers to include rationals, and real numbers. Applications in elementary algebra and introduction to basic geometry. Open only to students preparing to teach in the elementary school. Prerequisite: MAT 2283.

MAT 2951-4. Special Topics in Mathematics - 1-4 hours

MAT 3313. Abstract Algebra - 3 hours (Fall)

An introduction to abstract algebraic systems and use of properties of groups, rings, integral domains, and fields to describe and develop certain characteristics of natural numbers, integers, rational, real, and complex numbers. Prerequisite: MAT 2264 or departmental consent.

MAT 3323. Linear Algebra - 3 hours (Fall 1995 and every third semester thereafter)

Vector spaces, linear transforms, matrices, determinants, systems of linear equations, quadratic forms, and vector products. Prerequisite: MAT 1193 or 1195.

MAT 3334. Symbolic Logic and Set Theory - 4 hours (Winterfest)

Symbolic statements, truth tables, quantifiers, inference, and implication, special sets of numbers, set operations, correspondences, cardinal numbers, Boolean algebra and logical structure of mathematical arguments. Prerequisite: MAT 1143 or its equivalent.

MAT 3344. Probability and Statistics - 4 hours (Fall)

Sample spaces, functions, or random variables and their distributions, conditional probability, Bayes' formula, Chebyshev inequalities, central limit theorem, regression and correlation, and sampling, and hypothesis testing. Prerequisite: MAT 2264 or departmental consent.

MAT 3363. Differential Equations - 3 hours (Spring)

Explicit and power series solutions of certain types of linear differential equations, application and boundary value problems, operators including Laplace transforms, and Fourier series. Prerequisite: MAT 2264, or departmental consent.

MAT 3383. History of Mathematics - 3 hours (Spring 1996 and every third semester thereafter)

A survey of significant developments in mathematics and contributions of great mathematicians from the Babylonians to present day. Prerequisite: MAT 2264 or departmental consent.

MAT 4433 (CSC 4433). Numerical Analysis - 3 hours (Fall, even years)

Finite differences, numerical integration, matrix computations, numerical solution of nonlinear systems and differential equations, Least-squares techniques, curve fitting. Lab fee \$12. Prerequisite: MAT 2264.

MAT 4471. Seminar in Mathematics - 1 hour (On demand)

The presentation and group discussion of mathematical topics not covered in other courses, using as resources the library, films, departmental faculty, guest lecturers, and original presentations by the student. One session each week. Prerequisites: Mathematics with junior or senior standing and consent of the department chairperson.

MAT 4484. Contemporary Geometry - 4 hours (Spring)

An axiomatic development of geometry balanced between the classical material of euclidean geometry and the structure of alternate axiomatic systems. Prerequisite: MAT 2264 or departmental consent.

MAT 4951-4. Special Topics in Mathematics - 1-4 hours (On demand)

Selected topics of special interest in mathematics. May be repeated.

MAT 4991-3. Independent Studies - 1-3 hours (On demand)

Selected topics of special interest in mathematics.

Methods of Teaching Mathematics in the Secondary School. (See EDU 4513).

MILITARY SCIENCE

MIL 1102. Introduction to Military Science - 2 hours

The role of the Army in society, history of Army R.O.T.C. and the Army Reserve, structure of the Department of Defense, first aid, repelling and basic marksmanship training. Prerequisite: Less than 40 hours.

MIL 1112. Military Leadership and Land Navigation - 2 hours

An overview of military leadership, study of the military officer ethic and the role of the professional officer corps. Land navigation and map reading. Practical Exercise. Prerequisite: MIL 1102.

MIL 2212. War, Morality and the Military Profession - 2 hours

Selected reading from the book of the same name. The class will be a Socratic approach to the profoundly complex issues facing today's military professionals. Prerequisite: MIL 1112 or permission.

MIL 2213. Military History - 3 hours

A survey of the American experience in war from the Mexican War to Vietnam. One battle from each major war will be studied in detail that will identify the progress in tactical doctrine and weapon effectiveness. Prerequisite: MIL 2212 or permission.

MIL 2223. Basic Camp - 3 hours

Six weeks of intense leadership, physical and tactical training at Fort Knox, Kentucky. Prepares students for admission to the advance Military science course without the need to take 1102, 1112, 2212. Students receive compensation for travel, food and lodging, about six hundred dollars. Prerequisite: Permission

MIL 3303. Squad Leadership and Tactics - 3 hours

Squad tactics, patrolling, basic soldier skills. Land navigation and fundamentals of squad leadership. One field problem required.

MIL 3313. Platoon Leadership and Tactics - 3 hours

Follow on to MIL 3303 with increased emphasis on platoon level leadership and tactics. Two field trips are required.

MIL 3323. Advanced Camp - 3 hours

Six weeks of advanced leadership and tactical training at Fort Riley, Kansas. Students receive compensation for travel, food, lodging, and are paid 50% of a second lieutenant's pay for the duration of camp.

MIL 4403. Transition from Cadet to Lieutenant - 3 hours

Command and staff functions and organizations. Leadership theory and ethics. Field trip required.

MIL 4413. Transition from Cadet to Lieutenant - 3 hours

Duties of the second lieutenant, customs of the service, the army family, and officer professional development.

MIL 4971-3. Reading in Military Science - 1-3 hours

Planned reading/research on military subjects. May be repeated once for credit. Four books per hour of credit.

MUSIC**MUS 1101. Basic Class Piano I - 1 hour (Fall, Spring)**

Class instruction in piano designed for non-music students with no previous experience or less than one year. May not be taken by music major or minors. Two hour lessons per week. No jury required. Lab fee: \$10.

MUS 1111. Basic Class Piano II - 1 hour (Fall, Spring)

Continuation of MUS 1101 but may be taken by non-music students with one-three years previous study. Students with more than three years study should enroll in Private Applied Piano. Two one-hour lessons per week. No jury required. Prerequisite: MUS 1101 or permission of Coordinator of Applied Music. Lab fee: \$10.

MUS 1121. Secondary Class Piano I - 1 hour (Fall)

Class instruction in piano for music major and minors to develop functional ability in required secondary performance area. Required each semester until piano proficiency examination is passed. Two one-hour lessons per week. No jury required. Lab fee: \$10.

MUS 1131. Secondary Class Piano II - 1 hour (Spring)

Continuation of MUS 1121. Prerequisite: MUS 1121 or permission of Coordinator of Applied Music. Lab fee: \$10.

MUS 1141. Basic Class Voice - 1 hour (Fall, Spring)

Class instruction in voice designed to introduce beginning, non-music majors or minors. Two one-hour lessons per week. Fee: \$10. No jury required.

MUS 1151. Basic Class Guitar - 1 hour (Fall, Spring)

An applied class which will cover fundamental concepts and applied methods in guitar. Emphasis will be given to chording, beginning music theory, strumming and finger-picking styles of playing, song-writing and performance techniques as they apply to the guitar.

MUS 1603. Music Fundamentals - 3 hours (Fall, Spring)

An elementary study of the basic fundamentals of music reading and writing including notation, rhythm, chords, and pop/gospel (guitar) chord symbols. Training in how to compose a song.

MUS 1611. Sightsinging/Eartraining I - 1 hour (Fall)

Training in sightsinging and aural perception. Must be taken concurrently with MUS 1613. Music majors and minors; other with consent of department chairman. Lab fee: \$6.

MUS 1613. Theory I - 3 hours (Fall)

An intensive study of theoretical concepts of music organization, including notation, melody, rhythm, and harmony. Beginning functional keyboard study. Taken concurrently with MUS 1611 Music majors and minors; others with consent of theory coordinator.

MUS 1621. Sightsinging/Eartraining II - 1 hour (Spring)

Continuation of MUS 1611. Must be taken concurrently with MUS 1623. Lab fee: \$6. Prerequisite: MUS 1611 with a minimum grade of C.

MUS 1623. Theory II - 3 hours (Spring)

An historical-analytical study of the theoretical concepts of music through the classical period. Functional keyboard study. Taken concurrently with MUS 1621. Prerequisite: MUS 1613 with a minimum grade of C.

MUS 1633. Survey of Music Literature - 3 hours (Spring)

Survey of representative music literature from all historical periods and the development of analytical listening techniques. Music majors and minors; others with consent of department chairman.

MUS 2121. Secondary Class Piano III - 1 hour (Fall)

Continuation of MUS 1131. Prerequisite: MUS 1131 or permission of Coordinator of Applied Music. Lab fee: \$10.

MUS 2131. Secondary Class Piano IV - 1 hour (Fall,)

Continuation of MUS 2121. Prerequisite: MUS 2121 or permission of Coordinator of Applied Music. Lab fee: \$10. Spring

MUS 2611. Sightsinging/Eartraining III - 1 hour (Fall)

Advanced work in sightsinging and aural perception. Must be taken concurrently with MUS 2613. Lab fee: \$6.00. Prerequisite: MUS 1623 with a minimum grade of C.

MUS 2613. Theory III - 3 hours (Fall)

An historical/analytical/compositional study of the theoretical concepts of music of the Romantic period as well as a brief study of counterpoint, fugue, and variation techniques. Taken concurrently with MUS 2611. Prerequisite: MUS 1623 with a minimum grade of C.

MUS 2621. Sightsinging/Eartraining IV. - 1 hour (Spring)

Continuation of MUS 2611. Must be taken concurrently with MUS 2623. Prerequisite: MUS 2611 with a minimum grade of C. Lab fee: \$6.

MUS 2623. Theory IV - 3 hours (Spring)

An historical/analytical/compositional study of theoretical concepts of music from 1890 to the present. Taken concurrently with MUS 2621. Prerequisite: MUS 2613 with a minimum grade of C.

MUS 2702. Basic Conducting - 2 hours (Fall)

Introduction to manual techniques of conducting, terminology for the conductor, mechanics of choral, band and orchestral scores. Prerequisites: MUS 1621 and 1623.

MUS 2711. Instrumental Fundamentals - 1 hour (Spring)

An elementary study of wind/percussion instruments with an emphasis on tone production and fundamental performance techniques. Lab fee \$15.

MUS 2712. Song Leading for Small Churches - 2 hours (Spring)

To provide basic song leading skills for ministerial students and others working with small churches. Attention given to motivating and directing congregational and small group singing, planning a music service, and rudimentary techniques in leading choirs of limited skill. No credit for music majors and minors.

MUS 2721. String Fundamentals - 1 hour (Fall)

An elementary study of string instruments with an emphasis on tone production and fundamental performance techniques. Laboratory teaching experience. Two class meetings per week. Lab fee \$15.

MUS 2731. Woodwind Methods - 1 hour (Spring, even years)

An intensive study of woodwind instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

MUS 2741. Brass Methods - 1 hour (Fall, even years)

An intensive study of brass instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

MUS 2751. Percussion Methods - 1 hour (Spring, odd years)

A intensive study of percussion instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

MUS 2772. Vocal Diction - 2 hours (Fall)

A basic study of the phonetic pronunciation of Italian, French, German diction through the use of the International Phonetic Alphabet. Prerequisite: One semester of voice or permission of instructor.

MUS 2783. Worship and Song in the Church - 3 hours (Fall)

This course is a historical survey of the worship practice and hymnody of the major Christian denominations with an emphasis upon planning worship for today's churches.

MUS 2802. Piano Pedagogy - 2 hours (Fall, even years)

Discussion and analysis of suitable methods and materials of teaching at elementary and intermediate levels. Guidance in establishing and operating the private studio. Prerequisite: Two semesters of applied keyboard study.

MUS 3602. Analysis of Music Structure - 2 hours (Fall, odd years)

Advanced study of analytical techniques applied to music of all stylistic periods. Prerequisite: MUS 2623.

MUS 3622. Orchestration - 2 hours (Fall, even years)

Study of the capabilities of band and orchestral instruments; analysis of scores; practical work in scoring for small and large instrumental combinations. Prerequisite: MUS 2623.

MUS 3653. History of Music I - 3 hours (Fall)

Intensive study of the history of music and representative music literature before 1750. Prerequisite: MUS 1633 and MUS 2613, or permission of instructor.

MUS 3663. History of Music II - 3 hours (Spring)

Intensive study of the history of music and representative music literature since 1750. Prerequisites: MUS 1633 and MUS 2623.

MUS 3672. Organ Literature and Design - 2 hours (Spring, odd years)

A survey of organ literature and practical study of organ registration, design, and pedagogy. Prerequisite: Two semesters of applied organ and permission by instructor.

MUS 3712. Choral Conducting - 2 hours (Spring)

Continued work toward mastery of the basic skills of conducting. Emphasis upon the development of choral rehearsal and performance techniques. Survey of stylistic characteristics of the five major periods of choral literature. Prerequisite: MUS 2702.

MUS 3722. Instrumental Conducting - 2 hours (Spring, even years)

Continued work toward mastery of the basic skills of conducting. Baton technique. Emphasis upon the development of band rehearsal and performance techniques. Survey of stylistic characteristics of the major periods of band literature. Prerequisite: MUS 2702

MUS 3732. Church Music Literature and Materials - 2 hours (Spring, odd years)

Survey and analytical study of sacred music literature including choral and instrumental music representing all periods of church music with emphasis on music relevant to the contemporary church. Prerequisite: MUS 1623 and 1633.

MUS 3743. Church Music Education - 3 hours (Fall, even years)

A study of organizational techniques, methods and materials, unit and rehearsal plans, and enlistment procedures for a church music program for children through grade six.

MUS 3753. Service Playing - 3 hours (Spring, even years)

A practical study of the techniques and materials used by the church pianist and organist, involving hymn playing, modulation, transposition and improvisation, and accompanying choirs and soloists. Prerequisite: Two semesters of piano (or organ) or permission of instructor.

MUS 3802. Piano Literature - 2 hours (Fall, odd years)

A general survey of piano repertoire from 1650-Present. Prerequisite: Two semesters of piano or permission of instructor.

MUS 3812. Vocal Pedagogy - 2 hours (Spring, odd years)

An intensive study of vocal teaching techniques and vocal literature for use in private studio, voice class, music contest, and worship. Laboratory teaching experience. Prerequisite: Four semesters of applied voice or consent of instructor.

MUS 3813. Elementary Music Education - 3 hours (Spring)

Study of administrative teaching techniques and survey of materials for teaching music in elementary grades. Examination of musical concepts and skills appropriate at each age or learning level. Training in use of piano, recorder, autoharp, and fretted instruments. Prerequisite: MUS 1621 and 1623; music majors and minors only.

MUS 4622. Choral Arranging and Composition - 2 hours (Spring)

Original composition in idioms of the 20th century, including original pieces suitable for school and church. Emphasis on creative ideas and techniques for choral arranging. Prerequisite: MUS 1621 and 1623: music majors and minors only.

MUS 4701. Supervised Teaching in Piano - 1 hours (Fall, Spring)

Practical piano teaching experience in a supervised laboratory situation. Prerequisite: MUS 2802.

MUS 4712. Choral Techniques - 2 hours (Fall)

Building the needed understanding, listening skills, and expectations for developing a choral ensemble in regard to the aspects which shape choral teaching and performance, which include: vocal pedagogy and choral tone, musicality and performance practice, text and diction, rhythmic vitality, tuning and intonation, and dynamics. Prerequisites: MUS 2702 and 3712: music major and minors only.

MUS 4722. Repertoire for Secondary Choral Music - 2 hours (Spring, even years)

A study of choral music appropriate for use in the secondary school and the criteria for its selection. Prerequisite: MUS 3712 or permission of instructor.

MUS 4732. Marching Band Techniques - 2 hours (Fall, odd years)

Study of techniques in the organization, training and performance of marching bands in public schools. Laboratory: field trips to high school rehearsals and contests.

MUS 4743. Church Music Administration - 3 hours (Fall, odd years)

Study of the functional approach to the church music ministry including organization, administration, budget, calendar, scheduling, purchase and maintenance of equipment, rehearsal, performance, service planning, congregational activities and staff relations.

MUS 4752. Supervised Field Experience in Church Music - 2 hours (Fall, Spring)

On-the-job training under the supervision of a full-time minister. Includes observation and supervised work as director and/or accompanist. Fee: \$50. Prerequisite: MUS 3743 and 4743 or permission of the instructor.

MUS 4951-4. Special Topics in Music - 1-4 hours (On sufficient demand)

An intensive approach to selected topics in applied music including conducting and composition. Will require the appropriate applied fee. Prerequisite: Consent of department chairman.

MUS 4991-3. Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies of specific topics arranged with department chairman.

MUS 5101-2. Applied Study I - 1-2 hours

Opportunities for the further development of personal performance skills in conducting, orchestral instruments, organ, piano, and voice. Prerequisite: Level V.

MUS 5111-2. Applied Study II - 1-2 hours

A continuation of course 5101-2.

MUS 5203. The School Music Curriculum - 3 hours

A study of the music curriculum for grades K-12, individual research projects, and practice in curriculum design.

MUS 5303. Piano Literature - 3 hours

A general survey of and research in piano repertoire from 1650 to the present.

MUS 5323. Piano Pedagogy - 3 hours

Discussion, analysis, and research of suitable methods and materials for teaching at all levels both in the studio and in groups.

MUS 5343. Supervised Teaching of Piano I - 3 hours

Practical piano teaching experience in a supervised laboratory situation.

MUS 5353. Supervised Teaching of Piano II - 3 hours

A continuation of course 5343.

MUS 5633. Vocal Literature - 3 hours

Study and research of vocal literature, including German, French, and English in a historical context from the Baroque period to the present.

MUS 5653 Instrumental Literature - 3 hours

Study and research of solo and ensemble literature appropriate for teaching and the criteria for its selection.

MUS 5722. Repertoire For Secondary Choral Music - 2 hours

Study and research of choral music appropriate for use in the secondary school and the criteria for its selection.

MUS 5732. Marching Band Techniques - 2 hours (Fall, odd years)

Study and research of techniques in the organization, training and performance of marching bands in public schools.

MUS 5923. Readings in Music History - 3 hours

Independent reading in a period of music history, performance practices, or the historical development of a particular genre. Readings culminate in a series of critical essays. May be repeated for a total of six hours credit.

MUS 5953. Intensive Studies - 3 hours

A focus on a special topic in music education, music history, music theory, or performance practice. Topics will vary with each offering; therefore, the course may be repeated for a total of six hours.

MUS 5993. Independent Study in Music - 3 hours

Advanced individual topical studies or performance projects approved by the student's advisor and graduate committee. May be repeated for a total of six hours.

Elementary Music Education

(See EDU 3813)

Methods of Teaching Instrumental Music in the Secondary School

(See EDU 4562)

Methods of Teaching Vocal Music in the Secondary School

(See EDU 4573)

ENSEMBLES: Students enroll in ensemble according to academic classification prefix.

(1) Freshman

(2) Sophomore

(3) Junior

(4) Senior

(1,2,3,4)001. Concert Choir - 1 hour (Fall, Spring)

Open to all students by audition. Study and performance of literature for the mixed choir. Three rehearsals per week. Lab fee: \$5.

(1,2,3,4)011. SBU Chorale - 1 hour (Fall, Spring)

Open to all students by audition. Study and performance of advanced literature for the mixed choir. Four rehearsals per week. Concerts on campus and on tours. Lab fee: \$5

(1,2,3,4)021. Symphonic Winds - 1 hour (Fall, Spring)

Open to all students by audition. Study and performance of works for concert band (woodwinds, brass, percussion, and string bass.) Four rehearsals per week. Concerts on campus and on tours. Lab fee: \$5

(1,2,3,4)031. Orchestra - 1 hour (Fall, Spring)

Open to all students by audition. Various chamber combinations involving string instruments. Two rehearsals per week. Lab fee: \$5

(1,2,3,4)041. Opera Workshop - 1 hour (Fall, Spring)

Open to all students by audition. Study and performance of operatic or musical theater solos and ensembles. One major production per year.

(1,2,3,4)051. Jazz Ensemble - 1 hour (Fall, Spring)

Open to all students by audition. Study and performance of works for jazz ensemble. Two rehearsals per week. Concerts on campus and on tours.

(1,2,3,4)061. Brass Ensemble - 1 hour (Spring)

Open to all students by audition. Various quartets, quintets, and choirs. Two rehearsals per week. Must be enrolled in Symphonic Winds concurrently.

(1,2,3,4)071. University Singers - 1 hour (Fall, Spring)

Non-auditioned mixed choir open to all students. Two hours of rehearsal per week. Lab fee: \$5

(1,2,3,4)081. Contempos - 1 hour (Fall, Spring)

Open to all students by audition. Small ensemble of vocalists and instrumentalists emphasizing contemporary Christian music. Performance on campus and on tour in schools and churches. Vocalists must be enrolled in SBU Chorale or Concert Choir.

MUS (1,2,3,4)511. Chamber Singers - 1 hour (Fall, Spring)

Open to all students by audition. Twelve voice ensemble performing chamber literature from major stylistic periods including vocal jazz. Two rehearsals per week. Must be enrolled in SBU Chorale concurrently.

MUS (1,2,3,4)521. Woodwind Ensemble - 1 hour (Fall, Spring)

Open to all students by audition. Various chamber ensembles consisting of one or more of the following: flutes, oboes, clarinets, saxophones, and bassoons. Two rehearsals per week.

MUS 5001. University Chorus - 1 hour

MUS 5011. SBU Chorale - 1 hour

MUS 5021. Symphonic Winds - 1 hour

MUS 5031. Orchestra - 1 hour

MUS 5091. Marching Band - 1 hour

PRIVATE APPLIED MUSIC (FALL, SPRING)

Private instruction for music majors and minors and intermediate to advanced non-majors. Students should enroll in applied lessons according to performance level and academic level. All levels of applied music may be taken for 1 or 2 hours credit.

LEVEL PREREQUISITES (Must meet both or enroll in next lower level):

- 1000 None
- 2000 Sophomore standing and Level II or above.
- 3000 Junior standing and Level III or above.
- 4000 Senior standing and Level IV or above.
- 5000 Graduate standing and Level V or above.

- (1,2,3,4)20(1,2) Applied Flute
- (1,2,3,4)21(1,2) Applied Oboe
- (1,2,3,4)22(1,2) Applied Clarinet
- (1,2,3,4)23(1,2) Applied Bassoon
- (1,2,3,4)24(1,2) Applied Saxophone
- (1,2,3,4)25(1,2) Applied French Horn
- (1,2,3,4)26(1,2) Applied Trumpet
- (1,2,3,4)27(1,2) Applied Trombone
- (1,2,3,4)28(1,2) Applied Baritone
- (1,2,3,4)29(1,2) Applied Tuba
- (1,2,3,4)30(1,2) Applied Percussion
- (1,2,3,4)31(1,2) Applied Piano
- (1,2,3,4)32(1,2) Applied Organ
- (1,2,3,4)33(1,2) Applied Voice
- (1,2,3,4)34(1,2) Applied Violin
- (1,2,3,4)35(1,2) Applied Viola
- (1,2,3,4)36(1,2) Applied Cello
- (1,2,3,4)37(1,2) Applied Double Bass
- (1,2,3,4)40(1,2) Applied Guitar
- (3,4)38(1,2) Applied Conducting

NURSING

NUR 3303. Health Assessment - 3 hours.

Health assessment skills in nursing practice and its impact on society's health care which includes the developing individual, family, and community. Interviewing skills, appraisal of development, normal and abnormal assessment findings are learned. Students are able to differentiate between physical and health assessment and how to communicate their findings.

NUR 3313. Nursing Transition - 3 hours

Survey of the nursing profession and major impacts of society and science upon the professional nurse. Nursing history, education, health care delivery systems, employment, and trends in practice are discussed. The uniqueness of the nursing profession is emphasized and future of nursing is explored in view of demographics, cultural diversity, and society's health needs.

NUR 3323. Overview of Nursing Theories - 3 hours

Survey of selected Nursing Theories and Models showing the progression of theory development in the nursing profession. Selected theories are explored for: relevance in nursing practice, understanding of assumptions and philosophies of the theorist, and applicability to persons, health, society/environment, and the nursing profession.

NUR 3333. Policy and Politics - 3 hours

Policy issues of concern to nursing and the extent to which the professional nurse can influence health care legislation. Analysis of political action by the profession, and government and legislature on local, state, and national levels. Significance of torts and negligence, liability, and ethical issues in practice.

NUR 3343. Psychiatric Nursing Process and Communication - 3 hours

Communication theories and skills to enhance the professional interpersonal process with persons, groups, and colleagues. Listening, verbal and nonverbal communication, cultural diversities, and the counseling process are discussed. Assessment and intervention techniques for persons with psychological disturbances are examined.

NUR 3902. Pharmacodynamics - 2 hours

Nursing responsibilities and implications concerning pharmacological intervention in all age groups. Drug mechanisms, toxicities, treatment, complications and professional nursing response are analyzed. Clients at risk for adverse drug reactions are identified and issues of economics, ethics, and drug abuse are examined.

NUR 4405. Community Health - 5 hours

Theoretical and clinical practice focus on the concepts and theories related to the health of the community which includes historical, economic, social, cultural, and political influences. Health promotion, health maintenance, and prevention of disease is emphasized. Clinical practice occurs in health clinics, schools, community shelters, group homes, and other locations that serve the diverse health needs of the community. Prerequisites: BIO 4404, NUR 3303, NUR 3323; successful completion of the NLN Mobility Profile II Exams; current Missouri RN license and proof of malpractice insurance.

NUR 4413. Management and Leadership - 3 hours

Leadership and management styles and their applicability to nursing practice. Organizational structure, management systems, management process, communication, and conflict resolution are knowledge and skills needed by the nurse manager. Legal and ethical issues important to nursing management are discussed.

NUR 4425. Clinical Case Management - 5 hours

Theoretical and clinical practice focus on Nursing Case Management of the individual/family unit experiencing a life-threatening illness or accident. Nursing, family, stress, crisis, and teaching/learning theories will be examined. Clinical practice begins in critical care and then focuses in the home within the community. Prerequisites: BIO 4404, NUR 3303, NUR 3323; successful completion of the NLN Mobility Profile II Exams; current Missouri RN license and proof of malpractice insurance.

NUR 4433. Research Methods - 3 hours

Elementary components of the research process are presented. Influences of history, theory, health care systems, economics, culture, and ethics are explored. Critical examination of selected, published nursing research and development of a student generated research proposal are synthesis outcomes of the research process. Prerequisites: PSY 3243, NUR 3323.

NUR 4441. Capstone Seminar - 1 hour

Exploration and synthesis of nursing knowledge and practice issues facing the nursing profession and the health care system. Discussion of issues in practice, education, and research. Prerequisites: Limited to students who are enrolled in final semester of senior year.

NUR 4452. Spirituality in Nursing Practice - 2 hours

Spiritual practice by professional nurses and the responsibilities and issues of spiritual care in nursing. Spiritual needs and interventions are identified in all age groups with an understanding of cultural diversity in spiritual practices. Christian spiritual practice is emphasized.

NUR 4903. HIV/AIDS in Depth: Practical Application in the Community - 3 hours

HIV/AIDS etiology, incidence, and pathophysiology and practical application. HIV/AIDS transmission, treatment, prevention, attitudes and fears, nursing care, education and cultural, legal, ethical, and economic issues are explored. Problems and strategies will be examined in care of the psycho/social/spiritual/physical aspects of persons of all age groups who are HIV positive.

NUR 4991-3. Independent Studies - 1-3 hours

Student-proposed topics in nursing practice, education, or research which are approved by faculty and department chairperson for independent study.

NUTRITION

NTN 2233. Nutrition - 3 hours (Spring, Fall)

Nutritional requirements of mankind with emphasis on the roles of nutrients in the body throughout the life cycle.

PHILOSOPHY

PHI 2013. Introduction to Philosophy - 3 hours (Fall, Spring)

Survey of philosophical problems, methods of approach and modes of thought.

PHI 2023. Logic and Language - 3 hours (On demand)

Examination of basic principles of critical thinking. Special attention to deductive reasoning, inductive reasoning and language analysis.

PHI 4003. Twentieth Century Thought - 3 hours (On demand)

Contemporary philosophical movements with special attention to problems and methods. Prerequisite: PHI 2013 or permission of instructor.

PHI 4013. The Philosophy of Religion - 3 hours (Spring, odd years)

Philosophical approach to the study of religion with emphasis on methods and problems. Prerequisite: PHI 2013 or permission of instructor.

PHI 4023. World Religions - 3 hours (On demand)

A survey of major world religions. Prerequisite: PHI 2013 or permission of instructor.

PHI 4033. Problems - 3 hours (On demand)

Selected problems for the advanced student in one topic. Prerequisites: Two courses in philosophy or permission of instructor.

PHI 4043. Decision Making - 3 hours (Fall)

Ethical issues related to professional life, social conditions, family situations, and spiritual questions from the perspective of the Christian world view.

PHI 4951-4. Special Readings in Philosophy - 1-4 hours (On demand)

Individual reading in selected topics. Prerequisite: PHI 2013 and permission of instructor.

PHI 5043. Social Responsibility - 3 hours

Advanced biomedical issues of personal and institutional rights, suicide, euthanasia, abortion, genetic engineering, the environment, and economic justice in health care.

PHYSICAL SCIENCE

PHS 1001. Physical Science Laboratory - 1 hour (Winterfest, Spring)

An optional laboratory to accompany PHS 1003. Utilizes basic experiments in chemistry and physics. Designed for the general student. One laboratory period per week. Lab fee \$24. Prerequisite: A year of high school algebra and concurrent or previous enrollment in PHS 1003.

PHS 1003. Introduction to Physical Science - 3 hours (Winterfest, Spring)

An integrated study of selected basic principles and concepts of chemistry and physics, including topics of current interest. Designed for the general student. Three lectures each week. Prerequisite: One year of high school algebra.

PHS 1114. Introduction to Earth Science - 4 hours (Fall, Winterfest)

Basic principles of the earth in space, its atmosphere, the oceans, and the development of land forms by geologic agents. Designed for the general student. Three lectures, one laboratory period per week. Lab fee \$24.

PHS 2214. Meteorology - 4 hours (Spring)

A study of the earth's atmosphere and forces that influence weather phenomena including environmental trends. Three lectures. One laboratory period per week. Lab fee \$24.

PHS 2314. Astronomy - 4 hours (Fall)

A study of the historical and descriptive aspects of the solar system, stars, galaxies, and current topics related to space science. Three lectures, one laboratory period per week. Lab fee \$24.

PHYSICAL THERAPY

Professional Portion

Students must be accepted into the upper division of the Physical Therapy Program prior to taking these courses.

PTH 2002. Introduction to Medical Terminology - 2 hours (Spring)

Introduction to the development of both written and verbal communication skills for the medical community. Overview of various medical conditions treated by physical therapists and the clinical objectives for those conditions. Two lectures per week.

Professional Portion

Students must be accepted into the upper division of the Physical Therapy Program prior to taking these courses.

PTH 4615. Clinical Education IV - 5 hours (Fall)

Supervised experiences in evaluation of patients and application of physical therapy treatment procedures. Emphasis on problem solving and goal setting. Six weeks to be arranged at the individual facility. Prerequisites: Permission of instructor and of the Physical Therapy Review Committee, completion of all required coursework with a grade of "C" or better and proof of clinical liability insurance, CPR certification, and any medical information or tests required by the individual facility.

PTH 4625. Clinical Education V - 5 hours (Fall)

A continuation of Clinical Education IV but will be located at a different facility. Prerequisites: Permission of instructor and of the Physical Therapy Review Committee, completion of all required coursework with a grade of "C" or better and proof of clinical liability insurance, CPR certification, and any medical information or tests required by the individual facility.

PTH 4635. Clinical Education VI - 5 hours (Fall)

A continuation of Clinical Education V but will be located at a different facility. Prerequisites: Permission of instructor and of the Physical Therapy Review Committee, completion of all required coursework with a grade of "C" or better and proof of clinical liability insurance, CPR certification, and any medical information or tests required by the individual facility.

PHYSICS

PHY 1114. General Physics I - 4 hours (Fall)

A non-calculus physics course emphasizing the fundamental concepts of mechanics, heat, and wave motion. Designed for pre-physical therapy, science education, biology, pre-medical, pre-veterinary, pre-optometry, and pre-pharmacy majors. Three lectures, one laboratory period each week. Lab fee \$32. Prerequisites: MAT 1143 or proficiency in high school algebra and geometry.

PHY 1124. General Physics II - 4 hours (Spring)

A continuation of PHY 1114, emphasizing the fundamental concepts of electricity, magnetism, and optics; introduction to atomic physics. Three lectures, one laboratory period each week. Lab fee \$32. Prerequisite: PHY 1114.

PHY 2215. Engineering Physics I - 5 hours (Fall)

A rigorous calculus-based physics course emphasizing mechanics, heat, and wave motion. Designed for pre-engineers and physical science majors. Four lectures, one laboratory period each week. Lab fee \$40. Prerequisite: MAT 2254 or concurrent enrollment. NOTE: A student cannot receive credit for both PHY 1114 and 2215.

PHY 2225. Engineering Physics II - 5 hours (Spring)

A continuation of PHY 2215, emphasizing electricity, magnetism, and optics; introduction to atomic physics. Four lectures, one laboratory period each week. Lab fee \$40. Prerequisites: PHY 2215 and MAT 2264 or concurrent enrollment. NOTE: A student cannot receive credit for both PHY 1124 and 2225.

PHY 2233. Statics - 3 hours (Spring)

Application of the principles of vector mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, centroids, and moments of inertia. Designed for pre-engineers. Three lectures each week. Prerequisites: PHY 2215 and MAT 1195.

PHY 2951-4. Special Topics in Physics - 1-4 hours (On demand)

A study of topics from one or more of the fields of physics chosen to meet student needs and interests. Lab fee \$8-32 as necessary. Prerequisite: A year of college physics.

PHY 3363. Modern Physics - 3 hours (On demand)

A study of the atomic view of matter and radiation, relativity, and wave-particle duality; basic concepts of quantum physics. Three lectures each week. Prerequisites: PHY 2225 or PHY 1124 and MAT 1195.

PHY 3413 (CSC 2233). Machine Organization - 3 hours (Fall)

A survey of the electronic and mechanical components of a computer, including processing units, memory, and I/O devices. Also includes an introduction to assembly language programming. Three lectures per week. Lab fee \$24. Prerequisites: CSC 1153 and/or one year of college physics.

PHY 3951-4. Special Topics in Physics - 1-4 hours (On demand)

A study of topics from one or more fields chosen to meet special student needs and interests. Topics could include dynamics, advanced mechanics, optics, thermodynamics, electromagnetic field theory, electronics, and nuclear physics. Laboratory may be included. Lecture and laboratory periods variable. Lab fee: \$8-32 if necessary. Prerequisites: Determined by nature and level of topics studied.

POLITICAL SCIENCE

POL 1113. American Government and Politics - 3 hours (Fall, Spring)

Origin, organization, and policy of United States government at the national, state, and local levels. Encourages citizen participation and leadership in democratic processes beginning at the community level. Fulfills the Missouri statutory requirement.

POL 2101. Prelaw Seminar - 1 hour (Spring)

A career oriented course which examines the major fields of law; also includes a study of the requirements for admission to law school with emphasis on the Law School Admission Test; in addition, students usually visit a law school.

POL 2223. American State and Local Government - 3 hours (Spring)

Organization, administration and problems of state, county, municipal and other local governments in the United States. Prerequisite: Sophomore standing (over 30 hours) including POL 1113 or consent of instructor.

POL 2951-4. Problems and Issues In Political Science - 1-4 hours

Prerequisite: POL 1113

POL 3313. International Relations - 3 hours (Spring, even years)

An in-depth study of relations among the nations of the world and the problems which arise with their constantly increasing interactions. Prerequisite: POL 1113.

POL 3323. Comparative Government - 3 hours (Fall, odd years)

A comparison of different kinds of political systems in the various regions of the world. The U.S. style of democracy will be compared with a parliamentary system, Middle Eastern and African authoritarianism, socialist systems, Asian democracies, and Latin American corporatism. Prerequisite: POL 1113

POL 4453. Congress and the Legislative Process - 3 hours (Spring, even years)

Major topics include: origin and powers of the United States Congress; relation of Congress to the other branches of government and to the public; leadership, partisanship, the committee system and policy making; comparison with the state legislatures. Prerequisite: POL 1113 or consent of instructor.

POL 4563. The Supreme Court and Constitutional Development - 3 hours

Focuses on landmark Supreme Court decisions and judicial interpretations of the U.S. Constitution from the 1790's until the present; topics addressed include origins of the Constitution, powers of the three branches, separation of powers, regulation of commerce, and individual rights based on the Bill of Rights.

POL 4673. The American Presidency - 3 hours (Fall, even years)

Explains the role of the President in the American Federal System. Focuses on relations with the public and the press, the Congress and the Courts, the bureaucracy and public policy. Prerequisite: POL 1113.

POL 4951-4. Intensive Studies in Political Science - 1-4 hours (Fall, Spring)

A seminar investigating a selected topic or theme in the light of previous and current interpretations. Areas of study will vary with each offering, therefore, the student may elect to repeat the course when different content is offered. Prerequisite: Six hours of political science and/or consent of instructor.

POL 4991-3. Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies of specific topics. Prerequisites: 15 hours of political science, Jr. or Sr. standing (over 60 hours) & approval of the department.

PSYCHOLOGY

PSY 1013. General Psychology - 3 hours (Fall, Spring)

A "life-oriented" course including physiological backgrounds of behavior, development, motivation, emotion, intelligence, personality, adjustment and social psychology.

PSY 2023. Mental Hygiene - 3 hours (Fall, Spring)

Development and function of basic adjustive mechanisms; role and problems of adjustment in various social situations. Prerequisite: PSY 1013 - sophomore standing.

PSY 2063. Systems of Psychology - 3 hours (Fall, Spring)

Major concepts of various systems of psychological thought in current and historical perspective. Prerequisite: PSY 1013.

PSY 3033. Abnormal Psychology - 3 hours (Fall, Spring)

Major psychoses, psychoneuroses, sexual adjustment and an analysis of childhood background which leads to mental breakdowns, phobias, compulsions and hysteria. Prerequisite: PSY 1013.

PSY 3053. Child Development - 3 hours (Fall, Spring)

A study of the operation of normal psychological and developmental processes in the lives of children from birth to adolescence. Prerequisite: PSY 1013 or EDU 2113.

PSY 3063. Human Growth and Development - 3 hours (Fall, Spring)

A "Life-Span" study of human growth and developmental processes including physiological, psychological and sociological influences and effects. Students receiving credit for this course cannot receive credit for both PSY 3053 and PSY 4033. Prerequisites: PSY 1013 or EDU 2113.

PSY 3073. Social Psychology - 3 hours (Fall, Spring)

Social behavior of individuals and the major processes of social interaction, social influence, group structure, the individual and the system, and socialization. Three hours credit in either psychology or sociology (not both). Prerequisites: PSY 1013 or SOC 1003.

PSY 3083. Psychological and Sociological Implications of Mental Retardation - 3 hours (Spring)

Definition, diagnosis, classification, perceptual and conceptual evaluation. Multi-disciplinary approach to mental retardation. Three hours credit in either psychology or sociology (not both). Two lectures, one laboratory each week. Prerequisites: PSY 1013 or Soc 1003 and permission of instructor.

PSY 3093. Psychology of Learning - 3 hours (Spring)

Survey of the field of learning in terms of historical backgrounds, acquisition, retention, forgetting, transfer and motivation. A brief introduction to the various theories and systems of learning is included. Prerequisites: PSY 1013, 2063.

PSY 3243. Elementary Statistics - 3 hours (Fall, Spring)

Measurement, averages, variability percentile rank, normal curve, correlation, chi-square and probability related to the behavior sciences. Prerequisite: PSY 1013 or EDU 2113.

PSY 3313. Introduction to Counseling - 3 hours (Fall, Spring)

An introduction to counseling theory, methods and techniques, including a study of client-counselor encounters, stages of counseling and the counseling interview. Prerequisites: Twelve hours of psychology including permission of instructor. 1013 and 2063.

PSY 4003. Understanding Women - 3 hours (On Demand)

A course designed to increase awareness of sex roles and their influence on women's sexuality, relationships, and mental health. Emphasis is placed on surveying and examining the modern woman's place in society--her roles and experiences as a single woman, wife, mother, and career person.

PSY 4023. The Psychology of Personality - 3 hours (Spring)

Factors and conditions relating to personality structure and dynamics, defense mechanisms and a critical examination of the theories of personality. Prerequisites: PSY 1013, 2063.

PSY 4032. Sex Education - 3 hours (On Demand)

A course designed to provide the student with frank, factual information about the many aspects of sex; to help enable the student to see sex as a natural, integral, God-ordained component of marriage; and to dispel common myths and misconceptions about sex. Junior or senior standing or consent of instructor.

PSY 4033. Adolescent Development - 3 hours (Fall, Spring)

A study of the development processes of the adolescent, beginning at puberty and continuing through late adolescence. Prerequisite: PSY 1013 or EDU 2113.

PSY 4093. Behavior Modification - 3 hours (Fall)

A course oriented to the rationale and theoretical basis of behavior modification and its clinical use in a clinical therapy setting. Specific principles and techniques will be discussed. Prerequisites: PSY 1013 and PSY 2063.

PSY 4223. Psychological Testing - 3 hours (Spring)

Survey of the field of psychological testing with emphasis on types of tests, validity and reliability. Prerequisites: PSY 1013, 3243 or permission of instructor.

PSY 4233. Research Design and Methods - 3 hours (On demand)

Intensive analysis of experimental designs and methods of research including measurement issues, ethical considerations, sampling techniques, data-gathering techniques, data analysis and interpretation, presentations and reporting of results. Prerequisites: PSY 1013 or SOC 1003, PSY or SOC 3243 and permission of instructor.

PSY 4243. Pre-marital Counseling - 3 hours (Fall)

An applied course designed to give the student a working knowledge of premarital counseling. Focus will be given to assessment tools, biblical foundation of marriage, and the premarital counseling process. Prerequisites: Junior or senior standing or consent of instructor.

PSY 4263. Physiological Psychology - 3 hours (Fall)

An introduction to the biological/physiological basis for human behavior. The structure and the function of the nervous system, neuropsychological methods, sensation, emotional responses, learning, memory, and psychopathology will be covered. Prerequisites: PSY 1013, PSY 2063, BIO 1114.

PSY 4273. Small group - 3 hours (On demand)

An innovative course that is conducted as an "experiential interaction laboratory" providing students the opportunity to increase their understanding and skills in the areas of personal, interpersonal, and small group communication. Prerequisites: Junior or senior standing or consent of instructor.

PSY 4313. Counseling Methods and Practice - 3 hours (On demand)

An experientially oriented study of the counseling process with special emphasis on methodology and practice in the art of listening and the exercise of appropriate judgment. Prerequisite: PSY 3313.

PSY 4333. Child Abuse and Neglect - 3 hours (On demand)

A study of child abuse and neglect with consideration given to causes, symptoms, treatment and prevention. A special section is included dealing with the treatment of adult survivors of child abuse. Prerequisite: SOC 2003 or consent of instructor.

PSY 4363. Marriage and Family Counseling - 3 hours (On demand)

Theories and practices of marriage and family practice, with emphasis on the family as a system. Include intergenerational and development issues, and characteristics of a successfully functioning family. Prerequisite: Junior or Senior standing or permission of instructor.

PSY 4373. Being Human and Addicted (Addictionology) - 3 hours (On demand)

A study of the effects of drugs on the human being, issues of physiology, psychology, sociology, and religion will be addressed as they relate to chemical dependency. An overview of treatment methods and therapy will be included. Prerequisite: Junior or senior standing.

PSY 4951-4. Intensive Studies - 1-4 hours (On demand)

A study of critical issues in psychology that are not covered in other course offerings. Areas of study will vary from year to year. Students may elect to repeat the course. Prerequisite: 12 hours psychology or consent of instructor.

PSY 4983. Counseling Practicum - 3 hours (On demand)

A course designed to give the advanced student practice in counseling under supervision with cases involving preliminary interview, testing, analysis of data, counseling interviews, and written summaries. Prerequisite: PSY 4313 and departmental approval.

PSY 4991-3. Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies of specific topics arranged by department chairman.

PSY 5053. Child Development - 3 hours

A study of the operation of normal psychological and developmental processes in the lives of children from birth to adolescence.

PSY 5313. Introduction to Counseling - 3 hours

An introduction to counseling theory, methods and techniques, including a study of client-counselor encounters, stages of counseling and the counseling interview. Prerequisite: 12 hours of psychology.

PSY 5023. The Psychology of Personality - 3 hours

Factors and conditions relating to personality structure and dynamics, defense mechanisms and a critical examination of the theories of personality.

PSY 5033. Adolescent Development - 3 hours

A study of the development processes of the adolescent, beginning at puberty and continuing through late adolescence.

PSY 5063. Human Growth and Development - 3 hours

A "life-span" study of human growth and development processes including psychological, physiological, and sociological influences and effects.

PSY 5223. Psychological Testing - 3 hours

Survey of the field of psychological testing with emphasis on types of tests, validity and reliability.

PSY 5323. Counseling Methods and Practice - 3 hours

An experientially oriented study of the counseling process with special emphasis on the methodology and practice in the art of listening and the exercise of appropriate judgment. Prerequisite: PSY 5313.

PSY 5983. Counseling Practicum - 3 hours

A course designed to give the advanced student practice in counseling under supervision with cases involving preliminary interview, testing, analysis of data, counseling interviews, and written summaries. Prerequisite: PSY 4313 and 5313.

RECREATION & LEISURE STUDIES**REC 1102. Introduction to Leisure - 2 hours (Fall)**

A basic course which provides a philosophical and conceptual framework of leisure. Theoretical, sociological, historical and spiritual aspects are included. An investigatory approach in which leisure is identified with recreation and other areas of life.

REC 1113. Foundations of Community Recreation - 3 hours (Spring)

A course concerning the history, nature, extent, and significance of recreation in the community setting. Special attention is focused on government related agencies that provide public leisure services.

REC 1123. Principles of Church Recreation - 3 hours (Fall)

A survey course in the interpretation, objectives, history and philosophy of recreation in the church and its relationship and contribution to the total church ministry. An overview of the various program areas of church recreation included.

REC 2042. Social Recreation - 2 hours (Fall)

A course in the planning, promotion and conducting of various types of events. Classroom discussion and demonstrations of activities for parties, fellowships, and other social occasions included. (Fee \$5)

REC 2052. Camp and Retreat Administration - 2 hours (Spring)

A study of organizational, administrative and programming aspects of resident camps, day camps and retreats. Includes history of the camping movement and an overview of outdoor education.

REC 2062. Drama in the Church and Community - 2 hours (Fall)

A practical application course with special emphasis given to the role of drama in the church and community. Includes a study of various types of drama, organizational methods for the establishment of an on-going program, and review of resources.

REC 2072. Senior Adult Recreation - 2 hours (Spring)

An investigation of the needs and potentials of senior adults with emphasis on recreation programming opportunities. Problems of aging are also considered.

REC 2092. Recreation and Athletic Facilities - 2 hours (Fall)

A course which examines the planning and design of recreation and athletic facilities. Also includes practical considerations for operating a facility.

REC 2951-3/4951-3. Special Topics in Recreation - 1-3 hours (As arranged)

An intensified approach to selected themes or subject matter in recreation. Areas of study may vary. Prerequisites: Approval of Div. Coordinator or 8 hours in recreation. (Upper level credit requires 12 hours in recreation and Junior or Senior standing.)

REC 3163. Recreation Leadership - 3 hours (Spring)

A course designed for training leaders of recreation. Techniques of direct recreation leadership and methods for practical application of leadership skills are emphasized. Includes lab. (Must be taken at SBU). Prerequisites: REC 1102, and 1113 or 1123.

REC 3783. Recreation Field Guidance Seminar - 3 hours (Spring)

A laboratory-type exposure to recreation; actual situations are encountered and discussed in seminar fashion. Prerequisites: REC 1102 and 1113 or 1123.

REC 3992. Readings in Recreation - 2 hours (Fall)

A concentrated study of books relating to the field of recreation. Oral and written work pertinent to each book is required. (Approval of course supervisor required.)

REC 4023. Organization and Administration of Recreation - 3 hours (Fall)

A course emphasizing the methodology of planning, organizing, administering and managing the recreation department. Consideration given to staff and personnel, equipment, budgeting, records, reports and programming. Prerequisites: REC 1102, 1113, or 1123 and 3136.

REC 4762. Problem Solving in Recreation - 2 hours (Spring)

A seminar on problem solving in the recreation profession. Aimed at facilitating transition between the academic and professional experience. (Restricted to recreation majors or minors of Junior or Senior standing.)

REC 4961-3. Recreation Practicum - 1-3 hours (Fall, Spring, Summer)

Credit given for on-the-field experience gained in the practice of specified recreation related duties. Settings are determined according to individual circumstances. (Maximum of 3 hours total may be earned toward major.) Prerequisites: Advance approval of course supervisor and Junior or Senior standing.

REC 4971-4972. Recreation Symposium - 1-2 hours (As requested)

Credit given for special short-term off campus study in the field of recreation including labs, clinics or conferences as sponsored by national, regional, or state recreation associations or agencies. (Restricted to recreation majors or minors of Junior or Senior standing; approval of Div. Coordinator required)

REC 4986. Internship in Recreation - 6 hours (Fall, Spring, Summer)

A fulltime residency for on-the-job training under the supervision of a church or community recreation professional. Includes observation, supervision, planning, instruction, direct leadership, and evaluation. Prerequisites: A minimum grade of "C" in REC 3163 and REC 3783; a minimum overall GPA of 2.000 in all coursework taken at SBU prior to application for internship and prior to internship itself; restricted to Church Recreation or Community Recreation majors of senior standing; advance application no later than September or February of preceding semester.(Fee \$100).

REC 4991-3. Independent Investigations in Recreation - 1-3 hours (Fall, Spring)

Exploratory projects or undergraduate research and directed individual study in recreation areas not included in the regular curriculum. See further guidelines in this catalog under "Independent Study". (Restricted to recreation majors of Senior Standing with a minimum GPA of 2.75 in REC. Approval of Div. Coordinator required.)

RELIGIOUS EDUCATION

RED 2003. Introduction to Religious Education - 3 hours (Fall, Spring)

An introductory study of the historical and philosophical principles of Christian education in accord with today's church programs.

RED 2033. Principles of Teaching in the Church - 3 hours (Fall, odd years; Spring, each year)

Basic principles and concepts of Christian teaching formulated and projected into planning and presented in church related learning experiences.

RED 2062. Drama in the Church and Community - 2 hours (Fall)

See REC 2062 for course description.

RED 2951-4. Special Topics in Religious Education - 1-4 hours

A focus on special topics in the field of Religious Education. Prerequisites: Consent of instructor.

RED 3013 (4014). Youth Ministry in the Church - 3 hours (Spring)

A study of the objectives, organization, curriculum materials, and methodologies for youth, ages 12-17, and the directing of a youth program. Prerequisite: RED 2003

RED 3023. Church and Denominational Administration - 3 hours (Fall)

A functional study including duties of church officers and committees, constitutions, by-laws, parliamentary procedure and church and denominational administration. Prerequisite: RED 2003 or consent of instructor.

RED 3043. Childhood Education in the Church - 3 hours (Fall, even years)

A study of the objectives, organization, curriculum materials, and teaching methodologies designed for children ages six through eleven. Special emphasis will be given to the "age of accountability." Prerequisite: RED 2003 or consent of instructor.

RED 4003. Adult Education in the Church - 3 hours (Fall, even years)

Study of the development of religious adult education, developmental tasks of adulthood, program organizations of the church at work in adult education and available curriculum materials. Prerequisite: RED 2003 or consent of instructor.

RED 4053. Reaching Unchurched Youth - 3 hours (Fall)

A study of (1) the needs of youth and their culture (including suicide, pregnancy, parental problems, drugs) and (2) evangelism strategies, events, and programs designed to reach unchurched youth. Prerequisites: BIB 1013, 1023 (1002, 1012), DIS 2012, and consent of instructor.

RED 4203. Administration of Early Childhood Education Programs - 3 hours (Fall, odd years)

This course is a functional study of the administrative techniques, responsibilities, and professional guidelines for establishing and directing an early childhood program. Prerequisite: EDU 2113, 2313, 2333, 2381, 2391; PSY 3053; or RED 2003, 2033, 3043; or consent of instructor.

RED 4951-4. Intensive studies in Religious Education - 1-4 hours

Focus on special areas of interest in the Religious Education field. Topic will vary from year to year. (May be taken more than once). Prerequisites: RED 2003 and consent of instructor.

RED 4981-6. Internship in Religious Education - 1-6 hours (Fall, Spring, Summer)

On-the-job training under the supervision of a full-time minister of education, minister of childhood education, or youth minister. Includes observation, supervision, planning, instruction, guided practical leadership and evaluation. Prerequisite: Major in Religious Education or Youth Ministry with Senior standing or by permission of the chairman, Department of Religious Education.

RELIGION

REL 2951-3. Special Topics in Religion - 1-3 hours

Investigation of selected themes, topics, or current issues in religion. Areas of study will vary from year to year (the course may be repeated). Prerequisite: Consent of instructor.

REL 4991-3. Independent Research - 1-3 hours

SOCIOLOGY

SOC 1003. Introductory Sociology - 3 hours (Fall, Spring)

Survey of major subject areas and principles of sociology. Topics of the nature and development of culture; social aspects of personality; population trends, social classes, institutions and social change.

SOC 1013. Introductory Anthropology - 3 hours (On Demand)

A survey presentation of the theories, methods, and major areas of anthropology. Attention is given to human origins, the concept of culture, and man as a cultural being.

SOC 1102. Introduction to Leisure - 2 hours (Fall)

A basic course which provides a philosophical and conceptual framework of leisure. Theoretical, sociological, historical and spiritual aspects are included. An investigatory approach in which leisure is identified with recreation and other areas of life.

SOC 2003. Social Problems - 3 hours (Fall, Spring)

Study of current social problems of American society. Topics of alcoholism, suicide, drugs, old age, delinquency, minority groups, mental disorders, etc. Prerequisite: SOC 1003.

SOC 3003. The Family - 3 hours (Fall, Spring)

A study of the family as a social institution with consideration given to structure, interaction and cross-culture comparisons, changing family functions and present-day problems and trends.

SOC 3033. Rural Sociology - 3 hours (Spring)

Study of rural society, its organization, agencies, institutions, population trends and composition, patterns of settlement and changing character. Prerequisite: SOC 1003.

SOC 3043. The City - 3 hours (Fall)

Study of the urban society, historical development, urban development, urban redevelopment and renewal, pattern of settlement, population trends and composition and major problems.

SOC 3073. Social Psychology - 3 hours (Fall, Spring)

Social behavior of individuals and the major processes of social interaction, social influence, group structure, the individual and the system, and socialization. Three hours credit in either psychology or sociology (not both). Prerequisites: PSY 1013 or SOC 1003.

SOC 3083. Psychological and Sociological Implications of Mental Retardation - 3 hours (On demand)

See PSY 3083 for course description.

SOC 3243. Elementary Statistics - 3 hours (Fall, Spring)

See PSY 3243 for course description.

SOC 3313. Introduction to Social Work - 3 hours (Fall)

A survey of the issues and knowledge upon which social work has developed, with consideration given to historical background, structure, methods and current programs. Prerequisite: SOC 1003.

SOC 4003. Understanding Women - 3 hours (On Demand)

A course designed to increase awareness of sex roles and their influence on women's sexuality, relationships, and mental health. Emphasis is placed on surveying and examining the modern woman's place in society--her roles and experiences as a single woman, wife, mother, and career person.

SOC 4032. Sex Education - 3 hours (On Demand)

A course designed to provide the student with frank, factual information about the many aspects of sex; to help enable the student to see sex as a natural, integral, God-ordained component of marriage; and to dispel common myths and misconceptions about sex. Junior or senior standing or consent of instructor.

SOC 4033. Criminology - 3 hours (Spring)

A study of sociological theories of crime and delinquency, of crime control including punishment and treatment, and of practices and organizations of police, courts, probation, and parole departments and prisons. Prerequisite: SOC 1003.

SOC 4043. Minorities in American Society - 3 hours (Fall)

Provides an overview of majority-minority relations within the United States, including an in-depth examination of current social problems facing America's racial and ethnic minorities.

SOC 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)

An examination of how society, its institutions, the individual and the survivors view and are affected by the process of dying and death. Guidelines are provided to enable the students to aid others and themselves in dealing with death and dying.

SOC 4063. Sociological Theory - 3 hours (Spring)

A seminar approach to the study of the history and development of social thought, including contributions of the basic ideas of the major theorists. Prerequisite: 12 hours or sociology.

SOC 4073. Sociology of Religion - 3 hours (On demand)

A study of the interrelationships between culture and religion, with special emphasis on religion in American society; its organizations and roles; and its integration with other institutions. Prerequisite: SOC 1003.

SOC 4083. Gerontology - 3 hours (Fall)

This course is designed to acquaint the student with the theories of aging, the way the aging individual relates to the social systems, adjustment patterns of the aging and societal issues confronting older Americans.

SOC 4233. Research Design and Methods - 3 hours (On demand)

Intensive analysis of experimental designs and methods of research including measurement issues, ethical considerations, sampling techniques, data-gathering techniques, data analysis and interpretation, presentations and reporting of results. Prerequisites: PSY 1013 or SOC 1003, PSY or SOC 3243 and permission of instructor.

SOC 4273. Small group - 3 hours (On demand)

An innovative course that is conducted as an "experiential interaction laboratory" providing students the opportunity to increase their understanding and skills in the areas of personal, interpersonal, and small group communication. Prerequisites: Junior or senior standing or consent of instructor.

SOC 4313. Field Experience in Social Welfare - 3 hours (On demand)

Study of theoretical material combined with case experience in public welfare programs. Prerequisites: SOC 1003 and 3313.

SOC 4373. Being Human and Addicted (Addictionology) - 3 hours (On demand)

A study of the effects of drugs on the human being, issues of physiology, psychology, sociology, and religion will be addressed as they relate to chemical dependency. An overview of treatment methods and therapy will be included. Prerequisite: Junior or senior standing.

SOC 4951-4. Intensive Studies - 1-4 hours (On demand)

A study of critical issues in Sociology that are not covered in other course offerings. Areas of study will vary from year to year. Students may elect to repeat this course. Prerequisite: 12 hours of Sociology or consent of instructor.

SOC 4991-3. Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies of specific topics arranged by department chairman.

SOC 5043. Minorities in American Society - 3 hours

A study of general concepts including prejudice, discrimination, etc. The principal American racial and ethnic minority groups are considered with emphasis upon Black Americans. Prerequisite: SOC 1003.

SOC 5053. Gerontology - 3 hours

The study of the elderly. Theories of aging, biological, sociological and psychological changes of the elderly; and societal issues confronting older Americans. prerequisite: SOC 1003 or permission.

SPANISH**SPA 1114. Elementary Spanish I - 4 hours (Fall)**

Pronunciation, grammar, reading of simple prose, aural/oral practice.

SPA 1124. Elementary Spanish II - 4 hours (Spring)

Continuation of SPA 1114. Prerequisite: SPA 1114 or satisfactory placement score or one year of high school Spanish.

SPA 2213. Intermediate Spanish I - 3 hours (Fall)

Grammar review, simple composition and conversion, and the reading of short narratives. Prerequisite: SPA 1124 or satisfactory placement score.

SPA 2223. Intermediate Spanish II - 3 hours (Spring)

Continuation of SPA 2213 with emphasis on reading. Prerequisite: SPA 2213 or satisfactory placement score or two years of high school Spanish.

SPA 2931-3. Special Reading in Spanish - 1-3 hours

Readings on specific subjects. A theme will be chosen for study. (TBA with instructor). Prerequisite: SPA 2223.

SPA 2951-4. Special Topics/Intensive Studies - 1-4 hours**SPA 3313. Advanced Spanish Composition and Conversation - 3 hours (Fall, even years)**

The writing of themes, practice in grammar and idioms, and everyday conversation. Prerequisite: SPA 2223 or equivalent.

SPA 3323. Spanish Culture and Civilization - 3 hours (Spring, odd years)

Spanish civilization, customs and culture from its beginning to present times.

SPA 3333. Survey of Early Spanish Literature - 3 hours (Fall, odd years)

Spanish literature from the beginning to the eighteenth century. Prerequisite: SPA 3313 or 3323 or instructor's permission.

SPA 3343. Survey of Later Spanish Literature - 3 hours (Spring, odd years)

Spanish literature from the eighteenth century to the present. Prerequisite: SPA 3313, 3323, or 3333 or instructor's permission.

SPA 4951-4. Special Topics/Intensive Studies - 1-4 hours

SPA 4971-3. Symposia - 1-3 hours

SPA 4991-3. Independent Studies - 1-3 hours

TELECOMMUNICATION

TEC 1013. Media and Society - 3 hours (Fall)

A study of communication strategies in mass media. The history, development, and current structures of the media and their effects on society.

TEC 2043. Television Production I - 3 hours (Fall)

An introduction to the theory, concepts, organization and art of television production.

TEC 2203. Voice and Diction - 3 hours (Fall)

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103, CSC 1103.

TEC 3013. Writing for Television - 3 hours (Fall)

In this course students will learn to draw storyboards, prepare script treatments, and write various types of shooting scripts for television. Prerequisites: TEC 1013, 3053, ENG 2213 or consent of instructor. Lab fee: \$12

TEC 3033. Directing for Television - 3 hours (Spring)

The role of the television director, planning visual variety, selecting camera treatment, blocking scenes, and script preparation are studied. Prerequisites: TEC 2043, 3053.

TEC 3053. Television Production II - 3 hours (Spring)

Emphasis will be given to learning the concepts of field production of segments for use in several different kinds of formats and for different kinds of transmission purposes. Prerequisite: TEC 2043, CIS 1103.

TEC 4951-3. Special Topics - 1-3 hours (Fall, Spring)

Selected topics of special interest in the field of television not usually covered by regular courses.

TEC 4963. Practicum in Television Production - 3 hours (Fall)

A practical application of the television production process as related to the art of electronic news gathering. As a class project, students participate in producing segments for a campus news program. Prerequisites: TEC 3013, 3033.

TEC 498(1-6). Internship in Television Production - 1-6 hours (Fall/Spring/Summer)

Internship in television production is designed to give qualified students an opportunity to work in a television station, production studio, production department of a corporation or a denominational agency. Prerequisites: TEC 3013, 3033.

TEC 499(1-3). Independent Studies in Telecommunications - 1-3 hours (Fall/Spring/Summer)

May be used to fulfill upper level hour requirements or for research in telecommunications. Prerequisite: Instructor approval.

THEATRE

THR 1023. Acting I - 3 hours (Fall)

Fundamentals of acting techniques. Emphasis on movement and mime.

THR 1033. Introduction to Theatre - 3 hours (Fall)

A study of the history and literature of the theatre with introductory participation in the areas of acting and stagecraft. Emphasis on reading and attending plays. Lab fee \$14.

THR 1053. Stagecraft - 3 hours (Fall, Spring)

Basic principles of set design, construction of scenery, and lighting techniques.

THR 2043. Introduction to Film - 3 hours (Spring)

An in-depth study of the history and evolution of film making, including study of famous actors, actresses, film directors, and producers of the past.

THR 2052. Make-up - 2 hours (Spring, odd years)

Laboratory exercises in the basic fundamentals of stage make-up.

THR 2062. Drama in the Church and Community - 2 hours (Fall)

A practical application course with special emphasis given to the role of drama in the church and community. Includes a study of various types of drama organizational methods for the establishment of an on-going program, and a review of resources.

THR 2203. Voice and Diction - 3 hours (Fall)

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103.

THR 3023. Children's Theatre Workshop - 3 hours

Participation in all aspects of children's drama. Emphasis on play selection, staging techniques, and acting style.

THR 3033. Acting II - 3 hours (Spring, even years)

Advanced acting techniques. Emphasis on motivation, characterization, and showmanship.

THR 3303. Oral Interpretation of Literature - 3 hours (Fall)

Emphasis on theory and practice of reading orally from the printed page.

THR 4023. Directing of Plays - 3 hours (Fall)

Principles of directing the various steps of a production, and practice in rehearsing and presenting plays. Prerequisite: THR 1023 or 1033 or consent of instructor.

THR 4413. Shakespeare - 3 hours (Fall, odd years)

Tragedies, histories, and comedies of Shakespeare. Prerequisite: ENG 1113 and 2213, or ENG 1123.

THR 4473. Modern Drama - 3 hours (Spring, odd years)

British, American, and Continental plays from Ibsen to the present. Prerequisite: ENG 1113 and 2213, or ENG 11233.

THR 4954. Contemporary American Theatre - 4 hours (Winterfest)

Study of American theatre as it relates to contemporary theatre. A trip to New York to attend ten Broadway productions.

THR 499(1-3). Independent Studies - 1-3 hours (Fall, Spring)

Advanced studies of specific topics arranged by department chairman.

THEATRE - WORKSHOP COURSES

Only four (4) credit hours in any one workshop may be earned toward a major. Students enroll in workshops according to classification: (1) Freshman (2) Sophomore (3) Junior (4) Senior.

THR (1,2,3,4)001. Theatre Performance Workshop - 1 hour (Fall, Spring)

Open to all students by audition. Rehearsal and performance of a major drama production. Grade is based on attendance, professional attitude and conduct, and performance evaluation.

THR (1,2,3,4)011. Theatre Production Workshop - 1 hour (Fall, Spring)

Open to all students. Thirty (30) hours of work on backstage duties and/or technical crews for major drama production is required. Grade is based on successful completion of assigned work, professional attitude and conduct and evaluation by instructor.

THR (1,2,3,4,)041. Opera Workshop - 1 hour (Fall, Spring)

Open to all students by audition. Laboratory for study and performance of operatic solos and ensembles. One major production per semester. Two rehearsals per week.

THR (1,2,3,4,)051. Touring Troupe - 1 hour (On demand)

Open to all students by audition. Rehearsal and performance of Christian plays, sketches, and monologues. Two rehearsals per week and six off-campus performances required per semester.

THEOLOGY**THE 2113. Christian Doctrine - 3 hours (Fall, odd years)**

Analysis and interpretation of the great doctrines of the Christian religion. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

THE 3023. The Baptist Denomination - 3 hours (Fall, even years, Spring)

Study of the history, beliefs and denominational programs of Baptists. Prerequisites: BIB 1002, 1012, (1013, 1023) and DIS 2012.

THE 3153. Systematic Theology I - 3 hours (Fall, odd years)

An intensive study of the discipline of systematic theology, the doctrine of revelation, and the doctrine of God. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

THE 3463. History of Christianity I - 3 hours (Fall, even years)

Survey of early and medieval Christianity emphasizing its growth and geographic expansion, the development of its thought and practice, the elaboration of its institutional structure, and its role in history to 1500 A.D. Covers orthodox churches as well as Roman Catholic. Can also be taken for History credit. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

THE 3513. Europe in the Renaissance and Reformation Periods

See course description under HIS 3513.

THE 3673. History of Christianity II - 3 hours (Spring, odd years)

Survey of the history and expansion of Christianity from 1500 A.D. to present with special attention to the Protestant Reformation and the missionary expansion of Roman Catholicism, the birth of Puritanism, Pietism, and the evangelical awakening; and the rise and expansion of evangelical Christianity around the world. Can also be taken for History credit. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

THE 4123. Systematic Theology II - 3 hours (Spring, even years)

An intensive study of the Christian doctrines of man, sin and the person and work of Jesus Christ. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

THE 4143. Systematic Theology III - 3 hours (Fall, even years)

An intensive study of the Christian doctrines of the Holy Spirit, salvation, the Church, and end times. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

THE 4413. Roman Imperial Civilization and the Early Church

See HIS 4413 for course description.

THE 4951-4. Intensive Studies in Theology - 1-4 hours

A focus on a special topic, theme, or issue in the area of theology. Topics will vary from year to year. (May be taken more than once). Prerequisites: Junior standing and consent of instructor.

UNIVERSITY LEARNING CENTER

ULC 1102. Study Skills - 2 hours (Fall, Spring)

Skills in the areas of time management, note taking, textbook study techniques, test taking, memory strategies, and effective listening are presented and applied to student's current courses. Lab fee \$10.

ULC 1112. Reading Skills - 2 hours (Fall, Spring)

Skills in skimming, underlining, outlining, increasing vocabulary, improving comprehension and speed are discussed and practiced in relationship to current university courses. One lecture, two laboratories each week. Lab fee \$10.

BOARD OF TRUSTEES

Arthur Allen, Businessman
Centralia

Carl Anderson, Pastor
Lee's Summit

Vernon Armitage, Pastor
Liberty

Elsie Blair, Businesswoman
Cadmenton

Mel Brown, Businessman
Joplin

Joan Burnidge, Businesswoman
North Kansas City

Pat Clement Casady, Businesswoman
Neosho

Jack Chambers, Businessman
Sedalia

Clyde Elder, Pastor
Trenton

Don Fahrni, Businessman
Russellville

Harold Finch, Businessman,
Prairie Village, Kansas

Phil Franz, Businessman
West Plains

Mike Fuhrman, Pastor
Kansas City

Jim Furgeson, Brotherhood Commission,
Memphis, Tennessee

Roger Goodwin, Pastor
Grandview

Wayne Gott, Businessman
Salem

Alice Grogan, Businesswoman
Springfield

Wanda Haworth, Businesswoman
Centertown

William R. Henks, Businessman
Independence

Ruth G. Hinton, Businesswoman
Raytown

John Holstein, Supreme Court Judge
Jefferson City

Sherman Horton, Businessman
Columbia

Kenneth Howe, Businessman
Lebanon

John Jones, Dentist,
San Antonio, Texas

Bruce Koen, Businessman
Rolla

Ray Leining, Pastor
Bolivar

Dale McConnell, Pastor
Kansas City

Jeanie McGowan, Businesswoman
Jefferson City

Monty McVicker, Businessman
Bolivar

Ron Maupin, Businessman,
Olathe, Kansas

Ronnie Miller, Businessman
Camdenton

William Miller, Pastor
Farmington

Robert W. Payne, Evangelist
Lee's Summit

Mark Rains, Attorney
Blue Springs

Walter Rarrick, Businessman
Springfield

Ruby Letsch-Roderique, Businesswoman
Springfield

Melburn Stuart, Businessman
Jefferson City

Cary Summers, Businessman
Branson

Timothy Triplett, Attorney,
Overland Park, Kansas

Richard Wakefield, Director of Missions
Highlandville

Graham R. Williams, Businessman
Jefferson City

ADMINISTRATION

Roy Blunt, Lit.D., D.C.L., Ed.D. (Hon)
President

Michael Awad, Ph.D.
Provost

Floyd Gilzow, Th.G.
Vice President for Administration

Robert G. Ingold, M.B.A., J.D.
Acting Vice President for University Advancement

Kenneth Edmondson, D. Hum.
Assistant Vice President for Capital Programs

Bill F. Little, Ph.D.
Vice President for External Programs

Rex Brown, Ed.D.
Athletic Director

William L. Hooper, Ph.D.
Director of Institutional Research, Planning and Assessment

Phillip Poole, B.A., M.A., A.P.R.
Assistant to the President
Director of Public Relations

DEANS

William Brown, D.M.
Dean
Casebolt College of Music, Arts, and Letters

T.T. Crabtree, Ph.D.
Dean
College of Christian Studies

Gordon Dutile, Ph.D.
Associate Dean
Redford School of Theology

Kenneth Middleton, Ph.D.
Dean
College of Business

Rosalyn Snellen, Ph.D.
Associate Dean
College of Science and Mathematics

Darrell Strait, Ph.D.
Dean
College of Science and Mathematics

Fred A. Teague, Ed.D.
Dean of Graduate Studies
Associate Provost

Betty A. VanBlair, Ed.D.
Dean
Library Services

John Wheeler, Ed.D.
Dean, College of Education and Social Sciences

LIBRARIANS

Sandra Brown, M.S.L.S.
Reference Services Librarian

Eldonna DeWeese, M.L.S.
Collection Development Librarian

Ann C. Kitchin, M.L.S., Ed.S.
Public Services Librarian

Robert McGlasson, M.A.
Coordinator of Media Services

Coleen Rose, M.L.S.
Cataloging Librarian

ADMINISTRATIVE STAFF

Paula Bogart, M.Ed.
Director of Residence Life

David M. Bolton, B.S.
Director of Office of Accounting Services

Becky Castle, M.R.E.
Director of University Missions

Bobbie Cochran, B.S.
Director of Bookstore Services

John Credille, M.S.
Collection Manager

Ron Edwards, M.A.
Assistant Director of University Ministries

Brad K. Gamble, B.A.
Associate Director of Student Financial Planning

Robert D. Gildwell, B.S.
Director of Physical Plant

Linda Gothard, B.S., M.A.
Director of Personnel and Purchasing

Robert Harris, B.S.
Associate Director of Admissions

Tamera Helts-Peek, M.A.
Public Information Officer

Nancy Hodges, B.S.N.
Director of Student Health Services

Catherine G. Jackson, M.Ed.
Director of Career Planning and Placement

Andrew Johnston, B.A., M.A.
Director of Student Activities

Eric R. Juhlin, B.A.
Controller

Lee Kanakis, M.Div.
Senior Associate Director of Admissions

Kevin Kelley, B.S.
Assistant Director of Computer Services

Robert W. Marti, D. Min.
Director, Continuing Education

Shirley MacLaughlin
Scholarship Coordinator, Student Financial
Planning

Scott W. McNeal, M.R.E.
Director of Continuing Education

Steve Morrow, B.A., M.S.
Director of Student Life

Richard F. Nebel,
M.B.A., C.D.P., C.S.P., C.C.P.
Director of Computer Services

Dawn Perkins, B.S.
Assistant Director of Admissions

Michelle Rainwater, B.S.
Assistant Director of Admissions

Ronald C. Ramey, B.A.
Senior Director of Student Financial Planning

Cindy Rice, B.A.
Director of Foundation Development

Steven Selaya, B.S.
Computer Network and User Support Coordinator

Carl Singer, LL.D.,
Director of Development

Jack Stanton, Th.D.
Director of International Institute of Evangelism

Jack Stevens, B.S.
Registrar

William E. Taylor, Jr., M.Div.
Director of University Ministries

Jason Vaughn, B.S.
Assistant Director of Admissions

Joanne W. Vaughan, Ed.S.
Director of University Learning Center

Granville Watson, B.A., B.D., M.Div.
Associate Director of International Institute
of Evangelism

Stephen M. Whisler, M.M.
Director of Alumni Relations

ADMINISTRATIVE ASSISTANTS

Cindy Abney
To the Dean, College of Education and
Social Sciences

Rhonda Agee, B.S.
To the Dean, College of Business

Diane Brown, A.A.S.
To the Vice President for University Advancement

Lisa Kraus, A.A.S.
To the Dean, College of Science and Mathematics

Paula Livingston
To the President

Linda Maberry, B.S.
To the Provost

Mickle McNeely
To the Vice President for Administration

MarLynn Paro, B.A.
To the Dean, Graduate Studies

Dana Potts, B.M.
To the Dean, College of Music, Arts, and Letters

Carol Standley
To the Vice President for Admissions and Student
Life

FACULTY

Date following title indicates year of appointment

* Indicates Graduate Faculty

M. Michael Awad

Provost
Professor of Mathematics, 1993.
B.S., Southwest Missouri State University;
M.A., Ph.D., University of Missouri-Columbia.

Sharla Bailey

Instructor of Accounting, 1994.
B.S., Southwest Baptist University;
M.B.A., Oklahoma State University.

James Donald Baker

Director of In-Service Training;
Chair, Department of Christian Vocational
Ministries;
Senior Professor of Christian Ministries, 1976.
A.A., A.S., Southwest Baptist University;
A.B., William Jewell College;
M. Div., Central Baptist Theological Seminary;
Th.D., New Orleans Baptist Theological Seminary.

Susan Baker

Associate Professor of Music
Coordinator of Church Music, 1974.
B.S. in Music Education, University of Missouri;
M.S.M., New Orleans Baptist Theological
Seminary;
Doctoral study, University of Missouri, Kansas City.

Bing Boyd Bayer

Associate Professor of Old Testament and Hebrew,
1988.
B.S., Dallas Baptist University;
Th.M., Dallas Theological Seminary;
Ph.D., Southern Baptist Theological Seminary.

David E. Benz

Associate Professor of Music
Director of Choral Studies, 1991.
B.M., Southwest Baptist College;
M.M., University of Kansas;
Ph.D., University of Missouri-Columbia.

Carol Bevier

Senior Professor of Music
Coordinator of Music Theory, 1966.
B.M.E., Central Missouri State University;
M.M., Northwestern University;
Ph.D., North Texas State University;
NEH Seminars for College Teachers, Yale
University, Dartmouth College.

Roy Blunt

President
Professor of History, 1993.
B.A., Southwest Baptist University;
M.A., Southwest Missouri State University;
D.C.L., Southwest Baptist University;
Ed.D. (Hon) Missouri Valley College;
D. Lit., Wm. Jewell College.

Ronald E. Boutwell

Associate Professor of Speech and Theater, 1967.
B.F.A., Texas Christian University;
M.A., North Texas State University.

Pearlene Breshears

Instructor of Psychology/Counseling, 1990.
B.S., Southwest Baptist University;
M.S., Southwest Missouri State University.

***Richard L. Brewer**

Chair, Department of Behavioral Sciences.
Associate Professor of Psychology, 1982.
B.A., Southwest Baptist University;
M.A., Wheaton Graduate School;
Psy.D., Forest Institute of Professional Psychology.

Kathy Brown

Associate Professor of Music, 1980.
B.M., B.M.E., Baylor University;
M.M., Indiana University;
D.M.A., University of Missouri-Kansas City.

Nancy C. Brown

Associate Professor of Music, 1968,
B.M., M.M., Baylor University;
Additional study, University of Alabama and
Samford University.

***Rex Brown**

Chair, Department of Health, Physical Education
and Recreation
Athletic Director
Senior Professor of Health and Physical Education,
1969.
B.S.E., M.Ed., Ed.D., University of Arkansas;
Additional study, Michigan State University and
Auburn University.

Sandra L. Brown

Associate Professor
Reference/Services Librarian, 1979.
A.A., Santa Fe Community College;
B.A.A., University of Florida;
M.F.A., M.S.L.S., Florida State University.

***William P. Brown**

Dean, Geneva Casebolt College of Music, Arts,
and Letters
Professor of Music, 1980.
B.M., Baylor University;
M.M., D.M., Indiana University.

John A. Bryant

Associate Professor of Mathematics, 1966.
A.A., Southwest Baptist College;
B.S., M.Ed., Mississippi College;
M.A., University of Illinois.

Judith C. Bryant

Assistant Professor of Education, 1989.
 B.S. in Education, Mississippi;
 M.S. in Education, Southwest Missouri State
 University;
 Ed.D., University of Missouri-Columbia.

Joyce K. Carroll

Instructor of Nursing, 1991.
 B.S.N., University of Missouri-Columbia;
 M.S.N., University of Kansas.

B. Wayne Clark

Instructor of Business Administration and
 Accounting, 1992.
 B.S. in Business Administration, University of
 Missouri at Columbia;
 M.B.A., Southwest Missouri State University; C.P.A.

***Dan W. Cochran**

Chair, Department of Religious Studies
 Senior Professor of Philosophy, 1966.
 A.B., University of Missouri;
 B.D., New Orleans Baptist Theological Seminary;
 Th.M., Th.D. Southwestern Baptist Theological
 Seminary;
 Additional study, University of Arkansas, University
 of Saint Andrews, Scotland, Oxford University
 and University of Virginia.

***Peter A. Cooper**

Assistant Professor, Business Administration, 1988.
 Certificate in Education, Goldsmiths College,
 London, England;
 B.A., The Open University (England);
 Post Graduate Diploma in Mathematics, Computing
 and Statistics, University of London Institute of
 Education;
 M.A., Ph.D., University of Missouri-Columbia.

T.T. Crabtree

Acting Dean, College of Christian Studies, 1991.
 B.A., Union University;
 B.D., Ph.D., The Southern Baptist Theological
 Seminary.

Ronda Credille

Instructor of Business Administration, 1990.
 B.S., Southwest Baptist University;
 M.B.A., Drury College.

Joseph R. Crider

Director of Instrumental Studies, 1993.
 Assistant Professor of Music
 B.M.E., M.M. in Performance, Bowling Green State
 University;
 D.A., University of Northern Colorado.

***Frank D. Cunningham**

Senior Professor of History, 1961.
 B.A., M.A., Baylor University;
 B.D., Southwestern Baptist Theological Seminary;
 Ph.D., University of Texas at Austin.

***Susan D. DeBauche**

Chair, Department of Business Administration
 Associate Professor of Business, 1985.
 B.A., Southwest Baptist University;
 M.S.E., Central Missouri State University;
 Ed.D., University of Arkansas.

Timothy H. DeClue

Assistant Professor of Computer Science, 1985.
 B.S., M.S., Northwest Missouri State University;
 Additional study, Southwest Missouri State
 University.

***Bob R. Derryberry**

Chair, Department of Communication Arts
 Senior Professor of Speech
 Director of Forensics, 1961, 1981.
 B.A., M.T., East Central Oklahoma State
 University;
 M.A., University of Arkansas;
 Ph.D., University of Missouri.

Eldonna DeWeese

Assistant Professor
 Collection Development Librarian, 1969-1982,
 1991.
 A.A., Southwest Baptist University;
 B.S. Ed., M.A., Southwest Missouri State
 University;
 M.L.S., Emporia State University.

Gordon Dutille

Associate Dean, College of Christian Studies
 Professor of Bible, 1980.
 B.S., Louisiana Tech University;
 M.Div., Ph.D., Southwestern Baptist Theological
 Seminary.

Julia Dutille

Associate Professor of Education, 1983.
 B.S., Louisiana Tech University;
 M.S.E., Ed.S., Central Missouri State University.

Shannon Dyer

Instructor of Speech Communication, 1994.
 B.A., Southwest Baptist University;
 M.S., Cornell University.

Craig S. Endres

Assistant Professor of Biology, 1993.
 B.S., John Brown University;
 M.S., University of Arkansas;
 Ph.D., University of Wisconsin.

Dale Ernest Ferguson

Associate Professor of Computer Science, 1983.
 B.S.S.E., John Brown University;
 M.S.T., University of Missouri-Rolla;
 M.C.S.E., University of Evansville;
 Ph.D., University of Missouri-Columbia.

Jim L. Frost

Professor of Discipleship, 1987.
 B.A., Baylor University;
 M.A., M.Div., Wheaton Graduate School;
 D.Min., Southwestern Baptist Theological
 Seminary.

Todd Fuller

Assistant Professor of Speech Communication,
1994.

B.A., Southwest Baptist University;
M.A., Southwest Missouri State University.

Harlie Kay Gallatin

Chair, Department of History and Political Science
Senior Professor of History, 1961.

A.A., Hannibal-LaGrange College;
A.B., William Jewell College;
B.D., Central Baptist Theological Seminary;
M.A., Central Missouri State University;
Ph.D., University of Illinois, Urbana-Champaign.

Debra Lynn Gamble

Instructor of Sociology, 1992.

B.A., Southwest Baptist University;
M.A., Central Missouri State University.

Robert E. Glasgow

Instructor of Mathematics, 1989.

B.S., Southwest Baptist University;
M.S., Pittsburg State University.

Curtis D. Goss

Instructor of Spanish, 1994.

B.A., M.A., Texas Tech University.

Wesley A. Gott

Chair, Department of Art

Associate Professor of Art, 1975.

B.S., Southwest Missouri State University;
M.C.M., Southwestern Baptist Theological
Seminary;
M.F.A., George Washington University;
Doctoral study, Nova University.

Gary O. Gray

Associate Professor of Chemistry, 1989.

B.S., Wayland Baptist University;
Ph.D., Texas Tech University;
National Institutes of Health Post Doctoral Fellow,
Texas Tech University Health Sciences
Center, 1984-87.

Herb Hamann

Assistant Professor of Health & Physical Education
Athletic Trainer, 1983.

A.A., Wentworth Military Academy;
B.S., Missouri University;
B.S., Southwest Baptist University;
M.S., Central Missouri State University.

Kimberly B. Hammond

Assistant Professor, Business Administration, 1990.

B.S., Southwest Missouri State University;
M.B.A., Drury College.

Dorothy Hash

Chairman, Department of Physical Therapy
Associate Professor of Physical Therapy, 1994.

B.S., Washington University;
M.A.P.T., University of Southern California-Los
Angeles;
Doctoral candidate, University of Southern
California-Los Angeles.

Wayne Paul Haynes

Instructor of Health & Physical Education
Head Football Coach, 1988.

B.S., Kansas State College of Pittsburg;
M.S., Pittsburg State University.

Larry M. Hodges

Professor of Theology, 1981.

B.A., Baylor University;
M.Div., Southwestern Baptist Theological
Seminary;
Ph.D., Baylor University.

Bernard Holmes

Professor of Discipleship and Prayer, 1982.

B.A., California Baptist College;
M.Div., Th.D., Southwestern Baptist Theological
Seminary.

***William L. Hooper**

Professor of Music; Director
Institutional Research, 1956, 1983.

Southwest Baptist College;
B.A., William Jewell College;
M.A., University of Iowa;
Ph.D., George Peabody College of Vanderbilt
University;
Additional study, Composition with Humphrey
Searle, Royal College of Music, London;
Psychotherapy, Westminster Pastoral
Foundation, London.

Kevin W. Hopkins

Chair, Department of Mathematics
Associate Professor of Mathematics, 1988.

B.A., Greenville College;
M.S., Ph.D., University of Illinois.

***Carl F. Huser**

Chair, Department of Biology
Senior Professor of Biology, 1966.

A.A., Southwest Baptist University;
B.S., Southwest Missouri State University;
M.S., University of Minnesota;
Ph.D., University of Missouri.

***J. Larry Jackson**

Coordinator of Recreation and Leisure Studies
Senior Professor of Recreation, 1974.

B.S., Lincoln University;
Graduate Study, Lincoln University and University
of Louisville;
M.S., Ed.S., Ph.D., University of Missouri.

James G. Jones

Instructor of Business Administration, 1992.

B.S., Southwest Baptist University;
M.B.A., University Of Arkansas;
C.L.U., Chartered Life Underwriter;
Ch.F.C., Chartered Financial Consultant.

Janet M. Juhlin

Instructor of Education
Director of Child Study Center, 1987.

B.A., Southwest Baptist University;
M.S., Southwest Baptist University;
Additional Study, University of Missouri-Columbia.

John M. Katrosh

Instructor of Health & Physical Education
Head Baseball Coach, 1989.
B.A., Trenton State College;
M.Ed., University of Arkansas.

Bill W. Kell

Assistant Professor of Education, 1990.
B.A., Southwest Baptist University;
M.S., Ed.S., Southwest Missouri State University.

Jerry L. Kirksey

Head Basketball Coach (Men), 1987.
B.S.Ed., Southwest Missouri State University;
M.Ed., University of Missouri-Columbia;
Spec. Ed., Central Missouri State University.

Ann Kitchin

Public Services Librarian
Assistant Professor, 1984.
B.A., William Carey College;
M.Ed., University of Southern Mississippi;
Ed.Spec., Mississippi State University;
M.L.S., University of Southern Mississippi.

Robert W. Kitchin

Chair, Department of Chemistry and Physics
Professor of Chemistry and Physics, 1984.
B.S., Ph.D., Mississippi State University;
Additional study, University of Southern Mississippi.

Billie R. Lang

Professor of Biology, 1990.
B.S., Mississippi College;
M.S., Ph.D., University of Mississippi;
Postdoctoral work, Cornell University and
University of Texas.

Charles Lentz

Instructor of Education, 1994.
B.S., Southwest Missouri State University,

***B.F. Little**

Vice President for External Programs
Senior Professor of Chemistry, 1960.
B.A., Baylor University;
M.Ed., Texas Wesleyan College;
M.S., Montana State University;
Ph.D., University of Missouri-Rolla.

Jacqueline C. Matejka

Associate Professor of Political Science, 1989.
B.A., University of Colorado, Colorado Springs;
M.A., University of Colorado, Boulder;
Ph.D., University of Texas.

Mary B. McFarland

Assistant Professor of Nursing, 1986.
B.S., Texas Woman's University;
M.S.N., West Texas State University;
Doctoral study, Nova University.

Robert P. McGlasson

Instructor, Coordinator of Media Services, 1990.
B.S., M.A., Southwest Missouri State University;
Additional study, University of Missouri, Columbia.

Beverly McNeal

Assistant Professor of Physical Therapy, 1994.
B.S., Baylor University;
M.P.T., Texas Women's University.

Marilyn E. Meinert

Chair, Department of Nursing
Associate Professor of Nursing, 1993.
B.S., Missouri Western College;
M.N., University of Kansas;
Ph.D., University of Missouri-Kansas City.

Evelyn Mercer

Assistant Professor of Sociology, 1986.
B.A., Southwest Baptist University;
M.R.E., Southern Baptist Theological Seminary;
M.S.W., University of Louisville.

Jim Middleton

Instructor of Health and Physical Education
Head Basketball Coach (Women), 1994.
B.S., M.S., Southwest Missouri State University.

***Kenneth A. Middleton**

Dean, College of Business
Professor of Business Administration, 1991.
B.A., M.A., Ph.D., Arizona State University.

Stephanie Miller

Assistant Professor of Health & Physical Education
Associate Athletic Director,
NCAA Compliance Officer, 1984.
B.S., Southwest Baptist University;
M.Ed., Drury College.

***Joyce H. Misenheimer**

Associate Professor of Education, 1989.
B.S., M.Ed., Ed.D., University of Arkansas.

Judith R. Mitchell

Assistant Professor of Nursing, 1990.
B.S.N., University of Michigan;
M.N., Michigan State University.

***Eric D. Moore**

Associate Professor of Education, 1975, 1981.
B.A., Southwest Baptist College;
M.S., Central Missouri State University (Clinical
Audiology);
Ph.D., University of Missouri-Columbia.

Betty Jo Mulbery

Instructor of Religious Education, 1987.
B.S., Northwestern State College;
M.R.E., Southwestern Baptist Theological
Seminary;
M.A., Sangamon State University.

***Rodney A. Oglesby**

Chair, Department of Accounting
Professor of Accounting, 1975.
A.S., Southwest Baptist College;
B.S.B.A., University of Missouri;
M.B.A., Southern Illinois University-Edwardsville;
C.M.A., Institute of Certified Management
Accountants;
Ph.D., University of Missouri; additional study,
Institute for Educational Management, Harvard
University.

Gregory B. Parker

Instructor of Music, 1994.
B.M.E., Samford University;
M.M., Southwestern Baptist Theological Seminary;
Doctoral study, Southwestern Baptist Theological
Seminary.

Gina Payne

Instructor of English, 1994.
B.S., University of Montevallo;
M.S., Southwest Missouri State University.

Lynn E. Penticuff

Associate Professor of Music, 1975.
B.M.E., M.M., Central Missouri State University;
Doctoral study, University of Missouri-Kansas City.

Richard L. Price

Instructor of Business, 1988.
B.B.A., Baylor University;
M.A., Texas A & M University.

Coleen Rose

Assistant Professor
Cataloging Librarian, 1980.
B.A., Union College;
M.L.S., George Peabody College for Teachers.

James F. Ross

Lecturer in Psychology, 1994.
B.S., Southwest Baptist University;
M.S., Iowa State University.

Kevin J. Schriver

Instructor of Psychology, 1989.
B.A., Southwest Baptist University;
M.S., Central Missouri State University.

***Jimmy F. Sellars**

Associate Professor of Education, 1994.
B.S., University Central Arkansas;
M.Div. Southern Baptist Theological Seminary,
Louisville, Kentucky;
D.Min., Louisville, Kentucky;
Ed.D., Indiana University.

***Joe B. Shelton**

Senior Professor of Psychology, 1972.
A.A., Southwest Baptist College;
B.S., in Education, Southwest Missouri State
University;
M.Ed., University of Missouri;
Ed.D., University of Arkansas.

Cynthia L. Shomber

Assistant Professor of Nursing, 1991.
B.S.N., St. Joseph College;
M.S.N., Wayne State University;
M.Div., Assemblies of God Theological Seminary;
Doctoral study, Midwestern Baptist Theological
Seminary.

Scott Sigman

Chair, Department of Computer Science
Associate Professor of Computer Science, 1983.
B.S., Southwest Baptist University;
M.S.T., University of Missouri-Columbia;
M.C.S.E., University of Evansville.

John I. Smashey

Associate Professor of Mathematics, 1965.
A.A., Southwest Baptist University;
B.S., in Education, Southwest Missouri State
University;
M.A., University of Illinois;
Additional study, Oklahoma State University,
Southwest Missouri State University,
University of Missouri-Rolla, University of
Missouri-Columbia.

***Rosalyn Snellen**

Senior Professor of Biology, 1978
Associate Dean, College of Science and
Mathematics.
B.A., Southwest Baptist College;
Ph.D., North Texas University.

Jack Stanton

Director of Institute of Evangelism
Associate Professor of Evangelism, 1975.
B.A., Shurtleff College;
B.D., Central Baptist Theological Seminary;
Th.D., Luther Rice Seminary;
D.D., Southwest Baptist University.

Melvin L. Steele

Instructor of Business Administration, 1990.
B.S., Southwest Baptist University;
M.B.A., Louisiana Tech University.

Paula Stelert

Instructor of Biology and Chemistry, 1990.
B.A., College of St. Catherine;
M.S., University of Minnesota.

***Darrell R. Stralt**

Dean, College of Science and Mathematics
Professor of Chemistry, 1981.
B.S., Iowa Wesleyan College;
M.S.T., Ph.D., University of Missouri-Rolla.

Linda Tappmeyer

Instructor of Language and Literature, 1985.
B.A., Southwest Baptist University;
M.A., University of Missouri;
M.A., Southwest Missouri State University.

***Mark E. Tappmeyer**

Chair, Department of Language and Literature
Associate Professor of English, 1979.
B.A., Southwest Baptist College;
M.A., University of Missouri-Kansas City;
D.A., Illinois State University.

***Fred A. Teague**

Dean, Graduate Studies
Professor of Education 1987.
A.A., Cameron State University;
B.S., Central Oklahoma State University;
M.A., Southwestern Seminary;
Ed.M., Ed.D., University of Oklahoma.

***Duane Trogdon**

Associate Professor of Health and Physical
Education, 1974.
B.A., Southwest Baptist University;
M.S., Kansas State College;
Ed.D., University of Arkansas.

***Betty VanBlair**

Dean of Library Services
Associate Professor, 1980.
B.S., Ball State University;
M.S., Central Missouri State University;
M.L.S., University of Illinois;
Ed.D., University of Arkansas.

Joanne W. Vaughan

Director, University Learning Center
Assistant Professor, 1985.
B.S., M.Ed., Memphis State University;
Ed.S., Southwest Missouri State University.

William E. Walkup

Lecturer in Psychology/Counselor, 1994.
B.A., Southwest Baptist University;
M.S., Texas Women's University.

Jeffery Waters

Associate Professor of Music
Assistant Chair, Department of Music, 1989.
B.S., Jacksonville State University;
M.M., University of Georgia;
D.M.A., University of Georgia.

Renee S. Waters

Assistant Professor of Music, 1993.
B.S.E., Jacksonville State University;
M.M., D.M.A., University of Georgia.

Larry F. Whatley

Associate Professor of History and Political
Science, 1965, 1969.
B.A., M.A., Mississippi State University;
Doctoral study, Pennsylvania State University;
Additional study, University of Missouri.

***John Wheeler**

Dean, College of Education and Social Sciences
Chair, Department of Education
Associate Professor of Education, 1983.
B.A., Southwest Baptist University;
M.S., Pittsburg State University;
Ed.S., Southwest Missouri State University;
Ed.D., University of Kansas.

Judy Wollard

Instructor of Education, Coordinator of Certification
and Clinical Experiences, 1989.
A.A., B.A., Southwest Baptist University;
M.S., Southwest Missouri State University;
Additional Study, University of Missouri-Columbia.

Linda Kay Wooderson

Instructor of Physical Education, 1989.
B.S., Southwest Baptist University;
M.S., Drury College;
Ed.S., Southwest Missouri State University.

PART-TIME FACULTY**Donald E. Brown**

Special Instructor of Psychology, 1995.
B.S., Southwest Baptist University;
M.A., Wheaton Graduate School

Holly Hill-Brown

Special Instructor of English, 1992.
B.A., Drury College;
M.A., Iowa State University;
Ph.D., University of Kansas.

Dianna Callahan

Special Instructor of Art, 1984.
B.F.A., Southwest Missouri State University.

Carol Cooper

Special Instructor of Television, 1989.
B.A.Hons., University of London;
Post Graduate Certificate in Education, University
of London;
M.A., University of London Institute of Education;
additional study in counseling, Westminster
Pastoral Foundation, London, England.

Karen L. Crain

Special Instructor of Education, 1985.
B.S. in Education;
M.S. in Education, Southwest Missouri State
University.

Amy Crider

Special Instructor of English, 1994.
B.A., M.A., Miami University.

Robert L. Druet

Special Instructor of Medical Technology
Medical Technology Program Medical Director, St.
John's Regional Health Center, 1990.

Monte Ezell

Special Instructor of Recreation, 1993.
B.A., Southwest Baptist University;
M.Div., Midwestern Baptist Seminary.

Pamela Ferguson

Special Instructor of Mathematics, 1985.
B.S.S.E., John Brown University;
Additional study, University of Missouri-Rolla;
Texas A&M.

Dana Hacker

Special Instructor of Psychology, 1984.
B.A., Southwest Baptist University;
M.A., University of Missouri-Kansas City.

Ted Harris

Special Instructor of Music, 1967.
A.B., William Jewell College;
B.M., Oklahoma Baptist University;
M.A., University of Illinois;
Doctoral study, Indiana University and University of
Missouri-Kansas City.

Douglas D. Hubbard

Special Instructor of Medical Technology
Medical Technology Program Director, Cox Medical
Center, 1990.
B.A., Drury College;
M.T., Cox Medical Center.

Barbara Hudson

Clinical Instructor, Nursing, 1994.
B.S.N., M.S.N., University of Alabama.

Gary Hunt

Assistant Professor of Physical Therapy, 1991.
B.S., Springfield College;
Certificate, University of Pennsylvania;
M.A., University of Maryland.

Maritza Jennings

Special Instructor of English, 1994.
B.A., Southwest Baptist University;
M.A., Southwest Missouri State University.

Judy Kallenbach

Special Instructor of Communication Arts, 1992.
B.A., University of Missouri-Columbia.

Russell K. Meek

Special Instructor of Business Administration,
1993.
B.S.B.A., M.B.A., Central Missouri State.

Claudette Millstead

Special Instructor of Medical Technology
Medical Technology Program Director, St. John's
Regional Health Center, 1990.

Geri Moore

Special Instructor of Language and Literature
B.A., M.S., Southwest Baptist University.

David Nace

Special Instructor of Music, 1993.
M.M., University of South Carolina.

Verle Ormsby

Special Instructor of Music, 1993.
B.M.E., Southern Illinois University-Edwardsville;
M.M., D.A., Ball State University.

Lori Parker

Special Instructor of Music, 1994.
B.M.E., Oklahoma Baptist University;
M.M., Southwestern Baptist Theological Seminary.

Terry Phillips

Special Instructor of Sociology, 1987.
B.S., University of Missouri;
Additional study, Southwest Missouri State
University.

Deborah K. Piland

Nutrition, 1992.
B.S., Texas A&M University;
M.S., Texas A&M University.

Dana Potts

Special Instructor of Music, 1990.
B.M., Southwest Baptist University.

Jeffrey Potts

Special Instructor of Music, 1993.
A.A., Wabash Valley Junior College;
B.S., Southwest Baptist University.

Susie Puyear

Special Instructor of Music, 1992.
B.M.E., Illinois Wesleyan;
M.S., Southwest Missouri State University.

Elizabeth Vincent Rohrs

Special Instructor of Business Law, 1990.
B.A., Southwest Baptist University;
J.D., University of Missouri-Columbia.

Linda Roller

Special Instructor of English and German, 1994.
B.A., Southwest Baptist University;
M.A., Southwest Missouri State University.

Kris Sherrill

Special Instructor of Weight Training, 1993.
B.S., Southeast Missouri University.

Melinda Smashey

Special Instructor of Music, 1994.
B.M., Southwest Baptist University;
M.M. and D.M.A., University of Missouri-Kansas
City.

William Taylor

Special Instructor of Discipleship, 1987.
B.S., Columbia Bible College;
M.Div., Southwestern Baptist Theological
Seminary.

Martha Tummons

Special Instructor of Chemistry and Physics, 1991.
B.S., Southwest Baptist University.

Ronald M. Wachert

Special Instructor of Medical Technology, 1990
Director of Laboratories, Cox Medical Center,
1990.
B.A., Hastings College;
M.D., University of Nebraska Medical
College.

Judith J. Welch

Special Instructor of Business Law, 1989.
B.S., Missouri Southern State College;
J.D., University of Missouri-Kansas City.

Barbara Whisler

Special Instructor of Language and Literature,
1990.
B.A., Southwest Baptist University.

EMERITI FACULTY**Violet E. Bohy**

Assistant Professor Emeritus of Music, 1950.
B.M., Chicago Musical College;
M.M., Wichita State University.

Autry Brown

Professor Emeritus of Psychology, 1974, 1950.
B.A., Eastern New Mexico University;
M.Div., M.R.E., Ed.D., New Orleans Baptist
Theological Seminary;
Post-doctoral study, Colorado State University,
Southwest Missouri State University.

Joseph C. Brown

Associate Professor of Language and Literature,
1968.
B.A., Howard College;
M.A., Samford University;
Doctoral study, University of Missouri.

B.E. Clark

Chair, Department of Accounting; Senior Professor
of Accounting, 1966.
B.S., M.B.A., Ph.D., Louisiana State University.

M. Ruth Giddens

Assistant Professor Emeritus of English, 1964-
1971.
B.A., M.A., East Texas State University.

Betty J. Gipson

Professor of English, 1968.
A.E., Southwest Baptist College;
B.S. in Education, Southwest Missouri State
University;
M.A., Ph.D., University of Missouri.

Bev H. Harris

Professor Emeritus of Mathematics, 1952.
A.A., Southwest Baptist College;
B.S. in Education, Southwest Missouri State
University;
M.A., Ed.D., (Mathematics Education), University of
Missouri;
Post-doctoral study, University of Wisconsin.

Ted A. Harris

Associate Professor of Music
Coordinator of Vocal Studies, 1967.
A.B., William Jewell College;
B.M., Oklahoma Baptist University;
M.M., University of Illinois;
Doctoral study, Indiana University and University of
Missouri-Kansas City.

Betty Helfner

Assistant Professor Emeritus of Sociology, 1969.
A.A., Southwest Baptist College;
A.B., William Jewell College;
M.R.E., Southern Baptist Theological Seminary;
M.A., University of Missouri.

Virginia R. Hopper

Associate Professor Emeritus of Sociology, 1967.
A.A., Southwest Baptist College;
B.A., Oklahoma Baptist University;
M.A., Texas Christian University;
Additional study, Emory University, University of
Oklahoma, Southwest Missouri State
University.

Margaret A. Kort

Professor of Biology, 1967.
B.S., Georgetown College;
M.S., University of Louisville;
Ed.D., University of Northern Colorado;
Post-doctoral study, Oak Ridge Associated
Universities, University of Tennessee.

Juan C. Nix

Associate Professor of Language and Literature,
1973.
B.S., Certificate in Secondary Education, Hardin-
Simmons University;
M.A., Texas Christian University;
Doctoral studies, University of Missouri-Columbia,
University of Nebraska-Lincoln, University of
LaPlata, Argentina.

Thomas E. Padgett

Senior Professor of English, 1963.
A.A., Southwest Baptist University;
B.A., Oklahoma Baptist University;
M.R.E., Southwestern Baptist Theological
Seminary;
M.A., University of Texas; Ph.D., University of
Missouri.

Marvin H. Smith

Professor of Education, 1967.
B.A., M.A., Trinity University;
B.D., Southern Baptist Theological Seminary;
Ph.D., University of Texas.

Robert D. Smith

Associate Professor of Physics, 1960.
B.S. in Education, Southwest Missouri State
University;
M.S.T., University of Missouri-Rolla;
Additional study, Wichita State University, Texas
A&M University, University of Missouri-Rolla.

Twila M.W. Smith

Professor of Education, 1967.
B.A., M.Ed., Howard Payne College;
Ph.D., University of Texas;
Additional study, Webster University.

UNIVERSITY COLLEGE CENTERS

DIRECTORS

Jimmy Edwards, Salem Center

Director, 1987.
B.S., Central Missouri State University.

Mary B. McFarland, Springfield Center

Assistant Professor of Nursing, 1986.
B.S., Texas Woman's University;
M.S.N., West Texas State University;
Doctoral study, Nova University.

Larry Price, Mt. View Center

Director, Business, 1988.
B.B.A., Baylor University;
M.Ag., Texas A & M University.

James Sok, Chicago Center

Director, 1994.
B.A., Moody Bible Institute;
M.Div., Midwestern Baptist Theological Seminary.

Duke Tolbert, Dexter Center

Director, 1990.
B.A., Southern Baptist College;
B.A., Southwest Baptist University.

FACULTY

Bob AuBuchon

Bible, 1993.
B.A., Southwest Baptist University;
M.Div. Southwestern Baptist Theological Seminary.

Kathryn Austin

Psychology, 1989.
B.S., M.A., Drury College.

Gary Balfour

Religious Studies, 1993.
B.S., University of Missouri-Columbia;
M.Div., Midwestern Baptist Theological Seminary;
D.Min., Luther Rice Seminary.

Russell Bassham

Mathematics, 1989.
B.S., M.S., Arkansas State University.

E. Janet Bell

Psychology, 1993.
A.B., Washington University;
M.S., University of Houston.

Charles Breckmacher

Accounting, 1987.
B.S., University of Akron;
CPA, State of Ohio Board of Accountancy.

Pam Breedlove

Psychology, 1990.
B.S., Lincoln University;
M.S., University of Missouri-Columbia.

Janice Brill

History, 1988.
B.A., M.A., Western Michigan University.

Earl Brown

Psychology, 1995.
B.S., University of Missouri-Rolla;
M.A., University of Missouri-Columbia.

Jeff Brown

Psychology, 1994.
M.S., Central Missouri State University;
B.S., Southwest Baptist University.

Kyle Brown

Physical Education, 1995.
M.A., University of Arkansas;
B.S., Southwest Baptist University

Kevin Burns

Religious Studies, 1991.
B.A., Central State University;
M.Div., Midwestern Baptist Seminary.

Joy C. Grogan

Language and Literature, 1994
B.S., Southwest Missouri State University;
M.Ed., Southwest Missouri State University.

Charles Cantrell

Business Law, 1990.
B.A., Ouachita Baptist University;
J.D., University of Missouri-Columbia.

Judy Carr

Sociology, 1991.
B.S., Southwest Baptist University;
M.A., Arkansas State University.

Marlon Cook

Biology, 1989.
B.S.N., University Texas-Arlington;
M.A., University Missouri-Kansas City.

Darlene Crocker

Mathematics, 1992.
B.S., University of Missouri-Rolla;
M.S., University of Missouri-Rolla.

Bob Denny

Psychology, 1994.
Psy.D., Forest Institute;
M.A., Forest Institute;
B.A., Lutheran Bible Institute.

Bobby Dryer

Communications, 1991.
B.A., Southwest Baptist College;
M.Ed., Drury College.

Richard L. Eakins

Bible, 1985.
B.S.E., Southwest Missouri State University;
M.Div., Assemblies of God Theological Seminary;
D.Min., Midwestern Baptist Theological Seminary.

Ronald Edwards

History, 1993.
B.A., Southwest Baptist University;
M.A., Southwest Missouri State University.

Donna Elliott

Business, 1989.
B.A., M.S., Southwest Missouri State University.

Norene C. Fields

Language and Literature, 1992.
B.A., Drury College;
M.A., Southwest Missouri State University;
M.S., Southwest Missouri State University.

Greg Fine

Bible, 1993.
B.S., University of Tulsa;
M.Div., Southwestern Baptist Seminary;
D.Min., Midwestern Baptist Seminary.

David M. Fraley

Biology and Chemistry, 1987.
B.S., Southwest Missouri State University;
M.A., University of Missouri-Columbia;
Ph.D., University of Missouri-Columbia.

Glen Francis

Physical Education, 1990.
B.S.E., M.A., Southeast Missouri State University.

Regina Francis

Language and Literature, 1991.
A.A., Southern Baptist College;
B.S.E., Arkansas State University;
M.A.T., Southeast Missouri State University.

Constance L. Frankenfield

Language and Literature, 1993.
B.S.E., Central Missouri State University-
Warrensburg;
M.A., Central Missouri State University-
Warrensburg.

Jane Fraser

Language and Literature, 1988.
B.S., Northeast Missouri State University;
M.A., Drury College.

Jeanette Frey

Psychology, 1989.
B.S., M.S., Southwest Missouri State University.

Stephen Fugitt

Bible, 1992.
B.A., College of the Ozarks;
M.Div., Midwestern Baptist Theological Seminary.

Michael Gilliam

Business, 1992.
B.A., University of Missouri-Rolla;
M.B.A. Southwest Missouri State University.

Thelbert R. Gott

Mathematics, 1988.
B.S.Ed., Southwest Missouri State University;
M.Ed., Drury college.

Jessie Harris

Psychology, 1988.
B.S., M.E., Southeast Missouri State University.

Phyllis Hastings

Nutrition, 1993.
B.S., Southeast Missouri State University;
M.A., Southeast Missouri State University.

Jack Hays

Psychology, 1988.
B.S., M.S. Arkansas State University.

William Hedden

Biology, 1990.
B.S., M.S., Ph.D., University of Missouri-Rolla.

John Hendricks

Language and Literature, 1987.
B.S., University of Missouri-Columbia;
M.S. Southwest Missouri State University.

Susan Hill

Communications, 1993.
B.S. Ed., Southeast Missouri State University;
M.A., Southeast Missouri State University.

Danny Hobbs

Sociology, 1993.
B.S., School of the Ozarks;
M.S., University of Missouri-Columbia.

Betty Hockman

Accounting, 1988.
B.S., Southwest Missouri State University;
CPA Missouri Board of Accountancy.

Andrea Bishop Hopper

Economics, 1993.
B.A., Drury College;
M.B.A., Drury College.

Edward E. Huffman

Business, 1987.
A.S., School of the Ozarks;
B.S., Southwest Missouri State University;
M.S. Southern Illinois University.

Jimmie Dean Huffman

Language and Literature, 1991.
B.S.Ed., University of Missouri-St. Louis;
M.S., Southwest Baptist University.

Lewis Hux

Mathematics, 1990.
B.S. Ed., Southeast Missouri State University;
M.A.T., Southeast Missouri State University;
Ed.S., Southeast Missouri State University.

Tamera L. Jackson

Sociology, 1992.
B.S.W., Southwest Missouri State University;
M.S.W., University of Missouri-Columbia.

Garry Jensen

Sociology, 1989.
B.S., Southwest Missouri State University;
M.S.S.W., University of Tennessee.

Johnny Carole Jones

Sociology, 1991.
A.A., Alabama Christian College;
B.S.E., Oklahoma Christian College;
M.S. Southern Connecticut State College.

Betty R. Keezer

Language and Literature, 1992.
A.A., Southwest Baptist College;
B.S., Oklahoma Baptist University;
M.S., Kansas State College of Pittsburg.

Robert M. Kinlock

Physical Education, 1994.
B.A., Drury College;
M.Ed., Drury College.

M. LaRee LaMar

Biology, 1993.
B.A., Texas Tech University;
M.S., Southwest Missouri State University

Janice Langston-Bowden

English, 1989.
B.A., Wichita State University;
M.S., Drury College.

Gale Lawson

Science, 1990.
B.A., Arkansas Polytechnical.

Kyu Bok Lee

Preaching, 1991.
B.A., M.Div., Korea Baptist Theological
College/Seminary.

Wesley P. Leggett

Computer Science, 1986.
B.S., Southwest Missouri State University;
M.Ed., Drury College.

Alma Little

Language and Literature, 1992.
A.A., Southern Baptist College;
B.S.E., Southwest Missouri State University;
M.S.E. Arkansas State University.

William L. Luce

History, 1986.
A.B., William Jewell College;
M.A., Southwest Missouri State University.

Jim Marler

Coordinator, Computer Science, Art, 1988.
A.A., Southwestern College;
B.S., School of the Ozarks; M.S., Drury College.

Karen McAdams

Education, 1995.
M.S., Southwest Baptist University.

James McCullen

Religion, 1990.
B.A., Southern Illinois University;
M.Div., Southwestern Baptist Theological
Seminary;
D.Min. Golden Gate Baptist Theological Seminary.

Mary B. McFarland

Director, 1986.
B.S.N., Texas Woman's University;
M.S.N., West Texas State University;
Doctoral study, NOVA University.

Vickie L. McGehee

Management, 1993.
M.B.A., Southwest Missouri State University;
B.M.E., Evangel College.

Terry Monahan

Bible Studies, 1988.
A.S., St. Louis University;
B.S., Washington University, St. Louis;
M.Div., Southwestern Baptist Theological
Seminary;
D.Min., Luther Rice Seminary.

Soong-In Moon

Religious Studies, 1984.
B.S., Kyung Hee University;
M.A., Wheaton College;
M.Div., Northern Baptist Theological Seminary.

Jill Mutrix

Biology, 1989.
B.S., Drury College;
M.A. University of Missouri-Columbia.

Greta Myers

Psychology, 1991.
B.S.E., Southwest Baptist University;
M.A., Southeast Missouri State University.

Joe Nichols

Education, 1988.
B.S.E., University of Mississippi;
M.A., Specialist, Southeast Missouri State
University.

Joe Niesen

Mathematics, 1987.
B.A., Southwestern;
M.A.T., Webster University.

Glenna Laree Norris

Mathematics, 1993.
B.S.E., Southeast Missouri State University;
M.S.E., Southern Arkansas University.

Norma Ogletree

Language and Literature, 1990.
B.S., Evangel College;
M.S., Southwest Missouri State University.

Jean Orr

Psychology, 1993.
B.A., Evangel College;
M.A., Forest Institute.

Charles Pace

Computer Science, 1987.
B.A., Drury College;
M.S. Southwest Missouri State University.

Karen Pace

Mathematics, 1987.
B.S., Southeast Missouri State University;
M.E., University of Missouri-Columbia.

Kelly W. Parker

Business Law, 1993.
B.S., Southwest Missouri State University;
Juris Doctor, University of Missouri-Columbia,
School of Law.

Jan Parmenter

Sociology, 1994.
M.S.W., University of Missouri-Columbia;
B.S., Evangel College.

Deborah K. Piland

Nutrition, 1992.
B.S., Texas A&M University;
M.S., Texas A&M University.

Richard Piper

Physical Education, 1987.
B.A., M.Ed., University of Missouri.

Pam Probert

Science, 1990.
B.S., University of Missouri-Columbia;
B.S., Lincoln University;
M.S., Southwest Missouri State University.

Craig Reavis

Fine Arts, 1988.
B.M.E., M.M.E., Arkansas State University.

James W. Regions

Psychology, 1993.
B.S., John Brown University;
M.S., Pittsburg State University.

Phillip Rohrer

Psychology, 1986.
B.A., McPherson College;
M.S., Wichita State University.

W. Jane Scheidemantel

Language and Literature, 1990.
B.S., Southwest Missouri State University;
M.S., University Missouri-Columbia.

Garry Shaver

Business 1987.
B.S., Drury College;
M.B.A., Drury College.

Randall Short

Physical Education, 1989.
B.S., Missouri Southern State College;
M.S., Drury College.

Karen Sinning

Education, 1989.
B.S.Ed., Drury College;
M.S.Ed., Southwest Missouri State University.

James Sok

Discipleship, 1992.
B.A., Moody Bible Institute;
M.Div. Midwestern Baptist Theological Seminary.

T.O. Spicer

Preaching, 1988.
B.A., University of Arkansas;
B.D., Th.M., Southwestern Baptist Theological
Seminary;
D.Min., Midwestern Baptist Theological Seminary.

Joyce Stevenson

Business, 1987.
M.S., Southwest Missouri State University;
B.S., Southwest Missouri State University.

Ronald D. Strickland

Mathematics, 1993.
B.S., William Carey College;
M.Ed., University of Southern California.

Tim Sumners

Religious Studies, 1993.
B.A., Oklahoma Baptist University;
M.Div., Southwestern Baptist Theological Seminary;
D.Min., Luther Rice Seminary.

Greg Swanson

Economics, 1988.
B.S., North Texas State University;
M.E., North Texas State University.

Michael Tenneson

Biology, 1989.
B.A., University of California-Los Angeles;
M.S., University of North Dakota.

David Thomas

Psychology, 1988.
A.A., Coffeyville Community College;
B.S., M.S., Pittsburg State University.

Janet Townsend

Mathematics, 1989.
B.S., Radford College;
M.S., Drury College.

Sonie Trotter

Speech, 1987.
B.S., Southwest Missouri State University;
M.S., Southwest Missouri State University.

Gary Tyrrell

Geography, 1990.
B.S. Ed., Specialist, Southwest Missouri State
University;
M.S.Ed., Southwest Missouri State University.

Adria Vestal

Education, 1990.
B.A., Southwest Baptist University;
M.S., Arkansas State University.

Marvin Vestal

Psychology and Physical Education, 1990.
B.A., Southwest Baptist University;
M.A., Drury College.

Dwayne R. Walker

Sociology, 1994.
B.S., Southwest Baptist University;
M.S.W., University of Missouri-Columbia.

Floy C. Westermeier

Business, 1993.
B.A., Metropolitan State University;
M.A., Webster University.

Donna White

Business, 1991.
B.S., M.S., Southwest Missouri State University.

Larry White

Mathematics, 1988.
B.S., M.A., Southeast Missouri State University.

Janis W. Wilson

Language and Literature, 1989.
B.A., Arizona State University;
M.A., Humanities, Arizona State University.

Patricia Witham

Sociology, 1990.
B.S., University of Delaware;
M.A., State University of New York.

Jong Hoon Yun

Biblical Studies, 1990.
B.A., M.A., Azusa Pacific University;
M.Div., Seoul Theological Seminary;
Th.M., Trinity Evangelical Divinity School.

LOCATIONS - UNIVERSITY COLLEGE CENTERS

Chicago Center

Southwest Baptist University
2420 W. Berwyn Ave., #106
Chicago, Illinois 60185
(312) 561-0141

Dexter Center

Southwest Baptist University
First Baptist Church
11 W. Castor
Dexter, MO 63841
(314) 624-7436

Joplin Center

Southwest Baptist University
Spring River Baptist Association
1130 North Duquesne Road
Joplin, MO 64801
(417) 782-3770

Mountain View Center

Southwest Baptist University
First and Pine Street
P.O. Box 489
Mt. View, MO 65548
(417) 934-2999

Salem Center

Southwest Baptist University
First Baptist Church
P.O. Box 230
Salem, MO 65560
(314) 729-4863

Springfield Center

Southwest Baptist University
1211 South Glenstone
3rd Floor
Springfield, MO 65804
(417) 863-8818

INDEX

Academic Management Services (AMS) Plan	16	Cancellation of Scholarships Policy	18
Academic Organizations	30	Changes of Enrollment	43
Alpha Chi	30	Changing and Academic Major	39
Phi Beta Lambda	30	Chemistry	93
Pi Kappa Lambda	30	Child Study Center	7
Academic Regulations	35	Church Recreation	68
Academic Scholarships	20	Church Recreation Concentration	89
Academic Standing	41	Church Related Scholarships	21
Accounting	50	Church Vocational Ministries	66
Accounting Major	51	CLEP	24
Activities	31	College Credit Through Correspondence	115
Additional Hours Without Special Permission	39	College of Business	49
Adjunct Faculty	187	College of Christian Studies	65
Administration	180	College of Education and Social Sciences	71
Administrative Staff	180, 181	College of Music, Arts and Letters	55
Admission of Transfer Students	9	College of Science and Mathematics	93
Admission to the College of Business	49	College Work Study	26
Admission to the Teacher Education Program	75	Colleges and Academic Departments	45
Advanced Academic Standing	11	Commercial Art (B.S. degree)	56
Advanced Placement Examinations (APE)	12	Commercial Recreation Concentration	90
Alumni Association Endowed Scholarship	22	Community Activities	32
Appeals	25	Community Concerts	32
Appeals Procedure	42	Local Churches	32
Application Procedures	10	Community Recreation Concentration	89
Applied Music	60	Commuter Scholarship	22
Applied Music Fees	16	Computer and Information Sciences	96
Areas of Study	45, 48	Concentration in Children's Ministry	67
ART	55	Concentration in Christian Doctrine	68
Art Education	57	Concentration in General Religious Education	67
Associate of Applied Science	36, 52	Concentration in Lay Ministry	67
Associate of Arts Degree	36	Concentration in Missions and Church Growth	68
Associate of Science	36	Concentration in Preaching and Pastoral Ministry	66
Associate of Science in Mid-Management	52	Concentration in Youth Ministry	67
Associate of Science in Secretarial Science	52	Correspondence	115
Athletic Scholarship	21	Correspondence Course Refund Policy	116
Athletic Training Concentration	87	Correspondence Course Tuition and Fees	115
Attendance	43	Course Descriptions	119
Attendance and Changes of Enrollment	43	Credit Check	43
Audit	39	Credit Hours Load Limit	39
Automobiles	29	Credit Hour Restrictions	42
Awards	32	Credits, Grades, Grade Points and Credit Hours	39
Bachelor of Applied Science	35	Dean's Scholarship	20
Bachelor of Arts	35	Declaring an Academic Major	38
Bachelor of Music	35	Degree Requirements	35
Bachelor of Music in Church Music	63	Dentistry	101
Bachelor of Music in Music Education	62	Department of Accounting	50
Bachelor of Science	35	Department of Art	55
Bachelor of Science in Nursing	36	Department of Behavioral Science	71
Behavior	27	Department of Biology	93
Behavioral Science	71	Department of Business Administration	51
Bible	68	Department of Chemistry and Physics	93
Biblical Language	68	Department of Communication Arts	58
Biology	93	Department of Computer Information and Sciences	96
Biology Education	93	Department of Education	73
Bivocational Christian Ministries	67	Department of Health, Physical Education and Recreation	84
Block/Student Teaching Semester	84	Department of History and Political Science	90
Board of Trustees	179	Department of Language and Literature	59
Board Refunds	18	Department of Mathematics	97
British A-Level Examinations	13	Department of Music	60
Business Administration	51	Department of Nursing	97
Business Administration Major	52	Department of Physical Therapy	99
Business Education Major	52	Disbursement of Funds Policy	26
Cancellation of Financial Assistance Policy	18		

Discipleship	69	Loans	22
Dormitory Refunds	18	Management Information Systems Concentration	51
Driver Education Certification	87	Management/Marketing Concentration	51
Economics/Finance Concentration	51	Master of Science	35
Elementary Education, Grades 1-8	76	Mathematics	97
Emergency Medical Technology Major	107	Medical Technology	104
Emeriti Faculty	189	Medicine	101
Engineering	100	Military Science	53
English	59	Minimum Standards Required	24
Enrollment Deposit	15	Minor in Counseling	71
Ensemble Requirements	61	Minor in Psychology	71
Entrance Requirements in Music	60	Minor in Sociology	72
Estep Library	7	Minors in Music	64
Evangelism	69	Mission of the University	3
Expenses	15	Missions and Church Growth	69
Faculty	182	Missouri Student Grant	23
Federal Perkins Loan	23	Modern Languages	60
Federal Stafford Loan Program	23	Monthly Budget Program (MBP)	17
Federal Supplemental Educational Opportunity Grant	23	Music	60
Federal Supplemental Loans for Students	23	Music Handbook	61
Fellowship Organizations	30	Music Scholarship	21
English Club	30	Non Degree-Seeking Students	11
International Student Association	30	Nursing	97
Nursing Club	30	Occupational Technology	107
Religious Education Club	30	Off-Campus Housing	15
Sigma Mu Theta	30	Off-Campus Jobs	26
Students in Free Enterprise	30	Office Administration	54
Field Work Classes	83	Optometry	102
Final Examinations	43	Organizations	30
First-Time Freshman	10	Orientation	27
Foreign Missionary Dependent Scholarship	21	Overseas Study	44
Founder's Award	20	Paramedical Technology Major	107
General Education Requirements	36	Parent Loan Program	24
Grade Points	40	Part-Time Student Fees	16
Grades	39	Pass-Fail Option	40
Graduate Studies	109	Payment of Accounts	16
Admission to Classified Status	110	Pell Grant	23
Admission to Unclassified Status	109	Performance Scholarships	21
General Admission Requirements	109	Performer's Certificate	64
International Students	110	Pharmacy	102
Transfer Credit	110	Philosophy	69
Graduate Study in Education	109	Philosophy and Theology	68
Graduate Study in Health Services Administration	112	Photography	57
Graduate Tuition and Fees	15	Physical Education	84
Grants	22	Physical Education Certification 7-12	85, 86
Health Education 7-12	86	Physical Education Certification K-12	84
Health Services	32	Physical Education Certification K-9	86
Health Services Administration Concentration	51	Physical Therapy	99
Health, Physical Education and Recreation	84	Physician Assistant	103
Heritage	3	Physics	95
History	3, 90	Physics Education	95
Honor Roll	41	Piano Pedagogy Certificate	64
Honors Graduation	41	Piano Proficiency Examinations	61
Honors Program	41	Political Science	91
Housing	28	Polk County Community Scholarship	22
How to Regain Eligibility	26	Pre-Health Programs	101
Human Services	72, 106	Pre-Law	92
In-Progress Grades	40	Pre-Professional Studies	100
Incomplete Grades	40	Preaching and Pastoral Ministry	68
Independent Study	43	Presidential Excellence Award	20
Instrumental Certification Requirements	62	Private Loans	26
International Baccalaureate	13	Private Scholarships	22
International Institute of Evangelism	70	Professional Organizations	30
International Students	10	Accounting Club	30
Keyboard Concentration	61	Behavioral Science Club	30
Lay Ministry	69	Chi Sigma Theta	30

Church Music Conference	30	Student Responsibility	27
Delta Epsilon Chi	30	Student Campus Employment	26
Fellowship of Christian Recreators	30	Student Expenses	15
Investment Club	30	Student Health Services	32
Music Educators National Conference	30	Student Housing	28
Pi Kappa Delta	30	Beasley Hall	28
Student Missouri State Teachers Association	30	Cancellation of Housing Reservations	29
Zeta Kappa Chapter	30	Enrollment Deposit and Prepayment	29
Provisional Admission	9	Kim Dorm	28
Provost's Scholarship	20	Landen Hall	28
Psychology	71	Leslie Hall	28
Public Relations Concentration	51	Manor I	28
Publications	31	Manor II	28
Purposes of the University	4	Maupin Hall	28
Recital Requirements	61	Memorial Hall	28
Recreation and Leisure Studies	89	Off-Campus Housing	29
Refund Policy	17	Woody Hall	28
Religious Education	67, 69	Student Ministries	69
Religious Studies	69	Student Organizations	30
Repeating Courses	39	Student Orientation	27
Room and Board	15	Student Services	29
Satisfactory Academic Progress Policy	24	Career Planning and Placement Center	29
School of Engineering and Applied Science	100	Counseling and Testing	29
Second Bachelor's Degree	36	Teacher Education Handbook	74
Secondary Education	76	Teacher Education Program	74
Social Science Education	91	Teacher Education Scholarships	22
Sociology	72	The Tuition Plan, Inc.	17
Special Admissions	9	Theatre Scholarship	21
Special Certification	77	Theological Studies	69
Special Circumstances	18	Therapeutic Recreation Option	90
Special Fees-Non Refundable	16	Three-Two Program	100
Special Scholarships	22	Transcript	19
Speech Scholarship	21	Transfer Students	11
Spiritual Life and Ministry	31	Trustee's Scholarship	20
Chapel	31	Tuition Charge Refunds	17
Christian Service Organization	31	Tuition, Room and Board in University Housing	15
Discipleship Teams	31	Tuition, Room, and Board With Off-Campus Housing	15
HisHeart	31	Unconditioned Admission from High School	9
Revival Teams	31	Undergraduate Entrance Requirements	9
Small Group Ministries	31	Undergraduate Tuition Off-Campus	16
Theatrical Evangelism and Mission (TEAM)	31	University Activities	31
University Missions	31	Athletics	31
Sports Management Major	88	Debate and Forensics	31
Statement of Christian Lifestyle	5	Drama	31
Statement of Marriage and Family	5	Music Ensembles	32
Statement of Sexual Standards	5	University Campus	6
Statement of Academic Integrity	5	Casebolt Fine Arts Building	6
Statement on Respect for People and Property	5	Davison Field House	6
Student and Alumni Awards	32	Dodson Field	6
D.J. Nabors Forensic Service Award	33	Felix Goodson Student Union	6
Life Beautiful Award	33	Gene Taylor National Free Enterprise Center	7
Life Service Award	33	Grant Davis Theatre	6
Paul F. Wright Distinguished Speaker Award	33	Ingman Hall	6
Rev. C.A. Butler Sociology Award	32	Jim Mellers Evangelism and Conference Center	6
The Hamlett Creative Writing Award	32	Keathley Lifewalk	6
The James Frederick Hurst Memorial Mathematics Award	33	Kim Dorm	6
The Jasper A. Clark Biology Award	32	Mabee Chapel	6
The May M. Hurst English Literature Award	33	Marietta Mellers Dining Commons	6
The Ronald Howard Surette Memorial Award	33	McClelland Dining Facility	6
The W.C. Edmondson Memorial Church Recreation Award	32	Memorial Amphitheater	6
Who's Who Nomination	33	Merrill Burnidge Memorial Forum	6
Student Behavior	27	Natatorium	6
Discipline	27	Old Administration Building	6
Misconduct	27	Plaster Guest Lodge	6
		Plaster Stadium	6
		Prayer Garden	6

Randolph Meditation Chapel	7	University Scholars Awards	22
Sells Administrative Center	7	University Scholarships	19
Stewart Track	7	Unsubsidized Federal Stafford Loans	23
Walton Regional Library and Literacy Center	7	Veterans	13
Wheeler Food, Nutrition, and Science Center	7	Veterans Benefits	26
White Chapel	6	Veterinary Medicine	103
University College	105	Vocal Certification Requirements	63
University College Centers	190	Welcome Week	27
University Deferred Payment Plan	16	Withdrawing from a Class	43
University Learning Center	38	Work Opportunities	26
University of Missouri-Rolla	100	Youth Ministry Certification	90
University Publications	31		
Kwik Chek	31		
Mozarkian	31		
Newsletter	31		
Omnibus	31		