

# ACADEMIC CALENDAR

2006-2007

## FALL SEMESTER, 2006

August	16	Wednesday	ESL Registration
	23	Wednesday	SAT Test
	24-27	Thurs-Sun	Freshman Orientation
	27-28	Sun-Mon	Registration
	29	Tuesday	Instruction Begins, Late Registration Begins
	30	Wednesday	International New Student Orientation
September	1	Friday	Last Day to Register or Add a Class
	8	Friday	Last Day to Drop from a Class without receiving a "W"
October	6	Friday	Fall Holiday (Begins at Midnight on Thursday)
	19	Thursday	Mid-Semester
	22	Sunday	Senior College Base Test
	25	Wednesday	Senior College Base Test
November	14	Tuesday	Last Day to Withdraw from a Class
	16	Thursday	Spring 2007 Pre-registration Begins
	21	Tuesday	Thanksgiving Break Begins at 5:00 pm
	27	Monday	Instruction Resumes
December	10	Sunday	Senior Major Exit Test
	11-14	Mon-Thurs	Examinations
	12	Tuesday	ESL Completion
	14	Thursday	Christmas Vacation begins at 11:30 am

## SPRING SEMESTER, 2007

January	7	Sunday	SAT Test
	7-8	Sun-Mon	Registration
	8	Monday	ESL Begins
	9	Tuesday	Instruction Begins, Late Registration Begins
	10	Wednesday	International New Student Orientation
	12	Friday	Last Day to Register or Add a Class
	15	Monday	School Holiday, Martin Luther King
	19	Friday	Last Day to Drop a Class without receiving a "W"
February	28	Wednesday	Mid-Semester
March	8	Thursday	Spring Break begins at 5:00 pm
	19	Monday	Instruction Resumes
	19	Monday	Summer Registration Begins
	23	Friday	Last Day to Withdraw from a Class
	26	Monday	Fall 2007 Pre-registration Begins
April	4	Wednesday	Awards Convocation
	8	Sunday	Major Field Achievement Test
	27-May	Fri-Wed	Examinations
May	4	Friday	Senior Consecration
	5	Saturday	Baccalaureate
	6	Sunday	Commencement
	17	Thursday	ESL Graduation

## SUMMER SCHOOL May 7 - August 17, 2007

### FIRST MODULE

May 7-June 1	4 Weeks	Final Exam June 1
May 7-June 8	5 Weeks	Final Exam June 8

### SECOND MODULE

June 11-July 13	5 Weeks	Final Exam July 13
July 4 - School Holiday, Independence Day		

### THIRD MODULE

July 9-August 9	5 Weeks	Final Exam August 9
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### NURSING

May 16-June 22	6 Weeks	Child Health Nursing
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# **SOUTHWESTERN ADVENTIST UNIVERSITY**

**THE BULLETIN  
2006-2007**

**Volume 113**

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# Mission, Purpose, and Goals

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<b>Mission Statement</b>	The mission of Southwestern Adventist University is to offer quality higher education in a Christ-centered environment.
<b>Core Values</b>	<ol style="list-style-type: none"><li>1. God is the ultimate source of knowledge and meaning</li><li>2. Committed to the Seventh-day Adventist value system</li><li>3. Commitment to the continual growth of the whole person</li><li>4. Committed to a heritage of diversity, tolerance, concern and compassion for others</li><li>5. Commitment to the personalized development of students</li><li>6. Academic excellence</li></ol>
<b>Brief History</b>	Southwestern Adventist University was founded in 1893 as Keene Industrial Academy. Junior college level work was first offered in 1916 and the name was changed to Southwestern Junior College. In anticipation of offering baccalaureate work, the name was changed to Southwestern Union College in 1963. The first bachelor level classes were offered in 1967. In 1977, the college was renamed Southwestern Adventist College, reflecting its denominational affiliation. Graduate level work was begun in 1987; nine years later the institution changed its name to Southwestern Adventist University. The University has been accredited by the Southern Association of Colleges and Schools since 1958; first as a Level I institution (associate degrees), then in 1970 as a Level II institution (baccalaureate degrees), and since 1989 as a Level III institution (graduate degrees).
<b>Pertinent Descriptive Information</b>	The University is a coeducational institution of higher learning. It was established and is operated by the Seventh-day Adventist Church and is essential to the fulfillment of the teaching ministry of the church.
<b>Essential Beliefs</b>	The institution is committed to Christian teachings and values as understood by the Seventh-day Adventist Church. God is perceived as the Creator and ultimate source of knowledge and meaning. True education is defined as the harmonious development of the intellectual, spiritual, social, and physical aspects of human nature.
<b>Geographical Region, Type of Students and Faculty</b>	<p>The University serves primarily the needs of the Seventh-day Adventist membership in the five states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The University welcomes students from all religions and geographical areas, as well as from diverse ethnic, social, and cultural backgrounds.</p> <p>To achieve its purpose effectively, the University recruits and retains well-qualified teachers, who are dedicated to teaching and advising and who are willing to spend time with students both in and out of the classroom. The University encourages research and scholarly endeavors on the part of its faculty.</p>
<b>Major Institutional Functions</b>	<p>The University provides a challenging environment conducive to the total development of the student, thus contributing to the realization of each individual's potential. The administrative departments of the University provide the infrastructure needed for the institution to fulfill its educational purposes.</p> <p>The University's undergraduate curriculum consists of programs in the liberal arts and sciences, with a number of professional and preprofessional curricula. The general education component brings balance to the academic and professional programs, enriching the intellectual and cultural experiences of the student beyond the limits set by the specific major. The graduate curriculum includes master's degrees in business and education.</p>
<b>Attitudes and Ideals</b>	The University broadens the student's intellect, strengthens the spiritual dimension, contributes to social growth, fosters attitudes and practices of healthful living, develops a wholesome respect for the dignity of labor, and instills a sense of selfless service.

# Purpose and Goals

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## **Institutional Goals**

The University has the following goals:

1. Strengthen the student's relationship with Jesus Christ
2. Provide an environment conducive to learning
3. Provide the infrastructure to fulfill our educational purpose
4. Focus on quality curricular programs in undergraduate education
5. Provide a general education component that brings enrichment and balance to all academic and professional programs
6. Provide quality graduate education at the master's level
7. Provide quality distance-learning
8. Provide administrative support services
9. Provide educational support services
10. Operate in a fiscally responsible manner

## **Student Outcomes**

The SWAU graduate will:

1. Have knowledge in the humanities/fine arts, social/behavioral sciences, natural sciences and mathematics.
2. Be able to communicate effectively through the spoken word, the written word, and the use of other abstract symbol systems.
3. Be able to think critically and solve problems.
4. Possess the attributes of growth: ability, tolerance, self-reliance, compassion, and a love of learning.
5. Have a commitment to high moral and ethical standards.
6. Have knowledge of Seventh-day Adventist values and beliefs.
7. Possess leadership skills and a commitment to service.
8. Possess the knowledge, skills, and personal attributes to function effectively in the workplace.
9. Possess cultural sensitivity and a global perspective.

## **Accreditation and Non-Discrimination Policy**

Southwestern Adventist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number is 404-679-4501) to award: Associate, Bachelor's, and Master's degrees.

In addition, the University is currently accredited by the following accrediting bodies:

- Council on Social Work Education
- General Conference Accrediting Association of SDA Schools, Colleges, and Universities
- International Assembly for Collegiate Business Education
- Texas Education Agency
- Texas Board of Nurse Examiners
- National League for Nursing

The University is a member of the following:

- National Association of Independent Colleges and Universities
- Independent Colleges and Universities of Texas
- Texas Independent College Fund
- Association of Texas Colleges and Universities

Southwestern Adventist University does not discriminate on the basis of gender, religion, disability, race or ethnic origin. Dr. Eric Anderson, president, is responsible for compliance. The University believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement on the religious teachings and practices of the Seventh-day Adventist Church. Any regulation or change in regulation adopted by the Board of Trustees or the faculty at any time shall have equal authority as the regulations printed in this bulletin or the student handbook. Each student is responsible for knowing and observing the regulations of the University and is responsible for fulfilling the requirements for his or her degree as defined by the University bulletin.

# Admissions

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## Visiting SWAU

Southwestern Adventist University is happy to have prospective students and parents visit the campus. Please see SWAU's web site at [www.swau.edu](http://www.swau.edu) or call 888-SDA-SWAU (888-732-7928) to arrange a visit.

## General Admission

Southwestern Adventist University admits qualified applicants without regard to race, color, gender, disability, or national origin. While the Seventh-day Adventist Church sponsors and financially underwrites the University and while the majority of its students are Seventh-day Adventists, the University requires no specific religious affiliation for admission. The University will admit persons of other or no religious persuasion who meet its academic standards and who express their willingness to respect its religious, social, and cultural characteristics.

The Director of Admissions, in consultation with the Admissions Committee, reviews all applications and makes the decisions regarding admission to the University. The Director of Admissions may be contacted regarding admission policies not addressed in the Bulletin. Those who desire information regarding admission may e-mail, write, or phone:

[inquire@swau.edu](mailto:inquire@swau.edu) (U.S. citizens and permanent residents)  
[intadm@swau.edu](mailto:intadm@swau.edu) (international applicants)

SWAU Admissions  
P. O. Box 567  
Keene, TX 76059  
U.S.A.

817-645-3921 (local and international callers)  
800-433-2240 or 888-SDA-SWAU toll-free within the United States

Students wishing to graduate with an Education or Nursing major must apply for general undergraduate admission and also submit a separate application to those departments. Additional requirements must be met for acceptance into these programs. See those sections of the bulletin for details.

## First-Time Freshman Admission

SWAU requires first-time freshmen to have graduated from high school or have a GED or state issued equivalency diploma and acceptable ACT or SAT scores. Students attending a college or university for the first time are classified as first-time, first-year freshmen. This includes students who have earned college credits before high school graduation and it includes students who attended college classes for the first time in the summer prior to fall enrollment. The following are the admission procedures for first-time freshmen:

1. Complete and submit an application to the Admissions office.
2. Submit an official high school transcript, showing graduation date, to SWAU's Admissions Office. If the applicant has enrolled at any college, or university, an official transcript of that academic record must also be submitted. Any applicant who has not graduated from high school must submit an official GED or state issued equivalency diploma, and an official transcript from the last high school attended. Home schooled applicants must submit an official GED or state issued high school equivalency certificate.

3. Submit an ACT or SAT score report. Applicants who have passed a college level English composition course and a college level math course are exempt from having to submit SAT or ACT scores. First-time freshmen must have a minimum combined SAT Critical Reading and Math score of 800 or a minimum ACT composite of 17 to enroll in any undergraduate program. First-time freshmen who have an SAT Critical Reading and Math combined score between 600 and 790, or an ACT composite between 13 and 16, will be enrolled in the General Studies Program (see Special Program Policies in the Bulletin for details). First-time freshman applicants whose combined SAT Critical Reading and Math scores are below 600 or whose highest ACT composite is below 13 will not be accepted. Southwestern's Counseling and Testing Center offers the SAT for applicants who have not taken either exam or who wish to take the SAT again. SAT results from an on-campus exam cannot be transferred to other institutions.

Early acceptance is granted if acceptable test scores are submitted before a student graduates from high school but enrollment is conditional upon graduation and receipt of an official final transcript. The Admissions Office will notify applicants by letter regarding acceptance status after application and test scores have been received. An applicant will be accepted in good standing as a regular student in a degree program when all requirements have been met. Acceptance allows the financial aid and pre-registration process to begin.

First-time Freshmen must take a Math Aptitude Profile (MAP) before registering in order to determine specific math class options. English scores on the SAT or ACT determine English class options. See the English and Mathematics sections of the Bulletin for details.

## Transfer Student Admission

A transfer student is one who has attended another college or university in a fall, winter, or spring term after graduating from high school or passing a GED or state high school equivalency test. Technical courses do not transfer to SWAU and are not used to determine student classification at SWAU. Transfer students may be admitted in any semester. The following are admission procedures for transfer students:

1. Complete and submit an application to the Admissions Office. To receive Federal financial aid, transfer students must indicate on the application when they graduated from high school or passed a GED or state high school equivalency test.
2. Submit an official undergraduate transcript from each college or university the student has attended. Students who have completed less than 12 semester hours of transferrable college credit (refer to Transfer Credit in Academics section of Bulletin for details) must submit an official high school transcript showing graduation. Transfer students with less than 12 transferrable semester hours who were home schooled or did not graduate from high school must submit an official passing GED or other state issued high school equivalency diploma.

Any student who has not completed their math requirement before beginning studies at SWAU must take a Math Aptitude Profile (MAP) to determine math class options. Students may be required to enroll in math their first semester at SWAU and remain enrolled in a math course each semester until they pass either MATH 101 or 110 (including any needed prerequisites). (See Mathematics section of this Bulletin for details.) For all

# Admissions

students, satisfactory completion of MATH 101 or higher is prerequisite to registration after 56 semester hours have been completed.

If no English Composition course has been passed, a transfer student must submit an ACT English score or SAT Critical Reading score or take SWAU's English Composition test to determine English class options. Math and English class options must be determined before a transfer student can register for classes.

Applicants receive notification of acceptance status from the admissions office. Conditional acceptance may be granted when unofficial transcripts from all schools attended are on file but registration is dependent on all official transcripts being submitted. A transfer student will be accepted in good standing as a regular student in a degree program when all requirements are met. A transfer student who has completed 12 or more hours with a cumulative GPA of less than 2.0 from previous college work will be accepted on academic probation (refer to Academic Probation in the Bulletin for details).

Transfer students who were home schooled at the high school level and have not completed a college program of at least two years in length must have passed a state recognized high school equivalency program or GED to receive Federal financial aid.

## International Student (F-1) Admission

Southwestern Adventist University classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is authorized under Federal law to enroll non-immigrant alien students (F-1). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance and an I-20 form issued by SWAU. International applicants must meet the following requirements to obtain an academic acceptance:

1. Submit an SWAU Application and Personal Data Form to the Admissions Office.
2. Students without post secondary academic credit must submit an official academic transcript or Examination Certificate to show completion of the secondary level of education. Students who have completed post-secondary level academic credit for a degree must submit an official transcript of all credit earned before an acceptance will be granted. SWAU's Registrar will determine what documents must be submitted. International transfer students must have the equivalent of a 2.0 or higher cumulative post-secondary GPA to be accepted.

## Application Deadlines

SWAU will give priority to international applicants who meet all financial and academic requirements for admission before July 1 for the Fall semester and before November 1 for Spring semester. International applicants who have not submitted all academic and financial requirements by these deadlines may be deferred to the next semester. After deadlines have passed SWAU gives priority to ESL applicants.

## Acceptance Notification

The Admissions Office will notify applicants by letter regarding acceptance status after an application and official transcript(s) have been received. Acceptance will not be granted without official academic certificate(s) and/or transcript(s).

## Academic Credentials Evaluation

Degree-seeking students with previous college work must submit an official independent credentials evaluation before a degree audit can be prepared or transfer credit granted. (An academic credentials evaluation costs approximately \$135.) SWAU recommends evaluations be done by the following company:

Educational Credential Evaluators, Inc.  
P O Box 514070  
Milwaukee, WI 53203-3470  
USA  
www.ece.org  
Phone: 414-289-3400  
Fax: 414-289-3411

## International Student (F-1) Requirements for SWAU I-20

After academic acceptance is granted, an international student must meet the following requirements to obtain I-20 and I-901 forms necessary for issuance of a student visa for entry into the U.S. and enrollment at SWAU:

1. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, fees, medical insurance, and personal expenses while studying at SWAU.
2. Submit \$6,900. Of that, \$5,900 is applied to the student's account, \$100 pays the SEVIS I-901 fee, \$100 reserves a dormitory room, and \$800 is held in reserve and is returned at graduation or withdrawal if the account is paid in full. (Canadian citizens need only submit \$200 for SEVIS and room reservation fees.) If an applicant does not register, all funds will be returned except a \$200 processing fee and the \$100 SEVIS fee.
3. Submit a legible copy of a current passport, showing legal name.

## General Information & Policies for International Students

### Arrival on Campus

When international students arrive at SWAU they should take their Passport, Visa, I-20, and I-94 card to the Admissions Office so copies can be made to go into their admissions file.

### Concurrent Enrollment

International Students on SWAU's I-20 must complete a minimum of two semesters of full-time enrollment before SWAU will grant concurrent enrollment with another school. A student granted concurrent enrollment will be allowed to take only one class at another school unless on Economic Hardship and then a maximum of two classes will be allowed.

# Admissions

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## English Language Proficiency

International students must submit documentation of English language proficiency before registering. All acceptable documentation must be current (within the last six months). Students who do not have documentation of English language proficiency will be tested upon arrival at SWAU. Students who do not meet minimum requirements will be required to take ESL courses, developmental courses, or a combination of these classes in the first semester of enrollment at Southwestern. Any one of the following will meet this requirement:

- The Test of English as a Foreign Language (TOEFL) with a minimum proficiency level of 190 on the computer-based test, or 520 on the paper-based test, or 68 on the internet-based test
- The Michigan English Language Assessment Battery with a minimum score of 80\*
- An SAT I Critical Reading score of 400 or higher\*\*
- An ACT English score of 17 or higher
- Transfer of at least 24 semester credit hours to SWAU with the last three years of education at a school or schools where English is the language of instruction
- Transcripted university level credit for an English composition course if English is the national language of a student's country of citizenship, is the student's first language, and the last three years of education have been completed in English

\*SWAU's English as a Second Language Department gives the Michigan test free of charge.

\*\*SWAU's Counseling and Testing Center gives the SAT I test for a fee.

## ESL Student Progression

Students who successfully complete 12 hours of ESL (English as a Second Language) courses, passing each class with a grade of C or better, and who score 80 or higher on the Michigan Test of English, may continue studies to earn a degree without having to submit ACT or SAT scores.

## Financial Aid

International students on F-1 visas do not qualify for Federal and State loans or grants as detailed in the financial section of the SWAU Bulletin although campus employment is available. The student is expected to have sufficient funding (either sponsorship or personal funds) to cover tuition, food, lodging, books, fees, insurance, and personal expenses. International students are expected to meet required payments at registration and throughout the semester.

## I-20 Transfer to Another School

International students must be enrolled full-time for a minimum of one semester before SWAU will transfer a student's I-20 to another school. The student must see SWAU's Foreign Admissions Counselor to have their I-20 transferred to another school.

## Immigration Reporting

As required by U.S. law, SWAU notifies the U.S. government through the Student & Exchange Visitor Information System (SEVIS) when an I-20 is issued, when an international student enrolls or does not enroll at SWAU and if an international student drops out or falls below a full load of classes. Change of addresses are also reported to the U.S. government through this system. It is imperative that all international students on an I-20 notify the International Student Advisor or SWAU's

Foreign Admissions Counselor in advance if they move to a new residence or plan to transfer to another school or if they plan to drop below the 12 minimum required hours of classes.

## Medical Insurance

SWAU requires all international students to purchase major medical insurance coverage at registration. If already insured through the SDA system the international student must provide documentation of equivalent SDA coverage to be exempt from SWAU's insurance charge.

## Nursing Students

All International students in the nursing program must be on an I-20 issued by SWAU.

## Other Visa Enrollment

SWAU will allow F-2, B-1, or B-2 visa holders to enroll for a maximum of 1 class of up to 4 hours per semester. These students are not allowed to enroll in nursing classes or to work on campus. Immigrants with an R-1 or R-2 visa can enroll full-time but are not allowed to work on campus. These visa holders must apply and meet academic requirements for acceptance before they can register for classes.

## Orientation Program

An International Student Orientation is conducted before each semester's registration. Attendance is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. Students are notified of this orientation program in acceptance letters. New international students who do not attend this orientation will be required to attend a makeup session. All international students are given an International Student Handbook at orientation or can pick up a handbook at the Admissions Office.

## Residence Halls

After being accepted, international students who plan to live in one of SWAU's residence halls should immediately submit a housing application form. The room reservation/damage deposit required by SWAU residence halls is included in the international student deposit.

## Work

According to current U.S. immigration laws, international students with student visas may work on-campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F-1 status are required by law to secure permission from the International Student Advisor before accepting any off-campus employment.

International students with F-1 status are not able to do Curricular Practical Training until they have completed at least 12 months of regular schooling. International students who have completed just one semester of regular classes or two semesters of ESL are not eligible to work in an off-campus Literature Evangelism program or at a summer camp. These students are only allowed to work on campus.

## SPECIAL ADMISSION

### Adult Degree Program (ADP)

SWAU has a plan for those who cannot attend classes on campus on a regular basis. It is the Adult Degree Program (ADP). Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend college full-time because of family responsibilities or other obligations, are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 6204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet in the ADP brochure or on the SWAU web site.
2. Submit one of the following:
  - a) a SAT report with a combined critical reading and math score of 800 or higher
  - b) an ACT composite score of 17 or higher
  - c) college transcript with passing grades in English and math classes
  - d) college transcript with grades of C or better in developmental English and math classes
  - e) official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better
  - f) a Texas Higher Education Assessment (THEA) with a Reading score of 230+, a Mathematics score of 230+ or an Algebra score of 270+, and a Writing score of 220+
3. Submit official transcripts according to applicable criteria:
  - a) Applicants with less than 12 hours of college credit
    - 1) an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test
    - 2) official transcripts from each college attended
  - b) Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended

Southwestern Adventist University does not issue I-20's for international applicants to the Adult Degree Program.

### Auditing Students

Students who plan only to audit classes must submit an application. No academic transcripts are required.

### High School Students

High school students currently enrolled in their Junior or Senior year may take a maximum of two classes per semester at SWAU. They must submit an application and provide a letter from their principal or registrar giving permission to take these classes.

### Returning Students

Former SWAU students wishing to return to SWAU must reapply for admission. Students must reapply if they have not been in attendance for one or more semesters.

### Teacher Certification Students

All teacher certification students must submit an application and an official transcript showing graduation from either an undergraduate or graduate institution before registering. Other transcripts may be submitted at the discretion of the student for credits they would like to have applied to the SWAU transcript. Students who have not earned an undergraduate degree must meet general admission requirements.

### Transient Students

SWAU will accept a transient student, a student registering for not more than one semester, with either written recommendation from the student's college registrar or an official transcript of college work already completed. A transient student planning to take a course with a prerequisite must provide evidence that he/she has the necessary background to take that course. Transient students are not eligible for Federal or state financial aid.

# Finances

## TUITION, ROOM & BOARD COSTS

### Full-Time Student Package

	Semester	Year
Tuition (12-17 credit hours)	\$6,648	\$13,296
SA Fee	70	140
Technology Fee	100	200
Total Tuition and Fees	\$6,818	\$13,636
Residence hall room	1,255	2,510
Required meal plan choices for resident hall student:		
A 19 meals per week + \$50 Rusty Bucket <u>or</u>	1,807	3,614
A(R) 15 meals per week + \$380 Rusty Bucket		
Total Package	\$9,880	\$19,760
B 14 meals per week <u>or</u> B(R) 12 meals per week + \$330 Rusty Bucket	1,674	3,348
Total Package	\$9,747	\$19,494
C 10 meals per week <u>or</u> C(R) 07 meals per week + \$300 Rusty Bucket	1,540	3,080
Total Package	\$9,613	\$19,226

The Rusty Bucket is a snack shop within the cafeteria that is open Monday-Thursday 8:30-6:30 pm and Friday 8:30-5:00 pm.

Please note these guidelines before choosing a meal plan:

1. No decrease in chosen meal plans after registration week.
2. Refunds are on pro-rata basis only when withdrawing from school or moving from residence hall.
3. Meals do not accrue from week to week.
4. Meals over the chosen plan are cash only, posted cash rate.

### Student Package includes:

Tuition for a 12-17 hour class load

Cap and gown for graduation

Diploma

\*A room in one of the residence halls beginning the Friday before registration

\*Meals at the cafeteria

Fall Semester - Friday before registration through the last day of exams

Spring Semester - Friday before registration through graduation

Reduced hours during Thanksgiving and Spring break

\*Local telephone service

Use of the following:

1. Library
2. PC Laboratory
3. Science Laboratory
4. Gymnasium
5. Student Center
6. Nurse's Health Service on campus
7. Band Instrument

\* These items are included in the Residence Hall Student Package only.

## Summer School

Residence halls charge a weekly rate and the cafeteria charges for each meal.

## RESIDENCE HALL REQUISITES

All unmarried students under 21 years of age, taking six or more credit hours, are required to live in one of the university's residence halls. Residents are also required to select from one of three meal plans offered through the cafeteria. Students who officially withdraw from SWAU will not be permitted to live in the residence hall after their official withdrawal date.

### Off-Campus Living: Must meet the following requirements and be approved by the Dean of Students

- Must be 21 years of age, a senior (90+ earned credits), taking five or less credit hours, or live with immediate family.
- Must be in good and regular standing.
- Single students must live with the same gender, unless living with immediate family members.

## Residence Hall Deposit

To reserve a room, students are required to pay a general deposit of \$100 to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the university. The deposit is refundable on condition that the checkout procedure of the residence hall is followed (see Residence Hall Handbook). Should a student cancel an application for admission before August 21, the deposit will be refunded.

## Private Room Fees

Private room fees are an additional \$628 per semester subject to space availability, dean approval, and financial clearance.

## OTHER TUITION AND ACADEMIC FEES

### Adult Degree Program

Adult Degree Program tuition is \$443 per credit hour. There are no payment plans for this program. All charges must be covered at the time of registration. For further information contact the ADP Office.

### Audit Tuition

Audit tuition is \$20 per credit hour, plus the technology and SA fees. The audit fee for students also enrolled in regular courses is \$20 per credit hour in addition to any package plan. For students taking less than a full load, some courses may be audited only at the full tuition rate. ADP, ESL, graduate or certain classes specified by the Records Office may not be audited.

### Clinical Laboratory Sciences Student

Clinical Laboratory Sciences students will be charged an administrative fee of \$100 per semester during their clinical year. Check with the advisor regarding tuition and fees at the affiliated hospital.

### Credit Hour Charge

Courses taken above or below the 12-17 hour package will be charged at \$554 per credit hour.

## Freshman Orientation Fee

Attendance at Freshman Orientation is required of all freshmen students. This is scheduled to begin Wednesday evening before the Sunday of fall registration and continue through the weekend. A fee of \$95 will be assessed for this orientation.

## Graduate Program

Graduate Program tuition is \$554 per semester hour. Graduate hours are charged separately from the undergraduate tuition package. For further information about the Graduate Program and available scholarships, please refer to the *Graduate Bulletin*.

## Laboratory/Supply Fees

Fees are non-refundable after close of registration.

- Anatomy & Physiology lab fee \$40.00
- All Biology lab courses fee \$40.00
- Digital Audio Production lab fee \$50.00
- Documentary Production lab fee \$50.00
- Genetics lab fee \$40.00
- Photography lab fee \$150.00
- Photojournalism supply fee \$50.00
- Mammology lab fee \$40.00
- Microbiology lab fee \$40.00
- TV Field Production & Reporting lab fee \$50.00
- Video Production lab fee \$50.00

## Music Lessons

Music lessons that are numbered in the one hundreds or three hundreds are \$200 per semester above the cost of tuition (based on a minimum of ten half-hour lessons). No refunds after the second week of the semester.

Music lessons that are numbered in the two hundreds or four hundreds are required for music majors and are \$300 per semester above the cost of tuition (based on a minimum of ten one-hour lessons). No refunds after the second week of the semester.

## Nursing Tuition Surcharge/Program Admission Fee

Nursing students' tuition surcharge is \$150 for each AS nursing class. A \$300 surcharge is assessed baccalaureate nursing students when enrolled in courses NRSB 350 or 375.

A \$100 non-refundable fee is required upon acceptance to the Nursing Program.

## Senior Citizens

The tuition rate for senior citizens (65+) is \$20 per semester hour. This does not apply to the Adult Degree Program, nursing classes or discounted programs.

## Study Abroad Program

Study abroad students (other than ACA) will be charged an administrative fee of \$100.00 per semester of study abroad.

## Student Missionary/Task Force Program Charges

Students who are spending one year of their education as a student missionary or task force worker will be enrolled in 12 credit hours each semester. By this the university recognizes the legitimate full-time educational value of this experience. Six of these credit hours will count as elective credit toward graduation, while six will be non-credit hours. The student will be charged \$300 each semester.

## OTHER EXPENSES

### Books

Books and class supplies will cost approximately \$400 per semester. Students must pay cash for books.

### Cafeteria

Off-campus students and guests pay cash at the door. Guest meals are not included in student meal plans.

### Checks

Returned checks not honored by the bank carry a \$25 charge.

### Examinations

- AP examinations — recording fee is \$25 per exam.
- Career, Aptitude, and Personality Tests — \$5-\$14.
- CLEP examinations — \$55. The recording fee is \$25 per exam.
- Proficiency examinations — \$75 each.
- SAT examinations — approximately \$36.
- Special examinations, such as THEA, MCAT, and LSAT, carry a fee.

### Fees

A Student Association fee of \$70 and a technology fee of \$100 per semester is required of all students. These fees are nonrefundable.

A late registration fee of \$100 cash is required for requests to hold classes beyond registration day. This fee is non-refundable.

### Field Trip Costs

Students will pay for their own food and lodging on class trips.

### Fines

An assembly fine of \$10 will be assessed for each absence beyond the one allowed.

The cafeteria will assess fines for infractions of cafeteria policy.

The library will assess fines for overdue library materials and lost items.

Residence halls will assess fines for improper checkouts, lost keys, and infractions of residence hall policies.

Miscellaneous fines may be assessed as deemed appropriate by the administration.

### Identification Card

An I.D. card is provided to the student for cafeteria, library, and gym use. The first card is provided free of charge and is valid as long as the student is enrolled. There will be a \$5 cash replacement charge for a lost, stolen, or damaged card.

### Insurance

Automobile insurance is the responsibility of the student. The University does not carry insurance covering theft, loss, or damage of any kind.

Medical insurance is required for all students registered for 6 or more credit hours. Medical insurance can be purchased at registration for approximately \$170 per academic year if the student is not covered by another plan. No refunds will be made after the second week of classes.

Medical insurance coverage for International students will be charged at approximately the following rate: Fall semester \$310, Spring semester \$434. (This is the INS required twelve-month coverage.)

Personal property insurance is the responsibility of the student. The University is not responsible for the loss of personal property by fire, theft, or other causes. It is recommended that students arrange for insurance

# Finances

coverage of their personal belongings with an insurance agency of their choice. Residence hall students are advised not to keep money in their rooms. Students may deposit money in the student bank at the Business Office. Students may withdraw this money any time during the regular office hours.

## Low Balance Write-Offs

Credits or debits of less than \$5 will be written off at the end of the semester.

## Graduation Dues

Graduation class dues are a mandatory fee voted by the Senior class each year to cover expenses such as class gift, announcements, flowers, and miscellaneous class activities. If graduation dues were paid as a previous SWAU graduate, only half of the dues will be required of the current graduate.

## Transcripts

Requests for expedited delivery of transcripts will be assessed the following charge: \$20 for express mail service; \$5 for same day service, and \$5 for fax service. A transcript is collateral for any unpaid student account balance and/or Payment Plan II FSB short-term loan. Transcripts and diplomas are not released if a student's account and/or FSB note is not paid in full, if government loans are not current in repayment, or if the academic file is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held until the check is cleared. Requests accompanied by credit card information, a money order or a bank draft are processed more quickly. (See Transcripts, Requesting on page 24.)

## PAYMENT PLANS

SWAU offers three payment plans for fall and spring semesters to help students manage their university expenses. Classes taken during the summer require full payment at the time of registration for each module.

### Plan I — Cash

When the total charges for a semester are paid on registration day, a discount of 3% is given on the cash paid for tuition, room, and board. (Before this discount is figured, all scholarships, loans, grants, awards, other discounts, and university aid funds are subtracted.) Students using this plan must bring with them at registration time the full amount of the package plan, plus miscellaneous charges such as music lessons and private room fee. A cash discount is not given on ESL, PBS, or other discounted programs. This discount does not apply to payments made by credit card.

### Plan II — Bank Financing

Students choosing Plan II will be required to have a minimum of 60% of the semester's charges covered at registration. The 60% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. When the bank note (**and any amount due the University**) is paid by the maturity date, the University will give the student a 3% rebate on cash paid during the semester. **This rebate is not given on fees, scholarships, loans, grants, awards, discounts, university aid funds, educational subsidy, or credit card payments.** Rebates will be applied to the student's account after the semester has ended.

Bank notes paid after the maturity date (December 1 for fall semester, April 16 for spring semester) will not qualify for the rebate. If an unpaid balance remains after the due date, arrangements for payment must be made with Student Financial Services. The bank balance must be paid in

full before a student can receive a diploma or academic transcript.

This is a short-term loan payment plan, and is due in full on the date specified. When making payments on this loan please note that any balance owed at SWAU is deducted from the payment first. Any remaining credit will then be sent to FSB (around the 10th and 23rd of each month). Payments you specifically want paid on a FSB loan should be sent *directly* to First State Bank of Keene, P.O. Box 676, Keene, TX 76059. Always include the student's full name and social security number with the payment.

### Plan III — Contract with SWAU

This plan is a four payment contract with the University. A minimum of 60% will be paid at the time of registration, with financial aid as a part of that payment. The remaining balance will be divided into three payments due on the 10th of each month, as follows:

Fall Semester	
Registration Day	First payment, minimum of 60% of semester charges
October 10	Second payment
November 10	Third payment
December 10	Final payment, which is the remaining balance owed.
Spring Semester	
Registration Day	First payment, minimum of 60% of semester charges
February 10	Second payment
March 10	Third payment
April 10	Final payment, which is the remaining balance owed.

## Wiring Money

Contact the Admissions Office, Business Office, or Student Financial Services for instructions on wiring money to a student's account.

## REFUNDS

### Tuition, Room & Board

#### Institutional Refund

Tuition charges for students dropping classes will continue until the drop voucher is filed at the Records Office. Room and board charges will continue until the student's personal belongings have been removed from the residence hall and clearance has been filed with the residence hall dean.

Refunds to students dropping all, or some, classes will be prorated on a weekly basis as shown in the chart below. **Room and board** refunds are prorated on a daily basis.

WEEK	REFUND % TUITION
Registration Week	100%
Second Week	84%
Third Week	72%
Fourth Week	60%
Fifth Week	48%
Sixth Week	36%
Seventh Week	24%
Eighth Week	12%

Refunds are not made on these items:

- Absences
- Insurance
- Music Lessons two weeks after registration day
- SA fee
- Technology Fee
- Vacations
- Weekend Leaves

## Return of Federal/State Funds

When a student receives federal student aid funds and subsequently withdraws from the university, a portion of these funds may have to be returned to the Federal Government. The return amount is based upon the percentage of assistance earned up to the date of withdrawal within the enrollment period. No return is required after the 60% point in time. Repayment to federal student aid funds will be made in the following order: Unsubsidized Federal Stafford Loan, Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG. If it is determined that the student must return funds which were received directly, the student may set up a repayment plan through Student Financial Services. The University will apply this policy to all federal student aid recipients.

Return of state aid funds is calculated independently of the federal funds, according to state guidelines.

Contact Student Financial Services for information regarding this policy, including examples of the application of this policy.

## STUDENT FINANCIAL AID

### Federal Grant Programs

Eligibility for the following programs is based upon receipt and evaluation of the Institutional Student Information Record (ISIR), which is the results of the Free Application for Federal Student Aid (FAFSA). To be considered for all federal/state grants for the next academic year, the priority deadline for filing this application is April 1. Students are automatically considered for all grants for which they may be eligible.

**Federal Pell Grant.** This is a federally funded grant available to undergraduate students enrolled in a program leading to a degree. The actual award for each student is determined by the U.S. Department of Education through evaluation of the FAFSA application. The annual award ranges from \$400 to \$4,050.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** This grant is funded through a combination of federal and university funds and is dependent on funding levels approved by the federal government. Annual awards at SWAU range from \$100 to \$2,000.

### State Grant Programs

Information about grants available through your state of residence may be viewed at [www.ed.gov/index.jhtml](http://www.ed.gov/index.jhtml).

Eligibility for the following programs is based on the results of the Free Application for Federal Student Aid (FAFSA). Some individuals who are not U.S. Citizens or U.S. Resident Aliens may have established residency in the state of Texas and may be eligible for Texas grants. Contact Student Financial Services for more information.

**Tuition Equalization Grant (TEG).** The State of Texas has established a program to help equalize tuition between state-sponsored institutions and independent universities. To qualify for this program a student must establish eligibility through the FAFSA, be a Texas resident,

not be a recipient of an athletic scholarship, and not be enrolled in a theological or religious degree program. Annual awards at SWAU range from \$200 to \$3,444. Students who received their first TEG award after September 1, 2005 must be enrolled full time and obtain a 2.5 GPA by the end of their second year of study.

**Leveraging Educational Assistance Partnership (LEAP).** These federal funds match TEG awards and have the same eligibility requirements as for TEG. Annual awards range from \$100 to \$1300.

**SLEAP Grant Program.** SLEAP funds are federal funds that match state TEG. Eligibility requirements are the same as for TEG. Awards cannot exceed \$1786.

**TEXAS Grant Program.** The State of Texas has established a program for students who graduate from a Texas public or private accredited high school (NOT students who Home School or get their GED) and are bonafide Texas residents. Students must have completed the Recommended or Advanced Curriculum while in high school, established eligibility through the FAFSA, and enroll in college within 16 months of high school graduation. An Associate Degree recipient from an eligible institution in May 2001 or later may be eligible to enter the TEXAS Grant Program. You must be a bonafide Texas resident, establish eligibility through the FAFSA, and enroll in a baccalaureate program no later than 12 months after receiving your Associate Degree.

Students may receive the TEXAS Grant in succeeding years of college provided they continue to meet Satisfactory Academic Progress standards, continue to be a bonafide Texas resident, establish eligibility through the FAFSA, enroll at least on a 3/4 time basis, and have NOT received a baccalaureate degree. The annual award for the TEXAS Grant is \$3,590. Recent state legislation now limits these funds to renewal recipients only, if attending a private institution.

**B-On Time Loan Program.** The Texas B-On-Time Loan Program provides eligible Texas students no-interest loans to attend colleges and universities in Texas. Eligibility requirements are as follows: 1) Texas resident, 2) Graduated 2002-2003 academic year or later, under the recommended high school program from public or accredited private high school in Texas or received an associate's degree from an eligible institution no earlier than May 1, 2005, 3) Has not earned a bachelor's degree, 4) Enrolled full time in an undergraduate degree program, and, 5) Has completed a FAFSA and is eligible to receive federal financial aid. A Texas B-On-Time Loan shall be forgiven if the student meets certain academic requirements. Contact Student Financial Services for additional information.

### Federal/State Employment Programs

Eligibility for the following programs is based upon the results of the FAFSA. These programs are designed to give students work opportunities to help with university expenses and obtain experience that will compliment each recipient's educational program or career goals. The student applies for these programs on the SWAU Financial Aid Application.

**Federal Work-Study Program (FWS).** This is a federal program. Students work on campus, or in a community service job, and are paid at least minimum wage. Students receive paychecks monthly through the Business Office.

**Texas Work-Study Program (TWS).** This is a state-sponsored program. Students receive monthly paychecks through the Business Office for their on-campus jobs.

### Student Loan Programs

# Finances

Eligibility for the following programs is based upon results of the FAFSA. Loan programs require completion of an initial master promissory note. Students receiving any of the following loans (except the PLUS Loan) must complete entrance counseling before receiving the first disbursement of their loan and must have exit counseling before graduating or withdrawing from the University. Loans normally have a ten-year repayment period.

**Federal Stafford Loan.** This is a federally regulated loan program. A student may make this loan with any participating bank, savings and loan, or credit union. Student Financial Services provides a list of lenders to help the student locate a lender. The interest rate is variable and caps at 8.25% for loans disbursed before July 1, 2006. Loans disbursed on or after July 1, 2006 carry a 6.8% fixed rate. Undergraduate students may borrow up to \$2,625 at the freshman level, \$3,500 at the sophomore level, and \$5,500 at the junior and senior levels, up to a maximum of \$23,000. Repayment begins six months after the student is no longer enrolled on at least a half-time basis. The lender deducts up to a 3% origination fee from the proceeds at the time of disbursement.

**Unsubsidized Federal Stafford Loan.** Students who have limited or no eligibility for the Federal Stafford Loan may apply for the unsubsidized Federal Stafford Loan. In combination with the Stafford Loan maximums, independent students may borrow \$6,625 at the freshman level, \$7,500 at the sophomore level, and \$10,500 at the junior and senior levels with a maximum of \$46,000. The terms for this loan program are identical to the Subsidized Stafford Loan Program with the exception that the interest payments must be made during the in-school period or interest will accrue and be added to the loan principal when repayment begins.

**Federal Perkins Loan Program.** SWAU is the lender for this federal program. Freshmen and Sophomores may borrow up to \$1,500; Juniors and Seniors up to \$2,250. Interest on this loan is 5% and repayment does not begin until nine months after the student ceases to be enrolled on at least a half-time basis. SWAU requires that a student be awarded a Stafford Loan before being considered for a Federal Perkins Loan. Students must sign a master promissory note at the time of their initial Perkins loan.

**Federal PLUS Loan.** Parents of dependent students may borrow under this loan program. The parent may choose to make this loan with any participating lender, savings and loan, or credit union. A parent may borrow up to the cost of attendance minus any other aid the student is receiving. Repayment begins on the date of the last disbursement for that loan period. Interest is variable not to exceed 9% for loans disbursed before July 1, 2006. Loans disbursed after July 1, 2006 carry an 8.5% fixed rate.

## Applying for Federal/State Aid

### (Priority Deadline: April 1)

1. Complete Free Application for Federal Student Aid (FAFSA)  
Access new application on the Internet at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
**or**  
Access renewal application by using your PIN # at:  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
PIN #'s for new or renewing applicants may be requested at  
[www.pin.ed.gov](http://www.pin.ed.gov)  
If you do not have access to the internet, request a paper application from Student Financial Services at SWAU. The application is available in English or Spanish.

2. The following forms are required to complete your file:  
Results of your FAFSA  
SWAU Financial Aid Application  
The Federal Processing Center flags some aid applications for additional verification. Copies of '05 tax returns and other documentation will be requested.

## Determining Financial Need

Financial need is calculated by subtracting the student's financial resources from the cost of attending the University:

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

**Cost of Education** includes tuition, fees, books, supplies, room, board, transportation, and personal expenses.

**Family Contribution** is the amount a family can be expected to contribute to educational costs. The federal processing center arrives at this figure by evaluating the answers given by parents and students on the Free Application for Federal Student Aid (FAFSA).

**Financial Need** is the maximum amount of aid a student may receive from all sources when the student accepts any federal or state aid. Aid that is considered a part of the student's aid package includes: Federal loans, grants, and work-study; state loans, grants, and work-study; private scholarships, educational subsidy, and cash discounts. PLUS Loans and Unsubsidized Stafford Loans can be considered a part of the Family Contribution.

## Financial Aid Availability

Federal Pell Grants, Federal Stafford Loans and Federal PLUS Loans are available to all students who have been determined eligible for these programs through the federal application process. SWAU receives limited allocations for the following programs:

TEG (Tuition Equalization Grant), LEAP/SLEAP Grants  
TEXAS Grant  
TCWS (Texas College Work-Study Program)  
Texas B-On Time Loan Program  
FSEOG (Federal Supplemental Educational Opportunity Grant)  
FWS (Federal Work-Study Program)  
Federal Perkins Loan

Some students who qualify for these programs may not receive the award or may receive a minimal award because they have not completed their financial aid file by the priority date. Students are encouraged to submit all required forms early to receive the maximum in available grant money.

Financial aid commitments are made only after the student is accepted for admission to the University and the financial aid file is complete.

## Contractual Studies and Financial Aid

**Clinical Laboratory Sciences** - Students who attend one of our affiliated colleges for their final year of study in the Clinical Laboratory Sciences should contact Student Financial Services to determine which institution will award financial aid.

**Study Abroad (Adventist Colleges Abroad)** - Enrollment in ACA is approved for credit by Southwestern Adventist University and may be considered as enrollment at SWAU for purposes of applying for federal student financial assistance.

**Study Abroad (Individualized Contract)** - A student may solicit a contractual agreement between SWAU and a foreign university for a year of study abroad. The Contractual Agreement form may be obtained from Student Financial Services. A limited number of applicants will be approved each year. A fee of \$100 will be assessed by SWAU each semester of study abroad through this program.

## Financial Aid Disbursement

**Federal Pell Grant/FSEOG** — award is divided over two semesters. The Business Office transfers funds directly to the student's account.

**TEG/LEAP/SLEAP/TEXAS Grant** — award is divided over two semesters. The Business Office transfers funds directly to the student's account.

**Federal Stafford Loan, Unsubsidized Stafford Loan** — two disbursements for each loan period. The Business Office transfers funds directly to the student's account.

**Federal PLUS** — two disbursements for each loan period. Funds from the lender are electronically transferred to the student's account or a check is mailed to the parent for endorsement.

**Federal Perkins Loan** — two disbursements for each loan period. The Business Office transfers funds directly to the student account.

**Federal and State Work Study** — student receives a monthly paycheck through the Business Office.

## Financial Aid Academic Progress Standards

SWAU's Satisfactory Academic Progress (SAP) policy specifies the standards a student must maintain to be considered making progress in his/her course of study. The policy also establishes the criteria by which a student who has failed to maintain satisfactory progress may reestablish his/her eligibility for federal/state financial assistance.

## Qualitative and Quantitative Components

SWAU's satisfactory progress policy for undergraduate students contains a qualitative component which requires a cumulative grade point average of 2.0 at the end of each semester for undergraduate work. The quantitative satisfactory progress policy requires completion of a specified percentage of the coursework attempted as well as a maximum number of credits that may be attempted for completion of a degree.

<u>Attempted Hours</u>	<u>Completion Percentage Required</u>
0 - 23	50%
24 - 55	55%
56 - 89	61%
90 +	67%

<u>Maximum Attempted Hours</u>	
Bachelor of Science	192
Associate Degree Nursing 3-year Program	108
Associate Degree	96

Nursing and Teacher Education require certain criteria be met for acceptance to one of these programs. A student can receive federal and state aid for up to a maximum number of attempted hours for pre-Nursing or pre-Teacher Education course work, at which time the student must be accepted to the program.

## Maximum Attempted Hours Pre-Programs

Pre-Nursing	55
Pre-Teacher Education	89

Once a student is accepted to one of these programs, (s)he may receive financial aid while (s)he remains in the program according to departmental guidelines along with meeting the quantitative standards for the intended degree, as indicated above.

Transfer hours are considered in the qualitative and quantitative standards only after the student has completed 12 credit hours at SWAU.

Additional requirements apply to recipients of the Tuition Equalization Grant (TEG).

- Students who received or were awarded their first TEG award before September 1, 2005, must meet the same guidelines as outlined in the institution's policy above.

- Students awarded their first TEG award after September 1, 2005 must be enrolled full-time. Students in this category may receive TEG for no more than five years for a 4-year degree program, 4 years for the AS Nursing 3-year degree program, and 3 years for other associate degree programs. SWAU will expect the 2.5 cumulative GPA requirement to be met by the end of the student's second year of full-time study.

Progress will be reviewed at the end of each semester. Students who fail to meet these standards will be given a probationary (warning) semester. All other students who do not meet the progress standards will be placed on financial aid suspension. This suspension will result in loss of federal and state aid until the student again attains the required standard according to the schedule.

A student who has not previously received aid must be making satisfactory progress to be considered for federal or state funds.

## Financial Aid Appeal Process

A student may submit a written appeal to the Student Finance Committee describing the circumstances which attributed to his/her failure to make academic progress. A Financial Aid Suspension Appeal Form may be obtained at Student Financial Services. Appeal may be made under these conditions:

1. The student has experienced serious illness (chronic, long-term, hospitalization, etc.).
2. The student has a degree plan change; individual schedule will be considered.
3. The student, out of financial necessity, carried an extremely heavy full-time workload over an extended period of time.
4. Upon recommendation of the Academic Vice President.
5. At the discretion of the Assistant Financial Vice President for Student Finance.

## VETERAN'S BENEFITS

Students with previous military experience may be eligible for certain benefits. Contact the Department of Veterans Affairs (VA) records center and obtain a certificate of eligibility before school begins. Bring the certification to the SWAU Records Office. After registration, notification of enrollment will be sent to the VA.

# Finances

## STUDENT EMPLOYMENT

SWAU is committed to providing a campus job to any student taking six or more credit hours. Students apply for a job by going directly to the department for which they wish to work, or by contacting the Student Employment Office. Many campus jobs will require that the student arrange a class schedule that will allow them to work all morning or all afternoon each weekday. Departments that hire students include:

Academic Departments	Laboratories
Administrative offices	Library
Bookstore	Media services
Building maintenance	Residence Halls
Cafeteria	Security
Custodial	Student Activity Center
Grounds	Switchboard
KJCR/KGSW Channel 31	

The Student Employment Office is located next to the University Bookstore. You may also reach this office by calling (817) 645-3921, ext. 6240, during office hours.

Students who work for the University may pick up their earnings checks at the cashier's window on the first day of each month. Students who have any unpaid charges on their school bill will have their institutional earnings (not federal/state work-study) automatically applied to their accounts. **Students may only receive up to 20% of their earnings if a balance is owed at SWAU or on Payment Plan II FSB loan.**

## DISCOUNTED PROGRAMS

### English as a Second Language (ESL)

English as a Second Language is designed to assimilate the student into an English-speaking environment which includes not only classroom instruction, but also living in the residence hall and eating in the cafeteria. The ESL package (\$10,288) includes tuition, room, board, SA fee, and technology fee. With a room/board discount of \$3,324, the cost for this program is \$6,964. When a married student chooses to enroll in this program and not stay in the residence hall, (s)he will be charged the regular tuition package amount of \$6,648 plus \$70 SA fee and \$100 technology fee. Students who take ESL courses outside of the ESL package will be charged the regular tuition rate. ESL courses cannot be audited. International students should refer to International Student Admissions for required deposit and pre-payment information. Only upon completion of this program may the student apply for SWAU Scholarships.

## TUITION DISCOUNTS

### Post-baccalaureate Student (PBS)

Post-baccalaureate students receive a 50% tuition discount for undergraduate courses. This does not include classes in nursing, student teaching, ESL, Criminal Justice, independent study, private lesson fees or laboratory charges. See page 32 for definition of PBS student. Students receiving the PBS discount do not qualify for other SWAU Scholarships.

### Summer

A discount of 25% is applied to summer tuition. This does not apply to independent study, graduate classes, or the summer biology trip.

### Family Discounts

When parents are supporting three or more students from the same family at SWAU, each of these students may receive a 10% discount on tuition, provided each student of this family is taking at least 12 hours of class work. When students marry, they are no longer eligible for this

special discount, even if they had been entitled to it while members of their parents' household. This discount does not apply to discounted programs.

The spouse of a full-time student is eligible for free tuition up to \$500 per semester. All admission procedures still apply. When both students are full-time, the couple may choose which one will receive the \$500 scholarship. This scholarship does not apply to the PBS, or other discounted programs.

### Lab School Graduate Students

Students who teach for one of the University's lab schools (areas schools that contract with the Education Department for student teachers) will receive a 50% tuition discount for graduate classes.

## SWAU MERIT AWARDS

### Freshman Awards

A freshman student may qualify for one award from this category. To receive this award, a student must be enrolled for 12 or more credit hours each semester.

**Trustee \$5,000 + \$1,000 Residence Hall Scholarship = \$6,000**

**Presidential \$3,000 + \$1,000 Residence Hall Scholarship = \$4,000**

**Achievement \$2,000 + \$1,000 Residence Hall Scholarship = \$3,000**

**Recognition \$500 + \$1,000 Residence Hall Scholarship = \$1,500**

These awards are determined through a combination of the senior mid-year high school cumulative GPA + SAT/ACT scores.

GPA multiplied by 12.5 plus [ACT multiplied by 1.4 or SAT divided by 32] Trustee Award 85-100; Presidential Award 75-84.9; Achievement Award 65-74.9; Recognition Award 60-64.9.

This scholarship is renewable for three more years for students who are in good scholastic standing, who maintain a commendable citizenship record. A break in residency to attend another college will affect the renewal of these scholarships.

### Endowed Awards and Scholarships

To give formal and public recognition for outstanding scholastic achievement, loyalty to University standards, and exemplary citizenship, the University conducts an Awards Convocation each spring. Some of the awards and scholarships given to students during the convocation are described on pages 18-20.

### Gold or Silver Award

Students who have completed 75+ hours of college credit at the end of the fall semester with a GPA of 3.90+ will receive Gold Award of \$600. Students who have completed 75+ hours of college credit with GPA of 3.70 to 3.89 will receive Silver Award of \$400.00. Recipients of these awards must be currently enrolled in at least 12 hours for the spring semester and must have earned (in residence) a minimum of 12 hours of credit in the fall. Students who have been under citizenship probation any time during the school year automatically forfeit all eligibility for this award. This award is given to returning students during the following academic year.

## Southwestern Scholars

The Southwestern Scholars Award is given to students who achieve the level of Finalist, Semi-finalist, or Commended Scholar in the National Merit Qualifying Test. Students must take the Pre-SAT test their junior year and the SAT test their senior year to qualify. Selection is determined by SAT officials.

Finalist 100% tuition (renewable 3 years)  
Semi-Finalist 50% tuition (renewable 3 years)

Students may also qualify by scoring at or above the 99.5 percentile on the ACT or SAT (a sum of the ACT skill area scores totaling 132 or greater or a composite SAT verbal and math score of 1550). Test scores must be from a single national test date.

This scholarship is renewable IF the student maintains a 3.5 cumulative GPA and enrolls for 12 or more hours each semester. Transfer students who were recognized by the National Merit organization as a Semi-finalist or Finalist and who have at least a 3.5 cumulative GPA are also eligible for this award. These awards are determined after all grant money and/or assistance is applied for and received. Students who qualify for both the Freshman Award and the Southwestern Scholars Awards, receive the higher of the two.

## Transfer Scholarship

A transfer student with at least 24 cumulative college credits from other colleges may qualify for one of the following scholarships:  
\$4,000 if cumulative GPA from prior colleges is 3.75+  
\$3,000 if cumulative GPA from prior colleges is 3.50-3.74  
\$1,500 if cumulative GPA from prior colleges is 3.00-3.49

All official transcripts from previously attended colleges must be on file with SWAU before this scholarship will be awarded. To receive this scholarship, a student must be enrolled for 12 or more credit hours each semester. This scholarship is renewable for students who are in a good scholastic standing, who maintain a commendable citizenship record.

## NEED-BASED SCHOLARSHIPS

### 4-Way Match Scholarship

A 4-Way Scholarship allows a student's family, church or a concerned person, and Southwestern Adventist University scholarship funds to assist with payment of the SWAU student account. The student must contribute \$500 in earnings during the semester, whether from on campus employment, or from an off campus job. It is also the responsibility of the student to obtain a commitment from two different sources. Thus, earnings of \$500, and contributions of \$500 each from two different sources may be matched by \$500 from the university. While \$500 is the maximum award, smaller 4-Way donations can also be matched.

It is important to note that application for these funds does not mean automatic approval of the SWAU matching portion. This match is put on the student's account just prior to the bank loan due date, and is subject to the following criteria: a) application for federal/state grants and loans, or foreign student aid application, b) contribution of \$500 in earnings from student employment, c) unmet need by the federal aid calculation and d) unmet expenses after all other aid and student earnings. A student who has a private residence hall room or receives educational allowance is not eligible to receive a 4-Way Scholarship match.

## Pechero Family Scholarship

The Pechero scholarship is need-based, and offered to residents of the following Texas counties: Bee, Bexar, Calhoun, Cameron, Galveston, Harris, Hidalgo, Jackson, Nueces and Willacy. A limited number of these scholarships are available, and applicants will be individually evaluated as to eligibility. The evaluation takes into consideration application for and acceptance of federal/state grants and loans, expected student earnings and academic standing. Applications may be obtained by contacting Student Financial Services. All awards for an academic year will be determined before the beginning of each fall semester. Students may receive this award for up to four years. Application is required each year.

## Callicott Scholarship

The Callicott Scholarship is available to students who may need assistance after federal, state, and institutional aid. Applicants must be working, placing earnings on their accounts, have applied for federal grants and loans for which they are eligible, and have a minimum GPA of 2.0. This scholarship is awarded late in the semester.

## SWAU Need-based Scholarship Credit Policy

If after being awarded an SWAU need-based scholarship the student receives additional aid or resources that cause a credit on the student's account, the SWAU portion of the scholarship may be forfeited. SWAU does not pay its scholarships in cash to the student.

## GENERAL SCHOLARSHIPS

Scholarships in this section have specific eligibility criteria as indicated below. Some of these scholarships require enrollment of at least 12 credit hours for the semester, others will be adjusted for less than full-time study.

The combination of scholarships, grants, subsidies and SWAU discounts cannot exceed charges. SWAU does not pay its scholarships in cash to the student.

SWAU encourages students and parents to search for scholarships through local service clubs or employers. Scholarship sources can also be found by searching the Internet.

## Summer Work Scholarship

Students who pay rent for campus housing during the summer and work a certain number of hours at a campus job, may be eligible for a scholarship the following year. Applications are available at Student Financial Services.

## Student Missionary & Task Force Worker Scholarships

SWAU awards scholarships to students who successfully complete a full term of service no shorter than 8 months in an approved student missionary or task force program. These awards are evenly divided over the two semesters of the school year immediately following the return of the student missionary or task force worker.

Student Missionary	\$1,200
Taskforce	\$1,200

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## **Summer Ministries Scholarships**

SWAU students who work between school years in a summer ministries program (such as at a summer camp or as a literature evangelist) will receive a scholarship worth 75% of whatever portion of their net earnings they apply to their account, up to \$2,000. The student's earnings are applied to the fall semester and the SWAU match is applied to the spring semester. If the student does not return for the second semester, this scholarship is forfeited. This scholarship does not include PBS students. To receive the full scholarship, a student must be enrolled for 12 or more credit hours in the semester. This scholarship will be awarded only in the academic year immediately following the summer work.

## **ENDOWED AWARDS & SCHOLARSHIPS**

Southwestern Adventist University is grateful to the donors who have made endowed scholarship funds possible. The funds have an accumulated principal greater than two years' annual tuition at the time the scholarship was established. Anyone interested in establishing a named scholarship may contact the Advancement Vice President.

Students do not apply for these scholarships and awards, unless otherwise noted. The scholarships and awards are given to returning students and are awarded at a convocation in the spring for the following academic year. The recipients are chosen by department chairs, faculty, and administrative committees, based on one or more of the following criteria: academic achievement, citizenship, contribution to campus life, and financial need.

***Students do not apply for these scholarships and awards, unless otherwise noted.***

### **Frank H. Abel Student Aid Fund**

This scholarship is given at the discretion of the administration to a student who faces the possibility of being unable to continue his studies without financial help, owing to a change in his financial situation.

### **Adventist Health System Healthcare Management Scholarship**

This scholarship is given to graduate or undergraduate students pursuing careers in healthcare management, financial management or related academic disciplines supportive of healthcare-related professions. Department chairs in these disciplines make recommendations to the administration

### **Alumni Homecoming Honoree Scholarship**

Recipients of this award are chosen by the chairs in honor of each year's Homecoming honorees.

### **Isaac Baker Scholarship**

This scholarship fund is established specifically for ministerial students. The recipient is chosen by the Religion Department.

### **Norma Bartolome Scholarship**

This scholarship is awarded to a nursing student selected by the Bartolome family.

### **Nathan L. Beebe Scholarship**

Based on academic achievement and financial need, this scholarship is given at the discretion of the administration.

### **Thelma Beem Scholarship**

This fund is established specifically for education students. Recipients of this award are chosen by the Education Department.

### **Jessie Casey Belz Scholarship**

This scholarship fund is established specifically for senior ministerial students. Recipients are chosen by the Religion Department.

### **Irene Black Scholarship**

This scholarship will be given at the discretion of the administration and is based on academic achievement and/or financial need.

### **Board of Trustees Scholarship**

This scholarship will be awarded to a currently enrolled student or to an incoming freshman. The administration will select the recipient(s) based on academic achievement and leadership experiences.

### **Frances Draper Brennan Nursing Scholarship**

This scholarship is awarded on the basis of academic achievement and financial need. Priority is given to single parents who are studying for the A.S. degree in nursing. Recipients are recommended to the donor by the Nursing Department.

### **Edward and Sylvia Brickman Scholarship**

This scholarship is given to students with academic achievement and financial need. The recipients are recommended by the Executive Advisory Committee.

### **Raleigh and Edith Burchfield Scholarship**

This scholarship fund is given at the discretion of the administration on the basis of financial need and/or scholastic achievement.

### **Frances I. Clark Scholarship**

This scholarship is given to an education major. Recipients are chosen by the donor and the education department faculty, based on an application form detailing academic achievement, financial need, and future plans for teaching.

### **Jimmie C. Culpepper Scholarship**

This fund is based upon financial need and awarded to a student minister or church worker. The recipient of the award is chosen by the Religion Department.

### **John and Joan Curnow Student Missionary Scholarship**

This scholarship is given, at the discretion of the administration in consultation with the donors, to a student missionary returning from an assignment overseas.

### **Clarence Dortch Memorial Scholarship**

This scholarship is given at the discretion of the administration to a musically talented student. Criteria also include academic achievement and financial need.

### **Edwards-Wiest Scholarship**

This scholarship is based upon financial need and/or scholastic achievement. The scholarship is given at the discretion of the administration.

### **El Jean Scholarship**

This scholarship fund is established to aid nursing students. Awards are based on character, academic achievement, leadership, and financial need. Recipients are chosen by the Nursing Department.

## **Entrepreneurship Scholarship**

This award is given to promising students who have been members of the Profiles of Entrepreneurship class. It is given on the recommendation of the Business Administration Department.

## **R. T. and Grace Hadley Scholarship**

This scholarship fund is established specifically for ministerial students and nursing students. It is based upon character, leadership, and academic achievement. Recipients are chosen by the Nursing and Religion Departments in cooperation with the donors.

## **Lessie Culpepper Hagen Scholarship**

This scholarship is given to women pursuing degrees in English or business. Recipients are chosen by the English and Business Administration Departments.

## **Orville Lee and Laura Judge Hayes Scholarship**

This scholarship is given to students from East Texas at the discretion of the administration and the donor.

## **Alvin C. Heinrich Memorial Scholarship**

This scholarship is awarded to an elementary education major who is planning to teach in a Seventh-day Adventist school. It is given at the recommendation of the Education Department faculty.

## **Dale Heinrich Music Scholarship**

This scholarship fund is established for musically talented students who share their talents with the University and community. The recipient is chosen by the Music Department in cooperation with the donors.

## **Victorine Zaidan Kafrouni Scholarship**

This scholarship is awarded to a nursing student with the potential of being compassionate and altruistic in providing nursing care. The student must excel in meeting the patient's physical and spiritual needs. The Nursing Department faculty will select the recipient based on academic achievement (evidenced by a GPA of 3.25 or above) and financial need.

## **George R. Leffler Theology Scholarship**

This scholarship is awarded to theology majors entering their junior or senior year. The Religion Department will select the recipient based on academic achievement and financial need.

## **George Mathews Scholarship**

This scholarship fund is established for education students. The recipient is chosen by the Education Department.

## **Daniel A. and Ruth M. McAdams Scholarship**

This scholarship is given to a student planning a career in denominational work for the Seventh-day Adventist Church. The administration will select the recipient based on academic achievement and financial need.

## **Jason Mickley Scholarship**

This scholarship fund is established specifically for nursing or premedical students. It is based upon financial need and/or academic achievement. Recipients of this award will be required to write a paper on cystic fibrosis from personal research at a CF center or hospital. The Nursing Department and premed advisor make recommendations to the administration.

## **Fred B. and Blanche Gilbert Moore Scholarship**

This scholarship fund is given at the discretion of the administration on the basis of financial need and academic achievement.

## **Peggy A. Norris Memorial Scholarship**

Recipients of this scholarship are selected by the donors from candidates recommended by the Education or Music departments. First consideration is given to a Music Education major. Students are selected with financial need, academic achievement, and demonstrate a love for children and education.

## **Sheree Parris Nudd Communication Scholarship**

This scholarship is awarded to a student who has "star" quality and outstanding potential for serving the church and impacting his/her community and the world. It is given on recommendation of the Communication Department.

## **Odyssey Harbor Scholarship**

This scholarship is given to a social work major; the recipient is selected by the Social Work Department faculty.

## **Charles Popejoy Scholarship**

This scholarship is awarded by recommendation of the Religion Department to ministerial students based on academic achievement and/or financial need.

## **Bruce Prindle Scholarship**

This scholarship is given to an education major, based on academic achievement and financial need. The administration chooses the recipient.

## **The Reifsnyder Family Scholarship**

This scholarship is given to a student who has real financial need, who have demonstrated their commitment to academic success, and are making valuable contributions to campus life.

## **Vincent L. and Alga Bland Roberts Scholarship**

Recipients of this scholarship will be selected by the Executive Advisory Committee, based on academic achievement and financial need.

## **Herbert and Irene Roth Scholarship**

This scholarship will be awarded to a student entering the junior or senior year with a major or minor in English, based on academic achievement and/or financial need. The recipient will be recommended by the English department faculty and will be chosen by the donors in consultation with the Administration.

## **Alma Saylor Sandefur Business Scholarship**

This is a scholarship for worthy business students based on financial need and/or academic achievement. It is awarded on the basis of an application form reviewed by the administration and the donor.

## **Cree and Mildred Sandefur Scholarship**

This scholarship is awarded to theology majors based on academic achievement, financial need, and the recommendation of the Religion Department faculty.

## **School of the Prophets Scholarship**

This scholarship is awarded to students who are service-oriented for ministry to the world church. It is given on the recommendation of the Religion Department faculty.

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## ***E. Frank and Joy Hargrove Sherrill Scholarship***

This scholarship is given to theology majors, based on academic achievement and financial need. It is given on the recommendation of the Religion Department faculty.

## ***Sicher Family Scholarship***

This scholarship goes to a history major who demonstrates financial need and academic achievement. The recipient is chosen by the history department faculty. The donor may at their option have input in the selection of the recipient.

## ***Villa Gillis Sierk Scholarship***

This scholarship is given to Johnson County residents based on academic achievement and financial need. The recipient is chosen by the administration.

## ***Marc Simpson Memorial Scholarship***

This scholarship is given to returning student missionaries and is based on academic achievement and financial need. The Simpson family has final say on recipient.

## ***Spells Family Scholarship***

This scholarship is awarded to a science major and is based on academic achievement, employment, and the recommendations of the science department.

## ***Wes Stoops Memorial Scholarship***

The departments of mathematics and physical sciences and computer science nominate candidates for this scholarship -- well-rounded students with a love of learning and an imagination and innovation that extends into the areas of work, problem-solving and human relations. A committee of donors, in cooperation with the administration, chooses the recipient.

## ***Student Association Presidents' Scholarship for Leadership***

The recipient of this scholarship is selected by a committee of administrators, current S.A. officers and former S.A. presidents, who consider the demonstration of leadership, as well as the participation in campus life, of the scholarship nominees.

## ***Eugene V. Thomsen Memorial Scholarship***

This scholarship will be given to students with junior class standing who have demonstrated academic excellence in the classroom, broad interests in the arts, humanities, and sciences, and a commitment to serving with their talents. Recipients will be chosen by the administration in consultation with the donor.

## ***Dudley and Reta Kent Tomblinson Scholarship***

Recipients of this scholarship are rotated among religion, business, and nursing majors currently enrolled at SWAU. The department faculties will select the recipients based on academic achievement and financial need.

## ***Trixie Pearl Memorial Scholarship***

This scholarship is given to computer science or computer information systems majors or minors. It is given at the discretion of the computer center director and a selection committee, based on academic achievement and/or financial need.

## ***Weis Heritage Scholarship***

This scholarship goes to a Weis family member. If there is no Weis family member attending SWAU, the family will appoint the recipient of their choice.

## ***William V. Wiist Scholarship***

This scholarship is awarded to a business major and based on academic achievement and financial need. The recipient is selected by the business department.

## ***Brandon Michael Williams Scholarship***

This scholarship is given to a nursing student and to a pre-occupational therapy student. These awards are given on the recommendations of the nursing faculty and the pre-occupational therapy advisor.

## ***Paul Harlan and Jean Heinbaugh Wilson Scholarship***

The administration will select the recipient of this scholarship based on financial need, employment, and academic potential.

## ***Paul L. and Dorothea Wilson Scholarship***

This scholarship is given on the recommendation of the administration and is given on the basis of academic achievement and financial need.

## ***George Washington and Mary Alice Winn Scholarship***

This scholarship is given based upon financial need and/or scholastic achievement. The recipient is chosen by the administration.

## ***Wisdom Nursing Scholarship***

This scholarship is awarded to a nursing student based on the recommendation of the nursing faculty and on academic achievement and/or financial need.

## ***Ernest and Vera Wolfe Scholarship***

This scholarship is given at the discretion of the administration on the basis of academic achievement.

## ***Perfil and Pauline Zapara Scholarship***

This scholarship is awarded to a communication major and is based on financial need and/or scholastic achievement. The recipient will be chosen by the Communication Department.

***The following scholarships are awarded on the basis of an application form reviewed by the administration and the donor.***

## ***Marvin and Dee Anderson Scholarship***

This scholarship is given to a student who has completed 36 semester hours, has a GPA of at least 2.75, works at least 10 hours a week, and is a full-time student in a four-year program. It is awarded on the basis of an application form reviewed by the administration and the donor.

## ***John and Remy Cabansag Scholarship***

This scholarship is given in alternate years to premed and accounting majors. The recipient is chosen by the premed advisor or the Business Administration Department chair, in cooperation with the donors and the administration. The recipient will be chosen based on academic achievement (evidenced by a GPA of 3.25 or above) and financial need.

## ***Jim Hopps Scholarship***

Recipients of this scholarship are selected by the donor from candidates recommended by the departments and the administration, based on academic achievement, financial need, and potential for leadership and ministry. The recipient will have completed the freshman year.

## ACADEMIC PROGRAM INFORMATION AND COURSES OF STUDY

### Academic Policies

The rules and regulations by which a university operates its program are called academic policies. At Southwestern Adventist University these policies are continually under review by the faculty to assure consistency with the curriculum and fairness to students. The Academic Policies Committee oversees the implementation of these policies.

### DEFINITIONS

#### Academic Integrity

Students are expected to follow academic ethical standards in harmony with Christian concepts of honesty. Students who attempt to manipulate or disturb the academic evaluation process by cheating, plagiarizing or any other form of academic dishonesty will place their status as students in jeopardy. (See Academic Integrity Policy on page 35.)

#### Academic Semesters

The academic year is divided into semesters and modules:  
Fall Semester  
Spring Semester  
Summer Modules

The academic calendar is printed inside the front cover of the bulletin. It shows the registration dates and other deadlines for the fall, spring and summer sessions.

#### Attendance

The university attendance policy is that regular and punctual class attendance is essential. No assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. Students who miss an instructional experience are expected to meet with faculty to discuss their absences as soon as possible. Except for emergencies, the student should make arrangements with his/her teachers prior to any absence. When an accumulation of absences reaches the point of endangering a student's academic status, the faculty member should report this situation to the student and the Student Services Vice President. An instructor should not assume that continued absence from class indicates an official withdrawal until notified by the Registrar.

Official university absences may be granted by the Academic Policies Committee or the Academic Vice President for either academic or activity reasons. **Academic Absences** include class and major field trips while **Activity Absences** include music, mission, gymnastics, and recruitment trips. Faculty/Staff who wish to have an event sanctioned for official university absence status must submit the names of all students, including date and hours absent from campus, to the Academic Vice President's Office no later than one week prior to the date of the activity. The Academic Vice President will review and approve/deny the request as appropriate and forward the names for publication and distribution to all faculty through e-mail. Students may miss classes because of approved Academic Absences and may miss up to one class hour for each credit hour of the class for approved Activity Absences. Arrangements for additional absences must be worked out by the student and the teacher involved. Faculty will report to the full faculty the names of students who actually attended that activity. When an official university absence occurs, faculty members must either average work missed or allow the student to make it up at the faculty member's discretion.

Serious illness or family emergencies may be verified by the Student Services Vice President but are not considered official absences. Illnesses that will be verified are those involving hospitalization or serious injury. When a serious illness or emergency has been verified, each instructor should assist the student in making up missed work, or the instructor may average missed work into the student's grade. Faculty members should specify the appropriate time frame for making up missed work.

Unapproved absences should not exceed one class hour for each credit hour of the class. Unapproved absences beyond this number may subject the student to a lower grade, or failure, in the course. Classes missed when a student registers late will count as unapproved absences.

#### Class Schedule

Class schedules are available on-line at [www.swau.edu](http://www.swau.edu). Although every effort is made to be accurate in listing course offerings, the University reserves the right to make essential course changes, to discontinue any course for which an insufficient number of students register, or to change the semester in which a course is offered.

#### Cognate

A required course from a discipline other than one's major.

#### Corequisite

A requirement which must be met during enrollment in a course.

#### Course Load

The total hours of all classes being taken, whether on campus, off campus, or through correspondence.

Part-time	1-5 credit hours
Half-time	6-11 credit hours
Full-time	12-17 credit hours
Overload*	18 or more credit hours

In order to graduate in 4 years a student's class load must average 16 hours per semester. Should a student wish to register for more than 17 hours in one semester, including any outside courses, he/she must have a minimum cumulative GPA of 3.0 and file a petition requesting an overload at the Records Office. A course load of 12 semester hours meets the minimum requirements for international students, financial aid and veterans. The number of hours the student works should be taken into consideration when planning the class load.

\*If enrollment in an honors class creates an overload of one hour, tuition will be waived for the one hour.

#### Electives

Those courses selected by the student to complete the total hours needed for graduation but not required by general education, the major or the minor. These are important options which the student may use to pursue interests beyond the major or minor.

#### General Education

The courses required for every student, regardless of major. These courses provide a background of knowledge which allows students to place their chosen major in the context of the entire world.

# Academics

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## Hour/Course Credit

A unit of credit for a course based on the number of clock hours a course meets each week.

## Major

A group of courses clustered in an area of intellectual inquiry. Students in a major study a particular field of knowledge based on the student's career objectives. A composite major is one that is made up of at least 48 credit hours and which does not require a minor.

## Minor

A series of linked courses and learning opportunities that allow students to explore a secondary field of study.

## Prerequisite

Any requirement which must be met before enrollment in a course.

## Severe Weather Protocol

In the rare event of severe weather, an announcement will be made between 9:00 and 10:30 p.m. indicating that classes will be delayed or cancelled, or that the university will be open as usual on the following day. If it is not determined until early morning that classes must be delayed or cancelled, an announcement will be made by 6:00 a.m. You may check the following for official delay or closing announcements: 88.3 FM KJCR, NBC 5 KXAS TV, [www.nbc5i.com](http://www.nbc5i.com), [www.swau.edu](http://www.swau.edu) or the University switchboard operator at (817) 645-3921.

## Transcript

An official document from the Records Office listing all academic work completed or attempted, and the official grades and grade point averages.

## GENERAL ENROLLMENT POLICIES

### Registration Process

Academic registration begins by meeting with the advisor, who will help a student decide on a class schedule. A student who does not know who his/her advisor is, or has any questions concerning the registration process, should contact the Records Office. Dates are very important in the registration process. Please consult the Academic Calendar found on the front inside cover of the bulletin. Registration will not be finalized until all academic, financial, and student service blocks have been removed. Any class work missed during late registration days must be made up to the instructor's satisfaction.

### Pre-registration

Students may reserve classes during the time periods indicated in the Academic Calendar found on the front inside cover of the bulletin.

### Registration

Registration must be completed by the date indicated in the Academic Calendar. Registering by this date will secure enrollment in preregistered classes, whereas failure to do so will cause the student to be dropped from preregistered classes. Students should complete registration in time to be ready to attend classes on the first day of instruction.

## Late Registration

Late registration begins the day after registration and continues for 4 school days. Specific dates are listed in the Academic Calendar. During this time students may begin and finalize registration, add classes, change classes to audit, and withdraw from classes without receiving a W. Registration for a class may not occur after the allowed number of unapproved absences has been exceeded. Students may not register for closed classes or courses where the professor has determined the student has missed too much course content.

## Upper and Lower Division

Courses are either lower division (100-299 numbered courses) or upper division (300-499 numbered courses). A lower division course is freshman/sophomore level and an upper division course is junior/senior level. Students must complete at least 30 semester hours of lower division courses, including ENGL 121 and 220, before they can register for upper division work. Exceptions may be made at the discretion of the instructor and Exceptions Committee.

No courses transferred from a two-year college may be used to satisfy the SWAU upper division requirement.

## Selected Topics

Most departments of the University list selected topics courses in the bulletin. These courses offer opportunities for the departments to schedule directed reading and research for credit. Students desiring to enroll in a selected topics course must have written approval of the instructor, department chair, and academic vice president. (This form is available in the Records Office.)

Generally, students in selected topics take the course individually and are required to read widely, follow approved research methods, and present a paper or project showing competence in the area of study. Three clock hours of course work per week are required for one semester hour credit. When the number of students wishing to study in the same area is sufficient to have a class, then the selected topics course will be conducted as a one time class offering. Questions regarding selected topics studies in a particular area should be directed to the department chair.

## Academic Advising

The office of the Academic Vice President is the central source of educational information and guidance for the University. The Records Office retains information on students, advisors, degree audits, requirements, and course credits. Academic advisors assist individual students and help them understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling them. If requirements are not satisfied, the degree will be withheld pending adequate fulfillment. Thus, it is essential that students become familiar with all requirements and remain currently informed throughout their college career.

## Dropping and Adding Classes

During the registration period, students who want to add a class, change from credit to audit, or withdraw from a class without receiving a W must obtain a form from the Records Office, have it signed by their academic advisor and return it to the Records Office. The deadline for adding or withdrawing from a course is listed in the academic calendar.

## Course Registration

Students may not attend a class unless they are properly enrolled and registered in accordance with the procedure set by the Records Office. Students are not officially dropped from a course until they have

completed and returned a drop form to the Records Office, unless administratively withdrawn by the instructor. If a student should drop out of a class without following this procedure, an F will be recorded in that class and tuition will be charged.

## Withdrawal from a Course

To officially withdraw from a course, students must obtain a form from the Records Office, and have it signed by their academic advisor and the course professor. The signed form will be effective as of the date returned to the Records Office. In order for the withdrawal to be "official" this process must be completed by the last day to withdraw from a class. Grades for "unofficial" course withdrawals will be recorded as an F on the academic transcripts. Please consult the Academic Calendar to determine the last day to withdraw from a course.

## Withdrawal from the University

To officially withdraw from Southwestern Adventist University, students must obtain a withdrawal form from the Records Office. The withdrawal form must be signed by a Student Finance Advisor and one of the following university personnel: the Academic Vice President, Dean of Students, or Director of Counseling. The form should be returned to the Records Office after all signatures have been obtained, and the withdrawal will be effective as of the date returned. Refunds will be made where applicable. If a student follows this procedure, W's will be recorded on the student's transcript. Otherwise, F's will be recorded on the student's transcript.

Students who officially withdraw from SWAU will not be permitted to charge for expenses on campus or live in the residence halls after their official withdrawal date.

## Concurrent Enrollment

Any course taken at another institution while a student is enrolled at SWAU (correspondence or summer school, as examples) must have prior approval of the Registrar to ensure appropriate application to a SWAU degree program and retain residency.

## Auditing

In some instances, a student may wish to audit a course. The auditing student may attend class and listen to lectures and discussions, but no exams, quizzes, papers or projects will be required of an auditing student except at the discretion of the teacher. Auditing students must understand the instructor is under no obligation to evaluate their work and/or performance.

The fee for students who are only auditing is \$20 per credit hour, plus the technology and SA fees. The audit fee for students also enrolled in regular courses is \$20 per credit hour in addition to any package plan. For students taking less than a full load, some courses may be audited only at the full tuition rate. These include but are not limited to computer, nursing, physical activity, speech, art, lab science, and remedial classes, as well as English as a Second Language and Adult Degree courses. The Records Office has a list of courses under this stipulation.

Students desiring to audit courses must first be admitted to the University to establish an academic record. Where a course has enrollment limits, students taking the course for credit will be given priority. No change from credit to audit may be made after the last day to withdraw from a course, and audited courses cannot be dropped. Audited courses will be recorded on transcripts, though no credit is granted.

## Repeating a Course

A major or minor course in which a student has earned a D must be repeated or, with the consent of the major advisor, may be replaced by another course in the same area. If a student takes a course and then repeats it, only the last grade earned will be used in calculating the GPA. Students may not receive credit for a course more than once with the exception of music performance and selected topics, unless specified in the course description. A course may not be repeated for credit by independent study, but may be taken at another school.

## Study Load

One semester hour equals one 50-minute class period per week (or three clock hours a week in supervised laboratory work). For each semester hour of academic work earned, a student is expected to spend two clock hours a week in outside preparation.

## Independent Study

In extraordinary circumstances which jeopardize a student's academic program, permission for Independent Study will be considered by the Exceptions Committee following these guidelines: (1) only required courses will be considered for Independent Study and only after every consideration has been given to substituting courses of equivalent merit; (2) the student has a minimum cumulative GPA of 3.0; (3) the student must progress in parallel if the course is being taught in the classroom, including meeting all exam dates; and (4) the course may be taught on a pass/no pass or letter grade basis. A course may not be repeated for credit by independent study.

## Internship

An internship is an on-the-job, career-oriented course for training in the student's major field. The student must make arrangements with his or her major department prior to starting the internship. The student must sign a contract outlining the number of hours they are expected to complete, the written and oral assignments involved, evaluations required, etc. Registration must be completed during the regular fall, spring, or summer registration period that occurs during the internship or within one academic year of the completion of the internship. The course may be taught on a pass/no pass or letter grade basis.

## GRADING, RECORDING & QUALIFYING POLICIES

### Grade Point

The number value assigned to the grade a student earns in each course.

### Grade Point Average

Two grade point averages are maintained by SWAU: (1) a semester average based on courses taken during a particular term, and (2) a cumulative average based on all college level work recorded on the transcript.

A student's grade point average (GPA) is computed by dividing the number of grade points (grade points are earned per semester hour for the successful completion of academic work) by the number of hours (total credit hours attempted, excluding those attempted on a pass/no pass basis or from which a student officially withdrew).

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## Grade Reports

Mid-term and final grade reports are available to students and advisors through the web portal. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, the corrections must be taken care of within 3 months, unless subject to the Academic Appeals Procedure (see page 30). Only the end-of-semester grades are recorded on the permanent grade transcript. The system of grading used is:

	Grade Points per hour
A (Superior)	4
B (Above Average)	3
C (Average)	2
D (Below Average)	1
F (Failure)	0
P (Pass)	0
NP (No Pass)	0
I (Incomplete)	0
W (Withdraw)	0
AU (Audit)	0
IP (In progress)	0
NC (No credit)	0
CR (Credit by examination)	0

## Incomplete Grades

An incomplete grade of I indicates the student was unable to complete class work because of illness or other unavoidable circumstances. Grades of I are not given because the class work was below passing or because the student neglected to complete scheduled assignments. When an I is received, the work necessary to complete the class must be finished within nine weeks of the end of the semester or module. If the makeup work is of such a nature that it may require additional time, the student must seek approval of the instructor and request permission from the Academic Exceptions Committee. (Forms for this request may be obtained in the Records Office.) An incomplete grade will become an F if the class work is not finished in the prescribed time.

## Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in a grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

## Transcript, Requesting

To request your current SWAU transcript, a written and signed request must be submitted to the Records Office preferably one week in advance of desired mailing. A faxable transcript request form is available on the SWAU web-site. There is no charge for transcripts, except when requesting express mail (\$20), same day service (\$5), or fax service (\$5). Payment for all services is required in advance. Transcripts and diplomas are not released if a student's account and/or FSB note is not paid in full, if government loans are not current in repayment, or if the academic file is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held until the check is cleared. Requests accompanied by credit card information, a money order or a bank draft are processed more quickly.

## Classification of Students

Class standing is determined at the beginning of each semester as follows:

**Freshmen** have completed 0-23 hours

**Sophomores** have completed 24-55 hours

**Juniors** have completed 56-89 hours

**Seniors** have completed 90+ hours

## Residency Requirement

A student in residence is someone who is regularly and continuously enrolled for classes at SWAU. One breaks residence by withdrawing from classes for two or more semesters, **or by taking classes off campus without permission of the Exceptions Committee**. A student who breaks residence must meet current Bulletin requirements.

A bachelor's degree student is required to take at least 32 of the last 38 semester hours in residence. At least one-half of the upper division hours in the major and six of the upper division hours in the minor must be taken in residence. For the associate degree at least 24 semester hours must be taken in residence, including the last 12 hours before graduation. Proficiency and experiential credits do not count towards residency.

## Residency Required for BBA, MBA Concurrent Degree

Transfer students with a BBA degree from a foreign country who wish to receive a BBA from the U.S. must take a minimum of 52 hours in residence. Sixteen upper division business hours including BUAD 472 must be taken from BBA courses. When a student completes the requirements for the MBA degree, he/she will also receive a BBA degree.

## Double Major

Although students are encouraged to seek a broad educational experience at SWAU, the approval to earn a double major is not automatic. In some cases, receiving a double major may require actually earning two degrees. (See Concurrent Bachelor's Degrees below.) Because the requirements of double majors are complex, students wishing to pursue more than one major should investigate major and degree requirements early in their career at SWAU. To pursue a double major, written application must be filed with the Records Office. Classes fulfilling the requirements of one major may not be used to meet the requirements of another major and the requirements for each major must be fulfilled.

## Concurrent Bachelor's Degrees

A SWAU student who wishes to pursue two bachelor's degrees concurrently must (1) file a written application and all degree plans prior to completing the last 30 hours of the first degree; (2) fulfill all specific major, minor, and University degree requirements in force at the time of his/her initial enrollment, and (3) successfully complete 30 hours on each bachelor's degree that did not apply to the other bachelor's degree. A minimum of 158 cumulative semester hours is required to earn two bachelor's degrees.

## Additional Bachelor's Degree

An applicant holding a bachelor's degree from an accredited institution must successfully fulfill all specific major, minor, and University degree requirements in force at the time of enrollment at SWAU to earn an additional bachelor's degree. Courses from a previously earned bachelor's degree will be evaluated on an individual basis to determine their applicability to University degree requirements. Additionally, a returning SWAU student must complete a minimum of 158 cumulative semester hours to earn an additional bachelor's degree. A non-SWAU graduate must successfully complete a minimum of 32 semester hours in residence. Students with a bachelor's degree from a United States regionally accredited post-secondary institution will be considered to have fulfilled, with the exception of the religion requirements, SWAU's general education requirements. The religion requirement must be explicitly fulfilled.

## ACADEMIC SANCTION POLICIES

Students must have a minimum cumulative GPA of 2.00 in order to graduate. The University will notify students when their performance is not reaching that minimum level.

The status of every student, whether full or part-time, is determined after each semester grading period. Any student who is not making satisfactory progress may lose the right to continue academic course work and financial aid.

### Academic Warning

If a student's semester GPA falls below 2.00 while their cumulative GPA remains above 2.00 the student and the advisor will receive a letter indicating the student has been placed on academic warning. There are no restrictions of activity but the student needs to be aware of the GPA requirements for graduation.

### Academic Probation

If a student's cumulative GPA falls below 2.00 at the end of a semester, the student and the advisor will receive a letter indicating the student has been placed on academic probation. Transfer students with a GPA lower than 2.00 will also be placed on academic probation. The Academic Vice President will monitor the student's progress during the probationary period. The student will be required to earn a semester GPA of at least 2.00 until reaching a minimum cumulative GPA of 2.00. Students on academic probation should be aware their academic careers are in serious jeopardy and that some programs and activities, including financial aid, may not be available. Students on academic probation will not be allowed to enroll for more than 13 credit hours.

### Academic Suspension

Should a student not earn a semester GPA of at least 2.00 during any semester of academic probation, that student will be suspended for one or more semesters. In special circumstances, the academically suspended student may petition the Academic Vice President for a restricted enrollment. During the suspended semester, the student may enroll only in classes in which grades of D or F were received. The suspended student is allowed to enroll in summer classes and may be reinstated by raising the cumulative GPA to 2.00.

### Academic Dismissal

Suspended students who are readmitted and who fail to raise their cumulative GPA, or have a deficiency which makes it unreasonable to anticipate eventual completion of degree requirements, will be permanently dismissed.

## ACADEMIC HONORS POLICIES

### Dean's List/Dean's Distinguished List

Special recognition and scholarships are given at the end of each semester to students having high GPAs. Two lists of these names are posted. One is the Dean's Distinguished List, for which a student must have a semester GPA of 3.65 to 4.00 on at least 15 hours of completed college level class work. The other is the Dean's List, for which a student must have a semester GPA of 3.30 to 3.64 on at least 15 hours of completed college level class work. (On both lists, at least 12 of the 15+ hour class load must be graded courses, not pass, credit, or other such designations.)

### Gold Award

Students who have completed 75+ hours of college credit at the end of the fall semester with a cumulative GPA of 3.90+ will receive Gold Awards of \$600. Recipients of this award must be currently enrolled in at least 12 hours for the spring semester and must have earned (in residence) a minimum of 12 hours of credit in the fall. Students who have been under citizenship probation any time during the school year automatically forfeit all eligibility for this award. This award is given to returning students during the following academic year.

### Silver Award

Students who have completed 75+ hours of college credit at the end of the fall semester with cumulative GPAs of 3.70 to 3.89 will receive Silver Awards of \$400. The same enrollment, residency, and citizenship stipulations apply to the Silver Award as stated under the Gold Award. This award is given to returning students during the following academic year.

An eligible student will receive either a Gold or a Silver Award one time.

### Graduation Honors

Honors status will be calculated for bachelor's degree graduates after the final semester grades are issued. The following designations are given to graduates who have maintained high GPAs.

GPA of 3.50 to 3.74 may graduate *cum laude*

GPA of 3.75 to 3.89 may graduate *magna cum laude*

GPA of 3.90 to 4.00 may graduate *summa cum laude*

The associate degree candidate who has maintained a cumulative GPA of at least 3.60 may graduate *with distinction*.

Upon recommendation of the major department, bachelor's degree candidates may be given departmental recognition if the GPA in the major area is at least 3.50 and the cumulative GPA is at least 3.00. The candidate must also have earned 64 hours in residence to qualify for this departmental recognition.

Honors students may graduate with the designation of Honors Program Graduate by meeting the requirements outlined under Honors Program.

## EXAMINATION/CREDIT POLICIES

### Final Examinations

In order to complete the semester, each student must take final examinations as scheduled. The final examination is considered to be such an important part of each course that every class has its own final examination period. The final examination schedule is part of the class schedule which is published before the beginning of the Fall semester. **It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule.** Requests for

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modification of a student's final examination schedule because of unforeseen emergencies must be arranged through the Exceptions Committee. A form may be obtained from the Records Office.

## Multiple Exams

Students having three or more final exams on the same day may make arrangements with the instructor and the Academic Vice President two weeks in advance to reschedule one exam at another time during exam week. Forms may be obtained in the Academic Vice President's Office or on the internet under Academic Vice President.

## Proficiency Exams

Qualified students who wish to challenge a course offered on campus may apply to take a proficiency examination. Forms for this purpose are available at the Records Office. A proficiency exam is given to evaluate learning from significant life experiences, not to measure textbook cramming skills. (If a CLEP exam exists for the subject in which the student desires a proficiency exam then the CLEP exam must be used.) Students must be currently enrolled to be eligible to take a proficiency exam. The University will grant credit on the following basis:

1. If the student passes the examination with a grade of C or better, then he/she will be allowed to receive course credit or have the requirement of the course waived.
2. Proficiency credit will be recorded as CR, and only after 12 hours of current SWAU course work is on the transcript.
3. In addition to a fee for the proficiency exam, there is a recording fee of \$25.
4. All proficiency examinations must be taken before the last semester of the senior year.
5. Proficiency examinations may not be retaken and students who have audited a course may not take a proficiency exam for that course.

## CLEP Exams

The University will grant credit for the College Level Examination Program of the College Entrance Examination Board (CLEP), on the following basis.

1. The passing level for all examinations is a score of 50, with additional levels for intermediate foreign languages.
2. The transcript will indicate that credits accepted have been completed by examination and will be recorded as CR. CLEP credit will be recorded only after 12 hours of current SWAU course work.
3. In addition to the fee payable to the Educational Testing Service, the University charges a \$25 recording fee per exam for credit earned on CLEP examinations.
4. CLEP examinations must be taken, and the recording fees paid, before the last semester of the senior year in order for a student to be considered as a May graduate.
5. CLEP examinations may not be repeated and students who have audited a course may not take a CLEP exam for that course.

<u>Subject</u>	<u>CLEP Exam</u>	<u>Credit Awarded for</u>	<u>Hours</u>
ACCT	Principles of Accounting	ACCT 211&212	8
BIOLOGY	Biology	BIOL 111 & 112	8
	Natural Science****	BIOL 291***	6

<u>Subject</u>	<u>CLEP Exam</u>	<u>Credit Awarded for</u>	<u>Hours</u>
CHEMISTRY	Chemistry	CHEM 111 & 112	8
COMPUTER SCIENCE	Information Systems & Computer Application	CSIS 105	3
ECONOMICS	Principles of Macroeconomics	ECON 211	3
	Principles of Microeconomics	ECON 212	3
ENGLISH	English Composition <i>or</i> Freshman Composition	ENGL 121*	3
FRENCH	French Language	FREN 111 & 112	8
	French Language w/score of 62 or above	FREN 111, 112, 211 & 212	12
GERMAN	German Language	GRMN 111 & 112	8
	German Language w/score of 63 or above	GRMN 111, 112, 211 & 212	12
HISTORY	History of the United States I	HIST 111**	3
	History of the United States II	HIST 112**	3
	Western Civilization I	HIST 211**	3
	Western Civilization II	HIST 212**	3
	Social Sciences & History	HIST 291***	3
HUMANITIES	Humanities	ARTS 291****	3
		MUSC 291	3
MATH	College Mathematics	MATH 101	3
	College Algebra	MATH110	3
	Precalculus	MATH121	3
	Calculus	MATH 181	4
	Trigonometry	MATH 291	3
POLITICAL SCIENCE	American Government	POLS 291***	3
PSYCHOLOGY	Introductory Psychology	PSYC 212	3
	Human Growth & Development	PSYC220	3
	Intro to Educational Psychology	EDUC 312	3
SOCIOLOGY	Introductory Sociology	SOCI 111	3
SPANISH	Spanish Language	SPAN 111 & 112	8
	Spanish Language w/score of 66 or above	SPAN 111, 112, 211 & 212	12

\* If the student takes the essay section, it will either be included with the grade or sent to SWAU for grading. If the student does not take the essay section, he/she must take and pass an essay examination administered by the SWAU English Department.

\*\* Maximum of 6 hours of CLEP history credit will be applied toward a history or social science major or minor.

\*\*\*Does not apply to a major or minor.

\*\*\*\*This is a non-lab science credit and does not apply to the lab science general education requirement.

\*\*\*\*\*May be applied toward the Social Science general education requirement.

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## Advanced Placement Exams

The university will grant credit for successful completion of Advanced Placement courses and examinations taken during high school on the following basis:

1. The passing level for all examinations is a score of 3, 4, or 5.
2. The transcript will indicate that credits accepted have been completed by examination and will be recorded as CR. AP credit will be recorded only after 12 hours of current SWAU course work.
3. There will be a \$25 recording fee per exam.

<b>Subject</b>	<b>Advanced Placement Exam</b>	<b>Credit Awarded for</b>	<b>Hours</b>
ART	Studio Art: Drawing, 2D or 3D	ARTS 111 & 112	6
	History of Art	ARTS 221	3
BIOLOGY	Biology	BIOL 104 & 105	8
CHEMISTRY	Chemistry	CHEM 111 & 112	8
COMPUTER SCIENCE	Computer Science A	CSIS 105	3
	Computer Science AB	CSIS 110 & 111	6
ECONOMICS	Macroeconomics	ECON 211	3
	Microeconomics	ECON 212	3
ENGLISH	Eng Language & Comp <i>or</i> Eng Literature & Comp	ENGL 121	3
FRENCH	French Language	FREN 211 & 212	6
	French Literature	FREN 291	6
GERMAN	German Language	GRMN 211 & 212	6
HISTORY	United States History	HIST 111 & 112	6*
	European History	HIST 212	3*
	World History	HIST 291	3*
MATH	Mathematics/Calculus AB	MATH 181	4
	Statistics	MATH 241	3
MUSIC	Music Theory	MUCT 111 & 151	6
PHYSICS	Physics B	PHYS 101	3
	Physics C - Mechanics	PHYS 121 & 221	5
	Physics C - Electricity & Magnetism	PHYS 122 & 222	5
POLITICAL SCIENCE	Government & Politics - US	POLS 291	3*
	Gov & Politics - Comparative	POLS 291	3*
PSYCHOLOGY	Psychology	PSYC 212	3
SPANISH	Spanish Language	SPAN 211 & 212	6
	Spanish Literature	SPAN 291	6

\* Maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

## Transfer Credit

Students who want to register for off campus classes while earning their degrees at SWAU must request permission from the Exceptions Committee. Special petition forms for this purpose are available at the Records Office and must include the course specifics and intended substitutions. Classes taken without written permission are not guaranteed to be transferred.

Most credit taken at regionally accredited colleges will be accepted as transfer credit with the exception of vocational credit. Because of differences in degree requirements and course content, all credits may not apply toward specific graduation requirements at SWAU. English as a Second Language (ESL) courses will not be accepted for transfer credit. When the institutional GPA is at least 2.0, grades of D or higher will transfer. When the institutional GPA is less than 2.0, only C grades or better will be transferred. Grades of F will not transfer. All transfer credit will be recorded only after the successful completion of 12 semester hours at SWAU.

Credit may be accepted from certain unaccredited institutions. Students transferring credit from an unaccredited post secondary institution must have an institutional grade point average of at least 2.0. Validating examinations may be required for such transfer credits at the discretion of the Academic Vice President. No credit will be transferred until a minimum of 12 semester credits are earned at SWAU.

A student transferring experiential credit through a portfolio, must submit the portfolio for review by the SWAU Adult Degree Committee. If SWAU faculty agree that documentation is sufficient for credit, up to 32 credit hours may transfer in this manner. Credit received through experiential learning will be identified as such on the transcript. Credit will be awarded only in the areas offered within the current curriculum of SWAU. No letter grade is given or transferred for experiential credit.

College credit earned by Proficiency Exams may be transferred provided such credit meets the guidelines used by SWAU for granting credit. No courses transferred from a two-year college may be used to satisfy the SWAU upper division requirement.

Transfer students from non-SDA schools must have three hours of religion credit per 30 credits taken in residence at SWAU, with a minimum of six hours. Though religion classes taken prior to enrollment at SWAU will be considered for transfer, at least three hours must be from an SDA school, and non-SDA religion classes taken after enrollment here will not be transferred.

## Credit for Military Service Schools

The University follows, with limitations, the recommendations of the American Council of Education as published in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* in granting credit for military service schools. At a minimum, the following limitation applies.

Courses must be in the baccalaureate/associate degree category as defined by the ACE Guide. This precludes acceptance of vocational, technical or certificate category courses, or military occupational specialties or job experience.

For consideration of credit from military service schools, the applicant may submit the following military records:

1. A certified original of the DD Form 295, or
2. A copy of the DD Form 214, or
3. Course completion certificates.

The Assistant Registrar will assist persons eligible for veterans educational assistance benefits.

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## Outcome Assessment

In keeping with the University's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the University's accrediting agencies, the University has established several measures to assess effectiveness in meeting its stated educational goals. Students will take tests or complete surveys designed to measure achievement in general education and/or selected major areas, academic support services, student and spiritual life, and administrative areas for the purpose of evaluating institutional effectiveness.

## GRADUATION REQUIREMENT POLICIES

### Baccalaureate Degree

Students must meet the following requirements:

1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 128 semester hours, including 40 hours of upper division credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major, minor, and general education and meet the residency requirements.
4. Earn a minimum cumulative GPA of 2.00\*.
5. Earn a minimum GPA of 2.25 in upper division major or emphasis course work. No course with a grade below C may apply toward a major, minor, concentration, or emphasis. Only courses required for the student's major or emphasis will be included in computing the major GPA.
6. Nursing majors must have a minimum cumulative GPA of 2.5 in all nursing courses.
7. Take at least 12 hours in the major and 6 hours in the minor of upper division courses, except for the BS in General Studies.
8. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as a graduating senior in his/her major. (See the Academic Calendar inside the front cover for scheduled date.)
9. Take the College Base General Education Assessment. A senior who does not achieve a minimum score of 200 in any section must retake that section or sections. The retake cost is \$30.00 for one section and \$40.00 for more than one section. Students missing the two scheduled testing times will have to pay \$40.00 to take the test individually at the Counseling Center. (See Academic Calendar for the scheduled date.) All payments must be made in cash.

\* Elementary Education majors must have a minimum cumulative GPA of 2.75. See Nursing and Education sections for special graduation requirements for these majors.

### Associate Degree

Students must meet the following requirements:

1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 64 hours of credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major and general education (see General Education for requirement distribution of general education courses), and meet residency requirements.
4. Earn a minimum cumulative GPA of 2.00.
5. A General Studies major completes all general education requirements for the Bachelor's degree with the following exception: 6 hours of religion instead of 12 will be required.
6. Earn a minimum overall GPA in their major courses of 2.00 (C)\*. No course with a grade below C may apply toward the major.
7. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as an associate graduate in his or her major. (See the Academic Calendar inside the front cover of this bulletin for scheduled date.)
8. Take the College Base General Education Assessment. AS candidates who do not achieve a minimum score of 200 in any section must retake that section or sections. The retake cost is \$30.00 for one section and \$40.00 for more than one section. Students missing the two scheduled testing times will have to pay \$40.00 to take the test individually at the Counseling Center. (See Academic Calendar for the scheduled date.) All payments must be made in cash.

\*Nursing majors must have a minimum cumulative GPA of 2.50 in all nursing courses.

A graduating student will fulfill all requirements published in the University Bulletin. The student may complete the major and minor requirements published in the Bulletin at the time of enrollment or any Bulletin issued during continuous enrollment, unless changes by a licensing or certifying body require otherwise. A student not in regular attendance for two or more consecutive semesters must meet the requirements of the current Bulletin upon resuming attendance. All general requirements for graduation must be fulfilled as published in the current Bulletin.

**An application for graduation** should be completed and filed in the Records Office three semesters before the student expects to graduate.

**A Graduation Contract** must be completed and returned to the Records Office no later than one week after the start of the senior year.

Any transfer work must be completed and the official transcript of this work must be in the Records Office by March 1 for May graduates, July 15 for August graduates, and November 15 for December graduates. Seniors registering for any off-campus courses during their last semester will delay their graduation. All CLEP and Proficiency examinations must be taken, and the recording fees paid, before the last semester of the senior year.

The student must satisfactorily meet all financial obligations to the University, including payment of graduation dues. (The amount of dues is determined by the class with the approval of the president.) If graduation dues were paid as a two-year graduate, only half of the dues will be required of the four-year graduate.

All graduates are expected to participate in the commencement exercises unless given permission by the Academic Vice President to graduate in absentia.

## Graduation Ceremonies

The annual baccalaureate and commencement ceremonies are held at the end of the spring semester each year. Students who completed their work the previous summer or fall semester may participate in this ceremony with the spring graduates. Students eligible to participate in graduation must complete all arrangements with the Records Office prior to March 1 in order to be included in the ceremony. The program for each commencement ceremony lists the names of all students who have completed the requirements for December and May graduation and also the names of candidates for August graduation.

Transcripts showing graduation may be obtained in August, December and May, depending on when work is completed.

## Deferred Graduation

Seniors in their last semester, who are registered at SWAU for all remaining hours and who fulfill their graduation requirements by the end of the semester, may participate in the graduation exercises. An exception will be made for students whose requirements are incomplete because of D's, F's, or I's in no more than two of these final SWAU classes. They may still participate in the graduation exercises if documented evidence is provided that any remaining requirements can reasonably be completed prior to the August graduation deadlines. The student will be listed as a Candidate for August graduation in the graduation program. After April 15 of the following year, students will be expected to meet the graduation requirements of the new Bulletin.

## SPECIAL PROGRAM POLICIES

### General Studies Program

1. Freshmen will be enrolled in the program if their SAT Critical Reading and Math composite score is between 600 and 790 (or their ACT composite score is between 13 and 16). Students wishing to transfer into a four-year degree program may do so when they have completed a minimum of 32 semester hours, including completion of ENGL 121, 220 and a college level math, with a minimum cumulative GPA of 2.0.
2. **Enrollment must be initiated on registration day. Late registration will not be allowed.**
3. The courses for Fall semester are: Composition Review, Introductory Algebra or Intermediate Algebra (as determined by the Math Aptitude Profile), University Success, and two three-hour classes chosen in consultation with your General Studies Program advisor. Additionally, a one-hour music or physical education class may be taken. Students are limited to 14 hours while in the General Studies Program.
4. Students may not withdraw from the following classes: ENGL 011, MATH 011, MATH 012, or UNIV 011.
5. Attendance at a General Studies Program orientation is required during the first week of the semester.
6. No off-campus activities that require classes to be missed will be allowed. These activities include club sports, music trips, recruitment trips, etc.
7. Students must live in the dormitory unless living with immediate family.
8. Students must enroll in a math class each semester of attendance until the college math requirement is completed, which means receiving a grade of at least a C in MATH 011 and/or MATH 012 before enrolling in MATH 101 or 110 the following semester.

9. Students must enroll in an English class each semester of attendance until the college English requirement is completed, which means receiving a grade of at least a C in ENGL 021 before enrolling in ENGL 121 the following semester.
10. Students will not be allowed to enroll for their sophomore year unless they complete both Composition Review and Introduction to Algebra with a grade of C or higher. If Introduction to Algebra is not completed at SWAU during the freshman year, then it must be completed during the following summer in order for enrollment to continue.

### Adult Degree Program

The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 6204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet contained in the ADP brochure.
2. Submit an official report/transcript of one of the following:
  - a. an SAT report with a Critical Reading of 400 or higher and a math score of 400 or higher.
  - b. an ACT composite score of 17 or higher.
  - c. college transcript with passing grades in English and math classes.
  - d. college transcript with grades of C or better in developmental English and math classes.
  - e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
  - f. a Texas Higher Education Assessment (THEA) with a Reading score of 230+, a Mathematics score of 230+ or an Algebra score of 270+, and a writing score of 220+.
3. Submit official transcripts according to applicable criteria:
  - a. Applicants with less than 12 hours of college credit
    1. an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test.
    2. official transcripts from each college attended.
  - b. Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

Developmental/remedial classes cannot be taken through the Adult Degree Program. If needed by the student, these classes must be taken prior to admission to the program.

# Academics

## Graduate Programs

SWAU provides graduate programs in Education and Business. Call for a Graduate Bulletin at (800) 433-2240 ext. 6724 or stop by the Graduate Office.

## Adventist Colleges Abroad

Through Adventist Colleges Abroad (ACA), qualifying students may elect to take a year out of their curriculum to become immersed in a foreign culture and learn a foreign language. Applicants for this program need not be language majors. The colleges affiliated with ACA are Colegio Adventista de Sagunto, Sagunto, Spain; Centre Universitaire et Pedagogique du Saleve, Collonges-sous-Saleve, France; Seminar Schloss Bogenhofen, St. Peter am Hart, Austria; Universidad Adventista del Plata, Entre Rios, Argentina; University of Eastern Africa, Baraton, Eldoret, Kenya; and Instituto Adventista Villa Aurora, Firenze, Italy. Following are the requirements for a year of study abroad:

1. Admission to SWAU.
2. Complete and return the ACA application form, which is available at the SWAU Records Office. An application fee of \$100 is also required. Financial application agreement forms need to be completed at the Student Finance Office before the ACA application is mailed. See Finances section for application procedures and types of aid available.
3. Be competent in the language. (The minimum requirement is one year of foreign language study in college or two years in high school.)
4. Have a grade point average of 3.00 in the foreign language and 2.50 overall.
5. Have a good citizenship record.
6. Meet the financial requirements. (These costs, including transportation, are comparable to those at Adventist colleges in the United States.)

A year of study is usually taken during the sophomore or junior year; however, freshmen who have competence in the language are not excluded.

## Summer Abroad Language Program

Adventist Colleges Abroad operates summer language programs. These are primarily for students with no previous language instruction. This program is designed to provide students with elementary or intermediate language proficiency, therefore allowing them to enroll in the Year Abroad Program, should they be interested. Contact the Records Office for more information.

## Student Missionary Program

Following the call of Matthew 28 to go into all the world, the Student Missions Program is a chance for students to experience being a missionary for 9-12 months.

Student Missionaries teach English and Bible in Asia, Russia, Eastern Europe, Central and South America. There are positions to teach in elementary and secondary classrooms in Micronesia and the Marshall Islands. Pre-med and nursing students can receive experience in their fields working in many different countries as medical assistants or nurses. Religion majors can get experience in Australia and New Zealand as youth pastors and Bible workers. Assistant dean positions are available in Europe, Australia, and Africa. Students who prefer to stay in the United States may choose to serve as a Taskforce worker for 9-12 months. Taskforce workers are assistant deans at academies, student chaplains, church youth pastors, kindergarten teachers, cooks, Bible and literature evangelists who serve in the United States and Canada.

These are just a few of the hundreds of calls available to students each year for places far and near. The benefits of going as a Student Missionary include improving your Christian walk, travel, learning about a new culture and language, new friends, scholarships, and strengthening personal resumes. Check out [sm.swau.edu](http://sm.swau.edu) or [chaplain.swau.edu](http://chaplain.swau.edu) for more information.

## STUDENT RIGHTS & APPEALS POLICIES

### Student Academic Appeals Process \*

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences: (1) that a computational/recording, or other technical error has been made but has not been acknowledged by the instructor; (2) that the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student; (3) that the assigned grade does not reflect the grading criteria in the course syllabus; or (4) that published department policies have not been followed.

### Initial Appeals Procedure

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).
2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP I on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two (2) University days from receipt of the chair's decision to contact the Academic Vice President, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Academic Vice President will provide a written decision. This completes STEP II on the Academic Appeals Review Form.

\* Nursing students see page 92.

## Formal Appeals Procedure

If the problem is not resolved with the decision of the Academic Vice President, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Academic Vice President's decision, the student must request in writing to the Academic Vice President a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision which will constitute final action by the University. This completes STEP III on the Appeals Review Form.

## Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

## Matters not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

## For academic policy and procedure appeals:

1. Registrar
2. Academic Vice President
3. Academic Policies Committee

## Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

They have:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his/her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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/her professional responsibility. Upon request, the University 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 the U. S. Department of Education concerning the alleged failures by Southwestern Adventist University 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 20202-4605

The University may, at its discretion, publish or release the following information without prior consent unless the student requests in writing that certain information be withheld: Student name, address, telephone listing, enrollment status, class, major field of study, most recent previous school attended, photographs, date and place of birth, participation in officially recognized activities, e-mail address, dates of attendance, anticipated date of graduation, degrees, awards and honors. The Records Office is responsible for compliance with the provision of this Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Records Office.

# Academics

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## ACADEMIC SUPPORT SERVICES

### Information Services Center

The office of Information Services is responsible for providing computer resources, campus network infrastructure, digital and voice telecommunications, standard software licensing, and institutional research to support the academic and administrative functions of the university. The staff installs and maintains servers, off-campus connectivity, administrative computer systems, as well as providing help for faculty, staff, and administrators in addressing their computer-related problems. There is a continual program to upgrade connectivity, external access, hardware and software, and digital resources for classroom use.

The MicroGarden, located in the Chan Shun Library, contains computers for the use of SWAU students during library hours. The Computer Teaching Lab, located in Pechero Hall, houses a number of computers that are available for general use when classes are not scheduled in that facility.

### Library Instruction Program

The Chan Shun Library staff aim to serve the information needs of the SWAU community through acquiring, organizing and preserving books and serials, non-print and electronic resources, and providing guidance, consultation and instruction to assist users in effectively obtaining, evaluating and applying needed information.

The library contains a growing collection of books, periodicals, audiovisual and multimedia resources selected to support student learning. Print and electronic reference tools point to a wealth of information resources that can be delivered to students through interlibrary loan or printed as full-text. Computer workstations provide network access to the on-line catalog, bibliographic databases, and the Internet. Through cooperative agreements, faculty and students have easy access to the resources of the Chan Shun Library.

Librarians participate with classroom instructors in helping students to develop information literacy, skills and concepts essential for functioning effectively in an information society. Information literacy includes the ability to locate, evaluate and use needed resources in a variety of formats. SWAU's on-line card catalogue can be accessed at <http://silc.swau.edu/>. The library homepage can be accessed at <http://library.swau.edu/>.

### Student Services

Students with personal and campus concerns and questions should contact the Dean of Students, whose office is located in the Findley Administration Building. The Vice President for Student Services/Dean of Students' staff practices a student-centered, student-first philosophy of service. The student code of conduct, which is in place for the safety and well being of our university campus community, is enforced by the Vice President for Student Services. The Student Services staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, providing leadership training and opportunities for student involvement in campus governance.

### Counseling and Testing Center

The Counseling and Testing Center provides services which focus on helping students cope with personal concerns as they engage in their spiritual, academic, social and personal activities. Typical student needs and concerns include learning how to study more effectively, resolving interpersonal conflicts, managing stress reactions, coping with loneliness, and handling feelings of depression, anxiety and other emotional crises.

**Career Planning:** Several career and interest inventories are given by the Counseling Center to help students learn more about their aptitudes, achievements, interests, values, and personality. The College-Level Examination Program (CLEP), correspondence tests, and national tests for admission to graduate schools are administered by the Counseling Center.

**Special Needs:** The Counseling Center strives to assist students with qualifying disabilities which can include vision and hearing, medical conditions, and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate modifications to the facilities, programs, or services of the University. Information provided by the student will be used only in the coordination and facilitation of service and accommodations required to make programs accessible to the student. The University reserves the right to request current documentation of physical and/or mental disabilities prior to the determination and facilitation of appropriate accommodations; documentation requirements are discussed in more detail in the ADA Policy found in the Counseling and Testing Center.

### Health Services

Health Services provides assistance to students or staff who are ill or have minor injuries, without cost. The clinic is located in Harmon Hall and is open from 8:00 P.M. - 10:00 P.M. Sunday - Thursday. If you should have a health care need during weekends or nights, call the dean on duty.

### ADA Support

SWAU is committed to policies which provide an equal opportunity for full participation of all qualified individuals with disabilities. The university prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Appropriate aids and services to accommodate the needs of individuals with disabilities are coordinated through the Disability Services Office in the Counseling and Testing Center. Students with disabilities who require accommodations should contact the office as soon as possible. Students seeking accommodation are responsible for providing the university with documentation of this disability.

### Post-baccalaureate Student

SWAU offers four-year graduates of any accredited college/university, including SWAU, the opportunity to take additional undergraduate classes or to complete another undergraduate degree at half the current tuition rate. Discounts do not apply to classes in nursing, student teaching, Adult Degree Program, ESL Program, Criminal Justice Program, independent study, private lesson fees or laboratory charges.

# Academics

## COURSE CODES

### Course Numbering System

All courses are prefixed with the subject, such as ENGL, MATH, CHEM, etc. This abbreviation is followed by a three position number.

Course numbers are intended to guide students and advisors in appropriate course selection.

- 000-099 Developmental classes. Do not meet graduation requirement and cannot be transferred.
- 100-199 Courses primarily for first-year students and General Education.
- 200-299 Courses primarily for sophomores and juniors.
- 300-499 Courses primarily for juniors and seniors.
- 500+ Graduate level courses.

Courses separated by a comma mean that course content is covered sequentially and that normally the courses are taken in sequence, but that they can be taken out of sequence.

### First Digit

0 is reserved for college preparatory (non-college level) courses. The numeral 1 is reserved for freshman level courses, with 2,3, and 4 reserved for sophomore, junior, and senior level courses respectively.

### Second Digit

The numerals 1-8 are used at the discretion of the department. The numeral 9 is reserved for independent study type courses.

### Third Digit

Numerals 0-9 are to be used at the discretion of the department.

## Explanation of Abbreviations

- Lec - the number of 50-minute lecture periods per week.
- Lab - the number of clock hours in laboratory per week.
- u.d. - upper division. i.e., courses numbered in the 300 and 400 range.

## Semester Course is Taught

Following the course description will be the code indicating when the course is generally taught. This is provided as a guide only and is subject to change.

- (Fall) - taught every fall semester
- (Spring) - taught every spring semester.
- (Fall, odd years) - taught fall 2007, 2009, etc.
- (Fall, even years) - taught fall 2006, 2008, etc.
- (Spring, odd years) - taught spring 2007, 2009, etc.
- (Spring, even years) - taught spring 2008, 2010, etc.
- (Fall, Spring) - taught every semester.
- (Summer)
- (Offered periodically)

## DEGREE REQUIREMENTS

A four-year degree is called a bachelor or baccalaureate degree. A two-year degree is called an associate degree.

Generally, degrees granted by SWAU follow these guidelines:

<b>Bachelor of Arts</b>	<b>Bachelor of Science</b>
30 hour major	33 hour major*
18 hour minor	18 hour minor
53 general ed. hours	53 general ed. hours
21 elective hours	24 <u>elective hours</u>
6 hours intermediate <u>level foreign language</u>	128 hours (including 40 upper division hours)
128 hours (including 40 upper division hours)	

### Associate of Science

major courses  
+general ed. hours  
+elective hours  
64 total hours

*\*Some Bachelor of Science majors are composite. (The major will include at least 48 semester hours and a minor is not required.)*

# Academics

Southwestern Adventist University offers the following academic programs:

	<u>Hours</u>
<b>Master of Business Administration (MBA)</b>	<b>36</b>
<b>Master of Education in Elementary Education (MEd)</b> with concentration in: Curriculum and Instruction or Educational Leadership	<b>36</b>
<b>Bachelor of Arts (BA)</b>	
Biology	36
Chemistry	37
English	36
History	36
Interdisciplinary Studies	30
Journalism	36
Life Science (Secondary Certification only)	36
Mathematics	30
Music	33
PR and Advertising	36
Radio-TV-Film	36
Religion	30
Social Science	48
Theology	49
<b>Bachelor of Business Administration (BBA)</b>	
Accounting (concentration)	59
Business Administration (concentration)	60
International Business (concentration)	60
Management (concentration)	60
Marketing (concentration)	60
<b>Bachelor of Science (BS)</b>	
Biology	44
Business (Secondary Certification only)	55
Business Administration/Computer Info Systems (Double Major)	76
Chemistry	41
Clinical Laboratory Sciences	83
Computer Science	53
Criminal Justice	48
Elementary Education (Early Childhood-Grade 4)	33
Elementary Education (Grade 4 - Grade 8)	33
Exercise Science	37
General Studies	30
Interdisciplinary Studies	48
Journalism	48
Life Science (Secondary Certification only)	44
Management	51
Mathematical Physics	52
Mathematics	36
Music	41
Nursing	65
Physical Education	47
Physical Science (Secondary Certification only)	48
Physics	36
PR and Advertising	48
Psychology	33
Radio-TV-Film	48

Social Science	48
Social Studies (Secondary Certification only)	51
Wellness	33

<b>Associate of Science (AS)</b>	<u>Hours</u>
General Studies	
Nursing	32
Office Technology	32
Wellness	21

**Minors are available in the following areas:**

Accounting	20
Biblical Languages	21
Biology	18
Business Administration	20
Chemistry	18
Coaching	18
Computer Science	25
Criminal Justice	18
English	18
History	18
Journalism	18
Mathematics	18
Music	20
Office Systems Administration	20
Physical Education	18
Physics	18
Political Science	18
PR and Advertising	18
Psychology	18
Religion	18
Social Science	24
Speech Communication	21
Spanish	18
Wellness	18

## Teaching Certification

North American Division of Seventh-day Adventists:  
Elementary Endorsement for Grades 1-9, Speciality Endorsement in Kindergarten, and Secondary Content Area Endorsement for Grades 7-12. Content areas available for Grades 7-12 are Business, English, History, Journalism, Life Science, Mathematics, Music, Physical Education, Social Studies, and Speech.

State of Texas:

K-4, GR 4-8, GR 8-12, and All Level Physical Education and Music K-12. Content areas available for Grades 8-12 are: Business, English, History, Journalism, Life Science, Mathematics, Physical Science, Social Studies and Speech.

## Federal Title II Rating

S.W.A.U. is currently ranked in the first quartile nationally for its Title II rating. This reflects a 98% pass rate by students taking the state certification exams during the 2004-2005 school year.

## Preprofessional Programs

Members of the faculty serve as counselors in the following professional areas for which SWAU does not offer a degree:

Anesthesiology	Dr. Art Chadwick
Chiropractic	Mr. Hoyet Taylor
Dentistry	Dr. Richard McCluskey
Dental Assisting	Dr. Richard McCluskey
Dental Hygiene	Dr. Richard McCluskey
Dietetics & Nutrition	Dr. Art Chadwick
Engineering	Dr. Bill Atkins
Law	Dr. Randy Butler
Medicine	Dr. Art Chadwick
Occupational Therapy	Dr. Karl Konrad
Optometry	Dr. Bill Atkins
Osteopathy	Dr. Art Chadwick
Pharmacy	Dr. Karl Konrad
Physical Therapy	Dr. Karl Konrad
Physician Assistant	Dr. Art Chadwick
Podiatry	Mr. Hoyet Taylor
Public Health	Dr. Karl Konrad
Respiratory Therapy	Dr. Karl Konrad
Speech Pathology	Dr. Karl Konrad
Veterinary Medicine	Mr. Hoyet Taylor
X-Ray Technology	Dr. Richard McCluskey

## Major Studies Advisors

In the back pages of this bulletin is a list of the faculty members in departments. The chair of the department is the main advisor for that department.

## Undeclared Major Advisors

Bill Atkins  
Watson Chin  
Murray Cox  
Judy Miles  
Ingo Sorke

## ACADEMIC INTEGRITY

Southwestern Adventist University was founded by the Seventh-day Adventist Church in order to educate its students academically and spiritually for Christian service. The ethical training of students is as important as their academic competence. Academic integrity rests on honesty, the first principle of the Christian life. Students must be honest in their dealings inside and outside the classroom.

Students must maintain a high ethical standard in their academic work. When a student turns in work for credit in the classroom, that work must be the student's own. Students have access to some forms of authorized assistance. Authorized assistance may come in the form of tutoring by official university tutors, help from the professor, or the legitimate use of outside sources which are cited according to standard form. Other forms of outside assistance are unauthorized, for example, having another person complete all or part of an assignment, taking material from the Internet or other sources without citing it, or bringing unauthorized materials into an examination. Unauthorized help, in these and other forms, constitutes academic dishonesty.

### General responsibilities of students:

1. Students must produce their work independently, except when the professor has assigned the work as a group project.
2. Students must not represent work as their own which is not their own.
3. Students must not aid others in academic dishonesty.

### Examples of violations:

What follows are examples of academic dishonesty which will jeopardize a student's standing in the classroom and at the university. This is a representative list only, not an exhaustive one.

#### 1. Misusing Sources of Information (Plagiarism)

When using outside sources in a paper, students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source **when quoting, when paraphrasing, or even when using an idea which is unique to that source**. If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty.

Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the university.

#### 2. Misrepresenting One's Work

Work that is assigned to the student must be done by the student. Homework assignments in any subject area must be the work of the student getting the credit and must not reflect unauthorized help from others.

#### 3. Using Unauthorized Materials During an Examination

Unless the professor indicates otherwise, students should assume that the use of notes, textbooks, the Internet, databases, calculators, or any other outside sources of help during an examination, will constitute academic dishonesty.

#### 4. Exchanging Information During an Examination

Students may not share information with each other in any form or by any means during an examination. Talking or signaling in any manner during an examination may result in failure on the examination. Obtaining information from another student's paper by any means during an examination is a violation of academic integrity.

#### 5. Tampering with Computers

Students may not access faculty computers by any means in order to obtain advance copies of tests or quizzes, alter grades on an online grade book, or for any other purpose.

#### 6. Forging a Signature

Students may not sign anyone's name but their own on any advisement form, registration form, exceptions form, or any other document for any purpose whatsoever.

#### 7. Aiding Others in Academic Dishonesty

Students who enable others to misrepresent their work are also guilty of academic dishonesty and may be penalized as if they had misrepresented their own work. No student may do the class work for which another student will get credit, except in those cases when the professor has assigned work to be done in a group.

### Procedure to be Followed in Cases of Academic Dishonesty

Professors have discretion in the classroom when academic integrity has been violated. The class syllabus should contain a statement on how violations of academic integrity will be treated. A first case of academic dishonesty may be handled by the professor, but will be reported to the Vice-President for Academic Administration. A second offense may be handled by the Vice-President for Academic Administration in conjunction with the professor. Students may appeal a decision made by either the professor or the Vice-President for Academic Administration by following the student academic appeals process as outlined in this bulletin under "Student Rights and Appeals Policies." (See page 30.)

# Academics

## General Education Purpose

It is the purpose of the General Education Program at Southwestern Adventist University to build a strong foundation for academic and professional programs, and to enrich the intellectual, spiritual, physical and cultural experiences of the student beyond the focus of the specific major.

## General Education Objectives

As a result of a planned education process, students completing the General Education Program will have:

1. Knowledge from the humanities/fine arts, social/behavioral sciences, natural sciences, computer sciences, mathematics, and health/physical education areas.
2. Improved and refined their academic skills.
3. Strengthened and broadened their spiritual life.
4. Positive attitudes and practices of a healthful life-style.

## General Education Requirements

Degree completion includes major, minor, and general education courses listed below. A bachelor's degree from a United States regionally accredited post-secondary institution fulfills, with the exception of the religion requirement, SWAU's general education requirements. The religion courses provide students with a general orientation to Christian life, increase the student's knowledge of the Bible, and provide an avenue for the development of a maturing Christian faith. These must be explicitly fulfilled.

### General Education — Bachelor's Degree\*

	<b>Hours</b>
A. University Success**	1
B. English	12
1. Speech (COMM 111, 113, or 115)	3
2. Freshman Composition (to be taken the freshman year)	3
3. Research and Professional Writing (to be taken the sophomore year)	3
(Satisfactory completion of ENGL 121 and 220, or the equivalent, is prerequisite to registration for courses numbered 300 or higher.)	
4. Literature (taught in English)	3
(to be taken the junior year)	
5. A required upper division course, with a writing component, in the student's major or minor area of specialization. (to be taken the senior year)	
C. Health and Physical Education	4-5
Choose one of these options:	
1. Health & Wellness & P.E. Activity Course	
2. PSYC 244, PEAC 111, & P.E. Activity Course	
3. HLED 216, PEAC 111, & P.E. Activity Course	
4. PEAC 111 & three different P.E. Activity Courses	

D. Math/Natural and Computer Sciences	12-14
1. Mathematics	3
Any student who has not completed their math requirement before beginning studies at SWAU will take a Math Aptitude Profile. (See page 84.) Students scoring below a 4 will be required to enroll in math their first semester at SWAU and remain enrolled in a math course each semester until they have passed either MATH 101 or 110 (including any needed prerequisites). For all students, satisfactory completion of MATH 101 or higher is prerequisite to registration after 56 semester hours have been completed.	
2. Lab Science (two classes)	6-8
3. Computer Science	3
E. Religion	12
It is strongly recommended that students enroll for a minimum of one course each school year. Applied religion is not to exceed three credits; three of the religion credits must be upper division. Transfer students from non-SDA schools must have three hours of religion credit per 30 credits taken in residence at SWAU, with a minimum of six hours. Though religion classes taken prior to enrollment at SWAU will be considered for transfer, at least three hours must be from an SDA school, and non-SDA religion classes taken after enrollment here will not be transferred.+	
F. Social/Behavioral Sciences	12
1. History	6-12
(Must include 3 hours in non-American history)	
2. Choose from these	0-6
Economics, History of Western Art, Geography, Modern Language, Political Science, Psychology, Sociology, Survey of Music.	
G. Foreign Language	0-6
The Bachelor of Arts degree, and some other degrees, require six hours of an intermediate-level foreign language. (6 hours of Hebrew or 12 hours of Greek will count as meeting the intermediate language level requirement.)	

\* Students seeking a degree in Elementary Education must see the Education section of the bulletin for specific general education requirements.

\*\* All freshmen who have taken less than twelve previous college hours, which does not include credits taken while in high school or by examinations, must enroll in the University Success course.

+ Students involved in off-campus programs affiliated with SWAU must meet the 12 hour requirement. Education majors should see Religion requirements under the Education program.

# Academics

## General Education — Associate Degree Hours

A. University Success*	1
B. English	6
1. Freshman Composition (ENGL 121)	3
2. Research and Professional Writing (ENGL 220)** or a Speech elective (COMM 111, 113, or 115)	3
C. Health/Physical Education	2-3
Choose one of these options:	
1. Health & Wellness (HLED 111)	3
2. Nutrition (HLED 216) and PEAC 111	3
3. PEAC 111 and one PE Activity course	2
D. Math/Natural and Computer Sciences	6-7
1. Mathematics/Lab Science	3-4
2. Computer Science	3
E. Religion	6
It is strongly recommended that students enroll for a minimum of one course each school year. Applied religion is not to exceed three credits. Though religion classes taken prior to enrollment at SWAU will be considered for transfer, at least three hours must be from an SDA school, and non-SDA religion classes taken after enrollment here will not be transferred.	
F. Social and Behavioral Sciences	3

\* All freshmen who have taken less than twelve previous college hours, which does not include credits taken while in high school or by examinations, must enroll in the University Success course.

\*\* ENGL 220 is required by some departments.

## COURSES OF INSTRUCTION

### UNIV 011 University Strategies 1 hour

A review of strategies necessary to have a successful university experience. Required of all students on Academic Probation or Academic Suspension. Students may not withdraw from this course, and it does not apply towards graduation requirements. Pass/no pass course.

### UNIV 101 University Success 1 hour

An orientation guide to campus, academic, social and devotional life; required of all first-time freshmen during their first semester at SWAU. Entering freshmen with 12 college hours or more, excluding credits taken while in high school or by examinations, are exempt.

## STUDENT MISSIONARY PROGRAM

### UNIV 103 Experiential Program 1-6 hours

This course is designed to allow the student missionary, taskforce worker, or summer colporter to serve in the field and, in combination with UNIV 211, maintain full-time enrollment. By this the University recognizes the legitimate educational value of this experience. Credit does not apply towards graduation requirements.

### UNIV 211 Field Experience 6 hours

Through this course, the student missionary or taskforce worker will earn 6 hours of credit per semester while serving in the field. A maximum of 12 hours of credit may be earned, and will be applied as elective credit toward graduation. This course is monitored by the campus chaplain, and students must make financial arrangements for this course before leaving campus. Pass/no pass course.

## ADULT DEGREE PROGRAM

### ADPS 130 Portfolio Development 3 hours

Prerequisite: Admission to ADP and attendance at a seminar.

An intensive study of portfolio development and orientation to re-entering college level study. This includes an autobiography, competency statements, and goals. The most important section is a documentation of experiential learning.

# Biology

Arthur V. Chadwick, Chair; Richard L. McCluskey, Suzanne Phillips, Hoyet Taylor

## AIMS OF THE DEPARTMENT

The objectives of the department are:

- to encourage the study of living organisms,
- to prepare biology majors in basic and advanced courses that provide a foundation for graduate study, teaching, and research in biology,
- to prepare pre-professional students in courses that satisfy entrance requirements for medical, dental, and veterinary medical school, and other professional programs,
- to prepare students anticipating careers in nursing and allied health fields,
- to prepare students seeking to fulfill general education lab science requirements, and
- to prepare students to respond intelligently to Creation/Evolution issues.

The department offers a Bachelor of Arts and a Bachelor of Science degree in biology. The B.A. degree requires 36 semester hours in biology and includes a foreign language component. The B.S. degree requires 44 semester hours in biology and emphasizes course work in biology and the sciences. Required cognate courses are specified for each degree. The program has flexibility to allow students the choice of elective biology courses of special interest beyond the basic requirements listed below.

## PROGRAMS

### Biology, B.A.

BIOL 111, 112	General Biology .....	8
BIOL 230	General Ecology .....	4
BIOL 320	Genetics .....	4
BIOL 340	Cell & Molecular Biology or	
BIOL	Elective from Group II or III .....	3-4
BIOL 380	Research Methods .....	2
BIOL 419	Philosophy of Science .....	3
BIOL 470	Field Natural History .....	4
BIOL	Elective from Group I .....	4
BIOL 480**	Research in Biology .....	1-2
BIOL 481	Senior Thesis .....	1
	TOTAL .....	38

Required Cognates: CHEM 111, 112; MATH 121.

Recommended Cognates: CHEM 331, 332.

### Biology, B.S.

BIOL 111, 112	General Biology* .....	8
BIOL 230	General Ecology .....	4
BIOL 320	Genetics .....	4
BIOL 340	Cell & Molecular Biology .....	3
BIOL 344	Molecular Biology Techniques .....	2
BIOL 380	Research Methods .....	2
BIOL 419	Philosophy of Science .....	3
BIOL 470	Field Natural History .....	4
BIOL	Elective from Group I .....	4
BIOL	Elective from Group II .....	3-4
BIOL	Elective from Group III .....	4
BIOL 480*	Research in Biology .....	1-2
BIOL 481	Senior Thesis .....	1
	TOTAL .....	44

Required Cognates: CHEM 111\*, 112\*, 331\*, 332\*; PHYS 121\*, 122\*; MATH 121\*.

\* The standard courses required for MCAT (Medical College Admission Test) & DAT (Dental Admission Test) preparation and for medical, dental and veterinary medical school entrance requirements.

\*\* May be substituted by up to 2 hours of mentored internship.

### Group I Biology of Plants

- BIOL 314 Systematic Botany
- BIOL 360 Plant Dynamics

### Group II Biology of a Taxon

- BIOL 310 Invertebrate Zoology
- BIOL 312 Field Ornithology
- BIOL 320 Bacteriology and Virology
- BIOL 440 Mammalogy
- GEOL 112 Principles of Historical Geology and Paleontology
- GEOL 240 The Dinosaurs

### Group III Organismic Biology

- BIOL 420 Animal Behavior
- BIOL 443 Comparative Anatomy
- BIOL 450 Histology
- BIOL 460 Animal Physiology
- GEOL 210 Field Methods in Vertebrate Paleontology

### Biology Minor

18 hours (6 u.d.) of biology, including: BIOL 111, 112.

## PRE-PROFESSIONAL REQUIREMENTS

The entrance requirements for most medical, dental and veterinary medical schools are satisfied by the Biology B.S. degree and its cognate requirements of Chemistry, Physics and Math. Medical schools may require additional math and schools of veterinary medicine often have unique entrance requirements. The pre-professional student must choose a major from the list on page 34 and should consult with his/her pre-professional advisor to develop the best degree plan to satisfy specific pre-professional requirements.

## TEACHING CERTIFICATION PROGRAM

The following Life Science major and minor are for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

### Life Science B.A. or B.S. - Secondary Teaching Area

The student must meet the requirements for a B.A. or B.S. degree in Biology.

### Life Science Minor - Secondary Teaching Area

#### Option II

BIOL 111, 112	General Biology .....	8
BIOL 230	General Ecology .....	4
BIOL 320	Genetics .....	4
BIOL 419	Philosophy of Science .....	3
BIOL	Electives u.d. ....	5
	TOTAL .....	24

## BIOLOGY COURSES

### **BIOL 101, 102 Anatomy & Physiology I, II 4, 4 hours**

An integrated two-semester study of the anatomy and physiology of human organ systems as well as cellular biology and fluid, electrolyte and acid-base balance. 3 Lec 3 Lab. Does not apply toward a biology major nor minor. (BIOL 101 Fall, BIOL 102 Spring)

### **BIOL 104, 105 Human Biology I, II 4, 4 hours**

A two-semester survey-study of the human body including structure and function, life-span from conception to death, impact of disease processes and injury on the human body, and the interaction of humans with each other and with the environment. Discussion of the impact of healthful living on human physiology is a very important part of this course. This course is designed to meet the General Education Science requirement and does not apply toward a Biology major nor minor. 3 Lec 3 Lab. (BIOL 104 Fall, BIOL 105 Spring)

### **BIOL 111, 112 General Biology I, II 4, 4 hours**

A two-semester course covering the basic disciplines of life science. General concepts in genetics, taxonomy, behavior, ecology, morphology, physiology and speciation of living organisms are taught. High school chemistry highly recommended. 3 Lec 3 Lab. (BIOL 111 Fall, BIOL 112 Spring)

### **BIOL 220 Microbiology and Immunology 4 hours**

Prerequisite: BIOL 111, 112 or BIOL 101, 102

Introduction to the structure, function and control of microorganisms in the environment with special emphasis on those organisms of medical importance. Introduction to immune responses and mechanisms including antibody and host-antigen interactions, bursal and thymic influences on the lymphoid system, and humoral and cellular immunological response mechanisms. 3 Lec 3 Lab. Lab fee. (Fall)

### **BIOL 230 General Ecology 4 hours**

Prerequisite: BIOL 111, 112

A general course including study of plant and animal distribution, ecological interrelationships, and observations of the delicate balance in nature. The laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Fall)

### **BIOL 291 Selected Topics 1-3 hours**

Prerequisite: BIOL 111, 112, and approval of instructor

A study in an area of student interest under the direction of a staff member. This study may involve data collection, or library work and will involve a written report. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **BIOL 310 Invertebrate Zoology 4 hours**

Prerequisite: BIOL 111, 112

A taxonomic and ecological study of invertebrates from marine, freshwater, and terrestrial environments. Considerable attention is focused on the direct role of invertebrates on human life. Laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Offered periodically)

### **BIOL 312 Ornithology 3 hours**

Prerequisite: BIOL 111, 112

A study of native American birds, with emphasis on avian identification, geographic distribution, migration, habits and conservation. Attention is given to anatomical and physiological features that contribute to their unique lifestyles. Laboratory sessions are largely in the field and include a four-day field trip. 2 Lec 3 Lab. Field trip fee. (Spring)

### **BIOL 314 Systematic Botany 4 hours**

Prerequisite: BIOL 111, 112

A taxonomic study of the flowering plants of Texas. Includes methods for identification and preservation of plant specimens. Laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Spring, odd years)

### **BIOL 320 Genetics 4 hours**

Prerequisite: BIOL 111, 112

The study of inheritance as it relates to man, animals and plants, including a detailed study of molecular genetics. Experimental work in the laboratory involves both lower and higher organisms. 3 Lec 3 Lab. (Spring)

### **BIOL 330 Bacteriology and Virology 4 hours**

Biology of bacteria, viruses, fungi and other microorganisms, and their interactions with their environment. Includes surveys of microbial diversity and taxonomy, human-microbe relationships, environmental and industrial microbiology. Bacteria and viruses will be used in the laboratory to provide training and experimental methodology. 3 Lec. 3 Lab. (Spring)

### **BIOL 340 Cellular and Molecular Biology 3 hours**

Prerequisite: BIOL 111, 112; CHEM 332.

Co-requisite: BIOL 344

A study of the internal workings of the cell. The molecular basis of various cell activities is emphasized. Particular attention is paid to molecular genetics, energetics, replication and synthesis, molecular transport, and excitability of cells. 3 Lec 3 Lab. (Fall)

### **BIOL 344 Molecular Biology Techniques 2 hours**

Co-requisite: BIOL 340.

Laboratory course in modern molecular biology techniques for gene manipulation and analysis in prokaryotes and eukaryotes. Evaluation and discussion of experimental results in group sessions. Techniques include: plasmid prep., genomic DNA prep., digestion, ligation, making competent cells, knockout construction, transformation, electroporation, Southern analysis, Northern analysis, SDS-PAGE, Western analysis. (Fall)

### **BIOL 360 Plant Dynamics 4 hours**

Prerequisite: BIOL 111, 112 or permission of instructor

A broad course emphasizing the biological importance of plants in the world ecosystem as well as their direct vital role in human life. This is an applied botany course in which plant physiology, plant structure, ecology, and systematics are studied. Methods in experimental horticulture are examined. Laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Spring, even years)

# Biology

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## **BIOL 380 Research Methods 2 hours**

Prerequisite: BIOL 111, 112, or any entry level science sequence

A general introduction to the techniques and methodologies of scientific literature and presentations based upon library and on-line research. Each student will select a specific topic for research, prepare a paper, and make an oral presentation based on that work. The student will learn scientific methodology, basic statistical skills, and critical data analysis. (Fall)

## **BIOL 419 Philosophy of Science 3 hours**

A study of the philosophies and methodologies of science. Includes a review of the history of scientific and religious thought and the role each has played in the development of modern theories of origin. (Also taught as RLGN or GEOL 419.) **This course meets the upper division writing component for senior year English.** (Spring)

## **BIOL 420 Animal Behavior 3 hours**

Prerequisite: BIOL 112

A comparative study of behavioral patterns seen in animals and the forces behind them. This course draws from biological fields such as physiology, ecology and genetics, and interfaces with disciplines such as psychology and sociology. Offered periodically.

## **BIOL 440 Mammalogy 4 hours**

Prerequisite: BIOL 111, 112

A systematic study of mammals with emphasis on natural history and ecology. 3 Lec 3 Lab. (Fall, odd years)

## **BIOL 443 Comparative Vertebrate Anatomy 4 hours**

Prerequisite: BIOL 111, 112

An introduction to the classification and diversity of chordates and a comparison of the different vertebrate organ systems. Special consideration will be given to taxonomic comparisons of the skeletal and muscular systems. 3 Lec 3 Lab. (Spring, odd years)

## **BIOL 450 Histology 4 hours**

Prerequisite: BIOL 111, 112

An investigation of the structure and function of the tissues of the human body. The course is lab intensive and is intended to acquaint the student with the microscopic characteristics of tissues. 3 Lec 3 Lab. (Spring, even years)

## **BIOL 460 Animal Physiology 4 hours**

Prerequisite: BIOL 111, 112; CHEM 111, 112

Emphasis will be placed on mammalian organ systems, but comparative aspects of each system and the interaction of environment and physiology will be discussed. 3 Lec 3 Lab. (Fall, even years)

## **BIOL 470 Field Natural History 4 hours**

Prerequisite: BIOL 111, 112

An intensive advanced level course for students majoring in biology providing the opportunity for first-hand study of life forms in their natural setting. Includes field work in a region of high biological interest. Subjects covered may include ornithology, mammalogy, entomology, systematic botany, herpetology, paleontology, ecology, and marine biology. A student may also take up to two units of BIOL 491 with emphasis on a chosen taxon.

Student may apply to repeat for credit one time with approved research proposal. (Summer) Travel fee.

## **BIOL 480 Research in Biology 1-3 hours**

Prerequisite: BIOL 380 and approval of instructor

A supervised research experience involving the development of a research proposal, data collection, and a written paper. Research proposal may be developed in BIOL 380. May be repeated for a total of 5 credits. (Offered periodically)

## **BIOL 481 Senior Thesis 1 hour**

Prerequisite: BIOL 480

This course is designed to permit the student to develop a publishable-quality research paper. Instruction consists of writing techniques and guidance in the completion of the project. Students will give several oral progress-reports, a final presentation at the Biology Research Symposium, and a completed Senior Thesis. **This course meets the upper division writing component for senior year English.** (Spring)

## **BIOL 491 Selected Topics 1-3 hours**

Prerequisite: BIOL 111, 112; two upper division courses; and permission of the instructor

Special study may be pursued beyond completed course work under the direction of a staff member. This study may involve data collection or library work and will involve a written report. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# Business Administration

Allen Stembridge, Chair; Jerry L. Chi, Kirsten B. Harrington, Robert L. McChesney, Judith F. Miles  
Adjunct: Errol Eder, Fred Harder, Radhames Lizardo

## MISSION

Through its undergraduate and graduate programs the Department of Business Administration prepares students for the challenge of Christian service in for-profit or not-for-profit organizations, recognizing that academic excellence is best pursued through the development of the whole person, and is built on a solid foundation of ethics and cross-cultural respect.

## AIMS OF THE UNDERGRADUATE BUSINESS PROGRAMS

1. Maintain a curriculum that provides students with the necessary knowledge for successful work experience in today's business environment and graduate studies.
2. Promote student's awareness of free enterprise with an international orientation within a framework of moral and ethical guidelines.
3. Enrich the learning-teaching experience by fostering access to and utilization of appropriate learning resources.
4. Promote faculty and student's involvement in community activities.

## GRADUATE PROGRAM, MBA

See *Graduate Bulletin*.

## PROGRAMS OFFERED

### Bachelor of Business Administration (BBA)

With concentration in: Accounting  
Business Administration  
International Business  
Management  
Marketing

### Bachelor of Science (BS)

With major in: Business (Secondary Certification)  
Management  
With double major in: Business Administration and  
Computer Information Systems

The above BBA and BS degrees are composite majors and do not require a minor.

### Associate of Science (AS)

With major in: Office Technology

## Minors

Accounting  
Business Administration  
Office Systems Administration

## DEGREE REQUIREMENTS

### Business Core Courses

Required of all BBA and BS in Management students.

ACCT	211, 212	Accounting Principles I, II .....	8
BUAD	211	Profiles of Entrepreneurship .....	3
BUAD	301	Principles of Management .....	3
BUAD	302	Advanced Software Applications .....	3
BUAD	311, 312	Business Law I, II .....	6
BUAD	321	Business Finance .....	3
BUAD	350	Ethics and Business Social Responsibility .....	3
BUAD	472	Business Policies and Strategies .....	3
BUAD	496	Senior Business Seminar .....	1
ECON	211	Macroeconomics .....	3
ECON	212	Microeconomics .....	3
MKTG	343	Principles of Marketing .....	3
		TOTAL Business Core	42

### BBA Cognate Requirements

COMM	115	Discussion Techniques .....	3
CSIS	102	Microcomputer Literacy .....	3
MATH	236*	Applied Mathematics for Business .....	3
MATH	241*	Intro. to Probability and Statistics .....	3
OFIS	100**	Micro Keyboarding .....	1
		TOTAL	13

\*MATH 110 is a prerequisite for MATH 236 and MATH 241.

\*\*Students who took keyboarding in high school or who can otherwise present documentation attesting that they possess required skills will be exempted.

## Portfolio

Each senior student will develop a portfolio of the work that they have done. The portfolio needs to include examples of the student's work, covering the following areas: writing skills, group projects, quantitative analysis, problem solving, and community projects and or service.

Two professors will evaluate the portfolio according to the following scale: extremely good, very good, good, average, below average, poor.

## Area of Concentration or Major

See following pages.

# Business Administration

## REQUIREMENTS BY CONCENTRATION

### ACCOUNTING, B.B.A.

Numerous career choices are available to accounting graduates, including working in not-for-profit accounting (for the Seventh-day Adventist denomination or other not-for-profit entities), public accounting, industry (ranging from small businesses to large corporations), and governmental accounting. To accommodate the different requirements of these and other possible accounting careers, the accounting curriculum has two separate tracks.

#### Four-Year Track

The four-year track is designed for students who do not intend to take the national Certified Public Accounting (CPA) examination for CPA certification. Students graduating with this degree would have the ability to pursue different accounting careers, except public accounting. National certifications include Certified Managerial Accountant (CMA), Certified Internal Auditor (CIA), and Certified Fraud Examiner (CFA). Program requirements include the following:

ACCT	315, 316	Intermediate Accounting .....	8
ACCT		Electives* .....	15
		TOTAL .....	23

\*Electives to be selected from the following courses:

ACCT	317	Cost Accounting .....	3
ACCT	318	Federal Income Taxes .....	4
ACCT	319	Fund Accounting .....	3
ACCT	412	Auditing .....	3
ACCT	415	Advanced Accounting .....	3
ACCT	417	Accounting Information Systems .....	3
ACCT	492	Accounting Internship .....	3

#### Five-Year Track

The five-year track is designed for students who intend to take the national Certified Public Accounting (CPA) examination for CPA certification. The five-year track will flow seamlessly into the MBA program; therefore, at the end of the fifth year, the student will graduate with both a BBA with a concentration in accounting and the MBA. **(For additional information, see Graduate Bulletin.)** Program requirements include the following:

ACCT	315, 316	Intermediate Accounting .....	8
ACCT	317	Cost Accounting .....	3
ACCT	318	Federal Income Taxes .....	4
ACCT	319	Fund Accounting .....	3
ACCT	412	Auditing .....	3
ACCT	415	Advanced Accounting .....	3
ACCT	417	Accounting Information Systems .....	3
		TOTAL .....	27

### BUSINESS ADMINISTRATION, B.B.A.

The business administration degree assists the individual needing a college degree for continual personal growth and professional promotions. Basic business skills are mastered and additional courses are selected to assist with career growth, development, and advancement.

#### Business Administration Concentration:

ACCT, BUAD, or MKTG electives.....	12
ACCT, BUAD, or MKTG upper division electives .....	9
TOTAL .....	21

### INTERNATIONAL BUSINESS, B.B.A.

International business is the current growth area for most organizations: large and small firms, not-for-profit organizations, and the public sector. Students wishing to maximize both their career options and their promotional opportunities in management, marketing, and finance while enjoying the opportunities of travel and cross-cultural activities will find that the more familiar they are with the international arena of business the more likely they will find career satisfaction.

#### International Business Concentration:

BUAD 451	International Business .....	3
BUAD 452	International Finance .....	3
BUAD 453	Cross-Cultural Studies and Communication .....	3
BUAD 492	Business Internship or Intermediate-Level Language .....	6
HIST/GEOG 312	Historical and Political Geography .....	3
	Elective .....	3
	TOTAL .....	21

Elective to be selected from the following courses:

BUAD 372	Human Resource Management.....	3
BUAD 381	Small Business Management.....	3
BUAD 423	Organizational Behavior .....	3
BUAD 450	Project Management .....	3

# Business Administration

## MANAGEMENT, B.B.A.

This concentration provides education and training in theoretical and applied management principles and functions for students desiring a management career in for-profit, not-for-profit, and governmental entities.

### Management Concentration:

BUAD 317	Business Communications	3
BUAD 372	Human Resource Management	3
BUAD 423	Organizational Behavior	3
BUAD 466	Production and Operations Management	3
	Electives*	9
	TOTAL	21

\*Electives to be selected from the following courses:

ACCT 315	Intermediate Accounting I	4
ACCT 316	Intermediate Accounting II	4
ACCT 317	Cost Accounting	3
ACCT 318	Federal Income Taxes	4
ACCT 417	Accounting Information Systems	3
BUAD 381	Small Business Management	3
BUAD 450	Project Management	3
BUAD 451	International Business	3
BUAD 452	International Finance	3
BUAD 453	Cross-Cultural Studies and Communication	3
BUAD 492	Business Internship	3
MKTG 303	E-Commerce and Web Site Design	3

## MARKETING, B.B.A.

The marketing concentration within the BBA prepares students for the marketing challenges of the new millennium. Computer technology is revolutionizing the traditional strategies used by organizations to market and sell their products and services. Students completing this academic option will be prepared for job opportunities in sales, retailing, advertising, and marketing with organizations integrating electronic technology to serve their customers.

### Marketing:

MKTG 303	E-Commerce & Web Site Design	3
MKTG 350	Consumer Behavior	3
MKTG 351	Advertising	3
MKTG 402	E-Commerce Environment	3
MKTG 443	Marketing Research	3
BUAD 450	Project Management	3
	Electives*	3
	TOTAL	21

\*Electives to be selected from the following courses:

BUAD 372	Human Resource Management	3
BUAD 451	International Business	3
BUAD 453	Cross-Cultural Studies and Communication	3
MKTG 241	Public Relations	3
MKTG 492	Marketing Internship	3

## MANAGEMENT, B.S.

This degree provides students some flexibility for enriching their managerial training. It prepares graduates for managerial careers in for-profit, not-for-profit, and governmental entities, as well as for entrepreneurial endeavors.

### Major Courses:

BUAD 317	Business Communications	3
BUAD 372	Human Resource Management	3
BUAD 423	Organizational Behavior	3
ACCT or BUAD	Elective	3
	TOTAL	12

### Cognate Courses:

MATH 241*	Intro. to Prob. and Statistics	3
OFIS 100**	Micro Keyboarding	1
COMM 115	Discussion Techniques	3
CSIS 102	Microcomputer Literacy	3

\* MATH 110 or a MAP score of 41 is prerequisite for MATH 241.

\*\*Students who took keyboarding in high school or who can otherwise present documentation attesting that they possess required skills will be exempted.

## TEACHING CERTIFICATION PROGRAM

The following business major is for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

## Business, B.S. - Secondary Teaching Area

### Option III

ACCT 211	Principles of Accounting I	4
ACCT 212	Principles of Accounting II	4
BUAD 201	Personal Finance	3
BUAD 301	Principles of Management	3
BUAD 302	Advanced Business Applications	3
BUAD 311	Business Law	3
BUAD 317	Business Communications	3
BUAD 496	Senior Business Seminar	1
CSIS 102	Microcomputer Literacy and Application	3
ECON 211	Macroeconomics	3
MATH 236*	Applied Mathematics for Business	3
MKTG 303	E-Commerce and Web Site Design	3
MKTG 343	Principles of Marketing	3
OFIS 123	Document Production	4
OFIS 272	Administrative Records and Procedures	4
OFIS 385	Office Systems Technology	4
OFIS 388	Office Systems Training and Management	4
	TOTAL	55

\* MATH 110 is prerequisite for MATH 236.

# Business Administration

## DOUBLE MAJOR IN BUSINESS ADMINISTRATION AND COMPUTER INFORMATION SYSTEMS, B.S.

This program is open only to students seeking a double major in Business Administration and Computer Information Systems. Students who wish to pursue this program must make formal application both to the Department of Business Administration and the Department of Computer Science.

### Business Administration Courses:

ACCT	211, 212	Accounting Principles I, II	8
BUAD	211	Profiles of Entrepreneurship	3
BUAD	301	Principles of Management	3
BUAD	311, 312	Business Law I or II	3
BUAD	321	Business Finance	3
BUAD	350	Ethics and Business Social Responsibility	3
BUAD	472	Business Policies and Strategies	3
BUAD	496	Senior Business Seminar	1
ECON	211	Macroeconomics	3
MKTG	343	Principles of Marketing	3
MKTG	402	E-Commerce Environment	3
		<b>TOTAL</b>	<b>36</b>

### Computer Information Systems Courses:

CSIS	110, 111	Principles of Computer Programming I, II	6
CSIS	125	Discrete Structures I	3
CSIS	215	Object-Oriented Programming C++	3
CSIS	245	Introduction to LAN Technology	4
CSIS	303	E-Commerce and Web Site Design	3
CSIS	310	Assembler Programming and Machine Organization	3
CSIS	315	Application Development for Event-Driven GUI Applications	3
CSIS	320	Data Structures & Algorithms	3
CSIS	360	Operating Systems	3
CSIS	445	Internetwork Architectures	3
CSIS	450	Principles of Database Design	3
CSIS	490	Software Engineering	3
		<b>TOTAL</b>	<b>40</b>

### Required Cognates:

MATH	241	Statistics	3
MATH	236	Applied Mathematics for Business	3
COMM	115	Discussion Techniques	3
		<b>TOTAL</b>	<b>9</b>

**General Education and Elective Courses: 44**

**GRAND TOTAL 129**

## OFFICE TECHNOLOGY, A.S.

This degree provides the student with an in-depth background in the software aspect of computer and office systems and an understanding of how to apply this knowledge in the automated office environment.

### Core Courses:

BUAD 302	Advanced Software Applications	3
BUAD 317	Business Communication	3
BUAD 496	Senior Business Seminar	1
CSIS 102	Microcomputer Literacy and Application	3
CSIS 303	E-Commerce and Web Site Design	3
OFIS 100	Micro Keyboarding	1
OFIS 123	Document Production	4
OFIS 272	Administrative Records and Procedures	4
OFIS 385	Office Systems Technology	4
OFIS 388	Office Systems Training and Management	4
OFIS	Electives	2
	<b>TOTAL</b>	<b>32</b>

### Recommended Electives:

ACCT 211	Accounting Principles	3
BUAD 201	Personal Finance	3
BUAD 211	Profiles of Entrepreneurship	3
OFIS 291	Selected Topics (Digital Imaging/Paint Shop/Front Page)	2

## COURSE REQUIREMENTS BY MINOR

### Minor: Accounting

ACCT	211, 212	Accounting Principles I, II	8
ACCT	315, 316	Intermediate Accounting I, II	8
ACCT		Electives (upper division)	4
		<b>TOTAL</b>	<b>20</b>

### Minor: Business Administration

ACCT	211, 212	Accounting Principles I, II	8
ECON	211	Macroeconomics	3
BUAD	301	Principles of Management	3
BUAD		Electives (upper division)	6
		<b>TOTAL</b>	<b>20</b>

### Minor: Office Systems Administration

BUAD	302	Advanced Software Applications	3
CSIS	102	Microcomputer Literacy and Application	3
MKTG	303	E-Commerce and Web Site Design	3
OFIS	100	Microkeyboarding	1
OFIS	272	Administrative Records and Procedures	4
OFIS	385	Office Systems Technology	4
OFIS		Electives	2
		<b>TOTAL</b>	<b>20</b>

# Business Administration

## ACCOUNTING COURSES

### **ACCT 211 Accounting Principles I** 4 hours

Nature of accounting data and its use in business, fundamental procedures and records, operating cycle, preparation of financial statements, measurement of income and assets. 4 Lec 1 Lab (Fall)

### **ACCT 212 Accounting Principles II** 4 hours

Prerequisite: ACCT 211

Accounting procedures and practices in partnerships and corporations, development of accounting data for use in management decisions, financial statement analysis, cash flow, income tax. 4 Lec 1 Lab (Spring)

### **ACCT 315 Intermediate Accounting I** 4 hours

Prerequisite: ACCT 212

An in-depth study of the theory and techniques of financial accounting, including an accounting conceptual framework, a review of the accounting process and financial statement presentation, liabilities, and accounting concerns and standards relating to both current and noncurrent assets. (Fall)

### **ACCT 316 Intermediate Accounting II** 4 hours

Prerequisite: ACCT 315

A continuation of ACCT 315 emphasizing the application of accounting theory and standards to liabilities, equity, revenue recognition, leases, post-retirement benefits, income taxes, financial analysis, and changing prices. (Spring)

### **ACCT 317 Cost Accounting** 3 hours

Prerequisite: ACCT 212

An in-depth study of the technical aspects of cost accounting systems including cost allocations; joint product and by-product accounting; actual, standard, and direct cost methods. Process cost is emphasized. (Fall)

### **ACCT 318 Federal Income Taxes** 4 hours

Prerequisite: ACCT 212

A study of the provisions of federal income tax laws as they apply to individuals, corporations, and other taxpayers. Emphasis is on personal income taxes, the various types of income, and the deductibility of costs and expenses in the determination of tax liability. (Spring)

### **ACCT 319 Fund Accounting** 3 hours

Prerequisite: ACCT 212

Special accounting procedures for units of government and other not-for-profit organizations. (Fall, even years)

### **ACCT 412 Auditing** 3 hours

Prerequisite: ACCT 212; MATH 241

A study of the theory and practice of auditing, with an emphasis on auditor compliance with governmental and professional regulations as well as ethical standards and on the detection of fraud. (Fall)

### **ACCT 415 Advanced Accounting** 3 hours

Prerequisite: ACCT 316

A study of advanced accounting and financial reporting topics including business combinations and consolidated financial statements, partnerships and branches, bankruptcy, multinational enterprises, and segments. (Spring)

### **ACCT 417 Accounting Information Systems** 3 hours

Prerequisite: ACCT 212

Conceptual foundation of accounting information systems in computerized and manual settings; contrast between file-based and data base approaches to data processing with emphasis on data base; system development and documentation techniques; system controls and security; information systems for business cycles. (Spring)

### **ACCT 491 Selected Topics** 1-3 hours

Prerequisite: Permission of department chair

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **ACCT 492 Accounting Internship** 3-8 hours

This course is an on-the-job, career-oriented internship program for training in accounting. Variable credit of 3-8 semester hours is available. Admission to internship is limited to students who have completed 40 semester hours in the business core and concentration and have maintained a GPA of at least 2.50 in the major. Prior approval of the business internship coordinator and department chair are required before the internship is started. The internship may count as one three-hour elective course in the accounting concentration. Note: A student may not exceed a total of 8 hours for ACCT 492, BUAD 492, and MKTG 492 combined.

# Business Administration

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## BUSINESS COURSES

### **BUAD 201 Personal Finance** 3 hours

A course in consumer finance that is concerned with the earnings of individuals and the many ways in which these funds are allocated in day-to-day living: earning, spending, and saving. Topics include financial planning, establishing credit, purchase of a house, and insurance. Taught on an as-needed basis. (Fall, even years)

### **BUAD 211 Profiles of Entrepreneurship** 3 hours

A business course offering a survey of major topics and issues in the contemporary business world and in business career planning. A team-teaching approach utilizing faculty and practicing professionals will be used to acquaint the students with both the theoretical concepts and the practical applications of these concepts in the real world. (Spring)

### **BUAD 250 Project Management and Leadership** 1 hour

Course open to business and nonbusiness students who desire to learn and practice the intricacies of project management and leadership. Subjects include project planning, budgeting, scheduling, implementing, evaluating and reporting. Students will work as part of entrepreneurial teams to design, develop and implement projects. Each team will work independently, with the guidance of industry mentors and faculty coaches, to develop and implement specific projects. Students in Free Enterprise (SIFE) may be used as a means for accomplishing the practical aspects of the course. Lec & Lab. (Fall)

### **BUAD 301 Principles of Management** 3 hours

Overview of work performed by management. Emphasis is placed on the functions of planning, organizing, directing, and controlling. (Spring)

### **BUAD 302 Advanced Software Applications** 3 hours

Prerequisite: CSIS 102

Information systems, components of the Office suite, and integration of the individual software packages with one another and the Internet. Projects will challenge students to apply advanced software functions to real-life business scenarios. (Fall, Spring)

### **BUAD 311 Business Law I** 3 hours

A study of the legal issues confronted in business operations. A general overview of the legal environment is presented, followed by an in-depth examination of contract law and the law of agency. (Fall)

### **BUAD 312 Business Law II** 3 hours

A continuation of BUAD 311 giving consideration to the provisions of the Uniform Commercial Code, laws relating to business organizations, and other selected legal topics pertaining to business operations. (Spring)

### **BUAD 317 Business Communications** 3 hours

Prerequisite: ENGL 121

This course is designed to survey the principles and forms of communication frequently found in business and the professions. Emphasis on oral and written communication theory and practice. (Spring)

### **BUAD 321 Business Finance** 3 hours

Prerequisite: ACCT 212

A survey of the field of finance, both private and public. Emphasis is placed on current problems in the field. Financial institutions are discussed, and loans and investment practices are analyzed. (Fall, Spring)

### **BUAD 350 Ethics and Business Social Responsibility** 3 hours

A study of the ethical, social, and legal responsibilities of business to its stakeholders, in relation to a dynamic macro-environment. (Fall)

### **BUAD 372 Human Resources Management** 3 hours

A course designed to provide a working knowledge of personnel functions, with emphasis on recruitment, selection, placement, and wage/salary administration. (Fall)

### **BUAD 381 Small Business Management** 3 hours

An in-depth analysis of entrepreneurship and the function of the entrepreneur in new venture creation. A framework is developed which incorporates marketing feasibility studies and financial analysis into a comprehensive business plan. The business venture is examined with respect to financial planning, marketing, management and tax decisions at the various stages of the business cycle. (Spring, odd years)

### **BUAD 423 Organizational Behavior** 3 hours

Prerequisite: BUAD 301

A study of the understanding, prediction, and control of human behavior within organizations. Topics include motivation, learning, leadership, diversity, communication, interpersonal behavior, group dynamics, decision-making and change. (Fall)

### **BUAD 450 Project Management** 3 hours

Prerequisite: BUAD 250 or permission of department chair

Course open to business majors to practice the intricacies of project management and leadership. Under the direction of a faculty member, a student will identify, plan, and implement a project that is congruent with his/her professional training and goals. Students will be active members of Students in Free Enterprise (SIFE) team. (Spring)

### **BUAD 451 International Business** 3 hours

Prerequisites: BUAD 301, MKTG 343

An analysis of how culture and social values influence management and marketing practices throughout the world. Problems and perspectives encountered in operating business across boundaries are considered. (Fall)

### **BUAD 452 International Finance** 3 hours

Prerequisites: BUAD 321; ECON 211

Financial management and economic theory in the international environment. The impact of regulation, taxation, capital and money markets, working capital management, capital budgeting, risk, and exchange rates on decision-making are considered. Consideration is also given to the development and application of economic principles within the world economy. (Fall)

### **BUAD 453 Cross-Cultural Studies and Communication** 3 hours

Variables and effects of both verbal and nonverbal communication in international business. Practical applications are made for cultural differences, management expectations, and marketing practices. (Spring)

# Business Administration

## **BUAD 466 Production and Operations Management**

**3 hours**

Prerequisite: MATH 241

A study and analysis of the planning, design, direction, and control of physical and human resources used in the production of goods and services. Emphasis is placed on solutions to operational problems in the physical, locational, storage, and general service subsystems. (Fall, odd years)

## **BUAD 472 Business Policies and Strategies**

**3 hours**

Prerequisite: Open only to seniors majoring in the department. Subject to prior permission of department chair.

An integrative capstone course that explains what policies are, how they relate to strategies, and how a manager builds a strategic dimension into his or her actions. Any problem or opportunity ... accounting, management, marketing, finance, production, organizational, personnel or other organizational dimensions ... if it materially affects a firm's performance, is of strategic concern. (Spring)

## **BUAD 491 Selected Topics**

**1-3 hours**

Prerequisite: Permission of department chair

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

## **BUAD 492 Business Internship**

**3-8 hours**

An on-the-job, career-oriented internship program for training in business management. Variable credit of 3-8 semester hours is available. Admission to internship is limited to students who have completed 40 semester hours in the business core and concentration and have maintained a GPA of at least 2.50 in the major. Prior approval of the business internship coordinator and department chair are required before the internship is started. The internship may count as one three-hour elective course in the management concentration. Note: A student may not exceed a total of 8 hours for BUAD 492, ACCT 492, and MKTG 492 combined.

## **BUAD 496 Senior Business Seminar**

**1 hour**

Preparation for meeting the demands of the work and academic worlds after graduation. Topics include current trends, issues, challenges, and opportunities in business and in graduate education. This course meets the upper division writing component for senior year English. (Fall)

## **ECONOMICS COURSES**

### **ECON 211 Macroeconomics**

**3 hours**

A basic study of macroeconomics which includes national problems such as supply and demand, growth, output and productivity, inflation, employment, interest rates, trade balance, and fiscal and monetary policies. (Fall)

### **ECON 212 Microeconomics**

**3 hours**

A basic study of microeconomics which includes supply and demand theory, production and operation cost theory, consumer theory, price theory, competition, market structures, economics of the firm, and the role of government. (Spring)

## **MARKETING COURSES**

### **MKTG 241 Public Relations**

**3 hours**

A course dealing with definitions, basic objectives, and concepts of public relations. Attention is given to the role of public relations, research for public relations, public and target audiences, communication concepts and channels, campaigns, and the legal and ethical environment of public relations. (Also taught as COMM 241.) (Fall)

### **MKTG 303 E-Commerce and Web Site Design**

**3 hours**

An examination of the ground rules for competitive survival in the new market space of electronic commerce, including the electronic channels or well-designed Web sites and their impact on small and large business entities. Emphasis will be placed on analyzing information and applying graphic design techniques to develop effective Web pages for on-line business. Topics include e-commerce, navigation, security issues, networks, business models, and an overview of Web design and development tools. (Also taught as CSIS 303.) (Fall)

### **MKTG 343 Principles of Marketing**

**3 hours**

An introductory course dealing with basic marketing concepts. Emphasis is placed on managerial decisions in the areas of price, promotion, product design and distribution. (Fall)

### **MKTG 350 Consumer Behavior**

**3 hours**

Prerequisite: MKTG 343

An integration of marketing theory and the behavioral sciences in order to understand choices and influences in consumer decision behavior. (Spring, odd years)

### **MKTG 351 Advertising**

**3 hours**

This course studies the role of advertising in society, its impact on the economy, its function in business and marketing, and its communication aspects, including media applications. Attention is given to social, legal, and ethical considerations, the business of advertising, consumer behavior, and creative strategies and processes. (Spring)

### **MKTG 402 E-Commerce Environment**

**3 hours**

Social, legal, marketing and economic aspects of e-commerce. Internet technologies and methodologies needed for business usage in e-commerce, advertising and marketing. Topics include trust and security, intellectual property, and legal & ethical issues of e-commerce. (Spring)

### **MKTG 443 Marketing Research**

**3 hours**

Prerequisite: MKTG 343

An overview of research theories, concepts, and methodologies as applied to marketing problems. Attention is directed toward the application of sampling, sample design, data analysis of marketing problems, and how findings are used in formulating marketing policies. (Spring, even years)

### **MKTG 492 Marketing Internship**

**3-8 hours**

This course is an on-the-job, career-oriented internship program for training in marketing and e-commerce. Variable credit of 3-8 hours is available. Admission to internship is limited to students who have completed 40 semester hours in the business core and concentration and have maintained a GPA of at least 2.50 in the major. Prior approval of both the business internship coordinator and the department chair is required before the internship is started. The internship may count as one three-hour elective course in the marketing concentration. Note: A student may not exceed a total of 8 hours for MKTG 492, ACCT 492 and BUAD 492 combined.

# Business Administration

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## OFFICE SYSTEMS ADMINISTRATION COURSES

### **OFIS 100 Micro Keyboarding 1 hour**

A course designed to introduce students to the microcomputer keyboard and 10-key pad. Emphasis is on developing basic keyboarding skills, and formatting of basic documents. Not open to challenge examination. (Fall)

### **OFIS 123 Document Production 4 hours**

A lecture/laboratory class providing advanced skill development and mastery of word processing, computer 10-key pad, and machine transcription. Includes a review of punctuation, spelling, editing, and proofreading skills. Emphasis is placed on speed, accuracy, and formatting skills used in most softwares. 3 Lec 3 Lab (Spring, even years)

### **OFIS 272 Administrative Records and Procedures 4 hours**

A study of records procedures and theories used in present systems of filing. Includes practice in alphabetic, geographic, numeric and subject filing systems. Additional emphasis placed on the study of administrative procedures with study in organizing, prioritizing, ethical decision-making and problem-solving in the office environment. Lab activities include projects directed toward the medical, legal, corporate and international offices. 3 Lec 3 Lab (Fall, even years)

### **OFIS 291 Selected Topics 1-3 hours**

Prerequisite: Permission by department chair

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **OFIS 385 Office Systems Technology 4 hours**

Prerequisite: CSIS 102 or permission of instructor

A study of office systems — technology, people, and procedures within an organizational and environmental context. Technologies that support improved productivity through information creation, storage, retrieval, manipulation, and distribution are discussed. Emphasis is placed on the evaluation of office systems concepts through the utilization of problem-solving skills and critical thinking cases. (Spring, odd years)

### **OFIS 388 Office Systems Training and Management 4 hours**

A study of management and learning theories used to supervise and train employees in an office systems setting. Topics include supervisory styles; leadership techniques; instructional design; and implementation, evaluation, and management of a training program. Attention given to training professionals who work in environments with automated information systems. (Spring, odd years)

# Chemistry

Mitchell Menzmer, Chair

## AIMS OF THE CHEMISTRY PROGRAM

The aim of the chemistry program is to develop in students the ability to think critically and creatively. The chemistry curriculum is designed to provide the student with a strong background in the areas of organic, analytical and physical chemistry. The major will serve as a solid foundation upon which the candidate can build a professional career or a more specialized graduate program.

## PROGRAMS

B.A. Chemistry  
B.S. Chemistry  
B.S. Physical Science -- Secondary Certification  
Minor in Chemistry

### Chemistry, B.A.

The chemistry B.A. major includes the following courses or their equivalents.

CHEM 111, 112	General Chemistry .....	8
CHEM 221	Modern Analytical Chemistry .....	4
CHEM 331, 332	Organic Chemistry .....	8
CHEM 341	Physical Chemistry .....	4
CHEM 451	Biochemistry .....	3
CHEM 462	Inorganic Chemistry .....	3
CHEM 491	Selected Topics .....	1
CHEM 471, 472	Seminar in Chemistry	
or		
BIOL 380	Research Methods .....	2
Electives	CHEM 310, CHEM 342 or CHEM 421 .....	4
	TOTAL	37

Required Cognates: MATH 181; PHYS 121, 122.

Recommended Cognates: MATH 282, 283; CSIS 110.

### Chemistry, B.S.

The chemistry B.S. major includes the following courses or their equivalents.

CHEM 111, 112	General Chemistry .....	8
CHEM 221	Modern Analytical Chemistry .....	4
CHEM 331, 332	Organic Chemistry .....	8
CHEM 341, 342	Physical Chemistry .....	8
CHEM 451	Biochemistry .....	3
CHEM 462	Inorganic Chemistry .....	3
CHEM 491	Selected Topics .....	1
CHEM 471, 472	Seminar in Chemistry	
or		
BIOL 380	Research Methods .....	2
Electives	CHEM 310 or CHEM 421 .....	4
	TOTAL	41

Required Cognates: CSIS 110; MATH 181, 282, 283; PHYS 121, 122.

Recommended Cognates: MATH 321; an intermediate foreign language.

### Chemistry Minor

18 hours including CHEM 111, 112 and 10 hours chosen from courses listed for the major (6 hours u.d.).

### TEACHING CERTIFICATION PROGRAM

The following Physical Science major is for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

### Physical Science with Chemistry Emphasis, B.S. Secondary Teaching Area

CHEM 111, 112	General Chemistry .....	8
CHEM 331, 332	Organic Chemistry .....	8
CHEM 341	Physical Chemistry .....	4
CHEM 451	Biochemistry .....	3
CHEM 462	Inorganic Chemistry .....	4
CHEM 471, 472	Seminar in Chemistry .....	2
PHYS 112	Introductory Astronomy .....	3
PHYS 121, 122	General Physics .....	8
PHYS 221, 222	General Physics with Calculus .....	2
PHYS 311	Modern Physics .....	3
PHYS	Upper Division Physics Elective .....	3
	TOTAL (27 u.d.)	48

### COURSES

#### CHEM 101 Introductory Chemistry: General Chemistry

3 hours

Prerequisite: Acceptable MAP score\*, or Corequisite: MATH 110.

The course is designed as an introduction to the fundamental principles of chemistry. In addition to a wide range of topics from inorganic chemistry, nuclear chemistry and the chemistry of carbohydrates and proteins are also addressed. Not applicable to major, minor or teaching sequence. 3 Lec. (Fall, Spring)

#### CHEM 102 Introductory Chemistry Laboratory

1 hour

Prerequisite: Acceptable MAP score\*, or Corequisite: MATH 110.

A laboratory course to accompany CHEM 101. Experiments cover topics from inorganic chemistry, organic, and biochemistry. Not applicable to major, minor or teaching sequence. 3 Lab. (Fall)

#### CHEM 103 Introductory Chemistry:

##### Organic and Biochemistry

3 hours

Prerequisite: CHEM 101 with grade of C or above.

Additional introductory topics from organic and biochemistry with emphasis on human metabolism. Not applicable to major, minor or teaching sequence. 3 Lec. (Spring)

#### CHEM 104 Introductory Chemistry Laboratory

1 hour

Prerequisite or corequisite: CHEM 103.

A laboratory course to accompany CHEM 103. Experiments cover basic concepts from organic and biochemistry. Not applicable to major, minor or teaching sequence. 3 Lab. (Spring)

\* See Math Aptitude Profile on page 84.

# Chemistry

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## **CHEM 111 General Chemistry I** **4 hours**

Prerequisite: MATH 110 or acceptable MAP score\*, and Corequisite: MATH 121.

This course develops basic topics such as atomic structure, periodicity, chemical equations, chemical bonding, and structure and states of matter. 3 Lec 3 Lab. (Fall)

## **CHEM 112 General Chemistry II** **4 hours**

Prerequisite: CHEM 111 with a grade of C or above.

A continuation of CHEM 111. Included are discussions of solutions, acids and bases, equilibrium, and electrochemistry. 3 Lec 3 Lab. (Spring)

## **CHEM 221 Modern Analytical Chemistry** **4 hours**

Prerequisite: CHEM 112 with a grade of C or above.

A course in which quantitative and instrumental techniques of chemical analysis are combined. Emphasis will be on developing analytical skills. 3 Lec 3 Lab. (Fall, even years)

## **CHEM 291 Selected Topics** **1 hour**

Prerequisite: Permission of the department chair.

This course offers the lower division student opportunity for independent study under the direction of a staff member. This study may involve research, laboratory, or library work. Content and methods of study must be arranged prior to registration. May be repeated for a total of 2 credits.

## **CHEM 310 Environmental & Geological Chemistry** **4 hours**

Prerequisite: CHEM 112 or equivalent with a grade of C or above; MATH 181 or permission of instructor.

Chemistry of how geological processes and anthropogenic activities impact Earth's hydrosphere and atmosphere. Application of computer modeling to solve problems will be employed. 3 Lec, 3 Lab (Spring, even years)

## **CHEM 331 Organic Chemistry** **4 hours**

Prerequisite: CHEM 112 with grade of C or above.

The course deals with the theory and applications of basic organic chemistry. Included is the study of alkanes, alkenes, alkynes, simple aromatics, alkyl halides, alcohols, ethers and spectroscopic methods. 3 Lec 3 Lab. (Fall)

## **CHEM 332 Organic Chemistry** **4 hours**

Prerequisite: CHEM 331 with a grade of C or above.

A continuation of the study of basic organic chemistry. Includes carboxylic acids, aldehydes, ketones, amines, heterocyclics, unsaturated carbonyl compounds, carbohydrates, phenols, glycols and epoxides. 3 Lec 3 Lab. (Spring)

## **CHEM 341 Physical Chemistry** **4 hours**

Prerequisite: CHEM 112 or equivalent with a grade of C or above; MATH 181.

Concepts chosen from elementary quantum mechanics, classical and molecular thermodynamics. 3 Lec 3 Lab. (Fall, odd years)

## **CHEM 342 Physical Chemistry** **4 hours**

Prerequisite: CHEM 341 with a grade of C or above, MATH 181.

Further development of the quantum and statistical molecular concepts introduced in CHEM 341. Rates and mechanisms of chemical reactions also considered. 3 Lec, 3 Lab. (Spring, even years.)

## **CHEM 421 Modern Analytical Instrumentation** **4 hours**

Prerequisite: CHEM 221 with a grade of C or above, or CHEM 112 and permission of instructor.

A course in modern analytical instrumentation, including electroanalytical, spectroscopic, separations, and kinetic methods. Application of spreadsheet and computer simulation software. Laboratory emphasis. 3 Lec, 6 Lab. (Spring, odd years)

## **CHEM 451 Biochemistry** **3 hours**

Prerequisite: CHEM 332 with a grade of C or above. (CHEM 221 recommended)

The course is designed to expose the students to the fundamental aspects of biochemistry, including protein and nucleic acid chemistry, lipids, carbohydrates, and an introduction to enzymatic and metabolic processes. Quantitative understanding will be emphasized. 3 Lec. (Fall)

## **CHEM 462 Inorganic Chemistry** **3 hours**

Prerequisite: CHEM 341 or CHEM 112 and permission of instructor.

A survey course including a study of the elements and their periodic relationships, acid-base theories, current bonding theories, coordination compounds, and other selected topics. 3 Lec. (Spring, odd years)

## **CHEM 471 Seminar in Chemistry** **1 hour**

An introduction to the use of the chemical literature as a source of information. While focusing on the reading and study of selected scientific papers, the course can include oral and written reports, attendance at local scientific meetings and guest lecturers. Can be started in junior year. (Offered periodically)

## **CHEM 472 Seminar in Chemistry** **1 hour**

A continuation of CHEM 471. Includes a thorough literature search and bibliography with a comprehensive report on an agreed-upon topic. **This course meets the upper division writing component for senior year English.** (Offered periodically)

## **CHEM 491 Selected Topics** **1-3 hours**

Prerequisite: Permission of chemistry faculty.

The subject of study is selected by conference between the student and the chemistry faculty, and will consist mainly of independent study and/or laboratory work summarized by a comprehensive report. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

\* See Math Aptitude Profile on page 84.

# Clinical Laboratory Sciences

Art Chadwick, Chair; Suzanne Phillips

## AIMS OF THE PROGRAM

The Clinical Laboratory Sciences program prepares students to be certified clinical laboratory technologists in hospitals and other clinical laboratory settings.

## PROGRAM

Southwestern Adventist University offers a Bachelor of Science degree (134-142 semester hours) in Clinical Laboratory Sciences. This degree is offered in affiliation with Tarleton State University in Fort Worth, Texas or Andrews University in Berrien Springs, Michigan. The first three years are completed at the SWAU campus. The fourth year (12 months) of the program consists of clinical training to be completed at one of the affiliated hospital-based programs. Tarleton State University starts classes in July and January. Andrews University classes start in August. The program is accredited by the Council on Allied Health Education and Accreditation in conjunction with the National Accrediting Agency for Clinical Laboratory Sciences.

Each student must apply to the hospital training program of his/her choice, preferably early in the junior year. Acceptance into the Southwestern Adventist University program and declaration as a Clinical Laboratory Sciences major does not imply that the student will be accepted for the senior clinical year by an affiliated hospital program. The student is encouraged to maintain a science and an overall grade point average of 3.0 (on a four-point scale) or higher. The criteria for student selection by an affiliated hospital institution include scholastic ability, completed application materials, letters of reference, and a personal interview. At least 32 of the last 38 semester hours of academic work taken prior to the senior clinical year must be taken in residence at Southwestern Adventist University. Sixteen of the 32 hours must be science courses. English as a Second Language courses are not applicable toward residency.

## Clinical Laboratory Sciences, B.S.

BIOL	111, 112	General Biology <i>or</i>	
BIOL	101, 102	Anatomy and Physiology .....	8
BIOL	220	Microbiology .....	4
BIOL	320	Genetics .....	4
MATH	121	Precalculus .....	3
CHEM	111, 112	General Chemistry .....	8
CHEM	331, 332	Organic Chemistry .....	8
CHEM	451	Biochemistry .....	3
CSIS		Computer Elective .....	3
		TOTAL	41
		Clinical training (see page 85).....	42-48

## Recommended Courses for Clinical Laboratory Sciences

PHYS	121, 122	Physics .....	8
CHEM	221	Modern Analytical Chemistry .....	4

## Suggested Curriculum for Clinical Laboratory Sciences Majors

### FRESHMAN YEAR

<b>Fall</b>			
UNIV	101	University Success .....	1
BIOL	111	General Biology .....	4
MATH	121	Precalculus .....	3
ENGL	121	Freshman Composition .....	3
CHEM	111	General Chemistry .....	4
		TOTAL	15

### Spring

BIOL	112	General Biology .....	4
RLGN		Religion Elective .....	3
HIST		History Elective .....	3
CHEM	112	General Chemistry .....	4
		TOTAL	14

### SOPHOMORE YEAR

#### Fall

BIOL	220	Microbiology .....	4
ENGL	220	Research and Professional Writing .....	3
CHEM	331	Organic Chemistry .....	4
HIST		History Elective .....	3
		TOTAL	14

#### Spring

COMM		Speech Elective .....	3
RLGN		Religion Elective .....	3
CHEM	332	Organic Chemistry .....	4
HIST		History or Humanities Elective .....	3
HLED	111	Health and Wellness .....	3
		TOTAL	16

### JUNIOR YEAR

#### Fall

CHEM	451	Biochemistry .....	3
RLGN		Religion Elective .....	3
HIST		History or Humanities Elective .....	3
ENGL		Literature Elective .....	3
CHEM	221	Modern Analytical Chemistry <i>or</i>	
PHYS	121	General Physics .....	4
		TOTAL	16

#### Spring

BIOL	320	Genetics .....	4
CSIS		Computer Elective .....	3
PEAC		P.E. Elective .....	1
RLGN		Religion Elective ( <i>upper division</i> ) .....	3
		TOTAL	11

# Clinical Laboratory Sciences

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**SENIOR YEAR** - Clinical training at an affiliated hospital institution.

Courses as listed by the Andrews University Program:

CLSC 250	Fundamentals of Clinical Chemistry .....	3
CLSC 260	Fundamentals of Human Blood Biology .....	3
CLSC 320	Principals of Immunology .....	3
CLSC 400	Specimen Procurement and Processing .....	2
CLSC 401	Clinical Year Seminar I .....	0
CLSC 402	Clinical Year Seminar II .....	0
CLSC 411	Hematology .....	3
CLSC 412	Hemostasis .....	3
CLSC 413	Clinical Hematology and Hemostasis Practicum .....	4
CLSC 421	Clinical Immunology .....	2
CLSC 423	Clinical Immunology Practicum .....	1
CLSC 431	Clinical Microbiology .....	4
CLSC 432	Special Microbiology .....	2
CLSC 433	Clinical Microbiology Practicum .....	5
CLSC 441	Immunoematology .....	3
CLSC 442	Transfusion Medicine .....	1
CLSC 443	Clinical Immunoematology Practicum .....	4
CLSC 451	Clinical Chemistry .....	4
CLSC 452	Clinical Chemistry and Body Fluids .....	2
CLSC 453	Clinical Chemistry Practicum .....	5
CLSC 460	Clinical Laboratory Systems .....	2
CLSC 463	Clinical Microscopy Practicum .....	1
CLSC 495	Independent Study/Readings/Research/Project .....	1
	<b>TOTAL</b>	<b>56</b>

(Tarleton State University clinical year experience ..... 48)

**TOTAL hours for graduation** **134-142**

# Communication

Robert R. Mendenhall, Chair; Glen Robinson, Randy Yates

## AIMS OF THE DEPARTMENT

There is great demand both in the United States and around the world for men and women skilled in creating and managing the elements of communication. It is the aim of this department to strengthen students' personal, public, and professional communication skills.

Communication students at Southwestern Adventist University choose one of the department's three major areas of study: Journalism, PR and Advertising, or Radio-TV-Film. The department also offers a minor in Speech Communication. Many communication students acquire valuable training and experience at one or more of the following facilities on or adjoining the campus:

88.3 KJCR, the University's FM station  
KGSW, Channel 31, the University's TV station  
The Studios at Southwestern (digital audio/video production)  
Cable TV Channel 8 in Keene

The department encourages all upper division majors to complete an off-campus internship in their major field. Even before graduation, and sometimes as a direct result of internship positions, many of our majors are hired by these communication firms, and communication alumni from Southwestern who have continued their education through graduate school have done so very successfully.

This department prepares men and women to meet the challenges and to take advantage of the opportunities of Christian communication professionals in today's world.

## Withdrawing from or Repeating Courses

Students may withdraw from or repeat a course in their communication major or minor only one time.

## Multiple Communication Majors/Minors

A student cannot earn either two communication majors or both a communication major and minor. This is due to required course duplication and because career preparation in two academic fields is preferable to preparation in one field.

## Communication Competencies

Competence in both oral and written communication is required for progress in each of the majors and minors offered by the department. Competence in oral communication is considered to be the completion of Speech Communication performance courses required in the major or minor with a grade of C or above.

Writing is a major component of upper division communication courses. The university requires all students to have passed ENGL 220 Research and Professional Writing or its equivalent before enrolling in any upper division course.

## PROGRAMS

B.A. Journalism - 36 hours (18 u.d.)  
B.A. PR and Advertising - 36 hours (24 u.d.)  
B.A. Radio-TV-Film - 36 hours (15 u.d.)  
B.S. Journalism - 48 hours (23 u.d.)  
B.S. PR and Advertising - 48 hours (24 u.d.)  
B.S. Radio-TV-Film - 48 hours (26 u.d.)

Minors in Journalism, PR and Advertising, Radio-TV-Film, and Speech Communication.

## Journalism, B.A.

		<b>Major</b>	<b>Minor</b>
COMM	110	Mass Communication .....	3
COMM	111	Fundamentals of Speech .....	3
COMM	163	Digital Photography .....	3
COMM	222	Media Writing .....	3
COMM	230	Broadcast Journalism .....	3
COMM	241	Public Relations .....	3
COMM	322	News Writing and Reporting .....	3
COMM	343	Visual Communication .....	3
COMM	383	Editorial Techniques .....	3
COMM	422	Feature Writing .....	3
COMM	431	Media Law and Ethics .....	3
COMM	451	Communication Theory .....	3
		<b>TOTAL</b>	<b>36</b>

## Journalism, B.S. (This major does not require a minor.)

		<b>Major</b>	<b>Minor</b>
COMM	110	Mass Communication .....	3
COMM	111	Fundamentals of Speech .....	3
COMM	112	Radio/TV Announcing .....	3
COMM	163	Digital Photography .....	3
COMM	222	Media Writing .....	3
COMM	230	Broadcast Journalism .....	3
COMM	241	Public Relations .....	3
COMM	263	Photojournalism .....	3
COMM	322	News Writing and Reporting .....	3
COMM	343	Visual Communication .....	3
COMM	351	Advertising .....	3
COMM	383	Editorial Techniques .....	3
COMM	422	Feature Writing .....	3
COMM	431	Media Law and Ethics .....	3
COMM	442	Applied PR and Advertising .....	3
COMM	451	Communication Theory .....	3
		<b>TOTAL</b>	<b>48</b>

## PR and Advertising B.A.

		<b>Major</b>	<b>Minor</b>
COMM	110	Mass Communication .....	3
COMM	111	Fundamentals of Speech .....	3
COMM	163	Digital Photography .....	3
COMM	222	Media Writing .....	3
COMM	241	Public Relations .....	3
COMM	335	Persuasion .....	3
COMM	343	Visual Communication .....	3
COMM	351	Advertising .....	3
COMM	381	Development .....	3
COMM	431	Media Law and Ethics .....	3
COMM	442	Applied PR and Advertising .....	3
COMM	451	Communication Theory .....	3
		<b>TOTAL</b>	<b>36</b>

# Communication

## PR and Advertising, B.S. (This major does not require a minor.)

		Major	Minor
COMM 110	Mass Communication .....	3	3
COMM 111	Fundamentals of Speech .....	3	
COMM 115	Discussion Techniques .....	3	
COMM 163	Digital Photography .....	3	
COMM 222	Media Writing .....	3	3
COMM 233	Interpersonal Communication .....	3	
COMM 241	Public Relations .....	3	3
COMM 263	Photojournalism .....	3	
COMM 322	News Writing and Reporting .....	3	
COMM 335	Persuasion .....	3	
COMM 343	Visual Communication .....	3	3
COMM 351	Advertising .....	3	3
COMM 381	Development .....	3	
COMM 431	Media Law and Ethics .....	3	
COMM 442	Applied PR and Advertising .....	3	3
COMM 451	Communication Theory .....	3	
	TOTAL	48	18

## Radio-TV-Film, B.A.

		Major	Minor
COMM 110	Mass Communication .....	3	3
COMM 111	Fundamentals of Speech .....	3	
COMM 112	Radio/TV Announcing .....	3	3
COMM 222	Media Writing .....	3	
COMM 226	Digital Audio Production .....	3	3
COMM 230	Broadcast Journalism .....	3	
COMM 237	Video Production .....	3	3
COMM 313	Broadcasting in America .....	3	3
COMM 332	Broadcast Management .....	3	
COMM 351	Advertising .....	3	
COMM 431	Media Law and Ethics .....	3	
COMM 451	Communication Theory .....	3	3
	TOTAL	36	18

## Radio-TV-Film, B.S. (This major does not require a minor.)

		Major	Minor
COMM 110	Mass Communication .....	3	3
COMM 111	Fundamentals of Speech .....	3	
COMM 112	Radio/TV Announcing .....	3	3
COMM 211	TV News Production .....	1	
COMM 222	Media Writing .....	3	
COMM 226	Digital Audio Production .....	3	3
COMM 230	Broadcast Journalism .....	3	
COMM 237	Video Production .....	3	3
COMM 311	TV News Editing .....	1	
COMM 313	Broadcasting in America .....	3	3
COMM 332	Broadcast Management .....	3	
COMM 337	Documentary Production .....	3	
COMM 351	Advertising .....	3	
COMM 355	Understanding Film .....	3	
COMM 411	TV News Reporting .....	1	
COMM 431	Media Law and Ethics .....	3	
COMM 437	TV Field Production & Reporting .....	3	
COMM 451	Communication Theory .....	3	3
	TOTAL	48	18

## Minor in Speech Communication

COMM 111	Fundamentals of Speech .....	3
COMM 112	Radio/TV Announcing .....	3
COMM 113	Oral Interpretation .....	3
COMM 115	Discussion Techniques .....	3
COMM 233	Interpersonal Communication .....	3
COMM 335	Persuasion .....	3
COMM 451	Communication Theory .....	3
	TOTAL	21

## TEACHING CERTIFICATION PROGRAM

The student must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

## Journalism B.A. or B.S. - Secondary Teaching Area

The student must meet the requirements for a B.A. or B.S. degree in Journalism.

## COURSES

### COMM 110 Mass Communication 3 hours

An historical and critical survey of the role played by mass communication in shaping culture. Individual media institutions are examined in terms of the information they distribute, the entertainment they provide, and the influence they bring. Attention is given to the audience/medium relationship and to improving students' media literacy. (Fall)

### COMM 111 Fundamentals of Speech 3 hours

Theoretical and practical instruction in the principles of effective oral communication, with a concern for its importance in a democratic society. Emphasis is placed on content, organization, speaker attitudes, critical listening, audience analysis, and delivery. (Fall, Spring)

### COMM 112 Radio/TV Announcing 3 hours

Introduces the student to current radio and television announcing techniques. Emphasis is given to interpretation of copy, audio and video performance, voice analysis and improvement, interviewing techniques, pronunciation and articulation, and general speech improvement. Some attention is also given to ad-lib announcing, narration, and techniques of news, music, and sports announcing. (Spring)

### COMM 113 Oral Interpretation 3 hours

Introduction to and experience in discovering the meaning in literature and effectively sharing this meaning through oral presentations. A variety of readings will be selected from scripture, poetry, prose, and drama. (Fall, Spring)

### COMM 115 Discussion Techniques 3 hours

A study of the democratic methods used to solve problems and conduct business in various kinds of group organizations. Includes a number of traditional face-to-face group activities as well as individual presentations. (Fall, Spring)

# Communication

## **COMM 163 Digital Photography** 3 hours

Prerequisite: Permission of instructor

Introduces the basic tools, materials, and techniques of digital photography. Assignments are designed to develop skill in camera operation, composition, and editing and printing the digital photograph. Student must furnish digital camera. Lab fee. 2 Lec 3 Lab. (Fall)

## **COMM 170 Media Production Practicum** 1 hour

Prerequisite: Permission of instructor and department chair.

Supervised work in an off-campus media production environment. A minimum of 50 clock hours of work experience is required. Pass/fail course. May be repeated for a total of 3 credits. (Fall, Spring)

## **COMM 211 TV News Production** 1 hour

A laboratory course providing practical training in the production of television news. Emphasis is placed on equipment operation in both studio and location environments. (Fall, Spring)

## **COMM 222 Media Writing** 3 hours

Prerequisite: ENGL 121.

An introduction to news, public relations, advertising, and other writing styles for communicating effectively. This course examines the writing process, including appropriate use of grammar, spelling, and punctuation, and shows students how to accomplish a variety of writing tasks in a media context. Extensive practice in writing. (Spring)

## **COMM 226 Digital Audio Production** 3 hours

In this course the student receives practical hands-on experience with digital audio equipment. Attention is given to mixing, recording, and editing. Includes segments on news, music, and commercial production. Supplies fee. 2 Lec 3 Lab. (Fall)

## **COMM 230 Broadcast Journalism** 3 hours

Prerequisite: ENGL 121.

This broadcast news course emphasizes the importance of clear, concise, and engaging writing, as well as accurate, thorough, and fair reporting. Other elements include writing to audio, producing newscasts and public affairs programs, writing to visuals, news on the Web, and ethics and law. (Fall, even years)

## **COMM 233 Interpersonal Communication** 3 hours

Cognitive and experiential learning about interpersonal relationships. Students acquire insights about themselves and how they relate to others. Attention is given to online communities. (Spring, even years)

## **COMM 237 Video Production** 3 hours

This course includes segments on lighting, the video camera, the production switcher, equipment interconnection, digital nonlinear editing, and program production for television. Emphasis is given to multiple camera techniques for both studio and location productions. Supplies fee. 2 Lec 3 Lab. (Fall)

## **COMM 241 Public Relations** 3 hours

A course dealing with definitions, basic objectives, and concepts of public relations. Attention is given to the role of public relations, research for public relations, public and target audiences, communication concepts and channels, campaigns, and the legal and ethical environment of public relations. (Also taught as MKTG 241.) (Fall)

## **COMM 263 Photojournalism** 3 hours

Prerequisite: COMM 163 or permission of instructor

A study of the visual image as it is used to document social conditions. Emphasis is given to news photographs, cropping, and legal and ethical considerations. Student must furnish digital camera. Lab fee. (Spring, odd years)

## **COMM 291 Selected Topics** 1 hour

Prerequisite: Permission of department chair

This course offers the lower-division student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated for a total of 2 credits.

## **COMM 311 TV News Editing** 1 hour

Prerequisite: COMM 211 and COMM 237 or permission of instructor.

A laboratory course providing practical training in the editing of television news. Emphasis is placed on equipment operation and working with news reporters and directors to create news packages for broadcast. (Fall, Spring)

## **COMM 313 Broadcasting in America** 3 hours

An advanced study of broadcasting in the United States, this course includes elements on the origins and growth of broadcasting and cable; the physical bases of radio, television, and cable; programming, ratings, and effects; regulatory and constitutional matters; and current issues, including an international perspective. (Fall, odd years)

## **COMM 322 News Writing and Reporting** 3 hours

Prerequisites: COMM 222 or permission of instructor

A continuation of COMM 222, with emphasis on the principles, practices, and ethics of news reporting, interviewing, and writing. Extensive writing. (Fall, even years)

## **COMM 332 Broadcast Management** 3 hours

Emphasis on radio and television station management, including segments on financial and human resource management, promotion and marketing, sales, broadcast regulations, and cable television systems. (Spring, odd years)

## **COMM 335 Persuasion** 3 hours

A study and practice of the principles and techniques involved in persuasion. Elements include the psychology of persuasion; the relation of persuasion to imaging, advertising, and propaganda; and the role of persuasion in a free society. (Spring, odd years)

## **COMM 337 Documentary Production** 3 hours

Prerequisite: COMM 237 or permission of instructor

Advanced study in the production of informational, educational, and social commentary films. Emphasis is placed on the historical development of the documentary and the application of current video technology. Video projects required. Supplies fee. (Spring, odd years)

## **COMM 343 Visual Communication** 3 hours

A study of visual rhetoric, specifically the relationship between images and the messages they convey. The course will survey images in all areas of modern mass communication, including advertising, public relations, journalism, graphic design, photography, motion pictures, television and video, and the World Wide Web. Includes a broad segment teaching publication software. (Fall)

# Communication

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## **COMM 351 Advertising 3 hours**

This course studies the role of advertising in society, its impact on the economy, its function in business and marketing, and its communication aspects, including media applications. Attention is given to social, legal, and ethical considerations; the business of advertising; consumer behavior; and creative strategies and processes. (Spring)

## **COMM 355 Understanding Film 3 hours**

A study of film, including the medium's history and the development of cinema structure within social and cultural contexts. Elements include photography, mise en scene, movement, editing, sound, acting, drama, story, writing, ideology, and film theory. Viewing and analysis of significant films in cinema history. 2 Lec 3 Lab. (Spring, even years)

## **COMM 381 Development 3 hours**

A study of fundraising and the philanthropic tradition and its role in the successful operation of nonprofit organizations. Attention is given to the techniques of producing fundraising proposals and campaigns directed to individuals, foundations, corporations, and other philanthropic organizations. (Spring, even years)

## **COMM 383 Editorial Techniques 3 hours**

Prerequisite: COMM 222

This course emphasizes the principles and practices of copy preparation and editorial decision making. Elements include working with writers, a production staff, and deadlines, as well as headline writing, picture editing, writing photo captions, and editing copy for accuracy, newsworthiness, language effectiveness, legality, and good taste. (Spring, even years)

## **COMM 411 TV News Reporting 1 hour**

Prerequisite: COMM 311 or permission of instructor.

A laboratory course in television news reporting. Emphasis is placed on story selection and development for a local audience, studio and field production techniques, and reporter and anchor delivery skills. (Fall, Spring)

## **COMM 422 Feature Writing 3 hours**

Prerequisites: COMM 222 or permission of instructor

A course dealing with newspaper and magazine features. Emphasis is placed on publishing articles in on- and off-campus publications. Extensive practice in writing various types of feature stories and in dealing with editors and deadlines. (Fall, odd years)

## **COMM 431 Media Law and Ethics 3 hours**

A study of the major principles of media law and media-related ethical concerns. Emphasis is given to the most important court decisions and statutory enactments in communication law, including prior restraint, libel and slander, fair trial/free press conflicts, and the First Amendment. Attention is given to building a personal approach to ethics within the context of the individual's relationships both with supervisors and with the public. **This course meets the upper division writing component for senior year English.** (Fall, even years)

## **COMM 437 Television Field Production and Reporting 3 hours**

Prerequisite: COMM 237 or permission of instructor.

Advanced study in television news reporting, photography, and editing. Emphasis is given to writing for television, using the camera and microphone, and video editing for broadcast quality storytelling. Supplies fee. (Spring, even years)

## **COMM 442 Applied Public Relations and Advertising 3 hours**

This course uses team projects to teach the tools and techniques necessary to work in the fields of public relations and advertising. Public relations assignments may include, but are not limited to, crisis management, special events, media relations, publications, and internal communications. Advertising assignments may include, but are not limited to, image and identity, political advertising, jingles and slogans, campaigns for large and small companies, and demographic and psychographic research. (Fall, odd years)

## **COMM 451 Communication Theory 3 hours**

This course presents the theoretical bases of interpersonal communication, group and public communication, mass communication, and communication in cultural contexts. Attention is given to the nature of inquiry and theory as well as several topics in communication theory, including interpersonal messages, cognitive processing, relationship development and maintenance, influence, group decision making, organizational communication, public rhetoric, media and culture, media effects, and intercultural and gender communication. There are ethical reflections throughout the course and an attempt to integrate and relate the various communication theories covered. **This course meets the upper division writing component for senior year English.** (Spring, odd years)

## **COMM 471 Radio Internship 1-3 hours**

## **COMM 472 Television Internship 1-3 hours**

## **COMM 473 Journalism Internship 1-3 hours**

## **COMM 474 Public Relations Internship 1-3 hours**

## **COMM 475 Advertising Internship 1-3 hours**

Prerequisite: Permission of department chair and instructor.

These courses offer the advanced student university credit for on-the-job, off-campus work in radio, television, journalism, public relations, or advertising under the joint direction of the departmental staff and a supervisor at the medium or business selected.

## **COMM 491 Selected Topics 1 hour**

Prerequisite: Permission of department chair

This course offers the advanced student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated for a total of 2 credits.

# Computer Science

Daryl D. Thomas, Chair; Ed R. Connell, Judith F. Miles

## AIMS OF THE PROGRAM

The primary mission of the Department of Computer Science is to prepare students for professional work in the field of computer science, within a Christian context. A secondary mission of the Department is to provide service courses in computer science to the University community at-large.

The Department of Computer Science offers two bachelor of science degree programs. The first, the Bachelor of Science in Computer Science, is intended for students who wish to pursue careers in computer science, either in industry or in academia. The second program, offered in collaboration with the Department of Business Administration, is a double major leading to a Bachelor of Science in Business Administration and Computer Information Systems. This program is intended for students who wish to apply the tools of computer science in a management context.

In addition to the above programs, the Department offers a minor in Computer Science.

## Computer Science, B.S.

CSIS 110, 111	Principles of Computer Programming I, II	6
CSIS 125	Discrete Structures I	3
CSIS 211	Data Structures & Algorithms	3
CSIS 215	Object-Oriented Programming in C++	3
CSIS 225	Discrete Structures II	3
CSIS 245	Introduction to LAN Technology	4
CSIS 310	Assembler Programming & Machine Organization	3
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 360	Operating Systems	3
CSIS 405	Formal Languages and Automata	3
CSIS 445	Internetwork Architectures	3
CSIS 450	Principles of Database Design	3
CSIS 490	Software Engineering	3
PHYS 305	Digital Electronics	4
	C.S. Electives (upper division)	6
	<b>TOTAL</b>	<b>53</b>

## Required Cognates:

PHYS 121	General Physics I	4
PHYS 122	General Physics II	4
MATH 121	Precalculus	3
MATH 181	Calculus I	4
MATH 241	Intro to Probability & Statistics	3
COMM 115	Discussion Techniques	3
	<b>TOTAL</b>	<b>21</b>

<b>General Education and Elective Courses:</b>	<b>54</b>
<b>GRAND TOTAL</b>	<b>128</b>

The Bachelor of Science in Computer Science is a composite major. It therefore does not require a minor.

We strongly suggest that students seeking a Bachelor of Science in Computer Science plan to take their major courses in the following sequence:

Freshman - Fall Semester	CSIS 110
Spring Semester	CSIS 111, CSIS 125

Sophomore - Fall Semester	CSIS 211, CSIS 225
Spring Semester	CSIS 215, CSIS 245
Junior - Fall Semester	CSIS 310, PHYS 305, CSIS upper div. elec.
Spring Semester	CSIS 315, CSIS 360
Senior - Fall Semester	CSIS 405, CSIS 445, CSIS 450
Spring Semester	CSIS 490, CSIS upper division elective

All students pursuing majors or minors in this department should plan on enrolling in MATH 110 no later than the spring semester of their Freshman year.

## Double Major in Business Administration and Computer Information Systems, B.S.

This program is open only to students seeking a double major in Business Administration and Computer Information Systems. Students who wish to pursue this program must make formal application both to the Department of Business Administration and the Department of Computer Science.

## Business Administration Courses:

ACCT 211, 212	Accounting Principles I, II	8
BUAD 211	Profiles of Entrepreneurship	3
BUAD 301	Principles of Management	3
BUAD 311, 312	Business Law I, II	6
BUAD 321	Business Finance	3
BUAD 350	Business Ethics and Social Responsibility	3
BUAD 496	Senior Business Seminar	1
ECON 211	Macroeconomics	3
MKTG 343	Principles of Marketing	3
MKTG 402	E-Commerce Environment	3
	<b>TOTAL</b>	<b>36</b>

## Computer Information Systems Courses:

CSIS 110, 111	Principles of Computer in Programming I, II	6
CSIS 125	Discrete Structures I	3
CSIS 211	Data Structures & Algorithms	3
CSIS 215	Object-Oriented Programming C++	3
CSIS 245	Introduction to LAN Technology	4
CSIS 303	E-Commerce and Web Site Design	3
CSIS 310	Assembler Programming & Machine Organization	3
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 360	Operating Systems	3
CSIS 445	Internetwork Architectures	3
CSIS 450	Principles of Database Design	3
CSIS 490	Software Engineering	3
	<b>TOTAL</b>	<b>40</b>

## Required Cognates:

MATH 241*	Statistics	3
MATH 236*	Applied Mathematics for Business	3
COMM 115	Discussion Techniques	3
	<b>TOTAL</b>	<b>9</b>

\*MATH 110 is a prerequisite for these classes.

<b>General Education and Elective Courses:</b>	<b>43-46</b>
<b>GRAND TOTAL</b>	<b>128-131</b>

# Computer Science

## Computer Science Minor

CSIS 110, 111	Principles of Computer Programming I, II .....	6
CSIS 125	Discrete Structures I .....	3
CSIS 211	Data Structures & Algorithms .....	3
CSIS 215	Object-Oriented Programming in C++ .....	3
CSIS 245	Introduction to LAN Technology .....	4
CSIS 315	Application Development for Event-Driven GUI Applications .....	3
CSIS 445	Internetwork Architectures .....	3
	<b>TOTAL</b>	<b>25</b>

## COURSES

### CSIS 102 Microcomputer Literacy and Applications 3 hours

Prerequisite: OFIS 100 or equivalent

An introduction to the use of microcomputers, oriented toward future microcomputer users, not computer specialists. Topics include history of the field, computer hardware, software, operating systems, the Internet, and information systems. Students will work with popular applications for business and personal use, including web browsers, word processors, spreadsheets, and databases. (Fall, Spring)

### CSIS 105 Introduction to Computing 3 hours

An overview of computing as a human activity emphasizing the use of computers as tools to meet the needs of individuals and groups. Topics for study and discussion will include the history and development of computers, the impact of computers on the quality of life, information processing using computers, and ethical issues with respect to the use of information. Students will be introduced to the use of the Internet. (Fall, Spring)

### CSIS 110 Principles of Computer Programming I 3 hours

Introduction to problem solving using computers. Topics include top-down design, algorithm development, information representation, and programming using the Java language. Assumes a basic knowledge of PC operation. (Fall, Spring)

### CSIS 111 Principles of Computer Programming II 3 hours

Prerequisite: CSIS 110

A continuation of CSIS 110 with emphasis on elementary data structures and advanced techniques. Students will be introduced to C++. (Spring)

### CSIS 125 Discrete Structures I 3 hours

Prerequisite: MAP score of 49, or Corequisite: MATH 110

An introduction to the basics of discrete mathematics as applied in computer science. Topics include elementary logic, propositional logic, predicate logic, proof techniques, sets, relations, functions, counting, elementary number theory, and Boolean algebra. (Spring)

### CSIS 211 Data Structures and Algorithms 3 hours

Prerequisite: CSIS 111, CSIS 125

A continuation of CSIS 111's study of data structures, and a study of the time-complexity of algorithms. There will be an emphasis on choosing the appropriate storage arrangement and the appropriate algorithms to manipulate data, both in high-speed memory, on mass storage devices, or using a combination of the two. (Fall)

### CSIS 215 Object-Oriented Programming in C++ 3 hours

Prerequisite: CSIS 211 or Instructor's approval

A development of a strategic object-oriented approach to problem solving — analysis, design and coding — using the C++ language. There will be a focus on the use of classes to implement abstract data types, thus supporting the modern approach to loosely linked, modular code. The overloading of functions and operators, inheritance, and polymorphism will be studied as abstraction tools. (Spring)

### CSIS 225 Discrete Structures II 3 hours

Prerequisites: CSIS 125

A continuation of the study of discrete structures begun in CSIS 125. Topics include recurrence relations, graphs and trees, matrices, discrete probability, computational complexity, and elementary computability. (Fall)

### CSIS 245 Introduction to Local Area Network Technology 4 hours

Prerequisite: CSIS 111, CSIS 125

A practical introduction to current LAN network technologies, with emphasis on Ethernet. Topics include: signal encoding, channel access/utilization, integration/configuration/operation of hardware, cabling protocols, and LAN operating systems. (Spring)

### CSIS 291 Selected Topics 1-3 hours

Prerequisite: Permission of Department Chair

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 6 credits.

### CSIS 301 Issues and Practices in Information Security 3 hours

Prerequisite: CSIS 105 or permission of Instructor.

An examination of the issues to be considered and practices typically employed when implementing security measures to protect computing resources and data. Topics to be considered include basics of computation and networking, as well as securing communications channels, computer systems, and information resources. (Spring)

### CSIS 303 E-Commerce & Web Site Design 3 hours

An examination of the ground rules for competitive survival in the new market space of electronic commerce, including the electronic channels of well-designed Web sites and their impact on small and large business entities. Emphasis will be placed on analyzing information and applying graphic design techniques to develop effective Web pages for on-line business. Topics include e-commerce, navigation, security issues, networks, business models, and an overview of Web design and development tools. (Also taught as MKTG 303.) (Fall)

# Computer Science

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**CSIS 310 Assembler Programming and Machine Organization 3 hours**

Prerequisites: CSIS 215

An introduction to assembler language programming and computer organization and architecture. (Fall)

**CSIS 315 Application Development for Event-Driven GUI Applications 3 hours**

Prerequisites: CSIS 215

An introduction to the event-driven programming model using a windowed graphical user interface. Emphasis will be on using available tools and libraries to speed the development of significant applications. (Spring)

**CSIS 360 Operating Systems 3 hours**

Prerequisites: CSIS 310

A study of operating system organization, job control, I/O, and resource management. Emphasis will be placed on features of the UNIX O/S. (Spring)

**CSIS 370 Programming Languages 3 hours**

Prerequisite: CSIS 215.

Comparative study of programming languages with emphasis on formal language specification and analysis, run-time behavior, and implementation. (Fall)

**CSIS 405 Formal Languages and Automata 3 hours**

Prerequisite: CSIS 205.

An introduction to formal language theory, with emphasis on regular and context-free grammars. Topics include: language properties, the Chomsky Hierarchy, Finite State Machines, uncomputability, and computational complexity. (Fall)

**CSIS 445 Internetwork Architectures 3 hours**

Prerequisite: CSIS 245, 360.

An in-depth study of internetwork architectures. Topics include: protocols, switching, WAN routing, interconnectivity, virtual circuits, Client/Server based distributed applications, and distributed processing. (Fall)

**CSIS 450 Principles of Database Design 3 hours**

Prerequisite: CSIS 320.

Course covers design and implementation of databases with emphasis on structures and schemas, information retrieval, SQL, security, and integrity. (Fall)

**CSIS 490 Software Engineering 3 hours**

Prerequisite: CSIS 315

A study of the management and implementation of programming projects. Topics include project management, scheduling and control, programming assignments and specifications, testing and documentation, system implementation, and evaluation. Students will be required to complete a significant team project involving both design and implementation. **This course meets the upper division writing component for senior year English.** (Spring)

**CSIS 491 Selected Topics 1-3 hours**

Prerequisite: Approval by Department Chair

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 6 credits.

**CSIS 492 Computer Science Internship 1-3 hours**

Prerequisite: Approval by Department Chair

On-the-job supervised experience in a field of computer science related to the student's concentration area. Limited to senior majors. May be repeated for a total of 6 credits.

**CSIS 495 Special Topics Seminar 1-3 hours**

Prerequisite: Approval by Department Chair

Covers topics of special interest such as new developments in the field of computer science, as well as occasional specialized topics such as artificial intelligence, computer graphics, etc. May be repeated for a total of 6 credits.

# Education

Randy Gilliam, Chair and Certification Officer; Carol Campbell, Michael England and Marcel Sargeant

## AIMS OF THE PROGRAM

The Education Department of Southwestern Adventist University directly addresses the mission to which the University is committed by preparing individuals for effective service in this world. The program incorporates a broad liberal arts education as a basis for the more in-depth focus on academic teaching specializations, field based experience and the pedagogy associated with the teaching and learning process. The program prepares individuals for a profession in which they can affect the lives of others in a Christian paradigm.

## PROGRAM OBJECTIVES FOR TEACHER EDUCATION

Southwestern Adventist University's goal is to provide each student with outcome driven educational competencies. Upon completion of this program, the student will demonstrate:

1. Subject Matter Proficiency
2. Instructional Planning Using Broad Based Media
3. A Variety of Presentation Skills to meet the needs of a diverse population
4. Assessment and Screening Procedures to ensure competency
5. Supervision and Management Skills
6. Record Keeping as a Process of Accountability
7. Christian Professional and Interpersonal Responsibilities for service in their local church

## THE TEACHER EDUCATION PROGRAM

The Teacher Education Program at Southwestern Adventist University provides teacher training in elementary education, including the intermediate school, and at the secondary level. Through the School of Graduate Studies one can obtain a masters degree in Education.

The Education program is designed to prepare students for certification with the State of Texas, and thus be qualified to teach in either the public or private sector. This preparation is accomplished through a combination of campus and field-based delivery systems.

Degrees are awarded by Southwestern Adventist University, while certification is awarded by the State of Texas. Therefore, a student may seek certification upon completion of any degree, the completion of a state-approved teacher certification program, and the receipt of a satisfactory score on the TExES examinations. To be recommended for certification by Southwestern Adventist University, a minimum of 12 successful semester hours in residence is required.

The State Board of Educator Certification (SBEC) establishes the teacher certification standards. Any change in these standards must be reflected in Southwestern Adventist University's certification requirements; therefore, any modification in the state law affecting our certification requirements takes precedence over statements in the Bulletin.

Seventh-day Adventist teacher certification may be acquired simultaneously by meeting the requirements as outlined in the North American Division Office of Education, "Certification Requirements, K-12", as revised in 2001.

## ADMISSION TO THE TEACHER EDUCATION PROGRAM

Admission to the University and admission to the Teacher Education Program are two separate entities. Students pursuing teacher certification or Teacher's Professional Development courses will be required to take and pass the Texas Higher Education Assessment (THEA) exam. Registration bulletins for taking the THEA are available in the Teacher Education Department. The THEA is offered six times each year. Persons who fail the test may retake it after a four month interval for as many times as needed to pass.

Professional education course work is reserved for students who have met admissions requirements, made application and have been approved by the Teacher Education Committee. The requirements for admission to teacher education at Southwestern Adventist University are as follows:

1. Take the THEA exam and meet a minimum score of 260 in reading, 230 in math, and 220 in writing. Passing standards are subject to change, as the State Board of Education changes minimum standards.
2. Have completed a minimum of 60 semester hours, or be enrolled in the semester that will complete 60 hours.
3. Have a minimum cumulative grade point average (GPA) of 2.75.
4. Have completed with a "C" or higher College Algebra, Fundamentals of Speech, Freshman Composition and Research and Professional Writing or equivalent courses.
5. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
6. Meet all other requirements implemented by the Education Department faculty.
7. **After acceptance all students must submit to and pay for a criminal background check.**

The candidate is responsible for initiating the application, which is available in the Office of Teacher Certification. All applications will be accompanied by:

1. A statement of purpose - a one page, typed essay describing reasons for desiring a profession in the teaching field.
2. Two letters of recommendation from individuals other than relatives. Preferably, these recommendations will come from SWAU faculty members not in the Education Department, or other work experience supervisors.

## DEGREE PLAN

After the student has been admitted to the Teacher Education Program, they should develop a degree plan with their major advisor and the Department of Education. The plan will show the declared major or teaching fields, the work completed and the remaining requirements for the degree. Copies of the degree plan will be filed with the registrar's office, Teacher Education Department and the major advisor.

## RETENTION IN THE TEACHER EDUCATION PROGRAM

To be retained in the Teacher Education Program, students must:

1. Maintain a cumulative 2.75 grade point average in all course work.
2. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
3. Give evidence of satisfactory professional growth.
4. Show promising development in field experiences.
5. Demonstrate behavior that is ethically and morally responsible.

At the end of the junior year, the teacher education staff will review each student's progress and advise each according to the findings. A student found in violation of any of the above criteria will be placed on probation. Probationary procedures may be obtained from the Education Department.

## STUDENT TEACHING

Student Teaching is a privilege granted to the student through the courtesy of the school and/or district to which the student teacher is assigned. Prompt and regular attendance is required. Students are advised to become familiar with the Student Teaching Handbook prior to student teaching.

Student teaching normally will be taken during the last semester. Student teaching requires full days in the schools for a minimum of 12 consecutive weeks in accordance with the calendar of the school district. Students may not take classes at the university during the hours they are scheduled to student teach, and are limited to 12 credit hours.

Students who do not graduate within six months of student teaching may lose credit for the course and would then need to repeat student teaching. The Teacher Education Committee, prior to consideration for an additional student teaching assignment, must review candidates who withdraw or are withdrawn from a student teaching assignment.

## ADMISSION TO STUDENT TEACHING

To be eligible for student teaching, students must:

1. Be unconditionally admitted to the Teacher Education Program.
2. Maintain an overall grade point average of not less than 2.75.
3. Maintain a grade of 'C' or better in courses in the teaching field(s), or academic specialization area, with an overall grade point average of not less than 2.75.
4. Maintain a grade of 'C' or better in the courses in professional education, with an overall grade point average of not less than 2.75.
5. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
6. Complete a minimum of 45 clock hours of satisfactory work in the field experience component of the professional education courses.
7. Have senior status.
8. Have a commitment to high moral and ethical standards, as defined by the SWAU bulletin.
9. File an application for student teaching by April 1 for a fall student teaching assignment, and by October 1 for a spring assignment.

The Teacher Education Committee will review all applications to determine eligibility for student teaching. Admission to the Teacher Education Program does not necessarily ensure acceptance into Student Teaching. Appeals to any decision must be made in writing to the Teacher Education Council and if needed to the Vice President for Academic Affairs.

## RECOMMENDATION TO THE STATE BOARD FOR EDUCATOR CERTIFICATION

To be recommended to the State Board for Educator Certification (SBEC) for teacher certification, a student must have successfully met the following criteria:

1. All specified course work must be completed on the degree plan or certification plan in which certificate is sought.
2. Acceptable scores on the appropriate professional development and content specialization portions of the TExES exam.
3. In accordance with Article 6252-13c, Texas Civil Statutes, the Texas Commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate, for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession. All applicants for Texas certificates will be screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety. Students must make application through the SBEC website and enclose the appropriate fee required for the certificate sought. The Teacher Certification Officer will make recommendations based upon satisfactory completion of all requirements pertaining to certification.

## STATE CERTIFICATION

Certification levels for teaching certificates will be Early Childhood-Grade 4 (EC-4), Grades 4-8 (GR 4-8) and Grades 8-12 (GR 8-12) with specialization in English, History, Journalism, Life Science, Physical Science, Mathematics, Speech, or Social Studies or All Level Physical Education or Music for Early Childhood-Grade 12 (EC-12).

## PROGRAMS

**Southwestern Adventist University offers a major in Elementary Education. A major in Secondary Education is not available. A person interested in Secondary Education must complete a major and a minor in another discipline in addition to the course work required for teaching certification.** The Teacher Education Program consists of three major components; academic foundations (general education), professional development and academic specialization.

# Education

## A. ACADEMIC FOUNDATIONS required for EC-4, GR4-8 (GR8-12, All Level PE or Music K-12 should meet general education requirements on page 36.)

General Education Curricula Minimum Requirements*		
<b>ENGLISH</b>		12
ENGL 121+	Freshman Composition	3
ENGL 220+	Research and Professional Writing	3
ENGL 231	or	
ENGL 232	American Literature	3
ENGL 464	Advanced Grammar	3
<b>SPEECH</b>		3
COMM 111+	Fundamentals of Speech	
<b>SOCIAL and BEHAVIORAL SCIENCES</b>		12
HIST 111	American History	3
HIST 112	American History	3
POLS 211	Texas & National Constitutions	3
<b>MATH/NATURAL AND COMPUTER SCIENCE</b>		12-14
MATH 110+	Math (College Algebra or above)	3
	Two classes of lab Science	6-8
It is recommended that you take one semester of life science and one semester of physical science.		
CSIS 102	Microcomputer Literacy	3
<b>HEALTH AND PHYSICAL EDUCATION</b>		4
HLED 111	Health & Wellness	3
	P.E. Activity Elective	1
<b>RELIGION**</b>		12
RLGN 101	Christian Beliefs	3
RLGN 230	History of the SDA Church	3
RLGN 211	Life and Teachings	3
Upper Div.	Old Testament, New Testament, or other Bible content class	3
<b>UNIVERSITY SUCCESS***</b>		1
<b>TOTAL</b>		56-62

\* Students who qualify for honors classes may substitute where appropriate.  
 \*\* These specific classes are required for SDA certification only. For those seeking only state certification, it is strongly recommended that students enroll for a minimum of one course each school year. Applied religion is not to exceed three credits; three of the religion credits must be upper division. Transfer students from non-SDA schools must have three hours of religion credit per 30 credits taken in residence at SWAU, with a minimum of six hours. Though religion classes taken prior to enrollment at SWAU will be considered for transfer, at least three hours must be from an SDA school, and non-SDA religion classes taken after enrollment here will not be transferred.  
 \*\*\* All freshmen who have taken less than 12 previous college hours, which does not include credits taken while in high school or by examinations, must enroll in the University Success course.  
 + Must earn a "C" or better.

## B. PROFESSIONAL DEVELOPMENT (required for Elementary Education Majors and for Secondary Education Certification)

PSYC 220	Human Growth and Development	3
EDUC 254	Intro to the Teaching Profession	3
EDUC 263*	Religion in the SDA School	3
EDUC 312	Educational Psychology	3
EDUC 326	Exceptional Children	3
EDUC 350	Educational Technology	3
EDUC 384	Reading in the Content Areas	3
EDUC 416	Legal and Philosophical Foundations	3
EDUC 434	Classroom Assessment	3
EDUC 436	Classroom Management	3
EDUC 465, 475, 485	Directed Teaching (selected for chosen Certification)	6
<b>TOTAL</b>		36

### Secondary Education Certification also requires:

EDUC 322	Adolescent Psychology	3
EDUC 450	Teaching in the Secondary School	3

\* for SDA certification only

## C. ACADEMIC SPECIALIZATION

### ELEMENTARY EDUCATION MAJORS

#### Option I (Early Childhood - Grade 4)

PETH 243	P.E./Health in the Elementary School	3
MUED 253	Music in the Elementary School	3
EDUC 175	Teaching Culturally Diverse Students	3
EDUC 310	Second Language Instruction	3
EDUC 364	Kindergarten Materials & Methods	3
EDUC 366	Educational Programs for Young People	3
EDUC 375	Children's Literature and the Teaching of Reading	3
EDUC 382	Reading and Language Arts in the Elementary School	3
EDUC 386	Mathematics in the Elementary School	3
EDUC 413	Science in the Elementary School	3
EDUC 419	Social Studies in the Elementary School	3
EDUC 424	Language Arts Essential Skills in the Elementary School	3
<b>TOTAL</b>		36

#### Option II (Grade 4 - Grade 8)

ARTS 223	Arts & Crafts	3
PETH 243	PE/Health in the Elementary School	3
MUED 253	Music in the Elementary School	3
HIST 312	Historical and Political Geography	3
EDUC 175	Teaching Culturally Diverse Students	3
EDUC 310	Second Language Instruction	3
EDUC 375	Children's Literature and the Teaching of Reading	3
EDUC 382	Reading and Language Arts in the Elementary School	3
EDUC 386	Math in the Elementary School	3
EDUC 413	Science in the Elementary School	3
EDUC 419	Social Studies in the Elementary School	3
EDUC 424	Language Arts Essential Skills in the Elementary School	3
<b>TOTAL</b>		36

# Education

## SECONDARY EDUCATION CERTIFICATION

### Option I

Option one shall prepare the individual to teach in one area of grades 8-12 and shall require completion of a major in one of the following teaching areas:

English, History, Journalism, Life Science, Mathematics, Physical Science, Speech

With the exception of Journalism and Physical Science, these areas are not composite majors and would therefore also require a minor to be completed.

### Option II

Option two shall prepare the individual to teach in two areas of grades 8-12 and shall require completion of a major, plus a minor which includes 24 hours with a minimum of 12 semester hours of upper division courses. The major and minor must both be chosen from the following teaching areas:

English, History, Journalism, Life Science, Mathematics, Physical Science, Speech

### Option III

Option III shall prepare the individual to teach in grades 8-12 and shall require the completion of a broad teaching field with 24 semester hours of upper division courses. May include the following area:

Business

### Option IV

Option IV shall prepare the individual to teach in grades 8-12 and shall require completion of a composite teaching field with 24 semester hours in one area, 12 semester hours of which must be upper division, and a minimum of 6 semester hours in each additional area. May include the following composite field:

Social Studies

### Option V - All Level Certification for Physical Education (Grades EC-12)

Option five leads to an all level certificate and shall prepare the individual to teach Physical Education in Early Childhood through grade twelve and shall require completion of a major in Physical Education.

### Option VI - All Level Certification for Music (Grades EC-12)

Option six leads to an all level certificate and shall prepare the individual to teach Music in Early Childhood through grade twelve and shall require completion of a major in Music.

**NOTE: IT IS RECOMMENDED THAT YOU OBTAIN A MATRIX OUTLINING THE COURSE OF STUDY FOR THE CERTIFICATION PLAN YOU HAVE CHOSEN.** These may be obtained from the Department of Education or on-line at <http://ed.swau.edu>

## EDUCATION COURSES

### EDUC 175 Teaching Culturally Diverse Students 3 hours

Addresses the preparation of teachers for the wide diversity of students they will encounter in their classrooms with an emphasis on developing methods for involving the family in the educational process. Also emphasizes the knowledge and skills needed to help students be better informed and proactive in a multicultural society along with the legal basis for desegregation and multiculturalism in American Education. (Spring)

### EDUC 254 Introduction to the Teaching Profession 3 hours

An analysis of implications for teachers and teaching as education moves into the 21st century. Focus is on preparing beginning teachers to understand different aspects of diversity and how they can address these differences in their teaching. This course should be the first one taken in the teacher education program. (Fall)

### EDUC 263 Religion in the SDA School 3 hours

A study of a variety of strategies in teaching the Bible creatively. Students will discover an approach to learning that Jesus perfected--totally involving people through active experiences, creating learning environments, adjusting emphasis from teaching to learning, and developing lessons using a model of teaching repertoire. (This course does not apply to religion requirements but is required for Seventh-day Adventist Denominational Certification.) Includes field experience. (Fall)

### EDUC 291 Selected Topics 1-2 hours

Prerequisite: Admission to teacher education program, and approval of department chair

A study in an area of interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits. (Fall, Spring)

### EDUC 310 Second Language Instruction and Assessment 3 hours

This course will address theoretical and practical aspects of ESL instruction and testing. A variety of teaching strategies will be presented, along with how to incorporate national and state standards in classroom activities. Socio-cultural issues of language and language acquisition will be covered, with an in-depth analysis of how policy affects classroom teaching. Discussion of formal and informal assessment procedures and instruments will also be included to learn basic concepts, issues, and practices related to test design, development, and interpretation and to use this knowledge to select, adapt, and develop assessments for different purposes in the ESL program; to apply knowledge of formal and informal assessments used in the ESL classroom and to know their characteristics, uses, and limitations; and to understand relations among state mandated standards, instruction, and assessment in the ESL program. (Spring)

### EDUC 312 Educational Psychology 3 hours

Prerequisite: PSYC 212

A study of psychology as it relates to the learning processes and teaching methods. Principles and theories of learning are reviewed and individual differences and psychological concepts examined. Attention is given to exceptional learners. Includes field experience. **This course meets the upper division writing component for senior year English.** (Fall)

# Education

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## **EDUC 322 Adolescent Psychology 3 hours**

An overview of the physical, mental and emotional phases of human development during the adolescent years. A study of the environmental and educational problems of the teenager. (Also taught as PSYC 322.) (Spring)

## **EDUC 326 Exceptional Children 3 hours**

Prerequisite: Admission to teacher education program.

A study in understanding educational and psychological problems in all areas of exceptionality. Study will include the characteristics, assessment, admission, review, and dismissal processes for special students requiring individualized or specialized programs. Includes field experience option. (Also taught as PSYC 326.) (Spring)

## **EDUC 350 Educational Technology 3 hours**

Prerequisite: Admission to teacher education program

Examination of both soft and hard technology. Emphasis is on multiple intelligences, learning styles, informational processing habits, and motivational factors that are integrated into multi-media planning using software to develop units of instruction. A working knowledge of Microsoft Office is needed before enrolling in this class. (Fall)

## **EDUC 364 Kindergarten Materials and Methods 3 hours**

Prerequisite: Admission to teacher education program and EDUC 366

A course designed to acquaint the student with developmentally appropriate kindergarten curriculum, with emphasis on addressing each child's individual needs, abilities, interests, and cultural diversity. Includes topics such as language and literacy, puppets, dramatic play, art, sensory centers, music and movement, math, science, and social studies. Includes field experience. (Fall)

## **EDUC 366 Educational Programs for Young Children 3 hours**

Prerequisite: Admission to teacher education program

A course designed to acquaint the student with the what, who, why, where, and how of early childhood education, ranging from the history of early childhood education to the implementation of developmentally appropriate practice. Includes field experience. (Spring)

## **EDUC 375 Children's Literature and the Teaching of Reading 3 hours**

Prerequisite: Admission to teacher education program

A course designed to acquaint the student with the many ways children benefit from literature at different times in their lives and appreciate what happens when a child is engaged by a book; to acquaint the student with the wealth of children's books that are available today and to enable them to make critical judgments about them; and to equip the student with a range of proven strategies to bring children together with books productively and pleasurably. (Fall)

## **EDUC 382 Reading and Language Arts in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program

A course designed to acquaint the student with the strategies to help ALL children become better readers through systematic, multimethod, multilevel instruction. The focus will be on essential components of a balanced literacy program (Guided Reading, Self-Selected Reading, and Working With Words), steps for implementation and management, and a variety of classroom activities. Includes field experience. (Fall)

## **EDUC 384 Reading in the Content Areas 3 hours**

Prerequisite: Admission to teacher education program

A study of the basic principles of teaching reading in the content areas and in the secondary school. Study will include concepts, methods, materials, and organizational skills for reading instruction. Includes field experience. (Fall)

## **EDUC 386 Mathematics in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program

A course designed to acquaint the student with concepts, methods, and available materials for effective mathematics instruction in the elementary school. Creative development of materials and lesson plans are emphasized. (This course does not apply to mathematics requirements.) Includes field experience. (Fall)

## **EDUC 413 Science in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program

A course designed to prepare students with practical classroom-tested activities and ideas that are presented on planning, organizing, managing, and assessing an effective guided discovery science program. Students will have opportunities to develop teaching lessons and instruct local area elementary students in a laboratory setting. (This course does not apply to science requirements.) (Spring)

## **EDUC 416 Legal and Philosophical Foundations of Education 3 hours**

Prerequisite: Admission to teacher education program.

A study of the legal aspects of education, with emphasis on the responsibilities, duties, and existing constitutional statutory rights of agencies and individuals, including the handicapped, and those from minority groups. This course also surveys the philosophic enterprise, from the Christian viewpoint, as it relates to the understanding and evaluation of contemporary movements in educational thinking. (Spring)

## **EDUC 419 Social Studies in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program

An overview of the multicultural elementary school social studies program which incorporates proven teaching strategies such as models of teaching, cooperative learning, learning styles, and dimensions of learning. Students will have opportunity to develop thematic lesson plans in an active-learning environment. (This course does not apply to social studies requirements.) Includes field experience. (Spring)

## **EDUC 424 Language Arts Essential Skills in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program and EDUC 382

A course designed to acquaint the student with the principles that underlie the writing workshop and the major components that make it work. (Spring)

## **EDUC 434 Classroom Assessment 3 hours**

Prerequisite: Admission to teacher education program and senior class status.

This class prepares prospective teachers to have a better understanding of classroom learning and assessment. Attention will be given to test construction and evaluation of test results. (Spring)

# Education

## **EDUC 436 Classroom Management 3 hours**

Prerequisite: Admission to teacher education program and senior class status.

The purpose of this course is to help teachers develop systematic strategies and techniques for organizing and managing classroom activities and students. Research and practitioner-based models for classroom management will be reviewed and explored. Emphasis will be based upon real-world solutions that prepare teachers to be effective managers of their classrooms so that student learning is maximized. (Fall)

## **EDUC 450 Teaching in the Secondary School 3 hours**

Prerequisite: Admission to student teaching

A study of the teacher's role, teaching techniques, classroom management and evaluation of learning experiences in the secondary school as these affect all students, including the those with special needs and minorities. Includes field experience. (Fall)

## **EDUC 465 Directed Teaching in Kindergarten 3 hours**

Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching

This course is open only to students seeking Kindergarten Endorsement. Requires full-day observations and student teaching in an approved kindergarten for six weeks under the direction of supervising teachers. Pass/no pass course. (Fall, Spring)

## **EDUC 475 Directed Teaching in Elementary School 3-6 hours\***

Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching

This course is open only to students seeking certification in Elementary Education. It requires full-day observations and student teaching in an approved elementary school for twelve weeks under the direction of supervising teachers. Pass/no pass course.

\*Depends on certification emphasis. (Fall, Spring)

## **EDUC 485 Directed Teaching in Secondary School 6 hours**

Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching

This course is open only to students seeking certification in Secondary Education. It requires full-day observations and student teaching in an approved secondary school for twelve weeks under the direction of supervising teachers. Pass/no pass course. (Fall, Spring)

## **EDUC 491 Selected Topics 1-2 hours**

Prerequisite: Admission to teacher education program, and approval of department chair

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits. (Fall, Spring)

## **OTHER COURSES REQUIRED**

### **ARTS 223 Arts and Crafts 3 hours**

A course of exploratory activities in a variety of two- and three-dimensional arts and crafts media and methods of Discipline-Based Art Education for children. (Spring)

### **PETH 243 Physical Education/Health in the Elementary School 3 hours**

Prerequisite: Admission to teacher education program

The course provides the teacher with an extensive repertoire of teaching techniques in the elementary physical education program. Emphasis is placed on health-related fitness, skill development, special events, and game development. One-half of the course involves a teaching lab where local area elementary students come to the SWAU Gym and are instructed by class members. (Fall)

### **MUED 253 Music in the Elementary School 3 hours**

A course designed to prepare teachers to direct the music activities of children. The contents include fundamentals, appreciation, singing and rhythm activities. (Fall)

# Engineering

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Bill Atkins, Engineering Advisor

## PROGRAM

Southwestern Adventist University, in conjunction with Walla Walla College, offers an engineering program with major emphasis in mechanical, civil or electrical engineering and bioengineering.

English (3 units), history (1 unit), chemistry (1 unit), physics (1 unit), mathematics (3 units: Algebra I, geometry and trigonometry) on the secondary level are required for entrance into the engineering program. The freshman year is taken on the campus of Southwestern Adventist University, while the sophomore, junior and senior years are taken on the campus of Walla Walla College.

## FRESHMAN YEAR

### Fall

ENGL	121	Freshman Composition .....	3
CHEM	111	General Chemistry I .....	4
RLGN		Elective .....	3
MATH	121	Precalculus .....	3
UNIV	101	University Success .....	1
		Humanities or Social Studies elective .....	<u>3</u>
		TOTAL	17

### Spring

CSIS	110	Principles of Computer Programming .....	3
CHEM	112	General Chemistry II .....	4
MATH	181	Calculus I .....	4
PEAC		Elective .....	1
RLGN		Elective .....	3
		Humanities or Social Studies elective .....	<u>3</u>
		TOTAL	18

# Engineering

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Bill Atkins, Engineering Advisor

## PROGRAM

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CHEM	112	General Chemistry II .....	4
MATH	181	Calculus I .....	4
PEAC		Elective .....	1
RLGN		Elective .....	3
		Humanities or Social Studies elective .....	<u>3</u>
		TOTAL	18

Judy Myers Laue, Chair; Renard K. Doneskey, Andrew Woolley III  
Adjunct: Donna Guerrero, Herbert Roth

## AIMS OF THE DEPARTMENT

The English Department provides classes and support for English majors, English minors, and general studies students. In Freshman Composition and Research and Professional Writing all students at the university learn how to write coherent, well-organized essays. In the junior year students take a literature class which requires writing on literary topics. The department helps English majors and minors understand and appreciate American, English, and world literature, as well as linguistics and advanced composition.

Students may elect courses which prepare them for careers as secondary English teachers or for graduate study in English. A major in English is also an important asset to any student who wishes to specialize in several professional areas: law, medicine, business, public relations, or federal service.

## General Information

ENGL 121 and 220 must be completed in sequence during the freshman and sophomore years before any other course in English can be taken.

## English, B.A.

ENGL 221	World Masterpieces I or	3
ENGL 222	World Masterpieces II .....	3
ENGL 224	Survey of English Literature .....	3
ENGL 231	American Literature I .....	3
ENGL 232	American Literature II .....	3
ENGL 414	History of the English Language .....	3
ENGL 415	Advanced Composition .....	3
ENGL 458	Literary Analysis .....	3
ENGL 464	Advanced Grammar* .....	3

And a minimum of 12 hours from: .....	12
ENGL 451	Studies in Renaissance Literature (3)
ENGL 452	Studies in 17th Century Literature (3)
ENGL 453	Studies in 18th Century Literature (3)
ENGL 455	Studies in Romantic Literature (3)
ENGL 456	Studies in Victorian Literature (3)
ENGL 457	Studies in 20th Century Literature (3)
TOTAL	36

\*ENGL 464 is prerequisite to EDUC 485.

## English Minor

ENGL 221	World Masterpieces I or	3
ENGL 222	World Masterpieces II .....	3
ENGL 224	Survey of English Literature .....	3
ENGL 231	American Literature I or	3
ENGL 232	American Literature II .....	3
ENGL 464	Advanced Grammar .....	3

And a minimum of 6 hours from: .....	6
ENGL 451	Studies in Renaissance Literature (3)
ENGL 452	Studies in 17th Century Literature (3)
ENGL 453	Studies in 18th Century Literature (3)
ENGL 455	Studies in Romantic Literature (3)
ENGL 456	Studies in Victorian Literature (3)
TOTAL	18

## TEACHING CERTIFICATION PROGRAM

The following English major and minors are for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

*You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.*

## English, B.A. - Secondary Teaching Area

The student must meet the requirements for a B.A. degree in English.

## English Minor - Secondary Teaching Area

### Option II

ENGL 221	World Masterpieces I or	3
ENGL 222	World Masterpieces II .....	3
ENGL 224	Survey of English Literature .....	3
ENGL 231	American Literature I .....	3
ENGL 464	Advanced Grammar* .....	3

And a minimum of 12 hours from: .....	12
ENGL 451	Studies in Renaissance Literature (3)
ENGL 452	Studies in 17th Century Literature (3)
ENGL 453	Studies in 18th Century Literature (3)
ENGL 455	Studies in Romantic Literature (3)
ENGL 456	Studies in Victorian Literature (3)
ENGL 457	Studies in 20th Century Literature (3)
TOTAL	24

# English

## COMPOSITION COURSES

### **ENGL 021 Composition Review** 3 hours

This class is required of students whose SAT Critical Reading is below 400 or whose ACT English score is below 17. Those students who enroll in ENGL 121 and demonstrate in their introductory essay that they need reinforcement in basic mechanics, usage, and structure will be advised to enroll in this class. Credit will not apply toward graduation.

A basic review of spelling, punctuation, and grammar. Special emphasis will be given to the construction of a coherent paragraph. Students may not withdraw from this course. (Fall, Spring)

### **ENGL 121 Freshman Composition** 3 hours

Prerequisite: Minimum SAT Critical Reading of 400, a minimum ACT composite of 17, a minimum grade of C in ENGL 021, or successful completion of the ESL program with a score of 80 on the Michigan Test of Language Proficiency.

The course will cover the principles and practice of expository and argumentative writing. (Fall, Spring)

### **ENGL 220 Research and Professional Writing** 3 hours

Prerequisite: ENGL 121 and sophomore status

This course is designed to teach students the basic principles behind all on-the-job research and professional writing. Structured for students from a variety of academic disciplines, the course emphasizes three fundamental principles: writing in terms of audience and purpose, writing to emphasize important information, and writing clearly and concisely. This course requires the construction of a research paper in which students are given the opportunity to choose topics from their major areas of specialization and demonstrate their ability to evaluate scholarship critically and synthesize it. (Fall, Spring)

### **ENGL 415 Advanced Composition** 3 hours

Prerequisite: ENGL 121, 220

An advanced course in the art of rhetoric. Students will study the components of the rhetorical context in which all communication exists. The writing process will be reviewed in detail. Special attention will be devoted to style. Students will develop the ability to make appropriate rhetorical choices. (Spring, odd years)

## LITERATURE COURSES

### **ENGL 221 World Masterpieces: Ancient to Enlightenment** 3 hours

Prerequisite: ENGL 121, 220

A basic course with emphasis on an understanding of and an appreciation for the various types of literature including poetry, drama, and prose. Selections will be chosen from English and World literature. (Fall)

### **ENGL 222 World Masterpieces: Enlightenment to Contemporary** 3 hours

Prerequisite: ENGL 121, 220

A continuation of the study of world masterpieces from the Enlightenment to modern literature. (Spring)

### **ENGL 224 Survey of English Literature** 3 hours

Prerequisite: ENGL 121, 220

A survey of major figures and trends in British literature from the Anglo-Saxon period into the 20th century. (Spring)

### **ENGL 231 American Literature I** 3 hours

Prerequisite: ENGL 121, 220

A comprehensive study of the major writers and literary movements from 1609-1860 with emphasis on Franklin, Hawthorne, Whitman, and Dickinson. The class focuses on the establishment of a distinctly American literature in both content and style. (Spring)

### **ENGL 232 American Literature II** 3 hours

Prerequisite: ENGL 121, 220

A continuation of the study of American literature from 1860-present with emphasis on Twain and Chopin. Deals with the genres of the novel, poetry, the short story, and the essay with focus on the way Americans prefer individual freedom to society's accepted norms. (Fall)

### **ENGL 241 Literary Seminar** 3 hours

Prerequisite: ENGL 121, 220

A study of literature in an approach other than by literary period, for example, by genre, by theme, or by author. Content will change depending on the year in which it is taught. May apply toward the general education requirement. May be repeated once for credit with a different topic. (Fall, even years)

### **ENGL 451 Studies in Renaissance Literature** 3 hours

Prerequisite: ENGL 121, 220

The historical and literary background of the English Renaissance from 1485-1616 with emphasis on the most significant writers of the period, including Shakespeare. (Spring, even years)

### **ENGL 452 Studies in 17th Century Literature** 3 hours

Prerequisite: ENGL 121, 220

English prose and poetry from 1603-1660 with particular attention to the poetry of Jonson, Donne, and Herbert: and a more detailed study of John Milton and his major poems. (Fall, odd years)

### **ENGL 453 Studies in 18th Century Literature** 3 hours

Prerequisite: ENGL 121, 220

English poetry and prose from 1660-1800 with special attention to the major works of Dryden, Swift, and Pope. (Fall, even years)

### **ENGL 455 Studies in Romantic Literature** 3 hours

Prerequisite: ENGL 121, 220

Representative English Romantic poetry and prose with special emphasis on Wordsworth, Coleridge, Shelley, Keats, and Byron. (Spring, odd years)

### **ENGL 456 Studies in Victorian Literature** 3 hours

Prerequisite: ENGL 121, 220

A study of British poetry, novels, essays, and plays from 1830-1900. Emphasis on Dickens, R. Browning, Hardy, and E. Bronte. (Fall, odd years)

**ENGL 457 Studies in 20th Century Literature 3 hours**

Prerequisite: ENGL 121, 220

A study of the major trends and writers in English and American literature since 1900. (Spring, even years)

**ENGL 458 Literary Analysis 3 hours**

Prerequisite: Completion of all lower-division English requirements.

An examination of literary theories and genres and their application to selected works of literature. Designed as a capstone to the English major, this class will be taken during the student's senior year and serves as the **fourth-year writing class**. (Spring)

## **OTHER COURSES**

**ENGL 272 Introduction to Drama 3 hours**

Prerequisite: Permission of instructor

A study of representative plays written in English, considering their literary history and dramatic staging. Students will help to produce a play for the university, cultivating voice control, stage presence, character creation, and stage management. May be repeated. (Elective credit only; does not apply toward the general education requirement.) (Spring)

**ENGL 291 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair

This course offers the student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

**ENGL 414 History of the English Language 3 hours**

Prerequisite: ENGL 121, 220

A linguistic study of the history of the English language through modern English. Also, study will be given to American English and how it relates to our present culture. (Fall, even years)

**ENGL 464 Advanced Grammar 3 hours**

Prerequisite: ENGL 121, 220

This course is primarily designed for prospective elementary and secondary teachers who will need the knowledge and methods for teaching basic English grammar. Also, study will be given to current theories and rules of grammar. (Fall)

**ENGL 491 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair

This course offers the advanced student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# English as a Second Language

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Eun-Young Kim, Program Director

## ENGLISH AS A SECOND LANGUAGE

Intensive English Language courses are designed to immerse limited English proficient (LEP) students in the English language. These remedial ESL classes will help the student develop the language and language-related skills necessary to progress in the university program. These classes cover phonetics, syntax, aural comprehension, and speech, reading, and writing skills. Classes and laboratories are taught in English for five to eight hours a day, according to the individual student's needs. Formal classes will be supplemented by informal discussion groups, modern language lab, interactions with native-English speaking tutors, role-playing and field trips. Twelve hours of 100 level ESL classes may apply to a Bachelor's Degree and six hours may apply to an Associate Degree.

## ADMISSION

Students must meet all admission requirements for enrollment at Southwestern Adventist University.

Students taking ESL classes will take the Michigan Placement Test to determine the level of ESL classes best suited to their level of English proficiency. Students will then be advised on the courses they should take: Level 1, 2, or 3. Students may also take university courses along with Level 3 ESL courses if they have taken the Michigan Test of English Language Proficiency and the results show they have the proficiency necessary to succeed in selected courses.

For academic advising, the results of the ESL course work will be evaluated along with the Michigan Test of English Language Proficiency.

### ESOL 010 Oral Composition 3 hours

A basic course that introduces language used in everyday life on the university campus and in society. Emphasis is placed on the development of vocabulary, phrases necessary to function in all social interactions, clear pronunciation, and fluent speech. The class meets five times a week and four hours of lab are required. (Fall, Spring)

### ESOL 012 Advanced Oral Composition 3 hours

This course includes an introduction to the phonology of the English language. Specific listening skills are developed. Class time is given to practical exercises developing extemporaneous and prepared speech. Fluency and accuracy are encouraged. This class meets five times a week and four hours of lab are required. (Fall, Spring)

### ESOL 020 Grammar 3 hours

Introduction to the basics of English spelling, handwriting, parts of speech, punctuation, and sentence patterns. The class meets five times a week. (Fall, Spring)

### ESOL 025 Advanced Grammar 3 hours

Study of the structure of English sentence patterns, parts of speech, verb tenses and forms, idioms, and spelling. The class meets five times a week. (Fall, Spring)

### ESOL 030 Reading I 3 hours

An introduction to reading in the English language with emphasis on developing vocabulary, and phonetic and comprehension skills. This course meets five days a week. (Fall, Spring)

### ESOL 035 Reading II 3 hours

This course is designed to develop phonetic skills as well as emphasize the understanding of vocabulary in context, reading for the main idea, reading for facts and details, and making inferences and judgments. This course meets five days a week. (Fall, Spring)

### ESOL 040 Writing 3 hours

This course is designed to develop the creation of original sentences and paragraphs using the four rhetorical modes. The class meets five times a week. (Fall, Spring)

### ESOL 045 Advanced Writing 3 hours

Development of the five paragraph essay in the four rhetorical patterns. Emphasis is on fluency and speed of production. The class meets five times a week. (Fall, Spring)

### ESOL 111 English Composition Skills 3 hours

This course is designed to aid those students for whom English is a second language, and whose writing skills are not yet up to college entrance standards to develop the writing skills necessary for college entrance. The course includes intensive writing practice and vocabulary development. (Fall, Spring)

### ESOL 116 Speech Composition and Comprehension 3 hours

A study of the phonology of the English language, with in-class practice of the sounds, stress, intonation, and inflection of words, phrases, and sentences. This class emphasizes listening skills necessary for taking notes in mainstream classes. Emphasis is given to correct pronunciation and fluent speech. The class meets five times a week and three hours of lab are required. (Fall, Spring)

### ESOL 121 Reading III 3 hours

This course is designed to bring the reading skills of LEP students up to college entry standards. This course includes intensive exercises in reading: comprehension, vocabulary, and reading rate. (Fall, Spring)

### ESOL 131 English Structure and Usage 3 hours

Review of all English grammar structures with concentration on preparation for the university entrance tests. Emphasis is given to the understanding and use of structural patterns. (Fall, Spring)

David R. Anavitarte, Chair  
Adjunct: Charles Varner

## **AIMS OF THE ART PROGRAM**

The aim of the art program is to cultivate an appreciation of the various forms of visual experience and to provide opportunity for self-expression. (The following classes may be taught with sufficient student demand.)

## **COURSES**

### **ARTS 111 Drawing 3 hours**

An introduction to the media and techniques of drawing. Development of perceptual skills and application of the elements and principles of two-dimensional design. (Fall, even years)

### **ARTS 212 Introduction to Painting 3 hours**

A course in the basics of painting with transparent water color including color mixing, manipulative skills, observational skills, design and composition. (Fall, odd years)

### **ARTS 223 Arts and Crafts 3 hours**

A course of exploratory activities in a variety of two- and three-dimensional arts and crafts media and methods of Discipline-Based Art Education for children. (Spring)

### **ARTS 312 Advanced Painting 3 hours**

Prerequisite: ARTS 212

Application of "Introduction to Painting" skills as students develop their personal expressive style with their preferred subject matter. (Spring, even years)

### **ARTS 221 History of Western Art 3 hours**

A survey of the fine arts and how they have related to the various cultures throughout western civilization. The class will deal with the arts from the Renaissance to the present time. (Spring, odd years)

### **ARTS 291 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair

Designed for the student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **ARTS 491 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair

Designed for the advanced student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# Fine Arts/Music

David R. Anavitarte, Chair; John W. Boyd  
Adjunct: Scott Marosek, Henry Welch

## AIMS OF THE MUSIC DEPARTMENT

Music classes are offered to provide an atmosphere in which students can learn to be proficient performers and music leaders in their home communities, schools, and churches.

The music program offers classes which provide experience in solo performance, ensemble playing, and choral singing as well as keyboard and instrumental instruction.

Since music is an important, creative outlet for emotion and a means of spiritual expression, a high priority is placed on individual involvement by many students in all academic disciplines.

The music program is positioned to serve in a variety of ways and several of the following programs indicate the underlying philosophy that music is all inclusive, an important activity for all people, and an art that can be combined with other academic offerings.

## PROGRAMS

B.A. Music  
B.S. Music  
Music minor  
Teaching Area - Secondary Certification

## ENTRANCE REQUIREMENTS

Students in the Music Degree Program must take a functional keyboard facility examination the first semester in residence. Those failing this examination must enroll in MUPF 151 each semester in residence until the examination is passed, *or until four semesters of piano lessons are completed.*

## GENERAL REQUIREMENTS

1. A senior recital is required for all majors.
2. Each major or minor will perform in at least one recital per semester.
3. All majors will perform each semester for a jury composed of the music faculty.
4. A student is encouraged to practice ten hours a week in their major performance area.
5. The first semester is a conditional time when the student will show their ability to function as a music major. This includes music theory and performance skills. At the end of the first semester the student's progress and potential will be evaluated. The student will be notified in writing if they have achieved full music major status.
6. A letter from the chair, written in advisement with the major's performance teacher, will be placed in the student's file at the end of each school year, encouraging and/or noting areas needing improvement.
7. Majors will attend all general, major, minor, and faculty recitals. In addition, two approved off-campus recitals per semester are required. If a major misses a recital, a suitable replacement approved by the chair must be arranged.

## Music, B.A.

The Bachelor of Arts in music is a nonprofessional degree designed to give the student a broad understanding of the musical heritage of man.

MUCT	111	Music Theory I .....	3
MUCT	151	Music Theory II .....	3
MUCT	221	Music Theory III .....	3
MUCT	251	Music Theory IV .....	3
MUHL	311	Music History I .....	3
MUHL	312	Music History II .....	3
MUPF		Applied Music .....	7
MUPF	468	Senior Recital .....	1
MUEN		Music Ensemble ( <i>lower division</i> )* .....	2
MUEN		Music Ensemble ( <i>upper division</i> )* .....	2
MUCT	414	Orchestration and Arranging <i>or</i>	
MUCT	416	Composition .....	3
		TOTAL	33

\*One major ensemble required for each semester in residence.

## Music, B.S.

MUCT	111	Music Theory I .....	3
MUCT	151	Music Theory II .....	3
MUCT	221	Music Theory III .....	3
MUCT	251	Music Theory IV .....	3
MUCT	414	Orchestration and Arranging <i>or</i>	
MUCT	315	Form and Analysis .....	3
MUCT	416	Composition .....	3
MUED	280	Basic Conducting .....	1
MUED	380	Choral Conducting .....	2
MUED	381	Instrumental Conducting .....	2
MUEN		Music Ensemble ( <i>lower division</i> )* .....	2
MUEN		Music Ensemble ( <i>upper division</i> )* .....	2
MUHL	311	Music History I .....	3
MUHL	312	Music History II .....	3
MUPF		Applied Music .....	7
MUPF	468	Senior Recital .....	1
		TOTAL	41

\*One major ensemble required for each semester in residence.

## Music Minor

MUCT	111	Music Theory I .....	3
MUCT	151	Music Theory II .....	3
MUHL	221	Survey of Music .....	3
MUED	280	Basic Conducting .....	1
MUED	380	Choral Conducting <i>or</i>	
MUED	381	Instrumental Conducting .....	2
MUED		Pedagogy .....	2
MUEN		Ensemble .....	2
MUPF		Applied Music .....	3
		TOTAL .....	19

# Fine Arts/Music

## TEACHING CERTIFICATION PROGRAM

The following Music major is for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

### Music, B.A. or B.S. - All Level Certification

The student must meet the requirements for a B.A. or B.S. degree in Music. In addition, the following courses are required:

MUED 355 Music in the School: K-12 ..... 2  
 Emphasis chosen from below..... 6

#### Piano Emphasis:

MUED 452 Piano Technique and Pedagogy ..... 2  
 MUPF 161 Organ ..... 2  
 choice of MUED 372, MUED 374, or MUED 451..... 2

#### Voice Emphasis:

MUED 451 Voice Technique and Pedagogy ..... 2  
 MUED 452 Piano Pedagogy ..... 2  
 Diction for Singers ..... 2

#### Instrumental Emphasis:

MUED 371 Percussion Technique and Pedagogy ..... 2  
 MUED 372 Brass Technique and Pedagogy ..... 2  
 MUED 374 Woodwind Technique and Pedagogy ..... 2

## COURSES

### MUEN Ensembles 1 hour

Prerequisite for 300 level courses: 2 semesters credit at the 100 level in the same ensemble.

Practical experience in the performance of selected ensemble works. (Fall, Spring)

MUEN 111	MUEN 311	Choraliers
MUEN 161-1	MUEN 361-1	Piano Ensemble
MUEN 161-2	MUEN 361-2	Camerata
MUEN 161-3	MUEN 361-3	University Singers
MUEN 161-4	MUEN 361-4	Southwestern Brass
MUEN 161-5	MUEN 361-5	ASAPH
MUEN 161-6	MUEN 361-6	Guitar Ensemble
MUEN 161-7	MUEN 361-7	Southwestern Strings
MUEN 181	MUEN 381	Concert Band

## MUSIC PERFORMANCE

### MUPF Applied Music 1 hour

Prerequisite for 300/400 level courses: 2 semester credit at 100/200 level in the same performance area.

Weekly private instruction with major teacher in piano, voice, organ, brass woodwinds, percussion, and strings. (Fall, Spring)

Music majors are required to take sections numbered in the two hundreds or four hundreds for weekly one-hour private instruction.

MUPF 102	Class Guitar	
MUPF 111/211	MUPF 311/411	Strings
MUPF 131/231	MUPF 331/431	Voice
MUPF 141/241	MUPF 341/441	Brass
MUPF 151/251	MUPF 351/451	Piano
MUPF 161/261	MUPF 361/461	Organ
MUPF 171/271	MUPF 371/471	Woodwinds
MUPF 182/282	MUPF 382/482	Percussion
MUPF 191/291	MUPF 391/491	Guitar

### MUPF 468 Music Major Senior Recital 1 hour

The final semester of applied music lessons for the music major, culminating in the senior recital. (Fall, Spring)

## MUSIC HISTORY & LITERATURE

### MUHL 221 Survey of Music 3 hours

Music in western civilization including music fundamentals and a brief history from antiquity to the present. Presented by recordings, visuals, and lectures. This does not apply to music major. (Fall, Spring)

### MUHL 311 Music History I 3 hours

Prerequisite: MUCT 251

A study of the history, style, and musical forms of the antiquity through the Baroque period. Music analysis and listening assignments will supplement lectures. This course meets the upper division writing component for senior year English. (Fall)

### MUHL 312 Music History II 3 hours

Prerequisite: MUHL 311

A study of the history, style, and musical forms of the Classical period through the twentieth century. Music analysis and listening assignments will supplement lectures. This course meets the upper division writing component for senior year English. (Spring)

# Fine Arts/Music

## MUSIC EDUCATION

### **MUED 253 Music in the Elementary School 3 hours**

Music in the education of children six to twelve years of age. Students develop their philosophy of music education as they practice methods for guiding children in musical experiences of listening, performing, and creating to foster aesthetic and cognitive growth. (Fall)

### **MUED 275 Diction for Singers 2 hours**

Must be enrolled simultaneously in MUPF 131 or MUPF 331 (Applied Voice Lessons)

Introduction to proper pronunciation necessary for singers. Students will learn the International Phonetic Alphabet as well as the basic principals of Italian, French, German and English diction. (Spring)

### **MUED 280 Basic Conducting 1 hour**

Prerequisite: MUCT 151

The study and drill of basic conducting patterns and coordination of hand and baton techniques. (Fall, Spring)

### **MUED 355 Music in the School: K-12 2 hours**

Prerequisite: MUCT 251

Music in the school from kindergarten through high school. Covers objectives, organization of subject matter, teaching techniques, and materials for general music classes. Will involve observation in the classroom. (Spring)

### **MUED 380 Choral Conducting 2 hours**

Prerequisite: MUED 280

The study of Choral Repertoire from all periods as well as emphasis on score reading, rehearsal techniques, and conducting problems with regard to choral ensembles. (Fall)

### **MUED 381 Instrumental Conducting 2 hours**

Prerequisite: MUED 280

Conducting patterns applied to elements of interpretation. Emphasis on score reading, rehearsal techniques, and conducting problems. Practical application in active musical organizations. (Spring)

### **MUED Technique & Pedagogy 2 hours**

Prerequisite: MUCT 251

An introduction to teaching and performing through intermediate level. Performance techniques, pedagogical methods and materials, maintenance and practical teaching experience. (Fall, Spring)

### **MUED 371 Percussion**

### **MUED 372 Brass**

### **MUED 373 Strings**

### **MUED 374 Woodwind**

### **MUED 451 Voice**

### **MUED 452 Piano**

## MUSIC THEORY

### **MUCT 111 Music Theory I 3 hours**

An integrated study of harmony, keyboard harmony, counterpoint, form, and style at a comparatively elementary level. (Fall)

### **MUCT 151 Music Theory II 3 hours**

Prerequisite: MUCT 111

An integrated study of harmony, keyboard harmony, counterpoint, form, and style with basic concepts of music in more complex musical situations. (Spring)

### **MUCT 221 Music Theory III 3 hours**

Prerequisite: MUCT 151

An integrated study of harmony, keyboard harmony, counterpoint, form, and style with basic concepts of music at an advanced level. (Fall)

### **MUCT 251 Music Theory IV 3 hours**

Prerequisite: MUCT 221

An integrated study of harmony, keyboard harmony, counterpoint, form and style at a more advanced level. (Spring)

### **MUCT 315 Form and Analysis 3 hours**

Prerequisite: MUCT 251

A study of musical form, both polyphonic and homophonic, covering the period of common practice and emphasizing the late Baroque and Classical periods. (Fall, even years)

### **MUCT 414 Orchestration and Arranging 3 hours**

Prerequisite: MUCT 251

The technical aspects of and sound qualities of instruments. Arranging for a variety of instrumental groups. (Spring, odd years)

### **MUCT 416 Composition 3 hours**

Prerequisite: MUCT 251

Composing in the smaller forms of music for a variety of vocal and instrumental combinations. (Fall, odd years)

### **MUCT 417 Harmony of the Common Practice**

#### **Period of the 20th Century 3 hours**

A review of the theory of the period of common practice and a compositional introduction to various 20th century styles. (Spring, even years)

## SELECTED TOPICS

### **MUSC 291 Selected Topic 1 hour**

Prerequisite: Approval by department chair

Designed for the student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated for a total of 2 credits.

### **MUSC 491 Selected Topic 1 hour**

Prerequisite: Approval by department chair

Designed for the student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated for a total of 2 credits.

### **MUSC 492 Music Internship 1-3 hours**

Permission of department chair

An on-the-job, career-oriented internship program for advanced training in the following areas: conducting, accompanying, church music, school music, professional music (such as concert hall, orchestra, symphonic chorus), and private studio. The internship is limited to those students who are in their senior year of study. May be repeated for a total of 3 credits.

# General Studies

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Judy Miles, Advisor  
Tom Bunch, Advisor

## AIM OF THE DEPARTMENT

The General Studies program at Southwestern Adventist University is designed for students whose main goal is to earn a college degree without specializing in a major or minor field of emphasis. Students will be able to choose from a wide selection of classes and yet meet the requirements of the General Education Program within a liberal arts curriculum.

The Interdisciplinary Studies program allows students, with planning, to enhance their education program by including an area of emphasis not offered on campus.

## PROGRAMS

A.S. General Studies  
B.S. General Studies  
B.S. Interdisciplinary Studies

### A.S. in General Studies

The A.S. in General Studies requires completion of 64 hours and a minimum GPA of 2.0, with at least 24 hours taken in residence. The last 12 hours before graduation must be taken in residence at SWAU. This degree includes all General Education courses required for a Bachelor's degree, with the following exception: 6 hours of religion instead of 12 will be required.

The Associate of Science degree is considered a terminal degree and is available only for students who do not plan to pursue a Bachelor's degree at Southwestern Adventist University.

### B.S. in General Studies

The B.S. in General Studies requires the following:

- a. Meet the general education, residency and upper division requirements.
- b. Complete one area of emphasis of 30 hours (12 hours upper division in residence) or two areas of emphasis with 18 hours each (6 hours upper division in residence in each emphasis). Areas of emphasis will typically be determined by course prefix, and will include only classes that would be applicable to a major. No course with a grade below C may apply toward an emphasis.
- c. Earn a minimum GPA of 2.25 in upper division emphasis course work. No course with a grade below C may apply towards an area of emphasis.
- d. After earning a Bachelor of Science in General Studies, a student may return to earn a second Bachelor's degree. However, an area of emphasis may only be used as a major in the second degree if there are 30 additional hours available in the major. A minimum of 158 cumulative semester hours is required to earn the second degree.

### B.A./B.S. in Interdisciplinary Studies

A student who has a specific career goal not included in the list of majors and minors may counsel with the Academic Vice President about a Bachelor of Science degree in Interdisciplinary Studies. Since this is a planned course of study, which may include courses not offered on our campus, approval must be sought and granted before completion of 64 semester hours. The development of this plan is done in consultation with a selected faculty advisor and with one or more selected faculty members from separate academic disciplines who then comprise the faculty committee for the program. A degree proposal must be submitted to the Records Office which includes the following:

- a. A short essay which explains the proposed course of study.
- b. An abstract which can be included with the student's transcript.
- c. Two areas of emphasis which include a minimum of 24 hours each (9 hours upper division from each emphasis) or three areas of emphasis which include a minimum of 18 hours each (6 hours upper division from each emphasis). Areas of emphasis will typically be determined by course prefix, and require a minimum grade of C in all classes.
- d. Courses must be grouped by general education, areas of emphasis, and electives under the headings of Courses Completed, Courses In-progress and Proposed Courses.
- e. Upper division courses should be identified with an asterisk (\*) and must total a minimum of 40 hours.
- f. All courses taken or planned to be taken off-campus must be identified as such.
- g. Signatures by each faculty member of the committee.

The approved program will become the student's major, and the Registrar will determine the student's readiness for graduation by checking compliance with all components of the degree.

# Geology

Art Chadwick, Chair

## AIMS OF THE GEOLOGY PROGRAM

Southwestern Adventist University, in conjunction with Loma Linda University, offers a geology program with major emphasis in sedimentology, stratigraphy and paleontology. The freshman and sophomore years are taken on the campus of Southwestern Adventist University, while the junior and senior years are taken on the campus of Loma Linda University.

### FRESHMAN YEAR

GEOL 111, 112	Physical Geology & Historical Geology .....	8
BIOL 111, 112	General Biology .....	8
CHEM 111, 112	General Chemistry .....	8
MATH 121	Precalculus .....	3
ENGL 121	Freshman Composition .....	3
	Elective .....	3
	<b>TOTAL</b> .....	<b>33</b>

### SUMMER

GEOL 240	The Dinosaurs .....	4
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### SOPHOMORE YEAR

GEOL 220	Mineralogy .....	4
PHYS 111, 112	General Physics .....	8
CHEM 310	Environmental & Geological Chemistry .....	4
ENGL 220	Research Writing .....	3
PEAC	Elective .....	1
RLGN	Elective .....	3
HIST	Elective .....	3
	Elective .....	6
	<b>TOTAL</b> .....	<b>32</b>

## GEOLOGY COURSES

### GEOL 111 Physical Geology 4 hours

A study of the earth, its composition, and the forces that control and change it. Laboratory includes recognition of common rocks and minerals and training in use of geologic maps and interpreting the physical processes recorded in the earth's surface. Laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Offered periodically)

### GEOL 112 Principles of Historical Geology and Paleontology 4 hours

A study of the disciplines of historical geology and invertebrate paleontology. Emphasis will be on the tools of historical interpretation. Laboratory will cover the invertebrate and vertebrate fossil groups systematically. May apply toward biology major by petition. Laboratory includes a four-day field trip. 3 Lec 3 Lab. Field trip fee. (Offered periodically)

### GEOL 220 Mineralogy 4 hours

Prerequisite: GEOL 112, 112, CHEM 112

Introduction to crystallography; crystal optics; structure, composition, properties, stability and geological occurrences of minerals; and mineral identification. Student will be familiar with laboratory techniques for mineral identification, including x-ray, thin-section, and microprobe analyses. 3 Lec 3 Lab. (Spring, even years.)

### GEOL 240 The Dinosaurs 4 hours

Prerequisite: GEOL 112 or permission of instructor.

A field course covering the taxonomic relationships, environment and fossil record of the dinosaurs. Includes extensive training in field methods of vertebrate paleontology and participation in the dinosaur research project. (Summer)

### GEOL 291 Selected Topics 1-3 hours

Prerequisite: GEOL 111, 112, and approval of instructor.

A study in an area of student interest under the direction of a staff member. This study may involve data collection, or library work and will involve a written report. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### GEOL 320 Stratigraphy and Sedimentary Petrology and Petrography 4 hours

Prerequisite: GEOL 111 and 112.

An introduction to the description, origin, and historical interpretation of stratified rocks. (Offered periodically)

### GEOL 330 Summer Field Geology 4 hours

Prerequisite: GEOL 320

Stratigraphic and structural mapping of sedimentary and related igneous and metamorphic rocks and analysis of data collected in the field. Taught for four weeks in Wyoming in connection with the Dinosaur course. Field fee covering the cost of transportation, room and board. (Summer)

### GEOL 380 Research Methods 2 hours

Prerequisite: GEOL 111, 112 or any entry level science sequence.

A general introduction to the techniques and methodologies of scientific literature and presentations based upon library and on-line research. Each student will select a specific topic for research, prepare a paper, and make an oral presentation based on that work. The student will learn scientific methodology, basic statistical skills, and critical data analysis. (Fall)

### GEOL 419 Philosophy of Science 3 hours

A study of the philosophies and methodologies of science. Includes a review of the history of scientific and religious thought and the role each has played in the development of modern theories of origin. (Also taught as RLGN or BIOL 419.) **This course meets the upper division writing component for senior year English.** (Spring)

### GEOL 480 Research in Geology 1-3 hours

Prerequisite: GEOL 380 and approval of instructor.

A supervised research experience involving the development of a research proposal, data collection, and a written paper. Research proposal may be developed in GEOL 380. May be repeated for a total of 5 credits. (Offered periodically.)

### GEOL 481 Senior Thesis 1 hour

Prerequisite: GEOL 480

This course is designed to permit the student to develop a publishable-quality research paper. Instruction consists of writing techniques and guidance in the completion of this project. Students will give several oral progress-reports, a final presentation at the Honors Research Symposium, and a completed Senior Thesis. **This course meets the upper division writing component for senior year English.** (Spring)

### GEOL 491 Selected Topics 1-3 hours

Prerequisite: GEOL 111, 112; two upper division courses, and permission of the instructor.

Special study may be pursued beyond completed course work under the direction of a staff member. This study may involve data collection or library work and will involve a written report. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# History, Social Science, & Criminal Justice

R. Steven Jones, Chair; Eric Anderson, Elizabeth Bowser, Randall R. Butler, Cristina M. Thomsen  
 Senior Lecturer: Erwin Sicher  
 Adjunct: Hal Felty, Keith Harrison, Ted Phillips, Bobby Whitmire

## MISSION STATEMENT

The mission of the History/Social Science Department is to help students acquire critical, analytical, and communicative skills through a mastery of Social Science courses, taught in a Christian context.

## AIMS OF THE DEPARTMENT

The department's offerings in history are designed to help the student to understand the present more fully by guiding him in a study of the past and by helping him to reason from cause to effect. The study of history is approached from the biblical viewpoint. "In the annals of human history the growth of nations, the rise and fall of empires, appear as dependent on the will and prowess of man. The shaping of events seems, to a large degree, to be determined by his power, ambition, or caprice. But in the Word of God the curtain is drawn aside, and we behold, behind, above, and through all the play and counter-play of human interests and power and passions, the agencies of the all-merciful One, silently, patiently working out the counsel of His own will." E. G. White, EDUCATION, p. 173.

In political science the student traces the development, functions, and operation of national, local, and foreign governments.

The Criminal Justice Program offers an interdisciplinary major leading to a B.S. degree. The Program provides an appreciation of the full complexity of American criminal justice. The core courses provide a basic understanding of the nature of crime and society's reaction to crime, as well as an in-depth explanation of the various components within the Criminal Justice System.

## PROGRAMS

B.A. History  
 B.A. History -- Secondary Certification  
 B.A. Social Science, emphasis on International Affairs  
 B.S. Social Science  
 B.S. Social Studies -- Secondary Certification  
 B.S. Criminal Justice  
 Minors in History, Social Science, Political Science and Criminal Justice

## History, B.A.

HIST 111	US History 1492-1865 .....	3
HIST 112	US History 1865-Present .....	3
HIST 211	History of Western Civilization I .....	3
HIST 212	History of Western Civilization II .....	3
HIST 405	Historical Methods: Research & Historiography .....	3

History electives ..... 21

(Nine hours must be European history\*; choose from)

HIST 320	American International Relations
HIST 325	From Colony to Nation, 1607-1783
HIST 331	History of Christianity I*
HIST 332	History of Christianity II*
HIST 336	Establishing a Nation, 1783-1836
HIST 345	Sectionalism and Civil War, 1836-1865
HIST 355	Reconstruction and Reunion, 1865-1917
HIST 364	Ancient Culture *
HIST 365	Global Power: America 1917-Present
HIST 414	Europe, 1250-1789; Prologue to Modernity*
HIST 415	Texas and the West
HIST 424	Europe, 1789 - Present: Age of Controversy and Conflict*

TOTAL ..... 36

## Required cognates:

POLS elective .....	3
Intermediate Year Foreign Language	

## Social Science, B.S.

HIST 111	US History 1492-1865 .....	3
HIST 112	US History 1865-Present .....	3
HIST 211	History of Western Civilization I .....	3
HIST 212	History of Western Civilization II .....	3
HIST 405	Historical Methods: Research & Historiography .....	3

History electives ..... 18

(Choose from)

HIST/POLS 320	American International Relations
HIST 326	From Colony to Nation, 1607-1783
HIST 331	History of Christianity I
HIST 332	History of Christianity II
HIST 335	Establishing a Nation, 1783-1836
HIST 345	Sectionalism and Civil War, 1836-1865
HIST 355	Reconstruction and Reunion, 1865-1917
HIST 364	Ancient Culture
HIST 365	Global Power: America 1917-Present
HIST 414	Europe, 1250-1789; Prologue to Modernity
HIST 415	Texas and the West
HIST 424	Europe, 1789 - Present Age of Controversy and Conflict

# History, Social Science, & Criminal Justice

Political Science electives .....	6
(Choose from)	
POLS 211 National and Texas Constitutions	
POLS 310 American Political Institutions	
HIST/POLS 320 American International Relations	
POLS 364 American Constitutional Development	
POLS 410 American Political Process	
POLS 415 Executive Leadership	
HIST 312 Historical and Political Geography .....	3
ECON 211 Macroeconomics .....	3
ECON 212 Microeconomics .....	3
TOTAL	48

No language is required for the B.S. degree. Because the B.S. in Social Science is a composite major, no minor is required.

## Social Science, B.A., emphasis on International Affairs

HIST 111 US History 1492-1865 .....	3
HIST 112 US History 1865-Present .....	3
HIST 211 History of Western Civilization I .....	3
HIST 212 History of Western Civilization II .....	3
HIST 405 Historical Methods: Research & Historiography .....	3
HIST 320 American International Relations .....	3
HIST 365 Global Power: America 1917-Present .....	3

History electives .....	12
(Choose from)	
HIST 326 From Colony to Nation, 1607-1783	
HIST 331 History of Christianity I	
HIST 332 History of Christianity II	
HIST 335 Establishing a Nation, 1783-1836	
HIST 345 Sectionalism and Civil War, 1836-1865	
HIST 355 Reconstruction and Reunion, 1865-1917	
HIST 364 Ancient Culture	
HIST 414 Europe, 1250-1789 Prologue to Modernity	
HIST 415 Texas and the West	
HIST 424 Europe, 1789 - Present: Age of Controversy and Conflict	

Political Science electives .....	6
(Choose from)	
POLS 211 National and Texas Constitutions	
POLS 310 American Political Institutions	
POLS 364 American Constitutional Development	
POLS 410 American Political Process	
POLS 415 Executive Leadership	

## TEACHING CERTIFICATION PROGRAM

The following history and social studies majors and minors are for teaching certification only. Requirements for certification are listed in the Education section of the bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

## History, B.A. - Secondary Teaching Area

HIST 111, 112 American History .....	6
HIST 211, 212 History of Western Civilization .....	6
HIST 405 Historical Methods: Research & Historiography .....	3
HIST * Electives (including 9 hrs. European History) .....	21
TOTAL (21 hrs. must be u.d.)	36

## History Minor - Secondary Teaching Area

### Option II

HIST 111, 112 American History .....	6
HIST 211, 212 History of Western Civilization .....	6
HIST * Electives (including 9 hrs. European History) .....	12
TOTAL (12 hrs. must be u.d.)	24

## Social Studies, B.S. - Secondary Teaching Area

### Option IV

HIST 111, 112 American History .....	6
HIST 211, 212 History of Western Civilization .....	6
HIST * European History (as specified below) .....	9
HIST 405 Historical Methods: Research & Historiography .....	3
HIST 312 Historical and Political Geography .....	3
HIST 415 Texas and the West .....	3
HIST Electives (u.d.) .....	9
POLS Electives .....	6
ECON Electives .....	6
TOTAL	51

\*The following are European History courses:

HIST 331 History of Christianity .....	3
HIST 364 Ancient Culture .....	3
HIST 414 Europe from 1250-1789 .....	3
HIST 424 Europe from 1789 to the Present .....	3

## Criminal Justice, B.S.

No minor is required.

CRIJ 101 Introduction to Criminal Justice .....	3
CRIJ 110 Court Systems and Practices .....	3
CRIJ 120 Crime in America .....	3
CRIJ 130 Fundamentals of Criminal Law .....	3
CRIJ 201 Criminal Investigation .....	3
CRIJ 210 Legal Aspects of Law Enforcement .....	3
CRIJ 220 Police Systems and Practices .....	3
CRIJ 325 Criminology Theory .....	3
CRIJ 331 Correctional Systems and Practices .....	3
CRIJ 332 Constitutional Rights of the Accused .....	3
CRIJ 334 Criminal Law and Justice .....	3
CRIJ 336 Juvenile Delinquency or	
CRIJ 440 Domestic Violence and Abuse .....	3
CRIJ 430 Ethics in Criminal Justice .....	3
CRIJ 434 Criminal Justice Administration & Management .....	3
CRIJ 436 Internship .....	3
CRIJ 460 Applied Social Research Methods .....	3
CRIJ upper division electives .....	3
TOTAL	51

# History, Social Science, & Criminal Justice

## Required cognates:

PSYC 331 Strength in Diversity .....	3
PSYC electives ( <i>upper division</i> ) .....	6
MATH 241* Intro to Probability & Statistics .....	3

Recommended electives include BUAD 301, BUAD 372, PSYC 340, PSYC 435, PSYC 445, SOCI 111, POLS 211, and POLS 364. (POLS 211 is required if you want to be a Peace Officer in Texas.)

\*MATH 110 or a MAP score of 41 is prerequisite for this class.

## Criminal Justice Minor

All criminal justice minors are required to take 18 semester hours of criminal justice (9 hours u.d.) which must include CRJ 325.

## HISTORY COURSES

### HIST 111 American History, 1492-1865 3 hours

A brief account of the discoveries, colonization, and the struggle for independence; growth of federal government, expansion of territory, and the Civil War. (Fall)

### HIST 112 American History, 1866 to Present 3 hours

A survey of U.S. history beginning with Reconstruction and big business, through two major world wars, to the present time of cold and hot wars. (Spring)

### HIST/HNRS 204 Advanced American History, 1866-Present 3 hours

This course provides a detailed study of American history from Reconstruction to the present, charting the United States' rise from a frontier nation to a world power. This course covers the turbulent days of post-Civil War Reconstruction and the settlement of the west, booming industrialism, Populism and Progressivism, the United States in World Wars I & II, the Cold War, and the distrust of the post-Watergate era. Students will become acquainted with trends in American historiography and practice the skills of historical interpretation and writing. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 112, American History, 1866-Present. (Spring)

### HIST/HNRS 205 Advanced Western Civilization, 1648-Present 3 hours

This course covers the revolutionary transformation of Western Civilization from the seventeenth century to the present including the scientific, industrial and political revolutions, communism, imperialism, and world wars as well as the major intellectual and cultural developments. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 212, History of Western Civilization. (Spring)

### HIST 211 History of Western Civilization 3 hours

A study of Near Eastern and Western man's past from the earliest time to 1648. Special attention is given to man's evolving cultural framework, his changing ideas and beliefs, his views of human nature, the world, the universe, the deity, and the good life. The rise and fall of many of the Near Eastern and Western empires will also be considered. (Fall)

### HIST 212 History of Western Civilization 3 hours

The course of European history from the Peace of Westphalia to the present. Examined will be the political, social, cultural, and economic history of that period, including the Age of Absolutism, the Scientific Revolution, the Enlightenment, the Age of Revolution, the Nineteenth Century "isms", world wars, cold wars, and contemporary history. (Spring)

### HIST 221 History of Western Art 3 hours

A survey of fine arts and how they have related to the various cultures throughout western civilization. The class will deal with the arts from the Renaissance to the present time. (Spring) (Also taught as ARTS 221)

### HIST 291 Selected Topics 1-3 hours

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### HIST 312 Historical and Political Geography 3 hours

This course considers the interaction between world cultures, environments, and geographic regions to explain patterns of human history and political development. (Also taught as GEOG 312.) (Spring, odd years)

### HIST 320 American International Relations 3 hours

Details American foreign policies and diplomatic relations toward Europe, Latin America, and Asia, from the revolutionary era to the present. Will detail major foreign policy decisions and initiatives and the results of each. **This course meets the upper division writing component for senior year English.** (Also taught as POLS 320.) (Fall, odd years)

### HIST 326 From Colony to Nation, 1607-1783 3 hours

A study of the creation of the American nation. The course examines how transplanted Europeans became a new people, emphasizing social, political, and economic changes that led to independence. Includes a discussion of the impact of African slavery upon American democracy. **This course meets the upper division writing component for senior year English.** (Spring, odd years)

### HIST 331, 332 History of Christianity I, II 3, 3 hours

A study of the rise and impact of Christianity in the Roman world and western culture. Attention is given to theological and social movements, the influence of Islam, the crusades, expansionism, and religious adaptation to modern life. The second semester traces development from the Reformation through the growth of American religion. **This course meets the upper division writing component for senior year English.** (Spring) (Also taught as RLGN 331, 332).

### HIST 335 Establishing a Nation, 1783-1836 3 hours

An in-depth study of United States history from the Articles of Confederation through the Constitution, War of 1812, and Jacksonian Democracy. (Spring every other odd year.)

# History, Social Science, & Criminal Justice

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**HIST 345 Sectionalism and Civil War, 1836-1865 3 hours**

American history from the Reform Era through Manifest Destiny, Sectionalism and Civil War. This course meets the upper division writing component for senior year English. (Spring, odd years)

**HIST 355 Reconstruction and Reunion, 1865-1917 3 hours**

American history from the close of the Civil War to the US entry into World War I. Among the topics examined in this course are Reconstruction and the New South, industrialization, the "winning of the West", immigration, and America's changing world role. This course meets the upper division writing component for senior year English. (Spring, even years)

**HIST 364 Ancient Culture 3 hours**

This is a study of man from his beginning through the empires of Assyria, Babylon, Egypt, Persia, Israel, Greece, and Rome to the end of the Roman Republic. (Every third Fall; rotates with HIST 414 and 424.)

**HIST 365 Global Power: America from 1917 to Present 3 hours**

A study of the American rise to global power. Class will focus on WWII, the Cold War, Era of Civil Rights, Vietnam, Watergate, and the post-Cold War era. This course meets the upper division writing component for senior year English. (Spring, even years)

**HIST 405 Historical Methods: Research & Historiography 3 hours**

Introduction to the discipline of history, with special emphasis on writing, research, and the various schools of historical thought. This course meets the upper division writing component for senior year English. (Spring, even years)

**HIST 414 Europe from 1250-1789: Prologue to Modernity 3 hours**

A survey of the Renaissance, Reformation, counter-Reformation, Absolutism, competition for empire, the Scientific Revolution, the Enlightenment, and the coming of Revolutions. (Every third Fall; rotates with HIST 364 and 424.)

**HIST 415 Texas and the West 3 hours**

A study of the multi-cultural heritage of Texas and the West with special emphasis on the pre-Columbian Native American cultures; Spanish, Mexican, and Anglo-American colonization; the annexation of the region to the US; and social, political, and industrial developments up to the present. This course meets the upper division writing component for senior year English. (Fall, even years)

**HIST 424 Europe from 1789 to the Present: the Age of Controversy and Conflict 3 hours**

A study of the Intellectual and Industrial Revolution, the New Imperialism, the intensification of Nationalism, World War I, the Depression, the development and spread of Fascism and Communism, World War II, the Cold War, Decolonization and the emergence of a multipolar world. This course meets the upper division writing component for senior year English. (Every third Fall; rotates with HIST 364 and 414.)

**HIST 491 Selected Topics 1-3 hours**

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

## POLITICAL SCIENCE COURSES

**POLS 211 National and Texas Constitutions 3 hours**

This is a comprehensive treatment of U.S. and Texas Constitutions. The course deals with the formation of these constitutions and the governments which were established as a result. This course fulfills the government requirements as established by the Texas Education Agency. (Fall)

**POLS 291 Selected Topics 1-3 hours**

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

**POLS 310 American Political Institutions 3 hours**

A study of the development, influence, and evolution of the American presidency, Congress, and Supreme Court as the three components of the United States governmental structure. (Fall, odd years)

**POLS 320 American International Relations 3 hours**

Details American foreign policies and diplomatic relations toward Europe, Latin America, and Asia, from the revolutionary era to the present. Will detail major foreign policy decisions and initiatives and the results of each. This course meets the upper division writing component for senior year English. (Also taught as HIST 320.) (Fall, odd years)

**POLS 364 American Constitutional Development 3 hours**

An historical and institutional study of the origin, growth, and interpretation of the United States Constitution, with emphasis on the leading decisions of the Supreme Court. (Fall, even years)

**POLS 410 American Political Process 3 hours**

An examination of the organization, history, and activities of political parties and interest groups, with emphasis on the functions they serve in national, state and local politics in the United States. (Spring, even years)

**POLS 425 Executive Leadership 3 hours**

A study of leadership styles and their impact on politics and history. Examines the elements of leadership by focusing on different figures from the political, military, and corporate arenas, such as Ulysses S. Grant, Andrew Carnegie, Alexander the Great, and Winston Churchill. Students will be able to take information gained from this class and apply it to a variety of life situations. This course meets the upper division writing component for senior year English. (Spring, odd years)

**POLS 491 Selected Topics 1-3 hours**

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# History, Social Science, & Criminal Justice

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## **SOCIOLOGY COURSE**

### **SOCI 111 Introduction to Sociology 3 hours**

A general survey of sociology and many of the areas of investigation in sociology; these areas will include the family, race and ethnic relations, social class, formal organizations, collective behavior, population problems and dynamics, culture, etc. Additionally, a brief introduction to the scientific methods and theories utilized in the study of society will be presented. (Spring)

## **GEOGRAPHY COURSES**

### **GEOG 291 Selected Topics 1-3 hours**

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **GEOG 312 Historical and Political Geography 3 hours**

This course considers the interaction between world cultures, environments, and geographic regions to explain patterns of human history and political development. (Also taught as HIST 312.) (Spring)

Randall Butler, Program Director

## **CRIMINAL JUSTICE COURSES**

### **CRIJ 101 Introduction to Criminal Justice 3 hours**

History and philosophy of criminal justice and ethical considerations; crime defined: its nature and impact; overview of the criminal justice system; law enforcement; the court system; prosecution and defense; trial process; corrections. (Fall, even years)

### **CRIJ 110 Court Systems and Practices 3 hours**

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (Spring, even years)

### **CRIJ 120 Crime in America 3 hours**

American crime problems in historical perspective; social and public policies factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Fall, even years)

### **CRIJ 130 Fundamentals of Criminal Law 3 hours**

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crimes, elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (Spring, even years)

### **CRIJ 201 Criminal Investigation 3 hours**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences, case and trial preparation. (Spring, odd years)

### **CRIJ 210 Legal Aspects of Law Enforcement 3 hours**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (Fall, odd years)

### **CRIJ 220 Police Systems and Practices 3 hours**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; policy-community interaction; current and future issues. (Fall, odd years)

### **CRIJ 222 Problems of Modern Society 3 hours**

Society is faced with seemingly insurmountable problems, such as poverty, crime, drugs, population problems, environmental pollution, family problems, racial discrimination, social and economic discrimination, and inequality. These problems — their causes and possible methods of dealing with them — will be the focus of this course. (Offered periodically.)

### **CRIJ 325 Criminology Theory 3 hours**

Prerequisite: SOCI 111 or permission of instructor.

An overview of the major causal theories of criminal behavior and examination of the social, political, economic, and intellectual milieu within which each arose. Beginning with early 18th century theories, the course focuses on the sociological constructs of criminality. (Fall)

# History, Social Science, & Criminal Justice

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## **CRIJ 331 Correctional Systems and Practices 3 hours**

Prerequisite: SOCI 111 or permission of instructor.

The role of corrections in the criminal justice system. History, development and functions of correctional practices with emphasis on institutional operations, community-based corrections, rehabilitation and treatment, and the impact of incarceration on inmates. (Spring)

## **CRIJ 332 Constitutional Rights of the Accused 3 hours**

In-depth study of processes of the criminal justice system governed by guarantees and protections of the U.S. and state constitutions, with emphasis on recent developments. (Fall)

## **CRIJ 334 Criminal Law and Justice 3 hours**

An intensive study of the role of criminal laws in the democratic society. Inquiry is focused on the relationship between the accused and the actors in the criminal justice system. (Spring, odd years)

## **CRIJ 336 Juvenile Delinquency 3 hours**

The delinquent as a person and delinquency as a social phenomenon, theories of delinquency, the law and the juvenile justice system, the methods of correctional treatment, and prevention programs. (Spring, odd years)

## **CRIJ 350 Corporate and White Collar Crime 3 hours**

A study of white collar, corporate, and occupational crime from a historical, sociological, and legal perspective. An examination of the causes, cost, extent, history, law, and social impact of these crimes. (Spring, odd years)

## **CRIJ 385 Studies in Criminal Justice 3-6 hours**

Examines selected topics or contemporary issues in crime and criminal justice. May be repeated once for credit when course topics differ. (Offered periodically)

## **CRIJ 430 Ethics in Criminal Justice 3 hours**

Focus on ethical decisions and dilemmas with an emphasis on the application of ethical theory to problems confronting criminal justice. Critical analysis of traditional and recent theories of justice, rights, responsibilities, punishments, freedom, equality, goodness, duty, happiness, and other key concepts. (Fall, odd years)

## **CRIJ 434 Criminal Justice Administration and Management 3 hours**

Management philosophies for administration of criminal justice agencies; focus on organizational behavior, theories of management, planning and budgeting, administrative legal issues, and administrative problems unique to the criminal justice system. (Spring)

## **CRIJ 436 Internship 3 hours**

Prerequisite: Junior or Senior status, a minimum cumulative grade point average of 2.50 in the major, and permission of Criminal Justice program director.

This course is designed to provide the student with an opportunity to apply academic training in practical situations, and broaden their knowledge of work environments and criteria through course study. A total of 120 hours is required at a University approved site suitable to the student's goals, abilities, chosen discipline, and interests. Students cannot use their regular place of employment as the agency setting for their internship. In addition to supervised field placement, the internship requires regular classroom attendance. (Fall, Spring)

## **CRIJ 440 Domestic Violence and Abuse 3 hours**

An exploration of the incidence, scope, and contributing factors in domestic violence. Various perspectives (feminist, psychological, sociological, historical and legal) are examined. Topical issues include patriarchy, marital rape, domestic assault, and child sexual abuse. Coverage includes theories of violence, alternatives to violent interactions, and criminal justice systems response. (Spring, even years)

## **CRIJ 460 Applied Social Research Methods 3 hours**

Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Criminal Justice and Law Enforcement, Psychology, and Physical Education. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. **This course meets the upper division writing component for senior year English.** (Also taught as PSYC or PETH 460.) (Fall)

## **CRIJ 491 Selected Topics 1-2 hours**

Prerequisite: Approval of Criminal Justice program director.

An individualized approach to guided reading and critical evaluation. Content and method of study must be arranged prior to registration. May be repeated for a total of 2 credits.

# Honors Program

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Glen Robinson, Director

The mission of Southwestern Adventist University's Honors Program is to enrich educational opportunities for high-achieving students and to increase cultural appreciation.

## Admission and Retention

Entering freshmen with a cumulative high school GPA of at least 3.4 or an SAT composite score (critical reading and math) of at least 1050 (or a minimum ACT composite score of 24 plus) are invited to apply for admission to the Honors Program. Currently enrolled SWAU students and transfer students with a GPA of at least 3.4 on all their college courses may apply for admission to the Honors Program. Upon acceptance into the Honors Program a student will be designated an Honors Student. In order to remain in the Honors Program as an Honors Student, a student must maintain an overall GPA of at least 3.4.

## Requirements and Procedures

In order to earn the designation Honors Graduate upon completing a bachelor's degree, an Honors Student must fulfill the following requirements:

- A. File an application form with the Honors Committee.
- B. Complete 9 hours from the following:  
HNRS 104, HNRS 204 or 205, HNRS 304, HNRS 404
- C. Complete 3 hours of HNRS 250 and/or 450.
- D. Complete 3 hours of HNRS 480.
- E. Complete 1 hour of HNRS 481
- F. The Honors Committee will vote the student an *Honors Graduate* upon satisfactory completion of all requirements.

## COURSES

### HNRS 104 Human Communication **3 hours**

This course emphasizes the theory and technique of effective oral communication through public speaking, group discussion, and oral interpretation. The class satisfies general education requirements for communication. Students taking this course should not take COMM 111, Fundamentals of Speech. (Spring)

### HNRS 204 Advanced American History **1866-Present** **3 hours**

This course provides a detailed study of American history from Reconstruction to the present, charting the United States' rise from a frontier nation to a world power. The course covers the turbulent days of post-Civil War Reconstruction and the settlement of the west, booming industrialism, Populism and Progressivism, the United States in World Wars I & II, the Cold War, and the distrust of the post-Watergate era. Students will become acquainted with trends in American historiography and practice the skills of historical interpretation and writing. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 112, American History, 1866-Present. (Spring)

### HNRS 205 Advanced Western Civilization, **1648-Present** **3 hours**

This course covers the revolutionary transformation of Western Civilization from the seventeenth century to the present including the scientific, industrial and political revolutions, communism, imperialism, and world wars as well as the major intellectual and cultural developments. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 212, History of Western Civilization. (Fall)

### HNRS 250, 450 Honors Seminar **1 hour**

Prerequisite: Permission of the Honors Committee.

Courses specifically designed for the Honors Program covering a wide range of interests. Topic for the semester chosen by the faculty member in charge. (Fall, Spring)

### HNRS 304 Discovering the Universe **4 hours**

This course presents a study of modern and historical astronomy, what we know about the universe and how we know it. Topics include planets and the solar system, stellar evolution, galaxies and cosmology. The class satisfies general education requirements for a lab science. Students taking this course should not take PHYS 112, Introductory Astronomy. 3 hours lecture, 3 hours lab. (Spring, odd years)

### HNRS 404 The Bible and Human Understanding **3 hours**

This course explores Biblical approaches to the human search for our relationship to self, society, nature, and God. The class satisfies general education requirements for a Bible-content class. (Spring)

### HNRS 480 Honors Thesis **1-3 hours**

Prerequisite: Permission of the Honors Committee and an acceptable thesis proposal.

The student will work with a faculty advisor on a scholarly work of mutual interest. This course is open to Honors Students only. The course may be repeated for a total of 5 hours; 3 hours are required for Honors graduation. (Fall, Spring)

### HNRS 481 Honors Thesis Forum **1 hour**

Co-requisite: HNRS 480.

The student will submit the Honors thesis in publishable form and present it in an open forum. (Fall, Spring)

# Mathematics

Mitchell Menzmer, Chair; Watson L. Chin, Murray Cox, Lawrence Turner

## AIMS OF THE PROGRAM

First, we aim to give each student an understanding of basic mathematics and its application to solving problems expressible by algebraic equations and inequalities. Second, we aim to train students to understand the fundamental concepts of mathematics so that they can teach the subject on the elementary or secondary level. Third, we aim to give a solid foundation in the area of mathematics which will prepare students to pursue further studies in mathematics, the physical sciences, economics, and the engineering sciences.

## PROGRAMS

B.A. Mathematics - 30 hours (18 u.d.)

B.S. Mathematics - 36 hours (24 u.d.)

B.S. Mathematical Physics - 52 hours (30 u.d.)

Minor in Mathematics - 18 hours (6 u.d.)

Teaching Areas - Secondary Certification

### Mathematics, B.A.

MATH	181	Calculus I .....	4
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH	321	Differential Equations .....	3
MATH	341	Geometry .....	3
MATH	361	Introduction to Linear Algebra .....	3
MATH	431	Modern Algebra .....	3
MATH	471	Advanced Calculus .....	3
MATH		Electives (upper division) .....	3
		TOTAL	30

### Mathematics, B.S.

MATH	181	Calculus I .....	4
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH	321	Differential Equations .....	3
MATH	341	Geometry .....	3
MATH	361	Introduction to Linear Algebra .....	3
MATH	411	Numerical Analysis .....	3
MATH	431	Modern Algebra .....	3
MATH	451	Statistical Analysis .....	3
MATH	471	Advanced Calculus .....	3
MATH		Electives (upper division) .....	3
		TOTAL	36

Required cognate: CSIS 110 or equivalent.

### Mathematics Minor

MATH	181	Calculus I .....	4
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH		Electives (upper division) .....	6
		TOTAL	18

### Mathematical Physics, B.S.

MATH	181	Calculus I .....	4
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH	321	Differential Equations .....	3
MATH	361	Introduction to Linear Algebra .....	3
MATH	381	Complex Variables .....	3
MATH	411	Numerical Analysis .....	3
MATH	431	Modern Algebra <i>or</i>	
MATH	471	Advanced Calculus .....	3
MATH	451	Statistical Analysis .....	3
PHYS	121	General Physics I .....	4
PHYS	122	General Physics II .....	4
PHYS	221	General Physics with Calculus .....	1
PHYS	222	General Physics with Calculus .....	1
PHYS	311	Modern Physics .....	3
PHYS	322	Classical Mechanics .....	3
PHYS	351	Electromagnetic Fields .....	3
PHYS	411	Quantum Mechanics .....	3
		TOTAL	52

# Mathematics

## TEACHING CERTIFICATION PROGRAM

The following mathematics major and minor are for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

### Mathematics, B.S. - Secondary Teaching Area

MATH	181	Calculus I .....	4
MATH	241	Intro to Probability & Statistics .....	3
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH	321	Differential Equations .....	3
MATH	341	Geometry .....	3
MATH	361	Introduction to Linear Algebra .....	3
MATH	411	Numerical Analysis .....	3
MATH	431	Modern Algebra .....	3
MATH	451	Statistical Analysis .....	3
Choose one from the following:			
MATH	381	Complex Variables (3)	
MATH	471	Advanced Calculus (3) .....	3
TOTAL			36

### Mathematics Minor - Secondary Teaching Area

#### Option II

MATH	121	Precalculus .....	3
MATH	181	Calculus I .....	4
MATH	241	Intro to Probability & Statistics .....	3
MATH	282	Calculus II .....	4
MATH	341	Geometry .....	3
MATH	361	Introduction to Linear Algebra .....	3
Choose two from the following:			
MATH	381	Complex Variables (3)	
MATH	431	Modern Algebra (3)	
MATH	451	Statistical Analysis (3) .....	6
TOTAL			26

## MATHEMATICS APTITUDE PROFILE (MAP)

All students who have not completed their math requirement before beginning their studies at SWAU will take a Math Aptitude Profile to determine math class placement. The scoring system is as follows:

Score	Course Recommendation
1-11	MATH 011 (Required)
12-14	MATH 011
15-24	MATH 012
25-30	MATH 012 or 101
31-40	MATH 101 or 110
41-48	MATH 101, 110, or 241
49-53	MATH 101, 110, 236 or 241
54-60	MATH 101, 110, 121, 236 or 241

Students scoring below a 31 will be required to enroll in math their first semester at SWAU and remain enrolled in a math course each semester until they have passed either MATH 101 or 110 (including any needed prerequisites).

## COURSES

### MATH 011 Introduction to Algebra

3 hours

The course reviews algebra of the real number system, concepts of elementary set theory, rules of exponents with integer exponents, roots of real numbers, arithmetic of rational numbers and rational expressions, factorizing whole numbers into prime factors, factoring polynomials in one variable with integer coefficients into irreducible factors relative to the set of integers, solve linear equations and linear inequalities, solve applied problems which can be modeled by linear equations or linear inequalities.

A student **must** take this course if he or she needs a review of elementary algebra, or scored below a 12 on the MAP. It is recommended for anyone scoring below a 15. Each class meets five times a week with the instructor. Students may not withdraw from this class. *This course does not apply toward general education or graduation requirements.* (Fall, Spring)

### MATH 012 Intermediate Algebra

3 hours

Prerequisite: Acceptable MAP score or at least a C in MATH 011.

The course reviews algebra of the real number system, rules of exponents with rational exponents, factoring polynomials in one variable with integer coefficients into irreducible factors relative to the set of integers, solve linear and quadratic equations and inequalities, graph functions, solve applied problems which can be modeled by linear or quadratic equations or linear inequalities.

A student should take this course if he or she needs a review of algebra, or scored between 15 and 24. Each class meets five times a week with the instructor. Students may not withdraw from this class. *This course does not apply toward general education or graduation requirements.* (Fall, Spring)

### MATH 101 Mathematics for Liberal Arts

3 hours

Prerequisite: Acceptable MAP score or at least a C in MATH 012.

Introduction to sets, Venn diagrams, truth tables, applications of Venn diagrams to logic, logical arguments, probability, sample spaces, permutations, combinations, statistics, averages, normal distributions, the metric system, measurement, consumer interest, and loans. (Fall)

### MATH 110 College Algebra

3 hours

Prerequisite: Acceptable MAP score or at least a C in MATH 012.

College Algebra is a study of equations, inequalities, certain classes of functions (polynomial, rational, exponential, and logarithmic), and their graphs and systems of equations. (Fall, Spring)

### MATH 121 Precalculus

3 hours

Prerequisite: Acceptable MAP score or MATH 110.

A study of polynomials, rational, exponential, logarithmic, and trigonometric functions and their graphs and conic sections. (Fall)

### MATH 181 Calculus I

4 hours

Prerequisite: MATH 121

A study of algebraic and transcendental function of one variable, limits, continuity, differentiation, and integration, and application of integrals. Writing assignments are an essential part of the course. (Spring)

# Mathematics

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**MATH 236 Applied Mathematics for Business 3 hours**

Prerequisite: Acceptable MAP score or MATH 110 or 121.

The study of mathematical tools necessary to make effective business decisions. Areas of study include: linear equations, linear programming, probabilities, optimization, and functions. (Spring)

**MATH 241 Intro. to Probability & Statistics 3 hours**

Prerequisite: Acceptable MAP score or MATH 110.

This course introduces elementary probability, statistical inference, and applications to business and science. (Fall, Spring)

**MATH 282 Calculus II 4 hours**

Prerequisite: MATH 181.

A study of transcendental functions and differential equations, techniques of integration, infinite series, and vectors in two-dimensions and polar coordinates. Writing assignments are an essential part of the course. (Fall)

**MATH 283 Calculus III 4 hours**

Prerequisite: MATH 282.

A study of the calculus of several variables, vectors and motion in space, derivatives and integration of functions of several variables. Writing assignments are an essential part of the course. (Spring)

**MATH 291 Selected Topics 1 hour**

Prerequisite: Approval by department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 2 credits.

**MATH 321 Differential Equations 3 hours**

Prerequisite: MATH 283.

This is a study of ordinary differential equations with emphasis on the analytic methods for solving them. (Offered periodically)

**MATH 341 Geometry 3 hours**

Prerequisite: MATH 282.

This course is a study of Euclidean and non-Euclidean geometry. Two research papers are required for the course. Possible subjects for papers are: proofs of a theorem outside of the class, history of geometry, biographies of somebody who made geometry, etc. **This course meets the upper division writing component for senior year English.** (Offered periodically)

**MATH 361 Introduction to Linear Algebra 3 hours**

Prerequisite: MATH 283.

An introduction to vector spaces and matrix theory over the field of real numbers. (Offered periodically)

**MATH 381 Complex Variables 3 hours**

Prerequisite: MATH 283.

This course is a study of analytic functions, power series, calculus of residues, and conformal mappings. (Offered periodically)

**MATH 411 Numerical Analysis with Application 3 hours**

Prerequisite: MATH 283, 321; knowledge of some computer programming language.

This is a course in numerical methods for solving mathematical problems. The writing of computer programs for solving problems is a part of the course. (Offered periodically)

**MATH 431 Modern Algebra 3 hours**

Prerequisite: MATH 361.

A study of the abstract systems: groups, rings, fields, and integral domains. (Offered periodically)

**MATH 451 Statistical Analysis 3 hours**

Prerequisite: MATH 282.

A study of the basic ideas of probability theory, discrete and continuous random variables, and their distributions, with application to statistics. (Offered periodically)

**MATH 471 Advanced Calculus 3 hours**

Prerequisite: MATH 283.

This is a study of functions of one real variable, and the conditions for differentiability and for integrability of these functions. Emphasis is placed on proving theorems. (Offered periodically)

**MATH 491 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# Modern Languages

R. Steven Jones, Chair; Roberto Valencia

## AIMS OF THE DEPARTMENT

The Spanish language and Hispanic culture have rapidly gained importance and influence during the past two decades. More than 400 million people in twenty-five countries speak Spanish, and it has become the second most prevalent language in the United States.

The growing preeminence of Spanish makes it an ideal complement to any liberal arts education. Indeed, Spanish, or another modern language, is a degree component of all B.A. programs at Southwestern Adventist University. Spanish opens doors to both personal and professional development, and it is a working language of many international organizations and corporations. Professionals in many different fields - including business, theology, medicine, international relations, journalism, and education - use Spanish daily.

SWAU strongly encourages students to study a foreign language, and Spanish at Southwestern is a great investment in a promising future.

## PROGRAMS

Minor in Spanish

### Spanish Minor

A minor consists of 18 hours, exclusive of the elementary course or its equivalent, 12 hours of which must be upper division and includes 3 hours of literary analysis.

## ADVENTIST COLLEGES ABROAD

The Modern Languages Department offers to both the student majoring in languages and the general University student body the privilege of studying abroad without losing credit or lengthening the course of study. SWAU is a member of a consortium known as Adventist Colleges Abroad, and through this consortium the student is able to study languages in the actual homeland of that particular language.

## MEETING THE INTERMEDIATE LANGUAGE REQUIREMENT

Students may meet the requirement for intermediate language by passing a CLEP test at the approved level (see page 26). There is a fee for CLEP testing and recording.

## COURSES

**SPAN 111 Elementary Spanish I 4 hours**

**SPAN 112 Elementary Spanish II 4 hours**

The sound and sentence patterns of Spanish are learned through drills, dialogues, readings and models, both live and recorded. 4 Lec 1 Lab. (SPAN 111 Fall, SPAN 112 Spring)

**SPAN 211 Intermediate Spanish I 3 hours**

**SPAN 212 Intermediate Spanish II 3 hours**

Prerequisite: SPAN 112 or demonstrated proficiency.

A thorough review of Spanish grammar through oral and written composition as well as cultural and literary readings. Attention is given to the history, customs, and traditions of the Spanish-speaking people. 3 Lec 1 Lab. (SPAN 211 Fall, SPAN 212 Spring)

## SPAN 291 Selected Topics 1-3 hours

Prerequisite: Approval by department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

**ALL COURSES NUMBERED ABOVE 300** are conducted in Spanish. The instructor may require a demonstrated ability in the language before granting permission to enroll.

## SPAN 311 Spanish Composition and Conversation 3 hours

Prerequisite: SPAN 212 or demonstrated proficiency.

The development of confidence in accepted oral and written expression, based on topics of current interest and cultural significance. (Fall)

## SPAN 315 Spanish Civilization and Culture 3 hours

Prerequisite: SPAN 311 or demonstrated proficiency.

A presentation of some of the dominant themes, personalities, and creative achievements in Hispanic history, civilization and culture. (Spring, even years)

## SPAN 317 Spanish American Civilization 3 hours

Prerequisite: SPAN 311 or demonstrated proficiency.

A presentation of some of the dominant themes, personalities, and creative achievements in Latin-American history, civilization, and culture. (Spring, odd years)

## SPAN 411 Masterpieces of Spanish-American Literature I 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A presentation of the history of Spanish-American literature from the discovery of America to Romanticism. (Fall, even years)

## SPAN 412 Masterpieces of Spanish-American Literature II 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of instructor.

A presentation of the history of Spanish-American literature from Modernism to contemporary literature. (Spring, odd years)

## SPAN 413 Masterpieces of Spanish Literature I 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A survey of peninsular Spanish literature with selections from the Middle Ages to Neoclassicism. (Fall, odd years)

## SPAN 414 Masterpieces of Spanish Literature II 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A survey of peninsular Spanish literature with selections from the Romanticism to contemporary literature. (Spring, even years)

## SPAN 491 Selected Topics 1-3 hours

Prerequisite: Approval of department chair.

Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# Modern Languages

## ADVENTIST COLLEGES ABROAD

### COURSES TAUGHT AT SAGUNTO, SPAIN

SPAN 201, 202, 203	Spanish Folklore .....	2,2,2 qt hrs.
SPAN 251, 252, 253	Intermediate Spanish Grammar ....	4,4,4 qt hrs.
SPAN 261, 262, 263	Intermediate Spanish Composition .....	3,3,3 qt hrs.
SPAN 271, 272, 273	Intermediate Spanish Conversation .....	2,2,2 qt hrs.
SPAN 281, 282, 283	Current Events in Spain .....	1,1,1 qt hr.
SPAN 301, 302, 303	History of Spain .....	3,3,3 qt hrs.
SPAN 312, 313	Spain and Its Culture .....	2,2 qt hrs.
SPAN 331, 332, 333	History of Spanish Literature .....	3,3,3 qt hrs.
SPAN 351, 352, 353	Advanced Spanish Grammar I .....	4,4,4 qt hrs.
SPAN 361, 362, 363	Advanced Spanish Composition .....	3,3,3 qt hrs.
SPAN 371, 372, 373	Advanced Spanish Conversation .....	2,2,2 qt hrs.
SPAN 422, 423	Translation and Interpretation .....	2,2 qt hrs.
SPAN 451, 452, 453	Advanced Spanish Grammar II .....	4, 4, 4 qt hrs.
SPAN 461, 462, 463	Advanced Spanish Composition II .....	3,3,3 qt hrs.
SPAN 471, 472, 473	Advanced Spanish Conversation II .....	2,2,2 qt hrs.
SPAN 495	Independent Study .....	1-4 qt hrs.

### COURSES TAUGHT AT

#### UNIVERSIDAD ADVENTISTA DEL PLATA, ARGENTINA

SPAN 251, 252, 253	Intermediate Spanish Grammar ....	4,4,4 qt hrs.
SPAN 261, 262, 263	Intermediate Spanish Composition .....	2,2,2 qt hrs.
SPAN 271, 272, 273	Intermediate Spanish Conversation .....	3,2,2 qt hrs.
SPAN 351, 352, 353	Advanced Spanish Grammar .....	4,4,4 qt hrs.
SPAN 361, 362, 363	Advanced Spanish Composition I .....	2,2,2 qt hrs.
SPAN 371, 372, 373	Advanced Spanish Conversation I .....	3,2,2 qt hrs.
SPAN 451, 452, 453	Advanced Spanish Grammar II ....	4,4,4 qt hrs.
SPAN 461, 462, 463	Advanced Spanish Composition II .....	2,2,2 qt hrs.
SPAN 471, 472, 473	Advanced Spanish Conversation II .....	3,2,2 qt hrs.

### COURSES TAUGHT AT

#### INSTITUTO ADVENTISTA VILLA AURORA, ITALY

ITLN 151	Elementary Grammas .....	7 qt hrs.
ITLN 171	Elementary Conversation .....	4 qt hrs.
ITLN 212	Italian Culture .....	2 qt hrs.
ITLN 252	Intermediate Grammas .....	5 qt hrs.
ITLN 262	Intermediate Composition .....	2 qt hrs.
ITLN 272	Intermediate Conversation .....	4 qt hrs.
ITLN 353	Advanced Grammas .....	2 qt hrs.
ITLN 363	Advanced Composition .....	2 qt hrs.
ITLN 373	Advanced Conversation .....	4 qt hrs.

## COURSES TAUGHT AT

### COLLONGES-SOUS-SALÈVE, FRANCE

FREN 011	Phonetics .....	0 qt hrs.
FREN 101	Beginning French .....	12 qt hrs.
FREN 111	Phonetics .....	1 qt hr.
FREN 151, 152, 153	Elementary Oral Expression .....	3,3,3 qt hrs.
FREN 191	Intensive French Review I .....	12 qt hrs.
FREN 201, 202	Intermediate French .....	9, 5 qt hrs.
FREN 221, 222	Intermediate Composition .....	3, 2 qt hrs.
FREN 251, 252	Intermediate Oral Expression .....	3,3 qt hrs.
FREN 291	Intensive French Review II .....	9 qt hrs.
FREN 321, 322	Advanced Composition .....	3, 2 qt hrs.
FREN 331, 332	Orthography .....	2, 1 qt hrs.
FREN 341	Advanced Grammar .....	6 qt hrs.
FREN 351, 352	Advanced Oral Expression .....	2, 2 qt hrs.
FREN 361, 362	Text Analysis .....	2, 2, qt hrs.
FREN 479	French Culture and Civilization .....	2 qt hrs.
FREN 499	Independent Study .....	1-4 qt hrs.
	Advanced Language Study (Upper Division) French Composition .....	3 qt hrs.
FREN 421	Advanced Orthography I .....	2 qt hrs.
FREN 431	Advanced Orthography II .....	2 qt hrs.
FREN 432	Morphology/Syntax of the Simple Sentence .....	3 qt hrs.
FREN 441	Morphology/Syntax of the Complex Sentence .....	3 qt hrs.
FREN 442		

### COURSES TAUGHT AT

#### SEMINAR SCHLOOS BOGENHOFEN, AUSTRIA

GRMN 101, 102, 103	Beginning German .....	6,6,6 qt hrs.
GRMN 111, 112, 113	Elementary Grammar .....	3,3,3 qt hrs.
GRMN 121, 122, 123	Elementary Phonetics .....	1,1,1 qt hrs.
GRMN 201, 202, 201	Intermediate Oral Expressions .....	3,3,3 qt hrs.
GRMN 211, 212, 213	Intermediate Written Expression .....	2,2,2 qt hrs.
GRMN 221, 222, 223	Intermediate Reading Comprehension .....	3,3,3 qt hrs.
GRMN 231, 232, 233	Intermediate Listening Comprehension .....	2,2,2 qt hrs.
GRMN 301, 302, 303	Advanced Oral Expression .....	3,3,3 qt hrs.
GRMN 311, 312, 313	Advanced Written Expression .....	2,2,2 qt hrs.
GRMN 321, 322, 323	Advanced Reading Comprehension .....	3,3,3 qt hrs.
GRMN 331, 332, 333	Advanced Listening Comprehension .....	3,3,3 qt hrs.

Penny Moore, Chair; Jean Alway, Meriam Fabriga, Bonnie Gnadt,  
Cathy Turner, Lolita Valdez, Etna Van Horne, Jill Vollmer

**IMPORTANT NOTICE:** Fall 2006 will be the last class admitted to the A.S. program. Students failing to progress will be advised to transfer into the B.S. program since A.S. courses will not be retaught.

## MISSION STATEMENT

The purpose of the Southwestern Adventist University (SWAU) Department of Nursing is to prepare a competent generalist in the profession of nursing with a Christian perspective of liberal arts, applied theology and natural, behavioral, and nursing sciences. The department seeks to provide a Christian environment, which facilitates growth of the student as a whole person, as a contributing member of society, and as a member of the nursing profession.

## GOAL

The goal of the nursing program is to graduate competent, employable, safe practitioners who are prepared to participate in the delivery of evidenced-based nursing care, who have the knowledge base on which to build advanced study, and who are contributing members of society. The curriculum prepares the student for graduation with an Associate of Science (A.S.) degree. The graduate of the A.S. program is eligible for licensure as a Registered Nurse (RN). The graduates of the Bachelor of Science (B.S.) completion program and the B.S. Program are prepared for graduate study. Differentiated entry level competencies are used to ensure skilled practitioners.

## ACCREDITATION

The A.S. and B.S. completion programs are fully approved by the Board of Nurse Examiners for the State of Texas (BNE), and accredited by the National League for Nursing Accrediting Commission (NLNAC). The NLNAC address is: 61 Broadway, New York, New York 10006. Phone number: (212) 363-5555 x 153. The B.S. program has been approved by the Board of Nurse Examiners for the State of Texas.

## APPLICATION PROCESS FOR ALL NURSING PROGRAMS

1. File an application form with SWAU.
2. File a nursing application form with the nursing department. Processing of applications will begin in March. Applications should be received prior to May 31 for consideration of acceptance into the fall semester and prior to October 1 for consideration of acceptance into the generic program beginning spring 2007. A \$100 nonrefundable fee must be paid upon acceptance into the nursing program.
3. Submit all high school and college/university transcripts.
4. Provide three letters of recommendation from employers and/or teachers, which attest to professional competence, scholastic ability, emotional stability and physical health.
5. Provide proof of CPR certification, physical examination, immunizations, and TB testing.
6. An applicant whose first language is not English must have a score of at least 550 on the Test of English as a Foreign Language (TOEFL) or 80th percentile on the University of Michigan English Language Institute Test.
7. Take the pre-admission assessment exam. The exam fee is \$35 (non-refundable).

8. Applicants who have taken all their academic courses at SWAU will be given preferential consideration for admission to the nursing program. GPA, date of application, and entrance exam scores are considerations.
9. B.S. completion students continuing from the SWAU A.S. program are required to complete an application, but are exempt from providing additional reference letters and the \$100 fee.
10. Applicants must be willing to submit to and pay for a background check and a drug screening as arranged by the department of nursing.

## ASSOCIATE OF SCIENCE

Fall 2006 is the last class to be admitted to this program.

### Admission Criteria

1. Meet all admission requirements for enrollment at SWAU.
2. Cumulative GPA of at least 2.75 on a 4.0 scale.
3. The following prerequisites are required with a grade of C or better:
  - a. ENGL 121 Freshman Composition
  - b. The following prerequisites must have been taken seven years or less prior to admission to nursing courses with a grade of C or better:
    - MATH 110 College Algebra\*
    - BIOL 101, 102 Anatomy and Physiology
    - CHEM 101 Introduction to Chemistry\*
    - PSYC 212 General Psychology
- \* Demonstration of competency through placement testing can be accepted in lieu of course completion.
4. Previous nursing credits must have been earned within the past three years.
5. Proof of current immunizations as required by the State of Texas.
6. Proof of current CPR certification as a Health Care Provider. NRSA 225 requires CPR within the previous 12 months.

## Licensed Vocational Nurse Applicants

Spring 2007 is the last time for the LVN applicant to enter the A.S. program.

The licensed vocational nurse who wishes placement with advanced standing to earn an A.S. degree in nursing must:

1. Currently hold an unencumbered license as a LVN/LPN.
2. Have at least one year of work experience as a LVN/LPN.
3. Fulfill the admission criteria and prerequisites for the A.S. program.
4. LVNs may petition the Nursing Progression Committee to waive the admission criteria: "within seven years" in 3 b above.

General education, science, and cognate requirements are met through transfer of credit or completion of courses in residence. Credits for NRSA 115 (5 hours), and NRSA 118 (4 hours) are awarded as credit by exam or by transfer of LVN course work. Upon successful completion of NRSA 110, the advanced placement student may progress into NRSA 225 with the traditional A.S. students. NRSA 110 is offered spring semester only.

# Nursing

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## **BACHELOR OF SCIENCE COMPLETION PROGRAM**

Fall 2006 is the last class to be admitted to this program. Spring 2007 is the last opportunity to graduate from the current B.S. completion program.

The RN with an A.S. degree or a diploma in nursing may enter the nursing program at SWAU at the junior level and will usually be prepared to graduate with a B.S. degree in two academic years. Students meeting all general education requirements and cognate courses designated for the nursing curriculum may be able to earn the B.S. degree in one academic year. The B.S. in Nursing completion program is also provided through the Adult Degree Program (ADP).

### Admission Criteria

1. Current unencumbered RN licensure in the state of Texas. (ADP students must hold RN licensure in their state of residence.)
2. A degree/diploma in nursing from an NLNAC accredited program. (Provisional admission may be granted to graduates from non-NLNAC accredited nursing programs.)
3. Graduates of diploma programs must take proficiency examinations to validate college credit for nursing courses. (Must attain 30th percentile on each examination.)
4. A minimum cumulative GPA of 2.5.
5. Eligibility for junior standing at SWAU.
6. Proof of current CPR certification as a Health Care Provider.
7. Proof of current immunizations as required by the State of Texas.

## **BACHELOR OF SCIENCE (four year degree program)**

The freshman student seeking a B.S. degree in nursing or a student transferring from another institution may enter the B.S. degree plan at the place determined by the advisor. Follow the application process outlined for all the nursing programs.

### B.S. Admission Criteria

1. Meet all admission requirements for enrollment at SWAU.
2. Cumulative GPA of at least 2.75 on a 4.0 scale.
3. The following prerequisites are required within the last 7 years with a grade of C or better:
  - CHEM 101 and 102
  - BIOL 101 and 102 Anatomy & Physiology with lab
  - MATH 110 College Algebra
  - PSYC 212 General Psychology
4. The following prerequisites are required with a grade of C or better: ENGL 121 plus any other 26 hours of non-nursing required courses.
5. Previous nursing credits must be earned within the past three years and the nursing credit awarded will be determined by the Nursing Progression Committee.
6. Three letters of reference.
7. Proof of current immunization as required by the State of Texas.
8. Health care provider CPR certification.

## **Student Selection**

Due to the high number of applicants not all who meet the admission criteria can be accepted. Students are selected from the applicant pool based on the following process:

1. Applicants who have taken the prerequisites at SWAU.
2. SDA transfer applicants who meet the admission criteria (preference is given to students with high science GPAs)
3. Second degree applicants.
4. Remaining applicants by GPA (especially in the sciences).
5. Admission exam performance.
6. Student orientation, conducted immediately before registration the semester in which NURS 212: Fundamentals is taken, is mandatory. If a student is not present for orientation that seat may be offered to the next person on the alternate applicant list.

## **READMISSION POLICY**

Readmission is possible for nursing students who left the program in good standing, and according to the nursing progression criteria. Students who have been out of the program will return under the current bulletin at a point in the program specified by the Nursing Progression Committee. All nursing courses must be completed within five years.

## **SPECIAL STUDENT**

An applicant who wishes to enroll in nursing courses without pursuing a degree at SWAU should apply for enrollment in SWAU as a special student. Consent for enrollment as a special student is subject to fulfillment of course prerequisites, instructor's consent, and space availability.

To be admitted later as a degree-seeking student, the special student must meet all the prescribed requirements and follow the usual admission procedure.

## **PART-TIME STUDENTS**

Any qualified student may enroll on a part-time basis. Required general education or cognate courses must be completed no later than the time specified in the full-time degree plan.

## TRANSFER STUDENTS

Students wishing to transfer into any nursing program are required to have a minimum college GPA of 2.75. A minimum grade of C (2.0) is required for any course accepted for transfer credit. Course descriptions or outlines will be required when necessary to determine the acceptability of a course or the amount of transfer credit to be granted for clinical nursing courses. Previous nursing credits must have been earned within the past three years. The department reserves the right to require the transfer applicant to pass written and/or practical examinations in any course for which transfer credit is requested. Transfer students are usually required to begin at the first Med/Surgical course. Admission as a transfer student is subject to available space. Nursing GPA is calculated on credits earned at SWAU only.

## CONTINUATION AND PROGRESSION POLICIES

1. The Department of Nursing reserves the right to require withdrawal of a nursing student from the program or a nursing course who fails to demonstrate competency and/or displays inappropriate/unprofessional or unsafe behavior. Additional criteria for continuation in the program are consistent with the standards of the BNE.
2. Students must maintain a cumulative GPA of 2.5 in required nursing courses to progress in nursing and to graduate. No grade lower than C will be accepted in nursing and nursing cognate courses.\* Students whose nursing GPA falls below 2.5 at any time during the program must raise their nursing GPA to 2.5 or better in the next long (not summer) semester to continue in the program. If the nursing GPA remains below 2.5 for a second semester, the student will be required to repeat a nursing course (including clinical) specified by the Nursing Progression Committee to raise the nursing GPA to 2.5 or above. Students who repeat a nursing course to raise their nursing GPA must re-enroll in the course within one year. If the nursing GPA remains below 2.5 after the repeated nursing course, the student will be permanently dropped from the program.
3. The GPA for the generic B.S. program will be calculated on the actual percentage score earned in each course.
4. The nursing GPA, for the purpose of progression, will be computed on the "Major Requirements" only.

Associate:

NRSA 115	NRSA 235	NRSA 255
NRSA 118	NRSA 236	NRSA 260
NRSA 225	NRSA 245	

B.S. completion program:

NRSB 310	NRSB 350	NRSB 436
NRSB 316	NRSB 375	NRSB 450
NRSB 326	NRSB 435	NRSB 455

B.S. program:

NURS 211	NURS 318	NURS 424
NURS 212	NURS 319	NURS 425
NURS 313	NURS 320	NURS 426
NURS 315	NURS 421	NURS 427
NURS 316	NURS 422	NURS 428
NURS 317	NURS 423	

5. All nursing courses are to be completed within a five-year time frame.
6. Students must complete their nursing courses at SWAU unless special permission is granted.
7. Students are allowed only one repeat of a nursing course during their program. Any nursing course that is dropped after mid-semester date on the academic calendar will be treated as a completed nursing course.
8. Students are required to pass dosage calculation tests periodically throughout the program. Failure to achieve a passing score will prevent continuation in nursing courses that semester.

9. Proof of Health Care Provider CPR certification and proof of current immunizations are required of all nursing students.
10. LVN and RN students must provide the nursing department with proof of current Texas unencumbered licensure throughout their program.
11. After acceptance but before the first clinical course all students must submit to and pay for a criminal background check and drug screening as arranged by the Nursing Department.

\*Nursing cognate courses:

AS Nursing:

BIOL 101, 102, 220

CHEM 101\*\*

HLED 216

MATH 110\*\*\*

PSYC 212, 220

SOCI 111

\*\*or Chemistry competency placement test

\*\*\* or Math competency placement test

BS Nursing:

same as A.S. plus CHEM 103

(CHEM 102 or 104 recommended.)

## TERMINATION POLICY

The following situations or conditions may result in termination from any nursing program:

1. Unsafe or unethical nursing practice
2. Nursing GPA less than 2.5 following repeat of one nursing course
3. Failure to pass dosage calculation test
4. Failure to pass exit test
5. Dishonesty
6. Unresolved issues with the drug screen and background check

## GENERAL INFORMATION

### TRANSPORTATION POLICIES

Students are expected to provide their own transportation to and from off-campus clinical labs. Faculty will not provide transportation. Students are advised not to transport clients in their own vehicles under any circumstances. This policy protects both the student and the client. Texas law requires proof of automobile liability insurance.

### RESIDENCY REQUIREMENT

Transfer students must complete a minimum 15 semester hours of nursing courses at SWAU and must fulfill the University residence requirements as stated elsewhere in this bulletin to graduate with an A.S. degree in nursing. The candidate for a B.S. degree in nursing must take 28 semester hours of upper division nursing courses in residence at SWAU and must fulfill the University residency requirements as stated elsewhere in this bulletin.

Students must meet the requirements of the bulletin in effect at the time of acceptance into the nursing program. Prospective students and pre-nursing students, on and off SWAU campus, must work closely with the Nursing Department to ensure readiness to begin nursing classes. Students who do not take classes for one long semester will return under the new bulletin and must repeat the drug screen and background check.

# Nursing

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## GRADUATION REQUIREMENTS

### Associate Degree

1. Satisfactory completion of a minimum of 72 semester hours to include 32 semester hours of nursing and 40 semester hours of general education and cognates for nursing.
2. A minimum nursing GPA of 2.5 on required nursing courses.
3. Upon successful completion of the exit examination, the faculty will recommend the student as a candidate to write the NCLEX-RN examination. Students failing the exit examination twice must show evidence of satisfactory completion of a review course before retaking the examination the third and final time.
4. In compliance with the BNE's policy, completion of the nursing program does not guarantee eligibility for NCLEX-RN. An individual who may be ineligible for licensure due to physical/emotional disabilities or legal encounters regardless of outcome should seek advising and contact the BNE prior to enrolling in any professional nursing program in Texas.

### Baccalaureate Completion Degree

1. Satisfactory completion of 130 semester hours including 65 semester hours of nursing courses and 65 semester hours of general education and cognate courses for nursing. Not fewer than seven hours of the electives must be upper division, of which three must be in religion.
2. Fulfillment of the general education requirements for a BS degree.
3. A minimum nursing GPA of 2.5.
4. Successfully pass the exit examination. Three attempts will be allowed.
5. Recommendation by the faculty for graduation.

### Baccalaureate Degree

1. Satisfactory completion of 130 semester hours including 61 hours of nursing and 69 hours of cognate and general education.
2. Fulfillment of the general education requirements for a B.S. degree. (Students of nursing fulfill the writing component of the English requirement with NURS 320 and NURS 426 and speech requirement is completed with NURS 425.)
3. A minimum nursing GPA of 2.5.
4. Successfully pass the exit examination. Three attempts will be allowed.
5. Recommendation by the faculty for graduation.

## NURSING DEPARTMENT GRIEVANCE POLICY

Nursing students who wish to appeal an academic issue should refer to the SWAU policy on Student Academic Appeals, and should follow this departmental procedure:

1. The student should discuss his/her grievance with the instructor involved no later than 1-2 University days of the event/evaluation/dismissal in an attempt to resolve the grievance.
2. If a resolution has not been reached, the student should submit his/her grievance in writing to the department chair within 1-2 University days following discussion with the instructor. The Chair has one University day to respond.
3. If a resolution has not been reached, the student should submit his/her grievance in writing to the Nursing Progression Committee within one University day following discussion with the department chair. The Nursing Progression Committee has one University day to respond.
4. If a resolution has not been reached, the student may contact the Academic Vice President within one University day following receipt of the Nursing Progression Committee decision to continue the SWAU process for Academic Appeals. This concludes STEP I of the University appeals process.

## ASSOCIATE OF SCIENCE MAJOR REQUIREMENTS

NRSA	115	Fundamentals of Nursing .....	5
NRSA	118	Nursing Across the Life Span .....	8
NRSA	225	Child Health Nursing .....	3
NRSA	235	Mental Health Nursing .....	4
NRSA	236	Parent/Infant Nursing .....	4
NRSA	245	Adult Health Nursing .....	4
NRSA	255	Adult Nursing Role Transition .....	3
NRSA	260	Nursing Seminar .....	1
			32

### Required Cognate Courses:

BIOL	101	Anatomy and Physiology .....	4
BIOL	102	Anatomy and Physiology .....	4
BIOL	220	Microbiology .....	4
HLED	216	Nutrition .....	2
PSYC	212	General Psychology .....	3
PSYC	220	Human Growth and Development .....	3
SOCI	111	Introduction to Sociology .....	3
CHEM	101	(or placement exam)	
MATH	110	(or placement exam)	
			23

### General Education

ENGL	121	Freshman Composition .....	3
ENGL	220	Research and Professional Writing .....	3
CSIS		Computer Elective .....	3
PEAC		P.E. Elective .....	1
RLGN		Religion Electives .....	6
UNIV	101	University Success .....	1
			17

## BACHELOR OF SCIENCE COMPLETION MAJOR REQUIREMENTS

**In addition to the Associate of Science curriculum, the Bachelor of Science Completion Program includes the following requirements:**

NRSB	310	Pathophysiology .....	3
NRSB	316	Issues and Trends in Health Care .....	2
NRSB	326	Assessment: Birth to Senescence .....	3
NRSB	350	Community Health Nursing I .....	4
NRSB	375	Critical Care Nursing .....	5
NRSB	435	Management/Leadership .....	3
NRSB	436	Nursing Research .....	3
NRSB	450	Community Health Nursing II .....	4
NRSB	455	Advanced Nursing Seminar/Practicum .....	3
NRSB	491	Selected Topics in Professional Nursing .....	3
			33

### Required Cognate Courses:

CHEM	101	Introduction to Chemistry .....	3
CHEM	103	Introduction to Chemistry .....	3
MATH	241*	Intro. to Probability & Statistics .....	3
			9

(CHEM 102 or 104 Chemistry Lab Recommended.)

\*MATH 110 or a MAP score of 41 is prerequisite for this class.

### General Education:

ENGL		Literature Elective .....	3
HIST		History Electives*	
			(3-6 hours upper division, 3 hours must be non-American) 6
PEAC		P.E. Elective .....	1
RLGN		Religion Electives* (3-6 hours upper division) .....	6
			16

\*A total of 7 upper division credits is required in addition to the nursing credits.

## BACHELOR OF SCIENCE MAJOR REQUIREMENTS

NURS	110	Health Related Topics .....	2
NURS	211	Fundamentals of Nursing .....	5
NURS	212	Assessment .....	3
NURS	313	Pathophysiology .....	3
NURS	315	Medical/Surgical Nursing I .....	5
NURS	316	Gerontology .....	2
NURS	317	Pharmacology .....	3
NURS	318	Pediatrics .....	4
NURS	319	Medical/Surgical Nursing II .....	5
NURS	320	Issues and Trends .....	2
NURS	421	Nursing Research .....	3
NURS	422	Mental Health .....	5
NURS	423	Maternal Newborn .....	5
NURS	424	Community Health .....	4
NURS	425	Clinical Specialty .....	2
NURS	426	Leadership .....	3
NURS	427	Medical/Surgical Nursing III .....	4
NURS	428	Capstone .....	1
			61

### Required Cognate Courses:

BIOL	101	Anatomy and Physiology .....	4
BIOL	102	Anatomy and Physiology .....	4
BIOL	220	Microbiology .....	4
HLED	216	Nutrition .....	2
PSYC	212	General Psychology .....	3
PSYC	220	Human Growth and Development .....	3
SOCI	111	Introduction to Sociology .....	3
CHEM	101	(or placement exam) .....	7
CHEM	103	Intro Chemistry: Organic and Biochemistry .....	3
CHEM	104	Intro Chemistry Laboratory .....	1
MATH	110	(or placement exam) .....	3
MATH	241	Intro to Probability & Statistics .....	3
			36

### General Education

ENGL	121	Freshman Composition .....	3
ENGL	220	Research and Professional Writing .....	3
ENGL		Literature Elective .....	3
CSIS		Computer Elective .....	3
HIST		History Elective (3 hours must be non-American) .....	6
PEAC		P.E. Elective .....	2
RLGN		Religion Electives (3 hours upper division) .....	12
UNIV	101	University Success .....	1
			33

# Nursing

## Sample Four-Year B.S. Degree Plan with One Year of Pre-Nursing or Three-Year A.S. Degree Plan with One Year of Pre-Nursing

### Fall

BIOL 101	Anatomy & Physiology +	4
CHEM 101,102	Intro to Chemistry +* (Or Chemistry Competency Placement Test)	(3)(1)
MATH 110	College Algebra + (Or Math Competency Placement Exam)	(3)
NRSA 112	Medical Terminology**	(1)
PSYC 212	General Psychology +	3
PEAC	PE Elective	1
UNIV 101	University Success	1
	<b>TOTAL</b>	<b>9(17)</b>

### Spring

BIOL 101	Anatomy & Physiology +	4
CHEM 103	Intro to Chemistry *	3
CHEM 104	Intro to Chem Lab Recommended *	(1)
ENGL 121	Freshman Composition +	3
NRSA 112	Medical Terminology**	(1)
PSYC 220	Human Growth & Development	3
RLGN	Religion Elective	3
	<b>TOTAL</b>	<b>16(18)</b>

### Fall

CSIS	Computer Elective	3
ENGL 220	Research and Professional Writing	3
NRSA 113	Pharmacology**	(2)
NRSA 115	Fundamentals of Nursing	.5
RLGN	Religion Elective	3
	<b>TOTAL</b>	<b>14(16)</b>

### Spring

HIST	History Elective*	3
HLED 216	Nutrition	2
NRSA 113	Pharmacology**	(2)
NRSA 118	Nursing Across the Life Span	8
SOCI 111	Intro to Sociology	3
	<b>TOTAL</b>	<b>16(18)</b>

### Summer

NRSA 225	Child Health Nursing	3
	<b>TOTAL</b>	<b>3</b>

### Fall

BIOL 220	Microbiology	4
NRSA 235	Mental Health Nursing (or)	4
NRSA 236	Parent/Infant Nursing	(4)
NRSA 245	Adult Health Nursing	4
RLGN	Religion Elective *	3
	<b>TOTAL</b>	<b>15</b>

### Spring

NRSA 235	Mental Health Nursing (or)	(4)
NRSA 236	Parent/Infant Nursing	4
NRSA 255	Adult Role Trans	3
NRSA 260	Nursing Seminar	1
ENGL	Literature Elective *	3
MATH 241	Intro to Probability and Statistics *	3
PEAC	PE Elective *	1
	<b>TOTAL</b>	<b>15</b>

+ Admission pre-requisites.

\* Required cognate/general education courses for BS may be taken while enrolled in AS program. Some general education/cognate courses can be changed in sequence to meet individual needs.

\*\* Highly recommended for either Fall or Spring Semester, but not required.

**A.S.** Total Hours = 72

Nursing Hours = 32

### A.S. PROGRAM COMPLETED AT THIS POINT.

Students may sit for NCLEX-RN.

### Summer

NRSB 310	Pathophysiology (or)	(3)
NRSB 326	Assessment: Birth to Senescence	3
RLGN	Religion Elective (UD)	3
	<b>TOTAL</b>	<b>6</b>

### Fall

HIST	Non-American Hist Elective	3
NRSB 310	Pathophysiology (or)	(3)
NRSB 326	Assessment: Birth to Senescence	3
NRSB 350	Community Health I	4
NRSB 435	Manage/Leadership	3
NRSB 436	Nursing Research	3
NRSB 481	Health Related Topics	1
	<b>TOTAL</b>	<b>17</b>

### Spring

NRSB 316	Issues & Trends	2
NRSB 375	Critical Care	5
NRSB 450	Community Health II	4
NRSB 455	Adv Nursing Seminar	3
NRSB 481	Health Related Topics	2
	<b>TOTAL</b>	<b>16</b>

**B.S.** Total Hours = 130

Nursing Hours = 33

Required Upper Division Hours = 40

## Associate of Science Curriculum for the Advanced Placement Student (LVN)

### Spring

CSIS	Computer Elective .....	3
ENGL 220	Research and Professional Writing .....	3
HLED 216	Nutrition .....	2
NRSA 110	Nursing-Life Span LVN .....	4
NRSA 112	Medical Terminology* .....	(1)
PSYC 311	Human Growth & Development .....	3
	<b>TOTAL</b>	<b>15(16)</b>

### Summer

NRSA 225	Child Health Nursing .....	3
	<b>TOTAL</b>	<b>3</b>

### Fall

BIOL 220	Microbiology .....	4
NRSA 235	Mental Health Nursing (or) .....	
NRSA 236	Parent/Infant Nursing .....	4
NRSA 245	Adult Health Nursing .....	4
RLGN	Religion Elective .....	3
	<b>TOTAL</b>	<b>15</b>

### Spring

NRSA 235	Mental Health Nursing (or) .....	4
NRSA 236	Parent/Infant Nursing .....	4
NRSA 255	Adult Role Trans .....	3
NRSA 260	Nursing Seminar .....	1
PEAC	PE Elective .....	1
SOCI 111	Intro to Sociology .....	3
RLGN	Religion Elective .....	3
	<b>TOTAL</b>	<b>15</b>

\*highly recommended

## A.S. PROGRAM COMPLETED AT THIS POINT.

Students may sit for NCLEX-RN.

## BACHELOR OF SCIENCE IN NURSING - Degree Plan

### First Year

#### Fall

NURS 110	Health Related Topic (no clinical) .....	1
CSIS	Computer Elective .....	3
MATH 110	College Algebra* .....	3
BIOL 101	Anatomy & Physiology* I .....	4
UNIV 101	University Success .....	1
PEAC	Elective (PE Activity) .....	1
PSYC 212	General Psychology* .....	3
	<b>TOTAL</b>	<b>16</b>

#### Spring

NURS 110	Health Related Topics (no clinical) .....	1
BIOL 102	Anatomy & Physiology* II .....	4
ENGL 121	Freshman Composition* .....	3
PSYC 220	Human Growth & Development .....	3
RLGN	Religion Elective .....	3
SOCI 111	Intro to Sociology .....	3
	<b>TOTAL</b>	<b>17</b>

## Second Year

### Fall

CHEM 101,2	Introductory to Chemistry & Lab* .....	4
BIOL 220	Microbiology .....	4
ENGL 220	Research Writing .....	3
HIST	History Elective .....	3
RLGN	Religion Elective .....	3
	<b>TOTAL</b>	<b>17</b>

### Spring

NURS 211	Fundamentals of Nursing .....	5
NURS 212	Assessment (no clinical) .....	3
CHEM 103	Introductory to Chemistry II .....	3
HLED 216	Nutrition .....	2
HIST	Non-American History Elective .....	3
	<b>TOTAL</b>	<b>16</b>

## Third Year

### Fall

NURS 313	Pathophysiology (no clinical) .....	3
NURS 315	Medical/Surgical Nursing I .....	5
NURS 316	Gerontology (no clinical) .....	2
NURS 317	Pharmacology (no clinical) .....	3
RLGN	Religion Elective .....	3
	<b>TOTAL</b>	<b>16</b>

### Spring

NURS 318	Pediatrics (no clinical) .....	2
NURS 319	Medical/Surgical Nursing II .....	5
NURS 320	Issues & Trends (no clinical) .....	2
MATH 241	Introduction to Probability & Statistics .....	3
ENGL	Literature Elective .....	3
	<b>TOTAL</b>	<b>15</b>

## Summer - First Module

NURS 318C	Pediatric Clinical .....	2
	<b>TOTAL</b>	<b>2</b>

## Fourth Year

### Fall

NURS 421	Nursing Research (no clinical) .....	3
NURS 422	Mental Health Nursing or .....	
NURS 423	Maternal Newborn .....	5
NURS 424	Community Health .....	4
NURS 425	Clinical Specialty (clinical only) .....	2
PEAC	Elective (PE Activity) .....	1
	<b>TOTAL</b>	<b>15</b>

### Spring

NURS 422	Mental Health Nursing or .....	5
NURS 423	Maternal Newborn .....	5
NURS 426	Leadership .....	3
NURS 427	Medical/Surgical Nursing III .....	4
NURS 428	Capstone (no clinical) .....	1
RLGN	Religion Elective (upper division) .....	3
	<b>TOTAL</b>	<b>16</b>

\* Pre-requisites to NURS 211

Required Upper Division Hours = 40

Total Hours = 130

# Nursing

## ASSOCIATE OF SCIENCE COURSES

### **NRSA 110 Nursing Across the Life Span - LVN 4 hours**

Prerequisites: BIOL 101, 102; ENGL 121; PSYC 212

Corequisites: HLED 216, PSYC 220

The student applies principles of health promotion and the nursing process as a provider of care for individuals and families across the life span. Common conditions of adults and aging requiring medical and surgical interventions are emphasized. Concepts of nutrition, communication, cultural perspectives, spirituality, and pharmacology are covered. 4 Theory. (Spring)

### **NRSA 111 Coaching for Success in Nursing 1 hour**

This course is designed to enhance skills needed for success in nursing courses at the Associate Degree level. Emphasis is placed on integrating knowledge to develop expert learning strategies. (Fall, Spring)

### **NRSA 112 Medical Terminology 1 hour**

The focus of this course is on current terminology used by nurses and other health care providers. The course also contains elements of the historical development of certain medical terms including Greek and Latin word parts from the past and eponyms from modern language. (Fall, Spring)

### **NRSA 113 Pharmacology 2 hours**

This course is designed to introduce the beginning student to the basic pharmacologic aspects of nursing. The course will focus on the basic principles and application of pharmacology, major drug classifications, and nursing considerations. (Fall, Spring)

### **NRSA 115 Fundamentals of Nursing 5 hours**

Prerequisite: BIOL 101, BIOL 102, ENGL 121, PSYC 212 and acceptance into the nursing program

Introduces the student to fundamental concepts of nursing and beginning skills necessary to implement the nursing process. Physical, mental, sociocultural, and spiritual needs are discussed in relation to adaptation, developmental stage, environment, and health status. Basic pharmacologic concepts are incorporated. 3 Theory 6 Clinical. (Fall)

### **NRSA 118 Nursing Across the Life Span 8 hours**

Prerequisites: NRSA 115

Corequisites: HLED 216, PSYC 220

Expands general concepts of nursing practice introduced in NRSA 115. The student applies principles of health promotion and the nursing process as a provider of care for individuals and families across the life span. Common conditions of adults and aging requiring medical and surgical interventions are emphasized. Common pediatric conditions are also included. Concepts of nutrition, communication, cultural perspectives, spirituality, and pharmacology are integrated. Also included are basic principles and applications of pharmacology, dosage calculation, administration of medicines and drug classification. 4 Theory 12 Clinical. (Spring)

### **NRSA 225 Child Health Nursing 3 hours**

Prerequisites: NRSA 118 or NRSA 110, HLED 216, PSYC 220

Builds on beginning knowledge of child health problems developed in NRSA 110 or 118. Applies the nursing process to the nursing of children and their families with continued emphasis on growth and development, prevention, and treatment of illness in the hospital and community. Complex health problems of children are examined including congenital and acquired conditions. 1.5 Theory 4.5 Clinical. (Summer)

### **NRSA 235 Mental Health Nursing 4 hours**

Prerequisites: NRSA 225

Involves the study of thoughts, emotions, and behavior and the application of mental health principles. The student applies the nursing process to clients with maladaptive behaviors in psychiatric settings. Emphasis is on the promotion of mental health. 2 Theory 6 Clinical. (Fall, Spring)

### **NRSA 236 Parent/Infant Nursing 4 hours**

Prerequisite: NRSA 225

Introduces the maternity cycle as a normal process, followed by obstetrical complications. The student applies the nursing process to the care of parents and infants during prenatal, natal and postnatal periods. Attention is given to the human reproductive system as well as sexually transmitted diseases. 2 Theory 6 Clinical. (Fall, Spring)

### **NRSA 245 Adult Health Nursing 4 hours**

Prerequisites: NRSA 225

Corequisites: BIOL 220

Builds on selected concepts introduced in first-year courses while focusing primarily on the adult and elderly. The student applies the nursing process to clients with increasingly complex needs across the life span. Concepts of nutrition, communication, cultural perspectives, spirituality and pharmacology are integrated into this course. 2 Theory 6 Clinical. (Fall)

### **NRSA 255 Adult Nursing Role Transition 3 hours**

Prerequisites: NRSA 245, BIOL 220

Additional complex medical-surgical nursing content, management and leadership concepts, skills, and professional issues for the associate degree nurse are discussed. Clinical experiences focus on care of groups of clients, collaborative management activities and care of acutely ill clients in emergency or critical care environments. Experiences in both the classroom and clinical settings are designed to assist the student in making the transition from nursing student to graduate. 1.5 Theory 4.5 Clinical. (Spring)

### **NRSA 260 Nursing Seminar 1 hour**

Prerequisite: All nursing courses that are not corequisites.

Prerequisite or Corequisite: NRSA 255 and 235 or 236

A capstone course designed to provide structure and guidance in preparation for the NCLEX-RN. A passing grade on the final exit exam is required. 1 seminar credit hour. Pass/no pass course. (Spring)

### **NRSA 291 Selected Topics in Nursing 1-3 hours**

Subject of study is selected in conference between student and advisor and will consist mainly of guided study and/or preceptored clinical experience. Content and behavioral objectives must be approved by the A.S. Faculty/Curriculum Committee. May be repeated. (Fall, Spring)

## BACHELOR OF SCIENCE COMPLETION COURSES

### **NRSB 310 Pathophysiology 3 hours**

Prerequisite: Admission to B.S. program standing in nursing or permission of instructor. BIOL 101 and 102.

Prerequisites or corequisites: CHEM 101.

Physiological changes that result from pathological processes are examined within the framework of systems theory. Students are assisted in integrating their knowledge with professional nursing care. 3 Theory. (Fall, odd summers)

### **NRSB 316 Issues and Trends in Health Care 2 hours**

Prerequisite: Admission to B.S. program standing in nursing or permission of instructor.

Focus is on recent trends, issues and concerns within professional nursing. The student has the opportunity to explore relevant topics related to clients, professional nursing, and the health care delivery system. 2 Theory. **This course meets the upper division writing component for senior year English.** (Spring)

### **NRSB 326 Assessment: Birth to Senescence 3 hours**

Prerequisite: Admission to B.S. program standing in nursing or permission of instructor.

Provides structured learning experiences to enable the student to perform complete nursing assessment, including systematic collection of data, history taking, physical examination and appropriate reporting of findings from infancy through senescence. The course will also include concepts of aging, chronic diseases and aspects of rehabilitation. Teaching/learning approaches include lecture, demonstration, skills laboratory practice and performing assessments for ambulatory clients and for residents of geriatric care facilities. 3 Theory. (Fall, even summers)

### **NRSB 350 Community Health Nursing I 4 hours**

Prerequisites or corequisites: RN licensure.

Introduction to the practice of nursing in community settings. Emphasis is placed on care of families at risk for physical, social, mental and spiritual dysfunction. Interventions for vulnerable individuals, families and groups across the life span are examined and practiced in a variety of community settings. 2.5 Theory 4.5 Clinical. (Fall)

### **NRSB 375 Critical Care Nursing 5 hours**

Prerequisites: NRSB 310, 326; RN licensure.

Prerequisites or corequisites: CHEM 103.

Content is selected to increase breadth and depth in medical/surgical nursing with integration of mental health and community health concepts. Students apply the professional roles in the provision of care in progressively complex situations. 3 Theory 6 Clinical. (Spring)

### **NRSB 435 Management and Leadership 3 hours**

Prerequisite: RN licensure.

Utilizes theoretical and research models to provide practical applications in today's health-care settings. The student examines concepts including team building, problem solving, decision making, effective communication, managing change and conflict resolution. 2 Theory 3 Clinical. **This course meets the upper division writing component for senior year English.** (Fall)

### **NRSB 436 Nursing Research 3 hours**

Prerequisite: Admission to B.S. program standing in nursing or permission of instructor.

Prerequisite or corequisite: MATH 241.

Focus is on understanding research concepts and the methodology involved in conducting needed research in nursing and health fields. Students learn how to evaluate research reports and how to utilize and participate in research. 3 Theory. (Fall)

### **NRSB 450 Community Health Nursing II 4 hours**

Prerequisite: NRSB 350 or permission of instructor.

Theory and application of comprehensive and complex community-based nursing services to individuals, families and high-risk groups across the life span. Focus is on health promotion, primary disease prevention and management of chronic health problems in home and community settings. 2.5 Theory 4.5 Clinical. (Spring)

### **NRSB 455 Advanced Nursing Seminar/Practicum 3 hours**

Prerequisites: RN licensure and permission of instructor.

Theory and clinical course, under the guidance of faculty and preceptors, in which the student selects an area of interest for in-depth study. Synthesis and application of the professional roles in the provision of nursing care is emphasized. This course meets the general education requirement of speech. 1.5 Theory 4.5 Clinical. (Spring)

### **NRSB 481 Health Related Topics 1-3 hours**

Several different topics are offered each semester. These are open to all disciplines. Content will be health issues and may include theory, clinical and/or research. May be repeated. (Fall, Spring)

### **NRSB 491 Selected Topics in Professional Nursing 1-3 hours**

Subject of study is selected in conference between student and advisor and will consist mainly of independent study, preceptored clinical experiences and/or research. Content and behavioral objectives must be approved by B.S. Faculty/Curriculum Committee prior to implementation. May be repeated. (Fall, Spring)

## BACHELOR OF SCIENCE COURSES

### **NURS 110 Health Related Topics 1 hour**

Prerequisites: none

Several different topics are offered each semester. These are open to all disciplines. Content will be health issues and may include theory, clinical and/or research. Contact the Nursing Department for specific information each semester. May be repeated. (Fall, Spring)

### **NURS 211 Fundamentals of Nursing 5 hours**

Prerequisite: Acceptance into the nursing program (see the *Bulletin* for prerequisites.)

This course introduces the student to fundamental concepts and theories of nursing with emphasis on the nursing process, critical thinking, therapeutic communication process, and health promotion. Students acquire basic nursing skills to implement the nursing process for individuals and families in diverse settings. 2.5 hours Theory 10 hours Clinical/Lab. (Spring)

# Nursing

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## **NURS 212 Physical Assessment 3 hours**

Prerequisite: Acceptance into the nursing program.

This course provides structured learning experiences to enable the student to perform complete nursing assessment and appropriate reporting of findings from infancy through senescence. The course will also include concepts of aging, chronic diseases and aspects of rehabilitation. Teaching/learning approaches include lecture, demonstration, and skills laboratory practice. 2 hours Theory, 4 hours Lab. (Spring)

## **NURS 313 Pathophysiology 3 hours**

Prerequisites: All Level II nursing courses.

The basic concepts essential to gaining understanding of the Pathophysiology of common diseases are covered. Physiological changes from pathophysiological processes are explored within the framework of body systems. Alterations resulting from normal aging and some diseases common to children are also integrated into this course. 3 hours Theory. (Fall)

## **NURS 315 Medical Surgical Nursing I 5 hours**

Prerequisites: All Level II nursing courses and nutrition.

The student will apply the nursing process in providing evidence-based interventions to individuals with common nursing care needs in supervised settings. Emphasis is on health promotion, risk reduction, disease prevention and intervention to clients with health care problems that are high volume with well established nursing interventions. Concepts of nutrition, communication, human diversity, spirituality and pharmacology are integrated into the course. 2.5 hours Theory, 10 hours clinical/lab. (Fall)

## **NURS 316 Gerontological Nursing 2 hours**

Prerequisite: All Level II nursing courses.

This is a study of the nursing care of the older adult based upon the *American Association of Colleges of Nursing Baccalaureate Competencies and the National Gerontological Nursing Association Core Curriculum for Gerontological Nursing*. The student will learn theory and application related to normal aging, health promotion, disease/disability prevention, and other evidence-based practices. 2 hours Theory. (Fall)

## **NURS 317 Pharmacology 3 hours**

Prerequisites: All Level II nursing courses.

This course is designed to introduce the nursing student to pharmacological aspects of nursing. The course will focus on the basic principles and applications of pharmacology, major drug classifications, indications, and nursing considerations. 3 hours (Fall)

## **NURS 318 Child Health Nursing 4 hours**

Prerequisites: All Level II nursing courses, NURS 313, NURS 315, NURS 317 and Human Growth and Development.

The course applies the nursing process to the nursing of children and their families with continued emphasis on growth and development, prevention and treatment of illness in the hospital and clinic. Complex health problems of children are examined including congenital and acquired conditions. 2 hours Theory (Spring), 8 hours Clinical/Lab taught in the first summer module after the completion of theory.

## **NURS 319 Medical Surgical Nursing II 5 hours**

Prerequisites: All Level II nursing courses, NURS313, NURS 315, and NURS 317.

The student will build on concepts introduced in Fundamentals, Assessment, Pathophysiology and Medical Surgical Nursing I. Application of the nursing process and standards of Medical Surgical Nursing will be integrated into theory and practice. Emphasis is on primary, secondary and tertiary care of clients with acute and chronic health care problems requiring individualized care and learning needs. Content is selected to increase breadth and depth in medical/surgical nursing with integration of community and mental health concepts. Technical skills will be developed focusing on the acutely ill clients in the acute and community care setting. The students apply the professional roles in the provision of care in progressively complex situations. 2.5 hours Theory, 10 hours Clinical/Lab. (Spring)

## **NURS 320 Issues and Trends in Nursing 2 hours**

Prerequisites: All Level II nursing courses or permission of the instructor.

Content focuses on recent trends, issues, and concerns within professional nursing. Students have the opportunity to explore relevant topics regarding nursing and its relationship to a changing health care system. 2 hours Theory. (Spring)

## **NURS 421 Nursing Research 3 hours**

Prerequisites: All Level II nursing courses.

Pre or Co-requisite: MATH 241

This course focuses on the concepts and methodology involved in conducting research in nursing. Students learn to critique nursing research reports for clinical utilization. This course reflects the *American Nurses' Association Standards for Research at the Baccalaureate Level*. 3 hours Theory. (Fall)

**NURS 422 Mental Health Nursing 3 hours**

Prerequisites: All Level II and III nursing courses.

This course involves the study of thoughts, emotions, and behavior. Students apply the nursing process to the care of clients in a variety of psychiatric-mental health settings. In addition, mental health promotion activities are implemented for healthy populations. Students are provided opportunities to increase skills in critical thinking, caring relationships, collaborative communication, self-awareness, and self-evaluation. This course reflects the *ANA Standards of Psychiatric/Mental Health Clinical Nursing Practice* (ANA, 1994). 2.5 hours Theory, 10 hours Clinical/Lab. (Fall and Spring)

**NURS 423 Maternal-Newborn Nursing 5 hours**

Prerequisites: All Level II and III nursing courses.

This course introduces the maternity cycle as a normal process, followed by obstetrical and neonatal complications. Attention is also given to women's obstetrical and neonatal complications. Attention is also given to women's reproductive health issues and menopause. Guidelines for student nursing care of women and newborns are based on the *Association of Women's Health, Obstetric and Neonatal Nursing Standards of Practice* which fall within the regulations of the *Nurse Practice Act*. 2.5 hours Theory, 10 hours Clinical/Lab (Fall and Spring)

**NURS 424 Community Health Nursing 4 hours**

Prerequisites: MATH 241, All Level II and III nursing courses.

The ANA Standards for Home Health Nursing and Community Nursing provides foundation for the practice of community health nursing. Included are the nursing care of individuals, families, populations, and communities. Emphasis is placed on health-promotion and disease prevention with increased attention to care of families at risk for physical, social, emotional, and spiritual dysfunction. Interventions for vulnerable individuals, families and groups are examined and practiced in a variety of community settings. 2 hours Theory, 8 hours Clinical/Lab (Fall)

**NURS 425 Clinical Specialty 2 hours**

Prerequisites: All Level II and III nursing courses.

A clinical course in which students select an area of interest for in-depth, progressive, and sequential study under the guidance of the faculty. Clinical experience is supervised by preceptors and guided by the *Professional Nurse's Code of Ethics and the American Nurses Association's Standards of Nursing Practice*. This course contains presentations which will help the student meet the speech requirements of the University. 8 hours Clinical/Lab (Fall)

**NURS 426 Nursing Leadership 3 hours**

Prerequisites: All Level II and III nursing courses.

Management and leadership merges theory and research and provides practical applications in today's health-care settings. The student examines concepts related to building teams, problem solving, decision making, effective communication, managing change and conflict, and more. 1.5 hours Theory, 6 hours Clinical/Lab (Spring)

**NURS 427 Medical Surgical Nursing III 4 hours**

Prerequisites: All Level II and III nursing courses.

The student will build on concepts introduced in Fundamentals, Assessment, Pathophysiology and Med Surg I and Med Surg II. Application of the nursing process and stands of the *American Association of Critical Care Nurses* (AACN) will be integrated into theory and practice. Content is selected to increase breadth and depth in medical/surgical nursing with integration of community and mental health concepts. Technical skills will be developed focusing on the acutely ill clients in the emergency and critical care environment. Concepts will be discussed involving mass casualty, disaster preparedness, and emergency preparedness as it relates to nursing care delivery. The students apply the professional roles in the provision of care in progressively complex situations. 2 hours Theory, 8 hours Clinical/Lab (Spring)

**NURS 428 Capstone 1 hour**

Prerequisites: All Level II and III nursing courses.

A capstone course designed to provide structure and guidance in preparation for the NCLEX-RN. 1 hour seminar (Spring)

# Physical Education, Wellness

Rodney W. Bussey, Chair; Thomas Bunch, Barbara R. Harsany, Krystal R. Hauff, Chad Hutchinson, Michael England  
 Adjunct: Janet Goodman, Kent Tucker

## AIMS OF THE DEPARTMENT

The Physical Education Department provides classes and support for Physical Education, Wellness and Exercise Science majors as well as minors in Physical Education, Wellness, and Coaching. Classes to support the general studies students in fitness, wellness and physical education are also provided. In the basic fitness and wellness classes, students are guided through a personal fitness program and encouraged to adopt a proactive wellness lifestyle, consistent with SDA teachings. Infrastructure to the University is provided by the Physical Education Department through the management of an intramural sports program and the operation of a fitness/recreation center that are available to all students and faculty 16 hours a day.

Students may elect courses which prepare them for careers as elementary or secondary physical education teachers. A major in Physical Education will also prepare the student for a career in the public or private sector of recreation. Exercise Science is an excellent pre-professional course of study for exercise physiology, physical therapy or other areas of medicine. A major in Wellness prepares the student to become a certified personal trainer and find a career in the hospital, corporate or private fitness industry. All of the majors prepare students to enter graduate school.

## PROGRAMS

B.S. Exercise Science  
 B.S. Physical Education  
 B.S. Wellness  
 A.S. Wellness  
 Teaching Area - All Level Certification  
 Minors in Coaching, Physical Education, and Wellness

## Exercise Science, B.S.

BIOL 101	Anatomy & Physiology	4
BIOL 102	Anatomy & Physiology	4
CHEM 111	General Chemistry	4
CHEM 112	General Chemistry	4
HLED 111	Health and Wellness	3
HLED 216	Nutrition	2
PEAC 115	Strength Training	1
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 310	Motor Learning	3
PETH 321	Exercise Physiology	3
PETH 331	Human Kinesiology	3
PETH 352	ACSM Certification*	3
PETH 354	Certified Strength & Conditioning Specialist*	3
PETH 460	Applied Social Research Methods or	
HNRS 480	Honors Thesis	3
PETH 480	Exercise Science Internship	6
PHYS 121	General Physics	4
PEAC	Electives	3
	TOTAL	56

\*Requires additional fee.

## Required Cognates:

MATH 121*	Precalculus	3
MATH 241**	Introduction to Statistics	3
PSYC 212	General Psychology	3
PSYC 220	Human Growth & Development	3

\*MATH 110 or a MAP score of 49 is prerequisite for this class.

\*\*MATH 110 or a MAP score of 41 is prerequisite for this class.

## Physical Education, B.S.

PEAC 415	Advanced Strength Training	1
PETH 110	Fundamentals of Physical Education	3
PETH 131	Officiating I	3
PETH 132	Officiating II	3
PETH 231	Professional Activities I	3
PETH 232	Professional Activities II	3
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 243	Health & PE in the Elementary School	3
PETH 310	Motor Learning	3
PETH 321	Exercise Physiology	3
PETH 331	Human Kinesiology	3
PETH 351	Coaching	3
PETH 354	Certified Strength & Conditioning Specialist	3
PETH 420	Adaptive Physical Education	3
PETH 431	Secondary Methods in PE	3
PETH 450	Administration of PE & Athletics	3
PETH 490	Senior Seminar	1

Choose three different hours from the following:	3	
PEAC 112 or 312	Aerobics or Advanced Aerobics	
PEAC 131 or 133	Swimming or Intermediate Swimming	
PEAC 141	Badminton	
PEAC 142 or 342	Tennis or Intermediate Tennis	
PEAC 143 or 343	Racquetball or Intermediate Racquetball	
PEAC 334	Lifeguard Training*	
PEAC 344	Golf*	
PEAC 429	Gymnastics Team	
PETH 346	Pro Act/Track & Field	
	TOTAL	50

\*Requires additional fee.

## Required Cognates:

BIOL 101	Anatomy and Physiology	4
HLED 111	Health & Wellness	3
RLGN 212	Basic Christian Ethics	3

The degrees in Exercise Science and Physical Education are composite majors, therefore no minors are required.

## Physical Education Minor

PEAC 115	Strength Training	1
PETH 110	Fundamentals of Physical Education	3
PETH 131 or 132	Officiating I or II	3
PETH 231 or 232	Professional Activities I or II	3
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 431	Secondary Methods	3

Choose three different hours from the following:	3	
PEAC 312	Advanced Aerobics	
PEAC 334	Lifeguard Training*	
PEAC 335	Advanced Swimming	
PEAC 342	Intermediate Tennis	
PEAC 343	Intermediate Racquetball	
PEAC 344	Golf*	
PEAC 429	Gymnastics Team	
	TOTAL	19

\*Requires additional fee.

## Required Cognate:

BIOL 101	Anatomy & Physiology	4
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# Physical Education, Wellness

## Coaching Minor

PEAC 115	Strength Training	1
PETH 131 or 132	Officiating I or II	3
PETH 231 or 232	Professional Activities I or II	3
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 351	Coaching	3
PETH 354	Certified Strength & Conditioning Specialist*	3
Choose two different P.E. activity courses:		2
TOTAL		18

## Required Cognates:

BIOL 101	Anatomy & Physiology	4
HLED 111	Health & Wellness	3

## Wellness, B.S.

HLED 111	Health and Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
HLED 280	Health Fitness Internship	2-4
HLED 330	Healthful Living Programs	2-4
HLED 452	Advanced Fitness Assessment	3
PEAC 111	Physical Fitness	1
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115	Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics or	
PEAC 334	Lifeguard Training	1
PEAC 415	Advanced Strength Training	1
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 260	First Aid, CPR and AED Training	2
PETH 321	Exercise Physiology	3
PETH 331	Human Kinesiology	3
PETH 352	ACSM Certification*	3
PETH 354	Certified Strength & Conditioning Specialist*	3
TOTAL		38-42

\*Requires additional fee.

## Required Cognates:

ACCT 211	Accounting Principles I	4
BIOL 101	Anatomy and Physiology	4
COMM 111	Fundamentals of Speech	3
COMM 223	Media Writing or	
CSIS 303	E-Commerce and Website Design	3
PSYC 220	Human Growth and Development	3

## Wellness, A.S.

HLED 111	Health & Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
HLED 280	Health Fitness Internship	2-4
PEAC 111	Physical Fitness	1
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115 or 415	Strength Training or Adv. Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics or	
PEAC 334	Lifeguard Training	1
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 352	ACSM Certification*	3
TOTAL		21-23

\*Requires additional fee.

## Required Cognate:

BIOL 101	Anatomy & Physiology	4
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## Wellness Minor

HLED 111	Health and Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115 or 415	Strength Training or Adv. Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics or	
PEAC 334	Lifeguard Training	1
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 352	ACSM Certification*	3
TOTAL		18

\*Requires additional fee.

## Required Cognates:

BIOL 101	Anatomy & Physiology	4
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## TEACHING CERTIFICATION PROGRAM

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

## Physical Education, BS - All Level K-12 Teaching Certification Option V (See Education section of Bulletin.)

The student must meet the requirements for a B.S. degree in Physical Education.

## HEALTH EDUCATION COURSES

### HLED 111 Health and Wellness 3 hours

A study of wellness as it relates to personal fitness, nutrition, stress management, substance abuse, communicable diseases, cancer, heart disease, environmental health, and SDA health heritage. Each student participates in a 15 week personal fitness program in which they track their body composition, strength, and oxygen uptake. Lecture and lab. (Fall, Spring, Summer)

### HLED 151 Introduction to Fitness Management 3 hours

An introduction to the fitness marketplace with emphasis in administration. Laboratory experience includes selected aspects of fitness including fitness screening, weight management programs, and fitness assessments. Visitation to hospitals, private clubs, and corporate clubs are part of the class. (Spring, even years)

### HLED 216 Nutrition 2 hours

A study of the nutrients now known to be required in the human diet and how to best obtain these nutrients. The student will learn to correlate dietary practice with physiological consequences and understand basic physiological functions of the nutrients in food. (Fall, Spring)

### HLED 280 Health Fitness Internship 2-4 hours

Prerequisite: Approval by department chair.

This course offers the student on-the-job training at an approved fitness center. Rotation of duties is planned so the student will be exposed to a variety of experiences. Admission is limited to seniors with a GPA of 2.5 in wellness. Forty-five hours of experience is required for each hour of credit earned. Pass/fail course. (Fall, Spring, Summer)

# Physical Education, Wellness

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## **HLED 291 Selected Topics**

**1-3 hours**

Prerequisite: Approval by department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

## **HLED 330 Healthful Living Programs**

**2-4 hours**

Prerequisite: Approval by department chair.

There are two options available to the students in this course. Option one involves an internship with an approved wellness facility. Forty hours of work are required for each hour of earned credit. Option two involves organizing and running wellness programs for the community, under the direction of the Physical Education & Wellness Department. Pass/fail course. (Summer)

## **HLED 491 Selected Topics**

**1-3 hours**

Prerequisite: Approval by department chair.

Open to Wellness majors for research or special projects. Content and methods of study must be arranged prior to registration. May be repeated for a total 3 credits.

## **PHYSICAL EDUCATION THEORY COURSES**

### **PETH 110 Fundamentals of Physical Education**

**3 hours**

A general introduction to physical education, including historical and scientific foundations of physical education, exercise science and sports. Students will explore career opportunities and current issues in these fields. (Fall, odd years)

### **PETH 131 Officiating & Recreational Sports I**

**3 hours**

Theory and practice of officiating soccer, basketball and floor hockey, including rules, interpretation of rules, officiating techniques and examinations. Part of the class requirements are to officiate college intramurals and to assist in the administration of the recreational sports program. (Spring, even years)

### **PETH 132 Officiating & Recreational Sports II**

**3 hours**

Theory and practice of officiating flagball, volleyball, and softball including rules, interpretation of rules, officiating techniques and examinations. Part of the class requirements are to officiate college intramurals and to assist in the administration of the recreational sports program. (Fall, odd years)

### **PETH 231 Professional Activities I**

**3 hours**

Development of skills and teaching techniques of soccer, basketball, badminton and floor hockey. (Spring, odd years)

### **PETH 232 Professional Activities II**

**3 hours**

Development of skills and teaching techniques of flagball, volleyball, softball and tennis. (Fall, even years)

### **PETH 241 Care and Prevention of Athletic Injuries**

**3 hours**

Prerequisite: BIOL 101

An introduction to prevention and management of injuries resulting from athletic activities. Treatment options include: support methods, conditioning exercises, and therapeutic aids. Laboratory work includes bandaging and taping various athletic injuries. (Spring)

### **PETH 243 Health and Physical Education in the Elementary School**

**3 hours**

Prerequisite: Admission to teacher education.

The course provides the student with an extensive repertoire of teaching techniques in the elementary physical education program. Emphasis is placed on health-related fitness, skill development, special events, and game development. Students will have the opportunity to develop lesson plans. Includes field experience. (Fall)

### **PETH 260 First Aid, CPR, and AED Training**

**2 hours**

This course will give students the opportunity to be certified by the American Red Cross in First Aid, CPR and AED. (Fall, even years)

### **PETH 291 Selected Topics**

**1-3 hours**

Prerequisite: Approval by department chair

A study in an area of student interest under the direction of a faculty member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### **PETH 310 Motor Learning**

**3 hours**

Prerequisite: BIOL 101

Students will develop the ability to analyze motor behavior in a physical education or clinical setting, create solutions to motor problems, and coach athletes and students to better performance. Class includes laboratory activities, critical readings and a research study. **This course meets the upper division writing component for senior year English.** (Fall, odd years)

### **PETH 321 Exercise Physiology**

**3 hours**

Prerequisite: BIOL 101

Emphasizes physiological response and adaptation to exercise with regard to human performance limitations, training effects, and health-related benefits. Class includes laboratory activities and fitness assessments. (Fall, even years)

### **PETH 331 Human Kinesiology**

**3 hours**

Prerequisite: BIOL 101

This course teaches students to analyze, describe, and understand motion principles of the body that relate to sport and teaching movement skills. Class includes laboratory activities and qualitative research. **This course meets the upper division writing component for senior year English.** (Spring, even years)

### **PETH 346 Professional Activities/Track & Field**

**3 hours**

Development of skills and teaching techniques of the triple jump, long jump, high jump, hurdles, sprints, relays, cross-country, javelin throw, discus and shot-put. (Fall, odd years)

### **PETH 351 Coaching**

**3 hours**

Prerequisite: PETH 131 or 132, 231 or 232

This course is designed to introduce the student to coaching sports. It will consist of several types of learning activities: reading, lecture, discussion, videotape, and writing. **This course meets the upper division writing component for senior year English.** *Requires additional fee.* (Spring, odd years)

# Physical Education, Wellness

## **PETH 352 ACSM Health & Fitness Instructor 3 hours**

Prerequisite: BIOL 101

Covers an in-depth knowledge of exercise physiology, health appraisal techniques, risk factor identification, sub-maximal exercise testing and exercise prescriptions for various populations. Class includes laboratory activities. *Certification requires additional fee.* (Fall, odd years)

## **PETH 354 Certified Strength & Conditioning Specialist 3 hours**

Prerequisite: PETH 321, 331.

The study of safe and effective strength training, lifting, and spotting techniques. In depth study of anatomy and kinesiology affecting muscle strength and endurance. *Certification requires additional fee.* (Spring, odd years)

## **PETH 420 Adapted Physical Education 3 hours**

A course designed to aid the educator in identifying physical, structural, functional or neurological impairments found in school-age children. Emphasis includes a survey of source material needed to plan and conduct individual, developmental and special courses in physical education. Lecture and lab. (Fall, even years)

## **PETH 431 Secondary Methods 3 hours**

Prerequisite: PETH 231 and 232.

The study of methods and techniques of teaching physical education in the secondary school, includes individual as well as group activities; students are required to observe and demonstrate in class. Should be taken the senior year. (Fall, even years)

## **PETH 450 Administration of Physical Education, Fitness & Sports 3 hours**

Students develop basic skills and knowledge necessary to administer daily activities of a physical education department or athletic program. Topics include facility management, intramural activities, adapted physical education, fiscal management, leadership, and legal issues related to physical education. **This course meets the upper division writing component for senior year English.** (Fall, odd years)

## **PETH 452 Advanced Fitness Assessment 3 hours**

Includes an in-depth study of electrophysiology of the heart, normal 12 lead EKG tracing, and identification of abnormalities due to medications and heart disease. Students will have the opportunity to perform sub-maximum and maximum stress tests used to identify heart disease and estimated VO<sub>2</sub>. (Spring, even years)

## **PETH 460 Applied Social Research Methods 3 hours**

Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Criminal Justice and Law Enforcement, Physical Education, and Psychology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. **This course meets the upper division writing component for senior year English.** (Also taught as CJLE, or PSYC 460.) (Spring, even years)

## **PETH 480 Exercise Science Internship 3-6 hours**

Prerequisite: Approval by department chair.

The Physical Education Department coordinates placement of students. The nature of the work depends on the student's interest. Possibilities include medical clinic, sports team, athletic training, or physical therapy. Credit earned depends on hours of work. May be repeated for a total of 6 credits. Pass/fail course. (Fall, Spring, Summer)

## **PETH 490 Senior Seminar 3 hours**

This is a capstone course where students will study and discuss current issues and concepts within the Physical Education profession. In addition, the students will prepare for employment in the profession. The class also prepares students for the major exit exam. (Spring)

## **PETH 491 Selected Topics 1-3 hours**

Prerequisite: Approval by department chair.

Open to advanced physical education students for research or special project. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

## **PHYSICAL EDUCATION ACTIVITY COURSES**

### **PEAC 111 Physical Fitness 1 hour**

An introduction to personal fitness and application of training principles. Includes flexibility, strength, body composition, and cardiovascular pre- and post-semester assessment. This course also incorporates SDA heritage on healthful living. (Fall, Spring)

### **PEAC 112 Aerobics 1 hour**

An introduction to basic floor movements, calisthenics, and step aerobics. Students are also introduced to choreography. (Fall, Spring)

### **PEAC 115 Strength Training 1 hour**

An introduction to the development of muscular strength through the use of weighted resistance. Safety procedures are stressed. (Fall, Spring odd years)

### **PEAC 116 Fitness Walking 1 hour**

An introduction to cardiovascular fitness through walking. (Fall)

### **PEAC 118 Individual Conditioning 1 hour**

Designed for special students who, because of physical limitations, cannot mainstream in other physical education classes. (Fall, Spring)

### **PEAC 121 Flag Football 1 hour**

This course develops fundamental skills, knowledge of rules, and implementation of strategy in flag football. (Fall, even years)

### **PEAC 122 Soccer/Futsal (Indoor Soccer) 1 hour**

Students are taught the basic skills in kicking, passing, tackling and goal keeping. Offensive and defensive strategies are introduced. (Fall, odd years) Rules and scorekeeping of both soccer and futsal are taught.

### **PEAC 125 Volleyball 1 hour**

Students are taught basic skills in passing, setting, serving, and spiking. Offensive and defensive strategies are introduced. (Spring)

### **PEAC 130 Baseball/Softball 1 hour**

This course develops fundamental skills, knowledge of rules, and implementation of strategy in baseball and softball. (Spring, even years)

# Physical Education, Wellness

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- PEAC 131 Beginning Swimming** **1 hour**  
Students are introduced to basic aquatic safety, floating, freestyle, and elementary back stroke. (Fall)
- PEAC 133 Intermediate Swimming** **1 hour**  
Students are taught elementary rescue and intermediate skills in freestyle, back crawl, and side stroke. The butterfly stroke is introduced. (Fall)
- PEAC 141 Beginning Badminton** **1 hour**  
Students will develop skill in the basic badminton strokes, including the long and short serve, overhead clear, drop shot, smash, round-the-head shot and net shots. They will also learn doubles and singles strategy. (Fall, even years, Spring even years)
- PEAC 142 Beginning Tennis** **1 hour**  
Students develop skill in the basic strokes (forehand, backhand, serve, volley, and lob). They are also introduced to strategy of play. (Fall)
- PEAC 145 Beginning Racquetball** **1 hour**  
An introduction to five basic serves, forehand, backhand, strokes, rules, sportsmanship and strategy of the game. (Fall, Spring)
- PEAC 237 Canoeing** **1 hour**  
An introduction to basic skills and safety procedures of recreational canoeing. (Offered periodically)
- PEAC 243 Snow Boarding** **1 hour**  
An introduction to basic skills of snow boarding. Mountain trip during spring break. *Requires additional fee.* (Spring)
- PEAC 245 Snow Skiing** **1 hour**  
An introduction to basic skills of downhill snow skiing. Mountain trip during spring break. *Requires additional fee.* (Spring)
- PEAC 291 Selected Topics** **1 hour**  
Prerequisite: Introductory course or approval of instructor.  
A course designed for students who must complete a class independently.
- PEAC 312 Advanced Aerobics** **1 hour**  
High intensity aerobic class. May include step aerobics, kick boxing, or other popular routines. (Spring)
- PEAC 315 Intermediate Basketball** **1 hour**  
Development of skills in shooting, passing, executing plays and understanding offensive and defensive strategy. (Spring, odd years)
- PEAC 320 SCUBA** **1 hour**  
Development of skills necessary for PADI scuba certification. Check-off dives at Lake Travis. *Requires additional fee.* (Offered periodically)
- PEAC 333 Water Aerobics** **1 hour**  
An introduction to basic water movements for strength and flexibility. (Fall)
- PEAC 334 Lifeguard Training** **1 hour**  
Credit granted only by proficiency for those holding current Red Cross certification. *Requires a recording fee.*
- PEAC 335 Advanced Swimming** **1 hour**  
Prerequisite: Approval by department chair.  
Opportunity is given for students to progress to advanced levels of swimming in backstroke, freestyle, breaststroke, and butterfly stroke. (Offered periodically)
- PEAC 342 Intermediate Tennis** **1 hour**  
Prerequisite: Introductory course or approval of instructor.  
For the student who wants to develop advanced skills in overhead smash, full serve, drop shot, and advanced strategy for both singles and doubles plays. (Offered periodically)
- PEAC 343 Intermediate Racquetball** **1 hour**  
Students have the opportunity to develop advanced skills in overhead, kill, drive serve and advanced strategies for offensive and defensive play for both singles and doubles. (Spring, odd years)
- PEAC 344 Golf** **1 hour**  
An introduction to the basic strokes in golf (driving, chipping, and putting). Scoring terminology and golf etiquette are also taught. Students play on community golf courses. *Requires additional fee.* (Fall, even years)
- PEAC 346 Inline Hockey** **1 hour**  
Students will learn fundamental skills of skating, stick handling, passing and shooting. They will also be introduced to offensive and defensive strategy of play. Students must have their own skates and protective equipment, including helmet/mask, gloves, shin guards and elbow pads. (Spring, odd years)
- PEAC 415 Advanced Strength Training** **1 hour**  
Prerequisite: PEAC 115 or Approval by Instructor.  
Students enhance their strength training routines with advanced methods of resistance training. Students are introduced to new training techniques and sport-specific routines. (Spring, even years)
- PEAC 429 Gymnastics Team** **1 hour**  
This class is a touring, witnessing acrosport team. The skills required are basic and power tumbling, pyramid building and basket tossing. Team members are required to tour and attend clinics. May be repeated for credit. (Fall, Spring)
- PEAC 430 Golf Team** **1 hour**  
Prerequisite: Approval by Instructor.  
Students must be prepared for match play and develop course management skills. (Offered periodically)
- PEAC 436 Water Safety Instructor** **1 hour**  
Prerequisite: PEAC 334  
Credit granted only by proficiency for those holding current Red Cross certification. *Requires a recording fee.*
- PEAC 491 Selected Topics** **1 hour**  
Prerequisite: Approval by department chair.  
A course designed for students with intermediate skill level. (Offered periodically)

# Physics

Mitchell Menzmer, Chair; Bill Atkins, Lawrence Turner

## AIMS OF THE PROGRAM

Majoring in physics can be a valuable part of a broad education. Students who combine mastery of the basic principles and methods of physics with the outlook and adaptability provided by a liberal Christian education will find themselves well-prepared for a variety of careers. Recent physics graduates have gone into top graduate and professional schools and have successfully entered careers in industry.

The objectives of the physics program are to prepare majors for a professional career or graduate study, provide the training required by other programs and professional schools, and support the general education program of the University by providing courses of instruction for non-science students.

## PROGRAMS

B.S. Mathematical Physics - 52 hours (30 u.d.)  
 B.S. Physics - 36 hours (25 u.d.)  
 B.S. Physical Science - Secondary Certification  
 Physics Minor - 18 hours (6 u.d.)

### Mathematical Physics, B.S.

MATH	181	Calculus I .....	4
MATH	282	Calculus II .....	4
MATH	283	Calculus III .....	4
MATH	321	Differential Equations .....	3
MATH	361	Introduction to Linear Algebra .....	3
MATH	381	Complex Variables .....	3
MATH	411	Numerical Analysis .....	3
MATH	431	Modern Algebra or	
MATH	471	Advanced Calculus .....	3
MATH	451	Statistical Analysis .....	3
PHYS	121	General Physics I .....	4
PHYS	122	General Physics II .....	4
PHYS	221, 222	General Physics with Calculus .....	2
PHYS	311	Modern Physics .....	3
PHYS	322	Classical Mechanics .....	3
PHYS	351	Electromagnetic Fields .....	3
PHYS	411	Quantum Mechanics .....	3
		TOTAL (30 u.d.)	52

The B.S. in Mathematical Physics is a composite major, therefore no minor is required.

### Physics, B.S.

PHYS	121	General Physics I .....	4
PHYS	122	General Physics II .....	4
PHYS	221, 222	General Physics with Calculus .....	2
PHYS	291	Selected Topics .....	1
PHYS	305	Digital Electronics .....	4
PHYS	311	Modern Physics .....	3
PHYS	322	Classical Mechanics .....	3
PHYS	331	Thermodynamics .....	3
PHYS	351	Electromagnetic Fields .....	3
PHYS	352	Electromagnetic Radiation .....	3
PHYS	411	Quantum Mechanics .....	3
PHYS	412	Advanced Modern Physics .....	3
		TOTAL (25 u.d.)	36

Required cognates:

MATH 181, 282, 283, 321; CSIS 110; CHEM 111, 112

### Physics Minor

PHYS	121, 122	General Physics .....	8
PHYS	311	Modern Physics .....	3
PHYS		Electives .....	7
		TOTAL (6 u.d.)	18

### TEACHING CERTIFICATION PROGRAM

The following Physical Science major is for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

You must make formal application for admittance to the Teacher Education Program. Applications are available at the Education Department office.

### Physical Science with Physics Emphasis, B.S.

#### Secondary Teaching Area

PHYS	112	Introductory Astronomy .....	3
PHYS	121, 122	General Physics .....	8
PHYS	221, 222	General Physics with Calculus .....	2
PHYS	311	Modern Physics .....	3
PHYS	322	Classical Mechanics .....	3
PHYS	351	Electromagnetic Fields .....	3
PHYS	352	Electromagnetic Radiation .....	3
PHYS	412	Advanced Modern Physics .....	3
CHEM	111, 112	General Chemistry .....	8
CHEM	331, 332	Organic Chemistry .....	8
CHEM	341	Physical Chemistry .....	4
		TOTAL (27 u.d.)	48

# Physics

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## COURSES

### **PHYS 101 Introductory Physics 3 hours**

A laboratory science course for the student with no previous background in physics. A conceptual, rather than mathematical, approach is emphasized. Topics include mechanics, heat, sound, electromagnetism, light, and modern physics. 2 Lec 3 Lab. (Fall)

### **PHYS 112 Introductory Astronomy 3 hours**

An introductory study of the solar system; stellar structure and evolution; star clusters, galaxies, quasars, the large scale structure of the universe, and cosmology. A conceptual, rather than mathematical, approach is emphasized, though some arithmetic calculations are required. 2 Lec 3 Lab. (Spring)

### **PHYS 121 General Physics I 4 hours**

Prerequisite: MATH 121

An introduction to motion in one dimension, vectors in 2 and 3 dimensions, the laws of motion, work and energy, momentum and collisions, uniform curricular motion, gravity, rotational equilibria and dynamics involving torque and angular momentum, solids and fluids, thermal physics and heat, thermodynamical laws, vibrations, waves, and sound. Math level is algebra and trigonometry. 3 Lec 3 Lab. (Fall)

### **PHYS 122 General Physics II 4 hours**

Prerequisite: PHYS 121

Continuation of PHYS 121. Topics include: electric force and electric field, electric potential, capacitance, resistance and resistivity, direct and alternating currents, Kirchhoff Laws, Ohm's Law, magnetism and Ampere's Law, Faraday's Law, electromagnetic waves, reflection and refraction of light, mirrors and lenses, relativity, quantum physics, atomic and nuclear physics, particles. 3 Lec 3 Lab. (Spring)

### **PHYS 221 General Physics with Calculus 1 hour**

Prerequisite: MATH 181

Corequisite: PHYS 121

A one hour addition to the topics of PHYS 121 where the calculus is thoroughly used. A student taking PHYS 121 and PHYS 221 will have the equivalent of a 4-hour university course in calculus-based general physics (topics as in PHYS 121). (Offered periodically)

### **PHYS 222 General Physics with Calculus 1 hour**

Prerequisite: MATH 181

Corequisite: PHYS 121

A one hour addition to the topics of PHYS 122 where the calculus is thoroughly used. A student taking PHYS 122 and PHYS 222 will have the equivalent of a 4-hour university course in calculus-based general physics (topics as in PHYS 122). (Offered periodically)

### **PHYS 291 Selected Topics 1 hour**

Prerequisite: Approval of department chair

Study in areas of interest beyond those listed in the bulletin. May include lectures, lab or readings under the direction of a staff member. Content and method of study to be arranged prior to registration. May be repeated for a total of 2 credits.

### **PHYS 305 Digital Electronics 4 hours**

Prerequisite: Permission of instructor

An introduction to the theory and application of digital logic circuits. Combinatorial and sequential logic design principles and practices. Microcomputer interfacing: I/O programming, system bus structures and I/O interfaces. 3 Lec 3 Lab. (Fall)

### **PHYS 311 Modern Physics 3 hours**

Prerequisite: PHYS 122, PHYS 222

Corequisite: MATH 282

Special relativity and quantum theory applied to atoms, molecules, solids, nuclei and elementary particles. (Offered periodically)

### **PHYS 322 Classical Mechanics 3 hours**

Prerequisite: PHYS 122, 222

Corequisite: MATH 282

The Newtonian dynamics of particles and rigid bodies; central forces, harmonic motion, many particle systems, and an introduction to the formalisms of Lagrange and Hamilton. (Offered periodically)

### **PHYS 331 Thermodynamics 3 hours**

Prerequisite: PHYS 122, 222

The laws and application of thermodynamics, kinetic theory, transport theory and statistical mechanics. (Offered periodically)

### **PHYS 351 Electromagnetic Fields 3 hours**

Prerequisite: MATH 283

Electric and magnetic fields in the presence of matter, scalar, and vector potentials, multipole expansions, Poisson's and Laplace's equations, and an introduction to Maxwell's equations. (Offered periodically)

### **PHYS 352 Electromagnetic Radiation 3 hours**

Prerequisite: PHYS 351

Maxwell's equations and electromagnetic waves; plane waves in infinite media, reflection and refraction, guided waves, and multipole radiation. (Offered periodically)

### **PHYS 411 Quantum Mechanics 3 hours**

Prerequisite: PHYS 311; MATH 283

The Schrödinger equation, operators, angular momentum, perturbation theory, scattering theory, and many particle systems. Techniques from the theory of partial differential equations and linear algebra will be introduced as needed. **This course meets the upper division writing component for senior year English.** (Offered periodically)

### **PHYS 412 Advanced Modern Physics 3 hours**

Prerequisite: PHYS 411

Applications of quantum mechanics to atoms, molecules, solids, nuclei and elementary particles. (Offered periodically)

### **PHYS 491 Selected Topics 1-3 hours**

Prerequisite: Approval of department chair

Study in areas of interest beyond those listed in the bulletin. May include lectures, lab or readings under the direction of staff member. Content and methods of study to be arranged prior to registration. May be repeated for a total of 3 credits.

# Psychology

Mark Aldridge, Director; Nancy Rodriguez, Marcel Sargeant

## AIMS OF THE DEPARTMENT

The goals of the department are to serve those who are interested in majoring in psychology and those who wish to pursue advanced degrees in the areas of psychology and counseling. This degree is designed as a basis for graduate work which provides a basic understanding of Christian psychological principles and to provide a background for a wide variety of careers that involve working with people.

## PROGRAMS

### Psychology, B.S.

PSYC 212	General Psychology	3
PSYC 220	Human Growth & Development	3
PSYC 222	Ethics for Mental Health Professionals	3
PSYC 244	Courtship, Marriage, and Family	3
PSYC 322	Adolescent Psychology	3
PSYC 326	Exceptional Children	3
PSYC 340	Abnormal Psychology	3
PSYC 360	Personality Theory & Development	3
PSYC 445	Deviant Behavior	3
PSYC 460	Applied Social Research Methods	3
PSYC 470	Counseling Theories & Techniques	3
PSYC	Electives	3
	Total	36

### Required Cognates:

COMM 233	Interpersonal Communication	3
MATH 241*	Intro to Probability and Statistics	3
	Choose <i>one</i> of the following series:	8
BIOL 101 & 102	Anatomy and Physiology	
BIOL 104 & 105	Human Biology	
BIOL 111 & 112	General Biology	
	Total	14

\*MATH 110 or a MAP score of 41 is prerequisite for this class.

### Psychology Minor

18 semester hours (9 hours upper division), which must include PSYC 212, 220, and 340.

Psychology majors are expected to be individuals who exhibit high levels of personal and professional integrity as well as academic honesty. In keeping with this expectation, psychology majors who involve themselves in unethical behaviors and/or academic dishonesty may be dismissed from the psychology program.

## COURSES

### PSYC 212 General Psychology 3 hours

A beginning course in the basic principles and concepts of psychology. Attention given to the concepts of Christian psychology. Recommended as a preliminary to other courses in the field. (Fall, Spring)

### PSYC 220 Human Growth and Development 3 hours

A study of the basic principles of human growth and development. The environmental and psychological functions of human development are examined. Includes case studies. (Fall, Spring)

### PSYC 222 Ethics for Mental Health Professionals 3 hours

An overview of ethical and legal issues related to human services professions. Topics include responsibility, competency, duty to warn, confidentiality, professional relationships, and professional licensing standards and procedures. (Spring)

### PSYC 244 Courtship, Marriage, and Family 3 hours

Emphasis on dating, engagement, marriage, and successful family life-styles. Good communication and relationship skills are studied. (Fall)

### PSYC 291 Selected Topics 1-3 hours

Prerequisite: Approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

### PSYC 320 Parenting Skills 3 hours

A study of the care and guidance of the young child. Strategies for handling problems and behaviors are discussed. (Fall)

### PSYC 322 Adolescent Psychology 3 hours

An overview of the physical, mental and emotional phases of human development during the adolescent years. A study of the environmental and educational problems of the teenager. (Also taught as EDUC 322.) (Spring)

### PSYC 326 Exceptional Children 3 hours

A study in understanding educational and psychological problems in all areas of exceptionality. Study will include the characteristics, assessment, admission, review, and dismissal processes for special students requiring individualized or specialized programs. Includes field experience option. (Also taught as EDUC 326.) (Spring)

### PSYC 338 Conflict Resolution 3 hours

Recommended prerequisites: PSYC 212, SOCI 111

A study of practical applications of conflict and dispute resolution. The course focuses on developing practical problem solving and decision making skills while exploring issues of self-awareness, identity, culture, power, race, gender, violence, and forgiveness. Workplace disputes are explored and addressed from a perspective emphasizing preventive models. (Spring, even years)

# Psychology

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## **PSYC 340 Abnormal Psychology 3 hours**

Prerequisite: PSYC 212.

A study of maladaptive and disorganized behavior patterns within a personal and social context, including their development, symptoms, and treatment. Focus on the various etiologies of mental illness and treatment modalities. (Spring)

## **PSYC 360 Personality Theory & Development 3 hours**

A study of major theories and the development of personality. (Fall)

## **PSYC 445 Deviant Behavior 3 hours**

An examination of what deviant behavior is (including specific examples of behavior which is so labeled) and social explanations for its existence. (Spring)

## **PSYC 450 Psychology of Adulthood and Aging 3 hours**

A study of adult development covering the full range of adult years from 18 to 100 or more. Consideration is also given to death and dying. Biological, social, and psychological forces that govern the process of development are the focus of the course and how adult differences affect the process and pattern of development. (Spring, odd years)

## **PSYC 460 Applied Social Research Methods 3 hours**

Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Criminal Justice and Law Enforcement, Physical Education, and Psychology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. **This course meets the upper division writing component for senior year English.** (Also taught as CJLE, or PETH 460.) (Fall)

## **PSYC 470 Counseling Theory & Techniques 3 hours**

A study of various theories and techniques used in the counseling process. Study will also include techniques for interviews, administration and interpretation of tests, questionnaires, and records used in guidance work by teachers, ministers, counselors, and psychologists. Study will include the ethics and principles involved in the counseling process as they relate to the counselor, as well as the situation. (Spring)

## **PSYC 480 Psychology Internship 1-6 hours**

Prerequisite: Senior status, cumulative GPA 3.0, and approval of department director.

This course is designed to provide the student with the opportunity for training in practical work situations and areas of interest dealing in the area of psychology. There are 45 clock hours required for each credit hour. Admission is limited to students who have completed at least 24 hours in psychology. The Psychology Internship must be student driven, but will require departmental approval on a case by case basis. Pass/fail course.

## **PSYC 491 Selected Topics 1-3 hours**

Prerequisite: Approval of the department director.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated for a total of 3 credits.

# Religion

Lloyd Willis, Chair; Bill Kilgore, Jorge Rico, Ingo Sorke  
Adjunct: Russ Laughlin, George Reid, Theodore Stewart

## AIMS OF THE DEPARTMENT

This department seeks to introduce the student to a personal, vital and living experience with Jesus Christ, and to foster the growth of that experience. By careful examination and analysis of the written Word and its implications, every effort is made to determine the purposes and will of God, as well as His universal truths and ideals. Instruction is designed to provide students with a concept of service as well as to supply the methods which will enable them to share their experience, either in the ministry, or in effective lay witnessing in the church and the world at large, with the objective of advancing the proclamation of God's final message to the world.

## PROGRAMS

Besides providing courses designed to develop religious insights and skills in all students of the University, the department offers several programs to meet specific needs:

- B.A. Theology (Professional - for Pastoral Work and Seminary)
- B.A. Religion (for General Study Purposes)
- Minor in Religion
- Minor in Biblical Languages

### Religion, B.A.

RLGN 101	Christian Beliefs .....	3
RLGN 211	Life and Teachings of Jesus .....	3
RLGN 230	History of the SDA Church .....	3
RLGN 313	Prophetic Studies .....	3
RLGN 331, 332	History of Christianity .....	6
RLGN 410 or 411	Biblical Studies Seminar .....	3
9 hours from the following:		
RLGN 315, 316	Old Testament I, II .....	9
RLGN 317, 318	New Testament I, II .....	9
	TOTAL .....	30

### Theology, B.A.

RLGN 101	Christian Beliefs .....	3
RLGN 211	Life and Teachings .....	3
RLGN 220	Christian Witnessing .....	3
RLGN 230	History of the SDA Church .....	3
RLGN 313	Prophetic Studies .....	3
RLGN 320	Ellen White Writings .....	3
RLGN 323, 324	Homiletics I, II .....	6
RLGN 332	History of Christianity II .....	3
RLGN 405	Biblical Theology .....	3
RLGN 410 or 411	Biblical Studies Seminar .....	3
RLGN 423, 424	Intro to Pastoral Ministry I, II .....	6
RLGN 427	Hospital Ministry .....	1
9 hours from the following:		
RLGN 315, 316	Old Testament I, II .....	9
RLGN 317, 318	New Testament I, II .....	9
	TOTAL .....	49

### Required Cognates:

COMM 111	Fundamentals of Speech .....	3
HIST 331	History of Christianity I .....	3
PSYC 212	General Psychology .....	3

A Biblical Languages Minor is required to complete the Theology Program and for Seminary entrance.

### Religion Minor

RLGN 101	Christian Beliefs .....	3
RLGN 211	Life and Teachings of Jesus .....	3
RLGN	Electives .....	6
Select any two classes from:		
RLGN 313	Prophetic Studies .....	
RLGN 315, 316	Old Testament I, II or .....	
RLGN 317, 318	New Testament I, II .....	6
	TOTAL .....	18

### Biblical Languages Minor

RELL 240, 241	Elements of New Testament Greek .....	9
RELL 340	Intermediate New Testament Greek .....	3
RELL 343, 344	Elements of Biblical Hebrew I & II .....	6
RLGN 314	Origin & Development of the Bible .....	3
	TOTAL .....	21

### MINISTERIAL PROGRAM

Completion of the major in Theology meets minimal requirements for admission to the seminary or entrance into the ministry.

The department warmly welcomes persons who are moved to offer their lives in full-time service to God and humanity. The faculty is available to assist such applicants who wish to evaluate and deepen their experience as well as to explore the expanding opportunities for service. The department will not recommend to the ministry any student who has not completed the course of study as outlined or who has a GPA of less than 2.5, the minimum required for entrance to the SDA Theological Seminary. It is the student's personal responsibility to plan a course of study that includes all requirements for the degree sought.

### B.A. in Theology

This program follows a special two-stage composite sequence, each stage approximately two years in length. During the first stage (freshman and sophomore years), attention is concentrated on fulfilling the requirements of the core curriculum of the University, together with introductory Religion classes. During the sophomore year, students begin the study of New Testament Greek.

The second stage provides for completion of requirements for the bachelor of arts degree including specific professional studies.

Theology students will be guided into an increasing involvement in the practical aspects of church work. Under the direction of the department, they will be given steadily enlarging responsibilities to serve nearby congregations, institutions and evangelistic programs. This area of development is especially catered for in a student pastoral program coordinated by the SWAU Religion department in conjunction with the Texas Conference and the Southwest Region Conference.

# Religion

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## Ministerial Profile and Progression

A call to the pastoral ministry, or any related form of ministry, is very personal. The faculty of the Religion Department recognizes that students who come to the department will either have a sense of divine calling, or will be currently wrestling with this issue. The choice of ministry implies a high level of spiritual commitment and an exemplary life style.

Since graduates from the department will desire and need recommendation from the Religion Department in order to be seriously considered for ministerial work, and for admission to the Theological Seminary, a progressive procedure for guidance of prospective ministerial candidates has been set up. At the end of the first semester of the sophomore year, a personality profile inventory test is administered to all those pursuing the theology program. A small fee, in advance, is met by the student. After the test is processed, the department faculty sets up an appointment with each individual student for the purpose of analyzing the results and of providing the student with an opportunity for self-evaluation.

Continuation in the theology program is at all times contingent upon the student's maintaining satisfactory academic progress, exemplary social and cultural development, and dedication to the principles of the Christian faith and practice as taught by the Seventh-day Adventist Church.

In fulfillment of the requirements for the classes RLGN 423 & 424 Introduction to Pastoral Ministry, senior theology students prepare a paper describing their personal call and philosophy of ministry. Each paper is reviewed by the members of the Religion faculty, and followed by a personal exit interview with the combined Religion faculty. The composite results of this paper and interview constitute the basis for departmental recommendation for both ministerial work and the Theological Seminary. Subsequently, arrangements are made for senior theology majors to be interviewed by conference presidents on the University campus.

## COURSES

### BIBLICAL STUDIES AND THEOLOGY

#### RLGN 101 Christian Beliefs

3 hours

A study of the basic concepts of Christian faith and practice with emphasis upon fundamental doctrines held by Seventh-day Adventists. (Fall, Spring)

#### RLGN 201 Bible Study Methods

1 hour

This course will teach the student a variety of methods for studying the Bible in order to gain a greater understanding of its message. It will contribute to both skill and confidence in the Bible student. (Fall)

#### RLGN 211 Life and Teachings of Jesus

3 hours

A survey study of the life and teachings of Jesus as outlined in the Gospels. His principles, methods, and teachings are studied in light of their application to modern life. (Fall, Spring)

#### RLGN 212 Basic Christian Ethics

3 hours

An introduction to the theory and practice of Christian morality; its Biblical origins, norms, and sources of authority, including Christian approaches to basic issues such as decision-making, church-world relations, war and peace, morality in economics, marriage and divorce, and methods of social change. (Fall)

#### RLGN 291 Selected Topics

1 hour

Prerequisite: Approval of department chair.

A study in an area of interest under the direction of a staff member. This study may involve research, laboratory or library work. May be repeated for a total of 2 credits.

#### RLGN 313 Prophetic Studies

3 hours

An introduction to and survey of the books of Daniel and Revelation. The prophetic themes of Daniel and Revelation important to Seventh-day Adventist theology will be a major focal point. (Spring)

#### RLGN 314 Origin and Development of the Bible

3 hours

A careful study of the history and development of the written material and canon of Scripture, covering Old Testament, intertestamental literature and New Testament. It also reviews the development of the English Bible and seeks to assist in the evaluation of modern versions. (Fall)

#### RLGN 315, 316 Old Testament

3, 3 hours

An introduction to the history, literature, and thought of the Old Testament. Study is given to the contemporary objectives of each book and application to life in modern times. Fall topics: Background, Pentateuch, The Writings. Spring topics: Prophets, Historical Books. (RLGN 315 Fall, RLGN 316 Spring)

#### RLGN 317, 318 New Testament

3, 3 hours

The study of the New Testament: its world and literature. Study is given to the theme and purpose of each book and applications to Christian life. Fall topic: Romans to Revelation. Spring topic: Gospels and Acts. (RLGN 317 Fall, RLGN 318 Spring)

**RLGN 320 Ellen White Writings 3 hours**  
Prerequisite: RLG N 230

A course designed to give experience and guidelines in the study of the writings of Ellen G. White. The four major foci of the course are the historical context of the life of Ellen White, the development of her major literary works, the themes that tie her writings together across time, and principles for sound interpretation and current application of her writings. (Spring)

**RLGN 405 Biblical Theology 3 hours**  
Prerequisite: RLG N 101 and at least one of the following: RLG N 315, RLG N 316, RLG N 317, RLG N 318.

This course in Biblical Theology consists of the study of several selected topics approached from a biblical perspective. Topics for study will be selected from the following: biblical inspiration and interpretation, the doctrine of God, the doctrine of Christ, the doctrine of Salvation, the doctrine of the Church, eschatology, and the doctrine of Man. These studies will focus upon the contributions of several biblical writers to each doctrinal issue. Some attention will also be given to the way in which selected recent writers have handled the biblical material. (Spring)

**RLGN 410, 411 Biblical Studies Seminar I, II 3, 3 hours**  
Prerequisites: 3 hours from RLG N 315, 316, 317 or 318, with an additional prerequisite of RELL 240 for RLG N 411 only.

A seminar on a biblical topic, book, or body of literature designed to encourage careful, responsible investigation and interpretation. May be repeated for credit. Fall semester: O.T. topic. Spring semester: N.T. topic. **This course meets the upper division writing component for senior year English.** (RLGN 410 Fall, RLG N 411 Spring)

**RLGN 419 Philosophy of Science 3 hours**

A study of the philosophies and methodologies of science. Includes a review of the history of scientific and religious thought and the role each has played in the development of modern theories of origin. (Also taught as BIOL or GEOL 419.) (Spring)

**RLGN 491 Selected Topics 1 hour**

Prerequisite: Approval of department chair.

Intensive study of a single approved topic in the field of religion. The course takes the form of a seminar, preparation of a research report, or other guided study as arranged with the department. Content and method of study must be arranged prior to registration. May be repeated for a total of 2 credits.

## APPLIED RELIGION

**RLGN 210 Introduction to Missions 1-2 hours**

Required for all student missionaries prior to service abroad. An introduction to issues and ideas in missions. Examines cultures and religions from the perspective of the national and the student missionary. (Spring)

**RLGN 220 Christian Witnessing 3 hours**

A study of the biblical principles of the art and technique of personal evangelism. The student is taught to use the Scriptures effectively, to give specific Bible studies, to meet objections, and to gain decisions for Christ. (Fall, Spring)

**RLGN 271 Ministries Internship 1-3 hours**

This course allows the student to earn credit through professionally directed mission, evangelistic, colporteur or youth camp programs. Arrangements must be made with the instructor prior to starting the internship and supervision will take place at the location of the internship. Credit earned will be elective only and will not apply to the general education religion requirement or toward a major or minor. Grading is on a pass/fail basis. May be repeated for a total of 3 hours.

**RLGN 323 Homiletics I 3 hours**

**RLGN 324 Homiletics II 3 hours**

Prerequisite: COMM 111.

A study of the basic concepts of biblical preaching and sermon preparation, including persuasion, human responses, the art of illustration and effective structure. The second semester features actual practice in preparation and delivery. (RLGN 323 Fall, RLG N 324 Spring)

**RLGN 355 Music and Worship 1 hour**

This course will acquaint the student with the variety of worship structures, musical styles and instruments available for the worship service. Students will be instructed in the purpose and design of worship services, in hymnology, in conducting and in rudimentary part-singing and choral conducting. (Fall)

**RLGN 420 Pastoral Practicum 1 hour**

Prerequisite: RLG N 323, 324 completed or taken concurrently.

Supervised field work in area churches as coordinated by the department. Designed to give practical experience in a wide variety of pastoral situations. May be repeated once for credit upon approval of the religion faculty. (Fall, Spring)

**RLGN 423, 424 Introduction to Pastoral Ministry 3, 3 hours**

Prerequisite: PSYC 212.

For senior ministerial students. Applied studies in church and ministry, leadership, pastoral care, visitation, counseling, organization and finance. The course is enriched by visits of specialists. (RLGN 423 Fall, RLG N 424 Spring)

**RLGN 425 Field Evangelism 3 hours**

Prerequisite: RLG N 220.

This course provides classroom instruction by a successful professional evangelist, accompanied by actual participation in a three-week series of meetings. All facets of the course are taught in the city where the series is conducted. Taught on an arranged basis. (Summer)

**RLGN 427 Hospital Ministry 1 hour**

Prerequisite: Admission to junior or senior-level standing.

This course provides opportunity for students to expand mission focus to include ministry in specialized settings. Emphasis is given to the advancement of communication and assessment skills. Concentration will also be placed on the development of personal and professional identity and their related issues. (Spring)

# Religion

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## RELIGIOUS HISTORY

### **RLGN 230 History of the Seventh-day Adventist Church 3 hours**

A historical study of the Adventist awakening of the 19th century and the subsequent rise, growth, and worldwide expansion of the Seventh-day Adventist Church. Special attention is given to the role of Ellen G. White in the growing church. (Fall, Spring)

### **RLGN 233 Introduction to Biblical Archaeology 3 hours**

A study of the history of archaeology, recent achievements, and archaeological method. (Spring)

### **RLGN 331, 332 History of Christianity I, II 3, 3 hours**

A study of the rise and impact of Christianity in the Roman world and western culture. Attention is given to theological and social movements, the influence of Islam, the crusades, expansionism, and religious adaptation to modern life. The second semester traces development from the Reformation through the growth of American religion. (Also taught as HIST 331, 332.) (RLGN 331 Fall, RLGN 332 Spring)

## BIBLICAL LANGUAGES

### **RELL 240 Elements of New Testament Greek I 5 hours**

### **RELL 241 Elements of New Testament Greek II 4 hours**

An introductory study of the elements of New Testament Greek. Emphasis upon the fundamentals of grammar and vocabulary. Translation from the first epistle of John and portions of John's Gospel. One semester may be applied toward general education religion requirements. (RELL 240 Fall, RELL 241 Spring)

### **RELL 340 Intermediate New Testament Greek 3 hours**

Continued reading in the Greek New Testament with emphasis on grammar and syntax, with interpretive translation of selected portions of the New Testament. (Summer)

### **RELL 343 Elements of Biblical Hebrew I 3 hours**

### **RELL 344 Elements of Biblical Hebrew II 3 hours**

An introductory course in the elements of Biblical Hebrew with emphasis on basic grammar and a working vocabulary. Translation from passages in the Old Testament. The second semester will include grammar review, but will focus upon translation from selected Old Testament passages. (RELL 343 Fall, RELL 344 Spring)

### **RELL 491 Selected Topics 1 hour**

Prerequisite: Approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. May be repeated for a total of 2 credits.

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B. E. Leach, Honorary Member .....	Keene, Texas
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Juanita Hurst Manske — 2006 .....	Shattuck, Oklahoma
John McKinney — 2006 .....	Albuquerque, New Mexico
John Moyer — 2006 .....	Oklahoma City, Oklahoma
Stephen Orian — 2006 .....	Shreveport, Louisiana
Ruben D. Pechero — 2009 .....	McAllen, Texas
Edward Reifsnyder — 2009 .....	Arlington, Texas
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Peter Weber — 2006 .....	Fort Worth, Texas
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# Administration

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Herbert Roth, Ph.D. .... English

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### History, Social Science, & Criminal Justice

#### including Modern Languages

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Ted Phillips, Ph.D. .... Sociology  
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**Administrative Council**

**Admissions**

**Adult Degree**

**Cultural Affairs**

**Discipline**

**Education Admissions**

**Exceptions**

**Faculty/Staff Handbook**

**Faculty/Staff Social Activities**

**General Education**

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**Honors**

**Human Subjects**

**Information Services**

**Institutional Effectiveness and Research**

**Institutional Planning**

**Institutional Safety and Hazardous Materials**

**Library Advisory**

**Nursing Admissions**

**Preprofessional**

**President's Cabinet**

**Rank and Continuous Appointment**

**Recruitment**

**Retention**

**SACS Leadership**

**SACS - Quality Enhancement Plan**

**Scholar Lecture Series**

**Social Activities**

**Student Finance**

**Student Life**

**Student Missionary**

**Trust Acceptance**

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