



**OKLAHOMA CITY**

# **CATALOG**

# **2023-2024**

**ACADEMIC POLICIES**

## TABLE OF CONTENTS

Administration .....	3
Academic Calendar .....	3
Oklahoma State University-Oklahoma City .....	4
Services to Students .....	7
Assistance, Resources, Policies .....	10
Student Life.....	14
Security .....	16
Financial Aid.....	20
Business Services.....	26
Money Matters .....	28
Admission General Information .....	29
Registrar.....	28
Academic Regulations.....	34
O-Key .....	52
Online Classroom.....	53
Technical Education Graduate Performance Guarantee. ....	54
Precision Driving Training Center (PDTC).....	55
Training and Development Center (Non-credit Courses, Seminars and Training) .....	57

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FALL 2023		ACADEMIC CALENDAR		SUMMER 2024	
		SPRING 2024			
August 14	First Day of Fall Semester	January 15	Martin Luther King Jr. Day	June 3	First Day of Summer Semester
September 4	Labor Day	January 16	First Day of Spring Semester	June 19	Juneteenth
October 19-20	Fall Break	March 18-22	Spring Break	July 4	Independence Day
November 22-24	Thanksgiving	May 10	Last Day of Spring Semester	July 26	Last Day of Summer Semester
December 8	Last Day of Fall Semester	May 10	Commencement		
December 22-January 1	Holiday Break	May 27	Memorial Day		

# OKLAHOMA STATE UNIVERSITY—OKLAHOMA CITY

Oklahoma State University-Oklahoma City is a Higher Learning Commission accredited, state-assisted public college serving the technical education and training needs of Oklahoma. Located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, the campus enrolls full- and part-time students each semester. OSU-Oklahoma City has grown over the past 62 years from one building with fewer than 100 students in 1961 to a campus today of 110 acres, 15 modern buildings, 331 full-time faculty and staff, and over 5,000 students.

Taking pride in its student-centered approach to collegiate education, OSU-Oklahoma City offers:

- a bachelor of technology degree program
- 39 major options including 22 associate in applied science degree programs with numerous areas of option,
- 6 associate in science degree programs,
- a variety of certificate programs,
- developmental education courses, and
- business and industry training.

Curriculum is designed in response to current business and industry needs and with input from professionals who serve on advisory committees. All are directed toward one goal: blending academic and student support services to create a collegiate educational experience that addresses individual student goals and workforce needs.

## THE OKLAHOMA STATE UNIVERSITY SYSTEM

OSU-Oklahoma City is one of four branch campuses within the Oklahoma State University system.

The other three campuses are OSU-Institute of Technology, OSU-Tulsa and the Center for Health Sciences, Tulsa.

The main Oklahoma State University campus is located 80 miles north-east of Oklahoma City in Stillwater, Oklahoma.

The chief executive officer of the Oklahoma City campus holds the title of president.

The Board of Regents for the Oklahoma Agricultural & Mechanical Colleges serves as the governing board of all five OSU campuses, as well as Langston University, Oklahoma Panhandle State University, Connors State College, and Northeastern Oklahoma A&M College.

## THE MISSION

OSU-OKC's mission is to advance our diverse communities through transformative career and workforce education programs and services.

## THE VISION

OSU-OKC's vision is to be the region's leading career and workforce university.

## THE FUNCTION

1. Provide general education for all students.
2. Provide lower division education in several fields of technical study and a limited number of Associate in Science degree programs as authorized by the the Regents using criteria outlined in the Academic Program Approval policy.
3. Provide certificates and undergraduate technical and occupational educational degree programs (i.e., Associate in Applied Science-AAS degrees) that prepare individuals for immediate entry into the labor market, including both credit and non-credit programs designed to enhance job skills, promote workforce readiness and provide professional development.
4. Provide developmental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas, consistent with the Student Assessment and Remediation policy.
5. Offer a limited number of bachelor of technology degree programs as authorized by the State Regents that build on AAS programs and enhance workforce preparation using criteria outlined in the Academic Program Approval policy.
6. Evaluate opportunities for providing education, service, and/or training consistent with the statewide technical mission of these constituent agencies.

# OKLAHOMA STATE UNIVERSITY—OKLAHOMA CITY

7. Participate in programs of economic and community development independently or in cooperation with public and private entities.
8. Perform other special programmatic responsibilities as authorized by the State Regents. Criteria for consideration of programs outside of the function described herein are outlined in the Academic Program Approval policy.

## CAMPUS WIDE LEARNING OUTCOMES

### OUTCOME STATEMENT:

The general education curriculum is designed to help students develop math, science and communication skills; gain a sense of social, ethical and cultural values; and appreciate the application of these values in a complex technological and global society.

Upon completion of the general education curriculum, students should be proficient in demonstrating the following competencies:

- ◆ **CRITICAL THINKING:** Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.
- ◆ **EFFECTIVE COMMUNICATION:** Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.
- ◆ **COMPUTER PROFICIENCY:** Students use computer and network technologies to gather, analyze, and communicate information.
- ◆ **CIVIC RESPONSIBILITY:** Students engage in the community through activities effecting positive change in society and the environment.
- ◆ **GLOBAL AWARENESS:** Students display sensitivities to cultures across local, national, and global communities.

## EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

- To be a complete equal opportunity university in all phases of operations, toward the end of attaining the university's basic mission and goals.
- To provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category.
- To subscribe to the fullest extent to the principle of the dignity of all persons and their labors; in support of this principle, sexual harassment is condemned in the recruitment, appointment, and advancement of employees and in the evaluation of students' academic performance.
- To apply equal opportunity in the recruitment, hiring, placement, training, promotion, and termination of all employees; and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The university shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category.
- To ensure that each applicant who is offered employment at the university shall have been selected on the basis of qualification, merit, and professional ability.
- To provide and to promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and shall

consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

## CAREER TECHNOLOGY PARTNERSHIPS

Under the leadership and guidance of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has partnered with various Oklahoma career technology centers to forge a partnership that allows high school and adult students in various programs the opportunity to earn college credit through Prior Learning Assessment and Cooperative Agreements. For additional information, please visit <https://showwhatyouknowok.org>.

The partnership has multiple goals: (1) get more high school students into college, (2) get more adults to continue their education or begin college, (3) expand access to postsecondary education, and (4) efficiently use federal, state and local resources.

# OKLAHOMA STATE UNIVERSITY—OKLAHOMA CITY

## ACCREDITATION

Oklahoma State University-Oklahoma City and the academic programs offered to students strive to achieve and maintain the highest standards of accreditation.

For students, accreditation speaks directly to the quality and reputation of the degrees and programs they seek. Accreditation facilitates the transferability of credits from this university to other colleges and universities both inside and outside the state of Oklahoma.

Oklahoma State University-Oklahoma City is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>). The university is also fully accredited by the Oklahoma State Regents for Higher Education (<http://osrhe.edu/>). Several academic programs have received additional accreditation status from their corresponding professional boards, councils or regulatory groups. For more information, please visit <https://osuokc.edu/accreditation>.

## FOLLOWING IS A LIST OF OSU-OKLAHOMA CITY'S ACCREDITING AGENCIES:

### Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Rd NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

### American Veterinary Medical Association Committee on Veterinary Techni- cian Education and Activities (CVTEA)

1931 N. Meacham Road  
Schaumburg, IL 60173  
(800) 248-2662  
<http://www.avma.org>

### Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th St. N, #7709  
Seminole, FL 33775  
(727) 210-2350  
<https://www.caahep.org>

### Committee on Accreditation of Educa- tional Programs for the Emergency Medi- cal Services Professions (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
(214) 703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

### Council on Law Enforcement Edu- cation and Training (CLEET)

2401 Egypt Rd  
Ada, OK 74820  
(405) 239-5100  
<http://www.ok.gov/cleet>

### Joint Review Committee on Education in Diagnostic Medical Sonography

6021 University Boulevard, Suite 500  
Ellicott City, MD 21043  
(433) 973-3251  
<http://www.jrcdms.org>

### Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
(800) 621-7440  
<https://www.hlcommission.org/>

### Oklahoma Board of Nursing (OBN)

2915 N. Classen, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800  
<https://nursing.ok.gov/>

### Oklahoma State Department of Health: EMS Division (OSDH)

123 Robert S. Kerr Ave., Suite 1702  
Oklahoma City, OK 73102-6406  
(405) 426-8480  
<https://oklahoma.gov/health/protective-health/emergency-systems/ems-division.html>



# OKLAHOMA CITY

## SERVICES TO STUDENTS

### ACADEMIC ADVISEMENT

Academic advisors are available to provide guidance, support and coaching to prospective, new and current students. Academic advisors are located on the first floor of the Student Center. For more information call (405) 945-8678, email [okc.advisement@okstate.edu](mailto:okc.advisement@okstate.edu) or visit us online at <https://osuokc.edu/advisement>.

### ACCOMMODATIONS AND SUPPORT RESOURCES FOR STUDENTS WITH DISABILITIES

#### Disability Services and Diversity Office

Student Center, Room 136  
(405) 945-3385

[okc.accessibility@okstate.edu](mailto:okc.accessibility@okstate.edu)  
<https://osuokc.edu/disability>  
<https://osuokc.edu/DeafStudentServices>

OSU-Oklahoma City partners with students with disabilities to provide equal access to educational opportunities through individualized accommodations. A variety of academic support accommodations and resources are available to students in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008.

The Disability Services and Diversity Office assists students who experience a wide range of challenges or disabilities, including but not limited to:

- Chronic Medical
- Cognitive/Learning
- Mental Health
- Neurological/Neuromuscular/Mobility
- Sensory

Students will be asked to provide documentation of their disability as part of the accommodation process. Once accommodations are approved, the Disability Services and Diversity

Office will work with the student to develop a Notification of Student Disability Accommodations Letter (Accommodation Letter) which will be given to course faculty. The Disability Services and Diversity Office will then coordinate with the student, faculty, or other campus departments as needed to fulfill the accommodations. Students need to request and obtain new Accommodation Letters from the Disability Services and Diversity Office for each individual semester and class in which they request accommodations.

A student who believes they have been discriminated against based on their disability are encouraged to contact the Disability Services and Diversity Office.

To request accommodations or for additional information, please contact the Disability Services and Diversity Office at (405) 945-3385 or email [okc.accessibility@okstate.edu](mailto:okc.accessibility@okstate.edu).

### ADMISSIONS

The Office of Admissions is located on the first floor of the Student Center. Students can get assistance with the application process, check the status of their application, and submit transcripts or other documents needed to finalize their admission.

For more information, call (405) 945-3224 or email [okc.admissions@okstate.edu](mailto:okc.admissions@okstate.edu).

### BUSINESS SERVICES

The Business Services Office (Administration Building, second floor) is responsible for all financial transactions between students and the university. The office offers a variety of services including monthly account billing, credit balance refund, payment processing, support for past due accounts, third party sponsorship assistance, and semester payment plans. Students can also visit our office to retrieve their bookstore vouchers and obtain a parking pass. For further information regarding our office, please visit our website, <https://osuokc.edu/>

[businessservices](#).

### CAMPUS TOURS

Nothing can take the place of being shown around campus on a tour, visiting with faculty, and getting questions answered. A tour can take 30 - 60 minutes, depending on the size of the group. Campus tours can be scheduled Monday - Friday.

For group tours, call (405) 945-9150 or email [okc.info@okstate.edu](mailto:okc.info@okstate.edu). Individual tours can be scheduled online at <https://osuokc.edu/recruitment/recruiters>. Any required COVID protocol will be relayed to our guests.

### CAREER SERVICES

Career Services offers personalized and professional employment assistance to all OSU-OKC students and alumni with career preparation. Individuals can receive assistance with career interest inventories, academic career advising, assistance with résumé development and job interview guidance. For more information, visit <https://osuokc.edu/careerservices>.

### FINANCIAL AID AND SCHOLARSHIPS

Located in Room 100 of the Student Center, the Financial Aid and Scholarship Office assists students with obtaining federal, state, institutional, and private aid to help finance the cost of attending college.

Visit <https://osuokc.edu/financialaid> for important information on how to apply for assistance. For federal aid application purposes, OSU-OKC's federal school code is 009647.

### INTERNATIONAL STUDENT SERVICES

International student services are available to assist students through the admissions process and provide advisement on travel, employment, academic, and immigration status issues. For information about international admissions, call (405) 945-3315 or email: [okc.international@okstate.edu](mailto:okc.international@okstate.edu).

## SERVICES TO STUDENTS

### HEALTH AND WELLNESS COUNSELOR

The Health and Wellness Counselor is available to provide emotional and mental health support to all students. Services are tailored to meet the needs of each individual student but generally include brief counseling, referral to outside resources, mental health education, and peer support. The Health and Wellness Counselor is located on the first floor of the Administration Building in room 101 and can be reached at (405) 945-3346.

### NEW STUDENT ORIENTATION

OSU-OKC offers a variety of new student orientations to welcome different groups to campus. Information about campus programs and services is highlighted during these sessions. For dates, information and to register, contact the Office of Student Engagement at (405) 945-9151 or email [okc.studentlife@okstate.edu](mailto:okc.studentlife@okstate.edu).

### RECRUITMENT SERVICES

Campus tours, college fairs and other student recruitment activities are coordinated by the college recruitment specialists, located on the first floor of the Student Center. To schedule a campus tour or arrange for a recruiter to attend a special event, call (405) 945-9150 or email [okc.info@okstate.edu](mailto:okc.info@okstate.edu). Find out more about our recruitment team at <https://osuokc.edu/recruitment>.

### REGISTRAR

Located on the first floor of the Student Center, the Office of the Registrar is where students may request official transcripts, graduation application information, and various academic/student record requests at the Registrar window. For more information on the Office of the Registrar call (405) 945-3291 or email [okc.registrar@okstate.edu](mailto:okc.registrar@okstate.edu).

### STUDENT IDS

Student identification cards are obtained at the Admissions Office, Stu-

dent Center first floor, during the first semester of attendance at OSU-Oklahoma City. The ID card is required when checking out library materials, picking up financial aid checks, making tuition payments, using computer labs or the Wellness Center facilities and/or participating in various campus activity programs. For more information visit <https://osuokc.edu/idcard>.

### TESTING AND ASSESSMENT CENTER

The OSU-OKC Testing and Assessment Center (located in the Student Center Room 104) administers a wide variety of tests including makeup exams, ACCUPLACER, ACT National and Residual, CLEP, and Health Sciences pre-admissions testing. Fee-based proctor service is also available. OSU-OKC Testing and Assessment is a Pearson VUE-Certified Test Center and is certified by the National College Testing Association. For more information, visit [www.osuokc.edu/assessment](http://www.osuokc.edu/assessment) or call (405) 945-8648.

### VETERANS SERVICES CENTER

OSU-OKC is approved by the Oklahoma Department of Veterans Affairs State Approving Agency (ODVA SAA) for students to use their VA educational benefits at our location. The OSU-OKC Military Student Services Coordinator can be reached by going to the Registrar window located on the first floor of the Student Center.

OSU-OKC provides information and assistance in the proper completion of all forms. When all required forms and documents have been submitted to the OSU-OKC Veterans Office, students eligible for VA education benefits will be certified to the VA promptly.

Students must request certification for every semester in which they enroll and want to receive their VA education benefits. Students may contact the OSU-OKC Veteran Services in person, by phone (405) 945-8692, or by email at [okc.va@okstate.edu](mailto:okc.va@okstate.edu), or

visit the website: <https://osuokc.edu/veterans>.

Students should go to the GI Bill® website ([www.gibill.va.gov](http://www.gibill.va.gov)) to research what benefit they may be eligible to receive and which benefit is their best option if they are eligible for more than one chapter of benefits, or to find in-depth information about the various chapters.

To directly contact the VA Regional Processing Office in Muskogee, OK, call (888)-GIBILL1 with questions concerning VA education benefits, or (800) 827-1000 with questions pertaining to all other veteran benefits. (801) GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S government website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

### WELLNESS SERVICES

Located on the first floor of the Administration Building, the center features a fully-equipped cardio/ exercise room with treadmills; free weight elliptical trainers; bikes; Cybex machines; Paramount and Quantum strength training equipment; and a multi-purpose room for fitness classes. Currently enrolled students may participate in any of the Wellness Center non-credit classes for free.

We also offer an outdoor fitness track and a Futsal Court with attached Basketball hoops. Locker rooms are fully equipped with restrooms, showers and lockers for available for rent.

First-time visitors may schedule a free fitness orientation that covers basic exercise technique, cardiovascular and basic nutrition guidelines and basic stretching exercises.

Many new opportunities are available to OSU-Oklahoma City students and the community. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or go to <https://osuokc.edu/wellness>.



## SERVICES TO STUDENTS

### **CENTER FOR SOCIAL INNOVATION**

#### ***CFSI's Mission: Purpose and Hope***

CFSI is a developing initiative which creates educational pathways for individuals with social barriers so they can reach their career goals and meet the workforce needs of the community. This is achieved through not only a like-minded and supportive community, but also through higher education, training, and personal and professional development.

### **PROJECT REACH**

REACH OSU-Oklahoma City program provides short-term educational and career skills training in areas that qualify students to enter the workforce in professional positions. Courses are individualized to each student's educational plan. REACH's comprehensive program plan is to assist you with the confidence to continue your education and become self-sufficient.

# ASSISTANCE, RESOURCES, POLICIES

## ASSISTANCE BUSINESS SERVICES

Tuition is paid, parking tags are issued and student account information is provided at Business Services, Administration Building, Room 230.

### LIBRARY

The Library is located in the Learning Resource Center, fourth floor. Students are required to have a valid OSU-Oklahoma City ID card to borrow materials. Current library hours are posted on the library website. An exterior book return is located on the west side of the LRC building.

Curbside and virtual services are provided during library hours. The Library provides many electronic resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. A self-service, coin-operated copy machine is available.

Children may be in the library as long as they have adult supervision and are not disturbing other library users. For more information, go to <https://osuokc.edu/library>.

### PROJECT SOAR

Project SOAR (Students Overcoming Academic Roadblocks) is a Student Support Services, federally-funded TRIO program designed to promote educational access for underrepresented students. The main emphasis of the program is to provide a supportive and inclusive environment where OSU-OKC students can come for assistance in meeting their unique academic, personal, career, and social needs. The program's mission is to help each student succeed in their classes, graduate, and transfer. Project SOAR is located on the second floor of the Student Center. For more information call (405) 945-8627 or go to <https://osuokc.edu/soar>.

### TALENT SEARCH

Educational Talent Search is a federally-funded TRIO program designed to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecond-

ary educational institution of their choice. Talent Search serves 6th through 12th grade students in four school districts at the following schools: El Reno, Putnam City West, Capitol Hill, Southeast, U.S. Grant, and Western Heights high schools and Etta Dale, Mayfield, Jefferson, Roosevelt, Webster, and Western Heights middle schools. Talent Search also can help out-of-school adults (to age 27) and U.S. military veterans (of ANY age) with career exploration, enrollment, financial aid, and back-to-school transition. If you would like further information, please contact the Talent Search office at (405) 945-9132 or view our website at <https://osuokc.edu/talentsearch>.

### UPWARD BOUND

Upward Bound is a federally-funded TRIO program designed to identify and select 78 specific high school students in order to assist them in preparing to enroll and succeed in a post-secondary education program. In order to qualify, interested students must meet certain federal guidelines and be currently enrolled in one of the target area high schools: Putnam City West or Western Heights. If you would like further information, please contact the Upward Bound office at (405) 945-8623 or go to <https://osuokc.edu/upwardbound>.

## RESOURCES

### ALUMNI ASSOCIATION

The Alumni Association encourages alumni to develop strong ties with each other and Oklahoma State through an engaging mix of programs and activities. Membership in the OSU system-wide Alumni Association keeps you connected to the university and its resources. Membership will provide you with opportunities to engage with fellow Cowboys, support the university, stay connected to OSU, and save on products and services across the country. Go to [www.orangeconnection.org](http://www.orangeconnection.org) for more information.

### BOOKSTORE

The OSU-Oklahoma City Bookstore is operated and managed by Barnes & Noble College, a company that man-

ages bookstores in colleges and universities across the country. The Bookstore offers a complete line of required course books and educational supplies. Textbooks, gifts, and clothing may be purchased on the web at [www.osuokc.bncollege.com](http://www.osuokc.bncollege.com). Students may sell their books back year-round depending on market availability. Full refunds with a receipt are available through the first two weeks of a sixteen-week class. The Bookstore also offers textbook rental, an option that allows students to save an average of 50% compared to a new printed textbook, as well as digital textbook options when available. The Bookstore is located in the Student Center, second floor, and can be contacted at (405) 945-3201 or by emailing [SM8370@bncollege.com](mailto:SM8370@bncollege.com).

### COMPUTER LABS AND COPY MACHINES

OSU-OKC has a variety of computer labs available on campus for student use; labs with Internet access are located in the Library (Learning Resource Center, fourth floor) and in the Student Success and Opportunity Center (Learning Resource Center, second floor).

The Student Success & Opportunity Center has PCs which are loaded with a variety of software, including specific program-related applications.

The library has laptops for in-library-use only available at the Circulation Desk. These laptops have Microsoft Office Suite and wireless Internet access. The library also has a limited number of laptops for semester-long loan.

A coin-operated copy machine is located in the Library, fourth floor and can be used for non-copyright material.

Additional computer labs are located in most of the academic areas. Hours of availability may vary by semester. Contact the appropriate office or an instructor for more information regarding computer lab use.

### EVENT SERVICES

Event Services is your one-stop shop for all conference and meeting spaces on campus. We offer superior services, impressive facilities, and a staff of professionals who will do their best to

## ASSISTANCE, RESOURCES, POLICIES

please you and your guests. The Student Center has more than 20,000 square feet of meeting space that can accommodate small or large groups (up to 250 people). Audiovisual equipment is available upon request. Please allow us to discuss the numerous possibilities and arrange a successful meeting for your group or organization. For more information, please call (405) 945-3238 or go to <https://osuokc.edu/eventservices>.

### THE HUB

The HUB (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast and lunch items, both hot and cold, are available Monday through Friday. Other meal offerings include homemade entrees, cook to-order grill items, fresh-made wraps and salads and a variety of snacks.

The Hub has an exclusive contract to provide all food, beverage and catering services on campus. A selection of hot and cold drinks, chips and snack items are available at The Hub and from vending machines located across campus. For more information and for Hours of Operations, please visit: <https://osuokc.edu/thehub>.

### MICROSOFT SOFTWARE DISTRIBUTION CENTER

The OSU system has an agreement with Microsoft that allows currently enrolled OSU-OKC students to receive free Microsoft software, including the latest version of Microsoft Office and Windows operating system. Microsoft Software Distribution Center can be accessed using the myOKSTATE portal (<https://my.okstate.edu>), log in with O-KEY email address and password.

### O-KEY ACCOUNT INFORMATION

O-Key (Orange Key) is the identity of each individual who has a formal affiliation with Oklahoma State University. The O-Key credentials – the Campus Wide Identification (CWID) number, O-Key username, email address, and password – are joined in the O-Key account to provide secure single sign-on access to IT and other services. Administratively, O-Key is used to manage access to services based upon the roles of each individual associated with OSU. O-Key

credentials provide login information to access OSU's online systems including my.okstate.edu portal, Email, the Online Classroom, and the Microsoft Software Distribution Center. All of these services can be accessed at <https://my.okstate.edu>.

### Use O-Key to:

- Reset passwords every 120 days
- Set up email
- Set up confidential contacts in case of an emergency
- Sign up for Campus Alerts - users can receive the alerts about emergencies on campus via a voice message and/or text
- Students use O-Key to select or change their preferred email delivery system - Cowboy Mail or Orange Mail

Activate O-Key, click on the Activate Your O-Key Account link on the my.okstate.edu sign in page.

### ONLINE CLASSROOM (CANVAS)

The Online Classroom is OSU-OKC's online learning management system (LMS). Student's use the Online Classroom to view course announcements, access course content, turn in assignments, participate in course discussions, complete quizzes and exams, and to view grades. All OSU-OKC classes are listed in the online classroom. Check your course syllabus or with your instructor about online classroom use in your specific class. The Online Classroom can be accessed using the myOKSTATE portal (<https://my.okstate.edu>), log in with O-KEY email address and password.

### STUDENT CENTER

The Student Center provides a convenient one-stop shop for student services including the offices of Advisement Center, Career Services, Testing and Assessment, Financial Aid and Scholarships, International Student Services, Services to Students with Disabilities, Student Life, SOAR, Recruitment and Admissions, Registrar, and Veterans Services. The Bookstore, The HUB, Mid First ATM machine and a full-service conference center are also located in the Student

Center.

### STUDENT EMAIL

OSU-OKC provides all current students with an O-Key email address to facilitate communications between students and the University. Students are required to use their O-Key email address when using email to contact OSU-OKC faculty or staff. All official OSU-OKC email communications is sent to students' O-Key email address.

Students are responsible for reviewing their O-Key email on a frequent and consistent basis. Students should be aware that some email communications are time sensitive. Failure to review email in a timely manner does not absolve students from complying with the content of such communications.

Confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA. To ensure confidentiality, some private information may be only available through the password protected site <https://my.okstate.edu>. Students will receive email communication directing them to <https://my.okstate.edu>, where they can access their confidential information. The confidential information will not be available in the email message. For more information, please refer to the FERPA policy, page 30. O-Key email (Cowboy Mail or Orange Mail) can be accessed using the myOKSTATE portal (<https://my.okstate.edu>), log in with O-KEY email address and password.

### STUDENT SELF-SERVICE

The Self-Service system allows students to access their grades, drop/add classes, view/print class schedules, view and update personal information, view financial aid information, view transcript information, request official transcripts, and much more. Self-service can be accessed using the myOKSTATE portal (<https://my.okstate.edu>), by logging in with the O-KEY email address and password.

# ASSISTANCE, RESOURCES, POLICIES

## STUDENT SUCCESS AND OPPORTUNITY CENTER

The Student Success and Opportunity Center (SSOC) is located on the second floor of the Learning Resource Center and provides free tutoring services in various subject areas to all OSU-OKC students. In the Writing Lab, students can receive tutoring on writing assignments for all courses. The Math Lab is available for students enrolled in math courses at all levels. Free tutoring for many other courses, including science courses, is also available. Students have access to group and individual work areas, and computers, printers and copiers. Students are encouraged to make an appointment with a tutor ahead of time; however, walk-ins are always welcome. Check out our website at [www.osuokc.edu/ssoc](http://www.osuokc.edu/ssoc) or call 405-945-9107.

## TECHNOLOGY SUPPORT CENTER (TSC)

OSU-OKC's walk-up help area for technical support. Open Monday – Friday from 8 a.m.- 7 p.m. with highly-trained support technicians and lead analysts who can help students, staff and faculty with:

- O-Key
- The Online Classroom (Canvas)
- Software downloads
- Wireless Internet Access
- And many other technology-related issues. Located in the Learning Resource Center on the first floor. Contact the TSC by phone (405) 945-6767 or send an email to [okc.helpdesk@okstate.edu](mailto:okc.helpdesk@okstate.edu).

## WIRELESS INTERNET ACCESS

Wireless internet access is available across campus. Students and guests will use the WiFi Network OSUOKC. Sign in by connecting to OS-UOKC, then when prompted, read the Acceptable Use Policy and then select ACCEPT.

## POLICIES

### ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room.

A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

### FOOD AND DRINKS

Food and drinks are only permitted in classrooms and laboratories at the instructor's discretion.

### HOUSING

OSU-Oklahoma City does not operate any on-campus housing; however, there are several apartment complexes within easy access of the campus. Metro Oklahoma City apartment information may be accessed at the following web site: [www.apartmentguide.com](http://www.apartmentguide.com).

### STUDENT CODE OF CONDUCT

It is the intent of OSU-Oklahoma City to ensure that students understand their rights and their responsibilities as students. Student Code of Conduct is a document that clarifies the rights and responsibilities of student members of this academic community.

See website <https://osuokc.edu/studentconduct/code> for the complete OSU-OKC Code of Student Conduct document that includes information about but not limited to:

- Extracurricular Use of University Facilities, Areas or Media for the Purpose of Expression

- Oklahoma State Policy for All Students and Employees Regarding the Drug-Free Schools and Communities Act
- Hazing
- Gender Discrimination and Sexual Harassment

Copies of Student Code of Conduct are available in the Office of Student Engagement and online. To view the complete policy relating to Student Conduct, please visit the website at <https://osuokc.edu/studentconduct/code>.

### STUDENTS COMPUTER & INTERNET REQUIREMENTS

All students are required to own or have access to a personal computer with internet access. Students who do not own a personal computer are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes.

Access to OSU-OKC computer labs are limited to the posted hours of operation. OSU-OKC provides every student with a download of Microsoft Office, for either Mac or Windows. There are several classes that require the Windows Version of Office be used. All students should expect on occasion to need the ability to run Windows-based software.

Mac users can use virtualization options like VirtualBox or Parallels to run Windows. Note: These virtualization options are for experienced Mac users. The Apple Store can provide support if needed.

### STUDENT VERIFICATION

OSU-OKC uses the O-Key system to provide secure logins and passwords to verify that students registering for the course are the students who participate and receive credit. OSU-OKC requires that students use a login/password to access the online classroom and email. The password must be reset every 120 days.

There are multiple types of assessments in courses, including discussions, papers, projects, quizzes, and exams. Using these three requirements ensure

## **ASSISTANCE, RESOURCES, POLICIES**

that the person who is getting credit for the course is the person who has enrolled. In accordance with the Information Technology Resources Appropriate Use, Academic Honesty, and Student Code of Conduct and Responsibility policies, students are required to keep their logins and passwords secure, and to uphold the integrity of their coursework. OSU-OKC uses these practices to protect students' privacy and to ensure that grades are awarded to the appropriate students. Students are expected to report misuse of student identity information, to [abuse@okstate.edu](mailto:abuse@okstate.edu).

### **TOBACCO POLICY**

The use of tobacco products including cigarettes, cigars, pipes and smokeless tobacco shall be prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City. This policy applies to other smoking preparations including but not limited to hookahs, electronic cigarettes, vapor cigarettes, and clove cigarettes. Oklahoma Statutes, Title 21 Section 1247.

### **UNATTENDED CHILDREN**

For the personal safety of children and to avoid potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories or teaching areas. Children may be in the library as long as they have adult supervision and

# STUDENT LIFE

## STUDENT ENGAGEMENT AND DEVELOPMENT

OSU-Oklahoma City offers a wide array of extracurricular programs and activities that serve students' interests. A wide range of social, recre-ational, cultural and civic activities are offered to students.

The Office of Student Life works closely with student organizations and provides guidance and information concerning student organization constitutions, by-laws, membership and issues concerning college policy.

For questions please contact the Office of Student Engagement (Student Center, First Floor) at (405) 945-9151 or [okc.studentlife@okstate.edu](mailto:okc.studentlife@okstate.edu). To view the complete policy relating to Student Conduct, please visit the website at <https://osuokc.edu/studentconduct/code>.

## STUDENT ORGANIZATIONS

Want to get involved in college? Join any of the campus clubs and organizations at OSU-Oklahoma City, or join the organization that pulls all of these groups together - the Student Government Association. For more information, please contact the Office of Student Engagement [okc.studentlife@okstate.edu](mailto:okc.studentlife@okstate.edu). Check out current campus organizations or start a new one. Drop by the Office of Student Engagement, Student Center, first floor, and let us show you what it takes to start an organization or how to get involved.

## ATHLETIC AND SPORTS ASSOCIATION (ASA)

Are you interested in having a healthy lifestyle, playing a sport or friendly competition? Then check out the Athletic and Sports Association. This group encourages students to be active and obtain a healthy lifestyle while having a great time with various sports competitions.

## ASPIRE HIGHER STUDENT ORGANIZATION (AHSO)

Aspire Higher serves as a resource toward higher education for undocumented students by creating a supportive, unified and diverse student body in our community. All are welcomed to join!

## BAPTIST COLLEGIATE MINISTRIES (BCM)

BCM is a Christ-centered, church-related, student-led organization on college and university campuses throughout Oklahoma. BCM is dedicated to bringing students to a closer walk with Jesus Christ through worship, Bible study, fellowship, ministry opportunities and missions.

## BLACK STUDENT ASSOCIATION (BSA)

The mission of BSA is to encourage a positive educational experience among all students of African/African-American descent and to educate the campus and community about the culture. Any OSU-OKC student is eligible for membership.

## DEAF/HEARING SOCIAL CLUB (DHSC)

The Deaf/Hearing Social Club offers support for students who are deaf and hard of hearing, as well as for Interpreter Training students. Not only does the Deaf/Hearing Social Club provide opportunities for socializing in sign, but it also offers activities such as trips, parties, guest speakers and educational functions.

## GO GREEN

Are you interested in educating our community to be more eco-friendly? Are you interested in finding out how to preserve our world? Come and get involved with Go Green as we strive to promote environmental awareness on the OSU-OKC campus and within our community.

## HISPANIC STUDENT ASSOCIATION (HSA)

The Hispanic Student Association's purpose is to educate the OSU-Oklahoma City community about Hispanic culture and history. This club plans activities on campus and offer services to the Oklahoma City Hispanic community.

## MUSIC CLUB

The purpose of the OSU-OKC Music Club shall be to promote the musical arts throughout campus and the community. The Music Club shall be the primary route for current OSU-OKC students to showcase their musical

talents. Such talents shall be used to promote school spirit, uplift the community, and provide a musical outlet for students.

## OSU-OKLAHOMA CITY CHAPTER OF THE OKLAHOMA STUDENT NURSE ASSOCIATION (SNA)

The formal organization of student nurses on campus is the OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association. Membership is open to all nursing students. Members receive mailings from the National Student Nurse Association and have the opportunity to attend state and national conventions. Membership allows nursing students a chance to interact with nursing students from other college nursing programs and to stay current with trends and issues regarding the nursing profession.

## OSU-OKLAHOMA CITY STUDENT AMBASSADORS

The Student Ambassadors purpose is to educate prospective students and their parents about Oklahoma State University – Oklahoma City, from both the academic and social perspectives. In addition, the Student Ambassadors actively participate in campus events, generate student involvement, and serve as a network for other activities and organizations on campus.

## PHI THETA KAPPA ALPHA PI NU CHAPTER (PTK)

Phi Theta Kappa International Honor Society of the Two-Year College recognizes scholastic achievement and promotes social awareness, fellowship and individual growth. Students must have completed at least 12 college semester credit hours at OSU-Oklahoma City with a minimum 3.5 cumulative grade point average to be eligible for membership. Invitations for membership are mailed to eligible students in September and February. Transfers from other Phi Theta Kappa college chapters are welcome.

## RHYTHMIC DANCE

Rhythmic Dance is an organization for those who want to share in their appreciation for the art of dance and learn a variety of dance styles. This organization provides an outlet from the stress-ful demands of school and

## STUDENT LIFE

encourages students to become active and express their creativity. Furthermore, Rhythmic Dance appeals to a broad scope of students including current and prospective students.

### **STUDENTS ASSOCIATION FOR VICTIM'S EMPOWERMENT (SAVE)**

The purpose of SAVIE is to provide, through campus activities, education to the student body on matters relating to victim-survivor issues and the support agencies available for consultation. In addition, those students enrolled in the Crime Victim/Survivors Services (CVSS) program shall be provided with information and lectures on topics relating to the profession and are provided with an avenue for networking.

### **SINGLE PARENT ASSOCIATION (SPA)**

The Single Parent Association is a group founded by single parents to provide support to parents while they attend OSU-OKC.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association is the representative body of all OSU-Oklahoma City students. SGA sponsors and co-sponsors campus activities and events, recommends the spending of student activity fees and represents the students on campus committees.

### **STUDENT LEADERS OF TOMORROW (SLT)**

Membership is open to any OSU-OKC student. The organization focuses on learning leadership skills, community service, and fundraising for students and community members in need. Members are dedicated to providing support, encouragement, and a helping hand, through campus activities to students like themselves who welcome encouragement and assistance in becoming successful in their academic endeavors.

### **STUDENT VETERANS ASSOCIATION (SVA)**

The mission of the Student Veterans

Association is to honor service members and aid in efforts toward continuing education for student Veterans, as well as honor the institution's mission and community service commitments. SVA community action projects will work to make a significant mark in support of the OSU-OKC strategic directions and core values, and its Veteran students.

### **THINGS THAT MATTER (TTM)**

TTM promotes addiction recovery. The group focus is on building a stronger community and improving lives.

### **VETERINARY TECHNICIAN STUDENT ASSOCIATION (VTSA)**

The Veterinary Technician Student Association was organized in 1997 by OSU-Oklahoma City's first class of Veterinary Technology students. Membership is open to anyone interested in promoting the professional and educational advancement of veterinary technicians.

### **VIDEO GAME ASSOCIATION (VGA)**

The OSU-OKC Video Game Association welcomes anyone who has an interest in getting to know more about video games, play video games, and wanting to know more about the video game development process.

# SECURITY

Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

If you find safety hazards that you feel should be addressed immediately, such as a broken chair, an unidentified bothersome smell inside a building, or a trip hazard, please contact the Office of Safety and Security so that we may investigate the problem.

## LOCATION

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253 with business hours of 8am to 5pm. After hours please call (405) 945-9111.

## EMERGENCIES

In case of an emergency on campus, contact Campus Security by dialing (405) 945-9111. Security officers will help determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted. For more specific information see Medical and Health Emergencies below.

## EMERGENCY MESSAGES

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

## REQUEST OF IDENTIFICATION

No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any university administrator. Upon the request of any Safety and Security officer or university administrator, proper identification shall be produced.

## SURVEILLANCE CAMERAS

The Office of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety. This office will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

## REPORTING INCIDENTS

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, or call (405) 945-9111. Security investigates auto accidents, and can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is not responsible for contacting city police to investigate the incident unless requested. A complainant/witness statement form may be found at [https://osuokc.edu/sites/default/files/documents/security/Accident\\_Injury\\_Report\\_Form.pdf](https://osuokc.edu/sites/default/files/documents/security/Accident_Injury_Report_Form.pdf)

## EMERGENCY PREPAREDNESS PLAN FOR INJURY TO STUDENTS & GUESTS ON CAMPUS

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form ([https://osuokc.edu/sites/default/files/documents/security/Accident\\_Injury\\_Report\\_Form.pdf](https://osuokc.edu/sites/default/files/documents/security/Accident_Injury_Report_Form.pdf)) in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff

person supervising the class or event to contact the Office of Safety and Security so that Security may complete an "Incident Report" which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the Vice President of Budget & Finance for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the Vice President of Finance and Operations.

## MEDICAL & HEALTH EMERGENCIES

Faculty or staff should call Security at extension 111 (classroom phone) or (405) 945-9111. DO NOT CALL THE HEALTH SCIENCE OR EMT DEPARTMENTS. In emergencies with immediate danger or an unconscious person call 911 AND Security.

When you call Security (extension 253 or 111):

1. Give the Security officer the exact location of the emergency, including building and room num-



# SECURITY

Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.

General First Aid Guidelines – DO NOT CONTACT THE HEALTH SCIENCE OR EMT DEPARTMENTS.

- ⇒ Do not attempt to move the victim.
- ⇒ Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY.
- ⇒ Do not attempt to administer aid unless you are trained to do so.

When Security or emergency personnel arrive they will assume control of the situation. Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

## STUDENT ORGANIZATIONS OFF CAMPUS

Student organizations participate in work-shops, conventions, conferences, community service, etc., off campus at various locations. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

## CAMPUS EVENT NOTIFICATION

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

## COWBOY ALERT NOTIFICATIONS

OSU-OKC has partnered with Oklahoma State University to implement a service for the OSU-OKC community that will notify people in the case of an emergency. These emergencies may include:

- A campus intruder
- Acts of terrorism
- Biohazard threats

Cowboy alert notifications may also be sent to students, faculty and staff for weather-related closings.

In a situation deemed an emergency or a weather-related closing, OSU officials will deploy a message to members of the OSU community with information regarding the event and how they should proceed. This information may be in the form of a voice and/or mobile text.

## TO SUBSCRIBE

To subscribe, please log into your O-Key account available at [my.okstate.edu](http://my.okstate.edu). Once you have logged into your O-Key account page select "Campus Alerts and Notifications." If you have any questions, please contact the IT Help Desk. Be sure to update your information with any changes.

## INCLEMENT WEATHER, CLASS CANCELLATION, CAMPUS CLOSING

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts. Weather information is available on the OSU-OKC website at [www.osuokc.edu](http://www.osuokc.edu) or OSU-OKC social media. Students are encouraged to join social media networks at [www.facebook.com/osuokc](http://www.facebook.com/osuokc) and [www.twitter.com/osuokc](http://www.twitter.com/osuokc).

A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

## TORNADO AND SEVERE WINDSTORMS

When a tornado is confirmed close to the OSU-Oklahoma City campus, college officials and campus Security will notify each building on campus that all persons should seek immediate cover in a shelter area, as time warrants, otherwise seek shelter within a building area of refuge. The shelter locations for each building are identified by yellow signs labeled "Emergency Storm Shelter."

Most shelters are located on the lowest level of each building and usually inside restrooms, stair-wells and north-east classrooms. When conditions are safe to return to normal operations, campus officials and security will issue "all clear" notices to shelter locations.

## ENERGY EDUCATION

OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times. For more information, please visit the OSU-OKC Energy Education Program at <https://osuokc.edu/energied>.

## SAFETY AND MAINTENANCE

Safety is taken into consideration when any new construction or remodeling projects are undertaken on campus. Please report any safety concerns immediately to the Campus Safety, 945-9111.

## EVENING VEHICLE ESCORT

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

# SECURITY

## DEAD BATTERY

As a courtesy, the Office of Safety and Security gives assistance for “dead battery” vehicle starts on campus provided the vehicle owner signs a “Release of Liability” form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

## OFFICE AND CLASSROOM BUILDINGS

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis.

Maintenance and lighting problems are reported to Facility Operations by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

## SPECIAL EVENT COORDINATION FOR PARKING AND BUILDING/CLASSROOM ACCESS

If your event will require visitors to park on campus notify the Office of Safety and Security at (405) 945-3253 or email [okc.security@okstate.edu](mailto:okc.security@okstate.edu) to arrange to have Temporary Parking Passes issued. Without these passes, visitors may be cited for illegal parking. If buses or other large vehicles will be parking on campus, we may need to coordinate an area where they will have plenty of room and will be less likely to cause traffic/parking problems.

If your event requires building or classroom access on weekends, evenings or after hours, you will need to make arrangements with Security at (405) 945-3253 or email [okc.security@okstate.edu](mailto:okc.security@okstate.edu). Occupants of the meeting or class will be ques-

tioned by a Security Officer if prior arrangements have not been made.

If your vehicle will be left on campus due to an event off campus, please inform Security of the type of vehicle, the location where you have parked it and the duration it will stay on campus.

## RECREATIONAL USE OF OSU-OKLAHOMA CITY PROPERTY

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Budget and Finance.

## LOST AND FOUND

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

## PARKING AND TRAFFIC REGULATIONS

The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the university's parking and traffic regulations. The parking fee is assessed per semester; \$25 for Fall and Spring, and \$15 for summer.

Hangtags are required to be dis-

played on the student, faculty, or staff member's motor vehicle mirror to park on university property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. Faculty and staff may pick up their hang-tag at Human Resources located on the second floor of the Administration Building.

## TRAFFIC CITATIONS

Charges for parking violations are added to the student's account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a “hold” placed on their academic records or re-enrollment.

To contest a ticket, contact the Office of Safety and Security. You will be notified by mail of the final decision.

## CRIME INFORMATION AT OSU-OKLAHOMA CITY

Campus crime statistics are available in the Annual Security Report (ASR). The prior year ASR is available each October 1 at <https://osuokc.edu/security>. The ASR outlines incidents that occur within the boundaries of the campus as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## SUMMARY OF THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19 year old Lehigh University fresh-

# SECURITY

man Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public

“Megan’s Law” information about registered sex offenders on campus could be obtained. The Clery Act was amended to include the Violence Against Women Reauthorization Act of 2013 (VAWA). VAWA provides additional reporting of crimes committed against women, any reported statistics are included in the Annual Safety Report.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at <http://clerycenter.org>. To review the OSU-OKC Campus Safety Report, visit <https://osuokc.edu/security>.

## DRUGS AND ALCOHOL

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with university functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Code of Conduct available in the Office of Student Life or on the website at <https://osuokc.edu/studentconduct/code>.

## WEAPONS, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES AND DANGEROUS CHEMICALS

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is

to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus as well as police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee’s motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

## AUTHORITY

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the Director of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. As defined by statute, “campus” shall include all real property, buildings and improvements within the State of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

## ARREST AUTHORITY OF SECURITY PERSONNEL

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.

### 2 O.S. § 202. ARREST BY PRIVATE PERSON

1. A private person may arrest another: for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

# FINANCIAL AID

## WHAT IS FINANCIAL AID?

Financial aid is money in the form of loans, grants, scholarships, waivers and employment that is available to students to help pay the cost of attending a college, university or vocational/technical school. Most financial aid comes from the federal government, which is the largest provider of aid, as well as state government, schools and a variety of other public and private sources.

## SCHOLARSHIPS & WAIVERS OKLAHOMA STATE UNIVERSITY- OKLAHOMA CITY

Each year the OSU-Oklahoma City administers various external, state, and institutional scholarships and tuition waivers based on financial need, academic excellence, talent, leadership and community service. Awards are available to full and part-time students. Scholarship opportunities are competitive and are awarded on an annual basis.

The application process for divisional awards will vary by division. Students applying for a divisional foundation scholarships or tuition scholarship should check with the division for application deadlines. Students applying for institutional waivers and scholarships should visit <https://osuokc.awardspring.com/>. The deadline to apply varies based on scholarship. Applicants admitted to Oklahoma State University – Oklahoma City will receive award consideration. Awards are on a first come, first served basis in the following awarding priority:

1. First-time Freshman - awards will be based on the cumulative grade point average from an official 7 or 8 semester transcript, (whichever is available), ACT scores, or GED documentation. You will be required to upload copies of your transcript or ACT scores for scholarship consideration.
2. College Transfer Students - awards made on the cumulative graduation/retention grade point average

from all previous official college transcripts. You will be required to upload copies of your transcript history from each previously attended institution.

3. Current OSU-Oklahoma City Students—students enrolled at OSU-Oklahoma City during the 2022-2023 academic year will receive priority consideration for tuition waivers and scholarships based on the cumulative graduation/retention grade point average as determined by the OSU-Oklahoma City Registrar's Office.

OSU-Oklahoma City waives tuition for full-time benefit-eligible faculty and staff, concurrently enrolled high school seniors and Oklahoma Independent Living Act students (in Oklahoma Department of Human Services custody).

In addition, many employers, professional organizations, civic groups and other groups offer scholarships. Eligibility criteria and deadlines vary from program to program. Applicants must contact the agency offering the scholarship for information. Examples of these types of scholarships are the Oklahoma's Promise and the Heartland Scholarship Program.

## OKLAHOMA'S PROMISE

For students who completed eligibility requirements, Oklahoma's Promise will pay his/her tuition at an Oklahoma public two-year college or four-year university. It will also cover at least a portion of tuition at an Oklahoma accredited private college or university or for courses offered at public technology centers that qualify for credit from an Oklahoma public two-year college. The scholarship amount, however, does not cover items such as books, supplies, room and board, or any other special fees. Students are strongly encouraged to apply for other forms of financial aid to cover these costs. Students receiving Oklahoma's Promise must maintain satisfactory academic pro-

gress standards as required from federal aid. For more information concerning your receipt of Oklahoma's Promise while attending OSU-OKC, please visit <https://osuokc.edu/sites/default/files/documents/FinancialAid/Oklahoma-Promise-FAQ.pdf>. For detailed information, visit [www.okhighered.org/okpromise/college-students.shtml](http://www.okhighered.org/okpromise/college-students.shtml).

## OKLAHOMA STATE REGENTS ACADEMIC SCHOLARS PROGRAM

The Oklahoma State Regents for Higher Education Academic Scholars Program is designed to attract top students in Oklahoma and from across the country. The Academic Scholars Program covers a student's college costs, including room, board, tuition, books and incidental fees for up to five years of full-time undergraduate and/or graduate study. Students can qualify for the Academic Scholars Program by being named National Merit Scholars, National Merit Finalists, National Achievement Scholars, National Hispanic Scholars, Hispanic Honorable Mention Awardees or Presidential Scholars. Oklahomans can also qualify by scoring at or above the 99.5 percentile on the American College Testing Program exam (ACT) or the Scholastic Aptitude Test (SAT).

Once admitted to a college or university, Academic Scholars must maintain a 3.25 cumulative grade point average. For more information regarding this scholarship visit [https://www.okcollegestart.org/Financial\\_Aid\\_Planning/Scholarships/Academic\\_Scholarships/Academic\\_Scholars\\_Program.aspx](https://www.okcollegestart.org/Financial_Aid_Planning/Scholarships/Academic_Scholarships/Academic_Scholars_Program.aspx).

## OKLAHOMA NATIONAL GUARD TUITION AND FEE WAIVER PROGRAM

Oklahoma National Guard Tuition and Fee Waiver Program shall be awarded a tuition waiver, provided the student:

- has been certified as eligible by the Oklahoma Military Department,

# FINANCIAL AID

- is enrolled in at least three credits required for an associate or baccalaureate degree,
- is an Oklahoma resident,
- has a cumulative GPA of 2.0 or better,
- does not currently hold a baccalaureate or graduate degree,
- is enrolled in a program of study leading to an associate degree or a baccalaureate degree and
- meets all admission and retention requirements of the institution.

## HEROES PROMISE

The Oklahoma legislature has enacted legislation, which provides a tuition scholarship for children of Oklahoma military personnel killed in action after Jan. 1, 2000.

Heroes Promise will help pay the student's tuition at a public community college or university. It will also cover a portion of tuition at an accredited Oklahoma private college or university or for courses at public technology centers approved for credit, toward an Associate in Applied Science degree at a public college for up to five years or bachelor's degree completion, whichever comes first. The final amount of the scholarship will vary depending on where the student attends college, the tuition rates in effect at that time and whether he or she attends full time or less.

## SENIOR CITIZENS

Institutions of the state system are authorized to waive the tuition for Oklahoma residents 65 years of age or older for auditing academic courses, contingent upon space available. Students auditing courses under this policy are responsible for paying any and all fees associated with the enrollment.

## VETERANS' BENEFITS

Veterans Administration benefits

provide educational assistance to eligible veterans as well as to children of deceased or disabled veterans. For complete information concerning VA benefits, applications for benefits, amount of assistance awarded, eligibility and other veteran services, contact the Veterans' Services Center, Student Center first floor, or call (405) 945-8692.

## MERIT-BASED AID

Students are eligible for merit-based when demonstrating special characteristics, skill, talent or ability. Scholarships and/or tuition waivers are examples of merit-based aid. Applicants wanting to apply for a divisional scholarship should apply at <https://osuokc.awardspring.com/>.

## HOW DO I APPLY FOR MERIT-BASED FINANCIAL AID (SCHOLARSHIPS)?

1. Contact the schools to which you are applying and ask for information/applications on any available merit-based aid. At OSU-Oklahoma City, financial aid and scholarships are processed in the Office of Financial Aid and Scholarships located in the Student Center, first floor.
2. Visit your public library; it should give reference books with information on the many scholarships available from public and private sources. Some high schools, colleges and libraries have computerized scholarship listings that help students identify potential sources of funds. When using scholarship search services, check with a school to see if the organization is reliable and reputable. You should never have to pay any fee to an organization for scholarship information. *Please note information about financial aid and scholarships should be free.* Additional scholarship opportunities are available through OSU-OKC's Academic Divisions. Applicants wanting to apply for a divisional scholarship should contact their

academic division for more information.

## NEED-BASED AID

Need-based aid is given to a student who can show that he or she needs financial assistance to pursue an education beyond high school. Most financial aid is awarded on the basis of need. There are three kinds of need-based aid: grants, college work-study and loans.

One of the principles behind need-based aid is that a student and his or her family should pay for educational expenses to the extent they are able. If your educational expenses are more than you and your family can afford, apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA). Apply online at <https://studentaid.gov/>. OSU-OKC's federal school code is 009647.

## FINANCIAL AID ELIGIBILITY

Students applying for federal financial aid must:

- enroll as a degree- or certificate-seeking student and register for courses required on their major's degree sheet,
- be a U.S. citizen or eligible non-citizen,
- have a valid social security number,
- make satisfactory academic progress (successfully complete with grade of A, B, C, D or P at least 67 percent of the cumulative hours attempted with a GPA of 2.0 or above), and
- have a high school diploma, home schooled completion certificate, GED, or registered at a Title IV institution prior to July 1, 2012 and achieved ability to benefit requirements.

## ABILITY TO BENEFIT (ATB)

Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students must demonstrate one of

# FINANCIAL AID

the following ATB requirements:

1. High school diploma or
2. General Education Development (GED) Certificate or
3. Home schooled completion certificate

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with the U.S. Department of Education regulations governing Title IV (federal student aid) and state grant student financial aid programs, students receiving financial aid must be in compliance with the Oklahoma State University-Oklahoma City Financial Aid Satisfactory Academic Progress Policy (SAPP). Federal regulations require this policy to be applied to each financial aid recipient in determining satisfactory academic progress for financial aid eligibility purposes. Students are expected to read, understand and adhere to this policy. A copy of this policy is available in the Office of Financial Aid and Scholarships or online at <https://osuokc.edu/financialaid/sap>.

## TYPES OF AID

### GRANTS

Grants are often called “gift aid” because they are free money—financial aid that does not have to be repaid. Grants are often need-based:

- ◆ Pell Grants - Federal Pell Grants are available only to undergraduates with no prior bachelor’s degree. Pell Grant Awards for the 2022-2023 school year will range from \$700 to \$6,895. The amount of aid a student receives will depend on his or her Expected Family Contribution (EFC), the cost of attendance and enrollment status. The Office of Financial Aid and Scholarships determines eligibility and notifies students of awards.
- ◆ Supplemental Educational Opportunity Grant (SEOG) - This grant is available only to undergraduates with no prior bachelor’s degree whose FAFSA Expected Family

Contribution is zero. SEOG awards at OSU-OKC will range from \$200 to \$600. Funding is limited resulting in awards made on a first-come, first-served basis by the Office of Financial Aid and Scholarships.

- ◆ Oklahoma Tuition Aid Grant (OTAG) - Grant available to Oklahoma residents whose Free Application for Federal Student Aid (FAFSA) was processed by the federal processor by March 1, 2023, and whose FAFSA Expected Family Contribution is \$1,700 or less. This grant is also limited to undergraduates who have not earned a bachelor’s degree. The maximum award is \$1,000.

### COLLEGE WORK-STUDY

**Money that a student can earn by working at a part-time job on campus. Funds to pay the major portion of the student’s work-study earnings come from the federal work-study program.**

This part-time work program provides employment opportunities on and off campus. Financial aid eligibility is required, and the OSU-Oklahoma City Financial Aid and Scholarships Office will contact eligible applicants.

Students who do not qualify for the federal work-study program may apply for part-time employment through the OSU-Oklahoma City Human Resources Office.

### LOANS

**Unlike grants or federal work-study, loans are serious financial and legal obligations and must be repaid with interest.**

If you decide to take out a loan, make sure you understand who is making the loan and the terms and conditions of the loan. Loans made by the federal government, called federal student loans, usually have more benefits than loans from banks or other private sources.

Repayments typically begin upon

graduation, withdrawal or enrolling at less than half-time status. Students are encouraged to pursue all financial opportunities available (grants, employment opportunities and scholarships) before borrowing. Failure to repay student loans may result in a damaged credit rating, loss of federal/state tax refunds, a lawsuit and ineligibility for further financial aid.

For detailed information, concerning all loan programs listed in this publication, visit <https://studentaid.gov/>.

OSU-Oklahoma City participates in the Federal Direct Student Loan Program. The William D. Ford Direct loan program, also called Direct Loans, allows students and parents to borrow directly from the U.S. Department of Education. Direct loans include subsidized and unsubsidized Direct Student Loans and Direct PLUS Loans. A brief description of the loan opportunities available at OSU-OKC are as follows:

- ◆ Subsidized Direct Student Loan - Need-based loan program in which the U.S. Department of Education pays the interest while the student is in school at least half-time, for the first six months after you leave school and during a period of deferment. Federal Stafford Loan funds borrowed from the U.S. Department of Education with funds obtained from the U.S. Treasury. Borrowers must be enrolled at least half time to receive a loan.
- ◆ Unsubsidized Direct Student Loan - This program is non-need-based and the borrower is responsible for the interest during the life of the loan. The borrower must be enrolled at least half-time to receive a loan and is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full.
- ◆ Direct Parent Loan for Undergraduate Students (PLUS) - Parents of dependent students enrolled at least half-time may apply for the Federal PLUS loan. The terms and conditions of this loan program require that the applicant not have an adverse credit history and a fixed interest

# FINANCIAL AID

rate of 7.54 percent. Repayment usually begins 60 days after the loan is fully disbursed or six months after the dependent student is not enrolled at least half-time.

Early application is encouraged to allow processing time by OSU-Oklahoma City and the Department of Education. If you have classes that are late starting classes, i.e. fast-track, second eight-week classes, etc., your loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student. Student loans are disbursed depending on when the student applied for the loan and/or whether the student is a new borrower. No money will be disbursed prior to the first day of courses for any given semester.

Every student awarded a loan is put into a grade level by their classification of hours earned, as calculated by the OSU-Oklahoma City Office of Admissions. A freshman-level borrower is a student who has earned 0 through 29 credit hours. A sophomore-level borrower is a student who has earned 30 or more hours.

All first-time loan borrowers are required to complete loan entrance counseling session before loans are disbursed. You may complete loan counseling online at <https://studentaid.gov/entrance-counseling/>. Follow the instructions on the screen. Our office will receive notification from the Department of Education informing us of the date and time of your successful completion of this requirement.

Consequently, upon your departure from OSU-Oklahoma City, (withdrawal, graduation or less than half-time enrollment status) you are required by federal regulations to complete an Exit Counseling Session in person at the Office of Financial Aid and Scholarships or online at <https://studentaid.gov/exit-counseling/>. Follow the instructions on the screen. Our office will receive notification informing us of the date and time of your successful completion of this requirement.

## A NOTE ON BORROWING

Many students find that they must borrow money to finance a portion of their education. Before you borrow, remember that loans must be repaid at some point in the future. Consider carefully how much you will need to borrow and the burden your loans will impose after you leave school. Your Financial Aid and Scholarship Office staff can provide you with more information about the responsibilities that you assume when you borrow money.

## WHAT IS FINANCIAL NEED?

Financial need is the difference between a student's total annual educational expenses and Expected Family Contribution. Total educational expenses called the Cost of Attendance or student budget. The Expected Family Contribution (EFC) is the measurement of the family's financial strength and is not what the family is required to pay.

The EFC is calculated when the student completes the FAFSA (Free Application for Federal Student Aid) by the Federal Student Aid processor. A student's need for assistance will differ from school to school because the cost of attendance will differ. The equation for determining financial need is:

- Cost of attendance
- Expected Family Contribution
- Financial Need

## WHAT IS INCLUDED IN THE COST OF ATTENDANCE?

The OSU-Oklahoma City Office of Financial Aid and Scholarships must calculate the cost of the student's college education based on several variable factors, which include the number of credit hours taken, books and supplies, and personal expenses. Awarded financial aid can be used for educational expenses such as tuition, books, transportation costs, room and board, and other personal expenses.

When calculating a financial aid package, a full-time student is a student that is enrolled in 12 or more credit hours in a fall, spring or sum-

mer semester. Three-quarter-time students are enrolled in nine, 10 or 11 hours in a fall, spring or summer semester. Half-time students are enrolled in six, seven or eight hours in a fall, spring or summer semester. Less than half-time enrollment is one, two, three, four or five hours in a fall, spring or summer semester. When your enrollment status is determined, it should be noted that courses outside the typical fall, spring or summer semester are counted toward the semester following the term. Examples are: August interim courses count toward fall enrollment hours, January interim courses count toward spring enrollment hours and May interim courses count toward summer enrollment hours.

## AM I SUPPOSED TO HELP PAY THE COST OF ATTENDANCE?

Yes. One of the principles of need-based aid is that the student and his or her family should pay what they can afford for educational expenses. This means you will be expected to help pay for your education; and, if the federal government considers you as a dependent student, your parent(s) may also be expected to assist.

## HOW IS DEPENDENCY STATUS DETERMINED?

Whether you are considered dependent or independent of your parents depend mostly on your age, but other factors are considered as well. For each school year (fall, spring and summer), the U.S. Department of Education considers you an independent student if you can answer yes to just one of the following questions:

- Were you born before January 1, 2000—The year noted in the question changes each application year on the FAFSA.
- During the 2023-2024 school year, will you be working on a graduate degree program?
- As of today, are you married? (Answer yes if you are separated but not divorced.)
- Do you have children who receive

# FINANCIAL AID

more than half of their support from you between July 1, 2023 and June 30, 2024?

- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2024?
- Are you an orphan, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the U.S. Armed Forces?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2022, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or self-supporting and at risk of being homeless?

The rules about dependency status pertain to students who are applying for any federal aid programs, including grants, loans and on-campus work programs.

## HOW DO I APPLY FOR NEED-BASED FINANCIAL AID?

You will need to apply for need-based financial aid every year by completing a Free Application for Federal

Student Aid (FAFSA).

## APPLICATION PROCES

New students should complete the Free Application for Federal Student Aid (FAFSA). Previous students may either complete a new application or simply update the renewal application sent to you by the federal government. Applications will be available beginning October 1 each year. To apply, visit <https://studentaid.gov/>.

*NOTICE - if you have moved, your SAR (Student Aid Report) and/or renewal application WILL NOT be forwarded.*

1. Remember to list OSU-Oklahoma City Federal School Code: 009647 on the FAFSA if you want OSU-Oklahoma City to receive your need analysis information electronically.
2. Students will receive a Student Aid Report (SAR) from the federal aid processing center, either electronically or via the mail within two to three weeks of application.
3. Review the information on the SAR for accuracy.
4. Respond immediately if any information is inaccurate or if there is a request for additional information. The sooner you respond, the sooner you will receive notification of eligibility for financial aid. If you need assistance please call the OSU-Oklahoma City Office of Financial Aid and Scholarships, (405) 945-8646 or (405) 945-8681 or email [okc.finaid@okstate.edu](mailto:okc.finaid@okstate.edu).
5. Respond promptly to any requests for additional information from the OSU-Oklahoma City Office of Financial Aid and Scholarships.
6. Award notification indicating the types and amounts of financial aid available will be mailed to students beginning in late spring or early summer, for the fall semester.

## WHEN TO APPLY

You should apply for federal and state need-based financial aid via the FAFSA each school year. October 1, 2022, the 2023-2024 application cycle begun. Many financial aid programs have limited funding, therefore early application is recommended. Application should be completed at least two months prior to the semester you are planning to attend. If you apply late for funding, you will receive your funding late.

## HELPFUL HINTS WHEN APPLYING FOR FINANCIAL AID

- Contact the financial aid office for information on application procedures.
- Complete and submit forms, as requested.
- Know the deadline dates and meet them.
- Complete the forms accurately.
- Respond promptly to any correspondence you receive from the school or the application servicer.
- Keep copies of all forms you use to apply for financial aid and any forms or correspondence you receive or send relating to your aid application.
- Apply every year for as long as you need assistance.
- Update your email as needed.

## HOW WILL I HEAR ABOUT MY AID ELIGIBILITY?

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to the student portal. To activate your account, visit <https://apps.okstate.edu/okey>.

## WHEN WILL I GET THE EXCESS MONEY AFTER MY CHARGES AT OSU-OKLAHOMA CITY HAVE BEEN PAID BY FINANCIAL AID?

OSU-Oklahoma City policy states



## FINANCIAL AID

that students will not receive funds in excess of institutional charges (refunds) prior to the first day of classes for the semester the funds are certified for disbursement. This applies specifically to all student or parent loans. Grants or scholarship monies are applied to student accounts after the semester's add/drop period. Refunds are processed promptly accordingly.

Exceptions to this policy apply to students that are classified as both first-time freshmen and first-time loan borrowers. These students have a federally mandated 30-day disbursement delay from the first day of classes for their first semester of enrollment. This means that any loan proceeds for first-time freshmen, first-time borrowers will not be released from their lender until 30 days after the first day of classes for the semester; therefore, OSU-Oklahoma City will not receive their loan proceeds until nearly a month after the start of school. Also, if a student has courses that are late starting classes, i.e. do not begin on the first day of the semester, the loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student.

### HOW DO I COMPARE AID OFFERS FROM DIFFERENT SCHOOLS?

If you are applying for financial aid at more than one school, you may receive several financial aid offers. Federal regulations do not allow for a student to benefit from federal aid at two institutions for the same or overlapping academic periods, therefore a choice will have to be made by the student as to which institution will handle the financial aid for the semester. Take a close look at the offers and note the following:

- **Cost of Attendance.** The more costly a school is to attend, the more financial aid you may need to make ends meet. A high cost of attendance may not be a problem as long as you have the resources to pay for it. Make sure you know what items are included in the cost of attendance and compare the figures with your own estimates.

- **Expected Family Contribution.** Is a measurement of your family's financial strength. Your contribution determines the amount of financial aid you are eligible to receive; however, you are not required to pay this amount.
- **Financial Aid Package.** Remember that grants and scholarships are gifts; you do not have to pay them back or work for them. Compare the total gift aid (grants and scholarships) to the cost of attendance. A high proportion of gift aid in the package may mean you will not have to borrow or work as much to meet your expenses. If you need to borrow, you should be aware that the terms and conditions of educational loans vary. Make sure you understand the terms and the costs (i.e., interest rate, loan fees) of the loans you are offered.
- **Unmet financial need.** If the aid offer does not contain enough money to cover all your financial need, you will have to come up with this amount on your own, in addition to the Expected Family Contribution. This may mean you need to borrow more or find a part-time job.
- **Conditions of the aid award.** Note the things you must do to receive and keep your financial aid.

Beware of the "bottom line." The total amount of aid in your award notification is not necessarily the most important figure. Consider the whole package, starting with the cost of attendance. Subtract the financial aid offer from the cost of attendance to see exactly how much you and your family will have to pay. Remember that it is the combination of both cost and financial resources that determines how much you will have to pay.

### WHAT IF I DON'T QUALIFY FOR NEED-BASED AID?

If you do not qualify for need-based aid, or if you feel your award is insufficient to allow you to go to school,

contact the Financial Aid and Scholarship Office to ask about alternatives. You may have special circumstances that were not considered when your eligibility was determined.

### WHERE CAN I GET MORE INFORMATION?

Contact the Financial Aid & Scholarship Office at (405) 945-8646 or (405) 945-8681, visit us in the Student Center, First Floor, Room 100 or visit our website at <https://osuokc.edu/financialaid>. You can also visit the Department of Education's website at <https://studentaid.gov/> for more detailed information concerning federal aid application and programs.

### CONSUMER INFORMATION DISCLOSURE

The Student Consumer Regulations of the U.S. Department of Education require universities to provide their students access to certain information to which they are entitled as consumers. For your convenience, OSU-OKC has placed this consumer information online at <https://osuokc.edu/financialaid/consumerinfo>.

By visiting this webpage, you will find information about OSU-OKC, important website links, and addresses and phone numbers of the OSU-OKC offices responsible for consumer information.

### FOR MORE INFORMATION ABOUT FINANCIAL AID AND SCHOLARSHIPS CONTACT:

Office of Financial Aid  
and Scholarships  
Student Center, First Floor  
(405) 945-8646 or (405) 945-8681  
[okc.finaid@okstate.edu](mailto:okc.finaid@okstate.edu) or  
[www.osuokc.edu/financialaid](http://www.osuokc.edu/financialaid)  
**Federal School Code: 009647**

# BUSINESS SERVICES

## PAYMENT OF TUITION AND FEES

To remain in good financial standing with the university and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the university. Enrollment in classes financially obligates the student for full payment of the fees as shown on his or her fee statement.

Fees may be paid by cash, check, money order, or cashier check in the Business Services Office. Checks sent by mail should include the student's ID number to ensure proper credit. To pay with a web check or credit card, students can log in at [my.okstate.edu](http://my.okstate.edu) and click on the OSU-OKC Business Services icon. Payments are due prior to the 15th of the each month. All past due accounts accrue a penalty at the rate of 1.5% monthly (19.56 APR).

Students receiving benefits under Chapters 31 and Chapter 33 will not be penalized due to delayed payment by the VA (i.e., restriction of enrollment, late fees, requirement of alternative/additional funding or denial of access to school re-sources available to other student). Refer to page 28, Veteran Services, for more information.

To ensure enrollment and academic hold release, pay the entire balance in cash, certified funds or credit card online. If payment is by personal paper check or online web check, the account holder may be required to wait until the payment has cleared the bank (up to 2 weeks) to enroll or obtain a transcript or a diploma.

A student who has been awarded a scholarship or fee waiver is responsible for fees and/or tuition over and above the amount awarded. A student receiving assistance with tuition and/or books from any outside agency, company or organization must submit a letter with detailed instructions and proper billing information to Business Services located in the Administration Building, Room 230. The letter must be on file prior to the fee payment deadline. Contact Business Services at (405) 945-6748 for additional information.

## SPECIAL CHARGES

In some courses, special services, supplies or equipment may be used. Cost for these are not normally covered by fees, tuition or departmental operating budgets and, therefore, are incurred by the student. Special charges are itemized in student bills.

## PAYMENT OPTION PLAN

Student account balances not covered by financial aid are eligible for enrollment in the Payment Option Plan. Oklahoma State University-Oklahoma City offers a semester based Payment Option Plan as an alternative to the traditional lump sum payment method. This plan provides an opportunity for families and students to pay university billed expenses in regular monthly payments. No finance charges are associated with the Payment Option Plan or enrollment holds if payments are made as promised. There is a \$25.00 non-refundable application fee due at the time of application each semester.

September 15 is the deadline to enroll in the Fall plan and February 15 is the deadline to enroll for the Spring plan. June 15 is the deadline for the summer term. To enroll in the plan, students can log in at [my.okstate.edu](http://my.okstate.edu) and click on the OSU-OKC Business Services icon. Here, they may also authorize payers. Authorized payers (parents) may be designated with their own login. The student will receive monthly billing statement e-mail notifications while on the Payment Option Plan for informational purposes.

Accounts not paid in full by the end of the semester may be placed with an external collection agency and will be assessed collection fees (up to 33% of the original debt), legal costs and attorney fees. Oklahoma State University-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program which deducts past due balances from tax refund checks.

## REFUND/WAIVER OF FEES

When a student enrolls at OSU-Oklahoma City that student reserves a place that cannot be made available to

another student until the student officially withdraws or drops the class. A course change period is provided at the beginning of each semester to allow some shifting of schedules and placement of students into class vacancies which may be created. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been fulfilled. Refunds to persons receiving financial aid assistance require special calculations as needed with the Office of Financial Aid and Scholarships. Refunds will not be issued, nor will charges be waived for non-attendance. If you choose not to attend OSU-Oklahoma City, you must officially withdraw from your courses with the OSU-Oklahoma City Office of Admissions.

## REFUND/WITHDRAWAL POLICY

You will be responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the defined refund add/drop period. Non-payment or non-attendance does not constitute a withdrawal or drop.

Changes in schedules and complete withdrawals from the institution during the defined refund add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the defined refund add/drop period for that session except as calculated under the Return of Title IV Aid for those students benefiting from federal aid.

## ADD/DROP PERIODS

- ⇒ First week of an eight-week class
- ⇒ First week of a 12-week class
- ⇒ First two weeks of a 16-week class
- ⇒ First day of a four-week term
- ⇒ First day of a fast track term

## FINANCIAL AID REFUND

The Business Services office encourages using direct deposit as the most secure and quickest method for receiving refunds. Direct deposit refunds are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in

## **BUSINESS SERVICES**

the bank account before spending the funds. You are notified via e-mail when a direct deposit refund occurs. If you do not choose to participate in the direct deposit program, your refund is issued by check. Refund checks are mailed on a weekly schedule to students' address on file. Business Services cannot cash these University generated refund checks nor can they cash personal checks.

**FOR MORE INFORMATION  
ABOUT FEES, CHARGES,  
PAYMENTS OR REFUNDS  
CONTACT:**

Business Services Administration  
Building, Room 230  
(405) 945-6748  
[okc.businessservices@okstate.edu](mailto:okc.businessservices@okstate.edu)

# MONEY MATTERS

**THE FIGURES THAT FOLLOW ARE FOR THE OSU-OKLAHOMA CITY 2023-2024 ACADEMIC YEAR. THESE FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE, AS PROVIDED BY THE OKLAHOMA STATE UNIVERSITY/A&M BOARD OF REGENTS AND OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION POLICIES.**

## TUITION AND GENERAL FEES:

Oklahoma Residents (per credit hour) *	\$157.45
Non-Residents (per credit hour) *	\$398.50
Records Fee (\$0.50 per credit hour-\$2.00 maximum)	\$2.00
Remedial Course Fee (per credit hour) *	\$10.00
Online Course Fee (per credit hour) *	\$10.00

## SPECIAL FEES AND CHARGES:

General University Fee (Recreation/parking; per semester) ....	\$ 35.00
ACT Test ** (residual)	\$ 65.00
HESI A2 - Nursing Entrance Exam	\$ 65.00
EAS Imaging Program Entrance Exam **	\$ 85.00
CLEP Exam Administrative Fee	\$ 20.00
Proctor Service **	\$ 20.00
ALEKS Assessment	\$ 20.00
ACCUPLACER Test ** (per section)	\$ 5.00
Audit Without Credit (no refund)	Same as General Fee
Advanced Standing (per credit hour)	\$ 5.00
Laboratory Materials	Cost of Materials
Return Check Charge	\$ 25.00

The following figures reflect the cost of attending OSU-Oklahoma City for two semesters or one year (fall & spring). Costs are based on an average of 12 hours per semester at OSU-Oklahoma City's Resident rate of \$157.45 per credit hour.\*

Tuition and Fees	\$3,778.80
Books	\$1,440.00
Room and Board	\$5,533.50
Transportation	\$2,778.00
Miscellaneous	\$1,389.00

## TUITION, FEES AND BOOKS ONLY:

Based on 12 hours (fall and spring)	\$5,218.80
Based on 6 hours (summer)	\$1,304.70

## ADMISSION GENERAL INFORMATION

The OSU-Oklahoma City policy on admission provides an easily accessible educational opportunity for all students who can profit from college-level instruction. Admission to OSU-Oklahoma City does not ensure registration in all courses or eligibility for all curricular programs. Many courses have prerequisites and some degree programs have specific admission requirements. Additional information concerning program admission is available in the degree sheets for those programs.

The admission policies of OSU-Oklahoma City do not discriminate on the basis of national origin, race, sex, age or disability and are in compliance with the 1972 Educational Amendments of Title IX.

All interested parties should address inquiries or submit documents and transcripts to:

Office of Admissions  
Oklahoma State University-Oklahoma City  
900 N. Portland Avenue  
Oklahoma City, OK 73107-6195  
Phone: (405) 945-3224  
okc.admissions@okstate.edu

### SELECTIVE ADMISSION DEGREE PROGRAMS

Admission to certain degree or certificate programs may be restricted (i.e., Nurse Science, Veterinary Technology, Bachelor of Technology). Refer to details outlined in the Degrees, Certificates and Course Descriptions section of this catalog.

### CURRICULAR REQUIREMENTS

The Oklahoma State Regents for Higher Education (OSRHE) mandate certain curricular requirements for freshman entering state colleges and universities. These curricular requirements act as prerequisites for certain freshman-level courses.

Students must meet the criteria for both the high school curricular requirements and the high school performance criteria as defined in the following sections to be eligible for admission. While high school students are encouraged to meet the state's criteria, we do not require these courses for admission. How-

ever, students need to remediate their deficiencies prior to taking freshman-level courses in the discipline area and must remediate all performance and/or curricular deficiencies within the first 24 semester credit hours of seeking an associate in science degree or bachelor's degree.

### SUBMISSION OF ACADEMIC CREDENTIALS

Recent high school graduates must submit official and complete high school transcripts during the admission process. Any student with attempted college transfer hours is required to submit official and complete college transcripts during the admission process. Failure to list all previously attended colleges or the submission of false information on the student application is grounds for denial of admissions and/or immediate suspension.

### ASSESSMENT

All first-time freshmen admitted as regular students will be assessed prior to placement in courses. Students will be required to present ACT test scores and/or scores from a similar battery of tests. Some students may also be required to take the ACCUPLACER test. ACCUPLACER™ is a comprehensive, computerized test system that determines appropriate placement in the areas of reading, writing and math. Placement according to test scores is mandatory as per Oklahoma State Regents for Higher Education policy. Contact the Admissions office at: okc.admissions@okstate.edu for information. Academic advisors will assist students in selecting courses utilizing available assessment tests, previous educational experiences and expected workloads.

### CLASSIFICATION OF STUDENTS

Degree-seeking students enrolled at OSU-Oklahoma City shall be classified as follows:

- 1 – 30 credit hours Freshman
- 31 – 59 credit hours Sophomore
- 60 – 93 credit hours Junior
- 94+ credit hours Senior

Junior and Senior classification at OSU-OKC is only available for students in the Bachelor of Technology program.

### FULL-TIME STATUS (ACADEMIC)

Students who are enrolled in 12 or more semester credit hours during a fall or spring session (16-week term) or enrolled in six or more semester credit hours during a summer session (eight-week term) shall be classified as full-time.

### FULL-TIME STATUS (FINANCIAL AID)

Students must be enrolled in 12 or more credit hours each semester (fall, spring and summer) to be considered full-time for financial aid purposes.

### ADMISSIONS CATEGORIES

#### Recent High School Graduate or GED Recipient

Each applicant shall provide the following:

- Official copy of high school transcript showing date of graduation or equivalency certificate based on the GED or HiSET test (GED recipient's high school class must have graduated)
- Placement scores from ACT, SAT or similar acceptable battery of tests

Additionally, students must meet the following high school curricular requirements:

- 4 units English (Grammar, Composition, Literature)
- 3 units Lab Science (excluding General Science)
- 3 units Math (Algebra I or higher level math course.)
- 3 units History and Citizenship

## ADMISSION GENERAL INFORMATION

Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-western Culture)

- 2 units Other (any of the subjects previously listed or selected from computer science, foreign language, or any Advanced Placement course except applied courses in fine arts)

### 15 Total Required Units

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts – Music, Art, Drama, and Speech
- 1 additional units: Lab Science (as described above)
- 1 additional units: Mathematics (as described above)

### 4 Recommended Units

#### Home Study/Unaccredited High School Student

A graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if their high school class of peers has graduated. Students under this category must meet the high school curricular requirements listed under the section titled Recent High School Graduate or GED Recipient.

#### Adult Student

- Students who are 21 years of age or older or on active military duty may be admitted upon satisfactory demonstration of proficiency to perform at the collegiate level.
- Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and have participated in the ACT program or similar battery of tests are eligible for admission.

#### Concurrent Enrolled High School Student

To be admitted as a concurrently-enrolled student a student must be able to satisfy all 15 curricular requirements and requirements for graduation no later than the spring semester of the high

school senior year and meet the performance requirements below. See <https://osuokc.edu/concurrent> for details of these guidelines.

The first semester of enrollment for juniors can be the summer before the junior year and the first semester of enrollment for seniors can be the summer before the senior year.

#### Admission

##### Students from Accredited High Schools:

##### Juniors and Seniors

- Minimum ACT or Pre-ACT of 19, SAT or PSAT of 990, OR 3.0 high school GPA (on a 4.0 scale).

##### Home Schooled Students or Students Attending Unaccredited High Schools:

##### Juniors and Seniors

- Must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school AND
- Minimum composite ACT or Pre-ACT of 19, or SAT or PSAT composite of 990.

The Application for Concurrent Enrollment can be obtained at <https://osuokc.edu/concurrent>.

#### Course Placement

High school juniors and seniors meeting the admission requirements for concurrent enrollment must additionally must demonstrate college readiness in a particular subject area to enroll in coursework in the corresponding college subject area. In addition, students must demonstrate college readiness in reading to enroll in subjects outside of English, math and science. Concurrent students are prohibited from enrolling in any form of developmental education. College readiness is attained by achieving requisite subject scores on the following exams:

- ACT or Pre-ACT subscores must be a minimum of 19
- SAT or PSAT evidence-based reading and writing and math subscores must be a minimum of 510.
- OSU-OKC Accuplacer reading

and writing scores must be a minimum of 250, and math must be a minimum Quantitative Reasoning/Algebra/Statistics score of 263 AND a minimum Advanced Algebra/Functions score of 250.

#### Course Load

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. Non-academic high school units are excluded from the workload calculation.

Any student wishing to exceed the limits set by the Oklahoma State Regents for Higher Education must complete a Petition for Excessive Hours (Academic Overload) form.

#### Continued Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale. Students with CGPA's below 2.0 are not eligible to enroll in college courses until after high school graduation.

#### Transfer Student

A transfer student is defined as any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) and credit hours accumulated by concurrently enrolled high school students.

- Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college-level work.
- Any student who transfers to OSU-Oklahoma City with less than a 2.0 cumulative grade point average will be conditionally admitted. A student admitted under this category is admitted on probation and must maintain a 2.0 GPA each semester while on probation and will remain on probation until the GPA meets retention standards.

## ADMISSION GENERAL INFORMATION

### **Non-Degree Seeking Student**

Any student who wishes to enroll in courses without pursuing a degree may be provisionally admitted without meeting the academic curricular or performance requirements of OSU-OKC. Retention standards will be enforced. Such students may enroll in a maximum of nine credit hours without submitting all official academic credentials at the time of admission. Academic credentials will be necessary to determine prerequisite and retention standards.

Once a student has completed nine credit hours, should he or she wish to enroll in additional coursework, he or she is required to meet the formal admission or transfer criteria. Both transfer and first-time freshmen are eligible to enroll under this category.

### **Undocumented Students**

Undocumented immigrant students must meet all admission standards set forth by the Oklahoma State Regents. No undocumented immigrant student is eligible for any type of federal financial aid, but those who meet required criteria may be eligible to pay resident tuition. (See In-State/Out-of-State Status of Enrolled Students.)

Undocumented students who did not graduate from a public or private high school in Oklahoma will not qualify to pay resident tuition. Please contact the OSU-OKC Office of Admissions for more information.

### **Opportunity Admission**

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may be eligible for admission. Admissibility will be determined based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

### **INTERNATIONAL STUDENT ADMISSION**

A student seeking to enroll at OSU-Oklahoma City who is not a United States citizen, resident alien, refugee or other non-temporary U.S. Citizenship and Immigration Services classification is considered for admission purposes as an international student. Every international applicant is required to meet the equivalent of 12 years of combined elementary and secondary education that is measurable and comparable to that of the United States.

Each international applicant shall provide:

- a copy of the active U.S. Visa the student holds,
- proof of English Proficiency,
- official transcripts of high school and/or college(s) attended. (English translation with an evaluation from a recognized evaluation service is also required. Academic records must reflect a cumulative minimum grade point average of 2.0.)

In addition to the documents listed above, students who hold an F1 student Visa shall also provide:

- a completed International Application for Admission,
- evidence of "good standing" (if transferring from another U.S. institution.)
- evidence of financial support, and
- at the time of enrollment, the student must present a valid passport (the passport must be valid for at least six months into the future), I-94 and I-20.

### **Proof Of English Proficiency**

See "Students for Whom English is a Second Language" below.

### **Financial Support**

An international student must provide evidence to certify that sufficient funds will be available to complete the associate or bachelor's degree program. This proof of financial support may be a copy of the award letter from a scholarship agency or a statement of

financial support from the family or financial sponsor.

The student also must provide a bank statement that is no older than 12 months indicating the appropriate amount of money needed and that includes the name of the sponsor listed in the financial guarantee document.

### **Evidence of Good Standing**

An international student must provide evidence of good standing with his or her previous school and must be "in status" with the U.S. Citizenship and Immigration Services before he or she will be admitted.

### **Acceptance to OSU-Oklahoma City**

International students who meet all requirements for admission will receive a letter of acceptance. Students holding an F1 Visa also will receive a Certificate of Eligibility (Form I-20). If the student is not in the United States, the I-20 will be sent to the student who must then take the Form I-20 to the United States Consulate or Embassy and apply for a U.S. visa. Upon acceptance for admission the student is eligible to register for classes.

### **STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE**

In addition to meeting all admission requirements listed under the appropriate section of this catalog, all applicants for whom English is a second language must provide proof of English proficiency by meeting one of the following standards:

### **Standardized Testing**

Students may take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted at OSU-Oklahoma City. Results of the TOEFL administered at institutional testing centers may only be accepted at the administering institution:

- score of 500 or higher on the paper-based TOEFL, or
- 173 or higher on the computerized

## ADMISSION GENERAL INFORMATION

- version of the TOEFL, or
- 61 or higher on the Internet-based version of the TOEFL, or
- 5.5 or higher on IELTS.

### **Intensive English Program (IEP)**

Lesser scores as listed below will be accepted in combination with a subsequent 12 weeks of study at an intensive English program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education:

- a minimum score of 460 or higher on the paper-based TOEFL, or
- a minimum of 140 on the computerized version of TOEFL, or
- a minimum of 48 on the Internet-based version of TOEFL, or
- a minimum of 5.0 on the IELTS.

### **High School Performance**

Students who have attended all four years at a high school in the United States, successfully completed core requirements, and meet all other requirements for admission must provide their official high school transcript for consideration.

### **Transfer Coursework**

Transfer students who have successfully completed 24 credit hours at an accredited college or university in the United States must provide official college transcripts for consideration.

### **IN STATE/OUT-OF-STATE STATUS OF ENROLLED STUDENTS**

All applicants are classified as in-state or out-of-state for purposes of admission and tuition. In-State/Out-of-State status of students is determined according to Oklahoma State Regents for Higher Education policy. Students initially classified as out-of-state may petition for in-state status by providing supporting documentation to prove their claim. Petition deadlines are as follows:

- all Semester: May 1 – October 31
- Spring Semester: November 1 – March 31
- Summer Semester: April 1 – June 30

In-State reclassification (and associated tuition) is not granted on a retroactive basis. Questions regarding classification should be directed to the Office of Admissions.

A resident of Oklahoma is one who has lived continuously in the state for at least 12 consecutive months and whose domicile is in Oklahoma. Students' domiciles are their permanent homes - the places where they intend to remain and are expected to return. Students can have more than one residence, but only one domicile.

Attendance at an educational institution is interpreted as temporary residence; therefore, a student neither gains nor loses in-state status solely by such attendance.

An out-of-state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.

An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as in-state shall not be reclassified as an out-of-state until 12 months after having left Oklahoma to live in another state.

Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for in-state status.

The burden of proof of establishing Oklahoma domicile, including providing any supporting documentation, shall be upon the applicant. Students requesting a change in their status must complete the Petition for In-State Status form and provide documentation as necessary.

### **Dependent and Independent Persons**

The legal residence of a dependent person is the postsecondary student's parents or the residence of the parent who has legal custody or the parent with whom the student habitually re-

sides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian.

Students with extenuating circumstances (e.g. divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed as a dependent on a tax return, etc.) may be considered on a case-by-case basis.

A dependent person may establish independent person status through circumstances including, marriage, formal court action, abandonment by parents, etc. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. Applicants must provide adequate and satisfactory evidence of independent status and domicile.

If an independent person can provide evidence of coming to Oklahoma to establish domicile, the applicant may be eligible for in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

### **Full-time Profession Practitioners or Workers**

Independent students who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time or work on a full-time basis shall be admitted along with their spouse and dependent children immediately without the 12-month domiciliary requirement as long as they continue full-time employment capacity.

### **Foreign Citizen Criteria**

Students who are not citizens of the United States may become eligible for residence status by proving their "permanent status" as evidenced by an I-551 (green card). An individual who has resided in Oklahoma for at least 12 consecutive months following the date of adjudication on their "green card"



## ADMISSION GENERAL INFORMATION

may be eligible for in-state classification.

### **Undocumented Students**

Individuals who cannot present valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, may be eligible to for an out-of-state tuition waiver if they meet the following criteria:

- Graduated from a public or private high school in Oklahoma;
- Resided in Oklahoma with a parent or legal guardian while attending classes at a public or private high school in Oklahoma for at least two (2) years prior to graduation
- Satisfies admissions standards for OSU-OKC. Students meeting these criteria should contact the Office of Admissions for assistance.

### **Military Personnel Criteria**

#### **Active Uniformed Services**

Students enrolled at OSU-Oklahoma City who provide evidence they are members of the uniformed services on full-time active duty status of more than thirty (30) days stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile.

#### **Discharged or Released from Active Uniformed Service**

Former military members, and/or their spouse or children, who intend to establish residence in Oklahoma, and who currently reside in Oklahoma may be eligible for in-state status without the 12-month requirement provided: a.) the student was in active uniformed

services for no fewer than 90 days, and b.) is pursuing a course of education with VA assistance under Chapters 30, 31 or 33.

Contact the Office of Admissions for more detailed information about requirements and supporting documents needed to qualify.

### **READMISSION TO OSU-OKLAHOMA CITY**

Students who have attended OSU-Oklahoma City but were not enrolled during the immediate past year must reapply for admission. If a student has attended another college or university since last attending OSU-Oklahoma City he or she must submit a transcript of all work taken elsewhere.

Students who are academically suspended by an institution will not be allowed to reenter the institution for at least one regular semester (fall or spring) unless immediate reinstatement is granted through the enrollment appeals process. Students returning from an academic suspension will be readmitted on probationary status. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

### **ADDITIONAL REQUIREMENTS FOR ADMISSION OR CONTINUED ENROLLMENT**

#### **Immunization Requirements**

Per Oklahoma law, all new students are required to provide evidence of having been immunized against measles, mumps and rubella (MMR) (two shots) and against Hepatitis B (Hep B) (three shot series). Students will complete an Immunization Certificate of Compliance when applying to the institution. For more information regarding the MMR and Hep B immunizations, please contact the Admissions Office.

If the certificate is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met.

### **NON-ACADEMIC CRITERIA FOR ADMISSION**

In addition to the academic criteria used by institutions in the Oklahoma State System as the basis for student admission, Oklahoma State University-Oklahoma City shall consider the following non-academic criteria in deciding admission for first-time students, transfer students, or students who are applying for readmission:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony in any state or country.
3. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission. If OSU-OKC finds that the applicant meets any of the above criteria, then OSU-OKC shall deny admission to the applicant if it decides that any of the events indicates the applicant's unfitness, at the time of application, to be a student at OSU-OKC.

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

- I. Be advised of the grounds for the denial.
- II. Be informed of the facts which form a basis of the denial.
- III. Be afforded an opportunity to be heard.

# REGISTRAR

## OFFICE OF THE REGISTRAR

www.osuokc.edu/registrar  
405-945-3291  
okc.registrar@okstate.edu

### ENROLLMENT

Students may enroll online at the MyOKSTATE Student Portal at <http://my.okstate.edu>. Enrollment holds such as an outstanding balance, missing transcripts or documents, or other registration holds may prevent enrollment until holds have been cleared. Academic advisors are available to provide students with academic guidance and planning.

### MATRICULATION

When a student enters the university, he or she is given a matriculation of enrollment. Students who are enrolled in at least six hours of major-specific courses in an academic year are considered to have an open matriculation. Students who do not attend for one academic year, or do not take courses related to their major for an academic year, are considered to have broken matriculation and must reapply to the university.

### ADDING AND DROPPING COURSES

Adding Courses. Once enrollment opens, students may add courses to their schedule during the add period (generally through the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) using the MyOKState Student Portal.

### DROPPING COURSES

Students may drop a course online at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record. After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific

dates.

Drops during this period will be completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date of the Add/Drop/Withdrawal is the official date of the transaction.

A student with a hold on their academic record must contact the Office of the Registrar through their OKState email and request to drop or complete the form

"Request to Drop Due to Hold" and return to the Office of the Registrar via email, fax, or in-person. It is the student's responsibility to ensure the transaction is completed through the MyOKState Student Portal.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived. Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty; the instructor may take appropriate disciplinary action, including assigning the grade of "F" for the course.

### VETERAN SERVICES

OSU-OKC's Office of the Registrar provides a Military Student Services Coordinator to assist student veterans and their dependents with Department of Veterans Affairs educational benefits. The Military Student Services Coordinator provides information and

assistance with completing VA forms as well as certification services for payment of benefits. Contact the Military Student Services Coordinator on the first floor of the Student Center at 405-945-8692 or visit [www.osuokc.edu/veterans](http://www.osuokc.edu/veterans).

Applying for VA Education benefits does not prevent late payment penalties. Students receiving benefits under Chapters 31 (Veterans Readiness and Employment - VR&E) and Chapter 33 (Post 9/11- awarded percentage from VA for tuition/fees only) will not be penalized due to delayed payment by the VA (i.e., restriction of enrollment, late fees, requirement of alternative/additional funding or denial of access to school resources available to other student).

In all other instances you are responsible for payment of tuition and fees by published payment deadlines. Non-receipt of benefits from the VA to the student will not prevent late penalties from applying to your Business Services account.

## STUDENT RESOURCES

### MYOKSTATE STUDENT PORTAL

MyOKState Student Portal allows students to access their academic and personal records at OSU-OKC and provides select self-service options. Students may use the MyOKState Student Portal to add and drop classes, view their course schedule, request transcripts, view transcript information, update personal data, view personal financial aid information, view billing and payment options, and other student self-services.

### ORANGE KEY (O-KEY) ACCOUNT

OSU-OKC students activate an O-KEY account upon admission. The O-KEY provides each student with an email account that can be used to gain access to the campus network, online class-room, and MyOKState Student Portal. The O-KEY email account serves as the official method of email communication from the university to students including announcements, important dates/deadlines, and registration/course information.

# REGISTRAR

## OFFICIAL RECORDS/ OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. An official paper transcript may be requested by a student in the following ways:

1. Online via the MyOKState Student Portal,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions & Registrar counter, with a photo ID. Electronic transcripts are also available to students for an additional fee. For more information visit [www.osuokc.edu/transcripts](http://www.osuokc.edu/transcripts). Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed. Once the holds are released, the student must re-submit the official transcript request.

## UNOFFICIAL TRANSCRIPT

Students may view and print their unofficial academic transcript from the Academic Transcript link in the Student Records section of Self Service. An unofficial transcript lists degrees awarded, all of the student's courses and grades, plus course-work in progress. The Office of the Registrar does not provide copies of unofficial transcripts.

## CHANGE OF ADDRESS, NAME OR STUDENT DATA

Changes in address, name or other student demographic data should be reported immediately to the Office of the Registrar. Name changes necessitate the presentation of official documentation (i.e. updated social security card, government issued photo id) of the change requested. Name changes will be made to a student's permanent tran-

script record only during semesters in which the student is enrolled.

## ANNUAL NOTIFICATION OF STUDENTS' RIGHTS TO PRIVACY & DIRECTORY INFORMATION

### FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Oklahoma State University-Oklahoma City receives a request for access. A student should submit to the Registrar, Division Head, Vice President, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the

record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OSU-OKC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OSU-OKC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OSU-OKC.  
Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with

# REGISTRAR

the U.S. Department of Education concerning alleged failures by OSU-OKC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW, Washington, DC 20202.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- ♦ To other school officials, including teachers, within OSU-OKC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- ♦ To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.(99.31(a)(2))
- ♦ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- ♦ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- ♦ To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31(a)(6))
- ♦ To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- ♦ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- ♦ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- ♦ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- ♦ Information the school has designated as "directory information" under §99.37.(§99.31(a)(11))
- ♦ To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject

to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- ♦ To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31(a)(14))
- ♦ To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that OSU-OKC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, OSU-OKC may disclose appropriately designated "directory information" without written consent, unless you have advised the institution to the contrary in accordance with OSU-OKC procedures. The primary purpose of directory information is to allow OSU-OKC to include this type of information from your education records in certain situations. Examples include, but are not limited to:

- Student organization events;
- Honor roll or other recognition lists; and
- Graduation programs.

If you do not want OSU-OKC to disclose directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing by completing the Request to Withhold

# REGISTRAR

Directory Information form. OSU-OKC has designated the following information as directory information:

- Student's name
- Student's address & telephone number
- Institutional electronic mail address
- Student's date/place of birth
- Major/certificate
- Honors and awards
- Dates of attendance
- Degrees earned, completion dates
- Participation in officially recognized organizations, activities or sports
- Enrollment status (full-time, part-time)
- Most recent previous attended educational institution

Any student who has submitted a request to withhold directory information will not have his/her name printed in the Commencement Program, honor roll lists, student organization lists, or any other institutional honors lists for public view.

## CHANGE OF ADDRESS, NAME OR STUDENT DATA

Changes in address, name or other student demographic data should be reported immediately to the Office of the Registrar. Name changes necessitate the presentation of two forms of official ID:

1. Social Security Card or IRS letter assigning ITIN (choose one)
2. Government issued photo ID (choose one from below):
  - a. Driver's license (or other state-issued photo ID)
  - b. Passport
  - c. Military ID

## PARENTAL ACCESS TO RECORDS

OSU-OKC cannot release educational records to parents about their son or daughter without written consent of the student. We encourage students to communicate with their parents regarding grades, billing, class schedule, and

other records. A student may consent for his or her information to be released to a parent, guardian or spouse. The student must complete the Student Consent for Release of Education Record Information form in person and must be free of duress or coercion.

Upon receipt of this form, information will be released to the designated person(s) unless rescinded by the student in writing. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of the Internal Revenue Form 1040.

## ADDITIONAL INFORMATION

For more information about FERPA, visit the U.S. Department of Education website.

# ACADEMIC REGULATIONS

## ADMISSION, ACADEMIC STANDING AND STATUS

### ADMISSION/PLACEMENT OF STUDENTS

Policies and procedures governing the admission and placement of students are detailed in another section of the Catalog. (See Admissions Requirements.)

### ADMISSION TO SELECTIVE ADMISSION PROGRAMS

Admission to certain programs as approved by the University may be restricted. (See Admissions Requirements section.)

### ENGLISH PROFICIENCY REQUIREMENT

(See Admissions Requirements section.)

### ACADEMIC STANDING

Students must meet the GPA requirements below to be considered in good academic standing.

Graduation/ Retention hours attempted:	Minimum retention/ graduation GPA required
0 through 30	1.70
31 or more	2.00

Any student not maintaining a retention/ graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include PE or remedial courses, or meet the minimum standard required above, in order to continue as a student. First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice.

### ACADEMIC SUSPENSION

A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly-

graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

Graduation/ Retention hours attempted:	Minimum retention/ graduation GPA required
0 through 30	1.70
31 or more	2.00

### REINSTATEMENT AFTER ACADEMIC SUSPENSION

An OSU-OKC student who has been academically suspended from the University may not be readmitted until one regular 16-week semester (fall or spring) has passed. Students who wish to appeal their suspension status may petition for immediate reinstatement through the Office of the Registrar by submitting a Petition for Immediate Reinstatement After Suspension form. Students petitioning for reinstatement should provide supporting documentation with the request documenting extraordinary personal circumstances that contributed to his or her academic deficiencies and an objective plan for achievement. Students who were concurrently enrolled in another college or university during the semester may appeal the suspension by submitting an official transcript from the institution.

Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA to a 2.0 before readmission to OSU-OKC can be considered.

### ACADEMIC STANDING FOR TRANSFER STUDENTS

A student who has previously attended another college or university since last attending OSU must submit a transcript from each school. Final academic standing status will be determined after an evaluation of all transfer work has been made.

### WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University is the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not cancel the student's enrollment. Charges due to failure to drop or withdraw from courses will not be waived.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins.

International students must also consult with International Advisor before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General drop/withdrawal and refund periods are provided in the table below (see Registrar section for additional information). The Academic Calendar on the OSU-OKC website at: <http://osuokc.edu/academics/calendar> provides specific dates for each term. Appeals for exceptions to these deadlines may be considered by submitting an Enrollment Appeal.

An Enrollment Appeal Petition is a type of appeal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospitalization, the death of an immediate family member, military service obligations or relocation/ deployment/training orders, or employment relocation to another state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances (see Enrollment Appeals for more information).



# ACADEMIC REGULATIONS

## DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES\*

Semester Time Period:	Course Grade	Course-Related Tuition/Fee Refund
Before Term Begins	No Transcript record	100% Refund
First 2 Weeks	No Transcript record	100% Refund
Weeks 3-12	"W"	No Refund
Weeks 13-16	Final grade as assigned by instructor	No Refund

\*Summer courses, 8-week, 4-week, fast-track, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/withdrawal/refund periods.

## CLASSIFICATION OF STUDENTS

Undergraduate classification is determined by the criteria below:

Freshman	0 to 30 semester credit hours passed
Sophomore	31 to 60 semester credit hours passed
Junior*	61 to 90 semester credit hours passed
Senior*	91 or more semester credit hours passed

\*Junior and Senior classification at OSU-OKC is only available for students in the Bachelor of Technology program.

These hours are calculated based on graduation/retention hours earned.

## FULL-TIME STUDENTS

Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students for academic purposes.

## PART-TIME STUDENTS

Students who are enrolled but not meeting the definition of full-time stu-

dents are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

## SPECIAL STUDENTS (NON-DEGREE SEEKING STUDENTS)

A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." Students may enroll in up to a maximum of nine credit hours (See Admission General Information). A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program. Students receiving veteran's benefits and/or financial aid may be required to be degree-seeking and not eligible to be a special student.

## DEGREE REQUIREMENTS DATE OF MATRICULATION

Matriculation occurs when a student first declares a major at OSU-OKC. A student follows the degree requirements of the catalog associated with his or her matriculation year. A student who fails to enroll in six hours of courses that are specific to their major within an academic year is considered to have broken matriculation and thus would be held to the requirements of the most current degree program in the most recently published catalog. A complete listing of academic programs can be found in the "Degree Programs" section of the Catalog.

## CHANGES IN DEGREE REQUIREMENTS

Academic programs at OSU-OKC are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progression toward graduation (enrollment in six or more credit hours specific to the declared major per calendar year) will be held responsible for degree requirements in effect at the time of matriculation. A student has the option of adopting the new degree requirements that have

been established since matriculation, but may not return to a previous year's curricula.

## CHANGE OF MAJOR/PROGRAM

Students who wish to change their current major/program to a new major/program must complete a Change of Major form with the Office of the Registrar. Failure to submit a major change may result in delayed payment of financial aid. Additionally, students receiving Veterans Benefits MUST complete and attach a Form 22-1995 (Change of Program or Place of Training) from the VA along with the Change of Major form to the Veterans Services Office. Failure to submit a Form 22-1995 to the VA will result in non-payment of benefits. Changing the program or major may add additional time to degree completion. Please consult your academic advisor for a degree audit.

## GENERAL EDUCATION REQUIREMENTS

Although the University has required general education requirements, each division determines and publishes the general education requirements for its specific degree programs. Division requirements may exceed the minimums for general education established by the University, which are as follows (exclusive of physical education activity courses by OSRHE policy):

- ⇒ **English**—three semester credit hours of English composition. The required course is ENGL 1113;
- ⇒ **History**—three semester credit hours of American history. The required course is HIST 1483, 1493, or equivalent; and
- ⇒ **Government**—three semester credit hours of American government. The required course is POLS 1113. General education requirements may be met by credit by exam (CLEP) or advanced standing examinations.
- ⇒ **Computer Literacy**—The Oklahoma State Regents for Higher Education require computer science proficiency prior to graduation. This re-requirement could be met by:

# ACADEMIC REGULATIONS

- α. successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
- β. satisfying an institution's computer proficiency assessment; or
- χ. successfully completing college-level course work that the institution designates.

The method by which a student demonstrates computer science proficiency at OSU-OKC varies by major. This requirement does not increase the number of courses required to earn a degree.

## MINIMUM DEGREE REQUIREMENTS

All degrees earned at OSU-Oklahoma City require a minimum 2.0 grade point average and minimum semester credit hour requirement, excluding zero-level courses, excluding any courses repeated or reprieved as detailed in the OSRHE Grading Policy, and excluding physical education activity courses.

## BACHELOR OF TECHNOLOGY

The minimum requirements for the Bachelor of Technology degree at any institution in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	120
2. General Education	40
3. Credit in residence at the awarding institution	30
4. Liberal arts and sciences course work	55
5. Credit from baccalaureate degree granting institutions (40 hours must be upper division)	60
6. Area of specialization (50% must be upper division)	30

*Note: General Education core is the same required in the Associate of Science degree (see below).*

## ASSOCIATE OF APPLIED SCIENCE

The minimum standards for the awarding of Associate of Applied Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	60
2. General Education	18
a. Communications	6
1. A college-level communications course in general, applied technical writing, or	
2. A course in English grammar and composition, or	
3. A college-level oral communications course	
b. U.S. History and U.S. Government	6
c. General Education electives	6
3. Credit in residence at the awarding institution	15
4. Support & Related Courses	0-15
5. Area of Technical-Occupational	27

## ASSOCIATE OF SCIENCE

The minimum standards for the awarding of Associate of Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	60
2. General Education	37
a. English Composition	6
b. U.S. History and U.S. Government	6
c. Science (one course must be a laboratory science)	7
d. Humanities (chosen from non-performance courses defined as humanities by the institution granting the associate degree)	6
e. Mathematics	3
f. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Drama)	3
g. Additional liberal arts and sciences courses as needed to meet the minimum 37 credit hours required in this policy	0-7
3. Credit in residence at the awarding institution	15
4. Support and Related Courses	0-15
5. Area of Technical-Occupational Specialization	23

^The Associate of Science in Enterprise Development (Reach Higher) degree has specific additional residency requirements established by the Oklahoma State Regents for Higher Education. (See Associate of Science in Enterprise Development for requirements)

## SUBSTITUTION OF REQUIRED COURSES

A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual divisions have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to general education requirements require approval from Academic



# ACADEMIC REGULATIONS

Affairs (see General Education Requirements); (2) A lower-division course may not be substituted for an upper-division course to meet degree requirements.

## SECOND ASSOCIATE DEGREE

A student who receives an associate degree from OSU-OKC may be awarded a second associate degree provided the following requirements are met:

- a. a minimum of 15 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second degree and which are in addition to those presented for the first degree sought.
- b. a student must complete all general and specific requirements of both degrees, and
- c. the additional associate degree may not be earned in the same major as the first degree, even if the option is different.

## CERTIFICATES

A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A list of current certificates can be found in the "Degree Programs" section of the Catalog.

A graduation/retention grade point average of 2.0 or higher is required for completion of the certificate. Candidates for certificates must file an Application for Graduation by the appropriate deadline with the Registrar's Office for the semester of graduation. If the student fails to meet the requirements for the semester of application, he or she must refile. Certificates are awarded at the end of the semester or session in which a candidate files for completion. Completion of the certificate will be noted on the student's official transcript record.

A second certificate may be awarded provided that the following requirements are met:

- a. a minimum of 8 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second certifi-

cate and which are in addition to those presented for the first certificate sought.

- b. a student must complete all general and specific requirements of both certificates, and
- c. the additional certificate cannot be from the same program/major, even if the option is different.

## ENROLLMENT & REGISTRATION

### COURSE NUMBERING SYSTEM

All OSU-OKC credit courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken; the second and third digits typically identify the course sequence within the field; and the last digit indicates the number of semester credit hours for which the course is offered. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit.

A course number beginning with zero indicates that the course is developmental or remedial in nature and cannot be used toward graduation/retention hours, is not considered college credit, and is not used to satisfy degree requirements. A course number ending in zero indicates that the course carries variable credit.

### MAXIMUM SEMESTER CREDIT HOUR LOAD

In a regular 16-week fall or spring semester, the maximum enrollment for undergraduates without special approval is 18 credit hours, and 9 credit hours for a summer term. Enrollment in 19 or more credit hours (10 or more in summer) results in academic overload, which requires a Petition for Excessive Hours and approval from the Office of the Registrar.

High school/concurrent students or students admitted on "special" status should submit their request through the Office of Admissions. Proportionate credit-hour limits apply to short-term sessions and intersession periods

separately, depending on the length of the session. The maximum enrollment for a fall or spring semester is 24 credit hours; the maximum for a summer term is 12 credit hours. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-OKC, concurrently-enrolled courses at other colleges, correspondence or extension courses.

Undergraduates desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. Current students must have a GPA of 3.25 or higher to be considered for Excessive Hours. Students who are on academic probation or limited hours may not request excessive hours.

The maximum academic overload in any given term is limited to the number of semester credit-hours, which is 50 percent greater than the total number of weeks in the applicable academic term.

### ADDING COURSES

Once enrollment opens, students may add courses to their schedule during the add period (generally through the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) using the MyOK-State Student Portal.

No section changes after the add period are permitted unless approved by the instructor and department head. Students must submit the

"Request to Add Courses" through the Office of the Registrar along with the permission from the instructor and division head.

### DROPPING COURSES

Courses may be dropped online through the MyOKState Student Portal. Students who have a hold on their record will not be able to drop on-line. They must complete and submit the "Drop Courses Due to Hold" form available on the OSU-OKC Office of the Registrar website or email [okc.registrar@okstate.edu](mailto:okc.registrar@okstate.edu) from their student institutional email with their drop request. Requests to drop or withdraw are

# ACADEMIC REGULATIONS

not processed over the phone. General drop periods are provided in the table below. The Academic Calendar (<http://www.osuokc.edu/academiccalendar>) provides specific dates for each term.

## DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES\*

Semester Time Period:	Course Grade	Course-Related Tuition/Fee Refund
Before Term Begins	No Transcript record	100% Refund
First 2 Weeks	No Transcript record	100% Refund
Weeks 3-12	"W"	No Refund
Weeks 13-16	No drop option—Final grade as assigned by instructor	No Refund

\*Summer courses, intersession courses, fast-track, four week, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

Students may drop a course, with a full re-fund, at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period are completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal is the official date of the transaction. It is the student's responsibility to ensure the transaction is successful via the My-OKState Student Portal.

Non-attendance does not automatically warrant a drop from a course nor

does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty; the instructor may take appropriate disciplinary action, including assigning the grade of "F" for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

## COURSE PREREQUISITES

Course prerequisites are listed in the course descriptions section of the University Catalog. Students who have not met course prerequisites are not permitted to enroll in the course. Instructors may waive prerequisites when the student's background justifies this action. Some degree programs require prior approval of the instructor or department, such as in selective admission programs, special problems courses, independent study, and internships. If a course has a required prerequisite, student must successfully complete the prerequisite course with a grade of "C" or better to advance to the next course in the required sequence.

## EQUIVALENT COURSES

Some courses are academically identical or equivalent to other courses that are offered in different departments. Equivalent courses should include "same as..." statements in their course descriptions. Equivalent courses are denoted on the official transcript in accordance with the undergraduate repeat policy. Credit for only

one of the courses will count in the earned hours section of the transcript.

## MUTUALLY EXCLUSIVE COURSES

Courses that are not identical/equivalent but contain similar or significantly overlapping content include "no credit for..." or "may not be used with..." statements in their course descriptions. Mutually exclusive (or overlapping) courses are not listed as repeats, but students may not apply credit for both courses toward a degree. For example, if the description for Course X indicates "No credit for students with credit in Course Y" or "May not be used for degree credit with Course Y," this means that a student may not use both courses to meet requirements for a single degree program. The student may use either Course X or Course Y, regardless of the order in which the courses were completed, but both courses may not be used to fulfill requirements for a single degree program. Thus, once a course is applied to a degree program, the mutually exclusive course may not be used to fulfill requirements for that program, including major hours, elective hours, total hours, etc.

## TUITION AND FEES

Tuition, fees and other charges are approved annually by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Oklahoma State University-Oklahoma City (OSU) combines enrollment costs and charges into one consolidated student account. The payment schedule is published each semester; by enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. Failure to attend courses does not constitute a drop or automatic refund. The student is responsible for ensuring all requests to drop courses have been submitted by the published deadline.

The Business Services office generates a monthly electronic billing statement (e-bill) de-tailing charges, credits, and payments that have occurred on the student's account. (See Business Ser-

# ACADEMIC REGULATIONS

vices section for additional billing information.) All delinquent accounts must be cleared before a student can obtain a transcript or a letter of good standing, receive a diploma, or enroll at OSU-OKC for subsequent semesters. OSU-OKC complies with all federal regulations in returning unearned financial assistance when a student fails to meet the attendance requirements of the specific financial assistance provider.

Students receiving federal financial aid, military tuition assistance, veteran benefits, and other similar types of financial assistance will be responsible for any charges resulting in a return of funds to the assistance provider.

## ENROLLMENT APPEAL/ EMERGENCY WITHDRAWAL

An Enrollment Appeal Petition is a type of ap-peal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospital-ization, the death of an immediate fami-ly member, military service obligations or relocation/ deployment/training or-ders, or employment relocation to an-other state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances.

The Enrollment Appeals committee determines the outcome of appeal/ petition requests and the decision will be communicated to the student in writing. The deadline for submission of an Enrollment Appeal is six months after the date the grade was assigned or fees were assessed. The Enrollment Appeal procedures and form can be found at <https://osuokc.edu/appeal>. Financial charges due to non-attendance or failure to drop or withdraw from classes by the deadline will not be waived. Students receiving some types of Federal Finan-cial Aid may only be eligible to receive "W"s for courses and are not eligible for a refund.

## LEAVE OF ABSENCE FOR ACTIVE MILITARY DUTY

Per Oklahoma State law (SB 1830), OSU-OKC offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty.

An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows a student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which they have successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty.

MLOA shall not exceed a cumulative five years. Students in selective admission programs must contact the Vice President of Academic Affairs upon receiving notice of being called to active duty. For additional information and application for MLOA, see <https://osuokc.edu/veterans>.

## AUDITING COURSES

A student who does not wish to receive credit in a course may enroll in a course for audit, provided space is available and the student obtains approval from the instructor of the course. Students who audit are considered 'visitors' to the course. Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment.

An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course. Audit enroll-ments follow the same resident and non-resident tuition and fee policies as credit enrollments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits and are not eligible for financial aid.

The allowable time to change from audit to credit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

Students may change to credit only if they are determined to be admissible for credit. The allowable time to change from credit to audit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

## CLASS SIZE

The minimum number of students required in order for a class to meet is typically 12. The maximum enrollment for each class section is determined by the academic division heads and the vice president for academic affairs prior to the publishing of the class schedule each semester. The minimum or maximum sizes can be increased or decreased only by the division head or vice president for academic affairs. OSU-OKC reserves the right to cancel any class that does not have a sufficient number of student to war-rant its continuation. A class may be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-OKC will be refunded at a rate of full-tuition and fees to students enrolled in the cancelled sections.

## CLASS ATTENDANCE

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student and the student is responsible for consulting with the class instructor when an absence occurs.

## GRADES AND GRADING OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. An official paper transcript may be requested by a student in the following ways:

1. Online via MyOKState Student Portal,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions & Registrar counter, with a photo ID.

# ACADEMIC REGULATIONS

Electronic transcripts are also available to students for an additional fee. For more information visit <http://www.osuokc.edu/transcripts>.

Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed. Once the holds are released, the student must re-submit the official transcript request.

Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-OKC and copies will not be released to the student.

## UNOFFICIAL TRANSCRIPT

Students may view and print their unofficial academic transcript from the Academic Transcript link in the Student Records section of Self Service. An unofficial transcript lists degrees awarded, all of the student's courses and grades, plus course-work in progress. The Office of the Registrar does not provide copies of unofficial transcripts.

## GRADE INTERPRETATION

The quality of student performance in all classes is indicated by the following letter grades: "A," "AH," "B," "BH," "C," "D," "F," "I," "N," "P," "CBE-P," "W," "AU," or "AW". Descriptions of the grades are:

- ⇒ "A" Superior – To obtain the grade of "A," students must show that they have: 1) a thorough comprehension and retention of facts and principles of the subject; 2) the ability to reproduce these facts and principles readily, accurately and concisely, orally and in writing; 3) the power to correlate; 4) the ability to apply the methods of the course to new and original problems and situations with reasonably sound results.
- ⇒ AH" Superior with honors – To obtain a grade of "AH" students must show all of the qualities show above for an "A" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program).
- ⇒ "B" Good – To obtain the grade

of "B," the student must show the first two qualities which are required for the "A" without the third and fourth; that is the student shows thorough comprehension and accurate retention, but does not show the power of correlation or original reaction. The grade "B" is also for the student, who, during a considerable part of the course, but not uniformly, has shown all the qualities of an "A" grade student. At times the student has been neglectful of prescribed tasks to a slight or moderate degree, due, not to illness, but to pressure of other work or to legitimate outside interests.

- ⇒ "BH" Good with honors – To obtain a grade of "BH" students must show all of the qualities show above for a "B" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program)
- ⇒ "C" Adequate – The work of the student receiving this grade frequently show adequate comprehension and accurate reproduction but is moderately irregular.
- ⇒ "D" Minimum Passing – This grade is for the student whose work is considerably below the average. The work is barely passable.
- ⇒ "F" Failing – An "F" is for failure is given to a student who does not show satisfactory grasp of the subject and whose examinations and class performance are poor. (In other instances, an "F" is given to a student who ceases to attend class without officially dropping or withdrawing and therefore cannot complete the work).
- ⇒ "I" Incomplete - The grade of "I" represents incomplete work. It is given to a student who satisfactorily completes the majority of course work but who has been unavoidably prevented from completing the remaining work of the course. The "I" grade is also given in courses of a continuing character. The request for an "I" grade is initiated by the student and is

granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully completed (grades above passing) at least 70% of the course-work and be unable to finish the course for reasons beyond his or her control. In order to award an "I", the student and instructor must complete an "Incomplete Contract", which sets the conditions for the satisfactory completion of the coursework and deadline for completion. The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

- ⇒ "CBE-P" Credit by Exam – Pass – The grade "CBE-P" is given to indicate a student earned passing credit through extracurricular learning (See Credit for Extracurricular Learning/Advanced Standing). Hours earned with a "CBE-P" grade are earned hours, but are not included in GPA or attempted hours. CBE-P grades do not affect the GPA.
- ⇒ "DEV-[GRADE]" Developmental Course Grade-The grade of "DEV-[GRADE]" is given to indicate the grade received in a developmental course. Developmental courses begin with a 0 and do not count as college credit. The grade does not impact the GPA and does not count in earned hours. It does count as passed hours to demonstrate proficiency when the grade is "DEV-C" or above.
- ⇒ "P" Passing – The grade "P" is given

# ACADEMIC REGULATIONS

en to indicate passing in a course that has been approved for a pass/fail grading system at OSU-OKC. In computing grade point averages, both credit hours and quality points are ignored for courses with grades of "P." The hours are computed in the total hours earned.

- ⇒ "W" Drop or Withdrawal - This grade indicates that the student dropped the course. The grade "W" does not indicate drop passing or failing and is not used in the grade point calculation or hours earned. The "W" grade is not punitive.
- ⇒ "AW" Administrative Withdrawal - An "AW" may be assigned for lack of attendance at the discretion of the instructor or academic affairs. A grade of "AW" is not used in the grade point calculation or hours earned and is not punitive. The grade may be appealed through the grade appeal process.
- ⇒ "N" No Grade - An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.
- ⇒ "AU" Audit - An "AU" indicates that the student enrolled as an auditor in the course and the course was not taken for credit. An "AU" is not a grade and is not used in calculating grade-point averages.

## GRADE-POINT SYSTEM

The following grade-point system is used in calculating the grade-point average:

- Grade "A" or "AH" yields 4 grade points per semester credit hour.
- Grade "B" or "BH" yields 3 grade points per semester credit hour.
- Grade "C" yields 2 grade points per semester credit hour.
- Grade "D" yields 1 grade point per semester credit hour.
- Grade "F" yields 0 grade points per semester credit hour.

In calculating grade point averages,

the total number of grade points earned is divided by the total number of hours attempted. The grades of "I," "P," "CBE-P," "W," "AW" or the mark of "AU" or "N" will not affect the grade-point average.

## OVERALL GRADE-POINT AVERAGES

All courses in which a student has a recorded grade are included in the calculation, excluding any courses repeated (with an original grade of "D" or "F") or reprieved based on State Regents policy and excluding remedial courses and physical education activity courses. (See Academic Forgiveness).

## GRADE REPORTS

Reports of the final grades of all students are compiled shortly after the end of each semester and are made available to students via the MyOK-State Student Portal under Final Grades.

## CORRECTING GRADES REPORTED IN ERROR

The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee or Student Conduct Academic Dishonesty hearing panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted in writing to the Office of the Registrar and must have the instructors, division heads and the vice president of academic affairs' approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

## GRADE APPEALS

If a student believes that his or her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for submitting the completed form is four months after the date the

grade was assigned, or six weeks after the student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs or online at [http://www.osuokc.edu/academics/pdf/Grade\\_Appeal\\_Form.pdf](http://www.osuokc.edu/academics/pdf/Grade_Appeal_Form.pdf).

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor and the division head of the area. Any grade change will be reflected on the student's transcript. The original grade is removed from the transcript record and the new grade is recorded.

## HONOR ROLLS

### PRESIDENT'S HONOR ROLL

Undergraduate students with a semester (not cumulative) grade point average of 4.00, excluding zero-level courses, are placed on the President's Honor Roll. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

### VICE PRESIDENT'S LIST

Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.00 or higher, excluding zero-level courses, and no grade below "C," are placed on the Vice President's List.

## VIOLATION OF ACADEMIC INTEGRITY

Oklahoma State University-Oklahoma City is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another

# ACADEMIC REGULATIONS

person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned or tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See <https://osuokc.edu/studentconduct/> code for full academic dishonesty policy and procedures).

## ACADEMIC FORGIVENESS PROVISIONS

The Oklahoma State Regents for Higher Education provide provisions allowing a student to recover from academic problems in ways that do not forever jeopardize his or her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student academic career. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned in the cumulative grade point average, with the academic forgiveness provisions reflected on the transcript and in the graduation/retention grade point average. Academic forgiveness may be warranted for currently enrolled students in three specific circumstances:

1. **Repeated Courses**—A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade-point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first repeated attempt are included in the

grade point averages. The original course and grade remain on the transcript identified with a designation of "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade point averages.

2. **Academic Reprieve**—A currently enrolled student may request an academic reprieve for all courses in one semester or two consecutive semesters if the following conditions are met:
  - a) at least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request;
  - b) the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity, performance and remedial courses since the semester requested to be reprieved;
  - c) the student has not previously been granted an academic reprieve for a semester;
  - d) there were extenuating circumstances which caused the student to perform poorly during the semester. The request for an academic reprieve must be submitted on the appropriate form to the Office of the Registrar for approval. The courses for a semester that is reprieved are excluded from the retention/graduation grade-point averages and identified with a designation of "Reprieved (excluded from GPA)". Students who have been granted academic renewal are not eligible for academic reprieve.
3. **Academic Renewal Policy**—A student may request an academic renewal for all courses if the following conditions are met:
  - a) at least five years must have elapsed between the last semester being renewed and the renewal request;
  - b) prior to requesting academic re-

newal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;

- c) the request will be for all courses completed before the date specified in the request for renewal;
- d) the student has not been granted a reprieve after December 5, 2003;
- e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The request for an academic renewal must be submitted to the Office of the Registrar. A student may only be granted one academic reprieve OR one academic renewal during their entire academic career. Academic forgiveness may be requested by completing the Request for Academic Forgiveness form and submitting it to the Office of the Registrar.

## HONORS PROGRAM

The Honors Program provides academically-committed students with the opportunities to study, conduct research and exchange ideas in classes designated for Honors Program students. Completion of the requirements for the Honors Program is noted on the student's OSU-OKC academic transcript record. Students must be admitted to the Honors Program.

## HONORS CONTRACT

An Honors Contract is required to achieve an "Honors" designation in any college-level course. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course.

The contract must be supervised by the faculty member and be approved by the Honors Program Committee. Contracts must be filed by the end of the fourth week of the current semester and the project completed by the fourteenth week.

## GRADING

The contract does not affect the student's grade in the course. However, to

# ACADEMIC REGULATIONS

receive honors credit for the course, the student must earn a grade of “A” or “B”. If the work specified in the Honors contract is not completed, the grade for the course will not be affected, but the “Honors” designation will not appear on the student’s transcript.

## **GRADUATE HONORS SCHOLAR AWARD**

All OSU-OKC graduates with 15 hours of honors credit earned at OSU-OKC with an “A” or “B” will be eligible for official recognition as an “Honors” Graduate. Students will be recognized at commencement.

## **OUTSTANDING HONORS CONTRACT**

The Honors Committee will annually select one outstanding student who has agreed to an Honors Contract and grant the student a cash award. Eligible student are nominated by their sponsoring instructor and will present their work before the Honors Committee, as well as at an honors conference. The recipient must have earned six honors credits from OSU-OKC with a minimum grade of “B” in the course. No student may receive more than one cash award annually.

## **SERVICE LEARNING**

Service Learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students’ understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students “learn to serve” or “serve to learn,” the service learning component is a valuable tool for academic growth and success. OSU-OKC graduates receive recognition for their service learning accomplishments at commencement. (See [www.osuokc.edu/servicelearning](http://www.osuokc.edu/servicelearning)).

## **GRADUATION REQUIREMENTS**

The responsibility for satisfying all requirements for a degree rests with the student. Advisors, faculty members and

administrators offer help to the student in meeting this responsibility. Each degree program requires specific minimum number of credit hours, in-residence hours, and specific course requirements. These requirements are listed on the specific degree program in the Catalog.

## **DEADLINE FOR COMPLETION OF REQUIREMENTS**

Degrees are conferred only on specific commencement dates. Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. If a student completes requirements for a degree after the four-week deadline, the degree will be granted at the next scheduled commencement after the student files a graduation application. (See Graduation.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

## **RESIDENCE CREDIT REQUIREMENTS**

Students must earn at minimum number of credit hours in residence at OSU-OKC to receive a degree or certificate. See Residence Credit for specific degree program requirements.

## **MINIMUM HOURS FOR GRADUATION**

Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the Catalog. No baccalaureate degree program shall require fewer than 120 semester credit hours for graduation and no associate degree program shall require fewer than 60 semester credit hours for graduation.

By OSRHE policy, these hours are exclusive of physical education activity courses (leisure activity courses). No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical educa-

tion activity courses.) A minimum of 30 hours for baccalaureate degree (of these 30, at least 15 must be upper division) and 15 hours for associate degrees is required. Hours earned in zero-level remedial courses may not count toward total hours.

## **GRADE-POINT AVERAGE FOR GRADUATION**

A retention/graduation grade-point average of 2.00 or higher, in addition to the minimum grade point average as required by the department in the major program, is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Forgiveness Provisions.)

## **PAYMENT OF GRADUATION FEES**

Basic graduation cost is included in the records maintenance fee.

## **APPLICATION FOR GRADUATION**

All degree candidates must submit an Application for Graduation to the Office of the Registrar via the MyOKState Student Portal – Self-Service. Application deadlines are posted on the Application for Graduation and the Graduation website. Students who have filed a graduation application but do not complete their requirements need to re-file for graduation for the appropriate future term with the Office of the Registrar. Re-filing allows you to change the expected graduation term on your graduation application.

## **COMMENCEMENT EXERCISES**

The University will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session, or who met their graduation requirements at the end of the preceding fall session, are invited and encouraged to participate in the Commencement exercises at the close of the spring semester. The University encourages all candidates for degrees to be present at the Commence-

# ACADEMIC REGULATIONS

ment exercises. Students must submit their graduation application by the deadline posted on the graduation website ([www.osuokc.edu/graduation](http://www.osuokc.edu/graduation)) for their name to appear in the commencement program. Students who will complete all degree requirements in the summer should file their graduation application for the summer term, but should file it by the graduation deadline if they want to appear in the commencement program.

## RECOGNITION OF OSU-OKC HONOR GRADUATES

Any student who earns an associate or baccalaureate degree and has a grade point average of 4.0 over all courses attempted will be considered as honor graduates. Students will be awarded a white honor cord to wear during commencement exercises.

## GRADUATION WITH DISTINCTION FOR OSU-OKC BACHELOR OF TECHNOLOGY GRADUATES

Students who earn an OSU-OKC Bachelor of Technology degree can also earn a level of distinction based upon the final retention/graduation grade-point average. The level of distinction added to the diploma and tran-

Graduation/retention grade-point average	Distinction
3.90 to 4.00	Summa cum laude
3.80 to 3.89	Magna cum laude
3.80 to 3.89	Cum laude

## CREDITS

### SEMESTER CREDIT HOUR

A credit hour is calculated as follows:

- Lecture:** One semester-hour of credit is normally awarded for completion of a course meeting for 50 minutes per week for 16 weeks (800 minutes).
- Laboratory:** One semester-hour of credit is normally awarded for completion of a course meeting for 100 minutes per week for 16 weeks (1600 minutes).
- Clinical/Practicum:** One semester-hour of credit is normally awarded for completion of a course meeting

for 150 minutes per week for 16 weeks (2400 minutes).

These calculations do not include preparation time. These same equivalencies apply to inter-session courses, fast-track, 4-week, short courses and other learning formats for which academic credit is awarded.

Students are encouraged to maintain a ratio of class time to study time of at least two to three hours of study for every one hour of class credit. This ratio means that enrolling in 15-18 semester credit hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

## RESIDENCE CREDIT

Residence credit is awarded for work taken within the Oklahoma State University System or approved by faculty at a location officially designated as a residence center by the Oklahoma State University Board of Regents. A minimum of 15 semester credit hours must be taken in residence at OSU-OKC prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. Reach Higher (A.S. Enterprise Development) residency requirements are determined by the Oklahoma State Regents for Higher Education and are listed on the degree program information sheet.

## TRANSFER CREDIT EVALUATION

Transfer credit evaluation in the Office of the Registrar determines acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the six U.S. regional associations. The evaluation is based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic divisions and departments at OSU-OKC and applied to the student's chosen degree program.

Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when the Office of the Registrar has had an opportunity to validate the courses or programs in coordination

with the academic divisions or departments at OSU-OKC. All transferred courses are recorded on the student's academic record. Credit is only evaluated from each original transcript from the college the student attended. Students are responsible for turning in transcripts from each previous college attended. No part of the previous collegiate record may be disregarded.

## MILITARY CREDIT

Credit for military training will be determined from official documents or completion certificates in accordance with "The Guide for the Evaluation of Educational Experiences in the Armed Services", published by the American Council on Education (ACE). Military credit posted to a previous college's transcript may be reevaluated by OSU-OKC. The grade of CBE-P (Credit by Exam- Pass) is assigned to all credit awarded for military training.

Students who wish to establish credit for military training should submit any of the following for credit evaluation to the Veterans Services Center or the Office of the Registrar:

- ♦ a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge,
- ♦ their DD295, Application for the Evaluation of Educational Experiences During Military Service, • Course Completion Certificates, which may be used to supplement other records or when service schools are not reflected on the DD214 or 295, or
- ♦ an official JST (Joint Services Transcript).

## CREDIT FOR EXTRAINSTITUTIONAL LEARNING/ADVANCED STANDING

OSU-OKC recognizes learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions. Types of extrainstitutional learning include:

- ♦ Advanced Placement (AP),
- ♦ American Council on Education (ACE),



# ACADEMIC REGULATIONS

- ♦ Non-collegiate learning experiences,
- ♦ Military learning experiences (Joint Service Transcript),
- ♦ Transfer of military credit awarded by another institution of higher education,
- ♦ College Level Examination Program (CLEP),
- ♦ Council for Adult and Experiential Learning (CAEL),
- ♦ Defense Activity for Non-Traditional Education Support (DANTES),
- ♦ OSU-OKC advanced standing examinations, and
- ♦ Other accreditation or licensure or certification.

## ELIGIBILITY AND GENERAL REQUIREMENTS

The student must be enrolled for credit or eligible to re-enroll at OSU-OKC during the semester in which he or she applies for extracurricular learning credits. The course(s) must be part of an OSU-OKC degree program or taught at OSU-OKC. The national standardized subject examinations, if available, are the mandatory testing methodologies for extracurricular learning credit.

## APPLICATION OF CREDIT

The OSU-OKC division head, department head, or designee determines the application of the extracurricular learning credit towards the OSU-OKC degree. Extracurricular learning credit is not considered residence credit and thus will not satisfy the "Residence Requirement" for graduation purposes (See Residence Credit).

## ASSESSMENT OF CREDIT

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-OKC. To successfully complete a course by extracurricular learning, a student must demonstrate proficiency through:

- 1) OSU-OKC departmental examination,
- 2) State or national examination,
- 3) Validation of experiential learning, or

- 4) Documentation of experiential learning.

## COST

The student is responsible for any costs associated with extracurricular learning credits. These fees must be paid prior to the evaluation or examination. The fees are not refundable even if no credit is earned.

## RE-TESTING

Should a student lack proficiency (i.e., fail an examination or lack validation of experiential learning), no grade will be recorded. A failed advanced standing exam or validation may not be repeated.

## POSTING

Extracurricular learning credit will be posted on a student's permanent academic transcript only after the student is fully admitted for the upcoming term. If proficiency is demonstrated, the credit will be posted as a CBE-P (Credit by Exam – Pass) for pass. It will be posted to the student's permanent transcript under the OSU-OKC course number and course title. Credit earned in this way will be designated as earned through extracurricular learning.

## TRANSFER OF CREDITS

Extracurricular learning credit, once posted to a student's permanent record, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution. The only exception is military credit (see Military Credit). Foreign Language Credit for Native Speakers

A native speaker of a foreign language cannot enroll in or earn credit toward graduation in lower-division (1000- or 2000-level) courses in that language. A native speaker of a foreign language is defined as a person whose high-school level instruction was conducted principally in that language.

## CREDIT BY EXAM

OSU-OKC accepts credit by examination through the following: Ad-

vanced Placement Program (AP), College Level Examination Program (CLEP), and OSU-OKC Advanced Standing Examinations. Students who earn scores appropriate for college credit will receive credit for the appropriate subject areas in accordance with the guidelines of the organization.

- AP scores of one or two are not acceptable for credit.
- CLEP examinations may be taken in the OSU-OKC testing center or official scores for exams taken at other testing facilities may be forwarded to OSU-OKC. Students who take the national CLEP subject examination in Freshman College Composition must take the COM-PASS E-Write essay as part of the exam. Prospective students are advised that the numerical score on the national score report from CLEP does not reflect the final score for this examination and should not be used to determine whether credit will be awarded for this examination.

OSU-OKC Advanced Standing Examinations may be offered by academic departments on campus in subject areas not offered through the examination programs listed above. Any currently enrolled student who believes his or her life experiences or educational experience appear to have given the student proficiency in a subject that is offered at OSU-OKC, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

In addition to the regulations listed above, to qualify for an OSU-OKC Advanced Standing Examination the student must:

- a. be enrolled at OSU-OKC;
- b. not have taken an Advanced Standing exam in the subject/course within the preceding six months;
- c. receive the approval of the instructor and the head of the department in which the course is offered;
- d. present a valid student I.D. at the examination.

Information pertaining to OSU-OKC Advanced Standing Examinations may be obtained from the academic division

# ACADEMIC REGULATIONS

responsible for offering the course.

## AMERICAN COUNCIL ON EDUCATION

(ACE)/Non-collegiate Learning Experiences OSU-OKC awards credit as recommended by the American Council on Education (ACE) in the "National Guide to Educational Credit for Training Programs." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of the Registrar for evaluation. OSU-OKC also awards credit based on the recommendation of the Board of Regents of the University of the State of New York in the "Director of the National Program on Non-collegiate Sponsored Instruction."

## OTHER ACCREDITATION, LICENSURE, OR CERTIFICATION

OSU-OKC may award credit for educational learning provided by certain businesses, industrial and governmental agencies. Credit is awarded on the basis of recommendation from the OSU-OKC division head or designee for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s), or official documentation to the OSU-OKC division head to demonstrate knowledge in his or her subject area. Recommendations will be forwarded to the Registrar's office to file for advanced standing credit. A grade of "P" (pass) is assigned to all credit awarded in this manner. The division head or designee will determine how this credit applies to the degree program.

## TWO-YEAR ASSOCIATE DEGREE GRADUATION PLAN

Students at Oklahoma State University-Oklahoma City may follow many diverse paths to complete an associate degree. One of the options students may elect is to complete their associate degree program requirements within two years of their initial fall enrollment. There are many reasons students may want to complete their degree in two years: some may want to enter the full-time work force as soon as possible, others are planning to continue their

education and do not want to prolong their undergraduate study and most want to save money.

With the encouragement of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has developed a plan to assist students who have a desire to graduate in two years with an associate degree. Students who elect to participate in the OSU-Oklahoma City Two-Year Graduation Plan will work closely with their faculty advisor to make sure they know the requirements that must be met and the appropriate sequences in which to take the courses. OSU-Oklahoma City has a long history of helping students plan for, and enroll in, the courses they need to graduate in a timely manner; and students who elect to participate in the agreement below can be assured that they will be able to enroll in courses allowing them to graduate in two years with an associate degree.

Students that agree to participate in the Two-Year Graduation Plan are given assurance by OSU-Oklahoma City to be able to enroll in courses that permit graduation in two years. The institution will ensure that graduation in two years will not be delayed by the unavailability of courses. If a student graduates in two years with an associate degree, he or she will be recognized for doing so upon graduation.

Conditions the student must satisfy:

1. Enter the institution as a first-time student at the collegiate level (no remedial/review courses required).
2. Choose an associate degree program that qualifies for the Two-Year Plan. Most Associate in Science and Associate in Applied Science degrees qualify; check with an academic/faculty advisor to develop a personal two-year graduation plan.
3. Stay on track by completing a minimum of one-quarter of the work each semester or one-half of the work over an academic year, which includes summer.
4. Meet with the faculty advisor in a timely manner to discuss and enroll for the upcoming semester.
5. Enroll in available courses needed for the chosen degree program.

6. Accept responsibility for maintaining academic progress so that he or she may stay on track to complete the requirements in two years.
7. Change option only if it will allow completion of the chosen degree program in two years.
8. Remain in good standing with the institution academically and financially.
9. Accept responsibility for meeting all requirements to obtain needed financial assistance.
10. Notify in writing the division head prior to the beginning of classes (in the semester in which a course is needed) that graduation may be delayed due to the unavailability of a course.
11. Notify in writing the division head if/when the student chooses to withdraw from this agreement.

In the event that the institution does not meet the commitments made herein, and the student is unable to graduate due to the unavailability of a course (or courses), the division offering the degree program will choose one of the following:

1. Allow the student to graduate in two years by substituting a different course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
2. Allow the student to graduate in two years by substituting an individual study assignment, as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
3. Allow the student to graduate in two years by waiving the requirement to be met by the unavailable course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two years, in which case, the institution will pay the tuition for the student to take the unavailable course(s) in a later

## ACADEMIC REGULATIONS

semester. These procedures shall constitute the exclusive remedy for the Two-Year Graduation Plan agreement. OSU-Oklahoma City is under no obligation to provide these adjustments unless the student submits a written request for accommodation to the division head of the division offering the degree program prior to the beginning of classes in the last semester of the student's two-year plan.

To graduate with an associate degree in two years a student must complete 30 to 36 semester hours each year. Some students do this by taking 15 to 18 semester hours each semester; others will take fewer hours each semester but schedule summer classes to make up the difference.

Sometimes a student will have to take a class at a time that may not be completely convenient, or may need to substitute an alternative class (must be approved by the institution) for one that is unavailable during a specific semester or at a specific time.

Each semester a student's advisor provides a "degree-check" listing the courses completed and requirements yet to be fulfilled. Students will also use the class schedule, departmental materials and other sources of information to develop and monitor each student's plan for graduation.

## O-KEY

(Orange Key) is the identity account of each individual who has a formal affiliation with Oklahoma State University. The O-Key credentials – the Campus Wide Identification (CWID) number, O-Key username, email address, and password – are joined in the O-Key account to provide secure single sign-on access to IT and other services. Administratively, O-Key is used to manage access to services based upon the roles of each individual associated with OSU. O-Key credentials provide login information to access OSU’s online systems including my.okstate.edu portal, Email, the Online Classroom, and the Microsoft Software Distribution Center.

### HOW DO I ACTIVATE MY O-KEY ACCOUNT?

- Visit my.okstate.edu.
- Click on Activate Your O-Key Account link under the login button.
- Upon completion of the activation wizard, it may take 24 hours or more before your new account is ready to use.

### USE O-KEY TO:

- Reset passwords every 120 days
- Set up email
- Set up confidential contacts in case of an emergency
- Sign up for Campus Alerts - users can receive the alerts about emergencies on campus via a voice message and/or text
- Students use O-Key to select or change their preferred email delivery system - Cowboy Mail or Orange Mail.

### QUESTIONS ABOUT YOUR O-KEY ACCOUNT?

- Contact the Technology Support Center at 405-945-6767 or email okc.helpdesk@okstate.edu.

### EMERGENCY ALERT INFORMATION

This is a reverse 9-1-1 system that will notify you in the event of an emergency here on the OSU-OKC campus. To receive emergency messages from OSU-OKC, you must provide your voice and text telephone numbers. It’s as easy as logging into your O-Key account at <http://my.okstate.edu>.

Click on “Campus Alerts” on the left-hand navigation bar and use the drop-down menu to select Emergency Voice and/or Emergency Text. Enter your number, cell phone service provider and an email address. Update your contact information any time by logging into your O-Key account.

- Upon activation completion, your screen will display your “Personal Profile.”

## TECHNOLOGY SUPPORT CENTER

- OSU-OKC’s “walk-up” and “live” help desk area for instant technical support
- Open 5 days a week
- Staffed with highly-trained support technicians who can help students, staff and faculty with:
  - O-Key
  - Online Classroom
  - Software downloads
  - Wireless Internet access
  - And many other technology-related issues!

Office Hours:  
Monday-Friday 8 a.m.—7 p.m.  
Saturday & Sunday Closed

Location and Phone:  
Learning Resource Center, 1st Floor  
405.945.6767

## ONLINE CLASSROOM (CANVAS LMS)

The Online Classroom is OSU-OKC's online learning management system (LMS). Students use the Online Classroom to view course announcements, access course content, turn in assignments, participate in course discussions, complete quizzes and exams, and to view grades. All OSU-OKC classes are listed in the on-line classroom. Check your course syllabus or with your instructor about online classroom use in your specific class. The Online Classroom can be accessed using the myOK-STATE portal (<https://my.okstate.edu>), log in with O-KEY email address and password.

### HOW DO I ACCESS MY COURSES IN THE ONLINE CLASSROOM?

- On your browser, sign in to Canvas by navigating to [my.okstate.edu](https://my.okstate.edu), enter your O-Key username and password. Select the Canvas icon located in the middle of the screen under apps.
- Download the "Canvas Student" mobile app for iOS and Android devices.
- Learn more about Canvas by taking the Canvas Student Orientation Course in Canvas. It is super valuable!
- If you need help with Canvas, please contact the Canvas Support Team. We can also help with apps included in Canvas, such as Turnitin, YuJa, Turning-Point and iClicker.

### QUESTIONS ABOUT ONLINE CLASSROOM?

Both OKC CTLE and OKC IT provide support for the Online Classroom (Canvas LMS). OKC CTLE provides Canvas Support for faculty and staff, while OKC IT provides Canvas Support for students.

#### **STUDENTS:**

If students have questions about Canvas/Online Classroom, they should email [okccanvas@okstate.edu](mailto:okccanvas@okstate.edu) or call the OKC IT Helpdesk.

#### **FACULTY/STAFF:**

If faculty or staff have questions about Canvas or need assistance, they can email the CTLE at [okc.ctle@okstate.edu](mailto:okc.ctle@okstate.edu), or contact any member of the OKC CTLE team directly.

## TECHNICAL EDUCATION GRADUATE PERFORMANCE GUARANTEE

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills identified by Oklahoma State University-Oklahoma City as exit competencies for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by OSU-Oklahoma City.

Special conditions that apply to the Guarantee are as follows:

- The graduate must have earned the A.A.S. degree from OSU-Oklahoma City beginning May 1996 or thereafter in a technical program identified in the current catalog.
- The graduate must have completed the A.A.S. degree at OSU-Oklahoma City with a majority of the credits being earned at OSU-Oklahoma City and must have completed the degree within a four-year time span.
- The graduate must be employed full-time in an area directly related to the program of concentration as certified by the OSU-Oklahoma City Office of Academic Affairs.
- Employment must commence within 12 months of graduation.
- The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment, that the employee is lacking specific entry-level skills guaranteed by OSU-Oklahoma City as a part of the degree program.
- The employer, graduate, department head, academic affairs officer and the appropriate faculty will develop a written educational plan for the needed education.
- Education will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the educational plan.
- All education must be completed within three semesters from the time the educational plan is agreed upon.
- The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.
- The Guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- OSU-Oklahoma City's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.
- The Guarantee process can be initiated by written notification from the employer to the vice president for Academic Affairs, OSU-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK 73107. For more information call (405) 945-3240.

# PRECISION DRIVING TRAINING CENTER (PDTC)

OSU-OKC's Precision Driving Training Center (PDTC) is a unique facility in the region. The Center focuses on partnering with private and public entities, and individuals that share an interest in furthering knowledge and expertise in the areas of defensive driving and safety.

The purpose of the Center is to provide quality training programs for Business and Industry and the general public. The Center's mission includes assisting our Business and Industry clients to meet the following safety goals:

- To save lives and reduce the risk of life-altering injuries within the workforce.
- To protect the organization's human and financial resources.
- To guard against potential company and personal liabilities associated with crashes involving employees driving on company business.

## ADVANCED DRIVER TRAINING COURSES

The Center specializes in unique driver training courses going beyond the classroom to include hands-on driving experience on the campus' specially designed training track.

### GENERAL PUBLIC COURSES

- One-Day Precision Driving Course Includes SkidCar Training
- Defensive Driving for Teens & Young Adults (Ages 15½-21)
- Point Reduction/Defensive Driving Course
- 6-Hour Classroom Only
- Driver Education
- Trailer Towing & Recreational Vehicles  
No Semitrucks Trailers
- Motorcycle Rider Training Corporate Courses
- One-Day Advanced Precision Driving Course Includes SkidCar Training
- Defensive Driving Course
- 6-Hour Classroom Only
- 15-Passenger Van Training
- Trailer Towing & Recreational Vehicles No Semitrucks Trailers

- 40-Hour CDL Prep Course
- 8-Hour CDL Prep Course
- Class B CDL

### PUBLIC SAFETY COURSES

- Basic Law Enforcement Driver Training (BLEDT) CLEET Accredited
- Advanced Law Enforcement Driver Training (ALEDT) CLEET Accredited
- Fire/EMS Driver Training

### PRECISION DRIVING TRAINING

This hands-on defensive driving course is built on five key elements – visual perception, concentration, knowledge, judgment and skills. Participants spend approximately two hours in the classroom and the remainder of the day on OSU-OKC's secure driving range practicing those elements through hands-on training.

The Center's facility has a secured ¾-mile highway response course, off-the-road recovery, a large skills pad, and a Skidpad that allows participants to experience different types of driving maneuvers that increases their abilities in real-life situations.

### SKIDCAR TRAINING

The SkidCar System is an advanced driver training solution that teaches drivers to anticipate vehicle control problems before they occur. With the SkidCar drivers experience how a vehicle will react in situations that cause traction loss, including adverse weather, excessive speed, rapid braking or steering errors. SkidCar training teaches drivers to think, maintain control and avoid trouble ahead of time.

### LOAD SECUREMENT FOR COMMERCIAL VEHICLES (CMV)

This course is designed to instruct drivers on how to properly secure various load types. The eight-hour course consists of both classroom and hands-on demonstrations and practice. This course will address each of the most common types of cargo and will be customized to meet the companies load securement issues.

Participants will apply the requirements in the North American Cargo Securement Standard, safely load and secure their load, and inspect a secured load for compliance under Federal Guidelines.

## TEEN DRIVING Driver's Education

This course is structured to provide students with information necessary to become licensed drivers in the state of Oklahoma, shape attitudes that will be taken with them when getting behind the wheel of an automobile, and form an understanding of the skills necessary to operate a motor vehicle safely. Students will attend 10 hours of classroom and receive six hours of one-on-one driving instruction.

### Alive@25

This course is a highly effective one day course that addresses the issues that plague teen drivers. This course is designed for drivers ages 15½-21 that have an active learner's permit or driver's license. Defensive driving practices include accident avoidance, a distraction course, off-the-road recovery, controlled braking and skid avoidance and recovery.

### MOTORCYCLE RIDER TRAINING

Increase confidence, improve motorcycle skills and learn how to have more fun by riding motorcycles safely. The following courses upon successful completion meet state requirements for the "M" endorsement:

- Basic Rider Course (BRC) teaches the fundamental skills for safe riding. Motorcycles provided. Basic Rider Course 2 (BRC2) is for the motorcycle enthusiasts looking to hone their skills. Participants must provide their own bike and insurance verification, and have at least six months street riding experience.
- Three-Wheel Basic Rider Course (3WBRC) is for new riders, experienced riders transitioning into the world of three-wheel motorcycles, or riders with some experience riding three-wheel motorcycles. Par-

## **PRECISION DRIVING TRAINING CENTER (PDTC)**

Participants must furnish their own bike and insurance verification.

Upon successful completion of these courses, the state-written and road exam at the Department of Public Safety will be waived.

Ready to Ride (R2R) is a more advanced course designed for the rider who wants to strengthen critical road skills. This course is offered for both Two-Wheel and Three-Wheel motorcycles. Participants must provide their own bike.

- American Heart Saver CPR BLS for Healthcare Providers

### **AMERICAN HEART SAVER CPR BLS FOR HEALTHCARE PROVIDERS**

This four-hour course is designed for health-care professionals. The course covers adult, child and infant one-rescuer CPR AED as well as a new focused emphasis on teamwork with the adult, child, and infant two-person rescue. Topics also include Rescue Breathing and Foreign Body Air-way Obstruction.

### **FOR MORE INFORMATION ABOUT OSU-OKC'S PRECISION DRIVING TRAINING CENTER**

3501 W. Reno Ave., Suite 100  
Oklahoma City, OK 73107  
405.945.3208  
okc.driving@okstate.edu



# TRAINING AND DEVELOPMENT CENTER

## NON-CREDIT COURSES, SEMINARS & TRAINING

OSU-OKC Training and Development Center serves as a resource for business and industry clients within the OKC Metro. Our mission is to deliver targeted programs consisting of seminars, conferences and workshops that respond to the workforce needs of the public and private sector. OSU-OKC Training and Development Center has a host of partners from academia and industry who serve as trainers and consultants for specific business and industry training needs.

OSU-OKC Training and Development Center strives to be the resource of choice for improving job skills, professional and technical competence, business and industry contract training and community service seminars, based on a reputation for credibility, quality and responsiveness. Training can be conducted on the OSU-OKC campus or onsite at your organization. For more information, please call (405) 945.3383 or email [okc.tdc@okstate.edu](mailto:okc.tdc@okstate.edu). For a list of current classes, visit: [www.osuokc.edu/tdc](http://www.osuokc.edu/tdc).

### SERVICES INCLUDE

#### TRAINING TAILORED TO MEET ORGANIZATIONAL NEEDS

##### COURT REPORTING

- ⇒ Training for in-demand industry

##### CUSTOMIZED TRAINING

- ⇒ Customer Service
- ⇒ One-on-one coaching
- ⇒ Coaching for High Performance
- ⇒ Leadership Development
- ⇒ Motivating and Engaging Employees
- ⇒ Building High Performance Teams
- ⇒ Time Management
- ⇒ Stress Management

##### IT BOOTCAMPS

- ⇒ AI Machine Learning
- ⇒ Cisco CCNA Dual Certification
- ⇒ CompTIA Security Plus
- ⇒ CompTIA A+ Training
- ⇒ Cybersecurity
- ⇒ Ethical Hacking Dual Certification
- ⇒ Full Stack Web Development

#### HUMAN RESOURCES CERTIFICATIONS

- ⇒ Human Resource Management (SHRM-CP/SHRM-SCP)
- ⇒ SHRM Essentials

#### ONLINE EDUCATION

- ⇒ Accounting
- ⇒ Management & Leadership
- ⇒ Medical Coding
- ⇒ Microsoft
- ⇒ QuickBooks
- ⇒ SQL
- ⇒ Medical Billing and Coding
- ⇒ Freight Broker/Agent Training
- ⇒ Paralegal
- ⇒ Pharmacy Technician



**OKLAHOMA CITY**

# **CATALOG**

# **2023-2024**

**DEGREES, CERTIFICATES AND  
COURSE DESCRIPTIONS**

## TABLE OF CONTENTS

Degrees, Certificates and Course Descriptions.....	58
Degrees and Certificates.....	60
Degree Sheets A-Z.....	62
Associate in Applied Science.....	62
Associate in Science. ....	91
Bachelor of Technology.....	99
Certificates.....	101
Explanation of Course Descriptions. ....	119
Abbreviations Used. ....	121
Course Descriptions.....	122
Faculty Credentials.....	181

# DEGREES AND CERTIFICATES

## Bachelor of Technology

The bachelor of technology degree is a 120-credit hour technology-intensive application-focused baccalaureate degree. OSU-Oklahoma City offers one bachelor of technology degree.

- ◆ Public Safety Management

## Associate in Applied Science

The associate in applied science degree signifies completion of at least 60 semester credit hours of collegiate course work (excluding any physical education courses), which will place the graduate on a career path.

- ◆ Accounting
- ◆ Applied Technology
- ◆ Architectural Technology
  - CAD-Architecture
- ◆ Biomanufacturing Technologies
- ◆ Cardiovascular Sonography
- ◆ Computer Information Systems
- ◆ Construction Technology
  - Construction Management—
  - Construction Techniques
- ◆ Crime Victim/Survivor Services
- ◆ Early Care Education
  - Administration
  - Master Teacher
- ◆ Fire Protection
- ◆ General Engineering Technology
- ◆ Horticulture Technology
- ◆ Information Technology
- ◆ Management
  - General Business
- ◆ Nurse Science
  - LPN/Paramedic to RN
- ◆ Paramedicine
- ◆ Police Science
  - Crime Scene Investigation
- ◆ Power Transmission and Distribution Technology
- ◆ Radiologic Technology
- ◆ Sign Language Interpretation
- ◆ Surveying Technology
- ◆ Technical Spanish/Translation and Interpretation
  - Health Care

— Legal

- ◆ Veterinary Technology

## Associate in Science

The associate in science degree is a program designed for transfer to an upper-division bachelor's degree program. It is typically awarded to those who wish to major in subjects with heavy undergraduate requirements in mathematics and science, including, but not limited to, fields such as engineering and agriculture. This degree represents successful completion of a minimum of 60 credit hours (excluding any physical education courses).

- ◆ Addictions Counseling
- ◆ American Sign Language
- ◆ Enterprise Development
- ◆ Health Care Management
- ◆ Pre-Professional Studies
- ◆ Police Science
- ◆ Public Service
  - Legal Case Management

## Certificate Programs

Certificate programs are postsecondary credentials comprised of a course of study designed to provide specific skills and knowledge that can be easily transferred to the workforce. \*Certificate embedded within degree program. See Degree and Certificate sheets for additional information.

- ◆ Advanced Laboratory Practices
- ◆ Computer Support Technician
- ◆ Crime Victim/Survivor Services Certificate\*
- ◆ Early Care Education Administration— Child Care\*
- ◆ Early Care Education
  - Child Development\*
  - Infant/Toddler
- ◆ Embedded Certificate in Spanish\*
- ◆ Emergency Medical Technician Certificate\*
- ◆ Firefighter\*
- ◆ Horticulture
- ◆ Laboratory Practices
- ◆ Laboratory Quality

- ◆ Police Science – Crime Scene Investigation\*
- ◆ Power Transmission and Distribution Technology\*
- ◆ Programming
- ◆ Public Service\*
- ◆ Retail Floral Design
- ◆ Surveying Core Technical\*

## Cooperative, Articulation, Higher

Education and 2+2 Agreements In an effort to reduce the time it takes a student to complete a degree, OSU-Oklahoma City has partnered with various Oklahoma technology centers to allow students to earn college credit while attending qualifying technology center programs. Please see your counselor or academic advisor for details.

In addition, OSU-Oklahoma City fully supports the Oklahoma State Regents for Higher Education Articulation Agreements and other initiatives designed to facilitate transfer among Oklahoma institutions of higher education. Please see your counselor or academic advisor for details.

## Finish Orange

Finish Orange offers students greater opportunities to create their own path within the OSU family. We have several programs that can seamlessly transfer to OSU-Stillwater and OSU-Tulsa allowing students to turn their associate degrees into a bachelor's degree.

Finish Orange also allows for a reverse transfer, meaning students who have earned credit at the Stillwater or Tulsa campuses can transfer those credit hours to OSU-Oklahoma City.

## 2+2 Agreements

A 2+2 agreement allows an associate degree to be applied directly to the first two years of a bachelor's degree program. For more information and for

## DEGREES AND CERTIFICATES

our current agreements with other colleges and universities, please visit <https://osuokc.edu/academics/articulation>.

### Career Technology Partnerships

Under the leadership and guidance of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has partnered with various Oklahoma career technology centers to forge a partnership that allows high school and adult students in various programs the opportunity to earn college credit through Prior Learning Assessment.

The partnership has multiple goals: (1) get more high school students into college, (2) get more adults to continue their education or begin college, (3) expand access to postsecondary education, and (4) efficiently use federal, state and local resources. The driving principle is to be student-centered, not institution-centered.

#### For more information, call:

Office of AVPAA  
(405) 945-3376  
[amber.hefner@okstate.edu](mailto:amber.hefner@okstate.edu)

### General Education

The general education courses necessary to complete a degree program at OSU-Oklahoma City are the primary responsibility of the Division of Liberal Arts and Science, Technology, Engineering and Mathematics. The academic discipline areas include:

- ◆ English and Language Arts
- ◆ Humanities
- ◆ Mathematics
- ◆ Science
- ◆ Social Sciences

#### For more information, call:

Division of Liberal Arts  
(405) 945-8688

### Computer Industry Certifications

OSU-Oklahoma City offers courses preparing the student for a number of computer industry certifications:

- ◆ CompTIA A+
- ◆ CompTIA Linux+
- ◆ CompTIA Network+
- ◆ Microsoft Certified Technology Specialist

#### For more information, call:

Information Systems and  
Technologies  
(405) 945-3222

### Distance Learning

Distance learning courses at OSU-OKC provide students with additional scheduling options to achieve their learning goals and are offered in three formats:

- ◆ **Online (WEB):** Courses in which 100% of instruction occurs online.
- ◆ **Hybrid (HY):** Courses in which at least 75% of instruction time occurs online, with remaining instruction occurring face-to-face.
- ◆ **Blended (BL):** Courses in which 25% to 74% of instruction time occurs online, with remaining instruction occurring face-to-face.

These courses give students the flexibility to learn when and where it is most convenient for them. OSU-OKC's distance learning courses are designed to build interactive learning communities which support student learning.

Online courses are not self-paced, assignments and tests have instructor-set deadlines. Successful online students are self-motivated and independent people who can manage their time and can take responsibility for their learning.

For more information on distance learning, including online courses, contact the Center for Teaching and Learning Excellence at (405) 945-9189.

#### For additional course availability and program information:

Contact the Enrollment Management Office or visit the OSU-Oklahoma City website ([www.osuokc.edu](http://www.osuokc.edu)). For specific information regarding the Internet-based delivery systems or operational specifications contact the Center for Teaching and Learning Excellence at (405) 945-9189.



**OKLAHOMA CITY**

# **Associate In Applied Science**

# ACCOUNTING A.A.S.

## Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communication			[R] [W]
SPCH	2723	Interpersonal Communication			[R] [W]
Select Any 3 credit hours of U.S. History					
HIST				3	[R] [W]
POLS	1113	American Government		3	[R] [W]
Select any 6 credit hours of General Education courses (College-Level Math recommended)					
				3	Varies
				3	Varies
Support and Related Courses			12 Credit Hours		
BUS	2113	Business Communications		3	[R] [W]
BUS	2333	Business Law		3	[R] [W]
Select One:				3	[R] [W] ICSM 0113
ECON	2013	Introduction to Macroeconomics	OR		
ECON	2023	Introduction to Microeconomics			
MGMT	2103	Principles of Management		3	[R] [W]
Technical Occupational Specialty			30 Credit Hours		
ACCT	2033	Payroll Accounting		3	ACCT 1003 or ACCT 2103
ACCT	2043	Computerized Accounting		3	ACCT 1003 or ACCT 2103
ACCT	2103	Financial Accounting		3	([R] [W] and ICSM 0113) or ACCT 1003
ACCT	2203	Managerial Accounting		3	ACCT 2103
ACCT	2423	Fundamentals of Income Tax		3	ACCT 2103
ACCT	2443	Intermediate Accounting I		3	ACCT 2103
ACCT	2543	Intermediate Accounting II		3	ACCT 2443
CIS	1503	Microcomputer Applications-MS Office		3	[R]
CIS	2263	Spreadsheet Applications		3	CIS 1503
Select a 3 credit hour elective from courses with prefix: ACCT, BUS, ECON, MGMT, or MKT					
				3	Varies
<b>Total to Graduate</b>				<b>60</b>	

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**APPLIED TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			21 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			

Select any 3 credit hours of a College Level Math course

MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]
SOC	1113	Introductory Sociology		3	[R] [W]

**Support and Related Courses\* 12 Credit Hours**

\*Other courses may be substituted with department approval

CIS	1113	Computer Concepts with Applications		3	[R]
SPCH	1113	Introduction to Speech Communication		3	[R] [W]

Select any 3 credit hours designated as humanities (H)

				3	Varies
--	--	--	--	---	--------

Select any college-level science course with lab

				3	Varies
--	--	--	--	---	--------

**Technical Occupational Specialty 30 Credit Hours**

				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies

**Total to Graduate****63****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



# ARCHITECTURAL TECHNOLOGY A.A.S.

## CAD Architecture Concentration

### Associate in Applied Science

#### Degree Sheet

2023-2024 Catalog

**General Education Courses****19 Credit Hours**

<i>Credit Hours</i>	<b>Prerequisites</b>
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ENGL	1113	English Composition I	3	[R] [W]
ENGL	2333	Technical Report Writing	3	ENGL 1113
<i>Select One:</i>			3	[R] [W]
HIST	1483	U.S. History to 1865		
HIST	1493	U.S. History since 1865		
MATH	1513	Precalculus I	3	[M]
PHYS	1014	Descriptive Physics	4	[R] [M]
POLS	1113	American Government	3	[R] [W]

**Support and Related Courses****14 Credit Hours**

ARCH	1103	Graphic Communications	3	None
ARCH	2263	Systems and Materials	3	None
ARCH	2322	Construction Specifications	2	None

*Select 6 additional credit hours*

			3	Varies
			3	Varies

**Technical Occupational Specialty****27 Credit Hours**

ARCH	1223	Construction Drawing I	3	None
ARCH	1614	Computer-Aided Drafting I	4	[M]
ARCH	2013	Construction Drawing II	3	ARCH 1223
ARCH	2273	Computer-Aided Drafting II	3	ARCH 1614
ARCH	2713	Advanced CAD Revit I	3	ARCH 1103 or CONS 1103
ARCH	2723	Advanced CAD Applications II - Revit II	3	ARCH 2713
ARCH	2403	3D Modeling-Intro to Sketch Up	3	None
ARCH	2252	Computer Applications Architectural Photoshop	2	None
CONS	2333	Construction Practices and Procedures	3	None

**Total to Graduate      60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**BIOMANUFACTURING TECHNOLOGIES A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			19 Credit Hours	Credit Hours	Prerequisites
BIOL	1303	Principles of Biology		3	[R] [W]
BIOL	1311	Principles of Biology Lab		1	[R] [W]
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communications			[R] [W]
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select One:				3	[M]
MATH	1483	Mathematical Functions and Their Uses			
MATH	1513	Precalculus I			
POLS	1113	American Government		3	[R] [W]

Support and Related Courses			9 Credit Hours		
CHEM	1154	General, Organic and Biochemistry		4	[R] [M]
CHEM	1315	General Chemistry I		5	MATH 1483 or 1513, CHEM 1104, CHEM 1154, or High School

Technical Occupational Specialty			33 Credit Hours		
BMFT	1002	Aseptic Techniques		2	[R] [W] [M]
BMFT	1102	Basic Laboratory Operations		2	MATH 1483 or 1513, CHEM 1154
BMFT	1113	Introduction to Laboratory Management		3	[R] [W]
BMFT	1134	Introduction to Laboratory Equipment		4	CHEM 1154
BMFT	2203	Bioreactors and Cell Culture		3	BIOL 1303 & BIOL1311; BMFT 1002
BMFT	2254	Downstream Laboratory Operations		4	BIOL 1303 & BIOL1311
BMFT	2232	Cell Harvesting		2	BIOL 1303 & BIOL1311
BMFT	2273	Chromatography		3	CHEM 1315
BMFT	2302	Current Practices in Biomanufacturing		2	BMFT 1102
BMFT	2332	Regulatory Compliance in Biomanufacturing		2	BMFT 2254
BMFT	2353	Advanced Laboratory Management		3	BMFT 1113
BMFT	2373	Industry Practicum		3	Department Head Approval

**Total to Graduate****61****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ◆ Embedded certificate: Lab Practices
- ◇ Embedded certificate: Advanced Lab Practices
- ◇ Embedded certificate: Lab Quality
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

**CARDIOVASCULAR SONOGRAPHY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				19 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I		3	[R] [W]
	Select One:				3	ENGL 1113
	ENGL	1213	English Composition II			
	ENGL	2333	Introduction to Technical Report Writing			
	Select One:				3	[R] [W]
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			
	MATH	1483	Mathematical Functions and Their Uses		3	[M]
	PHYS	1114	General Physics I		4	[R] MATH 1483 or 1513
	POLS	1113	American Government		3	[R] [W]

Support and Related Courses				Credit Hours	
7 Credit Hours					
BIOL	1012	Biological and Medical Terminology		2	[R]
BIOL	1515	Human Anatomy & Physiology		5	[R] ICSM 0113

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit [osuokc.edu/sonography](https://osuokc.edu/sonography)

Technical Occupational Specialty				Credit Hours	
39 Credit Hours					
SON	1103	Cardiovascular Ultrasound I		3	Accepted to program; Coreq: SON 1153, 2313
SON	1153	Patient Care, Medical Ethics & Law		3	Accepted to program; Coreq: SON 1103, 2313
SON	2313	Cardiovascular Concepts		3	Accepted to program; Coreq: SON 1103, 1153
SON	1113	Ultrasound Physics and Instrumentation I		3	SON 1103, 1153, 2313; Coreq: SON 1203, 1254
SON	1203	Cardiovascular Ultrasound II		3	SON 1103, 1153, 2313; Coreq: SON 1113, 1254
SON	1254	Clinical Experience I		4	SON 1103, 1153, 2313; Coreq: SON 1113, 1203
SON	2253	Clinical Experience II		3	SON 1254
SON	1213	Ultrasound Physics & Instrumentation II		3	SON 1113; Coreq: SON 2303, 2354
SON	2303	Cardiovascular Ultrasound III		3	SON 1113, 1203, 2253; Coreq: SON 1213, 2354
SON	2354	Clinical Experience III		4	SON 2253; Coreq: SON 1213, 2303
SON	2403	Cardiovascular Ultrasound IV		3	SON 1213, 2303, 2354; Coreq: SON 2454
SON	2454	Clinical Experience IV		4	SON 1213, 2303, 2354; Coreq: SON 2403

**Total to Graduate****65****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**COMPUTER INFORMATION SYSTEMS A.A.S.****Associate in Applied Science  
Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I	3	[R] [W]	
Select One:			3		
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communication			[R] [W]
SPCH	2723	Interpersonal Communication			[R] [W]
Select any 3 credit hours of U.S. History					
HIST			3	[R] [W]	
POLS	1113	American Government	3	[R] [W]	
Select any 3 credit hour College Level Math course					
MATH			3	Varies	
Select any 3 credit hour General Education Elective					
			3	Varies	
<b>Support and Related Courses</b>			<b>6 Credit Hours</b>		
CIS	1503	Microcomputer Applications - MS Office	3	[R]	
ITD	2193	Technical Support Communications	3	[R] [W]	
<b>Technical Occupational Specialty</b>			<b>36 Credit Hours</b>		
CIS	1123	Programming Fundamentals	3	[R]	
CIS	2023	C# (Sharp) Programming	3		CIS 1123
CIS	2363	Database Design	3		CIS 1113 or CIS 1503
CIS	2513	Principles of Information Systems Security	3	[R]	
CIS	2703	Systems Analysis and Design	3		CIS 2013 or CIS 2023
CIS	2803	Capstone	3		Department Head Approval
Select 9 credit hours of CIS courses					
CIS			3	Varies	
CIS			3	Varies	
CIS			3	Varies	
Select 9 credit hours of electives approved by department					
			3	Varies	
			3	Varies	
			3	Varies	
<b>Total to Graduate</b>			<b>60</b>		

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# CONSTRUCTION TECHNOLOGY A.A.S.

## Construction Management Concentration

### Associate in Applied Science

#### Degree Sheet

2023-2024 Catalog

General Education Courses			22 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
MATH	1513	Precalculus I		3	[M]
Select One:				3	MATH 1513
MATH	1583	Applied Geometry and Trigonometry			
MATH	1613	Precalculus II			
Select One:				4	
PHYS	1014	Descriptive Physics			[R] [M]
PHYS	1114	General Physics I			[R] MATH 1483 or 1513
POLS	1113	American Government		3	[R] [W]

Support and Related Courses			12 Credit Hours	Credit Hours	Prerequisites
Select One:				3	
ACCT	1003	Basic Accounting Procedures			[R] [W]
ACCT	2103	Financial Accounting			([R] [W] and ICSM 0113) or ACCT 1003
ARCH	2713	Advanced CAD Applications I-Revit I		3	ARCH 1103 or CONS 1103
BUS	2113	Business Communications		3	[R] [W]
MKT	2273	Principles of Marketing		3	[R] [W]

Technical Occupational Specialty			28 Credit Hours	Credit Hours	Prerequisites
CONS	1103	Blue Print Reading & Drafting for Construction		3	None
CONS	1214	Introduction to Construction		4	None
CONS	2003	OSHA for Commercial & Residential Construction		3	None
CONS	2103	Introduction to Construction Management		3	None
CONS	2123	Construction Law and Contract		3	CONS 2103
CONS	2203	Project Scheduling		3	CONS 2103
CONS	2233	Green Building Systems/Sustainable Construction		3	CONS 1214
CONS	2333	Construction Practices and Procedures		3	None
CONS	2423	Construction Estimating I		3	CONS 1214

**Total to Graduate      62**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# CONSTRUCTION TECHNOLOGY A.A.S.

## Construction Techniques Concentration

### Associate in Applied Science

#### Degree Sheet

2023-2024 Catalog

**General Education Courses****18 Credit Hours**

<i>Credit Hours</i>	<b>Prerequisites</b>
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ENGL	1113	English Composition I	3	[R] [W]
<i>Select One:</i>			3	
ENGL	1213	English Composition II		ENGL 1113
SPCH	1113	Introduction to Speech Communication		[R] [W]
<i>Select One:</i>			3	[R] [W]
HIST	1483	U.S. History to 1865		
HIST	1493	U.S. History since 1865		
MATH	1513	Precalculus I	3	[M]
<i>Select One:</i>			3	MATH 1513
MATH	1583	Applied Geometry and Trigonometry		
MATH	1613	Precalculus II		
POLS	1113	American Government	3	[R] [W]

**Support and Related Courses****5 Credit Hours**

ARCH	2713	Advanced CAD Applications I-Revit I	3	ARCH 1103 or CONS 1103
SURV	1102	Construction Surveying	2	None

**Technical Occupational Specialty****37 Credit Hours**

CONS	1103	Blue Print Reading & Drafting for Construction	3	None
CONS	1123	Introduction to Building Codes	3	None
CONS	1214	Introduction to Construction	4	None
CONS	2003	OSHA for Commercial & Residential Construction	3	None
CONS	2103	Introduction to Construction Management	3	None
CONS	2113	Mechanical Equipment of Buildings	3	None
CONS	2123	Construction Law and Contract	3	CONS 2103
CONS	2203	Project Scheduling	3	CONS 2103
CONS	2213	Structural Inspection	3	None
CONS	2333	Construction Practices and Procedures	3	None
CONS	2343	Concrete and Asphalt Construction	3	None
CONS	2423	Construction Estimating I	3	CONS 1214

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**CRIME VICTIM / SURVIVOR SERVICES A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Requirements				18 Credit Hours	Credit Hours	Prerequisites	
	ENGL	1113	English Composition I		3	[R] [W]	♦
	ENGL	1213	English Composition II		3	ENGL 1113	
	Select One:				3	[R] [W]	
	HIST	1483	U.S. History to 1865				
	HIST	1493	U.S. History since 1865				
	POLS	1113	American Government		3	[R] [W]	♦
	PSYC	1113	Introductory Psychology		3	[R] [W]	
	SOC	1113	Introductory Sociology		3	[R] [W]	

Specialized Course Requirements				42 Credit Hours			
	CVSS	1103	Victimology		3	[R] [W]	♦
	CVSS	1113	Victim Services		3	[R] [W] Pre/Coreq: CVSS 1103	♦
	CVSS	1213	Grieving Process		3	PSYC 1113	
	CVSS	2113	Abuse and Exploitation of Children		3	[R] [W]	♦
	CVSS	2123	Rape and Sexual Assault		3	CVSS 1103, 1113	♦
	CVSS	2223	Legal Policy in Victim Services		3	CVSS 1103, POLS 1113	
	CVSS	2233	Domestic and Family Violence		3	CVSS 1103, 1113	♦
	CVSS	2313	Stress Management for Service Providers		3	None	
	CVSS	2323	Special Populations in Victim Services		3	CVSS 1103, 1113	
	CVSS	2333	Introduction to Crisis Intervention		3	CVSS 1103, PSYC 1113	
	CVSS	2343	Current Trends in Victim Services		3	CVSS 1103, 1113	
	CVSS	2413	Ethics		3	CVSS 1103	
	CVSS	2511	Professional Principles		1	Department Head Approval	
	CVSS	2512	Occupational Proficiency		2	Pre/Coreq: CVSS 2511, Dept. Head Approval	
	CVSS	2513	Practicum		3	Department Head Approval	

**Total to Graduate 60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all CVSS courses required for this degree
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**EARLY CARE EDUCATION A.A.S.****Administration Concentration****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				18 Credit Hours	Credit Hours	Prerequisites	
	ENGL	1113	English Composition I		3	[R] [W]	♦ ♦
	Select One:				3	[R] [W]	
	HIST	1483	U.S. History to 1865				
	HIST	1493	U.S. History since 1865				
	POLS	1113	American Government		3	[R] [W]	
	PSYC	1113	Introductory Psychology		3	[R] [W]	
	SPCH	1113	Introduction to Speech Communication		3	[R] [W]	
Select any 3 credit hours designated as humanities (H)							
					3	Varies	
Support and Related Courses				6 Credit Hours			
	CVSS	2113	Abuse and Exploitation of Children		3	[R] [W]	
Select any 3 credit hour ECCD course							
	ECCD				3	Varies	
Technical Occupational Specialty				36 Credit Hours			
	ECCD	1101	The Early Care Professional		1	None	♦ ♦
	ECCD	1103	Introduction to Child Care Management		3	None	♦
	ECCD	1113	Personnel Supervision		3	None	♦
	ECCD	1123	Foundations of Early Childhood Education & Care		3	None	♦ ♦
	ECCD	1133	Child Health, Safety and Nutrition		3	None	♦ ♦
	ECCD	2013	Play, DAP & Curriculum Development		3	Pre/Coreq: ECCD 1101	♦ ♦
	ECCD	2113	Child Development		3	None	♦ ♦
	ECCD	2123	Child and Family in the Community		3	None	
	ECCD	2133	Infant/Toddler Programming		3	None	
	ECCD	2233	Child Guidance, Behavior and Classroom Mgmt		3	None	♦ ♦
	ECCD	2323	Budget Development & Risk Management		3	None	♦
	ECCD	2412	Practicum		2	Department Approval, Coreq: ECCD 2513	
	ECCD	2513	Occupational Proficiency		3	Department Approval, Coreq: ECCD 2412	

**Total to Graduate 60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all ECCD courses required for this degree
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Embedded Certificate: ECEA: Child Care
- ♦ Embedded Certificate: ECE: Child Development
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement



# EARLY CARE EDUCATION A.A.S.

## Master Teacher Concentration

### Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses				18 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I		3	[R] [W]
	Select One:				3	[R] [W]
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			
	POLS	1113	American Government		3	[R] [W]
	PSYC	1113	Introductory Psychology		3	[R] [W]
	SPCH	1113	Introduction to Speech Communication		3	[R] [W]
Select any 3 credit hours designated as humanities (H)						
					3	Varies
Support and Related Courses				6 Credit Hours		
	CVSS	2113	Abuse and Exploitation of Children		3	[R] [W]
Select any 3 credit hour ECCD course						
	ECCD				3	Varies
Technical Occupational Specialty				36 Credit Hours		
	ECCD	1101	The Early Care Professional		1	None
	ECCD	1123	Foundations of Early Childhood Education and Care		3	None
	ECCD	1133	Child Health, Safety and Nutrition		3	None
	ECCD	1243	Observing and Assessing the Young Child		3	None
	ECCD	2013	Play, DAP & Curriculum Development		3	Pre/Coreq: ECCD 1101
	ECCD	2113	Child Development		3	None
	ECCD	2123	Child and Family in the Community		3	None
	ECCD	2133	Infant/Toddler Programming		3	None
	ECCD	2143	Language Development and Emerging Literacy		3	None
	ECCD	2153	Social & Emotional Development in Infants/Toddlers		3	None
	ECCD	2233	Child Guidance, Behavior and Classroom Mgmt		3	None
	ECCD	2412	Practicum		2	Department Approval, Coreq: ECCD 2513
	ECCD	2513	Occupational Proficiency		3	Department Approval, Coreq: ECCD 2412

**Total to Graduate 60**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all ECCD courses required for this degree
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

**FIRE PROTECTION A.A.S.****Associate in Applied Science  
Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
Select One:				3	[R] [W]
SPCH	1113	Introduction to Speech Communication			
SPCH	2723	Interpersonal Communication			
Technical Occupational Specialty			42 Credit Hours		
EMSP	1143	EMS Operations		3	None
EMSP	1148	Emergency Medical Technician		8	Advisor Approval
FIRE	1712	Physical Fitness for Firefighters		2	None
FIRE	1725	Firefighter I		5	None
FIRE	1733	Firefighter II & Hazardous Materials		3	FIRE 1725
FIRE	2303	Pumping Driver/Operator		3	FIRE 1733
FIRE	2343	Fire Prevention & Life Safety		3	FIRE 1733
FIRE	2353	Strategy and Tactics		3	FIRE 1733
FIRE	2663	Fire Company Officer		3	None
FIRE	2383	Inspection Practices & Fire Scene Preservation		3	FIRE 1733
FIRE	2393	Firefighter Occupational Safety, Health and Wellness		3	FIRE 1733
FIRE	2703	Fire Protection Capstone		3	FIRE 1712, 1733

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC

- Grade of "C" or better required in all Fire Protection courses
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ◊ Embedded Certificate: Firefighter
- ◆ Embedded Certificate: Emergency Medical Technician

FA= Fall, SP=Spring, SU=Summer

[R] Reading Proficiency/Placement

[W] Writing Proficiency/Placement

[M] Math Proficiency/Placement

**GENERAL ENGINEERING TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

**General Education Courses****18 Credit Hours**

<b>Credit Hours</b>	<b>Prerequisites</b>
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	ENGL	1113	English Composition I	3	[R] [W]
	ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
	<i>Select One:</i>			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		
	MATH	1483	Mathematical Functions and Their Uses	3	[M]
	POLS	1113	American Government	3	[R] [W]

*Select any 3 credit hour General Education course*

				3	Varies
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**Technical Occupational Specialty****42 Credit Hours**

	GENT	1112	Tools, Technology, and Equipment for Technicians	2	None
	GENT	1113	Essentials of Mechanical & Architectural Drafting	3	None
	GENT	1123	Team Work and Problem Solving	3	None
	GENT	1313	Introduction to Occupational Safety	3	None
	GENT	1153	Introduction to Mechatronics/Mechanical Systems	3	Pre/Coreq: MATH 1483
	EET	1102	Elements of Electricity and Electronics	2	None
	GENT	1143	Computations for Technicians	3	MATH 1483
	GENT	2223	Motors and Generators	3	None
	EET	2224	Electronic Amplifiers	4	EET 1102
	EET	2234	Analog and Digital Systems	4	EET 1102
	GENT	2313	Hydraulics and Mechanical Systems	3	None
	GENT	2353	Fluid Mechanics	3	GENT 2313
	GENT	2543	Programmable Logic Controllers	3	None
	GENT	2653	Technical Problems	3	Department Head Approval

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**HORTICULTURE TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communication			[R] [W]
SPCH	2723	Interpersonal Communication			[R] [W]
Select any 3 credit hours of U.S. History					
HIST				3	[R] [W]
POLS	1113	American Government		3	[R] [W]
Select any 6 credit hours of General Education courses (BIOL 1404 recommended)					
				3	Varies
				3	Varies
Support and Related Courses			3 Credit Hours		
CIS	1503	Microcomputer Applications-MS Office		3	[R]
Technical Occupational Specialty			39 Credit Hours		
HRT	1014	Principles of Horticulture		4	[R]
HRT	1202	Horticulture Calculations		2	HRT 1014
HRT	2013	Landscape Management		3	HRT 1014
HRT	2023	Horticultural Soil Science		3	[R]
HRT	2113	Turfgrass Management		3	HRT 1014
HRT	2163	Plant Propagation		3	HRT 1014
HRT	2263	Horticultural Pest Management		3	HRT 1014
HRT	2663	Horticulture Management		3	Department Head Approval
Select 6 hours from the following plant identification courses: HRT 2313, HRT 2413, HRT 2453 or HRT 2463					
HRT				3	Varies
HRT				3	Varies
Select 9 credit hours of any HRT courses approved by department					
HRT				3	Varies
HRT				3	Varies
HRT				3	Varies

**Total to Graduate 60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**INFORMATION TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communication			[R] [W]
SPCH	2723	Interpersonal Communication			[R] [W]
Select any 3 credit hours of U.S. History					
HIST				3	[R] [W]
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
Select any 3 credit hour General Education Elective					
				3	Varies
Support and Related Courses			6 Credit Hours		
CIS	1503	Microcomputer Applications - MS Office		3	[R]
ITD	2193	Technical Support Communications		3	[R] [W]
Technical Occupational Specialty			36 Credit Hours		
ITD	1103	IT Fundamentals		3	[R]
ITD	1523	Support and Troubleshooting Personal Computers		3	ITD 1103
ITD	1533	LAN Fundamentals		3	[R]
ITD	2213	Networking I		3	ITD 1533
ITD	2313	Networking II		3	ITD 2213
CIS	2803	Capstone		3	Department Head Approval
Select 9 credit hours of ITD courses					
ITD				3	Varies
ITD				3	Varies
ITD				3	Varies
Select 9 credit hours of electives approved by department					
				3	Varies
				3	Varies
				3	Varies

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# MANAGEMENT A.A.S.

## Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	<i>Select One:</i>			3	
	ENGL	1213	English Composition II		ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	SPCH	1113	Introduction to Speech Communication		[R] [W]
	SPCH	2723	Interpersonal Communication		[R] [W]
<i>Select any 3 credit hours of U.S. History</i>					
	HIST			3	[R] [W]
	POLS	1113	American Government	3	[R] [W]
<i>Select any 6 credit hours of General Education courses (College-Level Math recommended)</i>					
				3	Varies
				3	Varies
Support and Related Courses			3 Credit Hours		
	CIS	1503	Microcomputer Applications-MS Office	3	[R]
Technical Occupational Specialty			39 Credit Hours		
	ACCT	2103	Financial Accounting	3	([R] [W] and ICSM 0113) or ACCT 1003
	<i>Select One:</i>			3	
	ACCT	2043	Computerized Accounting		ACCT 1003 or ACCT 2103
	ACCT	2203	Managerial Accounting		ACCT 2103
	BUS	1333	Personal Finance	3	[R] ICSM 0113
	BUS	2113	Business Communications	3	[R] [W]
	BUS	2333	Business Law	3	[R] [W]
	BUS	2613	Business Plan Development	3	Advisor Approval
	<i>Select One:</i>			3	[R] [W] ICSM 0113
	ECON	2013	Introduction to Macroeconomics	OR	
	ECON	2023	Introduction to Microeconomics		
	MGMT	2003	Small Business Management	3	[R] [W]
	MGMT	2103	Principles of Management	3	[R] [W]
	MGMT	2213	Human Resources Management	3	[R] [W]
	MGMT	2663	Project Management	3	ACCT 2103, MGMT 2103, MKT 2273
	MKT	2273	Principles of Marketing	3	[R] [W]
	MKT	2363	Personal Selling and Sales Management	3	MKT 2273
<b>Total to Graduate</b>				<b>60</b>	

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**MANAGEMENT A.A.S.**  
**General Business Concentration**  
**Associate in Applied Science**  
**Degree Sheet**

2023-2024 Catalog

General Education Courses				18 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]	
	Select One:			3		
	ENGL	1213	English Composition II		ENGL 1113	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113	
	SPCH	1113	Introduction to Speech Communication		[R] [W]	
	SPCH	2723	Interpersonal Communication		[R] [W]	
Select any 3 credit hours of U.S. History						
	HIST			3	[R] [W]	
	POLS	1113	American Government	3	[R] [W]	
Select any 6 credit hours of General Education courses (College-Level Math Recommended)						
				3	Varies	
				3	Varies	
Support and Related Courses				3 Credit Hours		
	CIS	1503	Microcomputer Applications-MS Office	3	[R]	
Technical Occupational Specialty				39 Credit Hours		
	ACCT	2103	Financial Accounting	3	([R] [W] and ICSM 0113) or ACCT 1003	
	BUS	2113	Business Communications	3	[R] [W]	
	Select One:			3	[R] [W] ICSM 0113	
	ECON	2013	Introduction to Macroeconomics	OR		
	ECON	2023	Introduction to Microeconomics			
	MGMT	2103	Principles of Management	3	[R] [W]	
	MGMT	2663	Project Management	3	ACCT 2103, MGMT 2103, MKT 2273	
	MKT	2273	Principles of Marketing	3	[R] [W]	
Electives - Select 21 credit hours of courses approved by department						
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
[R] Reading Proficiency/Placement  
[W] Writing Proficiency/Placement  
[M] Math Proficiency/Placement

**NURSE SCIENCE A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]
PSYC	2213	Lifespan Human Development		3	PSYC 1113

Support and Related Courses			19 Credit Hours		
BIOL	2214	Human Anatomy & Lab		4	[R] ICSM 0113
CHEM	1154	General, Organic & Biochemistry		4	[R] [M]
MCRO	2124	Introduction to Microbiology		4	CHEM 1154 or 1315
NSCI	1113	Basic Human Nutrition		3	None
PSIO	2314	Human Physiology & Lab		4	CHEM 1154 or 1315

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit [osuokc.edu/nursing](http://osuokc.edu/nursing)

Technical Occupational Specialty			35 Credit Hours		
NURS	1118	Foundations of Nursing Concepts		8	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1121
NURS	1121	Introduction to Pharmacology		1	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1118
NURS	1148	Nursing Concepts and Care Across the Life Span		8	BIOL 2214, PSYC 2213, NURS 1118, NURS 1121 Pre/Coreqs: PSIO 2314, ENGL 1213
NURS	2218	Nursing Concepts and Care for Vulnerable Populations		8	PSIO 2314, ENGL 1213, NURS 1148 Pre/Coreqs: MCRO 2124, POLS 1113
NURS	2258	Complex Nursing Concepts		8	MCRO 2124, POLS 1113, NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2342
NURS	2342	Transition to Professional Practice		2	MCRO 2124, POLS 1113, NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2258

**Total to Graduate****72****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all courses required for this degree.
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



# NURSE SCIENCE A.A.S.

## LPN/Paramedic to RN Concentration

### Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses				Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]
PSYC	2213	Lifespan Human Development		3	PSYC 1113

Support and Related Courses				Credit Hours	
BIOL	2214	Human Anatomy		4	[R] ICSM 0113
CHEM	1154	General, Organic & Biochemistry		4	[R] [M]
MCRO	2124	Introduction to Microbiology		4	CHEM 1154 or 1315
NSCI	1113	Basic Human Nutrition		3	None
PSIO	2314	Human Physiology		4	CHEM 1154 or 1315

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit [ouokc.edu/nursing](http://ouokc.edu/nursing)

### Technical Occupational Specialty 39 Credit Hours (17 hours Advanced Standing)

NURS	1314	Nursing Care & Concepts for the Career Ladder Student		4	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113, BIOL 2214, PSYC 2213; previous formal acceptance into the Nursing Career Ladder Pathway Pre/Coreqs: PSIO 2314, ENGL 1213
------	------	---	--	---	---

\*After successful completion of NURS 1314, Advanced Standing credit earned for: NURS 1118, 1121, 1148

NURS	1118	Foundations of Nursing Concepts*		8	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1121
NURS	1121	Introduction to Pharmacology*		1	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1118
NURS	1148	Nursing Concepts and Care Across the Life Span*		8	BIOL 2214, PSYC 2213, NURS 1118, NURS 1121 Pre/Coreqs: PSIO 2314, ENGL 1213
NURS	2218	Nursing Concepts and Care for Vulnerable Populations		8	PSIO 2314, ENGL 1213, NURS 1148 Pre/Coreqs: MCRO 2124, POLS 1113
NURS	2258	Complex Nursing Concepts		8	MCRO 2124, POLS 1113, NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2342
NURS	2342	Transition to Professional Practice		2	MCRO 2124, POLS 1113, NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2258

**Total to Graduate****76** (59 after Advanced Standing credits earned)**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all courses required for this degree.
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# PARAMEDICINE A.A.S.

## Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses				Credit Hours	Prerequisites
	BIOL	1212	Human Anatomy Lab	2	[R] ICSM 0113, Pre/Coreq: BIOL 1515
	BIOL	1515	Human Anatomy and Physiology	5	[R] ICSM 0113
	ENGL	1113	English Composition I	3	[R] [W]
	Select One:			3	
	ENGL	1213	English Composition II		ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	SPCH	1113	Introduction to Speech Communication		[R] [W]
	Select One:			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		

Select any 3 credit hour College Level Math course

	MATH			3	Varies
	POLS	1113	American Government	3	[R] [W]
	PSIO	2311	Human Physiology Lab	1	Pre/Coreq: BIOL 1515

### Technical Occupational Specialty 51 Credit Hours

	EMSP	1143	EMS Operations	3	None	♦
	EMSP	1148	Emergency Medical Technician	8	Advisor Approval	♦
	EMSP	1234	Pharmacology	4	BIOL 1515	
	EMSP	1246	Paramedic Care I	6	EMSP 1148, Department Head Approval Pre/Coreq: BIOL 1515	
	EMSP	1263	ECG Interpretation	3	Pre/Coreq: BIOL 1515	
	EMSP	1348	Paramedic Care II	8	EMSP 1246	
	EMSP	2549	Paramedic Care III	9	EMSP 1234, EMSP 1263, EMSP 1348	
	EMSP	2559	Paramedic Care IV	9	EMSP 2549	
	EMSP	1721	Emergency Vehicle Operations	1	EMSP 1148	

**Total to Graduate 74**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

# POLICE SCIENCE A.A.S.

## Associate in Applied Science

### Degree Sheet

2023-2024 Catalog

General Education Courses				Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
Select One:	ENGL	1213	English Composition II	3	ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing		
Select One:	HIST	1483	U.S. History to 1865	3	[R] [W]
	HIST	1493	U.S. History since 1865		
	POLS	1113	American Government	3	[R] [W]
	POLS	2053	State and Local Government	3	Pre/Coreq: POLS 1113
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]

Technical Occupational Specialty				Credit Hours	
	EMSP	1104	Emergency Medical Responder	4	None
	PLSC	1123	Intro to Law Enforcement & Police Procedures	3	None
	PLSC	1133	Ethics	3	None
	PLSC	1143	Traffic	3	PLSC 1223
	PLSC	1223	Penal Code and Related Criminal Laws	3	None
	PLSC	1313	Patrol Procedures	3	PLSC 1123, 1223
	PLSC	1413	Police Community Relations	3	None
	PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223
	PLSC	2222	Police Records and Reports	2	PLSC 1223
	PLSC	2413	Technical Investigation I	3	PLSC 2213
	PLSC	2543	Occupational Proficiency	3	Final Semester

Select one of the following tracks:

**Students in the COPS program will take the following**

Track 1		PLSC	1211	Firearms	1	EMSP 1104, Department Head Approval
		PLSC	2111	Defensive Tactics	1	Department Head Approval
		PLSC	2211	Emergency Vehicle Operation	1	Department Head Approval
		PLSC	2253	Survey in Police Science	3	None

**Students NOT in the COPS program will select 6 credit hours approved by department**

Track 2						Varies
						Varies

**Total to Graduate 60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# POLICE SCIENCE A.A.S.

## Crime Scene Investigation Concentration

### Associate in Applied Science

#### Degree Sheet

2023-2024 Catalog

General Education Courses			20 Credit Hours	Credit Hours	Prerequisites
BIOL	1303	Principles of Biology		3	[R] ICSM 0113
BIOL	1311	Principles of Biology Lab		1	[R] ICSM 0113
Select One:				4	[R] ICSM 0113
CHEM	1104	Basic Chemistry			
BIOL	2214	Human Anatomy			
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
POLS	1113	American Government		3	[R] [W]

Technical Occupational Specialty			49 Credit Hours		
EMSP	1104	Emergency Medical Responder		4	None
PLSC	1103	Introduction to Forensic Science		3	None
PLSC	1123	Intro to Law Enforcement & Police Procedures		3	None
PLSC	1133	Ethics		3	None
PLSC	1143	Traffic		3	PLSC 1223
PLSC	1223	Penal Code and Related Criminal Laws		3	None
PLSC	1313	Patrol Procedures		3	PLSC 1123, 1223
PLSC	1413	Police Community Relations		3	None
PLSC	1433	Crime Scene Photography		3	PLSC 1103
PLSC	2213	Principles of Investigation and Interview		3	PLSC 1223
PLSC	2222	Police Records and Reports		2	PLSC 1223
PLSC	2413	Technical Investigations I		3	PLSC 2213
PLSC	2434	Fingerprint Identification		4	PLSC 1103
PLSC	2543	Occupational Proficiency		3	Final Semester

Select one of the following tracks:

**Students in the COPS program will take the following**

Track 1	PLSC	1211	Firearms	1	EMSP 1104, Department Head Approval
	PLSC	2111	Defensive Tactics	1	Department Head Approval
	PLSC	2211	Emergency Vehicle Operation	1	Department Head Approval
	PLSC	2253	Survey in Police Science	3	None

**Students NOT in the COPS program will select 6 credit hours approved by department**

Track 2					Varies
					Varies

**Total to Graduate****69****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ◆ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

**POWER TRANSMISSION & DISTRIBUTION TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				18 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I		3	[R] [W]
	Select One:				3	ENGL 1113
	ENGL	1213	English Composition II			
	ENGL	2333	Introduction to Technical Report Writing			
	Select One:				3	[R] [W]
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course						
	MATH				3	Varies
	POLS	1113	American Government		3	[R] [W]
Select Any 3 credit hour General Education Elective						
					3	Varies
Support and Related Courses				3 Credit Hours		
	GENT	1313	Introduction to Occupational Safety		3	None
Technical Occupational Specialty				41 Credit Hours		
	PTDT	1102	Elements of Electricity and Electronics		2	None
	PTDT	1103	Plan Reading for PTDT		3	None
	PTDT	1104	Introduction to Utility Industry/Climbing		4	None
	PTDT	1154	Electric Circuits-High Voltage		4	Pre/Coreq: PTDT 1104
	PTDT	1203	Internship I		3	Department Head Approval
	PTDT	1303	Internship II		3	Department Head Approval
	PTDT	1353	Lineman Safety/Equipment		3	Pre/Coreq: PTDT 1104
	PTDT	1403	Internship III		3	Department Head Approval
	PTDT	1453	Principles of Power Transmissions		3	PTDT 1104
	PTDT	2003	Principles of Power Distribution		3	Pre/Coreq: PTDT 1154
	PTDT	2013	Driver Safety and CDL Training		3	Department Head Approval
	PTDT	2023	Principles of Switching and Metering		3	Pre/Coreq: PTDT 2003
	PTDT	2104	Internship IV		4	Department Head Approval

**Total to Graduate****62****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

**SIGN LANGUAGE INTERPRETATION A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Requirements			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
POLS	1113	American Government		3	[R] [W]
Select One:				3	[R] [W]
PSYC	1113	Introductory Psychology			
SOC	1113	Introductory Sociology			
SPCH	1113	Introduction to Speech Communication		3	[R] [W]

Specialized Course Requirements			50 Credit Hours		
ITP	1223	Introduction to Interpreting		3	[R] [W]
ITP	1333	Introduction to the Deaf Community		3	[R] [W]
ITP	1363	American Sign Language I		3	[R] [W]
ITP	1373	American Sign Language II		3	ITP 1363
ITP	1493	Interpreting Special Areas		3	ITP 1373
ITP	2113	Sign-to-English Interpreting I		3	ITP 2413, ITP 2313
ITP	2273	Transliterating		3	ITP 2513, ITP 2623
ITP	2313	Fundamentals of Interpreting		3	ITP 1223, ITP 1373
ITP	2323	Introduction to Interpreting Ethics		3	ITP 2313
ITP	2413	American Sign Language III		3	ITP 1373
ITP	2443	Sign-to-English Interpreting II		3	ITP 2113, ITP 2513
ITP	2513	American Sign Language IV		3	ITP 2413
ITP	2522	American Sign Language V		2	ITP 2513
ITP	2623	Interpreting English to ASL I		3	ENGL 1213, ITP 2313, ITP 2413
ITP	2633	Interpreting English to ASL II		3	ITP 2113, ITP 2623
ITP	2642	Interpreting Practicum I		2	Pre/Coreq: ITP 2633
ITP	2654	Interpreting Practicum II		4	ITP 2642

**Total to Graduate****68****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**RADIOLOGIC TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
SPCH	1113	Introduction to Speech Communications			[R] [W]
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
MATH	1483	Mathematical Functions and Their Uses		3	[M]
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]

**Support and Related Courses 7 Credit Hours**

BIOL	1012	Biological and Medical Terminology		2	[R]
BIOL	1515	Human Anatomy & Physiology		5	[R] ICSM 0113

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit [osuokc.edu/radiology](http://osuokc.edu/radiology)

**Technical Occupational Specialty 43 Credit Hours**

RAD	1113	Introduction to Radiologic Science and Health Care		3	Coreqs: RAD 1123, 1233
RAD	1123	Patient Care in Radiologic Sciences		3	Coreqs: RAD 1113, 1233
RAD	1233	Radiographic Procedures I		3	Coreqs: RAD 1113, 1123
RAD	1333	Principals of Imaging		3	RAD 1233; Coreqs: RAD 1344, 2233
RAD	1344	Radiologic Clinical Practice I		4	RAD 1233; Coreqs: RAD 1333, 2233
RAD	2223	Radiation Biology and Protection		3	RAD 1434, 2233; Coreqs: RAD 1323, 2324
RAD	2233	Radiographic Procedures II		3	RAD 1233; Coreqs: RAD 1333, 1344
RAD	1434	Radiologic Clinical Practice II		4	RAD 1344
RAD	1323	Digital Image Acquisition and Display		3	RAD 1434, 2233; Coreqs: RAD 2223, 2324
RAD	2113	Imaging Physics		3	RAD 2223; Coreqs: RAD 2333, 2434
RAD	2324	Radiologic Clinical Practice III		4	RAD 1434, 2233; Coreqs: RAD 1323, 2223
RAD	2333	Advanced Modalities		3	RAD 2223, 2324; Coreq: RAD 2113, 2434
RAD	2434	Radiologic Clinical Practice IV		4	RAD 1113, 1123, 1233, 1323, 1333, 1344, 1434, 2223, 2233, 2324; CoReq: RAD 2113, 2333

**Total to Graduate****68****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all courses required for this degree
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**SURVEYING TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				18 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I		3	[R] [W]
	Select One:				3	
	ENGL	1213	English Composition II			ENGL 1113
	SPCH	1113	Introduction to Speech Communication			[R] [W]
	Select One:				3	[R] [W]
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			
	MATH	1513	Precalculus I		3	[M]
	Select One:				3	MATH 1513
	MATH	1583	Applied Geometry and Trigonometry			
	MATH	1613	Precalculus II			
	POLS	1113	American Government		3	[R] [W]

**Support and Related Courses****15 Credit Hours***Select 15 credit hours from: SURV, CONS, GENT and ENGS courses approved by department*

				3	Varies
				3	Varies
				3	Varies
				3	Varies
				3	Varies

**Technical Occupational Specialty****27 Credit Hours**

	SURV	1133	Fundamentals of GIS	3	None	♦
	SURV	2232	Route Surveying	2	SURV 2614	♦
	SURV	2233	Civil CAD Drafting I	3	None	♦
	SURV	2423	Photogrammetry	3	SURV 2614	♦
	SURV	2614	Surveying I	4	[R] [M]	♦
	SURV	2623	Legal Principles of Surveying I	3	Pre/Coreq: SURV 2614	♦
	SURV	2633	Legal Principles of Surveying II	3	SURV 2623	♦
	SURV	2643	Advanced Surveying I	3	SURV 2614	♦
	SURV	2743	Fundamentals of GPS	3	SURV 2614	♦

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement



**TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				Credit Hours	Prerequisites
18 Credit Hours					
ENGL	1113	English Composition I	3	[R] [W]	
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course					
MATH			3	Varies	
POLS	1113	American Government	3	[R] [W]	
SPCH	1113	Introduction to Speech Communication	3	[R] [W]	

**Support and Related Courses 12 Credit Hours**

Select from: CIS 1113, MGMT 2003, SOC 1113, SPCH 2723, SPAN 2123, TSTI 1233, TSTI 2133, TSTI 2213, TSTI 2450

			3	Varies
			3	Varies
			3	Varies
			3	Varies

**Technical Occupational Specialty 34 Credit Hours**

SPAN	1113	Spanish I	3	[R] [W]
SPAN	1223	Spanish II	3	SPAN 1113
SPAN	2113	Intermediate Spanish I	3	SPAN 1223
SPAN	2133	Intermediate Spanish II	3	SPAN 2113
SPAN	2143	Advanced Spanish Grammar and Composition	3	SPAN 2113
TSTI	1113	Introduction to Interpreting	3	SPAN 2143
TSTI	1123	Introduction to Translation	3	SPAN 2143
TSTI	1133	Fundamentals of Translation	3	TSTI 1123
TSTI	1143	Fundamentals of Interpretation-Consec. & Simult.	3	TSTI 1113
TSTI	1213	Ethics and Business Practices	3	[R] [W]
TSTI	1223	Technology for Translators & Interpreters	3	TSTI 1113
TSTI	2411	Practicum	1	Department Head Approval

**Total to Graduate 64****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.

## Health Care Concentration

### Associate in Applied Science

#### Degree Sheet

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
SPCH	1113	Introduction to Speech Communication		3	[R] [W]

#### Support and Related Courses 9 Credit Hours

Select from: CIS 1113, MGMT 2003, SOC 1113, SPAN 2123, SPCH 2723, TSTI 1223, TSTI 2133, or TSTI 2450

				3	Varies
				3	Varies
				3	Varies

#### Technical Occupational Specialty 37 Credit Hours

SPAN	1113	Spanish I		3	[R] [W]
SPAN	1223	Spanish II		3	SPAN 1113
SPAN	2113	Intermediate Spanish I		3	SPAN 1223
SPAN	2133	Intermediate Spanish II		3	SPAN 2113
SPAN	2143	Advanced Spanish Grammar and Composition		3	SPAN 2113
TSTI	1113	Introduction to Interpreting		3	SPAN 2143
TSTI	1123	Introduction to Translation		3	SPAN 2143
Select One:				3	
TSTI	1133	Fundamentals of Translation			TSTI 1123
TSTI	1143	Fundamentals of Interpretation-Consec. & Simult.			TSTI 1113
TSTI	1213	Ethics and Business Practices		3	[R] [W]
TSTI	2213	Interpreting in Health Care Settings		3	TSTI 1113
TSTI	2223	Medical Interpreting I: Medical Terminology		3	SPAN 2143
TSTI	2233	Medical Interpreting II: Anatomy & Physiology		3	TSTI 2223
TSTI	2411	Practicum		1	Department Head Approval

**Total to Graduate****64**

#### ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

#### NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.**

**Legal Concentration**  
**Associate in Applied Science**  
**Degree Sheet**

2023-2024 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	ENGL 1113
ENGL	1213	English Composition II			
ENGL	2333	Introduction to Technical Report Writing			
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
SPCH	1113	Introduction to Speech Communication		3	[R] [W]

**Support and Related Courses 9 Credit Hours**

Select from: CIS 1113, MGMT 2003, SOC 1113, SPAN 2123, SPCH 2723, TSTI 1223, TSTI 1233, or TSTI 2450

				3	Varies
				3	Varies
				3	Varies

**Technical Occupational Specialty 37 Credit Hours**

SPAN	1113	Spanish I		3	[R] [W]
SPAN	1223	Spanish II		3	SPAN 1113
SPAN	2113	Intermediate Spanish I		3	SPAN 1223
SPAN	2133	Intermediate Spanish II		3	SPAN 2113
SPAN	2143	Advanced Spanish Grammar and Composition		3	SPAN 2113
TSTI	1113	Introduction to Interpreting		3	SPAN 2143
TSTI	1123	Introduction to Translation		3	SPAN 2143
Select One:				3	
TSTI	1133	Fundamentals of Translation			TSTI 1123
TSTI	1143	Fundamentals of Interpretation-Consec. & Simult.			TSTI 1113
TSTI	1213	Ethics and Business Practices		3	[R] [W]
TSTI	2113	Court Procedures		3	TSTI 1113, 1123
TSTI	2123	Fundamentals of Court Interpreting		3	TSTI 2113
TSTI	2133	Interpreting in Legal Settings		3	TSTI 2123
TSTI	2411	Practicum		1	Department Head Approval

**Total to Graduate****64****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
[R] Reading Proficiency/Placement  
[W] Writing Proficiency/Placement  
[M] Math Proficiency/Placement

**VETERINARY TECHNOLOGY A.A.S.****Associate in Applied Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				Credit Hours	Prerequisites
19 Credit Hours					
	ENGL	1113	English Composition I	3	[R] [W]
	Select One:			3	
	ENGL	1213	English Composition II		ENGL 1113
	SPCH	1113	Introduction to Speech Communication		[R] [W]
✱	CHEM	1154	General, Organic and Biochemistry	4	[R] [M]
	Select One:			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		
	POLS	1113	American Government	3	[R] [W]
Select any 3 credit hour College Level Math course					
✱	MATH			3	Varies
Support and Related Courses				6 Credit Hours	
✱	MCRO	2124	Introduction to Microbiology	4	CHEM 1154 or 1315
✱	VT	1012	Veterinary Medical Terminology	2	[R]
✱ These courses are prerequisites to be admitted into the program.					
Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit					
Technical Occupation Specialty				44 Credit Hours	
	VT	1112	Breeds, Restraint and First Aid	2	Department Head Approval, Program Admission
	VT	1124	Veterinary Technology Anatomy	4	Department Head Approval, Program Admission
	VT	1213	Laboratory Techniques I	3	Department Head Approval, Program Admission
	VT	1223	Veterinary Technology Physiology	3	Department Head Approval, Program Admission
	VT	1403	Animal Reproduction, Nutrition and Production	3	Department Head Approval, Program Admission
	VT	1423	Laboratory Techniques II	3	Department Head Approval, Program Admission
	VT	2114	Clinics and Nursing	4	Department Head Approval, Program Admission
	VT	2213	Wild, Zoo and Lab Animal Care	3	Department Head Approval, Program Admission
	VT	2223	Veterinary Technology Radiology	3	Department Head Approval, Program Admission
	VT	2233	Veterinary Technology Pharmacology	3	Department Head Approval, Program Admission
	VT	2402	Veterinary Clinic Management	2	Department Head Approval, Program Admission
	VT	2413	Animal Pathology	3	Department Head Approval, Program Admission
	VT	2504	Advanced Clinics and Nursing	4	Department Head Approval, Program Admission
	VT	2514	Preceptorship	4	Department Head Approval, Program Admission

**Total to Graduate 69****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all courses required for this degree
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



**OKLAHOMA CITY**

# **Associate In Science**

**ADDICTIONS COUNSELING A.S.****Associate in Science  
Degree Sheet**

2023-2024 Catalog

General Education Requirements			37 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	Select One:			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		
	HUMN	2103	Masterworks in Western Culture-Ancient/Medieval	3	ENGL 1113
	HUMN	2203	Masterworks in Western Culture-Modern	3	ENGL 1113
Select any college-level Math course					
	MATH			3	Varies
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
Select any 7 credit hours of college-level science courses, one with lab					
				4	Varies
				3	Varies
Support and Related Courses			9 Credit Hours		
Select any 9 credit hours of electives with approval from department head:					
				3	Varies
				3	Varies
				3	Varies
Specialized Course Requirements			18 Credit Hours		
	AC	1103	Introduction to Addiction Problems	3	None
	AC	1113	Foundations of Addiction Counseling	3	Pre/Coreq: AC 1103 and PSYC 1113
	AC	2213	Introduction to Group Dynamics	3	AC 1113
	AC	2243	Practicum in Addictions Counseling (150 hrs)	3	Department Head Approval
	AC	2333	Addiction in the Family	3	AC 1113 and AC 2213
	SOC	2123	Social Problems	3	SOC 1113

**Total to Graduate****64****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC

- Minimum grade of "C" or better in all AC courses required for this degree.
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
[R] Reading Proficiency/Placement

[W] Writing Proficiency/Placement  
[M] Math Proficiency/Placement

**AMERICAN SIGN LANGUAGE A.S.****Associate in Science  
Degree Sheet**

2023-2024 Catalog

General Education Requirements			37 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	Select One:			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		
	ITP	1363	American Sign Language I	3	[R] [W]
	POLS	1113	American Government	3	[R] [W]
Select 6 credit hours of any course designated as Humanities (H)					
				3	Varies
				3	Varies
Select any 7 credit hours of science, one with a lab					
				4	Varies
				3	Varies
Select any 3 credit hours of college-level Math					
				3	Varies
Select any 3 credit hours of PSYC or SOC course					
				3	[R] [W]
Select any 3 credit hours of general education course					
				3	Varies
General Electives			11 Credit Hours		
Select 11 credit hours of general electives as approved by department head					
				3	Varies
				3	Varies
				3	Varies
				2	Varies
Specialized Course Requirements			12 Credit Hours		
	ITP	1213	Visual Gestural Communication	3	ITP 1363
	ITP	1373	American Sign Language II	3	ITP 1363
	ITP	2413	American Sign Language III	3	ITP 1373
	ITP	2513	American Sign Language IV	3	ITP 2413

**Total to Graduate 60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# ENTERPRISE DEVELOPMENT A.S.

## General Studies Concentration

### Associate in Science

### Degree Sheet

2023-2024 Catalog

Admission to this program requires prior completion of any remedial coursework, 18 hours of college credit with a minimum 2.0 graduation/retention GPA.

**General Education Requirements****37 Credit Hours**

Credit Hours	Prerequisites
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**Communication**

ENGL	1113	English Composition I	3	[R] [W]
ENGL	1213	English Composition II	3	ENGL 1113
SPCH	1113	Introduction to Speech Communication	3	[R] [W]

**Political Sciences**

Select One:			3	[R] [W]
HIST	1483	U.S. History to 1865		
HIST	1493	U.S. History since 1865		
POLS	1113	American Government	3	[R] [W]

**Mathematics (3 credit hours)***(Any college-level math course)*

			3	Varies
--	--	--	---	--------

**Sciences (7 credit hours)***At least one course must be a laboratory science*

			4	Varies
			3	Varies

**Humanities (6 credit hours)**

			3	Varies
			3	Varies

**Social Sciences, World Language, or Computer Literacy (6 credit hours)***Only 3 credit hours may come from computer literacy courses*

			3	Varies
			3	Varies

**Specialized Course Requirements****23 Credit Hours**

			3	Varies
			3	Varies
			3	Varies
			3	Varies
			3	Varies
			3	Varies
			3	Varies
			3	Varies
			2	Varies

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



**HEALTHCARE MANAGEMENT A.S.****Associate in Science****Degree Sheet**

2023-2024 Catalog

General Education Courses				37 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I		3	[R] [W]
	ENGL	1213	English Composition II		3	ENGL 1113
	Select One:				3	[R] [W]
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			

Select any 3 credit hour College Level Math course

	MATH			3	Varies
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]
	Select One:			3	[R] [W]
	SPCH	1113	Introduction to Speech Communication		
	SPCH	2723	Interpersonal Communication		

Select Any 6 credit hours designated as humanities (H)

				3	Varies
				3	Varies

Select 7 credit hours of any college-level science courses (one must have a lab)

				3	Varies
				4	Varies

**Technical Occupational Specialty 26 Credit Hours**

BIOL	1012	Biological and Medical Terminology		2	[R]
HCM	1103	Healthcare Introduction to Billing & Coding		3	None
HCM	1143	Healthcare Introduction to Operations		3	None
HCM	1153	Healthcare Law and Ethics		3	None
HCM	2103	Healthcare Information Systems		3	HCM 1103
HCM	2143	Healthcare Statistics		3	ICSM 0113, HCM 1103
HCM	2163	Healthcare Management		3	HCM 1103

Select one of the following tracks:

**Billing**

Track 1	HCM	1173	Healthcare Billing	3	[W] HCM 1103, BIOL 1012
	HCM	2123	Advanced Healthcare Billing	3	HCM 1173

**Coding**

Track 2	HCM	1183	Healthcare Coding	3	[W] HCM 1103, BIOL 1012
	HCM	2133	Advanced Healthcare Coding	3	HCM 1183

**Leadership**

Select any 3 credit hours from the following: Any HCM, ACCT, CIS, or MGMT course

Track 3				3	Varies
	HCM	2193	Healthcare Leadership	3	HCM 1143, HCM 1153, HCM 2143, HCM 2153, HCM 2163 Pre/Co-req: HCM 2103

**Total to Graduate 63****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**POLICE SCIENCE A.S.****Associate in Science  
Degree Sheet**

2023-2024 Catalog

**General Education Requirements****37 Credit Hours**

<b>Credit Hours</b>	<b>Prerequisites</b>
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	ENGL	1113	English Composition I	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	<i>Select One:</i>			3	[R] [W]
	HIST	1483	U.S. History to 1865		
	HIST	1493	U.S. History since 1865		
	POLS	1113	American Government	3	[R] [W]
	POLS	2053	State and Local Government	3	Pre/Coreq: POLS 1113
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]

*Select any 7 credit hours of science, one with a lab*

				4	Varies
				3	Varies

*Select any 3 credit hours of a college-level Math course*

	MATH			3	Varies
--	------	--	--	---	--------

*Select 6 credit hours of any course designated as Humanities (H)*

				3	Varies
				3	Varies

**Support and Related Courses****6 Credit Hours***Select 6 elective hours from:*

AC 1103, CVSS 2113, CVSS 2123, CVSS 2233, CVSS 2313, CVSS 2343, PLSC 1103, PLSC 1433, PLSC 2413, PLSC 2434

				3	Varies
				3	Varies

**Technical Occupational Specialty****19 Credit Hours**

	*PLSC	1123	Intro to Law Enforcement & Police Procedures	3	None
	*PLSC	1223	Penal Code and Related Criminal Laws	3	None
	*PLSC	1313	Patrol Procedures	3	PLSC 1123, 1223
	*PLSC	1413	Police Community Relations	3	None
	*EMSP	1104	Emergency Medical Responder	4	None
	*PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223

*\*Collegiate Officer Program (COP) students must include these courses within their degree.***Total to Graduate****62****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**PRE-PROFESSIONAL STUDIES A.S.****Associate in Science****Degree Sheet**

2023-2024 Catalog

General Education Requirements				37 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]	
	ENGL	1213	English Composition II	3	ENGL 1113	
	Select One:			3	[R] [W]	
	HIST	1483	U.S. History to 1865			
	HIST	1493	U.S. History since 1865			
	POLS	1113	American Government	3	[R] [W]	
Select 3 credit hour College Level Math course (MATH 1483 or 1513 recommended)						
	MATH			3	Varies	
Select 6 credit hours of courses designated as Humanities (H)						
				3	Varies	
				3	Varies	
Select 7 credit hours of science, one with a lab						
				4	Varies	
				3	Varies	
Select 9 credit hours from General Education designated courses, one must be social science						
				3	Varies	
				3	Varies	
	Select One:			3	[R] [W]	
	PSYC	1113	Introduction to Psychology			
	SOC	1113	Introduction to Sociology			
Technical Occupational Specialty				23 Credit Hours		
In consultation with advisor, select from approved courses (or additional approved coursework not used for general education requirements) to complete 23 credit hours aligned with transfer program.						
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				2	Varies	

**Total to Graduate****60****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# PRE-PROFESSIONAL STUDIES A.S.

## Technical Occupational Specialty - Approved Courses

2023-2024 Catalog

*In consultation with advisor, select from approved courses (or additional approved coursework not used for general education requirements) to complete 23 credit hours aligned with transfer program.*

### Pre-STEM Track

BIOL	1012	Biological and Medical Terminology	MATH	2133	Calculus II
BIOL	1303	Principles of Biology	MCRO	2124	Introduction to Microbiology
BIOL	1311	Principles of Biology lab	NSCI	1113	Basic Human Nutrition
BIOL	1604	Animal Biology	PHYS	1114	General Physics I
BIOL	2214	Human Anatomy	PHYS	1204	General Physical Science
CHEM	1154	General, Organic and Biochemistry	PHYS	1214	General Physics II
CHEM	1315	General Chemistry I	PSIO	2314	Human Physiology
CHEM	1515	General Chemistry II	PSYC	2213	Lifespan Human Development
MATH	1613	Precalculus II	STAT	2013	Elementary Statistics
MATH	2123	Calculus I			

### Pre-Business Track

ACCT	2103	Financial Accounting	MATH	2103	Business Calculus
ACCT	2203	Managerial Accounting	MGMT	2003	Small Business Management
BUS	1523	Introduction to Business	MGMT	2103	Principles of Management
BUS	2113	Business Communications	MKT	2273	Principles of Marketing
MATH	1613	Precalculus II	STAT	2013	Elementary Statistics

# PUBLIC SERVICE A.S.

## Associate in Science

### Degree Sheet

2023-2024 Catalog

General Education Courses			37 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
HUMN	2103	Masterworks of Western Culture - Ancient/Medieval		3	ENGL 1113
HUMN	2203	Masterworks of Western Culture - Modern		3	ENGL 1113
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]
SOC	1113	Introductory Sociology		3	[R] [W]
SPCH	1113	Introduction to Speech Communication		3	[R] [W]
Select 7 credit hours of any College Level Science courses (one must have a lab)					
				4	[R] [M]
				3	[R] [M]
Support and Related Courses			6 Credit Hours		
Select 6 hours from: POLS 2053, PSER 2050, CIS 1503 or any higher level computer skills course					
				3	Varies
				3	Varies
Technical Occupational Specialty			18 Credit Hours		
PSER	1113	Introduction to Public Personnel Administration		3	[R] [W] FA/SP Only ♦
PSER	2023	Public Law		3	[R] [W] FA Only ♦
PSER	2213	Introduction to Public Service Organizations		3	[R] [W] FA Only ♦
PSER	2223	Leadership and Group Dynamics		3	[R] [W] SP Only ♦
PSER	2333	Introductory Public/Nonprofit Finance and Budget		3	[R] [W] ♦
Select One:				3	
PSER	2103	Introduction to Grant Writing and Administration			ENGL 1113
PSER	2450	Technical Problems in Public Service			[R] [W] FA/SP Only ♦

**Total to Graduate****61****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

- ♦ Courses are part of an embedded certificate program
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

**PUBLIC SERVICE A.S.**  
**Legal Case Management Concentration**  
**Associate in Science**  
**Degree Sheet**

2023-2024 Catalog

General Education Courses			37 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
ENGL	1213	English Composition II		3	ENGL 1113
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
HUMN	2103	Masterworks of Western Culture - Ancient/Medieval		3	ENGL 1113
HUMN	2203	Masterworks of Western Culture - Modern		3	ENGL 1113
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]
SOC	2143	Social Stratification		3	[R] [W]
SPCH	1113	Introduction to Speech Communication		3	[R] [W]
Select 7 credit hours of any College Level Science courses (one must have a lab)					
				4	[R] [M]
				3	[R] [M]
Support and Related Courses			5 Credit Hours		
Select 5 credit hours from the following: POLS 2053, PSER 2050, PSER 2450, CIS 1503 or any higher level computer skills course					
				3	
				2	
Technical Occupational Specialty			21 Credit Hours		
PSER	1113	Introduction to Public Personnel Administration		3	[R] [W] FA/SP Only
PSER	1123	Introduction to Legal Case Management		3	[R] [W] FA Only
PSER	2023	Public Law		3	[R] [W] FA Only
PSER	2113	Alternative Dispute Resolution		3	SP Only
PSER	2213	Introduction to Public Service Organizations		3	[R] [W] FA Only
PSER	2223	Leadership and Group Dynamics		3	[R] [W] SP Only
PSER	2333	Introductory Public/Nonprofit Finance and Budget		3	[R] [W]

**Total to Graduate      63**

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
[R] Reading Proficiency/Placement  
[W] Writing Proficiency/Placement  
[M] Math Proficiency/Placement



**OKLAHOMA CITY**

# **Bachelor Of Technology**

**PUBLIC SAFETY MANAGEMENT B.T.****Bachelor of Technology****Degree Sheet**

2023-2024 Catalog

General Education Courses				40 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]	
	ENGL	1213	English Composition II	3	[R] [W]	
	Select One:	HIST	1483 U.S. History to 1865	3	[R] [W]	
		HIST	1493 U.S. History since 1865			
	POLS	1113	American Government	3	[R] [W]	
	POLS	3223	Problems in Public Policy	3		POLS 1113
	PSYC	1113	Introductory Psychology	3	[R] [W]	
	Select One:	SOC	1113 Introductory Sociology	3	[R] [W]	
		SOC	3623 Cultural Diversity			SOC 1113 or Junior Standing
	Select One:	SPCH	1113 Introduction to Speech Communication	3	[R] [W]	
		SPCH	2723 Interpersonal Communication			
Select any 3 credit hours of college-level Math course						
	MATH			3	Varies	
Select any 6 credit hours designated as humanities (H), one lower level, and one upper level						
				3	Varies	
				3	Varies	
Select any 7 credit hours of science, one with a lab						
				4	Varies	
				3	Varies	
Required Electives				6 Credit Hours		
Select any 3 credit hours of college-level computer science						
				3	Varies	
	PSER	3333	Public Sector Budgeting and Resource Management	3	[R] [W]	
Completed Associates Degree				27 Credit Hours		
	Public Safety A.S. or A.A.S. degree with 27 technical hours			27	Varies	
Specialization Tracks				14 Credit Hours		
Select 14 hours of specialty coursework in public safety area per department head advisement						
				3	Varies	
				3	Varies	
				3	Varies	
				3	Varies	
				2	Varies	
Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit <a href="https://osuokc.edu/psm">osuokc.edu/psm</a>						
Required Upper Division Courses				33 Credit Hours		
	PSM	3013	Multi-agency Response to Emergency/Critical Incidents	3	None	FA only
	PSM	3023	Tactical Emergency Management	3	None	FA only
	PSM	3033	Strategic Planning and Analysis in Public Safety Agencies	3	None	SP only
	PSM	3043	Community Relations in Public Safety	3	None	SP only
	PSM	4113	Technical Dissemination of Emergency Public Information	3	None	FA only
	PSM	4123	Ethical Practices in Public Safety	3	None	FA only
	PSM	4133	Legal Issues Facing Public Safety Agencies	3	None	SP only
	PSM	4143	Personnel Oversight Strategies	3	None	SP only
	PSM	4153	Technical Research & Design in Public Safety	3	None	FA only
	PSM	4513	Advanced Occupational Proficiency in Public Safety	3	All Required Upper Division Courses	FA or SP
	PSM	4523	Practicum	3	All Required Upper Division Courses	FA or SP

**Total to Graduate****120****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 30 credit hours earned in residence at OSU-OKC
- 40 credit hours of upper division coursework

- Grade of "C" or better required in all PSM courses
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement

[M] Math Proficiency/Placement





**OKLAHOMA CITY**

# **Certificates**

**COMPUTER SUPPORT TECHNICIAN CERTIFICATE****Degree Sheet***2023-2024 Catalog*

Technical Occupational Specialty      24 Credit Hours				Credit Hours	Prerequisites
	CIS	1503	Microcomputer Applications - MS Office	3	[R]
	CIS	2513	Principles of Information Systems Security	3	[R]
	ITD	1103	Information Technology Fundamentals	3	[R]
	ITD	1523	Support and Troubleshooting Personal Computers	3	ITD 1103
	ITD	1533	LAN Fundamentals	3	[R]
	ITD	2193	Technical Support Communications	3	[R] [W]
	ITD	2213	Networking I	3	ITD 1533
	ITD	2623	Advanced LAN Fundamentals	3	ITD 1533

**Total to Graduate      24****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**CRIME VICTIM / SURVIVOR SERVICES CERTIFICATE****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty      15 Credit Hours				Credit Hours	Prerequisites
	CVSS	1103	Victimology	3	[R] [W]
	CVSS	1113	Victim Services	3	[R] [W] Pre/Coreq: CVSS 1103
	CVSS	2113	Abuse and Exploitation of Children	3	[R] [W]
	CVSS	2123	Rape and Sexual Assault	3	CVSS 1103, 1113
	CVSS	2233	Domestic and Family Violence	3	CVSS 1103, 1113

General Education Courses      6 Credit Hours				Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	POLS	1113	American Government	3	[R] [W]

**Total to Graduate      21***The courses in this certificate program are embedded within the Crime Victim/Survivor Services A.A.S. degree***ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence
- Minimum grade of "C" or better in all CVSS courses required

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [M] Math Proficiency/Placement  
 [W] Writing Proficiency/Placement

**EARLY CARE EDUCATION ADMINISTRATION CERTIFICATE****Child Care Concentration****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty			25 Credit Hours	Credit Hours	Prerequisites
ECCD	1101	The Early Care Professional		1	None
ECCD	1103	Introduction to Child Care Management		3	None
ECCD	1113	Personnel Supervision		3	None
ECCD	1123	Foundations of Early Childhood Education and Care		3	None
ECCD	1133	Child Health, Safety and Nutrition		3	None
ECCD	2013	Play, DAP & Curriculum Development		3	Pre/Coreq: ECCD 1101
ECCD	2113	Child Development		3	None
ECCD	2233	Child Guidance, Behavior and Classroom Mgmt		3	None
ECCD	2323	Budget Development & Risk Management		3	Pre/Coreq: ECCD 1101, 1113

General Education Course			3 Credit Hours		
ENGL	1113	English Composition I		3	[R] [W]

**Total to Graduate 28**

*The courses in this certificate program are embedded within the Early Care Education A.A.S. degree.*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 7 credit hours earned in residence at OSU-OKC
- Minimum grade of "C" or better in all ECCD courses required.
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**EARLY CARE EDUCATION CERTIFICATE****Child Development Concentration****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty      16 Credit Hours				Credit Hours	Prerequisites
	ECCD	1101	The Early Care Professional	1	None
	ECCD	1123	Foundations of Early Childhood Education and Care	3	None
	ECCD	1133	Child Health, Safety, and Nutrition	3	None
	ECCD	2013	Play, DAP & Curriculum Development	3	Pre/Coreq: ECCD 1101
	ECCD	2113	Child Development	3	None
	ECCD	2233	Child Guidance, Behavior and Management	3	None

General Education Courses      3 Credit Hours					
	ENGL	1113	English Composition I	3	[R] [W]

**Total to Graduate      19**

*The courses in this certificate program are embedded within the Early Care Education - Administration &  
Early Care Education - Master Teacher A.A.S. degrees*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence
- Minimum grade of "C" or better in all ECCD courses required for this degree

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**EARLY CARE EDUCATION CERTIFICATE****Infant / Toddler Concentration****Degree Sheet**

2023-2024 Catalog

**Technical Occupational Specialty****16 Credit Hours**

<i>Credit Hours</i>	<b>Prerequisites</b>
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	ECCD	1101	The Early Care Professional	1	None
	ECCD	2133	Infant/Toddler Programming	3	None
	ECCD	2143	Language Development and Emerging Literacy	3	None
	ECCD	2153	Social & Emotional Development in Infants/Toddlers	3	None
	ECCD	2163	Physical Development and Creative Expressions	3	None
	ECCD	2233	Child Guidance, Behavior and Classroom Mgmt	3	None

**General Education Course****3 Credit Hours**

	ENGL	1113	English Composition I	3	[R] [W]
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**Total to Graduate****19****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

- Minimum grade of "C" or better in all ECCD courses required for this degree

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer

[R] Reading Proficiency/Placement

[W] Writing Proficiency/Placement

[M] Math Proficiency/Placement

**EMERGENCY MEDICAL TECHNICIAN CERTIFICATE****Degree Sheet***2023-2024 Catalog*

Technical Occupational Specialty			11 Credit Hours	Credit Hours	Prerequisites
	EMSP	1143	EMS Operations	3	None
	EMSP	1148	Emergency Medical Technician	8	Advisor Approval

**Total to Graduate      11**

*The courses in this certificate program are embedded within the Fire Protection A.A.S. & Paramedicine A.A.S. degrees*

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 3 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence
- To graduate with this certificate, students must successfully pass the National Certification exam.

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**FIREFIGHTER CERTIFICATE****Degree Sheet**

2023-2024 Catalog

**Technical Occupational Specialty****21 Credit Hours****Credit  
Hours****Prerequisites**

	EMSP	1143	EMS Operations	3	None
	EMSP	1148	Emergency Medical Technician	8	Advisor Approval
	FIRE	1712	Physical Fitness for Firefighters	2	None
	FIRE	1725	Firefighter I	5	None
	FIRE	1733	Firefighter II & Hazardous Materials	3	FIRE 1725

**Total to Graduate****21**

*The courses in this certificate program are embedded within the Fire Protection A.A.S. degree*

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- To graduate with this certificate, students must successfully
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 pass the National Certification exam  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



**HORTICULTURE CERTIFICATE****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty      21 Credit Hours				Credit Hours	Prerequisites
	HRT	1014	Principles of Horticulture	4	[R]
	HRT	1202	Horticulture Calculations	2	HRT 1014
	HRT	2023	Horticultural Soil Science	3	[R]
	HRT	2263	Horticultural Pest Management	3	HRT 1014
Select 3 credit hours from the following plant identification courses: HRT 2313, HRT 2413, HRT 2453 or HRT 2463					
	HRT			3	Varies
Select an additional 6 credit hours of any Horticulture courses					
	HRT			3	Varies
	HRT			3	Varies

**Total to Graduate      21****ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**ADVANCED LABORATORY PRACTICES****Embedded Certificate****Degree Sheet**

2023-2024 Catalog

General Education Courses			13 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	Select One:			3	
	ENGL	1213	English Composition II		ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	SPCH	1113	Introduction to Speech Communications		[R] [W]
	Select One:			3	[M]
	MATH	1483	Mathematical Functions and Their Uses		
	MATH	1513	Precalculus I		
	BIOL	1303	Principles of Biology	3	[R] ICSM 0113
	BIOL	1311	Principles of Biology Lab	1	[R] ICSM 0113
Support and Related Courses			9 Credit Hours		
	CHEM	1154	General, Organic and Biochemistry	4	[R] [M]
	CHEM	1315	General Chemistry I	5	[R] [M]
Technical Occupational Specialty			14 Credit Hours		
	BMFT	1002	Aseptic Techniques	2	[R] [W] [M]
	BMFT	2203	Bioreactors and Cell Culture	3	BIOL 1303, 1311, BMFT 1002
	BMFT	2232	Cell Harvesting	2	BIOL 1303, 1311
	BMFT	2254	Downstream Laboratory Operations	4	BIOL 1303, 1311
	BMFT	2273	Chromatography	3	CHEM 1315

**Total to Graduate      36**

*The courses in this certificate program are included within the Biomanufacturing Technologies A.A.S. degree*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 9 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**LABORATORY PRACTICES****Embedded Certificate****Degree Sheet**

2023-2024 Catalog

General Education Courses			10 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	Select One:			3	[M]
	MATH	1483	Mathematical Functions and Their Uses		
	MATH	1513	Precalculus I		
	BIOL	1303	Principles of Biology	3	[R] ICSM 0113
	BIOL	1311	Principles of Biology Lab	1	[R] ICSM 0113
Support and Related Courses			4 Credit Hours		
	CHEM	1154	General, Organic and Biochemistry	4	[R] [M]
Technical Occupational Specialty			11 Credit Hours		
	BMFT	1002	Aseptic Techniques	2	[R] [W] [M]
	BMFT	1102	Basic Laboratory Operations	2	MATH 1483 or 1513, CHEM 1154
	BMFT	1113	Introduction to Laboratory Management	3	[R] [W]
	BMFT	1134	Introduction to Laboratory Equipment	4	CHEM 1154
<b>Total to Graduate</b>				<b>25</b>	

*The courses in this certificate program are included within the Biomanufacturing Technologies A.A.S. degree*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 7 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**LABORATORY QUALITY****Embedded Certificate****Degree Sheet**

2023-2024 Catalog

General Education Courses			Credit Hours	Prerequisites
	9 Credit Hours			
	Select One:		3	[M]
MATH	1483	Mathematical Functions and Their Uses		
MATH	1513	Precalculus I		
	Select One:		3	[R] [W]
HIST	1483	U.S. History to 1865		
HIST	1493	U.S. History since 1865		
POLS	1113	American Government	3	[R] [W]
Support and Related Courses			4 Credit Hours	
CHEM	1154	General, Organic and Biochemistry	4	[R] [M]
Technical Occupational Specialty			19 Credit Hours	
BMFT	1102	Basic Laboratory Operations	2	[R] [W]
BMFT	1113	Introduction to Laboratory Management	3	BIOL 1303, 1311, BMFT 1002
BMFT	2254	Downstream Laboratory Operations	4	BIOL 1303, 1311
BMFT	2302	Current Practices in Biomanufacturing	2	
BMFT	2332	Regulatory Compliance in Biomanufacturing	2	
BMFT	2353	Advanced Laboratory Management	3	
BMFT	2373	Industry Practicum	3	Department Head Approval

**Total to Graduate 32**

*The courses in this certificate program are included within the Biomanufacturing Technologies A.A.S. degree*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 9 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**POLICE SCIENCE CRIME SCENE INVESTIGATION CERTIFICATE****Degree Sheet**

2023-2024 Catalog

General Education Courses			7 Credit Hours	Credit Hours	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W]
	Select One:			4	[R] ICSM 0113
	CHEM	1104	Basic Chemistry		
	BIOL	2214	Human Anatomy		
Technical Occupational Specialty			24 Credit Hours		
	PLSC	1103	Introduction to Forensic Science	3	None
	PLSC	1123	Intro to Law Enforcement & Police Procedures	3	None
	PLSC	1223	Penal Code and Related Criminal Laws	3	None
	PLSC	1433	Crime Scene Photography	3	PLSC 1103
	PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223
	PLSC	2222	Police Records and Reports	2	PLSC 1223
	PLSC	2413	Technical Investigations I	3	PLSC 2213
	PLSC	2434	Fingerprint Identification	4	PLSC 1103

**Total to Graduate 31**

*The courses in this certificate program are embedded within the Police Science-Crime Scene Investigation A.A.S. degree*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 9 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**POWER TRANSMISSION & DISTRIBUTION TECHNOLOGY****Embedded Certificate****Degree Sheet**

2023-2024 Catalog

**General Education Courses****3 Credit Hours***Select any 3 credit hour College Level Math course*

<b>Credit Hours</b>	<b>Prerequisites</b>
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	MATH			3	Varies
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**Support and Related Courses****3 Credit Hours**

	GENT	1313	Introduction to Occupational Safety	3	None
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**Technical Occupational Specialty****28 Credit Hours**

	PTDT	1102	Elements of Electricity and Electronics	2	None
	PTDT	1103	Plan Reading for PTDT	3	None
	PTDT	1104	Introduction to Utility Industry/Climbing	4	None
	PTDT	1154	Electric Circuits-High Voltage	4	Pre/Coreq: PTDT 1104
	PTDT	1353	Lineman Safety/Equipment	3	Pre/Coreq: PTDT 1104
	PTDT	1453	Principles of Power Transmissions	3	PTDT 1104
	PTDT	2003	Principles of Power Distribution	3	Pre/Coreq: PTDT 1154
	PTDT	2013	Driver Safety and CDL Training	3	Department Head Approval
	PTDT	2023	Principles of Switching and Metering	3	Pre/Coreq: PTDT 2003

**Total to Graduate****34**

*The courses in this certificate program are included within the Power Transmission and Distribution Technology A.A.S. degree*

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**PROGRAMMING CERTIFICATE****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty			15 Credit Hours	Credit Hours	Prerequisites
CIS	1123	Programming Fundamentals		3	[R]
CIS	1503	Microcomputer Applications		3	[R]
CIS	2363	Database Design		3	CIS 1113 or CIS 1503
CIS	2023	C# (Sharp) Programming		3	CIS 1123
CIS	2433	Advanced C# Programming		3	CIS 2023

**Total to Graduate 15**

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 6 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# PUBLIC SERVICE

## Embedded Certificate

Degree Sheet

2023-2024 Catalog

Technical Occupational Specialty			18 Credit Hours	Credit Hours	Prerequisites
PSER	1113	Introduction to Public Personnel Administration		3	[R] [W] <i>FA/SP Only</i>
PSER	2023	Public Law		3	[R] [W] <i>FA Only</i>
PSER	2213	Introduction to Public Service Organizations		3	[R] [W] <i>FA Only</i>
PSER	2223	Leadership and Group Dynamics		3	[R] [W] <i>SP Only</i>
PSER	2333	Introduction to Public/Nonprofit Finance and Budget		3	[R] [W]
PSER	2450	Technical Problems in Public Service (1-3 hours)		3	[R] [W] <i>FA/SP Only</i>

**Total to Graduate      18**

*The courses in this certificate program are embedded within the Public Service A.S. degree*

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement



**RETAIL FLORAL DESIGN CERTIFICATE****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty			5 Credit Hours	Credit Hours	Prerequisites
	HRT	1151	Introduction to Floral Design	1	None
	HRT	2153	Advanced Floral Design	3	Pre/Coreq: HRT 1151
	HRT	2251	Styles and Trends in Floral Design	1	Pre/Coreq: HRT 2153
Total to Graduate				5	

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 2 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**EMBEDDED CERTIFICATE IN SPANISH**

Degree Sheet

2023-2024 Catalog

Technical Occupational Specialty				18 Credit Hours	Credit Hours	Prerequisites
	SPAN	1113	Spanish I		3	[R] [W]
	SPAN	1223	Spanish II		3	SPAN 1113
	SPAN	2113	Intermediate Spanish I		3	SPAN 1223
	SPAN	2133	Intermediate Spanish II		3	SPAN 2113
	SPAN	2143	Advanced Spanish Grammar and Composition		3	SPAN 2113
<i>Select 3 credit hours of any approved SPAN or TSTI course</i>						
					3	Varies

**Total to Graduate 18**

*The courses in this certificate program are embedded within the Technical Spanish/Translation & Interpretation A.A.S. degree*

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

**SURVEYING CORE TECHNICAL CERTIFICATE****Degree Sheet**

2023-2024 Catalog

Technical Occupational Specialty      27 Credit Hours				Credit Hours	Prerequisites
	SURV	1133	Fundamentals of GIS	3	None
	SURV	2232	Route Surveying	2	SURV 2614
	SURV	2233	Civil CAD Drafting I	3	None
	SURV	2423	Photogrammetry	3	SURV 2614
	SURV	2614	Surveying I	4	[R] [M]
	SURV	2623	Legal Principles of Surveying I	3	Pre/Coreq: SURV 2614
	SURV	2633	Legal Principles of Surveying II	3	SURV 2633
	SURV	2643	Advanced Surveying I	3	SURV 2614
	SURV	2743	Fundamentals of GPS	3	SURV 2614

**Total to Graduate      27**

*The courses in this certificate program are embedded within the Surveying Technology A.A.S. degree*

This program has not been approved by the Dept. of Education to be eligible for federal student aid

**ADDITIONAL GRADUATION REQUIREMENTS:**

- 2.0 Graduation/Retention GPA
- 7 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer  
 [R] Reading Proficiency/Placement  
 [W] Writing Proficiency/Placement  
 [M] Math Proficiency/Placement

# EXPLANATION OF COURSE DESCRIPTIONS

## CLASS SIZE

The minimum number of students required in order for a class to meet is typically 12 for fall and spring semesters and 10 for the summer semester when students may more often need the course for completing graduation requirements. The maximum enrollment for each class section is determined by the academic division heads and the vice president for academic affairs prior to the publishing of the class schedule each semester. Adjustments to minimum and maximum sizes may be made by the VPAA in consultation with division heads to address scheduling needs based on enrollment demands, as well as faculty and facility availability.

## COURSE NUMBER

All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification, the second and third digits identify the course within the field and the last digit identifies the number of semester credit hours the course carries. A course number beginning with 0 indicates that the course does not carry University credit. A course number ending in 0 indicates that the course carries variable credit.

## COURSE TITLE

The title of the course is printed in bold face letters. Courses used to fulfill general education requirements are identified by code letters, which appear following the course titles listed in the back of the catalog. The code letters designate the general education category for which the courses may be used:

- A — Analytical and Quantitative Thought
- H — Humanities
- I — International Dimension
- L — Scientific Investigation
- N — Natural Sciences
- S — Social and Behavioral Sciences

## ACADEMIC PERFORMANCE CODES

One or more of the following codes may appear at the end of certain course descriptions. These codes indicate the entry-level skills generally required for

student success in that course.

## MATHEMATICS [M]

Students should be able to exhibit competency in mathematics at the college level, which includes performing arithmetic operations with real and imaginary equations, finding solutions to first-degree equations and inequalities, solving word problems using algebra, factoring and simplifying polynomials, using rules of exponents, solving quadratic equations, graphing linear equations and inequalities, and graphing parabolas. Students who possess these mathematics skills score 19 or above on the ACT mathematics test or score above the established placement score on an institution-ally sanctioned exam.

## READING AND REASONING [R]

Students should demonstrate the ability to read at the college level, which includes expanding vocabulary, identifying main points, recognizing patterns of development, drawing inferences and using critical thinking strategies for problem solving. Students who possess these skills score 19 or above on the ACT reading test or achieve a score above the established placement score on another institutionally sanctioned exam.

## WRITING [W]

Students should demonstrate the ability to write at the college level, which includes the ability to organize evidence to logically support their opinions using the formal outline, develop main ideas into unified, coherent, well-rounded paragraphs using the example method of expository organization, and write sentences, paragraphs, and essays clearly and correctly, demonstrating reasonable mastery of conventional standards of grammar, punctuation, spelling and usage. Students who possess these analytical writing skills score 19 or above on the ACT reading test or score above the established placement score on an institutionally sanctioned exam.

## VARIABLE CREDIT COURSES

Some special projects and/or internship courses may vary in terms of the number of credit hours. The last number in the course number indicates the number of cred-its in that course.

## DESCRIPTION OF COURSE CONTENT

The content of the course and its major emphases are described. Courses which are taught under another name and number are indicated by the statement "Same course as 0000." Credit may not be earned in both courses so cross-referenced.

## LABORATORY HOURS

If a course contains a laboratory, the number of lab hours per week is stated as the number of hours required each week in a standard 16 week course.

## PREREQUISITE(S)

Prerequisites in the course being described are listed last and in increasing numerical order. If a course has a required pre-requisite, students must successfully complete the prerequisite course with a "C" or better to advance to the next course in the required sequence.

## COREQUISITE(S)

Corequisites are the course(s) that a student is required to take simultaneously with the course being described. Students who withdraw from a course listed as a corequisite may be required to withdraw from both courses.

## EQUIVALENT COURSES

Some courses are academically identical or equivalent to other courses that are offered in different departments. Equivalent courses should include "same as..." statements in their course descriptions. Equivalent courses are denoted on the official transcript in accordance with the undergraduate repeat policy. Credit for only one of the courses will count in the earned hours section of the transcript.

## EXPLANATION OF COURSE DESCRIPTIONS

### MUTUALLY EXCLUSIVE COURSES

Courses that are not identical/equivalent but contain similar or significantly overlapping content include “no credit for...” or “may not be used with...” statements in their course descriptions. Mutually exclusive (or overlapping) courses are not listed as repeats, but students may not apply credit for both courses toward a degree. For example, if the description for Course X indicates “No credit for students with credit in Course Y” or “May not be used for degree credit with Course Y,” this means that a student may not use both courses to meet requirements for a single degree program.

The student may use either Course X or Course Y, regardless of the order in which the courses were completed, but both courses may not be used to fulfill requirements for a single degree program. Thus, once a course is applied to a degree program, the mutually exclusive course may not be used to fulfill requirements for that program, including major hours, elective hours, total hours, etc.

# ABBREVIATIONS USED

ACCT .....	Accounting	ITD. ....	Information Technologies
AC. ....	Addictions Counseling	ITP .....	Interpreter Training
ANTH. ....	Anthropology	MGMT .....	Management
ARCH. ....	Architecture	MKT .....	Marketing
ART .....	Art	MATH. ....	Mathematics
ASTR. ....	Astronomy	METR. ....	Meteorology
BIOL. ....	Biological Science	MCRO. ....	Microbiology
BUS. ....	Business	MFP .....	Municipal Fire Protection
CHEM .....	Chemistry	NSCI. ....	Nutritional Sciences
CIS. ....	Computer Information Systems	NURS .....	Nursing
CONS .....	Construction	PHIL .....	Philosophy
CVSS .....	Crime Victim/Survivor Services	PHYS .....	Physics
ECCD. ....	Early Care & Child Development	PSIO. ....	Physiology
ECON. ....	Economics	PLSC. ....	Police Science
EET.....	Electronics Engineering Technology	POLS .....	Political Science
EMSP .....	Emergency Medical Services Paramedicine	PTDT .....	Power Transmission and Distribution Technology
ENGL .....	English	PD.....	Professional Development
ENGS.....	Engineering Science	PSYC.....	Psychology
FIRE. ....	Fire Protection	PSM .....	Public Safety Management
GENT .....	General Technology	PSER. ....	Public Service
GEOG.....	Geography	RAD.....	Radiography
GEOLOG.....	Geology	SCI.....	Science
HCM.....	Health Care Management	SOC. ....	Sociology
HIST .....	History	SON .....	Sonography
HRT .....	Horticulture	SPAN.....	Spanish
HUMN.....	Humanities	SPCH.....	Speech Communications
ICS.....	Initial College Studies	STAT .....	Statistics
ICSM .....	Initial College Studies Math	SURV .....	Surveying
ICRW.....	Initial College Studies Reading & Writing	TSTI.....	Technical Spanish-Translation & Interpretation
		VT.....	Veterinary Technology

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### ACCOUNTING

#### **ACCT 1003 BASIC ACCOUNTING PROCEDURES**

A study of basic accounting and bookkeeping concepts. Introduces accounting concepts for a small- to medium-size company from the standpoint of a bookkeeper, staff accountant, owner, or full charge bookkeeper. Prerequisite: [R]

#### **ACCT 2033 PAYROLL ACCOUNTING**

Basic procedures of a payroll accounting system. The study of manual systems, the various laws regulating payroll data and the preparation of the payroll tax returns. Prerequisite: ACCT 1003 or ACCT 2103

#### **ACCT 2043 COMPUTERIZED ACCOUNTING**

Independent study, analysis, design and construction of solutions to case studies in accounting automation using commonly used accounting software. Prerequisite: ACCT 1003 or 2103

#### **ACCT 2103 FINANCIAL ACCOUNTING**

A study of accounting theories and concepts involved in analyzing, processing, interpreting, and communicating decision making information for internal and external uses. This course is intended for majors and non-majors. Prerequisites: ([R] [W] and ICSM 0113) or ACCT 1003

#### **ACCT 2203 MANAGERIAL ACCOUNTING**

Managerial accounting concepts and objectives, planning and control of sales and cost, analysis, variance analysis, capital budgeting and the measurement of divisional performance. Prerequisite: ACCT 2103

#### **ACCT 2423 FUNDAMENTALS OF INCOME TAX**

Study of the present provisions of individual income tax laws and preparation of tax returns. Prerequisite: ACCT 2103

#### **ACCT 2443 INTERMEDIATE ACCOUNTING I**

Valuation and other theoretical problems in accounting for cash, temporary investments, receivables, inventories, long-term investments, plant and equipment, and intangible assets. Issues related to income determination including revenue recognition. Prerequisite: ACCT 2103

#### **ACCT 2543 INTERMEDIATE ACCOUNTING II**

A continuation of ACCT 2443. A comprehensive study of fixed assets, stockholder's equity, dilutive securities, investments, pensions, leases, error analysis, preparation and analysis of financial statements. Prerequisite: ACCT 2443

### ADDICTIONS COUNSELING

#### **AC 1103 INTRO TO ADDICTION PROBLEMS**

Surveys addictions and substance abuse in American society, outlining the major determinants of addiction, as well as the psychopharmacological, psychological and sociological aspects of addiction.

#### **AC 1113 FOUNDATIONS OF ADDICTION COUNSELING**

Examination of the major causative theories and treatment of addiction and substance abuse. Pre/Corequisite: AC 1103, PSYC 1113

#### **AC 1320 (1-4) CURRENT ISSUES IN ADDICTION COUNSELING**

Technical problems of particular interest to addictions counseling majors and practicing addictions counselors. Variable credit. Can be repeated up to six credit hours. Prerequisite: Department Head Approval

#### **AC 2213 INTRODUCTION TO GROUP DYNAMICS**

Surveys the major theories and research dealing with group processes. Prerequisite: AC 1113

#### **AC 2243 PRACTICUM IN DRUG AND ALCOHOL COUNSELING I**

150 clock hours of field experience, which allows the application of knowledge and skills learned in coursework. Prerequisites: Sophomore Standing, Department Head Approval

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **AC 2253 PRACTICUM IN DRUG AND ALCOHOL COUNSELING II**

Field experience, which allows the application of knowledge and skills learned in coursework. Prerequisites: AC 2243, Department Head Approval

### **AC 2333 ADDICTION IN THE FAMILY**

Develops the student's understanding of the family as a basic social unit. Examines the influence of alcohol and other drugs in the family system and explores various behaviors exhibited by a chemically dependent family. Issues relating to family intervention, treatment modalities and continuing recovery will be explored. Prerequisites: AC 1113, AC 2213

## **ANTHROPOLOGY**

### **ANTH 2113 INTRODUCTORY ANTHROPOLOGY**

General anthropology: survey of anthropology, emphasizing physical and cultural anthropology and archeology. Students examine clues as to how humanity evolved and learn how knowledge of the past helps in understanding humanity today. Prerequisites: [R] [W]

### **ANTH 2050 (1-6) ANTHROPOLOGY SPECIAL TOPICS**

Variable credit course of one to six hours, maximum six credits. Examines contemporary issues and problems within anthropology. Prerequisites: [R] [W]

### **ANTH 3253 LANGUAGE AND CULTURE (H)**

This course is a cross-cultural survey of human behavior designed to introduce students to anthropological approaches to culture, linguistics, social research, and social theory. Student will examine the intersections of culture and gender, age, ethnicity and social stratification. Students will apply ethnographic field methods while executing research project in the community. Prerequisite: Sophomore Standing

## **ARCHITECTURE**

### **ARCH 1103 GRAPHIC COMMUNICATIONS**

Development of fundamental drafting skills and techniques instrumental to the interpretation and utilization of visual plans and specifications within engineering, construction, and architecture. Topics: organization and relationship of drawings and specs; symbols, dimensions, scales, and notes. Same as GENT 1113 and CONS 1103. Two hours lab per week.

### **ARCH 1223 CONSTRUCTION DRAWING I**

Provides students with the functional knowledge and skills necessary to create a set of working drawings for residential construction. Includes a detailed study of architecture as a profession, drawing equipment and architecture nomenclature, light construction drawings, techniques of architectural drawings, methods of representing floor plan, elevations, plot plans, slab construction, roof plans, door and window schedules, and construction sections and details. Students learn to read and interpret light construction drawings and will be required to complete a set of residential drawings.

### **\*ARCH 1614 COMPUTER-AIDED DRAFTING I**

Introduction to computer-aided drafting (CAD) principles, using a "menu-driven" system to generate graphic output for engineering drafting applications. Problem solving skills in applied technical fields will be developed. Prerequisite: [M]

### **ARCH 2003 ARCHITECTURE AND SOCIETY**

This is the first course in the architectural history sequence. It functions, therefore, as an introduction to both the historical framework of western architecture and the profession. The course also fulfills humanities and international dimension requirements for the University at large. Consequently, a large number of students enrolled in the course are not architecture majors. In addition, in fulfilling this role, the content of the course specifically includes modern architectural examples as comparisons to the historical framework.



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ARCH 2013 CONSTRUCTION DRAWING II**

Fundamentals of commercial construction drawings, preparation and interpretation of working drawings. Topics include architectural, civil and structural drawings. Lab: six hours per week. Prerequisite: ARCH 1223

### **ARCH 2252 COMPUTER APPLICATIONS IN ARCHITECTURE-PHOTOSHOP**

This is an introductory course on computer applications in architecture. Understanding the digital tools and becoming familiar with the digital design process is a vital part of the course. The course will consist of a weekly lecture, tutorial and workshop. Students are required to participate in all portions of the class including the workshop.

### **ARCH 2263 SYSTEMS AND MATERIAL**

Architectural, structural, environmental control systems and materials in architecture.

### **ARCH 2273 COMPUTER-AIDED DRAFTING II**

A continuation of ARCH 1614 with emphasis on expanding skills gained to produce more complex 2D architectural layouts and drawings, using AutoCAD. Prerequisite: ARCH 1614

### **ARCH 2322 CONSTRUCTION SPECIFICATIONS**

Construction specifications and their significance as part of the contract documents. Specification language and style follows construction specification institute format.

### **ARCH 2363 ARCHITECTURAL PRACTICES AND PROCEDURES**

This course introduces students to the practice and procedures of architecture. It will cover the AIA documents used in the design and construction of buildings; as well as the roles the architectural technician may play in the process.

Prerequisite: ARCH 1103

### **ARCH 2403 3D MODELING-INTRO TO SKETCHUP**

Advanced CAD (computer aided drafting) system operation applications with emphasis on wire frame and solid 3D CAD system models.

### **ARCH 2650 (1-4) TECHNICAL PROJECTS - ARCHITECTURAL TECHNOLOGY**

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received an examination may also be required. Prerequisite: Department Head Approval

### **ARCH 2713 ADVANCED CAD REVIT I**

A continuation of ARCH 2273 with emphasis on expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings, using cutting edge 3D architecture software. Prerequisite: ARCH 1103 or CONS 1103

### **ARCH 2723 ADVANCED CAD APPLICATIONS II – REVIT II**

A continuation of ARCH 2713 with emphasis on expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings including mechanical, electrical, plumbing, and structural, using cutting edge 3D architecture software. Prerequisite: ARCH 2713

## **ART**

### **ART 1103 DRAWING I**

A drawing experience designed to build basic skills and awareness of visual relationships. A sequence of problems dealing with composition, shape, volume, value, line, gesture, texture and perspective. A variety of media explored, including computer illustration.

### **ART 1203 DESIGN I**

An introduction to visual problem solving. Organization of the two-dimensional plane using the elements and principles of design: line, shape, value, texture and color. Use of black and white and color media. Prerequisite: [R]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ART 1503 COLOR ILLUSTRATION**

Fundamentals of illustration using color media. Emphasis is given to perspective and light and shadow to depict objects. Color media include watercolor, pencils, ink, airbrush materials, pastels, collage and crayon. Prerequisite: ART 1103

### **ART 1803 INTRODUCTION TO ART (H)**

An introduction to the analysis and interpretation of visual arts. Visual, emotional, and intellectual aspects of art in painting, sculpture, printmaking, and architecture. Same course as HUMN 1803

### **ART 2050 (1-6) TECHNICAL PROBLEMS**

One to six, maximum six credits. Special topics in photography. Prerequisite: Will change according to subject matter. Lab hours may apply.

### **ART 2323 INTRODUCTION TO PHOTOGRAPHY**

A course in the theory of black and white photography with practical experience in the use of the camera, its variables (shutter, aperture, film), darkroom techniques and the theory of design as it applies to photography. This includes an extended lab for practical application of the camera and darkroom techniques. A fully adjustable 35mm camera is required.

## **ASTRONOMY**

### **ASTR 1104 ELEMENTARY ASTRONOMY (N)**

Introduction to the structure of the universe, including star characteristics, our solar system, and lesser bodies. Lecture only. Prerequisites: [R] [M]

## **BIOLOGY**

### **BIOL 1012 BIOLOGICAL AND MEDICAL TERMINOLOGY**

Introduction to the use of Latin and Greek common roots, stems and combining forms in structuring biological and medical terminology. Prerequisite: [R]

### **BIOL 1124 INTRODUCTION TO ENVIRONMENTAL SCIENCE (L, N)**

An introductory study of the relationships of organisms with each other and the physical environment. Topics include sustainable resource management, environmental hazards, and the impacts of human populations. Prerequisites: [R], ICSM 0113

### **BIOL 1212 HUMAN ANATOMY LAB (L)**

Laboratory supplementing BIOL 1515. Includes dissection and study of the human cadaver. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students who in an approved LPN or paramedic program. Four hours of lab per week. Prerequisites: [R], ICSM 0113; Pre/Corequisite: BIOL 1515

### **BIOL 1303 PRINCIPLES OF BIOLOGY (N)**

A course focusing on the general principles of biology for both majors and non-majors. Topics include genetics, evolution, taxonomy, cellular biology, and ecology. Special emphasis is given to the scientific method and experimental design as applied to cellular, organismal, population, and ecosystem biology. This course plus BIOL 1311 meets the general education criteria for a laboratory science. Prerequisites: [R], ICSM 0113

### **BIOL 1311 PRINCIPLES OF BIOLOGY LABORATORY (L)**

Laboratory supplementing BIOL 1303. It is suggested to have previously taken or take BIOL 1303 with this course. Prerequisites: [R], ICSM 0113

### **BIOL 1404 PLANT BIOLOGY (L, N)**

Survey of the plant kingdom and its importance to humans. This course includes plant anatomy and physiology, genetics, plant breeding, evolution, and growth and development. Emphasis is given to the importance of plants to humans and

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

applying the scientific method and experimental design to plants. This course includes a laboratory component.

Prerequisites: [R], ICSM 0113

### **BIOL 1515 HUMAN ANATOMY AND PHYSIOLOGY (N)**

Structure and function of the human body. Emphasis is on the study of functions in the body and a basic knowledge of gross anatomy. This course does not fulfill the anatomy and physiology requirements for the nursing program. This is a lecture-only class. Prerequisites: [R], ICSM 0113

### **BIOL 1604 ANIMAL BIOLOGY (L, N)**

Survey of the principle phyla of the animal kingdom with emphasis on basic zoological principles. Four hours lab per week. Prerequisites: [R], ICSM 0113

### **BIOL 2214 HUMAN ANATOMY (L, N)**

Morphology of the human body and its systems. Laboratory includes dissection and study of the human cadaver. Four hours lab per week. Prerequisites: [R], ICSM 0113

## **BIOMANUFACTURING TECHNOLOGIES**

### **BMFT 1002 ASEPTIC TECHNIQUES**

A laboratory course to introduce the skills for the preparation of sterile solutions and environments, and the aseptic procedures to prevent contamination. Lab: 4 hours per week. Prerequisites: [R], [W], [M]

### **BMFT 1113 INTRODUCTION TO LABORATORY MANAGEMENT**

A course to introduce areas of laboratory management for routine operations and regulatory compliance. Emphasis will be placed on the development of standard operating procedures (SOPs), compliance with regulatory body procedures, labeling, and record keeping. Associated soft skills relevant to the working environment will be developed. Prerequisites: [R], [W]

### **BMFT 1134 INTRODUCTION TO LABORATORY EQUIPMENT**

An introduction to a variety of common laboratory equipment and their safe uses. Topics include centrifugation, chromatography, spectrophotometry, pumps, probes, and computer software systems. Lab: 4 hours per week. Prerequisites: CHEM 1154

### **BMFT 2203 BIOREACTORS AND CELL CULTURE**

A practical application of variables that influence the growth of cultures for optimum yield of products in bioreactors. The course will cover the operation, sampling, maintenance, and control of bioreactors. The course will also provide students with practice in common cell culture techniques, including mammalian tissue culture and bacterial culture. Lab: 4 hours per week. Prerequisites: BIOL 1303, BIOL 1311, BMFT 1002

### **BMFT 2232 CELL HARVESTING**

Current practices used in downstream processing to harvest product. Students are introduced to the operations that release and extract products from cells, concentrated from media, and remove impurities. Lab: 4 hours per week. Prerequisites: BIOL 1303, BIOL 1311

### **BMFT 2254 DOWNSTREAM LABORATORY OPERATIONS**

The course introduces students to a variety of downstream processing methods and procedures. Techniques include filtration, enzymatic modification, and packaging. Particular emphasis is given to process control, documentation, and quality control. Lab: 4 hours per week. Prerequisites: BIOL 1303, BIOL 1311

### **BMFT 2273 CHROMATOGRAPHY**

Students develop knowledge of downstream processes for the purification of products using common chromatography techniques within the biomanufacturing industry. Techniques include size-exclusion, affinity, and ion-exchange chromatography on instruments such as HPLC and FPLC. Lab: 4 hours per week. Prerequisites: CHEM 1315

### **BMFT 2302 CURRENT PRACTICES IN BIOMANUFACTURING**

This course follows the current good practices (cGxP) for laboratory (cGLP), manufacturing (cGMP), clinical (cGCP), documentation (cGdocP), and distribution (cGDP) for quality management. The principles of “define, document, validate, and implement” will be discussed and applied to relevant examples. The future of biomanufacturing will be explored. Prerequisites: BMFT 1102

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **BMFT 2332 REGULATORY COMPLIANCE IN BIOMANUFACTURING**

This course explores the roles of regulatory bodies in the oversight of laboratory operations and pharmaceutical production. The practical application of policies in the industry will be discussed. Prerequisites: BMFT 2254

### **BMFT 2353 ADVANCED LABORATORY MANAGEMENT**

A continuation of BMFT 1003 that expands on routine laboratory operations and regulatory compliance in laboratory. Personnel management and soft skills relevant to the workforce will be further developed. Prerequisites: BMFT 1003

### **BMFT 2373 INDUSTRY PRACTICUM**

Placement with industry partners to apply the knowledge and skills learned in the course work. Lab: 20 hours per week. Prerequisites: Department Head approval required.

## **BUSINESS**

### **BUS 1320 (1-4) TECHNICAL PROBLEMS-BUSINESS**

One to four, maximum six credits. Technical problems in business that are of particular interest to the business environment. Prerequisite: Instructor Approval

### **BUS 1333 PERSONAL FINANCE**

An introductory course covering personal budgeting, consumer loans, credit cards, personal insurance, savings and investment accounts, social security, home ownership, bank services, personal taxes, estate and retirement planning, career and financial planning, and leasing arrangements. Prerequisites: [R], ICSM 0113

### **BUS 1523 INTRODUCTION TO BUSINESS**

Surveys the basic business functions, principles and practices in the administration of business organizations. Examines business in society and the interactions of business with the competitive, economic, political/legal, social/cultural and technological environments. Prerequisite: [R]

### **BUS 1610 SPECIAL TOPICS IN BUSINESS**

The study and/or analysis of a selected topic in Business. Examines contemporary issues and problems. This course may be cross-listed with other technical problems or special topics sections. May be repeated with a different topic. Variable course credit of one to six hours. Prerequisite: [R]

### **BUS 2013 INTRODUCTION TO IRS FORM 990**

Focuses on the requirements for development and submission of the IRS form 990 and the various schedules and attachments required by the U.S. Federal Government for non-profit organizations. This includes requirements for board disclosure and policies. Prerequisites: [R] [W]

### **BUS 2023 BUSINESS STATISTICS**

Explores descriptive measures, elementary probability, sampling, estimation and testing, regression and correlation and analysis of variance. Prerequisite: Any college level Math

### **BUS 2033 BUSINESS ETHICS**

A study of contemporary and classical views relating to moral judgements and conduct within the business environments. Prerequisites: [R] [W]

### **BUS 2040 (1-6) ADVANCED TECHNICAL PROBLEMS - BUSINESS**

One to six, maximum six credits. A study of applied problems that are of particular interest to the business environment. Prerequisite: Instructor Approval

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **BUS 2113 BUSINESS COMMUNICATIONS**

Introductory course of communications skills needed in the 21st century business environment. Includes communication strategy, delivering written and oral presentations, working in teams, and virtual meetings. Focuses on the methods of preparing effective business communication using technology, critical thinking, analytical reasoning and problem solving skills. Prerequisites: [R] [W]

### **BUS 2333 BUSINESS LAW**

An introduction to the principles of law in relation to business. Topics include law of contracts, law of agency, law of property and sales and negotiable instruments. Special attention is given to practical business problems and their legal implications. Prerequisites: [R] [W]

### **BUS 2613 BUSINESS PLAN DEVELOPMENT**

Supervised course experience that is project-driven. Student will work as an individual or with a team to develop a business plan that addresses the entire business concept including implementation. This course exposes the student to real-world experiences and enhances his/her entrepreneurial skills. Prerequisite: Advisor Approval Required

### **BUS 2750 (1-6) INTERNSHIP**

Supervised work experience that permits students to apply classroom knowledge. Work assignments must be meaningful and must be approved by department head prior to commencing internship. Supervisor will be required to submit a final evaluation report upon completion of internship. Before credit is given, a comprehensive written report of the work accomplished must be prepared by the student and approved by the department head. Prerequisites: Sophomore Standing, Department Head Approval

## **CHEMISTRY**

### **CHEM 1104 BASIC CHEMISTRY (L, N)**

A one-semester course in preparation for the general chemistry sequence or for students whose degree plan has a one-semester chemistry requirement. This course includes fundamental knowledge of inorganic chemistry; with laboratory. Four hours lab per week. Prerequisites: [R], ICSM 0113

### **CHEM 1154 GENERAL, ORGANIC AND BIOCHEMISTRY (L, N)**

Chemistry course recommended for allied-health and veterinary technology majors. This course includes unit conversions, nomenclature, chemical bonding, stoichiometry, solutions, gas laws, acids and bases, organic chemistry, and introductory biochemistry. This course includes a laboratory. Prerequisites: [R] [M]

### **CHEM 1214 CHEMISTRY I (L, N)**

A course recommended for students in applied sciences, including paramedical sciences. This course includes nomenclature; stoichiometry; atomic structure; chemical bonding; solutions; gas laws and thermochemistry with laboratory. Two hours lab per week. Prerequisites: [R] [M]

### **CHEM 1315 GENERAL CHEMISTRY I (L, N)**

An algebra-based course. The first of a two-semester sequence in general chemistry. This course includes nomenclature, atomic and molecular structure, stoichiometry, bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory. Prerequisites: (MATH 1483 or 1513), (CHEM 1104 or CHEM 1154 or High School Chemistry)

### **CHEM 1515 GENERAL CHEMISTRY II (L, N)**

An algebra-based course. This course is a continuation of CHEM 1315 with emphasis on kinetics, equilibrium, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry, and nuclear chemistry; with laboratory. Prerequisite: CHEM 1315

### **CHEM 2014 INTRODUCTION TO ORGANIC CHEMISTRY (L, N)**

One semester organic chemistry course recommended for allied-health majors. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions. No laboratory is required for this course. Prerequisite: CHEM 1154 or CHEM 1315

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **CHEM 2055 ORGANIC CHEMISTRY I (L, N)**

Beginning organic chemistry course recommended for science majors and pre-professional students. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions with an introduction to interpretive spectroscopy. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 1515

### **CHEM 2115 QUANTITATIVE ANALYSIS (L, N)**

This course provides an introduction to analytical chemistry including selected methods of analysis and the statistical treatment of experimental data. Concurrent enrollment in CHEM 2115L is required. Prerequisite: CHEM 1515

### **CHEM 2155 ORGANIC CHEMISTRY II (L, N)**

This course continues the development of the chemistry of functional groups with emphasis on aldehydes and ketone, carboxylic acid, amines and phenols in both aliphatic and aromatic compounds then concludes with the introduction of the biological molecules. Mechanisms and stereochemistry are emphasized in all reactions. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 2055

## **COMPUTER INFORMATION SYSTEMS**

### **CIS 1003 WINDOWS**

Course is designed to give the student basic knowledge of Microsoft Windows and its uses. Students will be given projects using Windows features and will learn how other software programs link to Windows. Prerequisite: ICRW 0035

### **\*CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**

Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, presentations, ethics, vocabulary, Internet skills and file system management. Theory and hands-on computer instruction is included. This introductory course is intended for students with existing computer skills. Prerequisite: [R]

### **CIS 1123 PROGRAMMING FUNDAMENTALS**

Designed for both computer science majors and non-majors to give fundamental knowledge of computer programming concepts. Students will learn accepted programming concepts and style. This course involves logic, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures and input/output. Prerequisite: [R]

### **CIS 1320 (1-6) TECHNICAL PROBLEMS-CIS**

The study and/or analysis of a selected topic in Computer Information Systems. May be repeated with a different topic. Variable credit. Can be repeated up to six hours. Prerequisite: Department Head Approval

### **CIS 1433 GAME DEVELOPMENT**

This course is an overview of game development from the creative and theoretical standpoint. Students will learn to analyze games and game play elements, examine games and trends in gaming, and formulate their own outline for an ideal game. Prerequisite: [R]

### **CIS 1453 CHARACTER DEVELOPMENT**

This course will introduce students to the tools and concepts used to create storylines and develop characters. It will allow students to create games that inform the audience about the character's personality, history, thought processes, etc. Prerequisite: CIS 1433

### **\*CIS 1503 MICROCOMPUTER APPLICATIONS-MS OFFICE**

Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction. Prerequisite: [R]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **\*CIS 2013 C++ LANGUAGE PROGRAMMING**

Introductory course in C++ using object-oriented programming. This includes basic control structure, files, input/output, single and multi-dimensional arrays, searching and sorting. Programs developed using structured design techniques. Prerequisite: CIS 1123

### **\*CIS 2023 C# (SHARP) PROGRAMMING**

Introductory course in C# using object-oriented programming. This includes basic control structures. Programs developed using structured design techniques. Prerequisite: CIS 1123

### **\*CIS 2033 PYTHON PROGRAMMING**

Programming and problem solving using Python. The course will emphasize principles of the software development cycle, procedures and functions, object-oriented programming, and an understanding of fundamental programming concepts such as data structures. Prerequisite: CIS 1123

### **\*CIS 2103 LEVEL DESIGN CONCEPTS**

This course will introduce students to the tools and concepts used to create levels for games. It will incorporate level design and architecture theory, concepts of "critical path" and "flow." Students will build and test levels that reflect design concepts.

### **\*CIS 2150 (1-6) ADVANCED TECHNICAL PROBLEMS-COMPUTER PROGRAMMING**

One to six, maximum six credits. A study of applied problems of particular interest to the computer programmer. Prerequisite: Department Head Approval

### **\*CIS 2263 SPREADSHEET APPLICATION**

An in-depth study of the use and theoretical concepts of integrated microcomputer software spreadsheet application. Hands-on instruction involves individual aspects of computerized spreadsheets, as well as the integration of all spreadsheet components. Prerequisite: CIS 1113 or CIS 1503

### **\*CIS 2323 JAVA**

Introductory course in Java using object-oriented programming. This course includes basic control structures, files, input-output, single arrays, searching, sorting, graphics, event handling, interface components and programming for the Internet. Prerequisites: CIS 1123

### **\*CIS 2343 ADVANCED C++ PROGRAMMING**

An advanced course in object-oriented programming in the C++ language with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked list, stacks, queues, binary trees, polymorphism, inheritance and encapsulations. The design process is object-oriented. Prerequisite: CIS 2013

### **\*CIS 2363 DATABASE DESIGN**

Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113 or CIS 1503

### **\*CIS 2433 ADVANCED C# (SHARP) PROGRAMMING**

This course is designed to strengthen the student's knowledge of advanced programming techniques through the study of object-oriented methods in C# (Sharp). The course studies topics such as internet, web, and database applications and applying web-based services with C#(Sharp). Prerequisite: CIS 2023

### **\*CIS 2463 DATABASE APPLICATIONS**

The student will use a selected database management program to create and edit database files. The student will also search, organize and build reports, forms and templates with the database files. Prerequisite: CIS 2363

### **\*CIS 2513 PRINCIPLES OF INFORMATION SECURITY**

This course provides the student with a broad review of the field of information systems security, background on many related elements and enough detail to facilitate an understanding of the field. It covers terminology of information systems security, the history of the field and an overview on how to manage an information systems security program. Prerequisite: [R]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **\*CIS 2613 COMPUTER INFORMATION SYSTEMS (CIS) PROJECT MANAGEMENT**

This course addresses the process and skills needed for successful project management in the computer information systems and technology environment of business. Topics include project scoping, estimating, scheduling, budgeting, tracking, and controlling. The course uses Microsoft Project software. Prerequisites: [R] [W]

### **\*CIS 2650 (1-4) TECHNICAL PROJECTS - COMPUTER PROGRAMMING**

One to four, maximum four credits. Special project will be assigned by the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: Department Head Approval

### **\*CIS 2703 SYSTEMS ANALYSIS AND DESIGN**

Introduction to a methodology for the analysis, design, documentation, implementation and evaluation of computer systems. Included will be topics in techniques for data gathering, file organization and accessing methods. Prerequisite: CIS 2013 or CIS 2023

### **\*CIS 2713 SYSTEMS DEVELOPMENT AND IMPLEMENTATION**

Development of data processing system from the analysis of present information flow, system specification and equipment selection to implementation of the system. A continuation of CIS 2703 with practical adaptation and/or experience of the topics previously surveyed. Prerequisite: CIS 2703

### **\*CIS 2803 CAPSTONE**

As the capstone course of the Information Systems and Technologies programs, the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Students will demonstrate problem solving, critical thinking, research techniques and technical writing. Computer ethics and group dynamics will be emphasized to help round out the student's education. Prerequisite: Department Head Approval

## CONSTRUCTION

### **CONS 1103 BLUEPRINT READING & DRAFTING FOR CONSTRUCTION**

Development of fundamental drafting skills and techniques instrumental to the interpretation and utilization of visual plans and specifications within engineering, construction, and architecture. Topics: organization and relationship of drawings and specs; symbols, dimensions, scales, and notes. Same as ARCH 1103 and GENT 1113. Two hours lab per week.

### **CONS 1123 INTRODUCTION TO BUILDING CODES**

Introduction to current building codes including BOCA (Building Officials and Code Administrators) applications. (Offered on demand)

### **CONS 1133 INTRODUCTION TO ELECTRICAL CODES**

Introduction to current electrical codes as they apply to buildings. (Offered on demand)

### **CONS 1143 INTRODUCTION TO PLUMBING CODES**

Introduction to current plumbing codes as they apply to buildings. (Offered on demand)

### **CONS 1153 INTRODUCTION TO MECHANICAL CODES**

Introduction to current mechanical codes as they apply to buildings. (Offered on demand)

### **CONS 1214 INTRODUCTION TO CONSTRUCTION**

Overview of the entire construction industry with emphasis on construction materials, methods and systems. Introduction to both building and highway construction drawings and their interpretation. Same as SURV 1214.

### **CONS 2003 OSHA FOR RESIDENTIAL & COMMERCIAL CONSTRUCTION**

The student will review occupational safety & health administration (OSHA) as they apply to the planning and construction of residential and commercial properties. Students will earn basic (30 hour) certification in OSHA safety standards.



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **CONS 2050 (1-6) ADVANCED TECHNICAL PROBLEMS CONSTRUCTION**

One to six, maximum six credits. A study of problems in applied engineering science that is of particular interest to the engineering technician.

### **CONS 2103 INTRODUCTION TO CONSTRUCTION MANAGEMENT**

A study of organization, management, economics and labor relations pertaining to projects during the construction phase.

### **CONS 2112 ELECTRICAL EQUIPMENT OF BUILDINGS**

A basic course in application of electrical, lighting, heating and power distribution. Topics include fundamentals of electric motor starters and controls, and basic planning and design of wiring systems. (Offered on demand)

### **CONS 2113 MECHANICAL EQUIPMENT OF BUILDINGS**

Plumbing, heating and air conditioning as it pertains to residence and small commercial buildings. Design and working drawings on plumbing and heating problems.

### **CONS 2123 CONSTRUCTION LAW**

Legal issues arising from design and construction services, focusing on risk management and liability which affect the construction process. Students will gain an understanding of construction contracts, subcontract, schedule delays, bonds and insurance. Upon completion of this course a general knowledge of the legal aspect affecting the construction industry and projects. Prerequisite: CONS 2103

### **CONS 2203 CONSTRUCTION PLANNING AND SCHEDULING**

This course will introduce the student to effective methods of planning, scheduling, monitoring and controlling construction projects. The techniques covered in this class are also applicable to the management of any other project-oriented activity. Emphasis will be placed on network scheduling techniques, both manual and computer based. Prerequisite: CONS 2103

### **CONS 2213 STRUCTURAL INSPECTION**

Orientation to the correct code requirements on applications, techniques and inspection of reinforced concrete, structural block and pre-stressed concrete. (Offered on demand)

### **CONS 2233 GREEN BUILDING SYSTEMS & LEED CONSTRUCTION**

The purpose of the course is to provide an overview of the green building market within construction, with importance placed on high performance green building systems, renewable onsite energy, water efficiency and minimization of the building impact on the environment. An understanding of sustainability and green building systems will be gained at the completion of the course. An understanding of the US Green Building Council Leadership in Energy and Environmental Design (LEED) building rating program will also be covered. Prerequisite: CONS 1214

### **CONS 2243 LEED STANDARDS & CONSTRUCTION**

The course will provide an understanding of the U.S. green building council leadership in energy and environmental design (LEED version 3, 2009) and other green building rating programs in both residential and commercial construction. The course will cover the history, practice, implementation and benefits of green building programs. At the completion of the course, students will have an understanding of the different credits and prerequisites of LEED, along with an understanding of green building programs. Prerequisite: CONS 2233

### **CONS 2333 CONSTRUCTION PRACTICES AND PROCEDURES**

Light, heavy and industrial construction. Foundation layout, framing and finish work, site investigations, excavation, pre-cast concrete, tilt up, structural steel and metal building construction and project management.

### **CONS 2342 CONSTRUCTION INSPECTION PRINCIPLES**

Problems and considerations pertinent to maintaining adequate quality control on construction projects. Prerequisite: ARCH 1313

### **CONS 2343 CONCRETE AND ASPHALT CONSTRUCTION**

Production techniques for placing and finishing concrete. Design of concrete form work. Concrete testing techniques. Theory and techniques for placing masonry construction units, field and laboratory techniques and field procedures of asphalt construction.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **CONS 2423 CONSTRUCTION ESTIMATING I**

Computing the quantities and cost of materials and labor involved in residential and light commercial construction. Includes bidding procedures and computer applications. Prerequisite: CONS 1214

### **CONS 2523 CONSTRUCTION PROCEDURES II**

Principles, practices and methods of industrial and heavy construction. Topics include earth quantities and productivity of equipment. Lab: three hours per week. Prerequisite: CONS 2423

### **CONS 2623 CONSTRUCTION ESTIMATING II**

A continuation of Construction Estimating I, with emphasis on detailed quantities of materials and labor of building construction estimates. Topics include the preparation of an estimate and bidding procedures. Prerequisite: CONS 2423

## **CRIME VICTIM/SURVIVOR SERVICES**

### **CVSS 1103 VICTIMOLOGY**

An introduction to victimology, with special emphasis on family violence, sexual violence, child abuse, homicide, the criminal justice system, crime victim compensation, crime victim rights and related issues. Prerequisite: [R] [W]

### **CVSS 1113 VICTIM SERVICES**

An overview of community services dealing with victims of crime, including social, support, crisis intervention, prevention and support services, as well as criminal justice and others systems. The course focuses on the role and response of crime victim advocates and service agencies in addressing the needs of victims of crime. Prerequisites: [R] [W], CVSS 1103; Corequisite: CVSS 1103

### **CVSS 1213 GRIEVING PROCESS**

Explores the issues relating to grief that individuals experience when faced with the loss of someone or something important to them. The stages of grief, bereavement, mourning and guilt will be explored, as well as interventions that helping professionals can utilize when dealing with those who have suffered a loss. Prerequisite: PSYC 1113

### **CVSS 1320 (1-6) CVSS-TECHNICAL PROBLEMS**

One to six, maximum six credits. Technical problems will be explored, which are of particular interest to crime victims/survivor services majors.

### **CVSS 2050 (1-4) CVSS-TECHNICAL PROJECTS**

One to four, maximum four credits. The department head will assign special projects. A comprehensive written report (or comparable assignment) of the work accomplished must be prepared and approved by the instructor. Before credit is received, an examination may also be required.

### **CVSS 2113 ABUSE AND EXPLOITATION OF CHILDREN**

Child Abuse and neglect are examined from psychological, familial, social, legal and cultural contexts. Social and legal systems, reporting requirements, ethical considerations, prevention and intervention resources are explored. Prerequisites: [R] [W]

### **CVSS 2123 RAPE AND SEXUAL ASSAULT**

Reviews the phenomenon of rape, myths about rape and rapists, treatment of rape victims, discussion of physical and psychological preparation for possibility of attacks. Understanding the complexity of these issues will be gained by considering psychological, familial, social, legal and cultural contexts of victimization. Prerequisites: CVSS 1103, CVSS 1113

### **CVSS 2223 LEGAL POLICY IN VICTIM SERVICES**

A look at the traditional legislative process and an analysis of the tools of advocacy with government agencies. A discussion of the use of the media in victim services. Current legal rights for victims will be surveyed. Prerequisites: CVSS 1103, POLS 1113

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **CVSS 2233 DOMESTIC AND FAMILY VIOLENCE**

The typology and history of family abuse, including legal guidelines, treatment approaches, emotional abuse, sexual abuse, spousal abuse, elderly abuse and child abuse. Prerequisites: CVSS 1103, CVSS 1113

### **CVSS 2313 STRESS MANAGEMENT FOR SERVICE PROVIDERS**

Provides students with the knowledge, skills and attitudes necessary to understand the causes and effects contributing to the stress created by being in a helping profession. Methods of dealing with this stress and taking care of self will also be addressed.

### **CVSS 2323 SPECIAL POPULATIONS IN VICTIM SERVICES**

A focus on the additional problems cultural diversity presents for victims in our society. A survey of the history of biased responses and the current need for innovative services for these victims will be addressed. Prerequisites: CVSS 1103, CVSS 1113

### **CVSS 2333 INTRODUCTION TO CRISIS INTERVENTION**

A focus on the process and the effects of victimization. A discussion of counseling direct and indirect victims through hot lines, stress reduction, support groups, referrals, etc. will be discussed. Prerequisites: CVSS 1103, PSYC 1113

### **CVSS 2343 CURRENT TRENDS IN VICTIM SERVICES**

A systematic analysis of current trends in criminal victimization and the criminal justice process. Victim impact, perpetrator information, victim service needs, ethical, legal and policy considerations will be explored for selected crime areas. Elder abuse, stalking, and other crimes will be explored in depth. Prerequisites: CVSS 1103, CVSS 1113

### **CVSS 2413 ETHICS**

This course will prepare students to deal with the professional and ethical issues that most affect the actual practice of counseling or serving as an advocate for victims and survivors of crime. Topics to be covered include dealing with ethical dilemmas, the law, limits of confidentiality and dealing with informed consent and the rights of victims. Prerequisite: CVSS 1103

### **CVSS 2511 PROFESSIONAL PRINCIPLES IN VICTIM SERVICES**

This course examines appropriate conduct in the work environment and the cultures of several agencies that impact the lives of crime victims. Prerequisite: Department Head Approval; Corequisite: CVSS 2512

### **CVSS 2512 OCCUPATIONAL PROFICIENCY**

This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: Department Head Approval; Corequisite: CVSS 2511

### **CVSS 2513 PRACTICUM**

This course will give the student the opportunity to apply knowledge and skills learned in the crime victim/survivor service course work. The practicum will be completed in a facility that can give the student related, hands-on experience in the area of emphasis selected. Prerequisites: Sophomore Standing, Department Head Approval

## **EARLY CARE EDUCATION**

### **ECCD 1101 THE EARLY CARE PROFESSIONAL**

This course will introduce students to the Early Care Education program and the profession of early care education in Oklahoma. Students will learn the expectations of the Early Care Education program and options for transferring to a university program following completion of the AAS. This course will reinforce computer skills needed for online/hybrid courses. Students will begin the development of their academic portfolio. This course is the GATEWAY for all ECCD courses and should be taken prior to OR concurrently with the remaining early care education courses.

### **ECCD 1103 INTRODUCTION TO CHILD CARE MANAGEMENT**

An Introduction to planning and effectively implementing administrative systems that carry out an Oklahoma licensed child care facility's program mission, goals, and objectives. Students receive an overview of the various types of Oklahoma licensed programs available in the early care education field. Emphasis is given to advocating for young children and the

## Course Descriptions

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programs serving children, the NAEYC Code of Ethics and Program Administrators supplement, as well as OKDHS licensing regulations, Oklahoma's Reaching for the Stars, the Oklahoma Early Learning Guidelines, state fire codes, health codes, and national credentialing/ accreditation programs. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better.

### **ECCD 1113 PERSONNEL SUPERVISION**

Leadership, supervisory and group facilitation styles, communication styles, and techniques of conflict resolution are explored. The ability to recruit, hire, supervise, coach, and motivate diverse staff to high levels of performance as well as develop and implement appropriate staff evaluation tools and disciplinary steps including termination are emphasized. Components of an Early Care Education Personnel Handbook are discussed. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better.

### **ECCD 1123 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION AND CARE**

A practical introduction to the field of early childhood with focus given to care provided in Oklahoma licensed early care education facilities. Emphasis is given to the history of early childhood, awareness of cultural influences and backgrounds, the need to understand child growth and development, developmentally appropriate practices, positive guidance, the importance of observational skills and the inclusion of children with differing abilities. The National Association for the Education of Young Children Code of Ethical Conduct and the importance of advocating for young children and quality care are highlighted. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into course content. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better.

### **ECCD 1133 CHILD HEALTH, SAFETY AND NUTRITION**

An introduction to the interrelationship of child health, safety, and nutrition using a holistic environmental approach. Emphasis is given to application in Oklahoma licensed early care education environments. This includes the management of a safe indoor/outdoor environment, infection control, emergency response procedures and promoting good nutrition. Students will receive clear concise thought provoking information reflective of the latest developments and practices in the field regarding SIDS, fetal alcohol syndrome and otitis media. No supervised fieldwork experience is required. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

### **ECCD 1141 CHLD PASSENGER SAFETY & TRANSPORTATION**

Training and Education provided meets the approved child passenger safety course required by OKDHS Licensing Regulations for Child Care Centers/Homes for programs providing transportation for children younger than six years of age. Focus is given on Oklahoma's current legislation for child passenger restraint, and the proper installation and use of child passenger restraints. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

### **ECCD 1233 COMMUNICATION, LEADERSHIP & TECHNOLOGY**

Covering the fundamental elements of effective written, verbal and nonverbal communication, this course focuses on enhancing interactions with staff, co-workers, children, families and the community. Leadership styles and peer mentoring is explored. Students develop and deliver an oral presentation including handouts and visual/technological aids. Extensive use of technology as means to effective communications with families is introduced and applied including blogging and web pages. Marketing and public relations, as well as working with media entities are also covered. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Pre/Corequisite: ECCD 1101

### **ECCD 1243 OBSERVING AND ASSESSING THE YOUNG CHILD**

An in-depth study regarding the process of gathering information as a way to support children's development, facilitate child-centered curriculum planning, and design effective learning environments for young children in a variety of early childhood settings. Students are introduced to the Ages and Stages Questionnaire the Early Childhood Environmental Rating Scale, and practice using multiple methods of observation and assessment techniques such as anecdotal records, checklists, frequency counts, program assessments, and more. The importance of the "crosswalk" between developmental milestones and Oklahoma's Early Learning Guidelines (ELGS) is emphasized. The Oklahoma ELG's Infants, Toddlers, Twos, and Young Children Three to Five are incorporated in course content. Four (4) clock hours of

## Course Descriptions

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supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better.

### **ECCD 1320 (1-4) ECCD-SPECIAL TOPICS**

One to four, maximum six credits. Directed individual study or class in specific topics relating to early care education and administration.

### **ECCD 2013 PLAY, DAP, AND CURRICULUM DEVELOPMENT**

An exploration into the theory of play, developmental stages of play, and how play impacts a young child's growth, development, and memories. Students implement environmental designs that foster children's learning. Students support learning through play as they explore various methods used to develop lesson plans that integrate children's interest, abilities, and needs into focus areas such as music, art, blocks, language arts, mathematics, dramatic play, manipulatives and loose parts, and sensory materials. The Oklahoma ELG's Infants, Toddlers, Twos; and Young Children Three to Five are incorporated in course content. Four (4) clock hours of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better.

### **ECCD 2113 CHILD DEVELOPMENT**

An introduction to the most common theories of child development. The physical, cognitive, social and emotional development from prenatal through adolescence is explored. The Oklahoma Early Learning Guidelines (ELG's) for Infants/Toddlers/Twos and Young Children Three to Five years are incorporated into course content. No supervised fieldwork experience is required. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a grade of "C" or better in this course.

### **ECCD 2123 CHILD AND FAMILY IN THE COMMUNITY**

Socialization in a developmental context regarding the child, socialization for high self-esteem in healthy families and socialization in regard to the early care facility/child/family and community are all covered within this course. Student will also explore methods of effectively interacting with families of diverse cultures. Two (2) clock hours of fieldwork experience must be completed by attending a session at an instructor approved family court site. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

### **ECCD 2133 INFANT/TODDLER PROGRAMMING**

A study of prenatal development, birth and infancy through 35 months of age. Special emphasis placed on program planning, implementation and evaluation of developmentally appropriate programs and environments for infants, toddlers and two-year olds. Theory pertaining to physical, cognitive and social emotional development also discussed. Infancy through 35 months of age as a critical period in the psychosocial development of the individual highlighted. The Oklahoma Early Learning Guidelines (ELG's) are incorporated in the content. Ten (10) clock hours of supervised field work experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course.

### **ECCD 2143 LANGUAGE DEVELOPMENT & EMERGING LITERACY**

A study of theory, materials, methods and instructional techniques applicable to language and cognitive development, and emergent literacy experiences during the early childhood years - birth through age eight. Emphasis given to young children birth - 3 years. This course examines developmentally appropriate, integrated and interdisciplinary language arts approaches to literacy development encompassing writing, reading, and oral language of young children in the home, early care, and school environments. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into course content. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course.

### **ECCD 2153 SOCIAL AND EMOTIONAL DEVELOPMENT IN INFANTS AND TODDLERS**

Focuses on social and emotional development from birth to three years. Sensitive, supportive and responsive caregiving that meet the needs and interests of infants and toddlers is emphasized. Developmentally appropriate expectations and environments supporting the social and emotional development of infants and toddlers are studied and emphasized. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility.

## Course Descriptions

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Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course.

### **ECCD 2163 PHYSICAL DEVELOPMENT AND CREATIVE EXPRESSIONS**

Focuses on creativity, play, and motor development with developmentally appropriate creative experiences including play, music, art and motor skills for children birth to three years. Physical development prenatal to three years is emphasized. One (1) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course.

### **ECCD 2213 INCLUSION IN EARLY CARE EDUCATION**

A study of inclusion within the Early Care Education program: environment, curriculum and interactions with family members while serving children with varying physical, emotional, developmental and behavioral needs. Student will study the various characteristics of physical and mental disabilities, while exploring characteristics of diverse needs of young children. Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP) and Points of Inclusion are also covered. Two (2) clock hours of supervised directed field experience assignments must be completed at an instructor approved, early care education site whose enrollment includes a substantial percentage of children with special needs. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

### **ECCD 2233 CHILD GUIDANCE, BEHAVIOR AND CLASSROOM MANAGEMENT**

Students are provided with solid child guidance theories reinforced with positive strategies that increase their understanding of the child behavior and guidance process. Students gain knowledge in developmentally appropriate child guidance, different caregiving styles, specific positive discipline strategies, and managing the physical environment effectively. Special topics in child guidance are covered including children and stress, understanding and management of guiding children expressing anger and aggression. The Oklahoma Early Learning guidelines (ELG's) are incorporated into the class. Twenty-one (21) clock hour of supervised fieldwork experience must be completed at an OSU-OKC ECCD approved early care facility. Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course.

### **ECCD 2323 BUDGET DEVELOPMENT & RISK MANAGEMENT**

Designed to acquaint students with methods of budget planning, development and fiscal control for early care education facility operations including family child care homes. Students become acquainted with the child care trilemma, OKDHS child care subsidy program, per child cost, year-end statements, tax reporting, and liability risk management. Students explore and develop facility utilization factors, annual budgets, monthly budgets, break-even charts, cash flow projections, and salary compensation scales. Students discuss effective fundraising and financial software designed for child care facilities. Staffing Patterns and efficient staff scheduling are also covered. This course requires no supervised fieldwork experience. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a grade of "C" or better in this course. Pre/Corequisites: ECCD 1101, 1113

### **ECCD 2412 PRACTICUM**

Practicum consists of student and instructor directed experiential learning through fieldwork experience, aka clinical hours, and guided situational role-plays. Students earning an AAS degree in Early Care Education are required to complete 110 clock hours of supervised fieldwork experience throughout the duration of ECCD coursework. Students successfully completing OSU-OKC ECCD courses will have accumulated clock hours of required fieldwork experience as designated by each course description. The Practicum course provides students the format to complete the remaining required clock hours of fieldwork experience to total 110 clock hours. Students earning an OSU-OKC Early Care Education Certificate or Associate of Applied Science degree must earn a grade of "C" or better in this course. Prerequisite: Department Head Approval; Corequisite: ECCD 2513

### **ECCD 2513 OCCUPATIONAL PROFICIENCY**

The course is designed to evaluate the graduate candidate's proficiency in the major field of study, reinforcing their competency level and integration into the workplace. In addition, students are provided information and connections for transferring their earned AAS degree to a Bachelor of Science degree. Areas to be assessed include students' knowledge and skill while applying the Oklahoma early childhood core competencies, administrative leadership competencies, and organization of thought and use of good judgment in accordance with NAEYC Code of Ethical Conduct as exhibited in a variety of role-playing exercises. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into the class.

## Course Descriptions

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Students must complete with 80% satisfaction, the multicomponent Early Childhood Exam. This three credit hour class includes 8 clock hours of required fieldwork experience in the form of the Final Assessment Process that is typically held on a Saturday. Students earning an OSU-OKC Early Care Education Associate of Applied Science degree must earn a grade of "C" or better in this course. Prerequisite: Department Head Approval; Corequisite: ECCD 2412

### ECONOMICS

#### **ECON 2013 INTRODUCTION TO MACROECONOMICS**

A study of the basic principles of demand and supply, national income accounting, business cycles, inflation and unemployment, determinants of the level of output, employment and prices, money and banking, fiscal and monetary policy, economic growth, and international trade and finance. Prerequisites: [R] [W], ICSM 0113

#### **ECON 2023 INTRODUCTION TO MICROECONOMICS**

A study of the basic principles of demand and supply, elasticity, opportunity cost, utility analysis, production and costs, market structures, factor markets, government regulation, globalization and international trade. Prerequisites: [R] [W], ICSM 0113

### ELECTRONICS ENGINEERING

#### **EET 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS**

An introduction to the elementary principles of basic electric units, OHM's law, circuit solutions of series and parallel network, magnetism, inductance and capacitance.

#### **EET 2224 ELECTRONIC AMPLIFIERS I**

A study of the theory and application of amplifiers using bipolar and FET transistors. Bias stabilizing and feedback techniques along with RC coupling, direct coupling and transformer coupling circuits will be studied in this course. Prerequisite: EET 1102

#### **EET 2234 ANALOG AND DIGITAL SYSTEMS**

The course studies basic numbering systems, Boolean algebra, logic circuits and systems, pulse circuits and pulse logic systems as applied to computer and microprocessor technology, ADC, DAC, and operational amplifiers. The course also includes closed loop system analysis and PID control theory to show how a digital device can control an analog system. Prerequisite: EET 1102

### EMERGENCY MEDICAL SERVICES PARAMEDICINE

#### **EMSP 1104 EMERGENCY MEDICAL RESPONDER**

This course places an emphasis on basic knowledge and skills necessary to provide lifesaving interventions with minimal equipment while waiting additional EMS response. Upon completion of this course the student will obtain their certification in Basic Life Support for the Healthcare Provider, registration with the State of Oklahoma as an Emergency Medical Responder (EMR), and be eligible to become Nationally Registered as an EMR. Lab: two hours per week.

#### **EMSP 1143 EMS OPERATIONS**

The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, helicopter operations, critical care transport and usage, trauma triage guidelines, and medical operations. The student will understand techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT's or bystanders and describe correct management situations. The student will also be able to

## Course Descriptions

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demonstrate and understand the essential concepts of Crew Resource Management. Successful completion of EMSP 1148 is also required in order to sit for the National Registry of EMTs cognitive and psychomotor exams.

### **EMSP 1148 EMERGENCY MEDICAL TECHNICIAN**

This course is designed to prepare students to enter the prehospital emergency medical services field and provide basic life support. This course meets or exceeds the requirements of the National Emergency Medical Services Education Standards as well as the recommended training hours provided by the Oklahoma State Department of Health. Curriculum includes over 144 hours of classroom lectures and hands-on skills as well as at least 60 hours of field and clinical internship experiences. Prerequisite: Advisor Approval Required

### **EMSP 1234 PHARMACOLOGY**

This course is designed to introduce students to the principals of pharmacology, medication administration, medication classes, and utilization of emergency medications. The student will demonstrate comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, indications, contraindications, dosage and the ability to apply knowledge to determine the appropriate management within the paramedic scope of practice. Prerequisite: BIOL 1515

### **EMSP 1246 PARAMEDIC CARE I**

This course will prepare the paramedic student for general physical assessment, a deeper understanding of physiology and pathophysiology as well as an introduction to advanced airway management and ventilation therapy. It will include clinical time in an emergency department, ambulance and geriatric center. It is designed to cover the well-being of paramedics, their roles and responsibilities, injury and illness prevention, medical/legal issues, ethics, therapeutic communications and life span development. Discussion and review of medical mathematics, history taking, and techniques of physical examination, patient assessment, clinical decision making, communications, and documentation is included. Upon successful completion of this course the paramedic student will also be able to define normal cellular physiology, how cells respond and change to injury, geriatrics and other causes of disease, self-defense mechanisms, inflammation, and variances of immunity stress and disease. Prerequisite: EMSP 1148 (EMT), Department Head Approval; Corequisite: BIOL 1515

### **EMSP 1263 ECG INTERPRETATION**

This course introduces the student to the basics of dysrhythmia interpretation, performance and interpretation of twelve lead ECG to allow the Paramedic to treat the patient with acute myocardial infarction, as well as reviews the anatomy and physiology of the cardiovascular system. This course includes both lecture and exercise time in which the student may receive hands on rhythm interpretation practice via use of oscilloscope and paper rhythm strips. The course is designed for students with an interest or a need in improving or developing rhythm interpretation skills. Corequisite: BIOL 1515

### **EMSP 1348 PARAMEDIC CARE II**

The student will accurately describe airway management/ventilation (including rapid sequence intubation), venous access, trauma systems, mechanism of injury, hemorrhage & shock, soft tissue trauma, burns, head & facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, & environmental conditions. The student will integrate fluid therapy and advanced airway care into correct management of the patient with respiratory disorders; and/or trauma to soft tissues, the central nervous system, and the musculoskeletal system. Students will spend clinical time in the following areas; ambulance, emergency department, psychiatric unit, trauma ICU, operating room, and respiratory therapy. Prerequisite: EMSP 1246

### **EMSP 1721 EMERGENCY VEHICLE OPERATIONS**

This course combines both didactic (8 hours lecture) and practical (16 hours driver training) aspects of instruction in preparation for emergency vehicle operations. The goal of this course is to provide participants with the skills and knowledge necessary to operate their ambulances so that the vehicle, equipment, crew, and patients will be delivered safely and efficiently and the safety of the public will be assured during all phases of the delivery of emergency medical services involving the ambulance. Prerequisite: EMSP 1148

### **EMSP 2549 PARAMEDIC CARE III**

The student will expand heavily on their knowledge of pathophysiology and overall patient management on top of what they have learned in previous semesters. The student will apply their knowledge and skills in the following medical areas including but not limited to advance cardiology, endocrinology, infectious/communicable diseases, abdominal/gastro-intestinal disorders, hematology, toxicology, and shock/resuscitation. The student will also be introduced to the concept of



## Course Descriptions

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Team Leader as well as Team Member and will be evaluated as such during all scenarios. The student will learn all aspects of Advanced Cardiac Life Support including treatment algorithms and megacodes. Field and hospital clinical practicums are an integral part of the course. Prerequisites: EMSP 1234, EMSP 1263, EMSP 1348

### **EMSP 2563 PARAMEDIC CONCEPTS FOR THE EXPERIENCED HEALTHCARE PROVIDER**

In this course, experienced healthcare providers will incorporate the knowledge, practice and ethical behavior necessary for safe and effective paramedic practice. The focus of this course will be on advanced airway management, advanced invasive skills, affective domain, and the critical thinking of associate degree paramedics. Learning experiences include both lecture and hi-fidelity simulation. Prerequisite: EMSP 1148 and previous formal acceptance into the accelerated paramedic program for experienced healthcare providers.

### **EMSP 2559 PARAMEDIC CARE IV**

This course will allow the paramedic student to complete their initial EMS training. The student will complete their Paramedic Internship at a local EMS agency. The student will be required to successfully complete their internship with a minimum of 50 "Team Leads" during 911 Emergencies. The student will also expand on their pathophysiology knowledge in the areas of labor and delivery, pediatrics, Pediatric Advanced Life Support, geriatrics, and other special patient populations. The student will complete clinical time in the following areas: ambulance, pediatric emergency department, pediatric ICU, labor and delivery, as well as complete a final 'Gatekeeper' shift with EMS Program's Medical Director. At the conclusion of this course, the student will be able to sit for both the National Registry of EMT written and Practical exams. Prerequisite: EMSP 2549

## ENGINEERING

### **ENGS 2113 STATICS**

Resultants of force systems, static equilibrium of rigid bodies and statics of structures. Shear and moment diagrams. Prerequisite: PHYS 2014

### **ENGS 2123 ELEMENTARY DYNAMICS**

Dynamic equilibrium of particles and bodies. Work-energy and impulse momentum principles. Prerequisite: ENGS 2113

### **ENGS 2143 STRENGTH OF MATERIALS**

Bending moments, deformation and displacements in elastic and plastic deformable bodies. Prerequisites: PHYS 2014, MATH 2265, ENGS 2113

### **ENGS 2213 THERMODYNAMICS**

Properties of substances and principles governing changes in form of energy. First and second laws. Prerequisites: CHEM 1515, PHYS 2014 (Offered on demand)

### **ENGS 2613 INTRODUCTION TO ELECTRICAL SCIENCE**

Elements of electrical engineering. AC and DC circuits, mesh and node formulation of network equations, steady-state response to sinusoids, energy, power and power factor. Lab: three hours per week. Prerequisites: PHYS 2114 (Summer and on demand)

## ENGLISH

### **ENGL 1013 INTERNATIONAL FRESHMAN COMPOSITION I**

Restricted to students whose native language is not English. Special attention to problems of English as a second language. Intensive writing instruction, focusing on analysis. Emphasizes strategies for reading critically, analyzing texts from diverse perspectives, and developing substantive written assignments through systematic revision, addressing specific audiences, integrating sources, and expressing ideas with clarity and correctness. May be substituted for ENGL 1113. Prerequisites: [R] [W]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ENGL 1033 INTERNATIONAL FRESHMAN COMPOSITION II**

Restricted to students whose native language is not English. Intensive writing instruction focused on analysis, argument strategies, research, and revision. Students produce academic writing using different argument forms with attention to audience, clarity, and correctness. Emphasis is on the researched argument, including evaluating, integrating, and citing academic sources. May be substituted for ENGL 1213. Prerequisite: ENGL 1013 or ENGL 1113

### **ENGL 1113 ENGLISH COMPOSITION I**

Intensive writing instruction, focusing on analysis. Emphasizes strategies for reading critically, analyzing texts from diverse perspectives, and developing substantive written assignments through systematic revision, addressing specific audiences, integrating sources, and expressing ideas with clarity and correctness. Prerequisites: [R] [W]

### **ENGL 1213 ENGLISH COMPOSITION II**

Intensive writing instruction focused on analysis, argument strategies, research, and revision. Students produce academic writing using different argument forms with attention to audience, clarity, and correctness. Emphasis is on the researched argument, including evaluating, integrating, and citing academic sources. Prerequisite: ENGL 1113

### **ENGL 2050 (1-6) SPECIAL TOPICS IN ENGLISH (H)**

Special topics with variable credit in English will be explored. These special topics include but are not limited to: African-American Literature, Introduction to Rhetoric and the exploration of specific authors or literary movements.

### **ENGL 2103 INTRO TO GRANT WRITING AND ADMINISTRATION (H)**

Participants in this course will examine the entire grant proposal development process including research tools and techniques, criteria for narrowing the funding, effectively organizing and writing the proposal, packaging the proposal, follow-up and tracking. The course will provide practice and hands on work in the writing of a grant proposal for funding. This course will also offer grant administration, metrics, evaluation and reporting. Prerequisite: ENGL 1113

### **ENGL 2333 INTRODUCTION TO TECHNICAL REPORT WRITING**

Intensive writing instruction focused on clear communication and conciseness. Course helps students hone technical communication skills while writing of definitions, process descriptions, proposals, and other major reports. Prerequisite: ENGL 1113

### **ENGL 2353 AMERICAN INDIAN LITERATURE (H)**

General survey of various types of traditional and contemporary American Indian writing, particularly legends, myths, oratory, poetry, short stories, novels and memoirs. Prerequisite: ENGL 1113

### **ENGL 2413 INTRODUCTION TO LITERATURE (H)**

Concentrates on close readings of masterpieces in fiction, drama, and poetry. Prerequisite: ENGL 1113

### **ENGL 2513 INTRODUCTION TO CREATIVE WRITING (H)**

Literary composition with emphasis on techniques and style through readings and writings in fiction, playwriting, poetry, and creative non-fiction. Prerequisite: ENGL 1113

### **ENGL 2543 BRITISH LITERATURE I (H)**

Survey of major literary works and movements from the beginning to 1700. Prerequisite: ENGL 1113

### **ENGL 2653 BRITISH LITERATURE II (H)**

Survey of major literary works and movements from the Romantic Period to present. Prerequisite: ENGL 1113

### **ENGL 2773 AMERICAN LITERATURE I (H)**

A survey of major American writers and literary movements from the colonial period to the Civil War. Prerequisite: ENGL 1113

### **ENGL 2883 AMERICAN LITERATURE II (H)**

A survey of major American writers and literary movements from the Civil War to present. Prerequisite: ENGL 1113

### **ENGL 3163 WORLD LITERATURE I (H)**

A survey of literary works from classical antiquity to 1650. Prerequisite: ENGL 1213

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ENGL 3173 WORLD LITERATURE II (H)**

Selected literary masterpieces exemplifying ideals and values in non-western cultures. Emphasis on the study of non-western literature available in English. Prerequisite: ENGL 1213

## **FIRE PROTECTION**

### **FIRE 1712 PHYSICAL FITNESS FOR FIREFIGHTERS**

This course will provide students with the physical fitness knowledge and skills required for the entry level training as a firefighter. Students will learn about firefighter health and wellness topics and be provided information about the typical entry-level firefighter candidate testing processes. This course meets the prerequisite requirement of the National Fire Protection Association (NFPA) 1001 standard for Fire Fighter Professional Qualifications for persons entering a Firefighter I training program.

### **FIRE 1725 FIREFIGHTER I**

Prepares students to the level of Firefighter I as defined by the National Fire Protection Association (NFPA) 1001 Standard for Fire Fighter Professional Qualifications. Students completing the course with a grade of "C" or better will be eligible for certification by the International Fire Service Accreditation Congress (IFSAC) and Oklahoma Fire Service Training (FST) as Firefighter I. Live fire training and certification testing will be conducted by Fire Service Training in Stillwater, Oklahoma. Student must complete and pass FIRE 1733 Hazardous Materials Operations (FIRE 1733) before certification of Firefighter I is granted by IFSAC and FST. Lab: 2 hours per week. Medical release from a physician is required.

### **FIRE 1733 FIREFIGHTER II & HAZARDOUS MATERIALS**

Hazardous Materials & Firefighter II is an ad-vanced course that is designed to build upon the knowledge acquired by the student from completing the FF I course. This course provides the student with more knowledge of fire ground and hazardous materials situations to allow them to make basic evaluations of safety problems and assume leadership roles when carrying out emergency response operations. Prerequisite: FIRE 1725

### **FIRE 2050 (1-4) ADVANCED TECHNICAL PROBLEMS IN FIRE PROTECTION**

One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service professional.

### **FIRE 2122 FIRE & EMERGENCY SERVICES INSTRUCTOR**

This course prepares potential fire and emergency services instructors for planning instruction, using a variety of Instructional methods, teaching diverse learners and evaluating course outcomes. The course also provides guidelines for addressing the critical issues of safety, the legal issues of training and opportunities for students to participate in application activities. On successful conclusion of the course, students are eligible to sit for the IFSAC Fire and Emergency Services Instructor I certification exam.

### **FIRE 2303 PUMPING DRIVER/OPERATOR**

This course will provide the student with the knowledge of general principles of pump operations, along with practical application of those principles in an emergency situation. Students will gain the requisite knowledge of safe driving techniques, fire pump theory and operation, hydraulic calculations, water shuttle, apparatus maintenance and apparatus positioning to maximize efficiency and water supply. Prerequisite: FIRE 1733

### **FIRE 2343 FIRE PREVENTION AND LIFE SAFETY**

The student will acquire an understanding of fire prevention and life safety, its importance in risk-reduction, and how to deliver fire and life safety presentations at the shift level to the diverse populations normally found within a community. Prerequisite: FIRE 1733

### **FIRE 2353 STRATEGY AND TACTICS**

This course is a study of the principles and methods of various emergency scene command operations. This course will include simple and complex incident command operations. Students will participate in scenario based exercises to practice the initial command operations and learn to expand the command structure as the incident grows. Prerequisite: FIRE 1733

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **FIRE 2663 FIRE COMPANY OFFICER**

The course identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery and Safety, and Application of Professional Ethical Standards.

### **FIRE 2383 INSPECTION PRACTICES AND FIRE SCENE PRESERVATION**

This course will provide the student with additional knowledge of fire protection systems. Students will gain the requisite knowledge of fire protection systems as referenced in the National Fire Protection Association (NFPA) 1031 and 1033 standards at the Fire Inspector I and Fire Investigator levels. Prerequisite: FIRE 1733

### **FIRE 2393 FIEFIGHTER OCCUPATIONAL SAFETY, HEALTH AND WELLNESS**

The student will acquire an understanding of adhering to an organization's safety and health policies, maintaining a healthy lifestyle, the need to correct unsafe behavior, and addressing issues related to cancer and suicide prevention within the fire service. Prerequisite: FIRE 1733

### **FIRE 2650 (1-6) TECHNICAL PROJECTS IN FIRE PROTECTION**

One to six, maximum six credits. A study of problems in fire protection that are of particular interest to the fire service professional.

### **FIRE 2703 FIRE PROTECTION CAPSTONE**

This course will place the non-fire department employed, fire protection student with various metropolitan fire departments to participate in day-to-day activities and emergency response operations. All students will participate in a writing intensive, assessment-based course. The written assignments will present the student with thought provoking issues occurring in today's fire service in order for the student to demonstrate critical thinking, problem solving and communication skills in the application of knowledge acquired in the fire protection degree program. Prerequisites: FIRE 1712, FIRE 1733

## **GENERAL TECHNOLOGY**

### **GENT 1103 PRINT READING**

This course gives students an introduction to the different schematics used in electrical and mechanical systems. Students will gain an understanding of the standard symbols used in the various systems schematics and how to read them. Students learn how to read basic piping and instrumentation diagrams, and how to interpret single line electrical diagrams.

### **GENT 1112 TOOLS, TECHNOLOGY, AND EQUIPMENT FOR TECHNICIANS**

An introduction into the use of tools and equipment used in industrial processes. Topics include the use of meters, gauges, transducers, and thermometers. A review of the scientific principles to control a process' temperature, pressure and fluid flow will be studied. Plus, calibration concepts and techniques of instrumentation will be introduced.

### **GENT 1113 ESSENTIALS OF MECHANICAL AND ARCHITECTURAL DRAFTING**

Development of fundamental drafting skills and techniques instrumental to the interpretation and utilization of visual plans and specifications within engineering, construction, and architecture. Topics: organization and relationship of drawings and specs; symbols, dimensions, scales, and notes. Same as ARCH 1103 and CONS 1103 Two hours lab per week.

### **GENT 1123 TEAM WORK AND PROBLEM SOLVING**

The course will study team concepts and problem solving techniques to assist project teams in improving quality and productivity by providing knowledge of how to form and work as a team; plan and conduct good meetings; manage logistics and details; gather useful data, and communicate the results to implement changes.

### **GENT 1134 AC/DC THEORY**

Review of elementary principles of electricity, OHM's law, circuit solutions, magnetism, inductance and capacitance. This course also introduces transient analysis, network theorems, resonant circuits, filters, AC power, and computer aided circuit analysis techniques. Pre/Corequisite: MATH 1483

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **GENT 1143 COMPUTATIONS FOR TECHNICIANS**

This course studies number systems, dimensional analysis, Boolean algebra, exponential, logarithmic, trigonometric functions and systems of equations used by industrial technicians. It uses spreadsheets, Matlab or equivalent software to solve a variety of problems in introductory engineering analysis: such as graphing data, unit conversions, simple statistical analysis, sorting, searching and analyzing data, curve fitting, interpolation, solving algebraic equations, logical decisions, comparing economic alternatives, and finding optimum solutions. The acquisition and processing of data are also covered. Prerequisite: MATH 1483

### **GENT 1153 INTRODUCTION TO MECHATRONICS/MECHANICAL SYSTEMS**

An introductory course in the theory and operation of Mechatronics and Mechanical systems. The course presents foundational concepts in mechatronics including analog and digital electronic sensors, actuators, microprocessors, and microprocessors interfacing to electromechanical systems. Components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits are studied. Pre/Corequisite: Math 1483

### **GENT 1313 INTRODUCTION TO OCCUPATIONAL SAFETY**

A course in industry safety, giving an overview of state and national regulations in safety. The course will also cover the basic areas of an industrial safety program, as well as reporting, investigating and analyzing the results.

### **GENT 1320 (1-6) TECHNOLOGICAL PROBLEMS**

One to six credits. A study of problems in the field of applied technology that are of particular interest to currently employed technicians. Prerequisite: Instructor and Advisor Approval (Offered on demand)

### **GENT 1513 BASIC ELECTRICAL CODE AND INSPECTION**

This course is a study of the basic principles of electrical circuits, motors and generators as well as basic wiring principles based on the National Electrical Code. Also included is a survey of the provisions and requirements of all electrical devices and circuits, which are covered in the National Electrical Code. (Offered on demand)

### **GENT 2050 (1-6) ADVANCED TECHNOLOGICAL PROBLEMS**

One to six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician. (Offered on demand)

### **GENT 2223 MOTORS & GENERATORS**

A study of the operation and maintenance of motors and generators, including an in-depth look at the common components and contrasting operating procedures.

### **GENT 2313 HYDRAULICS AND MECHANICAL SYSTEMS**

An introduction to operation and maintenance of the mechanical and hydraulic systems.

### **GENT 2323 STATICS**

Force, distributed forces, reactions, free body diagrams, friction, internal forces and moments of inertia. Applications are emphasized. Prerequisites: PHYS 1114, MATH 1613 (Fall and Spring Only)

### **GENT 2353 FLUID MECHANICS**

This course is an introduction into fluid mechanics. It studies the properties of fluids and fluid flow, Bernoulli's theorem, measuring devices, viscosity, and dimensional analysis. It emphasizes pumps, piping, and fluid motors. Prerequisite: GENT 2313

### **GENT 2543 PROGRAMMABLE LOGIC CONTROLLERS**

This course teaches the student an overview of the selection, programming, operation, and capabilities/limitation of programmable logic controllers.

### **GENT 2600 (1-6) INTERNSHIP**

This course provides on-the-job training for students. Work experience may be substituted if the student is currently working in the industry. Prerequisite: Advisor approval

### **GENT 2653 TECHNICAL PROBLEMS**

A project will be approved by the instructor for the students to design, build, and demonstrate their knowledge of the problem. A comprehensive written report of the work accomplished will be prepared that demonstrates the collected

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

knowledge, skills, and techniques acquired in the program of study. It also includes basic numbering systems, Boolean algebra, logic circuits and systems, pulse circuits and pulse logic systems as applied to computer and microprocessor technology demonstrate problem solving, critical thinking, research techniques, technical writing, and team dynamics to help round out the student's education. Four hours lab per week. Prerequisite: Department Head Approval

### GEOGRAPHY

#### **GEOG 2253 WORLD REGIONAL GEOGRAPHY (I)**

The world's major culture regions, with emphasis on geographic aspects of contemporary economic, social and political relationships with the physical environment. Prerequisites: [R] [W]

### GEOLOGY

#### **GEOL 1114 PHYSICAL GEOLOGY (L, N)**

Composition and structure of the earth and the modification of its surface by internal and external processes. Emphasis upon mineral resources, sources of energy and environmental aspects of geology. Field trips required. No credit for students with prior credit in GEOL 1014 - General Geology. Lab: two hours per week. Prerequisites: [R] [M]

#### **GEOL 1224 HISTORICAL GEOLOGY (L, N)**

Earth history, with major emphasis on mountain building, development of continents and oceans and evolution of animals and plants. Field trips required. Lab: three hours per week. Prerequisite: GEOL 1114

### HEALTHCARE MANAGEMENT

#### **HCM 1103 INTRO TO BILLING AND CODING**

This introductory course will explore the vital roles of the billing and coding departments for healthcare operations. Students will gain a general understanding of medical coding and medical billing including how the two areas work together for the overall success of healthcare revenue cycle management.

#### **HCM 1143 HEALTHCARE INTRODUCTION TO OPERATIONS**

An overview of healthcare delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations and review of the various personnel who comprise these systems, will be examined in relation to their impact on healthcare delivery.

#### **HCM 1153 HEALTHCARE LAW & ETHICS**

This course will review local, state and federal legislation as they relate to healthcare systems and delivery, as well as analyze relevant medicolegal principles and concepts. An overview of medical ethics will be presented, and a variety of related ethical issues will be explored.

#### **HCM 1173 HEALTHCARE BILLING**

This course covers the role of the medical biller throughout the revenue cycle process from preauthorization and data entry to insurance payments and collections. The various insurance types including: Medicare, Medicaid, and workers' compensation will be included with an overview of billing regulations and compliance including fraud, abuse, HIPAA, and HITECH. Understand the 3 major code sets (CPT®, ICD-10-CM, and HCPCS Level II), how to apply medical necessity standards, and how to use the code books. Pre/Corequisite: BIOL 1012

#### **HCM 1183 HEALTHCARE CODING**

This course covers procedural coding guidelines for the ICD-10-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, the integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory. This class uses curriculum aligned with the AAPC CPC National certification exam. Pre/Corequisite: BIOL 1012

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **HCM 2133-ADVANCED HEALTHCARE CODING**

This course is designed to provide advanced practice in healthcare coding, and can serve as a test prep for the national certification exam for coding professionals (CPC). Prerequisite: HCM 1183

### **HCM 2000 (1-4) SPECIAL TOPICS IN HEALTHCARE ADMINISTRATION**

Variable credit course of one to four hours. This course examines issues within the field of Healthcare Administration. Can be repeated for credit with different topic. Prerequisite: Department Head Approval

### **HCM 2103 HEALTHCARE INFORMATION SYSTEMS**

This course is an introduction to the fundamentals of health information management using computer-based patient records. Key areas of study within health information management are addressed, with emphasis on the use of information as an asset to the health care provider. Included topics illustrate the importance of planning and setting procedures for proper storage, maintenance, usage, and security of health information records. Prerequisites: HCM 1103

### **HCM 2123 ADVANCED HEALTHCARE BILLING**

This course is designed to provide advanced practice in healthcare billing and can serve as a test prep for the national certification exam for billing professionals (CPB). Prerequisite: HCM 1173

### **HCM 2133-ADVANCED HEALTHCARE CODING**

This course is designed to provide advanced practice in healthcare coding, and can serve as a test prep for the national certification exam for coding professionals (CPC). Prerequisite: HCM 1183

### **HCM 2143 HEALTHCARE STATISTICS**

This course will be an introduction to healthcare statistics designed to explain common statistical computations and their practical uses in health care settings. Students will apply the proper method of statistical analysis relative to the current health care industry, basic math and statistical computations, vital statistics and mortality rates, census and occupancy rates, and more. Prerequisites: HCM 1143, HCM 1163.

### **HCM 2163 HEALTHCARE MANAGEMENT**

An introduction to Healthcare Management, this course focuses on leadership/teamwork, organizational behavior, strategic planning, marketing, information systems, finance, compliance, health disparities and emerging issues in healthcare. Prerequisite: HCM 1103

### **HCM 2173 HEALTHCARE HUMAN RESOURCE MANAGEMENT**

A continuance of HCM 2163, focusing on strategic human resource management including organizational structures, legal issues, competencies and quality standards. Job design, recruitment, training with healthcare relations including retention, performance management will also be covered. Prerequisite: HCM 2163

### **HCM 2193 HEALTHCARE LEADERSHIP**

This course deals with the problems of management of the small working unit (division, department, section, etc.) within a larger healthcare agency. Included items will be unit goals, identification of problems, staffing needs, monitoring of work progress, unit communications and interpersonal relations within the unit. Pre/Corequisites: HCM 1143, HCM 1153, HCM 2103, HCM 2143, HCM 2163

### **HCM 2293 BILLING II: ADVANCED HC BILLING AND CERTIFICATION TEST PREP**

This course is designed to provide advanced practice in healthcare billing and may serve as a test prep for a national certification exam for medical billing. Prerequisite: HCM 1173

### **HCM 2233 INTERNSHIP (PRACTICUM)**

Field experience providing learning through observation and participation in administrative activities, which allows the application of knowledge and skills learned in coursework. (Placements are arranged in an existing healthcare system/agency to support role development consistent with the student's career goals and work experience.) Prerequisites: HCM 2163, HCM 2173, HCM 1143

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### HISTORY

#### **HIST 1483 U.S. HISTORY TO 1865**

From European background through the Civil War. Satisfies, with POLS 1113, Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with credit in HIST 1103. Prerequisites: [R] [W]

#### **HIST 1493 U.S. HISTORY SINCE 1865**

Development of the United States, including the growth of industry and its impact on society and foreign affairs. Satisfies with POLS 1113 Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with prior credit in HIST 1103. Prerequisites: [R] [W]

#### **HIST 2123 AFRICAN AMERICAN HISTORY (S)**

This course is a multi-disciplinary exploration of the major contours of African-American history, literature, and arts. Temporally, it covers the introduction of Africans to America as slaves through the civil rights movement. The class seeks to include contributions to the subject from the areas of history, literature, and the arts. Prerequisites: [R] [W]

#### **HIST 2323 OKLAHOMA HISTORY (S)**

Development of the state of Oklahoma from prehistory to present. Among the material relating to Oklahoma to be covered are the geography and geology, prehistoric cultures, Native American heritage, Civil War, Cimarron Territory, Indian Territory, Oklahoma Territory, statehood, development of political institutions, ethnic diversity, economic development, politics and other aspects contributing to the formation of the state. The course satisfies the Oklahoma State Department of Education requirement for teacher certification. Prerequisites: [R] [W]

#### **HIST 2450 (1-6) SPECIAL TOPICS (S)**

One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and topics within history. This course may be cross-listed with other technical problems or special topics sections. Prerequisites: [R] [W]

#### **HIST 2463 NATIVE AMERICAN HISTORY (S)**

This course provides a comprehensive examination of the history of North American Native Americans indigenous to what is now the United States. Topics such as languages, religious beliefs, family structures, political structures, economic systems, and military history will be covered. Prerequisites: [R] [W]

#### **HIST 2513 WORLD HISTORY TO 1500 (S)**

An overview of world history from the birth of the first human civilizations to the end of the European Middle Ages. Emphasis is on major political, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

#### **HIST 2533 WORLD HISTORY SINCE 1500 (S)**

An overview of world history from the end of the European Middle Ages to the modern era. Emphasis is on major political, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

### HORTICULTURE TECHNOLOGY

#### **HRT 1014 PRINCIPLES OF HORTICULTURE (L, N)**

Horticulture fundamentals course covering the characteristics of and uses for horticultural plants, plant growth principles and plant care practices, the scope of the horticulture industry, basics in plant propagation, landscape plant maintenance, and other horticultural topics. Lab: two hours per week. Prerequisite: [R]

#### **HRT 1123 HOME GARDENING - FRUITS AND VEGETABLES**

Emphasis is placed on fruits and vegetables to be grown in a home garden. Cultural and environmental problems associated with each fruit or vegetable crop to be studied. Lab: 2 hours per week. Prerequisites: [R], ICRW 0035



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **HRT 1151 INTRODUCTION TO FLORAL DESIGN**

Students will experience care and handling of fresh flowers and plants; customer care and sales; and principles and elements of basic flower design. Lab: 1 hour per week.

### **HRT 1173 MARKET GARDENING**

This course will address various horticultural crops including vegetables, fruits and ornamentals. Cultural practices including soil building, fertilization, pest management, harvest and post-harvest handling will be addressed. This course will also cover season extension structures, and equipment needs. Lab: 2 hours per week. Pre/Corequisite: HRT 1014

### **HRT 1202 HORTICULTURE CALCULATIONS**

An introduction to the commonly used calculations in the horticulture industry. Prerequisite: HRT 1014

### **HRT 1320 (1-6) TECHNICAL PROBLEMS - HORTICULTURE**

One to three credits, six credits maximum. Technical problems in horticulture that are of particular interest to horticulture majors. Prerequisite: Advisor Approval

### **HRT 1853 IRRIGATION INSTALLATION AND TROUBLESHOOTING**

This hands-on course introduces basic irrigation layout, installation, maintenance and troubleshooting techniques. Topics include: gluing and repairing PVC and polyethylene pipe, installing and adjusting heads, valve operation, troubleshooting and repairing valves and field controllers. Additional topics include pump and well operations, cross connection, winterizing, drainage and micro irrigation system installations. Lab: 2 hours per week.

### **HRT 2013 LANDSCAPE MANAGEMENT**

An overview of landscape management practices. Topics include inventory and analysis of properties, safety, landscape calculations, and landscape plants establishment. Basic landscape design will be covered. Lab: 2 hours per week. Prerequisites: HRT 1014 and (HRT 2313 or HRT 2413 or HRT 2453)

### **HRT 2023 HORTICULTURAL SOIL SCIENCE**

The study of principle physical, chemical and biological properties of the soil as related to horticultural plant growth. Subjects covered include soil testing and fertilizer usage, formation, soil fertility concepts, and classification of soils. Course work covers the basic chemistry and math related to soil science. Prerequisite: [R]

### **HRT 2050 (1-6) ADVANCED PROBLEMS-HORTICULTURE**

One to six credits, six credits maximum. A study of applied problems that are of particular interest to horticulture majors. Lab Included. Prerequisite: Advisor Approval

### **HRT 2113 TURFGRASS MANAGEMENT**

Selection, establishment and maintenance of turfgrass. Topics include turfgrass equipment, identification of weeds, and fertilizers and chemicals used for turf management. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2133 NURSERY MANAGEMENT AND OPERATIONS**

The propagation, production, management and marketing of commercial nursery stock including facilities, equipment, supplies, environmental and pest control. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2153 ADVANCED FLORAL DESIGN**

Students will get in-depth, hands-on experience and coaching on contemporary and everyday design, sympathy, hand-tied bouquets, wedding and event design, and flowers to wear and carry. Principles of selling, pricing and budgeting learned in the introductory class will be used in this course for event planning. Advanced skill development will be encouraged. Lab: 3 hours per week. Pre/Corequisite: HRT 1151

### **HRT 2163 PLANT PROPAGATION**

Principles and practices used in the sexual and asexual propagation of horticultural plants including seeds, division, layering, cuttings, grafting, and budding. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2213 HORTICULTURE MARKETING**

An in-depth study of marketing principles and how marketing applies to the horticulture industry. Includes location, facilities, sales methods and price determination. Services, merchandising, marketing and advertising techniques, as well as supervisory and personnel responsibilities are also offered. Pre/Corequisite: HRT 1014

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **HRT 2251 STYLES AND TRENDS IN FLORAL DESIGN**

Students will experience advanced design techniques to include tropical flower design and foliage weaving. Public speaking and presentation of completed floral design is incorporated into the course. Lab: 1 hour per week.

Pre/Corequisite: HRT 2153

### **HRT 2263 HORTICULTURAL PEST MANAGEMENT**

Introduces and thoroughly covers the topic of pest management in all areas of horticulture technology. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2313 DECIDUOUS LANDSCAPE PLANTS**

Identification and classification of deciduous trees, shrubs, vines and groundcovers. Includes the study of the plant materials cultural requirements and landscape uses. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2343 CONTROLLED ENVIRONMENTS HORTICULTURE**

This is a study of the operation and management of greenhouses and related environments. Emphasis is on infrastructure, cultural systems, production, and marketing of commercial floriculture, vegetable, and herb crops. Lab: 2 hours per week.

Prerequisite: HRT 1014

### **HRT 2413 EVERGREEN LANDSCAPE PLANTS**

The identification and classification of evergreen trees, shrubs, vines and groundcovers. Includes the study of their cultural requirements and landscape uses. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2453 HERBACEOUS ORNAMENTAL PLANTS**

This plant identification course introduces ornamental annual and herbaceous flowering perennials for garden, landscape and patio spaces. The study includes flowering bulbs, roses, ornamental grasses and herbs. Culture, care and design issues are considered. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2463 INTERIOR PLANTS**

This plant identification course introduces tropical foliage and flowering plants for interior spaces. Cultural requirements, practical maintenance and design issues are considered, along with an introduction to the interiorscape industry. Lab: 2 hours per week. Prerequisite: HRT 1014

### **HRT 2533 ADVANCED TURFGRASS MANAGEMENT**

Emphasis will be placed on the appropriate maintenance activities for commercial lawn care, sports facilities and golf courses. Advanced topics in turfgrass ecology, turf cultural requirements, pest control, equipment, and commonly used turfgrass calculations will be studied. Prerequisite: HRT 2113

### **HRT 2650 (1-4) HORTICUTLURE INTERNSHIP**

One to four hours credit, six credits maximum. Special project will be assigned by the instructor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: Department Head Approval

### **HRT 2663 HORTICUTLURE MANAGEMENT**

An introduction to supervisory and management in the horticulture industry. Topics include employee management, and basic functions of operating a business in the horticulture industry. Prerequisite: Department Head Approval

### **HRT 2933 HORTICULTURE CAPSTONE**

The capstone course of the horticulture programs. The student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through an approved project in a team setting. Students will demonstrate problem solving, critical thinking, research techniques, technical writing, budgeting/cost estimating and teamwork in an interdisciplinary setting. Credibility, professionalism and group dynamics will be emphasized to help round out the student's education. The final project must be presented as a group with each individual supplying the necessary resume, portfolio and video introduction. Prerequisites: Sophomore and Advisor Approval

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### HUMANITIES

#### **HUMN 1803 INTRODUCTION TO ART (H)**

An introduction to the analysis and interpretation of visual arts. Visual, emotional, and intellectual aspects of art in painting, sculpture, printmaking, and architecture. Same course as ART 1803

#### **HUMN 2050 (1-6) SEMINAR IN HUMANITIES (H)**

A study of variable topics in Humanities. May be repeated with different topics. Prerequisite: ENGL 1113

#### **HUMN 2103 MASTERWORKS OF WESTERN CULTURE/ANCIENT AND MEDIEVAL (H)**

Key ideas and values of ancient and medieval western culture, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical context. Prerequisite: ENGL 1113

#### **HUMN 2203 MASTERWORKS OF WESTERN CULTURE/MODERN (H)**

Key ideas and values of modern western cultures, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical contexts. Prerequisite: ENGL 1113

#### **HUMN 2733 WORLD RELIGIONS (H)**

Major world religions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam with a view to understanding the general nature of religion and its various dimensions. Prerequisite: ENGL 1113

### INFORMATION TECHNOLOGY

#### **ITD 1103 INFORMATION TECHNOLOGY FUNDAMENTALS**

The course provides students with the foundation-level knowledge and skills necessary for information technology technical support positions. Students will be able to identify and explain Personal Computer (PC) components, setup a basic PC workstation, conduct basic software installation, identify compatibility issues and recognize/prevent basic security risks. Further, this course covers the areas of Green IT and preventative maintenance of computers. The course prepares the student for an Information Technology industry recognized certification exam. Prerequisite: [R]

#### **\*ITD 1113 MICROSOFT WINDOWS EXPERT USER**

This course provides the student with the knowledge and skills necessary to provide technical support with the current Microsoft desktop operating system. Students will develop an advanced proficiency in using the Windows desktop operating system, as such; students will need prior knowledge and skills with Windows desktop operating systems. The student will understand the operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance. In addition, other course topics include configuring network connectivity, access to resources, mobile computing, monitoring and maintaining systems that run Windows, and backup and recovery options. This course prepares the student for an Information Technology industry recognized exam. Prerequisite: [R]

#### **ITD 1523 SUPPORTING AND TROUBLESHOOTING PERSONAL COMPUTERS**

The course presents the fundamentals of personal computer hardware and software installation, maintenance, networking and troubleshooting. It assists students in preparing for the CompTIA A+ industry certification. This course uses a combination of lecture and hands-on lab exercises. Lab: 2 hours per week. Prerequisite: ITD 1103

#### **ITD 1533 LAN FUNDAMENTALS**

The course provides the student with the foundation-level knowledge of and skills with computer networking. In this course, the student will examine network concepts, standards, technology, media, protocols and topologies. Topics include connectivity, network devices, basic network security, local and wide area networks, network design, transmission media, cabling, wireless access, IP addressing, and open systems interface (OSI) model. Prerequisite: [R]

#### **ITD 1543 INTRODUCTION TO COMPUTER FORENSICS**

This course introduces students to the fundamentals of the computer forensics field and technology. Students will learn about the computer forensics profession, legal issues and procedures of computer investigations and digital evidence

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

management, industry-standard computer forensic tools, file systems, data recovery and collection, and sample case evaluations. Prerequisite: [R]

### **ITD 1613 AWS ACADEMY CLOUD FOUNDATIONS**

The course provides the student with an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, core services, security, architecture, pricing and support. Prerequisite: [R]

### **ITD 2143 DIGITAL INVESTIGATIONS AND REPORTING**

This course covers the digital forensics methods used to preserve, collect, validate, identify, analyze, interpret, and present digital evidence for a criminal case or civil litigation. Each step in digital forensics and eDiscovery process emphasizes the legal requirements that digital evidence have integrity, authenticity, reproducibility, non-interference, and minimization. Lab: 2 hours per week. Prerequisite: ITD 1543

### **ITD 2163: CYBER ETHICS AND LAW**

This course introduces students to US Federal laws and regulations related to computers and technology. Students will also examine impacts of issues in the use of computer technology in organizational environments and be introduced to professional codes of ethics and standards within the technology professions. Prerequisites: [R] [W]

### **ITD 2173: COMPUTER FORENSICS & INCIDENT RESPONSE**

Presents the ethical and social issues related to computer technology. This course provides students the opportunities to apply the fundamentals of the computer, forensics to the processing and analysis of real or hypothetical cases. Students will have substantial hands-on experience in problem-solving and in using computer forensic knowledge and tools to identify, recover, collect, process, analyze, document and present digital evidence in sample cases of computer crimes or incidents. The hands-on experience includes work on file and data recovery, password cracking and examination and analysis of email and network intrusions. Lab: 2 hours per week. Prerequisite: ITD 2143; Corequisite: ITD 2801

### **ITD 2193 TECHNICAL SUPPORT COMMUNICATIONS**

This course provides students with the skills to provide technical support to users, including troubleshooting and problem solving, successful communication with users, determining a client's specific needs, and training end users. With a balance of both people skills and technical skills this course is an excellent resource for students who are preparing for careers in technical occupations. Includes but not limited to effective presentations (oral and written), as well as summarizing to co-workers reasoning and communication. Role-playing with current IT issues and using industry professionals to play out the scenario. Focus on using soft-skills for effective communication and delivery of topic. Prerequisites: [R] [W]

### **\*ITD 2213 NETWORKING I**

This course prepares the student for positions as desktop support technicians who manage and maintain desktop operating systems as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to manage and maintain the desktop operating system on a network. The student will be able to identify cause of and resolve desktop application issues, networking issues, manage and maintain systems running windows client, support mobile users, and identify cause of and resolve security issues. After completing the course, the student should be able to resolve operating systems issues by telephone, email, connecting to an end user's system remotely, or by visiting an end user's desktop. The student should have prior experience using Microsoft office applications and other productivity applications used in a corporate environment. This course prepares the student for an Information Technology industry certification exam. Prerequisite: ITD 1533

### **\*ITD 2240 (1-4) COOPERATIVE PRACTICE**

One to four credits. Under supervision of the college and the employer, students combine classroom learning with career-related work experience. Prerequisite: Department Head Approval

### **\*ITD 2313 NETWORKING II**

This course prepares the student for positions as desktop support technicians who manage and maintain desktop operating systems as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to manage and maintain the desktop operating system on a network. The student will be able to identify cause of and resolve desktop application issues, networking issues, manage and maintain systems running windows client, support mobile users, and identify cause of and resolve security issues. After completing the course, the student should be able to resolve operating systems issues by telephone, email, connecting to an end user's system remotely, or by

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

visiting an end user's desktop. The student should have prior experience using Microsoft office applications and other productivity applications used in a corporate environment. This course prepares the student for an Information Technology industry certification exam. Lab: 2 hours per week. Prerequisite: ITD 1533

### **\*ITD 2333 NETWORKING III**

This course prepares the student for positions as desktop support technicians who manage and maintain desktop operating systems as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to manage and maintain the desktop operating system on a network. The student will be able to identify cause of and resolve desktop application issues, networking issues, manage and maintain systems running windows client, support mobile users, and identify cause of and resolve security issues. After completing the course, the student should be able to resolve operating systems issues by telephone, email, connecting to an end user's system remotely, or by visiting an end user's desktop. The student should have prior experience using Microsoft office applications and other productivity applications used in a corporate environment. This course prepares the student for an Information Technology industry certification exam. Lab: 2 hours per week. Prerequisite: ITD 1533

### **\*ITD 2433 LINUX**

This course is a study of the Linux operating system and applications for system, file and disk management. It includes an introduction to systems administration and development of programs for the Linux operating system. Lab: 2 hours per week.

### **ITD 2513 AWS ACADEMY CLOUD COMPUTING ARCHITECTURE**

The course is designed to help students develop technical expertise in cloud computing and prepare them for an Information Technology industry recognized certification exam. Prerequisite: ITD 1613

### **\*ITD 2623 ADVANCED LAN FUNDAMENTALS**

The course provides the student with the knowledge and skills to implement a defined network architecture with basic network security. The student will be able to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purposes of network technologies. The students will learn to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types. Course prepares the student to take the CompTIA Network + certification exam. Prerequisite: ITD 1533

### **\*ITD 2723 NETWORK SECURITY**

The course prepares the student with foundation-level network security skills and knowledge used by IT security professionals. The course provides the student with the knowledge and skills necessary to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. The course covers network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and, Cryptography. This course prepares the student for an Information Technology industry recognized certification exam. Prerequisite: ITD 2623

### **ITD 2801 CERTIFICATION PRACTICUM**

This course gives the student the opportunity to demonstrate the knowledge and skills learned from the computer forensics and e-discovery certificate course work. The practicum will include a written exam and a practical exam. The student will demonstrate comprehensive knowledge of high level proficiency in order to complete the course. Lab: 2 hours per week. Prerequisite: ITD 2143; Corequisite: ITD 2173

## INITIAL COLLEGE STUDIES

### **ICRW 0035 COLLEGE READING AND WRITING I**

This course introduces the critical reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing through the process of generating ideas, drafting, organizing, revising, and editing.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ICRW 0122 SUPPORT FOR COMPOSITION I**

Co-requisite course to be taken in conjunction with ENGL 1113. This course will provide supplemental and support instruction in the critical reading and writing skills students need to be successful in Composition I. Prerequisite: Grade of "B" or better in ICRW 0035 or satisfactory placement scores.

### **ICRW 0123 COLLEGE READING AND WRITING II**

This course integrates the critical reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing through the process of generating ideas, drafting, organizing, revising, and editing. Prerequisite: ICRW 0035 or satisfactory placement scores.

### **ICS 1101 STUDY SKILLS**

This course will provide students an opportunity to explore and practice skills necessary for success in college. Students will learn how to manage time, keep up with assignments, take notes effectively and efficiently, work with textbooks, master complex material, structure review sessions and address different learning styles.

### **ICS 1163 STUDENT SUCCESS STRATEGIES**

This course is designed to increase student success by increasing retention and academic success. Its focus is on improving critical thinking skills, learning strategies, computer literacy, healthy life-style-skills and student knowledge of available resources both on and off campus.

### **ICSM 0113 INTRO TO COLLEGE MATH**

This course provides an introduction and review of a variety of mathematical topics needed to prepare students for college-level Quantitative Reasoning, Business Math, or Fundamentals of Statistics. Topics for this course include a review of arithmetic operations and numerical reasoning, applications of ratio, rate, proportion, and percentage, introduction to basic statistical concepts, geometry, and personal finance. This course will also cover the basic algebraic manipulation of linear equations and formulas with a primer on graphing and an introduction to linear regression.

### **ICSM 0233 ALGEBRAIC LITERACY**

Review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, linear equations and inequalities, polynomials, factoring, and the basics of rational expressions and equations. This course also covers radicals and radical equations, complex numbers, systems of linear equations, quadratic equations, and the graphing of lines, systems of equations, and quadratic equations. Prerequisite: ICSM 0113 or satisfactory placement scores.

### **ICSM 0412 PREP FOR QUANTITATIVE REASONING**

Co-requisite course to be taken in conjunction with Math 1413. This course will provide supplemental and support instruction on math skills used in various mathematical topics ranging from personal finance, measurement, geometry, statistics, counting methods and probability theory.

### **ICSM 0482 PREP FOR MATHEMATICAL MODELING**

Co-requisite course to be taken in conjunction with Math 1483. This course will provide supplemental instruction and review of the basics of algebraic equations and functions to include their various uses in the modeling and interpretation of real-world data.

### **ICSM 0512 PREP FOR PRECALCULUS**

Co-requisite course to be taken in conjunction with Math 1513. This course will provide supplemental and support instruction on the algebraic skills need to be successful in the Math 1513. Topics include radicals and radical equations, complex numbers, systems of linear equations, quadratic equations, and the graphing of lines, systems of equations, and quadratic equations.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### INTERPRETER TRAINING

#### **ITP 1213 VISUAL GESTURAL COMMUNICATION**

An introduction to the nuances of nonverbal communication. Emphasis is placed on visual gestural communication (e.g. facial expressions, body language, gestures, pantomime) in general communication as well as its role and use in American Sign Language. Prerequisite: ITP 1363

#### **ITP 1222 INTRODUCTION TO INTERPRETING**

An introduction to the profession of sign language interpreting which includes an overview of the history of interpreting and interpreting organizations, the roles and responsibilities of the interpreter, and overview of various work venues, and a set of skills required to express communication without the spoken word through the use of facial expression, body language and hand gestures. Prerequisites: [R] [W]

#### **ITP 1320 (1-4) TECHNICAL PROBLEMS-ITP**

One to four credits. Technical problems in interpreter training that are of particular interest to interpreters.

#### **ITP 1332 INTRODUCTION TO THE DEAF COMMUNITY**

A study of the status of deaf persons from the past to the present day. Various communication methods and the education process for deaf students will be discussed. Prerequisites: [R] [W]

#### **ITP 1352 FINGERSPELLING I**

A course focused on developing the skill of reading and executing fingerspelling with emphasis on fluency and accuracy. Prerequisite: ITP 1364

#### **ITP 1364 AMERICAN SIGN LANGUAGE I**

An introductory course in American Sign Language (ASL) which includes the development of receptive and expressive skills in authentic situations and an introduction to Deaf culture. Topics revolve around sharing information about our environment and us. Grammar is introduced in context, with an emphasis on developing question and answering skills. Activities involving interaction allow for rehearsing conversational strategies and targeted vocabulary. Prerequisites: [R] [W]

#### **ITP 1373 AMERICAN SIGN LANGUAGE II**

Continuation of American Sign Language I (ASL) 1. This course further develops receptive and expressive skills in American Sign Language in authentic situations and expands the study of Deaf culture. It covers topics like making requests and talking about routines while focusing on grammatically correct production and appropriate non-manual behaviors. Prerequisites: ITP 1363

#### **ITP 1493 INTERPRETING SPECIAL AREAS**

Introduces the following topics in interpreting: (1) working with deaf and hard-of-hearing persons who communicate through speech and speech reading, (2) working with person having minimal language skills, (3) working with person who are deaf and blind, and (4) multicultural aspects of interpreting. Prerequisite: ITP 1373

#### **ITP 2050 (1-6) ADVANCED TECHNICAL PROBLEMS**

One to six credits, six maximum. A study of applied problems that are of special interest to the interpreter. Prerequisite: Department Head Approval

#### **ITP 2113 SIGN-TO-ENGLISH INTERPRETING I**

Designed to develop skills in consecutive interpreting from sign into spoken English. Skills targeted include cultural mediation, transitions, closure, fluency, clarity and message conveyed for content and affect. Prerequisites: ITP 2413, ITP 2313

#### **ITP 2263 EDUCATIONAL INTERPRETING**

Designed to give the students experience in interpreting in the educational setting. Emphasis will be given to Signing Exact English (SEE) and the vocabularies specific to different educational areas such as history, math, computer science, English and science. Prerequisites: ITP 2513, ITP 2623

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **ITP 2273 TRANSLITERATING**

Designed to provide students with skills development in transliterating using conceptually accurate signed English. Students will work on a variety of stimulus materials to expand vocabulary. Prerequisite: ITP 2513, ITP 2623

### **ITP 2313 FUNDAMENTALS OF INTERPRETING**

An introduction to the principles, practices and processes of interpreting and transliterating. Emphasis on the Code of Professional Conduct and ethical decision-making. Prerequisite: ITP 1373, ITP 1223

### **ITP 2322 ETHICAL DECISION MAKING IN INTERPRETING**

This course will focus on the ethical dilemmas interpreters encounter in various interpreting situations. We will discuss how to become aware of our own personal values, morals, and prejudices as well as how they can influence the interpreting situation. This course prepares students for the QAST written examination. Prerequisite: ITP 2313

### **ITP 2413 AMERICAN SIGN LANGUAGE III**

An intermediate course with an emphasis on expression and receptive conversational sign language skills incorporating signed expression. Prerequisite: ITP 1373

### **ITP 2443 SIGN-TO-ENGLISH INTERPRETING II**

A continuation of Sign-to-English Interpreting I. Targeted skills will also include interpreting simultaneously from sign to spoken English and recognition of a variety of signing modes. Prerequisites: ITP 2113, ITP 2513

### **ITP 2501 SKILLS MAINTENANCE LAB**

Skills maintenance lab.

### **ITP 2513 AMERICAN SIGN LANGUAGE IV**

Extensive concentration on American Sign Language communication skills, combined with linguistic comparisons of English and ASL. Prerequisite: ITP 2413

### **ITP 2522 AMERICAN SIGN LANGUAGE V**

Continuation of American Sign Language (ASL) IV. This course further develops receptive and expressive ASL skills in authentic situations and expands the study of Deaf culture. There will be extensive concentration on American Sign Language grammar and communication skills, combined with linguistic comparisons of English and ASL. Prerequisite: ITP 2513

### **ITP 2623 INTERPRETING ENGLISH TO ASL I**

A continuation of Sign to English Interpreting I. Targeted skills will also include interpreting simultaneously from sign to spoken English and recognition of a variety of signing modes. Prerequisites: ITP 2313, ITP 2413, ENGL 1213

### **ITP 2633 INTERPRETING ENGLISH TO ASL II**

A continuation of Interpreting English to ASL I. Skills targeted also include interpreting simultaneously. Students will prepare for the state Quality Assurance Screening Test (QAST) Prerequisites: ITP 2623, ITP 2113

### **ITP 2642 INTERPRETING PRACTICUM I**

This course is designed to give the student practical, real world experience in the field of interpreting. Students will observe and interact with working interpreters in the field in a variety of settings. Students will apply aspects of what they learn in the field to various interpreting lab assignments. Pre/Corequisite: ITP 2633

### **ITP 2654 INTERPRETING PRACTICUM II**

A practicum course designed to give students supervised experiences in interpreting in limited professional settings. Students will prepare a portfolio of their best work in interpreting and transliterating in both voice-to-sign and sign-to-voice. Students will take the QAST performance evaluation at the end of the semester. Prerequisite: ITP 2642



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### MANAGEMENT

#### **MGMT 1293 INTRODUCTION TO NONPROFIT ORGANIZATIONS**

An overview of nonprofit organizations and the importance of business functions in their effectiveness and sustainability. Examines historical background, development, role, auspices, organization and purposes of nonprofit agencies. Special emphasis is placed on structure, program organizational management, planning and stewardship, fundraising, community building, volunteer services and problems which confront these organizations. Prerequisite: [R]

#### **MGMT 2003 SMALL BUSINESS MANAGEMENT**

Focuses on the experiences and problems faced by those who go into business for themselves. Looks at problems of organizing and managing individually owned businesses including location, securing capital, records, personnel and sales promotion. Prerequisites: [R] [W]

#### **MGMT 2103 PRINCIPLES OF MANAGEMENT**

An introductory course presenting the basic concepts and practices of management, both private and public. Topics include historical development of management; basic definitions and philosophy; fundamentals managerial functions, including planning, organizing, staffing, directing and controlling; current trends in management; possible future developments in organization and administration. Prerequisite: [R] [W]

#### **MGMT 2143 ORGANIZATIONAL LEADERSHIP**

A study of the impact of leadership on organizational performance. Course discusses organizational structure, leadership roles, motives, behaviors, attitudes, and styles, leadership theories, tactics for organizational change, conflict resolution, and strategic leadership. Prerequisites: [R] [W]

#### **MGMT 2163 SUPPLY CHAIN MANAGEMENT**

Focuses on understanding the relevant history, principles, and major elements of supply chain management. Specific topics include sourcing and purchasing management; managing supplier relationships; demand forecasting, inventory management, quality management. domestic and international transportation, customer relationship management, enterprise resource planning systems, facility location decision-making, performance management, and future challenges facing supply chain managers. Prerequisites: [R] [W]

#### **MGMT 2213 HUMAN RESOURCES MANAGEMENT**

Focuses on developing students' understanding of human resource issues and the practical application of methods for solving these issues. Topics covered include job analysis, recruitment, interviewing, selection, performance appraisal, training, compensation and equal employment opportunity. Issues are reviewed within the context of the historical and current social environment, labor market, legal and global economic conditions influencing practice. Prerequisites: [R] [W]

#### **MGMT 2493 NONPROFIT MANAGEMENT**

Immersion of the student in nonprofit administration. The theoretical and the practical side of nonprofit management from establishment of a nonprofit organization through the operations of the programs. The primary goal for the course is to increase the knowledge and expertise of students in order for them to feel comfortable in the operation of a nonprofit organization. Prerequisites: [R] [W]

#### **MGMT 2593 FUNDRAISING AND DEVELOPMENT**

Theory and practice of philanthropy, resource acquisition methods through ethical fundraising and earned income approaches for nonprofit organizations. Examines methods and techniques in fundraising for nonprofit agencies. Explores relationships with umbrella organizations, government funding, grants, budget control and account-ability. Prerequisites: [R] [W]

#### **MGMT 2663 PROJECT MANAGEMENT**

This course examines project management roles and environments, the project life cycle and various techniques of work planning, control and evaluation, and the tools used to achieve project objectives. Prerequisites: ACCT 2103, MGMT 2103, MKT 2273

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### MARKETING

#### **\*MKT 1523 DIGITAL AND SOCIAL MEDIA MARKETING**

Understanding social media and its impact on business marketing efforts is vital in today's world. This course explores opportunities that working with social media platforms offer and investigates how to leverage these platforms and tools to better improve communication, customer relations, and sales. Course also examines the power of analytics and other methods of digital marketing. Prerequisite: [R]

#### **MKT 2273 PRINCIPLES OF MARKETING**

Focuses on the relationship between the organization and its customers and the other members of the channel of distribution. Introduces students to the marketing function of an organization, the environmental factors influencing marketing decisions, the discovery of market opportunities, the development of marketing strategy and the development of marketing programs. Prerequisites: [R] [W]

#### **MKT 2353 SERVICES MARKETING AND MANAGEMENT**

This course focuses on the distinctive characteristics of services and how they impact the organization's success. To understand effective services marketing and delivery, this course will utilize the management concepts of organizational structures, management styles, and management competencies on service management decision making and implementation to develop strong customer relationships and support broader marketing decisions. Prerequisite: MKT 2273

#### **MKT 2363 PERSONAL SELLING AND SALES MANAGEMENT**

The study of the role of personal selling in the marketing mix, application of the step-by-step selling process, and an introduction to topics and issues related to the management of a sales force. Prerequisite: MKT 2273

#### **MKT 2373 RETAIL MANAGEMENT**

A study of the field of retailing, the role of retailing in the distribution process and the contemporary challenges and opportunities in the field. Focuses on the key issues in developing and implementing a retail strategy with an emphasis on financial considerations and implementation through merchandise and store management. Prerequisite: MKT 2273

#### **MKT 2643 PRINCIPLES OF PUBLIC RELATIONS**

A study of various methods and procedures for use by individuals, groups or organizations to improve their image, communications and relationships with their public. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273

#### **MKT 2750 (1-3) SELECTED TOPICS IN MARKETING**

The study and/or analysis of a selected topic in Marketing. May be repeated with a different topic. Prerequisite: MKT 2273

### MATHEMATICS

#### **MATH 1413 QUANTITATIVE REASONING (A)**

This course explores various topics designed to build an appreciation of mathematics and to expose students to mathematical problems within numerous disciplines. Specifically, the course will address some personal finance, geometry and measurements, probability problems and introduce fundamentals of statistics. Prerequisite: ICSM 0113

#### **MATH 1483 MATHEMATICAL FUNCTIONS AND THEIR USES (A)**

This course features the study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical). Digital techniques are used for graphing functions, solving equations, and modeling data through regression methods. Prerequisite: [M]

#### **MATH 1513 PRECALCULUS I (A)**

This course is a study of equations and functions (polynomial, rational, radical, exponential, logarithmic: and systems of equations. This course serves as a prerequisite for Math 2123 or Math 2145. Prerequisite: [M]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **MATH 1583 APPLIED GEOMETRY AND TRIGONOMETRY (A)**

Geometry, trigonometry, and their applications to technology and design. Not intended for calculus-bound students.

Prerequisite: MATH 1513

### **MATH 1613 PRECALCULUS II (A)**

This course addresses trigonometric functions, solutions of right and oblique triangles, and applications of engineering.

Prerequisite: MATH 1513 or Math Department Head Approval

### **MATH 2103 BUSINESS CALCULUS (A)**

Introduction to differential and integral calculus. For students of business and social sciences. Prerequisite: MATH 1483

### **MATH 2123 CALCULUS FOR TECHNOLOGY PROGRAMS I (A)**

First part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Functions and graphs, differentiation and integration with application. Prerequisite: MATH 1613

### **MATH 2133 CALCULUS FOR TECHNOLOGY PROGRAMS II (A)**

The second part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Calculus of trigonometric, exponential and logarithmic functions with application to physical problems. Prerequisite: MATH 2123

### **MATH 2145 CALCULUS I (A)**

Introduction to derivatives, integrals and their applications, including introductory analytic geometry. Prerequisite: MATH 1613

### **MATH 2155 CALCULUS II (A)**

A continuation of MATH 2145, including multivariate calculus and series with applications. Prerequisite: MATH 2145

### **MATH 2233 DIFFERENTIAL EQUATIONS (A)**

Methods of solution of ordinary differential equations with applications. First order equations, linear equations of high order, series solutions, Laplace Transform theory. Prerequisite: MATH 2155

## METEOROLOGY

### **METR 1013 ELEMENTARY METEOROLOGY**

Meteorology is the study of the earth's atmosphere. The course will foster a basic understanding of the atmospheric environment by studying clouds, precipitation, winds, air masses and storms. Prerequisites: [R], ICSM 0113

## MICROBIOLOGY

### **MCRO 2124 INTRODUCTION TO MICROBIOLOGY**

Introductory study of general principles of microbiology. Emphasis will be placed on current technologies and world events related to the cultivation, identification, and diseases associated with microbes. Previous biological science knowledge is advised. Lab: three hours per week. Prerequisite: CHEM 1154 or CHEM 1315

## MUNICIPAL FIRE PROTECTION

### **MFP 1103 INTRODUCTION TO PUBLIC FIRE PROTECTION**

The student will acquire an understanding of the fundamentals behind the methods, efforts and equipment available to protect the public from fire.

### **MFP 1123 FIRE TACTICS II**

A study of principles and methods with the fire ground tactics and strategy of the multi-company officer or chief officer. The course emphasizes multi-company alarm handling disasters and major fire incidents of mutual aid and large-scale

## Course Descriptions

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command. Includes principles of command, control and techniques required at the scene of an emergency. Prerequisite: MFP 1113

### **MFP 1253 HAZARDOUS MATERIALS FOR FIRST RESPONDERS**

This course is designed to provide the first responders to a hazardous materials incident with the basic information they need to make the first impact on the incident a professional and positive one.

### **MFP 1320 (1-4) TECHNICAL PROBLEMS - MUNICIPAL FIRE PROTECTION**

One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service technician.

### **MFP 1727 FIREFIGHTER I**

Prepares students to the level of Firefighter I as defined by NFPA (National Fire Protection Association) 1001 Standard for Fire Fighter Professional Qualifications. Students completing the course with a grade of "C" or better will be eligible for certification by the International Fire Service Accreditation Congress (IFSAC) and Oklahoma Fire Service Training (FST) as Firefighter I. Live fire training and certification testing will be conducted by Fire Service Training in Stillwater, Oklahoma. Students must complete and pass Hazardous Materials Operations (MFP 2213) before certification of Firefighter 1 is granted by IFSAC and FST. Lab: three hours per week. Medical release from a physician is required. Prerequisite: MFP 1148

### **MFP 2113 FIRE TACTICS I**

A review and study of basic principles and methods utilizing fire department manpower equipment and apparatus. Emphasis will be on pre-planning, fire ground problems and related fire ground decisions as required of the company officer. Prerequisite: MFP 1727

### **MFP 2163 FIRE ADMINISTRATION**

A study of how to plan and implement long range programs in relation to prevention, training, public relations, suppression and personnel with special emphasis on budget processes and the fire department's relation to overall community service delivers.

### **MFP 2211 EMERGENCY VEHICLE OPERATION**

This course introduces Fire and EMS personnel to Law and Liabilities, preventive maintenance, emergency response considerations, crash and injury prevention and safe driving techniques. Meet NFPA 1002 & 1451 requirements.

### **MFP 2213 HAZMAT OPERATIONS**

Upon successful completion of this course the student will be able to analyze a hazardous materials incident, plan an initial response, implement the response and evaluate the progress of the actions taken. Major topics covered in the course include firefighter safety, regulations and standards, chemistry, recognition and identifications, DOT guidebook, site management, container behavior, defensive control measures, personal protective equipment and decontamination. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, practical exercises, quizzes, observations, written examination and a final certification examination conducted by FST (Fire Service Training).

### **MFP 2413 CONTEMPORARY ISSUES IN THE FIRE SERVICE**

This course addresses a multitude of issues and trends in municipal fire protection by examining current literature and research. Students will be exposed to readings, guest speakers, and engaging discussion relative to the challenges and opportunities of the fire service. The course content will culminate into a final project that serves as a final degree requirement. Prerequisites: MFP 1103, MFP 2163, MFP 1727

### **MFP 2803 MUNICIPAL FIRE PROTECTION PRACTICUM**

This course provides an opportunity to apply the knowledge and skills of municipal fire protection through participating in cooperative relationships with Oklahoma Metro Fire Departments. Students participate in 12 or 24 hours shifts while completing a skills checklist with an evaluation by the assigned supervisor. Prerequisites: MFP 1148, MFP 2727

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### NURSE SCIENCE

This is a selective admission program. See department for details.

#### **NURS 1102 INTRO TO NURSING**

An introduction to the profession of nursing and to success strategies for current nursing educational processes and practices. Prerequisites / Corequisites: ENGL 1113 ICSM 0113

#### **NURS 1118 FOUNDATION OF NURSING CONCEPTS**

Students will be introduced to the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness; grounded in the nursing process. Focus is on the formation of knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: CHEM 1154 or CHEM 1315, NSCI 1113, ENGL 1113, PSYC 1113; Corequisites: BIOL 2214, PSYC 2213, NURS 1121

#### **NURS 1121 INTRODUCTION TO PHARMACOLOGY**

Students will be introduced to the major drug classification and dosage calculation. The focus is on knowledge, practice and ethical behaviors necessary for safe and effective administration of medications. Prerequisites: CHEM 1154 or CHEM 1315, NSCI 1113, ENGL 1113, PSYC 1113; Corequisites: BIOL 2214, PSYC 2213, NURS 1118

#### **NURS 1148 NURSING CARE AND CONCEPTS ACROSS THE LIFESPAN**

Students will incorporate the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic healthcare environment. The focus will be on acute care, community-based care, health promotion, and wellness, including care of populations ranging from maternal-child through geriatrics. Active learning strategies of the course will include individual and group learning experiences, simulation and clinical rotations. Prerequisites: BIOL 2214, PSYC 2213, NURS 1121, NURS 1118; Corequisites: PSIO 2314, ENGL 1213

#### **NURS 1314 NURSING CONCEPTS FOR THE CAREER LADDER STUDENT**

In this course, students will incorporate the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic healthcare environment; based on the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The focus will be on the philosophy of registered nursing, nursing process, assessment, communication, roles and functions of associate degree nurses. Active learning strategies of the course include individual and group learning experiences, simulation, and application of basic pharmacology knowledge. Prerequisites: CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113, BIOL 2214, PSYC 2213, previous acceptance into the Nursing Career Ladder Pathway; Pre/Corequisites: PSIO 2314, ENGL 1213

#### **NURS 2050 (1-3) SPECIAL TOPICS IN NURSING**

Directed individual study in specific topics related to nursing. Prerequisite: Department Head Approval

#### **NURS 2218 NURSING CONCEPTS AND CARE FOR VULNERABLE POPULATIONS**

Students will utilize the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic healthcare environment. The focus will be on medical-surgical nursing and community-based care of vulnerable populations, including geriatric, pediatric, disabled populations, and for those with mental health disorders. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: PSIO 2314, ENGL 1213, NURS 1148; Corequisites: MCRO 2124, POLS 1113

#### **NURS 2258 COMPLEX NURSING CONCEPTS**

Students will apply the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice to the complexities of care within a technologically rich, dynamic healthcare environment. The focus is on high acuity care and management of multiple clients. Active learning strategies of the course include individual and group learning experiences, management of multiple clients. Active learning strategies of the course include individual and group learning experiences, simulation, and clinical rotations, including immersion. Prerequisites: MCRO 2124, POLS 1113, NURS 2218; Corequisites: HIST 1483 or HIST 1493, NURS 2342

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **NURS 2342 TRANSITION TO PROFESSIONAL PRACTICE**

Students will individualize a personal preparation plan for licensure and successful integration of the program outcomes of human flourishing, nursing judgment, professional identity, and spirit of inquiry. The course will also focus on the students' development of a practice framework including the political/policy process and legislation affecting delivery of care, including relevant healthcare mandates. Prerequisites: MCRO 2124, POLS 1113, NURS 2218; Corequisites: HIST 1483 or HIST 1493, NURS 2258

## **NUTRITION**

### **NSCI 1113 BASIC HUMAN NUTRITION (N)**

Study of the functions of the nutrients in human life processes and the nutrient relationship to health as a basis for food choices. Open to all students.

### **NSCI 1123 HEALTHY LIVING**

This course will explore different aspects health, dimensions of wellness, and basic nutrition information. The course will cover current topics such as supplements, fad diets, and healthy living across the globe. Self-assessments and personal reflections of students' health, wellness, and diet are key components of this course.

## **PHILOSOPHY**

### **PHIL 1013 INTRODUCTION TO PHILOSOPHY (H)**

Basic works by great thinkers, including Plato, Descartes and Hume. Prerequisites: [R] [W]

### **PHIL 1213 INTRODUCTION TO ETHICS (H)**

Introductory ethics and social philosophy. Moral decision-making, the good life, social values, freedom and responsibility. Prerequisites: [R] [W]

### **PHIL 1313 CRITICAL THINKING (H)**

Informal and formal reasoning, explanation, definition and fallacies. Emphasis on the critique, evaluation and development of arguments in everyday discourse. Practical applications. Prerequisites: [R] [W]

### **PHIL 1223 INTRODUCTION TO EASTERN PHILOSOPHY (H)**

This course will examine the primary philosophic questions addressed by each tradition of the major Eastern traditions. The goal of this course is to introduce how these different traditions offer valuable contributions to general philosophical questions. Prerequisite: ENGL 1113

## **PHYSICS**

### **PHYS 1014 DESCRIPTIVE PHYSICS (N)**

A survey course presenting the basic concepts and principles of physics with a minimum of mathematics. Motion, waves, temperature, electricity, magnetism, optic and atomic energy. No credit for students with PHYS 1114. Prerequisites: [R] [M]

### **PHYS 1114 GENERAL PHYSICS I (L, N)**

Physics for the non-engineering major or non-physics major. The course includes topics in mechanics, heat and sound with applications of each. Four hours lab per week. Prerequisites: [R], MATH 1483 or MATH 1513

### **PHYS 1201 GENERAL PHYSICAL SCIENCE LAB**

A lab course designed to supplement PHYS 1204. Designed for the non-science major. Taken with PHYS 1204 satisfies the requirement with a physical science lab. Corequisite: PHYS 1204

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **PHYS 1204 GENERAL PHYSICAL SCIENCE (N)**

Introduction to the fields of physics, chemistry, astronomy, geology and meteorology. Includes a short review on the metric system, scientific notation and scientific digits. Designed for the non-science major. Prerequisites: [R] [M]

### **PHYS 1214 GENERAL PHYSICS II (L, N)**

Continuation of PHYS 1114: electricity, magnetism, optics, quantum physics, atomic and nuclear structure. Lab: three hours per week. Prerequisite: PHYS 1114

### **PHYS 2014 PHYSICS I (ENGINEERING) (L, N)**

Calculus-based introductory course for science, math and engineering majors. Mechanics, waves, heat and thermodynamics. Two hours lab per week. Prerequisites: [R], MATH 2145

### **PHYS 2114 PHYSICS II (ENGINEERING) (L, N)**

Continuation of PHYS 2014: electricity, magnetism and optics. Prerequisite: PHYS 2014

## **PHYSIOLOGICAL SCIENCES**

### **PSIO 2311 HUMAN PHYSIOLOGY LABORATORY**

Laboratory supplementing PSIO 2313. Structure and function of the systems of the human body. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students in an approved LPN or paramedic program. Corequisite: BIOL 1515

### **PSIO 2314 HUMAN PHYSIOLOGY**

Structure and function of the systems of the human body. Lab: three hours per week. Prerequisite: CHEM 1214 or CHEM 1314

## **POLICE SCIENCE**

### **PLSC 1103 INTRODUCTION TO FORENSIC SCIENCE**

A survey of the ways in which the knowledge and technology of science are applied to the definition and enforcement of civil and criminal law.

### **PLSC 1123 INTRODUCTION TO LAW ENFORCEMENT AND POLICE PROCEDURES**

Explores the history, philosophy, and role of law enforcement in our society and the criminal justice system

### **PLSC 1133 ETHICS AND PROFESSIONAL BEHAVIOR IN LAW ENFORCEMENT**

This is an introductory course in the science of moral philosophy and ethical standards and how they apply to law enforcement. Students will explore their professional duties when facing ethical dilemmas in the criminal justice career field.

### **PLSC 1143 TRAFFIC**

Students will learn the police responsibility in traffic control and enforcement, routine duties, and accident investigation and reporting.

### **PLSC 1211 FIREARMS**

Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students. Prerequisites: PLSC 2103, Department Head Approval

### **PLSC 1213 RULES OF EVIDENCE**

Tests of admissibility applied by the courts.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **PLSC 1223 PENAL CODE AND RELATED CRIMINAL LAWS**

Analyze the legal basis for law enforcement and their function within the criminal justice system. Studies and explains the penal code, formation of law enforcement bodies, laws, statutes, ordinances, and regulatory functions as they apply to police operations and procedures.

### **PLSC 1313 PATROL PROCEDURES**

An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisites: PLSC 1223, PLSC 1123

### **PLSC 1320 (1-4) TECHNICAL PROBLEMS - POLICE SCIENCE**

One to four, maximum six credits. Technical problems that are of particular interest to police science majors.

### **PLSC 1413 POLICE-COMMUNITY RELATIONS**

Examines the relationships that exist between the police and community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights, and the elements of effective community relations.

### **PLSC 1423 INTERVIEWING SKILLS**

Presents a variety of techniques effective for interviewing and discusses the mental and physical factors as well as legal considerations that govern their application.

### **PLSC 1433 CRIME SCENE PROCESSING AND PHOTOGRAPHY**

Course includes basic and advance photographic principles and theories as they relate to law enforcement with an emphasis on crime scene documentation. Advanced crime scene processing documentation techniques dealing with court preparation and presentation will also be covered. Prerequisite: PLSC 1103

### **PLSC 2050 (1-6) TECHNOLOGICAL PROBLEMS**

One to six, maximum six credits. A study of applied problems that are of particular interest to the technologist.

### **PLSC 2111 DEFENSIVE TACTICS**

The study and practice of methods of defense employed by police officers. Open only to Collegiate Officer Program (COP) students. Prerequisite: Department Head Approval

### **PLSC 2133 POLICE ADMINISTRATION**

Presentation of the social issues and daily problems facing police administration in a law enforcement organization. Study includes police leadership, organization, planning and research, inspectional service. Prerequisite: 28 or more completed semester hours

### **PLSC 2143 INTRODUCTION TO CONSTITUTIONAL LAW**

Constitutional law, its history and development; for the police science student. Prerequisite: POLS 1113

### **PLSC 2211 EMERGENCY VEHICLE OPERATION**

The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students. Prerequisite: Department Head Approval

### **PLSC 2213 PRINCIPLES OF INVESTIGATION AND INTERVIEW**

Examines the general principles of police investigations, including the evaluation, processing, and assignment of criminal complaints; methods of locating, collecting, and preserving evidence; interview and interrogation techniques; and courtroom testimony. Prerequisite: PLSC 1223

### **PLSC 2222 POLICE RECORDS AND REPORTS**

Explores the organization and operations of the centralized record division in law enforcement agencies, and studies the proper use and function of police forms and reports. Prerequisite: PLSC 1223

### **PLSC 2223 JUVENILE ASSISTANCE AND CONTROL**

Organization, function and jurisdiction of the juvenile division; methods of handling, processing and detention of juveniles; case disposition and court procedures.



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **PLSC 2253 SURVEY IN POLICE SCIENCE**

A survey course to complete the Collegiate Officers Program to include general certifications required by the Council on Law Enforcement Education and Training mandated by State Bill 920.

### **PLSC 2413 TECHNICAL INVESTIGATION I**

This course covers the role of the crime scene investigator in criminal investigations. Areas of study include latent fingerprints, casting, ballistics, crime scene photography, and collection and preservation of evidence. Prerequisite: PLSC 2213

### **PLSC 2423 BLOODSTAIN INTERPRETATION**

Covers the techniques of identification of various stains and the methods used in determining whether or not the stain is blood. Topics include the significance of bloodstain evidence and its role in criminal investigation; detection and identification of stains and patterns; flight characteristics and stain pattern of human blood, blood detection and collection techniques; and the preservation of bloodstain evidence. Lab: two hours per week. Prerequisites: PLSC 2413, CHEM 1104, BIOL 1303, BIOL 1311

### **PLSC 2434 FINGERPRINT IDENTIFICATION**

Advanced techniques of fingerprint development with an emphasis on fingerprint comparison and identification. Lab: two hours per week. Prerequisite: PLSC 1103

### **PLSC 2443 CRIME SCENE RECONSTRUCTION**

Provides an overview of reconstruction techniques, means of evaluating and interpretation of evidence from crime scenes, causation factors and the validity of physical evidence. Lab: two hours per week. Prerequisite: PLSC 2413

### **PLSC 2513 CRISIS INTERVENTION**

The police officer's role in a crisis situation. Areas examined include domestic disturbances, death notification and conflict resolution. Prerequisite: PSYC 1113

### **PLSC 2523 FORENSIC ANTHROPOLOGY AND ARCHEOLOGY**

Provides the students with an introduction to the application of anthropological and archaeological techniques in law enforcement.

### **PLSC 2533 COURTROOM TESTIMONY AND PRESENTATION**

Provides the student with a step-by-step process of investigating crime(s) and methodically prepare the case for submission in a court of law.

### **PLSC 2543 OCCUPATIONAL PROFICIENCY**

This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: student must be within one (1) semester of graduation.

### **PLSC 2650 (1-4) TECHNOLOGICAL PROBLEMS**

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required.

## **POLITICAL SCIENCE**

### **POLS 1113 AMERICAN GOVERNMENT (S)**

General introduction to the Federal Governmental system. This course will emphasize basic principles of government such as the function of each branch of government. Topics of study shall include but not be limited to constitutional principles, federalism, civil liberties, civil rights, political participation, public opinion, interest groups, political parties, elections, media, congress, presidency, bureaucracy, judiciary, economic policy, domestic policy, and the general principles of state/local government. Prerequisites: [R] [W]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **POLS 1320 (1-6) POLITICAL SCIENCE – SPECIAL TOPICS**

One to six credits, six maximum. A study of applied problems that are special interest.

### **POLS 2023 CIVIL RIGHTS AND LIBERTIES**

A study of the civil rights and civil liberties as reference in the Bill of Rights to the Constitution of the United States.

Prerequisite: POLS 1113

### **POLS 2053 STATE AND LOCAL GOVERNMENT**

Organization, processes and functions of American state and local governments, their relationship to each other and to the national government. Pre/Corequisite: POLS 1113

### **POLS 2113 COMPARATIVE POLITICS**

A comparative study of the political processes and institutions of selected contemporary societies; includes an introduction to concepts and methods of comparative politics. Prerequisite: POLS 1113

### **POLS 2523 ETHICS IN BEHAVIORAL SCIENCES**

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be cross-listed with PSYC 2523 and SOC 2523)

### **POLS 3223 PROBLEMS IN PUBLIC SAFETY**

Research and investigation on selected problems in the field of public policy. Prerequisite: POLS 1113 or Department Head Approval

## **POWER TRANSMISSION AND DISTRIBUTION TECHNOLOGY**

### **PTDT 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS**

An introduction to the elementary principles of basic electric units, Ohm's Law circuit solutions of series and parallel network, magnetism, inductance and capacitance. Same as EET 1102.

### **PTDT 1103 PLAN READING FOR PTDT**

This course will cover topics associated with construction drawing for distribution, transmission and substation projects. Topics will include organization and relationship of drawings, specifications, symbols, dimensions, scales and job notes.

### **PTDT 1104 INTRODUCTION TO THE UTILITY INDUSTRY/CLIMBING**

This course will introduce the student to the career paths in the electrical utility industry both public and private. The course will present materials to help an individual determine if the utility industry is the correct career path for them. The course will include the basic principles, techniques, and procedures of overhead line construction, including pole climbing. Lab: four hours per week.

### **PTDT 1154 ELECTRICAL CIRCUITS-HIGH VOLTAGE**

The study of electricity involving electrical properties of materials, electrical laws, units, components, impedance, resonance and magnetism. Lab: two hours per week. Pre/Corequisite: PTDT 1104

### **PTDT 1203 INTERNSHIP I**

A partnership between industry and education program to allow students to utilize the learned skills and knowledge acquired previously within their educational program or previous internship experience. Students will gain hands-on knowledge by working directly with industry professionals. Students will work with industry partners within a variety of roles and with a number of different types of material and equipment. Prerequisite: Department Head Approval

### **PTDT 1303 INTERNSHIP II**

A partnership between industry and education program to allow students to utilize the learned skills and knowledge acquired previously within their educational program or previous internship experience. Students will gain hands-on

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

knowledge by working directly with industry professionals. Students will work with industry partners within a variety of roles and with a number of different types of material and equipment. Prerequisite: Department Head Approval

### **PTDT 1353 LINEMAN SAFETY/EQUIPMENT**

An overview of the specific concerns and equipment used by the power transmission technician. Lab: two hours per week. Pre/Corequisite: PTDT 1104

### **PTDT 1403 INTERNSHIP III**

A partnership between industry and education program to allow students to utilize the learned skills and knowledge acquired previously within their educational program or previous internship experience. Students will gain hands-on knowledge by working directly with industry professionals. Students will work with industry partners within a variety of roles and with a number of different types of material and equipment. Prerequisite: Department Head Approval

### **PTDT 1453 PRINCIPLES OF POWER TRANSMISSION**

A course dedicated to the study of transmitting electrical power. The course will contain working practices and situations that transmission linemen encounter: extra high voltage, towers, pole configurations, bare hands and other work practices. Lab: two hours per week. Prerequisite: PTDT 1104

### **PTDT 2003 PRINCIPLES OF POWER DISTRIBUTION**

A study of underground and above ground high voltage distribution systems. Transformer configurations, conduit sizing, line voltage drops, etc. will be discussed, as well as equipment and safety procedures for both. Lab: two hours per week. Pre/Corequisite: PTDT 1154

### **PTDT 2013 DRIVER SAFETY AND CDL TRAINING**

This course will prepare students to drive commercial vehicles in a safe manner and help students prepare for the commercial driver's license. Students must have required proof of passing the CDL permit before enrolling. Prerequisite: Department Head Approval

### **PTDT 2023 PRINCIPLES OF SWITCHING AND METERING**

Students will learn the basic switching and metering systems used in the power industry. Pre/Corequisite: PTDT 2003

### **PTDT 2043 ELECTRICAL CAPSTONE EXPERIENCE**

This is the final course in the curriculum and various topics of the power industry, job searching techniques and related topics will be covered. Course content will be tailored to the needs of the students to prepare them for job placement. Prerequisite: Department Head Approval

### **PTDT 2104 INTERNSHIP IV**

A partnership between industry and education program to allow students to utilize the learned skills and knowledge acquired previously within their educational program or previous internship experience. Students will gain hands-on knowledge by working directly with industry professionals. Students will work with industry partners within a variety of roles and with a number of different types of material and equipment. Prerequisite: Department Head Approval

## **PROFESSIONAL DEVELOPMENT**

### **PD 1101 CAREER PREP**

This course will provide students an opportunity to gain the proper tools for successful entry or reentry into their career field of interest. Students will complete a personal inventory of their interests, skills, and experiences for inclusion in resumes, job applications, and employment interviews. Students will prepare resumes and cover letters and participate in mock interviews.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### PSYCHOLOGY

#### **PSYC 1113 INTRODUCTORY PSYCHOLOGY (S)**

General introduction to the science of behavior and mental processes. Emphasizes major theoretical perspectives. Topics of study include perception, states of consciousness, memory, motivation, development, personality, psychological disorders and therapies. Prerequisites: [R] [W]

#### **PSYC 2050 (1-4) PSYCHOLOGY SEMINAR (S)**

Course topics vary. The content may be designed for psychology majors but is also valuable to those students majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113

#### **PSYC 2113 PSYCHOLOGY OF ADJUSTMENT (S)**

Principles of the study of adjustment and behavior. Examines psychological process of coping and adapting to everyday life types of problems to include conflicts, pressures and challenges. Some emphasis will be placed on a sociocultural approach to managing adjustment by examining the factors of culture, ethnicity and gender. Prerequisite: PSYC 1113

#### **PSYC 2213 LIFESPAN HUMAN DEVELOPMENT (S)**

Study of the life span of humans. Emphasizes both experimental and theoretical approaches to the study of cognitive, personality, social, perceptual and physical development from conception to death. Prerequisite: PSYC 1113

#### **PSYC 2223 CHILD PSYCHOLOGY (S)**

Effects of heredity and environment on physical, mental, social and emotional development of the individual through adolescence. Prerequisite: PSYC 1113

#### **PSYC 2333 PSYCHOLOGY OF RACE (S)**

Examines the human response to and perceptions of racial differences through the lens of anthropology, mythology, slavery, sexuality and sociology. Prerequisites: [R] [W]

#### **PSYC 2413 ABNORMAL PSYCHOLOGY (S)**

The course will offer the student a broad-based perspective on psychological disorders of childhood, adolescence, and adulthood. The focus will be on the major patterns of abnormal behavior as well as causal factors. Course content is designed for psychology majors but is also valuable to those majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113

#### **PSYC 2450 (1-6) SPECIAL TOPICS**

One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and problems within psychology. This course may be cross-listed with other technical problems or special topics sections. Prerequisites: [R] [W], Department Head Approval

#### **PSYC 2523 ETHICS IN BEHAVIORAL SCIENCES (S)**

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be cross listed with POLS 2523 and SOC 2523)

#### **PSYC 2713 PSYCHOLOGY OF AGING (S)**

Provides an overview of adult development and aging. Focuses on the major theories of aging and how aging affects physical, cognitive and social functioning. Special topics include personality and aging, health aging, dementia and death and dying. Prerequisite: PSYC 1113

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### PUBLIC SAFETY MANAGEMENT

#### **PSM 3013 MULTI-AGENCY RESPONSE TO EMERGENCY/CRITICAL INCIDENTS**

Students examine the unique role of the local first responder. Students will identify the common elements of a disaster response and the roles of each emergency responder discipline in the response and recovery. Course emphasis is on the actions and procedures “at the scene” where decisions are made rather than concepts and policies applied by officials physically removed from the scene.

#### **PSM 3023 TACTICAL EMERGENCY MANAGEMENT**

Students will focus on a comprehensive, up-to-date overview of emergency management, from an all-hazards perspective. Students will examine threats including natural and technological disasters, as well as intentional threats of domestic and international terrorism.

#### **PSM 3033 STRATEGIC PLANNING AND RISK ANALYSIS IN PUBLIC SAFETY AGENCIES**

This course will help the public safety manager to formulate vision, mission and strategic plans. Students will learn how to detect the strengths, weaknesses, opportunities and threats (SWOT) that drive strategy; identify strategies to better position the agency for long term community service; execute strategy and deliver results through people and processes; and establish strategic planning, monitoring and controlling mechanisms that ensure positive results.

#### **PSM 3043 COMMUNITY RELATIONS IN PUBLIC SAFETY**

This course will explore the community relations theory and why positive community perception is critical to operational effectiveness during a crisis event. Students will gain the skills necessary to be effective communicators and educators to the public in times of crisis and in their daily function as a public safety manager. The course will also develop the skills necessary to interact with the media regarding public safety issues and crisis situations.

#### **PSM 3223 PROFESSIONAL DEVELOPMENT IN PUBLIC SAFETY**

Students will develop a professional development portfolio through the completion of a series of projects.

#### **PSM 3243 LEADERSHIP IN PUBLIC SAFETY**

This course is designed to provide leadership skills within public safety departments. It will provide students with different leadership styles that may be utilized. It will also educate new supervisors to adapt and problem solve issues that may be encountered while dealing with public safety employees.

#### **PSM 3253 PUBLIC SAFETY CONTINGENCY PLANNING**

This course provides the student with knowledge of the techniques for the development of continuity of operations (COOP) and Continuity of Government (COG) plans and community hazard planning. The overall philosophy of this course is set forth by the Department of Homeland Security, the Environmental Protection Agency and Department of Transportation and their internal agencies. Sample plans will be developed with emphasis on assessment, equipment requirements, collateral and mutual aid support agreements and methods for testing and updating plans.

#### **PSM 3263 INTRODUCTION TO TERRORISM THREATS**

Upon completion of this course the student will understand the history and motivation of Terrorists and their activities. The student will examine how groups and individuals evolve from activism and how governments respond to such events.

#### **PSM 3273 PUBLIC SAFETY CAPABILITIES AND PERFORMANCE-BASED PROGRAMS**

Public safety agencies must conduct performance assessments and report results to the governing board and community in which they serve. This course prepares the student to perform different types of assessments at the project, program, agency, and organizational levels. Evaluative frameworks will be explored so the best approach may be utilized.

#### **PSM 3650(1-4) TECHNICAL PROJECT 3000 LEVEL**

A study of variable topics in emergency responder technologies at the 3000 level. May be repeated with different topics. Prerequisite: Department Head Approval

#### **PSM 4050 (1-4) TECHNICAL PROJECT 4000 LEVEL**

A study of variable topics in emergency responder technologies at the 4000 level. May be repeated with different topics. Prerequisite: Department Head Approval

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **PSM 4113 TECHNICAL DISSEMINATION OF EMERGENCY PUBLIC INFORMATION**

Students explore the role of traditional (print, radio, and television) and newer media technologies in the distribution of the news. Students examine the functions, roles, responsibilities, and behavior of the media in times of national and international threats to national security as well as local incidents. Students will apply “tools” learned in class to address the media and present information to the general public in an effective and responsible manner.

### **PSM 4123 ETHICAL PRACTICES IN PUBLIC SAFETY**

This course explores the case issues and philosophies as they relate to accountability in the public safety environment.

### **PSM 4133 LEGAL ISSUES FACING PUBLIC SAFETY AGENCIES**

Students examine the structure and dynamics of the law governing the authority and actions of responding agencies. Students will receive an in-depth overview of laws, policy, strategy, organization and plans for dealing with various natural, accidental and premeditated emergencies/critical incidents.

### **PSM 4143 PERSONNEL OVERSIGHT STRATEGIES**

This course will explore the dynamics of managing personnel in the public safety organization. Curriculum is designed to develop student skills in personnel management, staffing, compensation, benefits and labor relations.

### **PSM 4153 TECH RESEARCH & DESIGN IN PUBLIC SAFETY**

The class will incorporate both quantitative and qualitative research methods and the application of statistical analysis of data. Introduction to the utilization of clinical and management information systems to access, archive and analyze data will be examined. Application of theoretical constructs and identification of cost/quality researchable issues will be evaluated through the development of student research proposals. Students will develop understanding of class concepts through application of learned principles within his/her practice setting.

### **PSM 4233 INTERNATIONAL ASSESSMENT AND RESPONSE TO CRISIS**

Students will evaluate international critical events, cultures, beliefs, and response to disasters. The student will be provided practical and theoretical education in global disaster management. This course will cover the management of preparedness, response, recover and mitigation of disasters the world faces today.

### **PSM 4243 PUBLIC SAFETY GRANT WRITING**

The purpose of this course is to develop the student's ability to prepare, write and submit a research grant proposal.

### **PSM 4253 CRITICAL INCIDENT PSYCHOLOGY FOR PUBLIC SAFETY**

Emphasis of this course is on public safety employees and their psychological well-being before during and after critical incident response. The student will also learn and understand compassion fatigue, traumatic stress and crisis intervention as it relates to the specific needs of community during the same event.

### **PSM 4513 ADVANCED OCCUPATIONAL PROFICIENCY IN PUBLIC SAFETY**

This course is the capstone course of the program and is designed to assess the student's proficiency in their major field of study. Students will write essays based on core material covered in the program, which address real world situations. Students will then present and defend their essays to a panel of assessors along with their ePortfolio in an assessment center process. The assessment is based on the student's ability to articulate their knowledge, skills, and abilities in managing real world situations. Prerequisites: PSM 3013, PSM 3023, PSM 3033, PSM 3043, PSM 4113, PSM 4123, PSM 4133, PSM 4143, PSM 4153

### **PSM 4523 PRACTICUM**

Students will develop a comprehensive organizational program or significantly revitalize a program that improves the workplace or the community served. The project will be based on quantitative and/or qualitative research, existing literature, and include a post-evaluative methodology to determine effectiveness and efficiency. Prerequisites: PSM 3013, PSM 3023, PSM 3033, PSM 3043, PSM 4113, PSM 4123, PSM 4133, PSM 4143, and PSM 4153

## **PUBLIC SERVICE**

### **PSER 1113 INTRODUCTION TO PUBLIC PERSONNEL ADMINISTRATION**

Principles of communication, recruitment and selection of human resources; job classification performance appraisal. Prerequisites: [R] [W] (Fall & Spring)

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **PSER 1123 INTRODUCTION TO LEGAL CASE MANAGEMENT**

This course provides the student with a practical skills working knowledge of legal case management featuring such aspects of domestic law as premarital contracts, marriage, annulment, divorce, separate maintenance, custody, paternity, adoption, wage assignments, citations for contempt of court, preparation for trial exhibits, computations of child support, decrees and motions to modify divorce decrees. (Fall Only) Prerequisites: [R] [W]

### **PSER 2023 PUBLIC LAW**

Basic legal tenets and procedures affecting public and/or nonprofit agencies. Prerequisite: [R] [W] (Fall Only)

### **PSER 2050 (1-3) PRACTICUM**

Variable course credit of one to three hours for on-site public/nonprofit sector work experience; requires a detailed work journal or written report approved by advisor and copies of work product completed on the job. Prerequisite: Advisor Approval

### **PSER 2103 INTRODUCTION TO GRANT WRITING AND ADMINISTRATION**

Participants in this course will examine the entire grant proposal development process including research tools and techniques, criteria for narrowing the funding, effectively organizing and writing the proposal, packaging the proposal, follow-up and tracking. The course will provide practice and hands on work in the writing of a grant proposal for funding. This course will also offer grant administration, metrics, evaluation and reporting. Cross listed with WRTG 2103. Prerequisite: ENGL 1113

### **PSER 2113 ALTERNATIVE DISPUTE RESOLUTION**

Introduction to resolution of disputes outside the traditional courtroom procedures, with an overview of this rapidly growing area in the law, including mediation and arbitration. (Spring Only)

### **PSER 2213 INTRODUCTION TO PUBLIC SERVICE ORGANIZATIONS**

Introduction to principles and problems of public administration, organizational theory, budgeting, motivation and management of human resources and the political environment. Course content is focused on leadership of public/nonprofit agencies. Prerequisites: [R] [W] (Fall Only)

### **PSER 2223 LEADERSHIP AND GROUP DYNAMICS**

Leadership and Group Dynamics is designed to empower public service majors with the skills to improve their leadership abilities. The course integrates research, case studies and classroom instructional technology that facilitate effective leadership in public/non-profit organizations. Prerequisites: [R] [W] (Spring Only)

### **PSER 2293 INTRODUCTION TO NON-PROFIT ORGANIZATIONS**

An overview of non-profit organizations and the importance of business and service functions in their long-term effectiveness and sustainability. Examines historical background, development, role, auspices, organization, and purposes of non-profit agencies. Special emphasis is placed on structure, program and organizational management, stewardship, fundraising, community building, volunteer services, and problems which confront these organizations.

### **PSER 2333 INTRODUCTORY PUBLIC/NONPROFIT FINANCE AND BUDGET**

Covers revenue sources, accounting principles and resource allocation for public/nonprofit agencies. Prerequisites: [R] [W]

### **PSER 2453 TECHNICAL PROBLEMS – PUBLIC SERVICE**

Variable course credit of one to three hours. Examines contemporary issues and problems influencing the formation of public policy and the roles of public/nonprofit agencies. Prerequisites: [R] [W] (Fall and Spring)

### **PSER 3333 PUBLIC SECTOR BUDGETING AND RESOURCE MANAGEMENT**

Covers accounting principles, revenue sources, and allocation of finances for public/nonprofit groups. Requires research component. Students who have successfully completed PSER 2333 may not receive credit for this course. Prerequisites: [R] [W]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **RADIOLOGIC TECHNOLOGY**

This is a selective admission program. See department for details.

#### **RAD 1113 INTRODUCTION TO RADIOLOGIC SCIENCE AND HEALTHCARE**

Provides an overview of the radiographer and practitioners role in the health care delivery system. The principles, practices and policies of health care organizations are discussed. A foundation in ethics and law related to the practice of medical imaging is also included. Prerequisite: Program acceptance; Corequisites: RAD 1123, RAD 1233

#### **RAD 1123 PATIENT CARE IN RADIOLOGIC SCIENCE**

This course provides the concepts of patient care during routine and emergency radiographic procedures. The radiographer's role in patient education is identified. The basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medication are included. Prerequisite: Program acceptance; Corequisites: RAD 1113, RAD 1233

#### **RAD 1233 RADIOGRAPHIC PROCEDURES I**

This course provides a knowledge base necessary to perform standard radiographic procedures of the trunk and extremities. Factors considered in the evaluation of diagnostic images are included. Prerequisites: Selective acceptance, Corequisites: RAD 1113, RAD 1123

#### **RAD 1233 DIGITAL IMAGE ACQUISITION AND DISPLAY**

This course provides an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Prerequisites: RAD 1434, RAD 2233; Corequisites: RAD 2223, RAD 2324

#### **RAD 1333 PRINCIPLES OF IMAGING**

This course establishes a knowledge base in factors that govern the image production process. Prerequisite: RAD 1233; Corequisites: RAD 1344, RAD 2233

#### **RAD 1344 RADIOLOGIC CLINICAL PRACTICE I**

Course content and clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Prerequisite: RAD 1233; Corequisites: RAD 1333, RAD 2233

#### **RAD 1434 RADIOLOGIC CLINICAL PRACTICE II**

This course builds upon Radiologic Clinical Practice I. Clinical practice experiences are designed to provide patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Prerequisite: RAD 1344

#### **RAD 2113 IMAGING PHYSICS**

This course establishes a basic knowledge of atomic structure and terminology. The nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter are also presented. Course content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment and design, as well as quality control procedures. Prerequisite: RAD 2223; Corequisites: RAD 2333, RAD 2434

#### **RAD 2223 RADIATION BIOLOGY AND PROTECTION**

This course provides an overview of the radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response including acute and chronic effects are discussed. An overview of the principles of radiation protection, including the radiographer's responsibilities is also presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Prerequisites: RAD 1434, RAD 2233; Corequisites: RAD 1323, RAD 2324

#### **RAD 2233 RADIOGRAPHIC PROCEDURES II**

This course provides the knowledge base necessary to perform standard and special imaging procedures of the entire body. The evaluation of diagnostic images is included. The effects of various disease processes on radiographic appearances, as well as the impact on exposure factor selection are included. Prerequisite: RAD 1233; Corequisites: RAD 1333, RAD 1344



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **RAD 2324 RADIOLOGIC CLINICAL PRACTICE III**

This course builds upon Radiologic Clinical Practice I and II. Clinical practice experiences are designed to provide patient care and assessment plus sequentially develop, apply critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiographic procedures. Prerequisites: RAD 1434, RAD 2233; Corequisites: RAD 1323, RAD 2223

### **RAD 2333 ADVANCED MODALITIES**

This course includes relative basic sectional anatomy, and is designed to provide a basic understanding of the operation of a computed tomography (CT) device. Students will also have an introduction to other modalities. Prerequisites: RAD 2223, RAD 2324; Corequisites: RAD 2113, RAD 2434

### **RAD 2434 RADIOLOGIC CLINICAL PRACTICE IV**

This course builds upon Radiologic Clinical Practice I, II, and III. Clinical practice experiences are designed to provide patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Prerequisites: RAD 1113, RAD 1123, RAD 1233, RAD 1323, RAD 1333, RAD 1344, RAD 1434, RAD 2223, RAD 2233, RAD 2324; Corequisites: RAD 2113, RAD 2333

## SCIENCE

### **SCI 0124 GREAT IDEAS IN SCIENCE**

An introduction to the physical and biological sciences using an integrated approach. Basic scientific principles are introduced, followed by how these principles can be applied to the different scientific disciplines. Designed for students who have not met all high school curricular and performance requirements in the sciences. Lab: two hours per week.

### **SCI 2000 (1-5) SPECIAL TOPICS IN SCIENCE**

Special topics in science will be explored with the primary focus on laboratory-based inquiry and scientific method. Topics can include physical or biological science focus. Some coursework will be delivered and assessed online. Variable credit hours. Prerequisite: Department Head Approval.

## SOCIOLOGY

### **SOC 1113 INTRODUCTORY SOCIOLOGY (S)**

An introduction to the science of human society with emphasis on basic concepts. Assists the student in understanding the social influences on day-to-day life. Prerequisites: [R] [W]

### **SOC 2023 MARRIAGE AND FAMILY (S)**

Analyzes male/female role interaction as it applies to the development, maintenance and disorganization of the family, particularly in the social context of American society. Analysis centers on courtship patterns, mate selection, marital adjustment problems and marital disorganization with some cross-cultural contrasts. Prerequisite: SOC 1113

### **SOC 2123 SOCIAL PROBLEMS (S)**

Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism. Prerequisite: SOC 1113

### **SOC 2143 SOCIAL STRATIFICATION (S)**

Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism. Prerequisites: [R] [W]

### **SOC 2213 CRIME AND DELINQUENCY**

The crime and delinquency course will review sociological and psychological research regarding the causes of crime and current crime trends. Modern trends in the control and treatment of criminal behavior will be explored. In addition, this course will explore the major theories in the field of crime and delinquency. Prerequisite: SOC 1113

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **SOC 2450 (1-6) SOCIOLOGY-SPECIAL TOPICS**

Variable credit course of one to six hours, maximum six credits. Examines contemporary issues and problems within sociology. This course may be cross listed with other technical problems or special topics sections in another discipline. Prerequisites: [R] [W]

### **SOC 2523 ETHICS IN BEHAVIORAL SCIENCES**

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be cross listed with POLS 2523 and PSYC 2523)

### **SOC 3623 CULTURAL DIVERSITY (H, S)**

Historical and contemporary experiences of racial and ethnic groups. Consideration of theories related to dominant-subordinate group relations, prejudice, discrimination and the current social conditions of minority groups living in the United States. Prerequisite: Junior Standing.

## **SONOGRAPHY**

This is a selective admission program. See department for details.

### **SON 1103 CARDIOVASCULAR ULTRASOUND I**

Emphasis on basic cardiac anatomy, imaging techniques and principles. Topics include basic imaging protocols, scan planes in relation to cardiac anatomy and principles of acquisition of diagnostic images. Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial and deep abdominal vascular systems. Emphasis will be placed on the normal exam. Students will begin to familiarize themselves with the basic knobology of direct and indirect vascular testing and standard protocols. Prerequisite: Accepted to program; Corequisites: SON 1153, SON 2313

### **SON 1113 ULTRASOUND PHYSICS AND INSTRUMENTATION I**

A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, Doppler effect and Doppler instrumentation components. Prerequisites: SON 1103, SON 1153, SON 2313; Corequisites: SON 1203, SON 1254

### **SON 1153 PATIENT CARE, MEDICAL ETHICS & LAW**

Students will learn sonographer safety; current Sonographic protocols; and basic patient care. Vital sign assessment will be introduced to the student, as well as medical terminology. This course covers study techniques such as effective note taking, effective listening, and test-taking strategies. For the practitioner and student entering the clinical environment, it offers step-by-step descriptions of basic medical procedures and patient care, showing how to safely and ergonomically perform procedures and how to interact with patients in a clinical setting. This includes patient communication and psychological support strategies, as well as patient transfer techniques. Topics such as infection control will be emphasized, as well as current utilization of standard precautions to prevent the spread of infection. Emergency conditions and procedures, to include first aid and resuscitation techniques will be presented to the student. A study of medical ethics & the laws that affect and pertain to Sonographers and other imaging professionals is introduced and explained. This class will also help students make knowledgeable decisions about patient care issues in respect to ethics and law. This class examines the many issues that affect sonographers and other imaging professional and applies the examples to real-world situations. The student will be introduced to topics such as patient autonomy, medical documentation, informed consent, confidentiality & HIPPA, managed care, diversity and death and dying. The student will learn to apply their own values, common sense, and applicable healthcare law and medical ethics to solve challenging dilemmas. Professional interaction skills and the sonographer's professional scope of practice will be emphasized. Prerequisite: Accepted to program; Corequisites: SON 1103, SON 2313

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **SON 1203 CARDIOVASCULAR ULTRASOUND II**

An emphasis on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology; quantitative measurements and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Students will review the previous semester's concepts, and add the abnormal upper arterial and venous systems anatomy. Basic common disease concepts and clinical assessment will continue. Ultrasound criteria and protocols for normal and common abnormal studies will be reviewed and practiced in the laboratory setting. Prerequisites: SON 1103, SON 1153, SON 2313; Corequisites: SON 1113, SON 1254

### **SON 1213 ULTRASOUND PHYSICS & INSTRUMENTATION II**

Continuation of son 1113 physics & instrumentation I. A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, doppler effect and doppler instrumentation components. Prerequisite: SON 1113; Corequisites: SON 2303, SON 2354

### **SON 1254 CLINICAL EXPERIENCE I**

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisites: SON 1103, SON 1153, SON 2313; Corequisites: SON 1113, SON 1203

### **SON 2253 CLINICAL EXPERIENCE II**

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 1254

### **SON 2303 CARDIOVASCULAR ULTRASOUND III**

Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging and related noninvasive cardiac testing. Students will build on previous semesters, adding more advanced and uncommon pathology of the vascular patient. The student will work on perfecting history taking, patient assessment, critical thinking and analyzing data. Advanced direct and indirect vascular procedures will be covered and analyzed. Prerequisites: SON 1113, 1203, 2253; Corequisites: SON 1213, SON 2354

### **SON 2313 CARDIOVASCULAR CONCEPTS**

This course is a continuation from SON 1153 and will continue to expand the knowledge of the cardiovascular sonographer. The course is designed to prepare the student for the Cardiovascular Principles section of their Registry. The anatomy and physiology of the cardiac and vascular systems are presented, with special emphasis on the relationship and connection of the two systems. Topics such as cardiovascular anatomy, cardiovascular physiology and hemodynamics, pathology, pathophysiology, pharmacology of the cardiovascular system, the electrical conduction system, congenital heart defects, intracardiac pressures and their correlation with other cardiovascular phenomenon, coronary artery distribution, determinants and assessment of left ventricular performance and the phases of the cardiac cycle are discussed. Examination methods and interventional procedures are also explained. The textbook contains hundreds of sample questions that will help the student to prepare for clinical life as well as their national Registry. Prerequisite: Accepted to program; Corequisites: SON 1103, SON 1153

### **SON 2354 CLINICAL EXPERIENCE III**

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2253; Corequisites: SON 1213, SON 2303

### **SON 2403 CARDIOVASCULAR ULTRASOUND IV**

A continuation of Cardiovascular Ultrasound III with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Students will develop a systematic approach to problem solving using critical thinking, and increase independent judgment to aid the provider in the evaluation of the peripheral vascular patient with vascular disease. A complete review in the laboratory setting of vascular anatomy, physiology, assessment, history taking and analyzing data for the preparation of the preliminary report. Prerequisites: SON 1213, SON 2303, SON 2354; Corequisite: SON 2454

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **SON 2454 CLINICAL EXPERIENCE IV**

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 1213, 2303, 2354; Corequisite: SON 2403

## **SPANISH**

### **SPAN 1113 SPANISH I**

Pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisites: [R] [W]

### **SPAN 1223 SPANISH II**

Continuation of Spanish I with further development of pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisite: SPAN 1113

### **SPAN 2050 (1-3) SPECIAL TOPICS IN SPANISH**

Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross-listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

### **SPAN 2113 INTERMEDIATE SPANISH I**

Further development of speaking, listening, reading and writing skills, along with short cultural and literary readings. Prerequisite: SPAN 1223 or CLEP score of 50

### **SPAN 2123 SPANISH FOR HERITAGE SPEAKERS**

An in-depth study of Spanish for the heritage speaker. Emphasis is placed on the development of reading and writing skills of those persons who speak Spanish but who have little or no formal study in the language. Prerequisite: CLEP score of 50 or Department Head Approval

### **SPAN 2133 INTERMEDIATE SPANISH II**

Consolidation of Spanish Language skills including vocabulary development, reading comprehension, oral fluency, and listening comprehension. Prerequisite: Spanish 2113 or Spanish CLEP score of 63

### **SPAN 2143 ADVANCED SPANISH GRAMMAR AND COMPOSITION**

An intensive study of Spanish grammar, composition and conversation designed to increase oral proficiency and to enhance written communication in Spanish in situations ranging from relatively simple to more complex. Prerequisite: SPAN 2113 or CLEP score of 50

## **SPEECH**

### **SPCH 1113 INTRODUCTION TO SPEECH COMMUNICATION**

Principles and techniques of preparation, participation in and evaluation of communication behavior in conversation, the interview, group discussion and public speech. A competency-based approach. Prerequisites: [R] [W]

### **SPCH 2723 INTERPERSONAL COMMUNICATION**

Focus is on developing a conceptual framework for viewing varied interpersonal relationships as transacted through communication. Through participation in class activities students are encouraged to develop skills appropriate to overcoming problems experienced in real-life situations. Prerequisites: [R] [W]

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### STATISTICS

#### **STAT 1103 FUNDAMENTALS OF STATISTICS**

This course will lay the foundation for further statistical study with a focus on analyzing situations, comparing statistical measurements, and interpreting the meaning of results from those measurements. This course teaches the key concepts of descriptive statistics along with the necessary algebra to help prepare students for Math 2103. Prerequisite: ICSM 0113

#### **STAT 2013 ELEMENTARY STATISTICS (A)**

Introduction to the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. Prerequisite: [M]

### SURVEYING

#### **SURV 1101 INTRODUCTION TO SURVEYING**

Introduction to the profession of land surveying. Course will familiarize the student with the history of surveying in the United States, knowledge of the terminology as well as the equipment used in the profession. Students will gain an elementary knowledge of the duties and responsibilities of a professional land surveyor.

#### **SURV 1102 CONSTRUCTION SURVEYING**

Develop student's ability to utilize up-to-date instruments such as total station, theodolite, automatic and laser levels along with traditional accessory equipment in the performance of routine building construction tasks requiring applications of plane surveying theories and technologies for vertical and horizontal control. Differential and laser leveling, traversing, slope staking, topographic mapping and building layout are examples of the tasks to be taught.

#### **SURV 1133 FUNDAMENTALS OF GIS**

An introductory course in GIS and an accompanying lab using ESRI ArcGIS software. The course will discuss different functions of a GIS and its capabilities; GIS data collection and input; GIS data types and basic mapping concepts.

#### **SURV 1233 MICROSTATION**

An introductory course in MicroStation. Topics will include MicroStation design environment, viewing and zooming, models, levels, basic drawing tools, drawing with precision, modification tools, selecting and grouping elements and complex elements.

#### **SURV 1320 (1-6) TECHNICAL PROBLEMS IN SURVEYING**

One to six, maximum six credits. Technical problems in surveying that are of particular interest to technicians. Prerequisite: Department Head Approval

#### **SURV 2050 (1-6) ADVANCED TECHNICAL PROBLEMS IN SURVEYING**

One to six, maximum six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician.

#### **SURV 2123 SURVEY BUSINESS MANAGEMENT**

This course will introduce the student to the fundamentals of business with an emphasis on running a surveying company. Business basics such as accounting, human resources, taxes, financing and legal principles will be introduced. Lastly, the course will provide the student with tips on how to run a successful surveying company.

#### **SURV 2143 HIGHWAY DESIGN AND CONSTRUCTION**

Study of transportation, roadways and their functions. Roadway foundations, pavement types, characteristics, composition and structural design; construction procedures; transportation systems planning.

#### **SURV 2213 REMOTE SENSING**

An introduction to the physics and technical issues surrounding the acquisition and utilization of remotely sensed airborne and satellite images for the study of physical and human landscapes. Techniques for analyzing and interpreting images for studying biological, geological, hydrological and oceanographic processes as well as human activities will be covered. Prerequisites: SURV 2614

# Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

## **SURV 2232 ROUTE SURVEYING**

Principles of route surveys, use of photogrammetry in route design and layout. Computer applications. Prerequisite: SURV 2614

## **\*SURV 2233 CIVIL CAD DRAFTING**

Covers a land survey CAD (computer-aided drafting) system, experience in contour maps, plan sheets, sections and details. Lab: three hours per week.

## **SURV 2242 RESIDENTIAL SUBDIVISION & DESIGN**

Fundamentals of land subdivision and platting. The course will discuss the role of the surveyor, land use controls, interest groups in land subdivisions, the platting process, subdivision surveying, and subdivision design principles and standards. Prerequisite: SURV 2232, (SURV 2233 OR SURV 1233)

## **SURV 2423 PHOTOGRAMMETRY**

Procedures and methods used for deriving metric information from photographs, analog processes for using aerial photographs in production of topographic maps, flight planning, and cost estimation in aerial mapping work. Introduction to photo-coordinate measurement devices and their calibration. Mathematics of modern photogrammetry. Prerequisites: SURV 2614

## **\*SURV 2433 CIVIL CAD DRAFTING II**

Continuation of SURV 2233. Advanced applications of civil CAD (computer-aided drafting) software to assigned civil or survey projects. Prerequisite: SURV 2233

## **SURV 2614 SURVEYING I**

First course in measurement science. Introduction and application of basic plane surveying procedures, linear and angular measurements and differential leveling, traverse and topographic surveys. Computer application to surveying calculations. Prerequisite: [R] [M]

## **SURV 2623 LEGAL PRINCIPLES - SURVEY I**

This course addresses the fundamental principles of real property as applied to land surveying and related professions. Discussion and applications center on practical situations and concepts commonly encountered while conducting boundary surveys and the determination of the extent of ownership rights. Students explore the scope of the surveyors' judiciary role in real property ownership. Pre/Corequisite: SURV 2614

## **SURV 2633 LEGALS PRINCIPLES - SURVEY II**

History of land surveying and law development, legal boundaries, title to land, public land surveys, and general principles for subdivision of a section. Prerequisite: SURV 2623

## **SURV 2643 ADVANCED SURVEYING**

Care and adjustment of instruments, controls by triangulation, measurement and computation of earthwork, topographic surveys with conventional instruments and photographic methods. Review of Oklahoma laws governing land surveys and professional licensing. Lab: three hours per week. Prerequisite: SURV 2614

## **SURV 2650 (1-6) TECHNICAL PROJECTS - SURVEYING**

One to six, maximum six credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is given an examination may also be required. Prerequisite: Department Head Approval

## **SURV 2734 APPLIED SURVEY COMPUTATIONS**

The use of applied statistics in land surveying, error propagation in polygon and link traverses, discussion of positional tolerance and an introduction to least square adjustments and computer applications. Prerequisites: SURV 2232, SURV 2643

## **SURV 2743 FUNDAMENTALS OF GPS**

Fundamentals of GPS, geodesy, project planning, field procedures, post processing of data, network adjustments and real time kinematic techniques. Prerequisite: SURV 2614

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **SURV 2773 FUNDAMENTALS OF SURVEYING EXAM REVIEW**

This course is designed to help a student prepare for taking the FS exam. Topics will include the NCEES exam syllabus, basic surveying and mapping concepts, surveying computations and field techniques, applications of surveying, boundary law, and subdivision of land. Prerequisite: Department Head Approval

### **SURV 2783 CAPSTONE**

A final semester course designed to integrate all previous coursework into one final project. The student will perform records research, field work, boundary analysis, and CAD work to submit a final survey that meets minimum technical standards. Prerequisites: Advisor Approval

## **TECHNICAL SPANISH/ TRANSLATION AND INTERPRETATION**

### **TSTI 1113 INTRODUCTION TO INTERPRETING**

Introduction and practice of the basic building blocks of interpreting – analyzing, summarizing and paraphrasing, listening comprehension, shadowing, including basic strategies for short consecutive interpreting and sight translation. Prerequisite: SPAN 2143 or Department Head Approval

### **TSTI 1123 INTRODUCTION TO TRANSLATION**

The theory and practice of translation, including general background regarding human language and language families and the history of translating, as well as basic strategies for understanding and rendering written text from Spanish to English and English to Spanish. Prerequisite: SPAN 2143 or Department Approval

### **TSTI 1133 FUNDAMENTALS OF TRANSLATION**

Students will complete a series of increasingly complex and challenging translation exercises in a variety of styles. The course also offers a practical review of English and Spanish writing and editing skills necessary to produce clear, polished translations. Prerequisite: TSTI 1123

### **TSTI 1143 FUNDAMENTALS OF INTERPRETATION – CONSECUTIVE AND SIMULTANEOUS**

A practical course aimed at developing proficiency in interpreting in a variety of settings. Students develop techniques for consecutive interpreting and are introduced to basic techniques for simultaneous interpreting. Topics include memory development, note-taking, and assessment of interpreter performance. Prerequisite: TSTI 1113

### **TSTI 1213 ETHICS AND BUSINESS PRACTICES**

The role of the interpreter in business, conference, health care, legal and law enforcement settings; and standards of business practice and legal issues in translation and interpreting. This course also covers how to market translation and interpreting services and how to set up a business as a freelance translator or interpreter. Prerequisite: [R] [W]

### **TSTI 1223 TECHNOLOGY FOR TRANSLATORS AND INTERPRETERS**

Instruction in areas such as electronic editing, proofing tools and use of computers, email and the Internet to help students improve productivity and consistency. Students are also introduced to localization and translation memory tools. Prerequisite: TSTI 1113

### **TSTI 1233 VOCABULARY ACQUISITION AND TERMINOLOGY RESEARCH**

Development of general vocabulary in English and Spanish, as well as skills in terminology research, dictionary usage and glossary building. Basic Terminology and resources in fields such as medicine, law, computers, business and international trade are covered. Prerequisite: SPAN 2143

### **TSTI 2050 (1-3) SPECIAL TOPICS IN SPANISH**

Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

### **TSTI 2113 COURT PROCEDURES**

Examination of the procedures and protocol of different settings where interpreting occurs at the federal, state, county and municipal levels. Includes explanations of the judicial and quasi-judicial systems operating in the state of Oklahoma.

Prerequisites: TSTI 1113, TSTI 1123

### **TSTI 2123 FUNDAMENTALS OF COURT INTERPRETING**

An introduction to the profession of court interpreting. Students are given an overview of the U.S. justice system, English legal language, criminal and civil procedure. The court interpreter's code of ethics is presented; and students engage in role-playing activities to illustrate the basic tenets of the code. Prerequisite: TSTI 2113

### **TSTI 2133 INTERPRETING IN LEGAL SETTINGS**

Legal interpreting in contexts such as courtrooms, attorney offices and law enforcement settings. Attention is given to the registers of speech encountered in typical legal proceedings. Prerequisite: TSTI 2123

### **TSTI 2213 INTERPRETING IN HEALTH CARE SETTINGS**

The art and skills of health care interpreting and the role, responsibilities and boundaries of the interpreter seen as an active team player in the triadic medical interview (provider-patient-interpreter). The course also presents the interpreter's role as linguistic and cultural mediator in multidisciplinary settings. Because of the medical setting students will be required to obtain a background check and certain immunizations. Please contact the program director for further information. Prerequisite: TSTI 1113

### **TSTI 2223 MEDICAL INTERPRETING I: MEDICAL TERMINOLOGY**

Introduces prefixes, suffixes and word roots used in the language of medicine. Topics include Spanish and English medical vocabulary and terms that relate to pathological conditions and the treatment of selected systems. Prerequisite: SPAN 2143

### **TSTI 2233 MEDICAL INTERPRETING II: ANATOMY AND PHYSIOLOGY**

The second in a series of medical terminology courses. Emphasis on Spanish and English medical vocabulary and terms that relate to anatomy and physiology. Prerequisite: TSTI 2223

### **TSTI 2411 PRACTICUM**

The internship links students to a practical work setting in a law firm, hospital, business or community organization. This internship will provide valuable work experience as a legal, medical, business or community interpreter and/or translator receiving close supervision or mentoring within an organization. Students should complete all Technical Occupational Specialty courses before beginning the practicum. A background check and/or certain immunizations may be needed. Please check with the program director for further information. Prerequisite: Department Head Approval

### **TSTI 2413 ADVANCED PRACTICUM**

Advanced experience in interpreting, translation, or language access services in a practical work setting in a hospital/clinic, law firm, business, or community organization. Experiences will include observation, shadowing, and practice under direct and indirect supervision. Prerequisites: Department Head Approval

### **TSTI 2450 (1-6) LANGUAGE IMMERSION**

Intensive language and culture study in an approved setting in Spain or Latin America. Study may be arranged through a college or university offering study abroad programs for college credit. Study may also be arranged directly with a school or language center in Spain or Latin America or through an agency in the United States or overseas that offers study abroad opportunities. Study abroad arrangements must be approved in advance. May be repeated for a maximum of six credit hours. Prerequisite: SPAN 2143

## **VETERINARY TECHNOLOGY**

This is a selective admission program. See department for details.

### **VT 1012 VETERINARY MEDICAL TERMINOLOGY**

Guides students through the process of reading, pronouncing, and comprehending medical terminology used in the veterinary medical field. The concept of breaking down medical terms into their roots, prefixes and suffixes is introduced and practiced, allowing the student to understand basic medical concepts and apply critical thinking skills in determining



## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

the meaning of unknown medical terms. Terminology related to each of the body systems, anatomical directional terms, common diseases, and diagnostics are discussed. Prerequisite: [R]

### **VT 1112 BREEDS, RESTRAINT AND FIRST AID**

Introduces students to the scope of a veterinary technician's duties, career opportunities, and both state and federal laws, rules and regulations that govern technicians. Provides students the opportunity to identify breeds and their characteristics and demonstrate appropriate restraint and care of common domestic species including dogs, cats, horses, cattle, swine, and small ruminants. Students also begin to develop skills in ethics, professional conduct, sanitation procedures, physical examinations, medication administration, first aid procedures, and maintaining medical records. Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 1124 VETERINARY TECHNOLOGY ANATOMY**

Identifies and compares the structure and function of various domestic animal species. Hematologic concepts are introduced. Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 1213 LABORATORY TECHNIQUES I**

Identifies and classifies internal and external parasites with discussion of their significance within veterinary public health, epidemiology, and zoonotic potential. The clinical microbiology component of the courses identifies the most common bacteria and fungi responsible for causing clinical illness in veterinary species, as well as identification and diagnostic methods. Blood cell identification is introduced. Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 1223 VETERINARY TECHNOLOGY PHYSIOLOGY**

Explores molecular, cellular, and organ system physiology in domestic animal species. Prerequisites: Department Head Approval and admission to program

### **VT 1320 (1-3) SELECTED TOPICS IN VETERINARY TECHNOLOGY**

Study and/or analysis of a selected topic in Veterinary Technology. Credit varies from 1-3 hours. May be repeated with a different topic for up to a total of six hours credit. Prerequisites: Department Head Approval and admission to program

### **VT 1403 ANIMAL REPRODUCTION, NUTRITION AND PRODUCTION**

Investigates genetics, reproduction and breeding soundness examination of common domestic animals. Also explores principles of nutrition, nutrient requirements of domestic animals, pet food production, feeding management throughout an animal's life and the dietary management of nutritional responsive diseases or disorders. Both facets of the course relate to production. Prerequisites: Department Head Approval and admission to program

### **VT 1423 LABORATORY TECHNIQUES II**

Students perform hematologic tests, blood chemistries, urinalysis, coagulation tests, ELISA tests, blood typing, and aspiration techniques for cytological exam to aid in evaluating and interpreting bodily functions. Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 2114 CLINICS AND NURSING**

Introduction to the surgical environment and all aspects related to the principles of surgical and anesthetic techniques, asepsis and the practice of sterile technique. Students will identify instruments used in veterinary surgery; demonstrate proper operating room etiquette and the use of sterile technique; perform pre-anesthesia evaluation, administer and monitor anesthesia and provide post-anesthesia care; recognize and respond appropriately to anesthetic emergencies; and assist with routine surgical and obstetrical procedures. Lab: 4 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 2213 WILD, ZOO AND LABORATORY ANIMAL CARE**

Explores breed identification, restraint, husbandry, nursing care, and management of wild, zoo and laboratory animals. Also investigates the legal, ethical and safety issues concerning these animals. Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 2223 VETERINARY TECHNOLOGY RADIOLOGY**

Introduces various aspects of radiology, including analog and digital x-ray machines, patient positioning, exposure, developing techniques, contrast radiography and troubleshooting. Exposure to ultrasonography, dental radiography,

## Course Descriptions

*Courses that have asterisks (\*) meet computer literacy requirements.*

fluoroscopy, and nuclear imaging is also included. Proper safety and technique are emphasized throughout the course.

Lab: 2 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 2233 VETERINARY TECHNOLOGY PHARMACOLOGY**

Introduces pharmacy management, pharmacokinetics, principles and methods of drug administration, and pharmacologic agents. Specific drugs, their classification, mode of action, indications, contraindications, adverse effects, and therapeutic applications will be presented for each body system. Prerequisites: Department Head Approval and admission to program

### **VT 2250 (1-3) SELECTED TOPICS IN VETERINARY TECHNOLOGY**

Study and/or analysis of a selected topic in Veterinary Technology. Credit varies from 1-3 hours. May be repeated with a different topic for up to a total of six hours credit. Prerequisites: Department Head Approval and admission to program

### **VT 2402 VETERINARY CLINIC MANAGEMENT**

A continuation of the scope of a veterinary technician's duties. Basic veterinary medical office procedures, staff and client relations, the human-animal bond, OSHA regulations, ethics, and professional conduct are reviewed. Prerequisites: Department Head Approval and admission to program

### **VT 2413 ANIMAL PATHOLOGY**

A comprehensive overview of general pathology including immunology, toxicology and common diseases of domestic animals. Zoonotic implications and preventative measures of diseases are discussed. Prerequisites: Department Head Approval and admission to program

### **VT 2442 VETERINARY TECHNOLOGY BOARD EXAM REVIEW**

Prepares students for state and national board exams. Prerequisites: Department Head Approval

### **VT 2504 ADVANCED CLINICS AND NURSING**

Provides continued instruction in sterile procedures, medical records, nursing procedures, dental prophylaxis, surgical prepping and assisting, dosage calculation and anesthesia administration as they pertain to small animals, horses, and ruminants. Lab: 4 hours per week. Prerequisites: Department Head Approval and admission to program

### **VT 2514 PRECEPTORSHIP**

A minimum of 256 hours of occupational experience provided through a cooperative agreement between the student, the University, and an approved veterinary medical practice. Prerequisites: Department Head Approval and admission to program



**OKLAHOMA CITY**

# **CATALOG**

# **2023-2024**

**OFFICE OF ACADEMIC  
AFFAIRS**

### **PAM STINSON**

Provost and Vice President for Academic Affairs  
Ph.D., Oklahoma State University  
M.A., Northeastern State University  
B.A., Northeastern State University

### **AMBER HEFNER**

Associate Vice President for Academic Affairs  
MS in Educational Leadership Studies, Oklahoma State University BS in  
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### **EVAN BURKALA**

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PhD in Veterinary Studies, Murdoch University, Australia Honors (1st  
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BA in Criminal Justice, University of Central Oklahoma

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MA in Speech, Ball State University  
BA in Communication, Southeastern Louisiana University Certificate in Online  
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MA in Medieval Studies, University of York, UK  
MA in English, Montana State University  
BA in Theater, Oklahoma Baptist University

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Master of Business Administration, Colorado Technical University Master  
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Manager (CPPM), AAPC  
Certified Professional Biller (CPB), AAPC  
Certified Professional Coder Instructor (CPC-I), AAPC  
Certified Risk Coder (CRC), AAPC

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AS in Radiologic Technology, Midwestern State University  
Certified Radiologic Technologist, American Registry of Radiologic Tech-  
nologists  
Registered Vascular Technologist, American Registry of Diagnostic Medi-  
cal Sonography  
Registered Diagnostic Medical Sonographer, American Registry of Diag-  
nostic Medical Sonography

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Professional Land Surveyor in Oklahoma

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Registered in Bone Densitometry since 2014, American Registry of Radiologic Technologists

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MHA, University of Oklahoma College of Public Health  
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