

# FALL 2021/SPRING 2022 CATALOG



From Here... Go Anywhere!

**MSC**  
MURRAY STATE COLLEGE

TISHOMINGO – ARDMORE, OKLAHOMA

[WWW.MSCOK.EDU](http://WWW.MSCOK.EDU)

580-387-7000

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# MURRAY STATE COLLEGE



As a student at Murray State College, you are a vital piece of our rich history and dynamic future. For those of us who serve the college as administrators, faculty, and staff, our goal is to help you succeed inside and outside the classroom.

While at Murray State, you should push yourself to exceed your own expectations, set high standards and meet the goals you have imagined for your future.

Take advantage of the rich blend of clubs, sports, activities and cultural events you will find on campus. Get involved and commit to gaining knowledge, making friends and connecting with us on social media.

As you prepare for a world of possibilities, you will find new and exciting opportunities to pursue. Without a doubt, I sincerely believe that you can go anywhere from Murray State College.

**ACCREDITED BY**

Students may view Murray State College's accreditation and licensing documents by contacting the Office of the President at (580) 387-7101.

**The Higher Learning Commission,**

A Commission of North Central Association of Colleges and Schools  
30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (312)263-0456

**American Veterinary Medical Association**

11931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360; (847)925-8070

**Accreditation Commission for Education in Nursing, Inc. (ACEN)**

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404)975-5000

**Commission on Accreditation in Physical Therapy Education (CAPTE)**

1111 N. Fairfax Street, Alexandria, VA 22314; (703)706-3245

Email: [accreditation@apta.org](mailto:accreditation@apta.org)

Website: [www.capteonline.org](http://www.capteonline.org)

**Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association Inc. (ACOTE)**

4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3425; (301)652-2682

Website: [www.acoteonline.org](http://www.acoteonline.org)

**Oklahoma State Regents for Higher Education**

655 Research Parkway, Suite 200

Oklahoma City, OK 73104; (405)225-9100

**MEMBER**

- |   |   |
|---|---|
| American Association of Community Colleges          | National Inst. for Staff and Organization Development |
| Association of Collegiate Business and Programs     | Oklahoma Association of Community Colleges            |
| Council for Higher Education Accreditation          | Oklahoma Campus Compact                               |
| Council for North Central Community Junior Colleges | Oklahoma Global Education Consortium                  |
| National Commission Education                       | Oklahoma Junior College Athletic Association          |
| National Junior College Athletic Association        | The State Chamber of Oklahoma                         |

**IMPORTANT INFORMATION**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Murray State College is committed to a diverse and inclusive educational environment respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

Murray State College is also in compliance with Public law 101-226, the Drug-Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Murray State College maintains an alcohol-, tobacco- and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco on College property.

## **2021 – 2022 CALENDAR**

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### **2021 – 2022 COLLEGE CALENDARS**

#### **INTERSESSIONS**

These courses are ten (10) day sessions that are scheduled in between the regular sessions. The 'add and drop' period is the second (2<sup>nd</sup>) day of classes.

#### **SIX (6) WEEK SESSIONS**

These sessions are scheduled on Saturdays only. The 'add and drop' period is the second (2<sup>nd</sup>) day of classes.

#### **EIGHT (8) WEEK SESSIONS**

Eight-week session last 8 weeks. The 'add' period is through the third (3<sup>rd</sup>) day of classes and the 'drop' period is through the fifth (5<sup>th</sup>) day of classes.

#### **BLOCK SESSIONS**

These are forty (40) hours a week for four (4) weeks. The 'add and drop' period is the second (2<sup>nd</sup>) day of classes.

#### **REGULAR SESSIONS**

Regular sessions last 16 weeks. The 'add' period is through the fifth (5<sup>th</sup>) day of classes and the 'drop' period is through the tenth (10<sup>th</sup>) day of classes.

#### **SUMMER SEMESTER**

The summer semester will be Monday through Thursday. The offices will be closed on Fridays. Summer intersession and block classes will continue as scheduled. The 'add' period is through the third (3<sup>rd</sup>) day of classes and the 'drop' period is through the fifth (5<sup>th</sup>) day of classes.

**\*\* Any calendar is subject to change when it is determined to be in the best interest of the college to do so. \*\***

# 2021 – 2022 CALENDAR

## Murray State College Academic Calendar 2021-2022

### 2021 FALL SEMESTER (211S)

<b>JULY 2021</b>			
Monday	26	Fall Intersession Begins	
<b>AUGUST</b>			
Friday	6	Fall Intersession Ends	
Friday	13	Freshman Symposium	
Monday	16	Semester Begins (8 & 16-Week Classes)	
Wednesday	18	Final Day to Add (8-Week Classes)	5:00 p.m.
Friday	20	Final Day to Add (16-Week Classes)	5:00 p.m.
Friday	20	Final Day to Drop (8-Week Classes)	5:00 p.m.
Friday	27	Final Day to Drop (16-Week Classes)	5:00 p.m.
<b>SEPTEMBER</b>			
Monday	6	LABOR DAY (No Classes)	
Monday	13	4-Week Grades Due	5:00 p.m.
<b>OCTOBER</b>			
Friday	8	First 8-Week Session Ends	
Monday	11	Second 8-Week Session Begins	
Monday	11	Midterm Grades Due	5:00 p.m.
Wednesday	13	Final Day to Add (2 <sup>nd</sup> 8-Week Classes)	5:00 p.m.
Friday	15	Final Day to Drop (2 <sup>nd</sup> 8-Week Classes)	5:00 p.m.
Thur-Fri	21-22	FALL BREAK (Campus Closed)	
<b>NOVEMBER</b>			
Friday	5	Last Day to Withdraw with Auto W	5:00 p.m.
Friday	19	Last Day to Withdraw w/Instructor Eval	5:00 p.m.
Mon-Fri	22-26	THANKSGIVING BREAK (Campus Closed)	
<b>DECEMBER</b>			
Mon-Fri	6-10	Final Exams	
Friday	10	Semester Ends	
Monday	13	Final Grades Due	5:00 p.m.

### 2022 SPRING SEMESTER (212S)

<b>JANUARY 2022</b>			
Monday	3	Spring Intersession Begins	
Friday	14	Spring Intersession Ends	
Monday	17	Martin Luther King Day (Campus Closed)	
Tuesday	18	Semester Begins (8 & 16-Week Classes)	
Thursday	20	Final Day to Add (8-Week Classes)	5:00 p.m.
Monday	24	Final Day to Add (16-Week Classes)	5:00 p.m.
Monday	24	Final Day to Drop (8-Week Classes)	5:00 p.m.
Monday	31	Final Day to Drop (16-Week Classes)	5:00 p.m.
<b>FEBRUARY</b>			
Monday	14	4-Week Grades Due	5:00 p.m.
<b>MARCH</b>			
Friday	11	First 8-Week Session Ends	
Mon-Fri	14-18	SPRING BREAK (Campus Closed)	
Monday	21	Second 8-Week Session Begins	
Monday	21	Midterm Grades Due	5:00 p.m.
Wednesday	23	Final Day to Add (2 <sup>nd</sup> 8-Week Classes)	5:00 p.m.
Friday	25	Final Day to Drop (2 <sup>nd</sup> 8-Week Classes)	5:00 p.m.
<b>APRIL</b>			
Friday	15	Good Friday (Campus Closed)	
Monday	18	Last Day to Withdraw with Auto W	5:00 p.m.
Friday	29	Last Day to Withdraw w/Instructor Eval	5:00 p.m.
<b>MAY</b>			
Mon-Fri	9-13	Final Exams	
Friday	13	Semester Ends	
Friday	13	Commencement Date	
Monday	16	Final Grades Due	5:00 p.m.

### 2022 SUMMER SESSION (213S)

<b>MAY</b>			
Monday	16	Summer Intersession Begins	
Friday	27	Summer Intersession Ends	
Monday	30	MEMORIAL DAY (Campus Closed)	
Tuesday	31	Semester Begins	
<b>JUNE</b>			
Thursday	2	Final Day to Add	5:00 p.m.
Tuesday	7	Last Day to Drop	5:00 p.m.
<b>JULY</b>			
Thursday	7	Last Day to Withdraw with Auto W	5:00 p.m.
Thursday	14	Last Day to Withdraw w/Instructor Eval	5:00 p.m.
Thursday	21	Semester Ends	
Monday	25	Final Grades Due	5:00 p.m.

### TENTATIVE DATES FOR 2022-23 SUMMER SESSION

FALL SEMESTER		SPRING SEMESTER		SUMMER SESSION	
August 15 - December 9, 2022		January 16 - May 12, 2023		May 31 – July 21, 2023	
Fall Intersession	July 25-Aug 5 (Mon-Fri)	Spring Intersession	Jan 2-Jan 13 (Mon-Fri)	Summer Intersession	May 15-26 (Mon-Fri)
Labor Day	September 5 (Monday)	M. L. King Jr. Day	January 16 (Monday)	Memorial Day	May 29 (Monday) Independence
Fall Break	October 20-21 (Thurs-Fri)	Spring Break	March 13-17 (Mon-Fri)	Day	July 4 (Tuesday)
Thanksgiving Vacation	November 21-25 (Mon-Fri)	Commencement	May 12 (Friday)		

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# General Information

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## GENERAL INFORMATION

### History of The College

Oklahoma's first legislature created the Murray State College of Agriculture in Tishomingo, the historical capital of the Chickasaw Nation. Curriculum at the secondary school focused on providing agricultural training for students in rural southeastern Oklahoma, and its history is intertwined with that of "Little Dixie's" American Indians.

In fall of 1908, the school opened its doors to 100 students, who were primarily Chickasaw and Choctaw. In 1916, two new dormitories were built to house Indian students. Construction funding likely saved the institution as similar state schools were closed during that period.

Due to increasing demands for a higher standard and grade of work, the State Board of Agriculture by resolution in the spring of 1922, authorized the school to add a year of college work during the session of 1922-23. Another year was added during the 1923-24 session, thus raising the institution to the rank of a junior college. By proper enactment, the legislature sanctioned the addition of junior college on March 17, 1924.

During this period, enrollment increased despite the Great Depression although manpower demands of World War II reduced the student body's ranks in 1944. In postwar years, Murray State benefitted from the GI Bill, which provided educational benefits to returning veterans.

The Oklahoma Legislature has changed the institution's name three times since 1908. In 1955, it became Murray State Agricultural College and Murray State College of Agriculture and Applied Science in 1967. It was removed in 1971 from the authority of the Board of Regents for Agricultural and Mechanical Colleges and vested with its own governing board. It became known as Murray State College in 1972.

Murray State College's involvement with the Ardmore Higher Education Center began in 1974. At this time, the Oklahoma State Legislature created the Ardmore Higher Education Center as a pilot project, becoming the state's first consortium model University Center. Classes were housed in the Ardmore High School during the inaugural semester and moved to Mount Washington School in the fall of 1974. In 1977, the pilot program was made permanent by state statute and was placed under the administration of the Office of the Chancellor, the Chief Executive Officer for the Oklahoma State System of Higher Education.

In the early 1980's a new building was constructed on property belonging to the Ardmore School District. After several additions, the facility continues to serve, essentially half the student constituency is served from this location through traditional, ITV and online courses and programs. The AHEC Board of Trustees approved the request for the Oklahoma Legislature to change the name of the AHEC to the University Center of Southern Oklahoma (UCSO) in December 2010.

Murray State College maintains an office at the University Center of Southern Oklahoma housing a director, academic and financial aid advisors and support staff. Also found in Murray State complex is a testing center, two classrooms and a mathematics laboratory. Five faculty members are housed at the University Center of Southern Oklahoma.

Presently, Murray State College serves as a comprehensive community college offering a full range of academic and technical programs leading to associate degrees and playing an important and meaningful role in providing educational opportunities and an enhanced quality of life for the people of Southeastern Oklahoma.

### MISSION STATEMENT

Murray State College provides opportunities for student learning, personal growth, professional success and community enhancement.

### Vision

Murray State College strives to be a vibrant and progressive student-centered community in which pathways to success are varied, all are valued and educational opportunities abound.

### CORE VALUES

- We value student success and learning.
- We value quality instruction and programs.



## General Information

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- We value a service-oriented environment.
- We value diversity and global connectivity.
- We value integrity.
- We value mission-centered planning.
- We value innovative technological advancement.

### AREAS OF FOCUS

#### **Student Success in and out of the Classroom Elevate Teaching and Learning Standards Workforce Development Partnerships Partnerships for Civic Engagement**

#### Goal 1: Foster Student Success

##### **Increase Student Graduation and Retention**

- Train staff and empower students to create pathways to student success and graduation.
- Recognize diverse learning styles for the purpose of enhancing student success.
- Expand student recruitment into broad geographic areas and diverse demographics.
- Update and improve our facilities to meet the needs of our students.

##### **Cultivate Support for Completion and Goal Attainment**

- Increase awareness of, and services for, academic and non-academic needs.
- Expand our online presence into appropriate degree programs and update online support services to meet needs of the 21<sup>st</sup> century student.
- Develop strategies to maximize online program accessibility and increase student success.

##### **Communication**

- Promote diversity in faculty, staff, students, and communities.
- Focus on understanding roles that each department plays in cultivating student success.
- Foster employee development by creating an atmosphere of teamwork and synergy within our campus community.
- Focus on student engagement.

#### Goal 2: Elevate Teaching & Learning Standards

##### **Innovative Programs and Research Facilities**

- Develop new degree programs based on industry need as well as student interest.
- Develop interdisciplinary degree programs that prepare students for the rapidly changing landscape of the 21<sup>st</sup> century workforce.
- Add components of hands on training to appropriate degree programs.
- Update our facilities and modernize the technology in academic programs to improve student learning.

##### **Quality Instruction and Programs**

- Build programs that attract college-ready students.
- Increase quality and innovation in the classroom.
- Cultivate financial support for the faculty development.
- Create a campus-wide assessment to measure student retention and completion.
- Recognize exceptional faculty and staff.

##### **Innovative and Updated Classroom Technology**

- Develop and effective and user-friendly online strategy for teaching and learning.
- Ensure that our classroom technology resources are modern and up to date.
- Provide comprehensive access for students' online needs.

#### Goal 3: Create Workforce Development Partnerships

##### **Strong Start for Student Success**

- Improve college awareness and career exploration in our service-area high schools.

## General Information

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- Provide program information and statistics for career options to help students and parents make informed decisions.
- Provide services to help PK-12 students find their academic strengths and career aptitude.

### **Develop Career Placement Strategies**

- Further develop partnerships with business and industry to meet employer demand.
- Establish career placement systems that benefit both employers and MSC graduates.
- Work with established and potential industries to offer training opportunities and resources on the Murray State College Campus.
- Coordinate our grant development activities to ensure programs developed can be self-sustainable.

### **Goal 4: Cultivate Partnerships for Civic Engagement**

#### **Cultivate Partnerships to Increase Participation Within Communities**

- Survey civic groups and organizations to discover new service-learning opportunities.
- Provide programs and resources to help students and staff meet the needs of our communities.
- Increase communication to promote participation in community activities.
- Recruit and develop local talent.
- Broaden our community education opportunities.

#### **Focus on Alumni Engagement**

- Cultivate a culture of giving within our alumni base and communities.
- Identify opportunities for alumni engagement and participation.
- Maintain an inclusive atmosphere in which alumni are valued for their shared memories and experiences.

#### **Develop Self-Sustaining Resources**

- Develop Environmentally friendly resources to create self-sustaining campuses.
- Partner with city officials to determine how college resources might benefit our communities.
- Explore alternative energy sources to meet campus needs.



# General Information

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## MEASURING OUR SUCCESS

1. To determine how many students reach college completion and career goals, MSC will track the number of students enrolled during each fall semester, monitor fall-to-fall credit retention, graduation rates, and work to determine post-graduate employment.
2. To gauge student success, MSC will evaluate licensure and certification test pass rates, transfer/acceptance rates and student satisfaction.
3. To identify improved workforce development, MSC will partner with community businesses and organizations to develop plans and determine goals for increased economic progress. By using data driven decisions, the college will create programs to meet needs of local industry.
4. To promote civic engagement, MSC will provide opportunities for employee and student involvement, offer opportunities and recognition for participation, and encourage volunteerism.

## FUNCTIONS

In keeping with the needs and background of its students, the changing community that the college serves and the requirements of our society for its members, the faculty and administration of Murray State College are dedicated to the accomplishment of the following functions:

1. To provide a comprehensive two-year, post-secondary educational program to serve the needs of residents of the south central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray and Pontotoc.
2. To provide educational programs which give predominant emphasis to technical and occupational education.
3. To provide a program of general education which will enable students to develop the attitudes, knowledge, qualities and skills necessary for them to be effective as a person, a family member and a citizen.
4. To provide educational programs of two years or less for students who plan to transfer into baccalaureate and professional programs at four-year institutions.
5. To provide a program of education for youth and adults whose previous educational experiences have not prepared them for achievement at the collegiate level.
6. To provide the opportunity for academic guidance and counseling services for all students.
7. To provide community services to improve the cultural, economic and social environment of the area served by the college.
8. To provide leadership and assistance in economic development activities in order to enhance the quality of life in the service area.
9. To provide the opportunity for learning environments utilizing the appropriate technology to enhance instructional delivery and student learning.

The College makes its physical plant available for the use of community organizations and supplies the special talents, leadership and influence of its professional staff for promoting the economic, civic and cultural life of the community.

## LOCATION

Murray State College is comprised of two locations. The main campus is located in Tishomingo, Oklahoma, the county seat of Johnston County and originally founded as the Capital of the Chickasaw Nation. Tishomingo is one of the oldest towns in Oklahoma, rich in a background of historical and cultural associations and has grown as a city of homes, schools and churches. With a population that has never exceeded 3,500, the town has developed many of the conveniences of more populous cities without the civic problems that confront the larger industrial centers. Located on the edge of town is the Tishomingo National Wildlife Refuge that is home to a diverse population of wildlife, including migratory waterfowl and songbirds.

Adding materially to the general desirability of the town and College is Lake Texoma, one of the largest man-made lakes in the world. This lake is immediately adjacent to Tishomingo and the Murray campus. Its location adds to the possibilities of an already well-known recreation center, as well as providing unlimited opportunities for research in biology and other related fields.

The satellite campus is located in Ardmore, Oklahoma at the University Center of Southern Oklahoma (UCSO) and conveniently situated near the Ardmore High School. Ardmore has rich and diverse recreation opportunities for outdoor enjoyment at Lake Murray and the local Arbuckle Mountains. In addition, cultural opportunities are abundant through local visual and performing arts centers hosting exhibits and productions from not only local but also national artists.

## ECONOMIC DEVELOPMENT

MSC is prepared to help any business or industry keep its workforce competitively trained in today's changing environment. Educational opportunities are available to provide the skills and knowledge necessary for greater productivity and efficiency. These opportunities range from management training to employee skill training.

Murray State College is eager to develop business and educational partnerships to assist businesses or industries as they meet the challenges of the 22<sup>nd</sup> century. Anyone interested in starting a business or industry, changing locations, expanding, adding new product

## General Information

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lines or services should contact the Economic Development Specialist at 580-387-7145.

### **CONTINUING EDUCATION AND COMMUNITY SERVICE**

Our mission is to provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with continuing education opportunities. The Continuing Education Program responds to the educational, economic, cultural and social needs and desires of local residents, including all ages and interest groups. Courses, classes and seminars are held both on and off campus to meet varied interests in the service area. Employment and business related courses, as well as personal enrichment courses are emphasized.

Contact the Continuing Education Facilitator at 580-387-7142 for more information or to be placed on the mailing list for brochures.

### **WEBSITE**

Current and future students can find information on Financial Aid, Academics, Athletics, the MSC Foundation, Alumni, Continuing Education, current events and much more at [www.msco.edu](http://www.msco.edu). Our consumer information is located on the About MSC link on our webpage.

### **NOTICE OF NON-DISCRIMINATION**

Murray State College, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other Federal laws and regulations; does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap or status as veteran in any of its policies, practices, procedures, education programs or activities. This includes, but is not limited to admissions, employment, financial aid and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:

Paula Henley, Director of Advisement, ADA Compliance Officer  
MURRAY STATE COLLEGE  
One Murray Campus  
Tishomingo, OK 73460  
580.319.0316

# ADMISSIONS

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## ADMISSION TO MSC

### ADMISSIONS POLICY

Murray State College is an open admission community college. Students must complete the MSC online admission application at [www.msco.edu](http://www.msco.edu) to apply for admission to the college. Any student who does not maintain consecutive enrollment (fall /spring) must reapply for admission. Admissions information may be obtained in the Admissions and Registrar Office on the main campus in Tishomingo, in the Ardmore Office at the University Center of Southern Oklahoma or on the MSC webpage.

Murray State College has developed this admissions policy to be in compliance with federal regulations, to comply with the requirements of the Oklahoma State Regents for Higher Education, and to meet the needs of our students. The Admissions and Registrar Office and the Academic Affairs Office are responsible for this policy and its compliance. Our policies are available in the MSC Catalog and on our website.

## ADMISSIONS CATEGORIES

### TRANSFER STUDENTS

Students transferring to MSC who are in good standing are eligible for admission to Murray State College. Students who have been placed on probation or suspension at the previous college will be admitted on probation and must maintain a 2.0 retention GPA each semester while enrolled at MSC or raise their retention GPA to the required academic standard. Students who fail to reach the academic requirements will be placed on academic suspension.

Transfer students are required to submit the following documents to the MSC Registrar & Admissions Office:

- Completed online MSC Admission Application ([www.msco.edu](http://www.msco.edu)).
- Official transcripts (school and military) from all colleges previously attended. Transcripts from other institutions must be obtained directly from the institution where they were originally issued and must be sent directly to Murray State College from each institution. Transcripts will only be accepted from students if they are in a sealed envelope from the other school.
- Documentation of vaccinations against Hepatitis B, Measles, Mumps and Rubella (MMR).
- National ACT or SAT scores or the results of the Accuplacer test administered by the MSC Testing Center.

### REMEDATION

Transfer students requiring remediation must enroll in the appropriate transitional courses during the first 12 hours enrolled at Murray State College. Academic support services are available to assist transfer students in achieving academic success.

### EVALUATION OF TRANSFER CREDIT EARNED

All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward program requirements. Refer to the degree plans in the MSC Catalog to determine what courses will apply to specific degrees. Courses must be deemed equivalent to count toward the general education core and program cores. Course equivalencies are tables of courses that are transferable among Oklahoma public colleges as well as some private institutions.

Courses with grades of "D" may not meet degree requirements and some of the specialized programs may require students repeat coursework that is too out of date.

Credit and grades for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits.

An analysis of transfer credit will be performed for students who are currently admitted and enrolled and have submitted official transcripts from all colleges previously attended. Transcripts must be obtained directly from the institution where they were originally issued. If the transcript is in a language other than English, the transcript must be translated into English.

In some cases, Murray State College will evaluate transcripts from unaccredited colleges or coursework from accredited colleges that is not on the course equivalency tables. Students must contact the Registrar & Admissions Office to begin the evaluation process which may take several weeks. It is the student's responsibility to furnish additional information such as course descriptions, catalogs, or syllabi with which to evaluate transfer credit which will be reviewed on a course by course basis and may be accepted in transfer when appropriate to the student's MSC degree program.

Students who transfer from Murray State College to another institution should contact the other institution prior to transferring and determine what credits that college will accept. Each institution has their own transfer policies and evaluate what credits they will accept in transfer for their degree programs.

# ADMISSIONS

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## **EVALUATION OF TECHNICAL TRANSFER CREDIT FROM TECHNOLOGY CENTERS:**

Murray State College's policies for evaluating, awarding, and accepting technical credit for transfer are consistent with the college's mission and with the State's focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

Murray State College may only accept transfer of technical credits from an Oklahoma technology center towards technical major degree requirements in a college technical certificate or an associate in applied science degree in which Murray State College faculty have documented expertise.

Transfer of technical credits from a technology center that is part of the Oklahoma Technology Center System will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by Murray State College's Office of Registrar & Admissions who will follow The Undergraduate Transfer and Articulation policy from the OSRHE. Credits obtained at Oklahoma Technology Centers are considered to be learning that is attained outside the legally authorized and accredited postsecondary institutions and is evaluated as such under Murray State College's Transfer and Prior Learning Assessment policies.

Transfer of technical credits based on a different unit of credit than the one used at Murray State College is subject to conversion before being transferred. Only official transcript and technical course evaluations based on the OSRHE Statewide Technical Course Articulation Matrix and processed by Murray State College's Office of Registrar & Admissions are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Technical credits may be subject to minimum grade requirements as determined by the accreditation, licensure, or other programmatic requirements of Murray State College. Grades do not transfer in and are not calculated in Murray State College's grade point average (GPA). A neutral grade of "P" will be recorded. Credits earned will be added to the student's overall credit hours earned.

## **PRIOR LEARNING ASSESSMENT**

Prior Learning Assessment is defined as learning that is attained outside of legally authorized and accredited institutions. Some examples of prior learning are credit for CLEP exams taken at a national testing center, credit for advanced placement, credit for Career Tech courses through Prior Learning Agreements, etc. For more information on prior learning, refer to the Prior Learning Assessment section of the MSC Catalog. Contact the Registrar & Admissions Office for more information on the evaluation of credit through prior learning. Transfer credits through Prior Learning Assessment may be accepted towards the MSC degree on a course by course basis not to exceed 25 percent of the program which is typically 15 credit hours.

## **HIGH SCHOOL CONCURRENT STUDENTS**

To be eligible for concurrent enrollment, a high school Junior or Senior must:

- Have participated in the National ACT program and scored a minimum composite of 19 or the equivalent on the SAT or have a high school non-weighted GPA of 3.0. Concurrent students may use one residual ACT per year for admission and course placement. They may also use the Pre-ACT. A composite score of 19 is required for the National, Residual, or Pre-ACT. When the concurrent student enrolls as a regular student following high school graduation, the student must have taken the National ACT to meet admission standards.
- Have a minimum sub-score of 19 on the ACT or equivalent SAT before being allowed to enroll in a college level course in the subscore subject area. For example: 19 in the English National ACT sub-score to enroll in English courses; 19 in the Math National ACT sub-score to enroll in Math courses; 19 in the Science National ACT sub-score to enroll in Science courses; 19 in the Reading National ACT sub-score area to enroll in other college courses.
- Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the Spring of the Senior year, as stated by the high school principal or counselor.
- Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours). Concurrent students desiring to enroll in more than 19 hours must obtain the approval of the VP for Academic Affairs or the Executive Director of Enrollment Services on the Concurrent Overload Petition Form. Approval to exceed the 19 hours will be based on an evaluation of the student's academic performance and potential for success.
- Have the signed approval of the high school principal or counselor and the signed permission of the parent/legal guardian.
- Must have a minimum college GPA of 2.0. on a 4.0 scale.

Concurrently admitted high school students will not be allowed to enroll in any zero level transitional courses offered by MSC designed to remove high school deficiencies. Concurrent students who meet admission requirements but who do not meet subscore ACT requirements for placement in particular courses may take the Accuplacer Test at the MSC or Ardmore Testing Centers to determine eligibility for placement. The ACT or Accuplacer Test must have been taken within the last three years and the Accuplacer may only be utilized once per semester by concurrent students for placement in courses.

# ADMISSIONS

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Students enrolled concurrently are not eligible for financial aid. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to Murray State College if the student meets the entrance requirements. Concurrent students must reapply for admission as a regular student.

## **INTERNATIONAL STUDENTS**

Students who need an I-20 issued in order to obtain a Visa to enter the United States must submit the following:

- A completed Application for Admission.
- Verification of Financial Support. The MSC Financial Guarantee Form is available on the Registration webpage.
- An official TOEFL score report or other eligible documentation. On the TOEFL, a score of 500 or higher is required on the paper-based test, 173 or higher on the computer-based test, or 61 or higher on the internet-based test. Please refer to the Admission of Students for whom English is a Second Language for more information.
- A high school transcript with graduation date or a document verifying completion of GED. Documents must be translated in English.
- If no previous college, National ACT or SAT scores if student is under 21 years of age. The test must have been taken within the last three years.
- ACCUPLACER test scores for students who did not score 19 or higher in the National ACT sub-score areas or who did not participate in the National ACT or SAT. The ACCUPLACER is a standardized assessment administered on campus or at the University Center of Southern Oklahoma (UCSO). The test must have been taken within the last three years. Refer to the MSC Testing Centers for more information.
- Documentation of vaccinations against Hepatitis B, Measles, Mumps and Rubella (MMR).
- If applicable, an official transcript (translated in English) from every previous college attended. You are required by state law to indicate all the universities you attended on the application for admission and to submit official, translated transcripts from each university.
- Evaluation of college transcripts must be approved by an approved credential evaluation institution such as WES or ECE. Evaluations of transfer work from an international institution cannot be finalized until successful completion of at least 12 MSC credit hours. Refer to the Transfer and Prior Learning Assessment Policies for more information.

Please contact the International Admission Coordinator for more information regarding admission for International students.

## **SPECIAL ADULT ADMISSION**

Students who meet the following criteria are eligible for admittance under the Special Adult Admission policy:

- Students 21 years of age and older.
- Students on active military duty.
- Non-high school graduates whose high school class has graduated and who have participated in the ACT or SAT. The test scores must be within three years. The Registrar may allow exceptions for students with a GED whose high school class has not graduated. Refer to the Special Opportunity Admission section for more information.

Students admitted by the Special Adult Admission policy must agree to the following:

- Participate in standardized testing for assessment of their ability.
- Be enrolled in course work appropriate to their abilities as determined through assessments.
- Participate in all academic support services (tutorial, media, writing lab, etc.) indicated as necessary by assessment and advisement.
- Participate in regularly scheduled advisement sessions with an academic advisor.

## **SPECIAL OPPORTUNITY ADMISSION**

Any students who have not graduated from high school but have earned a composite ACT score of 32 or combined verbal and Mathematics SAT score of 1410 may apply for special opportunity admission.

Admissibility for students who have obtained a GED but whose high school graduating class has not graduated will be based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment and whether the experience will be in the best interest of the student both intellectually and socially.

Students admitted by the special opportunity admission policy may be required to participate in regularly scheduled advisement sessions with an academic advisor.

# ADMISSIONS

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## HOME STUDY OR UNACCREDITED HIGH SCHOOLS

An individual who is a graduate of private, parochial or other non-public high school that is not accredited by a recognized accrediting agency is eligible for admission to an institution as follows:

- Student has participated in the National ACT or SAT.
- Student's high school class of peers has graduated.
- Student must satisfy the high school curricular requirements.

Murray State College considers a homeschooled student to be beyond the age of compulsory school attendance. The college relies on a homeschooled student's self-certification that he or she completed secondary school in a homeschool setting. Homeschooled students are eligible to receive funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential in order to be eligible for funds. Murray State College will follow the policies for the state the student received their home school education.

## NON-DEGREE SEEKING STUDENTS

Any student who wishes to enroll in courses without intending to pursue a degree at Murray State College may be permitted to enroll in up to nine credit hours without submitting academic credentials except to show appropriate proficiency in certain courses. Once a student has successfully completed nine hours and desires to continue enrollment, he or she must meet the formal admission or transfer criteria. Exceptions may be evaluated and granted on an individual basis and will be reported annually to the Oklahoma State Regents for Higher Education.

## APPLICATION REQUIREMENTS

Students are responsible for submitting to the Admissions Office the appropriate documents listed below:

- A completed Application for Admission ([www.msco.edu](http://www.msco.edu)). There is a \$10 admission fee. International students must pay a \$50 admission fee. These fees are non-refundable.
- An official high school transcript with graduation date or a document verifying completion of GED or its equivalent. (Note: To be admissible with GED, the student's high school class must have graduated). The Registrar may make an exception to the policy requiring that the high school class must have graduated if the Registrar determines that the student is capable of succeeding in college. Murray State College no longer admits students under the Ability to Benefit criteria.
- National ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if student is under 21 years of age. The ACT/SAT test must have been taken within the last three years.
- ACCUPLACER test scores for students who did not score 19 or higher in the National ACT sub-score areas or who did not participate in the National ACT or SAT. The ACCUPLACER is a standardized assessment administered on the Tishomingo or Ardmore campuses. The Accuplacer test must have been taken within the last three years. Contact our Testing Centers for more information.
- Official transcripts (school and military) from all colleges previously attended. Transcripts from other institutions must be current and must be obtained directly from the institution where they were originally issued. Murray State College must receive the official transcripts directly from the previous college. Official transcripts will only be accepted from the student if the transcript is in a sealed envelope from the prior institution.
- Documentation of vaccinations against Hepatitis B, Measles, Mumps and Rubella (MMR).

After the Admission and Registrar's office receives the on-line application for admission, students will receive notification of admission status. Students may be provisionally admitted for the first semester at MSC without providing all of the application documents. However, they must be submitted by the end of the first semester of enrollment. First time entering students who did not complete high school or GED may be admissible under the Special Adult Admission criteria.

Students pursuing admission to Associate in Arts (AA), Associate in Science (AS) or Associate in Applied Science (AAS) degree programs, may not count transitional/remedial courses used to make up high school deficiencies toward satisfaction of degree program requirements.

## HIGH SCHOOL CURRICULAR REQUIREMENTS

Applicable to students under 21 years of age. The Oklahoma State Regents for Higher Education requires the following high school curricular requirements:

### 4 UNITS

--English (grammar, composition, literature; should include an integrated writing component)

### 3 UNITS

--Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Statistics and Probability (must have completed Geometry and Algebra II), Calculus, Advanced Placement Statistics)

### 3 UNITS

--Lab Science (Biology, Chemistry, Physics, or any lab science certified by the school district; General science with or without a lab may not be used to meet this requirement.)



# ADMISSIONS

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## 3 UNITS

--History and Citizenship Skills (including one unit of 1 unit of United States History and 2 additional units from the subjects of History, Economics, Geography, Government or Non-Western Culture.)

## 2 UNITS

--Additional units of subjects previously listed or selected from: Computer Science, Foreign Language, or any Advanced Placement course except applied courses in fine arts.

**23 TOTAL REQUIRED UNITS** (A Unit equals one year of high school study)

Students under 21 years of age and lacking curricular requirements are admissible into Associate in Arts and Associate in Science programs, but must remove the deficiencies by one of the following:

- Demonstrated competency through the National ACT or secondary assessment. Murray State College uses the Accuplacer test for secondary assessment. These tests must have been taken within the last three years.
- Successful completion of transitional courses (0-level courses) within the first 24 credit hours attempted. Students who are not successful in removing deficiencies within the first 24 credit hours attempted need academic advisor approval to continue taking courses. Reasons for the exception to remediation policy are annually submitted to the Oklahoma State Regents for Higher Education.

These requirements are also applicable to students in Associate in Applied Science programs with the provision that if collegiate level work in a particular discipline is not required in the degree program, the student is exempt from removing the high school curricular requirement deficiency. Students admitted to AAS programs may not transfer into AA or AS programs without first completing the high school curricular deficiencies.

## ENTRY LEVEL ASSESSMENT AND PLACEMENT

Individual National ACT sub-scores in English, Math and Science must be 19 or higher in order for students to be eligible to take college level courses in those areas. The Reading National ACT sub-score must be 19 or higher to take college level courses in other areas.

Students scoring less than 19 in the above National ACT sub-score areas may take a secondary test (the ACCUPLACER) to demonstrate readiness for college level courses. Students who score less than the minimum cut score on the ACCUPLACER will be required to successfully complete zero level courses to remediate skill deficiencies within the first 24 credit hours attempted. The ACT/SAT or Accuplacer results must be within three years.

Students should not enroll in college-level courses, such as history or other elective courses, without a necessary foundation in reading and writing.

## ACADEMIC STANDING

A retention grade point average (GPA) of at least 2.00 is required for graduation from Murray State College. A student who fails to meet the following requirements will be placed on academic probation:

Hours Attempted	Retention GPA
0-29	1.7
Greater Than 30	2.0

Students with 29 or fewer credit hours, with a retention GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student not maintaining satisfactory progress toward their academic objective as indicated above will be placed on probation for one semester. At the end of that probationary semester, the student must have a semester retention GPA of 2.0, not to include activity or performance courses or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be readmitted until one regular semester (Fall or Spring) has elapsed.

Students suspended in the Spring semester may attend the Summer session immediately following Spring suspension at the discretion of the Admission Appeals Committee. Such students may enroll only in core academic courses, which meet general education requirements or degree requirements. Students who fail to achieve retention standards after the appealed Summer session will remain on suspension with the phrase "suspension continued" entered on the transcript and may not be readmitted until one regular semester (Fall or Spring) has elapsed. This option is only eligible for first-time suspension students.

A student may appeal academic suspension for immediate reinstatement to the Admissions and Appeals Committee by submitting a written request to the Admissions and Registrar Office. The written appeal must document extraordinary personal circumstances. Students whose appeals are denied and other suspended students may, after one regular semester (Fall or Spring), petition the Admissions Appeals Committee

## ADMISSIONS

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for readmission on probation. Students readmitted on academic probation must maintain a 2.0 retention GPA each semester or meet the minimum standard required as listed or be suspended again.

Should a reinstated student be suspended a second time, he/she cannot return to MSC until such time as he/she has demonstrated, by attending another institution and completing a minimum of 12 collegiate hours, the ability to succeed academically by raising his/her retention GPA to the retention standards.

### **TRANSFER STUDENTS ACADEMIC STANDING**

Any acceptances of admission for students who have been placed on academic probation or academic suspension, either at MSC or another college or university are re-admitted on academic probation. Students admitted on academic probation must meet the minimum retention requirement or be academically suspended.

This minimum requirement is either

- the next semester's retention GPA of 2.0 or
- 1.7 retention GPA with 0-30 hours attempted or
- 2.0 retention GPA with 31+ hours attempted.

Students admitted on academic probation must meet the minimum retention requirement or be academically suspended.

### **IMMUNIZATION COMPLIANCE REQUIREMENTS**

All students who enroll as a full-time or part-time student in an Oklahoma public or private post-secondary institution must provide documentation of vaccinations against Hepatitis B, Measles, Mumps and Rubella (MMR). (Law requires verification of vaccinations.)

Oklahoma Statute, Title 3244, permits exemption if:

- the vaccine is contraindicated and a licensed physician provides a signed written statement of verification or
- if the student or minor student's parent or other legal representative signs a written waiver stating the administration of the vaccine is in conflict with the student's moral or religious tenets.

An exemption form may be obtained in the Admission and Registrar's Office.

### **OTHER ADMISSION INFORMATION**

Murray State College takes into consideration the following nonacademic criteria in admitting first-time or transfer students:

- Whether applicants have been expelled, suspended, denied admission or re-admission by any other college or university.
- Whether applicants have been convicted of a felony or a misdemeanor involving violence or drug abuse (see Criminal Activity Disclosure).

MSC reserves the right to refuse admission or re-admission to any applicant who does not comply with admissions requirements or when evidence exists that the applicant would be incompatible with the aims and objectives of the College or when in the judgment of the MSC Officials, the applicant's presence on campus would not be in the best interest of the applicant or MSC. Applicants who are denied admission may make a written appeal to the Admissions and Appeal Committee by submitting a letter of appeal with documentation (if applicable) to the Registrar Office.

### **CRIMINAL ACTIVITY DISCLOSURE**

Murray State College is committed to maintaining a safe environment for all members of the College community. As part of this commitment, MSC requires applicants who have been convicted of a felony or who have engaged in behavior that has resulted in injury to person(s) or personal property to disclose this information as a mandatory step in the application process. Previous conduct or record of a previous conviction does not automatically bar admission to MSC, but does require review.

Complete disclosure must be made at the time of application for admission. Failure to disclose convictions and/or previous conduct can result in denial for admissions. Information to be submitted should include a brief explanation, location (city-state-country) of conviction or previous conduct, dates and court disposition. Written documentation should be presented to the Registrar's Office. This statement must also include a grant of permission to Murray State College for complete access to any criminal records. A \$30 fee is assessed to cover the cost of the background check.

A committee will meet to determine eligibility for admittance if the Review Committee denies admission, the student may appeal to the Admissions and Appeal Committee by submitting a written appeal with applicable documentation to the Registrar's Office.

# ADMISSIONS

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## ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

Students seeking enrollment at MSC must meet admission and retention standards and must present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. The intent of this policy is to ensure that students have a reasonable chance of success based on their ability to comprehend, read and write the English language.

Students must demonstrate their competency in English by meeting one of the standards detailed below:

- First-Time Undergraduate Students
  - Score 500 or higher paper-based or 173 or higher computer-based or 61 or higher internet-based on the Test of English as a Foreign Language (TOEFL), or score 5.5 or higher on the International English Language Testing System (IELTS) examination.
  - Score 460 or higher paper-based or 140 or higher computer-based or 48 or higher internet-based on the TOEFL test administered at a special testing center or an international testing center or score 5.0 or higher on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, students must successfully complete a minimum of 12 weeks of study at an Intensive English Program approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.
  - Successfully complete the high school core requirements in or graduate from a high school where English is the primary language and demonstrate competency by meeting the High School Curricular Requirements.
- Undergraduate Transfer Students
  - Attend an accredited United States college or university for a minimum of 24 semester credit hours with passing grades and meeting the other transfer requirements.

## SPECIFIC PROGRAM ADMISSIONS

Please note that admission to Murray State College does not guarantee admission to the following specific programs:

- Gunsmithing
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Veterinary Nursing

These programs have a separate application process with additional admission criteria. Refer to the MSC Catalog or our website for more information on these programs.

## ADMISSION TO THE GUNSMITHING PROGRAM

Interested applicants are encouraged to go to the program webpage at [www.msco.edu](http://www.msco.edu) for current procedures for application to the program. In order to apply to the Gunsmithing Program, all applicants must **f i r s t** meet the general college admission requirements. The admission procedures are as follows: (1) Submit MSC application ([www.msco.edu](http://www.msco.edu)) to the registrar's office. Submit to the registrar's office all of the following AND request a copy of each be sent to the Gunsmithing Program Office:

- Official high school transcript, and...
- Official ACT score report, and...
- Official college transcripts for any and all colleges attended, and...
- Official DD-214 record of military service if applicable.

(2) After the MSC application is completed, the applicant must complete an application to the Gunsmithing Program. The Gunsmithing Program application packet can be found at [www.msco.edu](http://www.msco.edu) or contact the Gunsmithing Program Office at 580-387-7480 to request an application packet. Complete the Gunsmithing Program application packet and return to the Gunsmithing Program Office. **NOTE: Only applicants who have completed the Gunsmithing Program application packet will be considered for an on-campus interview.**

Acceptance into the MSC Gunsmithing Program is highly competitive. Applicants will be awarded points and ranked according to the admission point system. The Gunsmithing Program Selection Committee will make the final determination regarding applicant ranking, total point calculations, and ultimate acceptance into the program.

Review the Gunsmithing Program application packet for complete details on procedure, but generally the application process will require:

- Signing a release authorizing MSC to conduct a background check and passing said background check, and...
- Completing a 1-2-page biography describing your education, military service, relevant work experience, professional involvement in firearms industry, and personal involvement in shooting sports. And...
- Completing a 1-2-page Career Research paper, and...
- Submitting 3 letters of recommendations, and...
- Participating in an on-campus interview.

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## ADMISSION TO THE NURSING PROGRAM

The Murray State College nursing program provides the educational background to apply for the National Council Licensure Examination for Registered Nurses. Credits earned from MSC may apply towards a bachelors' degree.

MSC offers a Traditional pathway and Career Mobility pathway for LPN's, LVN's and Licensed paramedics. The traditional pathway admits students for fall and spring entry and the Career Mobility pathway admits students for entry in the fall semester. [www.mscnursing.com](http://www.mscnursing.com)

The MSC nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Oklahoma Board of Nursing (OBN).

As a professional educational program the nursing program is a limited-entry program. To be considered for admission students are required to meet the following:

- College retention GPA of 2.5 or nursing prerequisite GPA of 3.0.
- Achieve a minimum ACT composite score of 19 or college GPA of 3.0 or higher if composite ACT is less than 19.
- Achieve a minimum ATI Teas score of 58.7% (Proficient).
- Complete Federal Background Check.
- Meet minimum physical and mental qualifications.
- Students majoring in nursing must complete the program curriculum courses with a "C" or better.

Applicants for Oklahoma licensure as a Registered Nurse must meet all State and Federal requirements. Questions regarding these requirements should be directed to the Nursing Program 580-387-7420. Information may also be obtained from the Oklahoma Board of Nursing website [www.ok.gov/nursing](http://www.ok.gov/nursing).

## ADMISSION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Interested students do not need to apply to the OTA program to take the general education core and OTA program prerequisite courses to prepare for application to the second year, or specialized part of the program. In addition to the requirement for admission to the college, students interested in applying to the second year of the OTA program must also meet the following program specific requirements:

- Have an enhanced ACT composite score of 19 or higher, or achieving a least a 3.0 GPA in ALL college course work if ACT is below a 19.
- Attain a grade point average of at least 2.5 on ALL completed college course work with a grade of "C" or higher in prerequisite classes in the biological and behavioral sciences. All courses in the biological and behavioral sciences must be taken within 10 years of anticipated year of graduation from the OTA program.
- Be able to meet the physical and mental requirements of the role required of an OTA. A detailed list of these requirements is available (see essential functions) and students are asked to signify that they meet these requirements prior to admission to the program.
- Complete all program prerequisite courses prior to the end of spring semester in which they are applying to the OTA second year. As prerequisite to enroll in MSC A&P I, students need to complete one year of high school chemistry with a grade of "B" or higher or complete one semester of college chemistry. Note: Not every school requires the same prerequisite courses for A & P, therefore if you take your anatomy and physiology courses at another school you need to check the prerequisites for that school.
- Attend an Allied Health Program Admission Class conducted by the OTA Program Director. These classes consist of approximately 1-hour orientation to the application process.
- Complete a minimum of **16 hours** of observation of a Occupational Therapist or Occupational Therapy Assistant in a facility that provides occupational therapy. Documentation of all observation is completed on the Clinical Observation Form and returned to the program by the OT or OTA who was observed.
- Take an ATI TEAS Admissions Test. To schedule a test date, you must attend an application orientation class. Testing is conducted through the Testing Centers on MSC campus.
- Complete an OTA Application packet and submit to the OTA Office prior to the **last Friday in April**.
- Once applications have been evaluated, OTA prospective students who demonstrate high performance will be invited for a personal interview with faculty at a time following the application due date as part of the application process.
- All of student's application and interview information will be presented to the OT Advisory and Selection Committee for review.

The application process begins in the spring semester for those students who are eligible to apply to the specialized portion of the program. Students who have completed the general education core and prerequisite courses required or will complete these classes prior to the end of the summer in the year of application to the OTA program, may apply to the OTA program.

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## OCCUPATIONAL THERAPY SELECTION PROCESS

The second year (also called specialized year) is when students take the actual OTA specific classes. Candidates are chosen shortly after the due date by the Allied Health Programs Selection Committee and the selected class will meet for program orientation.

The class is selected using a points system developed for the Health Science Department. This system is as objective and unbiased as we can make it. It is our desire to select students who are qualified and capable of success in the program and in the profession upon graduation. The selection of the class is made by the **selection committee**. The selection committee is made up of MSC faculty and OTA program advisory committee members. Selection is made based on a **point system** that includes the following major components:

- ACT composite score
- Admission test
- Grades on prerequisite course work and overall GPA
- Observation **Clinical Observation Form**

A minimum of sixteen (16) hours of clinical observation is required for application to the MSC/OTA program. The purpose of the observation is to gain a better understanding of the profession of occupational therapy. No points are given for the initial 16 hours of observation. Students may earn additional points by observing up to 32 additional hours. Students can only observe 16 hours with any one OT or OTA. Clinical observation can be scheduled with any willing licensed OT or OTA. Students interested in completing observation hours should contact a provider organization (for example a hospital, out-patient clinic, or private provider) and gain permission for the observation experience. Times should be set up that are convenient for the occupational therapy provider, and may be scheduled in any combination that is convenient. Students should present themselves in a manner that they might for a professional job or potential employment interview. Students should inquire about proper dress and ask questions that demonstrate a desire to learn about the profession. The required 16 hours **may be** completed with one therapist or with more than one OTR or OTA, and one or more settings. Each different observation must be documented on one clinical observation form. For further information, or if you have questions, please contact the program office.

## ADMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

Interested students are encouraged to go to the program webpage: [www.mscah.org](http://www.mscah.org) for current procedures for application to the program.

Students do not need to apply to the program to enroll in the general education first year course work. Graduating high school students, new to college or second career students who are interested in applying to the PTA Program courses, need to complete or be in the process of completing the first semester of the first (1<sup>st</sup>) year course work in order to be eligible to apply to the PTA portion of the program.

If you are not a current MSC student, you do not need to apply to the College in order to apply to the PTA technical portion of the program. If accepted into the PTA Program, you will need to complete an application to the College. Students interested in applying to the PTA Program must meet the following minimum program specific requirements:

- **Completion of the 1<sup>st</sup> semester courses** or be in the process of completing at the time of application. To be eligible to apply, students must be able to complete all required 1<sup>st</sup> year courses by the beginning of the 3<sup>rd</sup> semester of the program. These 1<sup>st</sup> year courses are listed on the PTA Curriculum Sheet that is linked in the academics area of the MSC web site: [www.mscah.org](http://www.mscah.org), as well as the PTA Program web site [www.mscah.org](http://www.mscah.org).
- In order to take the MSC Anatomy & Physiology (A&P) courses in semester one, students must have an **ACT science sub score of 20 or above** and have had at least a "B" in high-school science courses. Students who do not meet this program specific requirement must complete the prerequisite for the MSC A&P courses. If you take your biological sciences (A&P) at another college, then you must meet the requirements for that school's sciences.
- Attain a **GPA of at least 2.5** on completed college course work with a grade of "C" or higher in prerequisite classes in the biological and behavioral sciences. All courses in the biological and behavioral sciences must be taken within 10 years of anticipated year of graduation from the PTA Program.
- Have an **enhanced ACT composite score of 19 or above** and sub-scores of 19 or above. Deficiency in sub-scores can be removed by taking appropriate courses. If the ACT composite score is below a 19, then students must have an overall GPA of at least a 3.0. Students are encouraged to retake the ACT in order to enhance their composite score.
- View the required **Allied Health Admission Video** developed by the PTA Program Director. This video will be linked to the PTA Program's web page under Application Information and be available along with all application materials at least one month prior to the application due date.
- Take the **Admission Test** offered for prospective program applicants by appointment through the MSC Testing Center. Students must meet the minimum score to be eligible to apply to the program. There is a cost associated with the admission exam.
- Complete a minimum of **sixteen (16) hours of observation** of a physical therapist (PT) or physical therapist assistant (PTA) in a clinical facility that provides physical therapy. Students are encouraged to earn additional points for extra observation hours. Students may observe the same PT or PTA for up to 16 hours with a total of 32 hours above the initial required 16 hours,

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counting toward points in the process. Documentation of all observation is completed on the Clinical Observation Form and returned to the program by the PT/PTA who was observed. To be able to use these hours toward points, the clinician must recommend the applicant on the documentation form.

- Be able to **meet the physical and mental requirements** of the role required of a PTA. A list of these requirements is available in the Application links area of the web page.
- Complete the PTA Application/related forms and submit to the program office in the envelope provided by the program office at the time of confirmation to take the admission test. Applications must be submitted to the PTA Office **prior to the third (3<sup>rd</sup>) Thursday in November**.

### ADMISSION TO THE VETERINARY NURSING PROGRAM

In order to apply to the Veterinary Nursing Program, all applicants must meet the MSC admission requirements as well as the following:

1. Enhanced National ACT composite score of 19 or above and sub-scores of 19 or above. SAT sub-scores above 480 SAT2/PSAT102 in Evidence Based-Reading & Writing and 530 in Math. A GPA no less than 2.0 on all complete college course work with a grade of 'C' or higher in prerequisite classes.
2. An accumulative GPA of at least 2.0 on all completed college course work.

The admission procedures are as follows:

1. Submit a Murray State College application to the Registrar's Office ([www.msco.edu](http://www.msco.edu))
2. Submit a completed Veterinary Nursing Application to the Veterinary Nursing Office. (Priority is given to complete applications received by March 15<sup>th</sup>)
3. Submit to the Veterinary Nursing Program all of the following:
  - a. Official National ACT, SAT &/or ACCUPLACER Score Reports
    - If Applicant has below a 19 ACT sub score in Reading, English or Math they must take the ACCUPLACER exam at Murray State College.
    - If Applicant has below a 480 SAT2/PSAT102 sub score in Evidence Based-Reading & Writing or 530 Math they must take the ACCUPLACER exam at Murray State College.
    - ACCUPLACER – Student practice exams – <http://accuplacer.collegeboard.org/student/practice>
  - b. High school transcript or equivalent – Copy of Official transcript
  - c. College transcript (s), if applicable - Copy of Official transcript
  - d. Immunization record
  - e. Two Letters of Recommendation
  - f. Clinical Observation Record
4. Student must be able to meet the Essential Functions (physical and mental) requirements for Veterinary Technicians. A detailed list of these requirements are available in the Veterinary Nursing Application link on the web page.
5. Students accepted into the Program are required to attend the Veterinary Nursing Orientation, which will be scheduled during the week prior to the beginning of the fall semester.

In addition, the following admission selection procedures for the Veterinary Nursing Program must be completed after the general college admission process:

1. Only completed applications with all documents will be considered for acceptance.
2. Acceptance into the MSC Veterinary Nursing Program is competitive. Applicants will be awarded points and ranked according to the admission point system. The Veterinary Nursing Selection Committee will make the final determination regarding applicant ranking and total selection point calculations. Priority for acceptance is based on the applicants rank.
3. Applicants having identical selection point totals will be ranked according to individual GPA, ACT and Science course grades.
4. Qualified applicants who have not been selected for admission into the Fall Class may be placed on an alternate list.
5. Alternates will be notified after summer semester grades are released of the current application year.

If a student that has been accepted into the Veterinary Nursing program and approved to be enrolled in the Veterinary Nursing Core courses and for any reason they must discontinue the program, they may be readmitted to the program in accordance with the following:

1. Student will submit a current Veterinary Nursing Program Application.
2. Application will be awarded points and ranked according to the admission point system.
3. Student can only be readmitted into the Veterinary Nursing Program one time.
4. Student will be required to re-take all Veterinary Nursing Program Core courses.
5. Student will be placed on probation.
  - a. If student is not passing any VT course at mid-term the student will be withdrawn from program.

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## **OKLAHOMA RESIDENCY INFORMATION**

Under policy by the Oklahoma State Regents for Higher Education, a resident of Oklahoma is defined as one who has continuously lived in Oklahoma for at least 12 months as a permanent resident and not primarily as a student and has established domicile in Oklahoma. The legal residence of a dependent person is the residence of the parent who has legal custody, the parent with whom the student habitually resides or the legal guardian.

Students may be classified as in-state if:

- Individuals and their dependents who can document full-time active military duty of more than 30 days and are stationed in Oklahoma.
- Dependent children or spouse of a full-time active duty military (longer than thirty days) is classified as in-state if Oklahoma is the home of record regardless of where the active duty military is currently stationed.
- Students eligible for Veterans Educational benefits who reside in Oklahoma and intend to establish residence in the state are eligible to be classified as in-state if they are on active duty military service more than 30 days or are the dependent of an active duty military.
- Students receiving Veterans Educational Benefits who reside in Oklahoma and intend to establish residence in Oklahoma are eligible to be classified as in-state if they served as active duty more than 90 days.
- Have lived as a resident of Oklahoma for more than 12 months for purposes other than as a student.
- A U.S. citizen or Lawful Permanent Resident who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately classified as in-state status along with the individual's spouse and dependents without the 12-month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they independently establish in-state status.
- A non-resident who marries an already established resident of Oklahoma with documentation of marriage and proof of domicile.

Any student presenting a transcript of credit from a high school, college, university or other educational institution outside the State of Oklahoma will be assumed to be a non-resident student. Continuous and long-term attendance at a university or college does not establish in-state status.

Documented foreign nationals may attend as postsecondary students if they have appropriate educational visas. These individuals are eligible for in-state classification if they become lawful permanent residents, have resided in Oklahoma for at least 12 consecutive months, and meet domicile requirements.

Undocumented Students are individuals who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution but who:

- Graduated from a public or private Oklahoma high school.
- Resided in this state with a parent or legal guardian while attending classes at an Oklahoma public or private high school in this state for at least two (2) years prior to graduation.
- Satisfies admission standards for the institution.

Individuals who meet the above requirements are eligible for enrollment and will be classified as non-residents. Undocumented students should contact the Registrar for more information.

The burden of proof to establish in-state status shall be upon the student. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the MSC Registrar. For more information on residency status or to obtain the form to challenge residency status, contact the MSC Admissions and Registrar Office.

## **PRIOR LEARNING ASSESSMENT (PLA)**

Prior Learning Assessment is defined as learning that is attained outside the sponsorship of legally authorized and accredited postsecondary institutions. It applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, businesses, government, industries, the military and unions.

Murray State College's content specialists (which may include the Registrar, Program Chairs, Division Chairs, etc.) will evaluate a student's previous learning experiences and award credit when deemed applicable to the MSC degree. Some examples of prior learning are institutional approval of industry certifications for courses taken at technology centers through a Prior Learning Agreement, standardized national tests such as the subject portion of the College Level Examination Program (CLEP), Advanced Placement Program (AP), and military experience.

To receive PLA credit, students should contact the MSC Registrar & Admissions Office to begin the process. The following will apply:

- Students must be eligible to enroll or re-enroll at Murray State College.
- Students must have submitted all official college transcripts (school and military) to the MSC Registrar & Admissions Office.
- Students must submit all required documentation needed to assess prior learning. The evaluation process may take several weeks and will be evaluated on a course by course basis.
- Students must successfully complete 12 or more semester hours at MSC before PLA credits will be placed on the MSC transcript. The

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hours at Murray State College must be regular courses – may not include transitional, activity, and other courses not for college credit. If the student does not have 12 MSC hours completed at the time PLA credits are evaluated, the student must notify the MSC Registrar Office upon completion of the 12 hours.

- Murray State College will only award credit for coursework that falls under the student's selected major at Murray State College. Prior learning credit will only be awarded in those academic disciplines and in courses in the college's approved curriculum. Credits from prior learning may be awarded up to a maximum of 25 percent of the degree program which is typically 15 credit hours.
- Students will be assessed a supplemental off campus fee up to \$125 per credit hour to cover the cost of evaluating and transcribing PLA credits. Credits awarded through PLA Agreements, military experience, CLEP, and AP will generally be assessed at \$10 per credit hour plus the cost of any exams. Evaluations of portfolios and other types of prior learning may require more time and cost to evaluate. Fees must be paid to the MSC Business Office prior to the evaluation of the credits.
- After determining the amount of PLA credit that can be awarded, PLA credits will be placed on the MSC transcript with the neutral grade of pass (P). PLA credits may not be put on the transcript with letter grades.

Murray State College will evaluate prior learning credits on a course by course basis. The following publications and methods are acceptable for validating prior learning credits:

- American Council on Education (ACE) Guide to Evaluation of Education Experiences in the Armed Forces
- ACE National Guide to Educational Credit for Training Programs
- ACE Guide to Credit by Examinations
- New York Regents Credit Recommendations: The Directory of the National Program on Non-Collegiate Sponsored Instruction (PONSI)
- College Entrance Examination Board Advanced Placement Program (CEEB/AP)
- Degree-relevant prior learning credit awarded and transcribed by other accredited institutions, as well as credit transcribed by ACE on the Army/ACE Registry Transcript System (AARTS) and the Registry of Credit Recommendations (ROCR). Approved state and national certifications with minimum pass scores as outlined in approved Prior Learning Agreements such as our Medical Office Assistant Agreement with SOTC and our Nursing Career Mobility Pathway (Licensed Paramedics, LPNS, LVNS to RN)
- Individual portfolios using Council for Adult and Experimental Learning (CAEL) or other standardized guidelines
- "Higher Level" courses in the International Baccalaureate program
- Institutionally prepared examination
- Other publications as recommended by the American Council on Education

### CLEP EXAMS

Murray State College will award credit for CLEP (College Level Examination Program) exams taken at a national testing center (refer to the table below). Southeastern Oklahoma State University is the national CLEP center for southern Oklahoma. Students are responsible for arranging for a test date. For more information, students can contact the Southeastern testing center at 580-745-3022 or review their website at <http://homepages.se.edu/learningcenter/clep-tests>.

Subject Examination	MSC Course Equivalence	Minimum Score	Number of Credit Hours
Calculus with Elem Functions	MTH2215	61	5
College Algebra	MTH1513	52	3
College Mathematics	MTH1413	55	3
College Spanish I	SPA1114 & SPA1214	55	8
English Comp with Essay	ENG1113	50	3
Financial Accounting	ACC2103	55	3
General Biology	BIO1114 or ZOO1114 or BOT1114	60	4
General Chemistry	CHM1114 & CHM1214	50	8
Intro Psychology	PSY1113	50	3
Intro Sociology	SOC1113	50	3
Principles of Macroeconomics	ECO2113	50	3
Principles of Microeconomics	ECO2123	50	3



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## CREDIT FOR ADVANCED PLACEMENT

As listed in the table below, Murray State College will award credit for the Advanced Placement (AP) program for high school students. Advanced Placement courses allow students to take college-level course work in high school and receive credit from Oklahoma state colleges and universities. For more information on Advanced Placement, visit the College Board website at <http://apcentral.collegeboard.com/home>.

Subject Examination	MSC Course Equivalence	Minimum Score	Number of Credit Hours
Art History	ART1113	3	3
Biology	BIO1114	3	4
Calculus AB	MTH2215	3	5
Calculus BC	MTH2215 MTH2215 & MTH2315	3 4	5 10
Chemistry	CHM1114	3	4
Computer Science A	CS1313	3	3
English Language	ENG1113	3	3
English Literature	ENG113 ENG1113 & ENG1213	3 4	3 6
Government & Politics-US	GVT1113	3	3
Human Geography	GEO2443	3	3
Macroeconomics	ECO2113	3	3
Microeconomics	ECO2123	3	3
Music Theory	MU1202	3	2
Physics B	PHY1114 & PHY1214	3	8
Physics C – Electrical & Magnetism	PSY1214	3	4
Physics C – Mechanics	PHY1114	3	4
Psychology	PSY1113	3	3
Spanish Language	SPA1114 & SPA1214	3	8
Studio Art 2-D Design	ART1123	3	3
Studio Art 3-D Design	ART1133	3	3
Studio Art Drawing	ART1213	3	3
US History	HST1483 & HST1493	3	6
World History	HST1423 & HST1433	4	6

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## MILITARY TRANSCRIPTS AND TRANSFERRING CREDITS FOR VA

Murray State College provides academic credit to a military veteran, who was honorably discharged in the previous three (3) years for any applicable education, training and experience received through military duty that pertains to his or her area of study with MSC. Courses must meet the standards of the American Council on Education or equivalent standards.

Students transferring to Murray State College are required to submit official transcripts (institutional and military) from all colleges previously attended.

A transfer guide, located at <http://www.acenet.edu/news-room/Pages/Transfer-Guide-Understanding-Your-Military-Transcript-and-ACE-Credit-Recommendations.aspx> will assist the veterans in understanding the process of transferring military training and experience into college credit. This guide provides information about transfer policies and issues, in order to help students better navigate the process of transferring military training and experience into college credit.

The following websites provide information on how to validate a Service Member's military experience and training by providing corresponding ACE college credit recommendations:

- Army-American Council on Education Registry Transcript System (AARTS)  
<http://www.wv.ngb.army.mil/education/opportunities/aarts.aspx>
- ACE American Council on Education <http://www.acenet.edu/news-room/Pages/Transcripts-for-Military-Personnel.aspx>
- The Joint Services Transcripts for Military Personnel [http://www.militaryonesource.mil/education-and-employment/higher-education-for-service-members?content\\_id=281101](http://www.militaryonesource.mil/education-and-employment/higher-education-for-service-members?content_id=281101)
- Community College of the Air Force <http://www.airuniversity.af.mil/Barnes/CCAF/>
- United States Coast Guard [http://www.uscg.mil/hq/cgi/active\\_duty/go\\_to\\_college/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp)



# Financial Aid Information

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## FINANCIAL AID INFORMATION

Scholarship and financial aid programs at Murray State College are designed to provide either partial or full support to help families meet college costs. Help is available in the form of grants, work-study jobs, scholarships and loans. Scholarships are awarded to students of high academic achievement, special talent and/or need.

The Financial Aid Office will package financial aid from all programs available up to a student's calculated need. Students should therefore make application for the entire package of Federal, State and College sponsored programs rather than specific kinds of Federal Financial Aid. If a student is approved for credit by MSC for enrollment in a program of study abroad, Federal Financial Assistance may be available.

## APPLICATION PROCEDURE

Federal and State Financial Aid programs require that a student show financial need. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish financial aid eligibility.

The FAFSA may be completed on the Internet at the following address: <https://fafsa.ed.gov>. Other documents, such as a federal tax return, transcript, verification worksheet, etc., may be required and will be requested as needed. Students must submit official academic transcripts from all colleges and/or universities previously attended, to the MSC Registrar's Office. Students must also be admitted to the College and enrolled prior to financial aid being reviewed.

## WHEN TO APPLY

Students should apply for financial and scholarships as early as possible. Applications for scholarships are available on the MSC webpage [www.msco.edu](http://www.msco.edu) and the application deadline is in February. Even if a student does not think he/she needs financial aid or will not qualify, the student should still apply for federal aid through the FAFSA (Free Application for Federal Student Aid) as soon after October 1 each year as possible. Many scholarships, work programs and outside sources of aid such as Tribal funds, WIA, etc. require that a student apply for aid even though the student may not qualify for need-based aid.

**Scholarships:** For maximum consideration to receive a scholarship from Murray State College, all applications and necessary documentation should be received by the application deadline posted on the MSC scholarship portal. The deadline is typically in February.

**Federal Student Aid Programs:** To receive priority consideration for financial aid, students must be sure that all forms and applications, including the results of the FAFSA (Student Aid Reports or ISIRS) are received by the Financial Aid Office by December 1st, prior to the following Fall semester for which funding is desired. Students must complete the form online at <https://fafsa.ed.gov> and provide an electronic signature by applying for a FSA ID and password.

Students are encouraged to apply even if they miss the December 1<sup>st</sup> priority deadline, since limited funding may be available.

## HOW TO APPLY

The application process is as follows:

1. Fill out the application forms. Complete the signature page by providing a FSA ID. No fee is charged to complete the FAFSA or Renewal Application. Financial aid applicants must apply for admission to the College and enroll. Official academic transcripts from all schools previously attended must be submitted to the MSC Registrar's office. All of this should be done as soon after October 1<sup>st</sup> as possible to be considered for all types of aid.
2. In 2-3 weeks, the student will receive a Student Aid Report (SAR) from the processor. Review the received SAR and it is important to follow all instructions. If the SAR requires corrections, contact the Financial Aid office (FAO) for assistance. The FAO will receive the SAR electronically if the student listed MSC (code 003158) on the application and may be able to receive or correct a student's SAR electronically. Contact the Financial Aid Office for details.

If the SAR shows that the student has been selected for verification, the student and parent (if dependent) must transfer tax data from the IRS or submit a Federal Tax Return transcript. In addition, a student must also submit a completed Verification Worksheet, which may be obtained at the MSC Financial Aid office or online at [www.msco.edu](http://www.msco.edu) (see Downloadable Forms link of Financial Aid section).

If the SAR is not accurate, corrections must be made and the application is no longer considered complete. To process corrections electronically, the MSC FAO must have received signed documentation verifying the data elements requiring corrections. The MSC Financial Aid office receives FAFSA data from the federal government several times a week. If all required documents have been submitted and the financial aid file is complete and accurate, it generally takes two to four weeks to receive an award notice.

3. The priority deadline for applying for federal and state aid is December 1<sup>st</sup>. A complete and accurate financial aid file December 1<sup>st</sup> provides the

## Financial Aid Information

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best opportunity of being considered for all types of aid. In most cases a student must submit the application to the FAO while still enrolled, attending classes and eligible for payment. If a student must withdraw from school or if the application cannot be completed before the last day of the semester, contact the Financial Aid Office for specific information regarding late disbursement.

4. The Financial Aid Advisor will review a student's application when all required documents have been submitted. Files are reviewed in chronological order based on the date the last requested document was received. It typically takes 2-4 weeks from the date the student submits all required documents to complete the review process. If the Advisor determines that additional information is required to determine eligibility, a letter will be sent to the student. A student must respond as soon as possible to requests for additional information. If additional information is requested or corrections are required, the financial aid application becomes incomplete until the information is received and corrections are processed. The file will again be reviewed in chronological order based on the date additional documentation is received.
5. When the student's file is complete and accurate and the student is admitted and enrolled at the college, the FAO will send the student an award letter estimating eligibility. These awards are tentative since the FAO must recalculate eligibility based on census date enrollment, which is the 10<sup>th</sup> day of the Fall and Spring terms, 5<sup>th</sup> day of the Summer term, and two days for shorter terms.

### MSC Web Site

Murray State College's web site [www.msco.edu](http://www.msco.edu) also has helpful information for the types of aid available, applying for aid, downloadable forms, condition of awards, disbursement policies, satisfactory academic progress policy, consortium agreements, completing the Free Application for Federal Student Aid (FAFSA), sources of outside assistance, etc. The About MSC link on the MSC homepage contains the required consumer information about the college. The Financial Aid section also contains links to the following:

1. FAFSA on the Web
2. Applying for a FSA ID on the web (allows electronic signature and electronic access)
3. On-line Entrance Counseling for Student Loans
4. On-line Exit Counseling for Student Loans
5. On-line Promissory Note for Student Loans
6. FastWeb – a nationwide scholarship search site
7. U.S. Army
8. Ombudsman for Student Loans
9. Chickasaw Education Services
10. NSLDS – National Student Loan Data System
11. Financial Literacy Counseling

### THE STUDENT'S AWARD

An award letter will be mailed to the student as soon as possible after the Financial Aid Office receives all application forms and necessary documentation, the file is complete and accurate and the student is admitted and enrolled. The award letter indicates the types and amounts of aid awarded. If a student has a calculated financial need, it will probably be met by a combination of several types of aid. A typical aid package may consist of a scholarship, Federal Pell Grant, Federal Work Study and Federal Loans. Award letters need not be returned. The Financial Aid Office assumes the student will accept all grants, work study, scholarships and outside aid unless the student notifies us in writing that he/she is declining the aid awarded. Students must submit a completed Loan Request Form and complete online Loan Entrance Counseling and online Master Promissory Note before student loans will be processed. Students receiving award letters by email are required to view the awards on the web and review conditions of the awards, award notice instructions, academic progress policy, etc. on the MSC website. Students unable to view these documents online should contact Financial Aid for assistance. This document notifies the student of eligibility requirements, disbursement policies, etc. Students must be **enrolled and attending class** to maintain eligibility for financial aid.

Students who cease attending class (unofficial withdrawal) officially withdraw from MSC or fail to receive a single passing grade for the term may be subject to termination or repayment of financial aid received.

An initial financial aid award is made with the assumption that the student will enroll full time. Unless the Satisfactory Academic Progress Policy prohibits it, the student's award will be made for the entire academic year. The academic year is 32 weeks (fall and spring terms). The summer term is treated as a trailer to the previous academic year. A student's enrollment status will be checked at the end of the 100% refund period each semester and the awards will be adjusted if the student's enrollment differs from the assumed enrollment. For financial aid purposes full-time is a least 12 credit hours per term, including summer semester.

If a student drops a class after the 100% refund period but remains enrolled, the awards will not be revised unless the student is receiving OTAG or a loan. Oklahoma State Regents for Higher Education policy requires that a student be enrolled in at least 6 credit hours at the time the enrollment is verified for OTAG (the time of verification varies from semester to semester). A student loan borrower must be enrolled in at least 6 credit hours at the time the loan funds are disbursed.

# Financial Aid Information

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## INTERSESSIONS

Interession semesters are considered a part of the regular semester following it: i.e. Christmas Interession/Spring, Late Spring Interession/summer, and Late Summer Interession/Fall. Students can use financial aid to pay for interession courses provided they do not exceed the total amount awarded to them for any given academic period. Financial assistance for interession courses will be disbursed using the timetable and procedures established for the subsequent full semester (i.e. aid for the Winter Interession will be disbursed according to the Spring semester disbursement schedule).

Students suspended at the end of the previous semester may not use their Interession courses to regain eligibility for the subsequent term (i.e. students suspended at the end of the Fall term may not regain eligibility for Spring aid by taking Interession courses). Students awarded financial aid for the Fall and Spring terms may use the Interession to make up deficiencies from the prior term.

## ELIGIBILITY REQUIREMENTS

In order to be eligible for aid, financial aid applicants must meet the following requirements:

1. Must have documented need.
2. Must enroll as a regular student in an eligible program.
3. Must be a U.S. citizen or an eligible non-citizen.
4. Must be making satisfactory academic progress.
5. Must be registered with Selective Service, if required.
6. Must sign a Statement of Education Intent, promising to use the aid only for school related expenses (included on FAFSA).
7. Must sign a statement that no refund is owed on any education grant and that he/she is not in default on any student loan (included on FAFSA).
8. Must have a High School Diploma, GED or have been home schooled.
9. Must be attending class.
10. Must not be suspended from Title IV aid eligibility due to drug-related convictions.

## IF A STUDENT DOES NOT QUALIFY FOR AID

A student who does not qualify for aid based on the completion of the need analysis still may be able to get help. A student may qualify for an adjustment based on a documented change in financial circumstances or the student may apply for programs that do not require that he/she have financial need. The programs that do not require demonstrated need but still require application for financial aid are most scholarships, jobs funded by the institution (not Federal Work Study), the Federal Unsubsidized Stafford Loan and the Parent loans for dependent students. In addition, if a student has expenses related to dependent care or a disability that are not paid by some other source, the student should contact the Financial Aid Office about the required documentation needed to re-evaluate the estimated need for aid.

To apply for an adjustment, the student should either complete an Unusual Circumstance Form (available at the FAO) or submit a signed statement detailing the change in circumstances that may affect eligibility, such as a death in the family, loss of job, or loss of untaxed income, etc. These must be documented by providing copies of death certificates, letters from former employers verifying loss of job, etc. The student must also document how this change will affect the family income. For example, if 2016 income was used to complete the FAFSA, estimates of 2017 taxable and non-taxable income must be provided. Students selected for verification must submit all required documents to complete verification before an adjustment will be considered. Adjustments may also be made for students in certain degree programs that have documented educational costs in excess of those allowed for in the typical student budget. For example, Gunsmithing students and Nursing students have additional expenses for tools, supplies, uniforms, etc. and some students may need to purchase a computer. A one-time allowance will be considered for a computer and software. The decision of the Financial Aid Administrator regarding whether an adjustment is made is based on federal guidelines and that decision is final. A student may not appeal the decision to the college or to the federal government.

## STUDENT EXPENSES

It is important for students to consider all of the costs associated with attending college. These costs include enrollment fees, room and board, books, transportation and personal expenses such as clothing, medical, laundry, etc.

All fees, tuition and room and board information can be found at [www.mscok.edu](http://www.mscok.edu) under "Future Students – Cost of Attending". A student may want to use this information to help construct a realistic budget for the time spent at Murray State College. A student will need to compare this budget to his/her financial aid award. The student will be expected to make up the difference in direct costs to the College and amount of actual financial aid awarded.

The Financial Aid Office (FAO) uses an average Cost of Attendance Budget to determine total aid awarded (financial aid package). Student living off campus or with parents may contact the FAO to obtain cost estimates. Students with expense in excess of these costs must submit documentation to the FAO (see 'If a Student Does Not Qualify for Aid').

## DISBURSEMENT POLICIES

The amount of a student's aid will be computed to the maximum amount possible in accordance with his/her need analysis and the availability of funds. Declined awards that are replaced with another type of aid will not be reinstated. In the event that this amount does not cover all costs, the student must

# Financial Aid Information

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make arrangements with the Business Office to pay the balance from some other source. Financial Aid may not be used for deposits, physical exams or any other fees that must be paid prior to registration. Murray State College has no obligation to make this aid available until after classes begin and the student is properly admitted, enrolled and attending class. The student must have submitted required academic transcripts from all colleges previously attended and met all eligibility requirements prior to financial aid being disbursed.

Awards for the Fall and Spring semester are normally made at the same time. Students on probation or academic plans will be awarded for the Fall and Spring semesters and academic progress is reviewed at the end of each semester. Students placed on Financial Aid Suspension because they do not meet the requirements of the Satisfactory Academic Progress Policy, will be denied Financial Aid and aid awards for subsequent semesters will be cancelled. One-half of the total aid for the school year will be made available in the Fall semester and one-half in the Spring. Awards for Summer school are made late in the Spring semester. Funds for Summer school are disbursed on a different schedule. The Financial Aid Office will evaluate Summer Financial Aid eligibility when all documents have been submitted and the student has enrolled for the Summer term. Students who attend full-time Fall and Spring may have a little to no remaining funding available for Summer.

If a student withdraws (either officially or unofficially ceases class attendance) or fails to receive a single passing grade for the term, return of Title IV Aid calculations will be made based on the Federal "Return of Title IV Aid Policy".

A sample disbursement schedule is listed below. This assumes that the first day of the Fall term is 8/13 and the first day of the Spring term is 1/14. Disbursements are made approximately four (4) weeks after the first scheduled class day.

## **RETURN OF TITLE IV AID POLICY: WITHDRAWAL AND PAYBACK OF FUNDS**

### **Refund Policy for Tuition and Fees**

First ten days of a regular semester .....	100%
First five days of an 8-week semester .....	100%
First two days of a shorter term .....	100%
Thereafter.....	No Refund

## **Official Withdrawal Process**

To officially withdraw from all courses, students must notify the MSC Registrar's Office in writing. Students may use the MSC Change of Registration Form located on the Registrar webpage, submit a written letter, or submit an email to the MSC Registrar Office/

### **Leave of Absence**

Although Murray State College has a Leave of Absence Policy for academic reasons, it does not meet the requirements specified in 34CFR668.22(d). For more information on this policy refer to the Registration webpage.

### **Return of Federal Financial Aid for Complete Withdrawal**

Federal Financial Aid funds are awarded to students under the assumption that the student will attend school for the entire period for which the aid is awarded. Sometimes students need to completely withdraw from classes due to emergencies or other problems. Regardless of the reason for withdrawal, the Federal Government requires that students, who withdraw before the 60% point of the semester, repay Federal funds received. This Federal Law is called Return of Title IV Aid.

Students receiving Federal Financial Aid who completely withdraw from all classes, officially or unofficially (stop attending classes or fail to receive a single passing grade for the term), will be subject to the Return of Title IV Funds policy. This policy applies to students receiving assistance through the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Iraq Afghanistan Service Grant, Federal Subsidized Direct Stafford Loan, Federal Unsubsidized Direct Stafford Loan and Federal Direct PLUS Loan.

Students who withdraw before the end of the 100% refund period or who withdraw after the end of the 60% point will not have to repay Federal Aid received.

When a student officially withdraws, the Registrar's Office will notify the Financial Aid Office. The withdrawal form gives the FAO the official withdrawal dates. The FAO determines the institutional charges, aid disbursed and the aid that could have been disbursed. Institutional charges include tuition and fees, on campus room and board, and required books and supplies. At the end of each semester, the FAO will determine those students who unofficially withdrew and use the 50% point to calculate the amount of aid to return to the Federal programs, unless the student proves attendance past the 60% point in the semester while it is still possible to reverse the return of aid to the Federal program.

After determining a student's withdrawal date, the FAO will use the U.S. Department of Education's Return of Title IV software on the web to determine if the amount of aid disbursed to the student is greater than the amount of aid the student earned. Any unearned funds must be returned to the

## Financial Aid Information

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Federal Student Aid Program. If at the time of withdrawal, the amount disbursed to the student is less than the amount earned, the student may be eligible to receive a post-withdrawal disbursement. If eligible, the student will be notified by mail and will have 14 days to respond and approve or deny the post-withdrawal disbursement.

The Return of Title IV calculation uses the number of days enrolled divided by the number of days in the term to get the percentage of aid earned. Students who remain enrolled beyond the 60% point of the period of enrollment are considered to have earned 100% of aid received. Students enrolled less than 60% of the periods of enrollment are responsible for repaying the aid.

Here is an example of what happens if a student withdraws before the 60% point:

*A student receives a Pell Grant of \$1,875 and a Subsidized Stafford loan for \$1000 for a total amount of Federal Aid of \$2,875. The student's tuition, fees, room and board and bookstore charges for the semester total \$3,000. If the student withdraws on the 25<sup>th</sup> day of a semester that has 121 days, approximately \$2,300 or 80% of the funds would have to be repaid.*

Once the Return to Title IV calculation has been completed, MSC will return the unearned portion to the Federal Aid programs in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity
6. Iraq Afghanistan Service Grant

Murray State College must complete the Return of Title IV process within 45 days of the date of a student's withdrawal.

### SATISFACTORY ACADEMIC PROGRESS POLICY

Murray State College has established this Satisfactory Academic Progress Policy (SAP) using the new guidelines required by the Federal Government (CFR 668.34). Students must meet all three of the minimum standards indicated below to be eligible to receive financial aid from the Federal Title IV programs, which include Pell Grants, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-Study and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan and Plus Loan). This policy also impacts State Programs such as the Oklahoma Tuition Aid Grant program (OTAG) and Oklahoma Promise. The following minimum requirements must be met regardless of whether or not the student has received financial aid:

1. **GPA REQUIREMENTS:** 2.0 retention/graduation GPA
2. **CUMULATIVE HOURS REQUIREMENT (PACE):** 70% of all coursework attempted
3. **MAXIMUM TIME FRAME:** 96 credit hours for first MSC associate degree; additional 40 hours allowed for 2<sup>nd</sup> MSC associate degree.

### Satisfactory Academic Progress (SAP) Evaluation:

1. The Financial Aid Administrator will evaluate SAP at the end of each academic year.
2. The MSC academic year is Fall and Spring with the subsequent Summer as a trailer.
3. For students attending Fall/Spring/Summer, Spring/Summer or Summer only, SAP is evaluated at the end of the Summer term.
4. For Students attending Fall/Spring or Spring only, SAP is evaluated at the end of the Spring term.
5. For students attending Fall only, SAP is evaluated at the end of Fall term.
6. For students on financial aid probation or an Academic Plan, SAP is evaluated at the end of each Summer.

### PACE:

1. PACE is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. Some examples of PACE are:
  - a. Student attempts 14 hours and completes 11 hours. 11 divided by 14 is 78% and the student has successfully met the PACE requirement.
  - b. Student attempts 6 hours and completes 4 hours. 4 divided by 6 is 66% and the student has not successfully met the PACE requirement.
2. Students must complete 70% of coursework to meet the PACE requirement.
3. Hours attempted is based on the number of hours enrolled in at the end of the 100% refund period (close of business on the 10<sup>th</sup> day of Fall and Spring and the 5<sup>th</sup> day of Summer). The refund period varies for shorter enrollment periods.
4. Grades of A, B, C, D, S and P are counted as hours successfully completed.
5. Grades of I, U, F, N, W and AW are counted as hours attempted but not successfully completed.
6. Transitional courses are not counted in either PACE or the maximum timeframe and are not calculated in the GPA.
7. Audit courses are not eligible for financial aid and are not counted as hours attempted.

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8. All classes attempted at all institutions are counted in the PACE and maximum timeframe.
9. For repeated courses where the original grade is a D or F, only the second and any subsequent attempts up to a maximum of 4 courses are counted.
10. To properly monitor your SAP progress, manually count all credit hours attempted and earned as the academic transcript may not accurately count withdrawals, etc.

### Maximum Timeframe:

1. Students have a maximum of 96 attempted hours to complete the first MSC associate degree.
2. Students have a maximum of 40 additional hours beyond the first MSC associate degree to complete a second MSC associate degree.
3. Students are only eligible to receive Federal Financial Aid for two associate degrees at MSC.
4. Students planning to transfer to a four-year school and pursue a bachelor's degree need to be aware of the Federal maximums on the various programs to ensure they don't run out of eligibility before completing their bachelor's degree.
5. Students transferring to MSC with hours in excess of 96 will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal.
6. Changes in major do not automatically extend the maximum timeframe. However, they may be considered as a mitigating factor during the appeals process. The Financial Aid Appeals Committee will determine if additional time is warranted.
7. For appeals of the maximum timeframe the Financial Aid Office will request a degree check.

### Probation and Academic Plans:

1. Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.
2. Students on financial aid probation must meet all the requirements of the Satisfactory Academic Progress Policy at the end of the probationary semester or they will be placed on financial aid suspension.
3. The Appeals Committee may place a student on an Academic Plan to ensure the student is able to meet the SAP requirements by a specified point in time.
4. SAP will be reviewed at the end of each semester for students on Academic Plans. As long as the student meets the minimum requirements of the Academic Plan, the student will remain eligible for financial aid. If the student fails to meet the minimum requirements of the Academic Plan, the student will be placed on financial aid suspension.

### Suspension:

1. Students on financial aid suspension are not eligible to receive financial aid from the following federal programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-study, and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and PLUS Loan).
2. Students on financial aid suspension are not eligible to receive financial aid from the following state programs: OTAG and Oklahoma Promise.
3. Students who fail to meet all the requirements of the SAP policy will be placed on financial aid suspension.
4. Students who fail to meet the SAP requirements at the end of a probationary semester will be placed on financial aid suspension.
5. Students who fail to meet the minimum requirements of an Academic Plan will be placed on financial aid suspension.
6. Students on financial aid suspension may regain aid eligibility if their financial aid appeal is approved.
7. Students may regain aid eligibility by taking courses and meeting all of the SAP requirements. Students must request reinstatement in writing when the student has regained compliance with SAP.

### Appeals:

1. Students may appeal financial aid suspension by following the steps on the MSC Satisfactory Academic Progress Appeal Form.
2. The student must document (submit proof) any extenuating circumstances the student feels contributed to the failure to meet SAP requirements. The student must also indicate what has changed that will allow the student to successfully meet the SAP requirements at the end of the next evaluation.
3. Some examples of extenuating circumstances are: death of an immediate family member, extended illness, divorce, etc. Some examples of proof of extenuating circumstances are: copy of a death certificate, letters from doctors, hospital discharge papers, copy of a divorce decree, etc.
4. Appeals are reviewed by the Financial Aid Appeals Committee. The committee's decision is final.
5. Incomplete appeals will not be submitted to the Financial Aid Appeals Committee.
6. The Financial Aid Office will notify the student of the decision of the Financial Aid Appeals Committee.
7. If the appeal is approved, the student will be required to meet with the Financial Aid Administrator to review any conditions of the appeal or Academic Plan before financial aid will be awarded/dispensed.
8. The federal government does not permit back to back appeals for the same extenuating circumstance.
9. Appeals cannot be approved for semesters that have already ended.
10. For appeals of the maximum timeframe, Financial Aid will request a degree check.



# Financial Aid Information

## Transfer Students:

1. Transfer Students must submit official transcripts from all institutions to the MSC Registrar's Office.
2. All transfer hours from accredited colleges accepted by the Registrar Office will be transcribed on the MSC transcript and will count toward GPA, PACE and maximum timeframe. Financial aid eligibility will not be determined until all official transcripts have been submitted to the MSC Registrar's Office.
3. Students with transfer hours that do not meet the standards of the MSC Satisfactory Academic Progress Policy will be placed on financial aid suspension.
4. Students with transfer hours in excess of the maximum timeframe will be placed on financial aid suspension.

## **FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

A Federal or State drug conviction can disqualify students for Federal Financial Aid. Under the Higher Education Act, Title IV Section 485(k), students become ineligible for Federal student aid programs upon a conviction under State or Federal Statutes for the sale (includes convictions for conspiring to sell drugs) or possession of drugs which occurred during a period of enrollment for which the student was receiving Title IV financial aid. Students who lose eligibility for Federal Financial Aid for drug law violations will not be eligible for aid from the following: Federal Pell Grant, Supplemental Educational Opportunity Grants (SEOG), Iraq Afghanistan Service Grants, Federal Work-Study and Federal Direct Loans (Subsidized, Unsubsidized and PLUS).

Loss of financial aid eligibility only counts for convictions that occurred during a period of enrollment for which the student was receiving Federal Financial Aid. Students convicted for possession or sale of drugs during other periods of time do not result in loss of financial aid eligibility. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The chart below illustrates the period of time the student will be ineligible to receive Federal Financial Aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite Period
3+ Offense	Indefinite Period	Indefinite Period

If the student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains Federal Financial Aid eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or effectively passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the school that the rehabilitation program was successfully completed.

Standards for a Qualified Drug Rehabilitation Program: A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a Federal, State or local government program.
- Be qualified to receive payment directly or indirectly from a Federally or State licensed insurance company.
- Be administered or recognized by a Federal, State or local government agency or court.
- Be administered or recognized by a Federally or State licensed hospital, health clinic or medical doctor.

## **FEDERAL AID PROGRAMS**

(THIS INFORMATION IS SUBJECT TO CHANGE BY THE FEDERAL GOVERNMENT.)

Murray State College is certified by the United States Department of Education to participate in the following programs:

# Financial Aid Information

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## Federal Pell Grants

A grant is money given to a student to enable him/her to attend college. It does not have to be paid back. These grants are available to eligible undergraduate students who show a need. Students attending less than half time may be eligible to receive a Federal Pell Grant. Since the Federal Pell Grant Program is the foundation upon which all financial aid packages are built, all students must apply for the Pell Grant by completing the FAFSA before any financial aid will be awarded. Students will receive a Student Aid Report (SAR) from the Federal processor 2-3 weeks after submitting the FAFSA. The Financial Aid Office will receive the results electronically. Funds are available for eligible applicants for up to 12 full time semesters, if the student is in compliance with the Satisfactory Academic Progress Policy.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants are available to eligible undergraduate students who show need. Students must be attending at least half time to be eligible. Funding is limited and is awarded to the most needy students in chronological order, based on the date the results of the FAFSA are received by the Financial Aid Office.

## Federal Work-Study Program (FWS)

Part time jobs are offered to students who have demonstrated financial need. Students must work to earn the amount of the award. Work Study allows students to 'help themselves'. Students work an average of 15 hours per week and are paid monthly for hours worked while gaining job experience. Students are paid at least minimum wage. Students who have accepted their work-study awards should contact the Financial Aid Office to determine job openings. The number of jobs available on campus to help students finance their education is limited.

## Community Service

Murray State College offers a variety of student employment opportunities to students desiring to participate in community service. These positions are funded through the Federal Work-Study Program. MSC operates a Fitness Center, Firing Range, auditorium, etc. available to and utilized by both MSC students and the general public. In addition, tutor positions in Family Literacy, America Reads and America Counts Programs are available. Students desiring to work in these areas should contact the Financial Aid Office for additional information.

## Federal Direct Stafford Student Loans

These are long-term loans made by the Federal Government. There are two types of Federal Stafford loans – Subsidized and Unsubsidized. The Federal Government makes the interest payments on the Subsidized Stafford while the student loan borrower is in school at least ½ time and during approved periods of deferment. There is now a 150% limit on Direct Subsidized Loan eligibility. Since MSC is a two-year school, students may only receive Direct Subsidized Loans for three years. This limit applies to students who borrowed their first loan after July 1, 2013. Once a student reaches the 150% limit, the student loses eligibility for more subsidized loans and loses subsidies on loans already received if the student has not completed the program. The student loan borrower is responsible for all interest payments on the Unsubsidized Stafford. The borrower may defer these interest payments, but they will be capitalized (the borrower will end up paying interest on interest and principal).

Stafford loan recipients must complete entrance counseling before the loan will be processed and exit counseling when MSC enrollment status drops below half time. Students may be eligible to defer payments for half time study, economic hardship, etc. Contact the Financial Aid Office for additional information on deferments since different deferments apply depending on the date the student first borrowed a loan.

## Federal PLUS Loans

These are also low-interest loans from the Federal Government. Students or parents may contact the Financial Aid Office for information about current interest rates. This loan may be available to families of dependent students when other types of aid do not meet their needs. Parents may borrow up to the cost of attendance less other financial assistance. Repayment normally begins the day after the first loan disbursement. Repayment may be deferred if the borrower is eligible for an approved deferment. Contact the Financial Aid Office for information on the types of deferments available.

Students and/or parents should check carefully before borrowing under any of the Federal Student Loan Programs. Be sure to read the loan application thoroughly and to ask questions about anything that is not understood. If a student fails to pay back his/her loan, the student could go into default. A defaulted loan could ruin the student's credit rating, jeopardize a tax refund, etc. Taking out a loan is serious and it is the student's responsibility to make sure that he/she understands the amount to be received, the amount that will have to be repaid and what deferment options are available. Contact the MSC Financial Aid Office for more information or for assistance.

The U.S. Department of Education has created a Student Loan Ombudsman position whose responsibility is to attempt to resolve complaints from loan borrowers. Contact the Financial Aid Office for information on how to contact the Student Loan Ombudsman for unresolved problems regarding student loans. Students may view their loan information at the National Student Loan Database (NSLDS) at [www.nslds.ed.gov](http://www.nslds.ed.gov).

## **STATE AID PROGRAMS**

### Oklahoma Tuition Aid Grant (OTAG)

This program is administered by the Oklahoma State Regents and provides funds to help college students who are Oklahoma residents meet the cost of college attendance. Priority consideration will be given those eligible students whose applications are received by December 1<sup>st</sup>. Students who complete a FAFSA will automatically apply for OTAG by listing Oklahoma as their state of legal residence, listing an Oklahoma school as their

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first choice for attendance and authorizing the Federal Government to release information to the state and college. Students must demonstrate need and meet other eligibility criteria to receive this grant. Students must enroll in at least 6 credit hours to be eligible. Undocumented immigrants meeting certain requirements may be considered for OTAG awards. Additional information is available at the MSC Financial Aid Office or by contacting the Oklahoma Tuition Aid Grant Program at (800) 858- 1840. Students who are residents of states other than Oklahoma may be eligible to receive assistance from their state agency. Contact the Financial Aid Office for a directory of state agency addresses and phone numbers.

### Oklahoma Promise

This state funded scholarship program pays for up to full general tuition for those students who qualify and are approved by the Oklahoma State Regents for Higher Education. Fees are not paid by this program. Students had to have signed up during the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade with a validated household income of less than \$55,000 and complete the required coursework and conditions outline by the Oklahoma State Regents Office.

A second determination of eligibility is done when the student attends college and the income cannot exceed \$100,000 to maintain eligibility. Students must complete the Free Application for Federal Student Aid (FAFSA) so the second income check can be completed. Students must also meet Murray State College's Satisfactory Academic Progress Policy to receive Oklahoma Promise. For more information, contact the Financial Aid Office.

### Tuition Waivers

Murray State College provides campus administered tuition waivers representative of the entire college community. The primary funding source utilized in support of these tuition waivers is the Oklahoma State Regents Tuition Waiver Scholarship. Policy for the Oklahoma State Regents Tuition Waiver Scholarship is determined by the Oklahoma State Regents for Higher Education. Tuition waivers are limited in number and will be awarded to eligible applicants as long as funding remains available.

The following tuition waivers are institutional based aid to students. They may cover tuition only (not fees) up to the amount awarded. These tuition waivers may be cancelled if the recipients receive assistance that covers tuition through Voc-Rehab, WIA or other sources or have gift and grant aid in excess of need. Exact amounts are subject to revision. Students must maintain a GPA specified by the tuition waiver. Contact the Financial Aid Office for details.

### President's Scholars Program (PSP)

Limited to students admitted to the Scholars Program. The President's Scholars Program is designed to offer an enriching personal, cultural, and academic experience to outstanding MSC students. Upon successful completion of the program, President's Scholars graduate "with honors". PSP sponsor determines amount of tuition waiver awarded. Waiver may not exceed the amount of resident tuition assessed to the student. In exchange for services performed, President's scholars are also eligible to receive a book waiver and a per semester cash scholarship. A limited number of room and board waivers are available.

Applicants to the President's Scholars Program must meet the following requirements:

1. A minimum of 21 National ACT Composite.
2. Submittal of a typed essay of at least 300 words in which the student describes him/herself, with emphasis on the people, places and experiences that have shaped the student. As part of the description, a significant educational experience is to be discussed.
3. An excellent high school grade point average.
4. Submission of MSC Application for scholarship.
5. Submission of President's Scholars Program Application.

Submit President's Scholars Program application to [scholarship@mscok.edu](mailto:scholarship@mscok.edu) by February 1st.

### Special Talent Program

Limited to students chosen to represent MSC on special talent teams: Baseball, Basketball, Softball, Soccer, Golf, Music, Art, Drama and Livestock Judging. Special Talent sponsor determines amount of tuition waiver award not to exceed amount of resident tuition assessed to the student.

Eligibility criteria: 2.0 retention/graduation GPA and selection by sponsor/coach.

### General Academic

Available to a) students with a 3.0 retention/graduation GPA; or b) Scholastic Contest Winners; c) Valedictorian/Salutatorians of Oklahoma high schools; or d) elected MSC Student Senate Officers. The Financial Aid Office will determine amount of tuition waiver awarded not to exceed amount of resident tuition assessed to the student. Students must declare a major prior to applying for this scholarship.

### Non-resident Tuition Waivers

Non-resident students will automatically receive a partial tuition waiver. Contact the Financial Aid or Business Office for more information on the amount of the waiver.

## Financial Aid Information

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For additional information on scholarships, tuition waivers, loans, grants and student employment, please contact the Financial Aid Office.

### Murray State College Foundation Scholarships

The MSC Foundation is a non-profit organization dedicated to supporting the College in its endeavors. Through the generosity of Foundation supporters, a variety of scholarships are available. For information on eligibility criteria, how to apply, available scholarships, etc. please view the MSC Scholarship Portal on the MSC webpage.

### OTHER FINANCIAL ASSISTANCE

#### Bureau of Indian Affairs (BIA)

The U.S. Government, through the Bureau of Indian Affairs, provides annual scholarship grants to Native American students to enable them to attend institutions of higher learning. Any interested student should contact their tribal representative.

### Benefits for Veterans and their Dependents

The following trademark attribution notice must also be used at least once and be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>. For more information, please visit, [https://benefits.va.gov/GIBILL/Trademark\\_Terms\\_of\\_Use.asp](https://benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

Veterans with at least 181 days of continuous active duty, some part of which occurred after January 31, 1955 may be eligible for educational benefits under the Veterans Readjustment Benefits Act of 1966. Children of deceased or totally disabled veterans when injury was service-connected may apply for assistance in college training under Chapter 35, Title 38, United States Code.

Applications for the above benefits should be filled with the Regional Office, Veterans Administration, P.O. Box 8888, Muskogee, Oklahoma 74401-8888 or call toll-free 800-827-1000 or at [www.gibill.va.gov](http://www.gibill.va.gov).

Murray State College is approved by the Oklahoma Department of Veterans Affairs State Approving Agency as an approved training institution for certain veterans, eligible dependents or survivors and active service members who qualify for federally enacted education benefits administered by the VA.

The MSC Registrar's Office provides general information on application for benefits, available programs, admission and enrollment. A primary function is the certification of student enrollment and attendance to the VA. Students may inquire at the Registrar's Office concerning eligibility.

The following information offers general guidelines for current and prospective students. Details and answers to specific questions are provided with assistance as required from the VA Regional office in Muskogee, Oklahoma.

1. VA processing of application and issuance of the first benefits check require 6-8 weeks from the first day of school.
2. The starting date for the payment period of the first benefits check is the date when the first term of attendance begins.
3. Students will obtain official degree plans from their advisors.
4. VA will pay benefits for only those courses required for degree completion as shown on official degree plans.
5. Students must provide evidence of planned course attendance to the Registrar's Office, in the form of acceptable PAID class schedules.
6. Certification to VA is made for each 16-week semester, 8-week Summer session.
7. VA-eligible students must satisfy the College's regular standards for academic progress and they must comply with class attendance requirements as defined by individual instructors.
8. Course load, length and type of course and number of dependents determine the dollar amount of benefit payments. To ensure awareness of course load requirements for fulltime, three-quarter time, one-half time and less than half time eligibility and payments, obtain information from the Registrar's Office Veterans Affairs Coordinator at the time of application and at each enrollment.
9. VA may not pay for repeat courses that have been successfully completed in the past.

The above information is applicable to all students attending Murray under Chapter 31 (Disabled Veterans), Chapter 32 (post-Vietnam "VEAP"), Chapter 35 (Dependents), Chapter 1606 (Selected Reserve), Chapter 30 (Montgomery GI Bill), Chapter 33 (Post 911) and other similar programs administered by the VA.

Information for currently enrolled Veterans:

1. Early enrollment for the upcoming semester and presentation of a paid schedule to the MSC Registrar's Office will facilitate the continuous receipt of benefits, provided the classes taken are required for degree completion.
2. Withdrawals from courses, course additions or any changes in schedule must be reported to the VA School Certifying Official located in the Registrar Office.
3. Active duty students may not duplicate reimbursement by both Tuition Assistance and VA for the same course.

# Financial Aid Information

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## Vocational Rehabilitation

The State Board of Education, through the Vocational Rehabilitation Division, offers payment of tuition and other services to students who have substantial employment handicaps, provided the vocational objective selected by the student has been approved by a representative of the Division.

### **Application for such services should be sent to:**

Division of Vocational Rehabilitation  
3535 N.W. 58<sup>th</sup> Street  
Suite 500  
Oklahoma City, OK 73112  
800-845-8476

## STUDENT RIGHTS

The student has the right to the following:

1. Know what financial aid programs are available at Murray State College.
2. Know the deadlines for submitting applications for each of the programs available.
3. Know how financial aid will be distributed.
4. Know how much financial need has been met, as determined by the Financial Aid Office in accordance with Federal guidelines.
5. Know what resources were considered in the calculation of need.
6. Know the institution's Return of Title IV Aid Policy.
7. Request examples of the Return of Title IV Aid Policy calculations.
8. Know the Cost of Attendance Budget used to determine the financial aid package.
9. Know what portion of the student financial aid received must be repaid and what portion is a grant. If a loan is received, the student has the right to know the rate of interest, the total amount to be repaid, the payback procedures, the length of time allowed to repay the loan and when the repayment is to begin.
10. Know how the institution determines whether satisfactory academic progress is made and what happens if it is not.
11. Expect confidentiality.

## STUDENT RESPONSIBILITIES

The student must do the following:

1. Adhere to financial aid policies, deadlines, etc.
2. Complete all application forms accurately and submit them on time to the appropriate office or address.
3. Must attend classes.
4. Must notify the Financial Aid Office immediately if he/she is receiving assistance other than that indicated on the award letter.
5. Must provide correct information on all documentation. In most instances, misreporting information on student financial aid forms is a violation of federal law and may be considered a criminal offense.

# Financial Aid Information

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## GLOSSARY OF FINANCIAL AID TERMS

**Award** – the amount of aid offered based on need analysis.

**Deferment** – an approved postponement of loan repayments.

**Eligibility** – requirements that must be met in order to receive aid.

**Grants** – money awarded for college expenses, which does not have to be repaid.

**Jobs** – part time work to help pay the cost of education.

**Loans** – money that is borrowed to help pay for education. Loans must be repaid with interest.

**Master Promissory Note** - the legal document that details a borrower's rights and responsibilities on a loan program.

**Need** – the amount of aid that can be received according to the following formula: Cost of Attendance – family contribution = need. Unsubsidized Federal Stafford Loans and PLUS loans may be used to replace family contribution unless the student is receiving other assistance.

**Need Analysis** – the process that determines need, beginning with filing the Free Application for Federal Student Aid (FAFSA). After filing, the student will receive a report telling the MSC Financial Aid Office how much aid the student is eligible to receive.

**SAR (Student Aid Report)** – the report the student receives after filing the FAFSA.

**Successful Completions** – earn a grade of S, P, A, B, C or D for a course.

**Scholarship** - money awarded for college expenses, which does not have to be repaid.

**Tuition Waiver** – money awarded for tuition, which does not have to be repaid.

**Verification** – the process requiring the student to submit individual and/or parents' financial documents to be used to compare to the information filed on the Free Application for Federal Student Aid (FAFSA).



# STUDENT EXPENSES

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## STUDENT EXPENSES

### General Fee Refund Policy

The refund policy for fees and tuition for students who withdraw from Murray State College is as follows:

During the first two weeks of a regular session	100%
During the first week of a Summer session ...	100%
During the first two class days of an intersession	100%
Thereafter .....	No Refund

Any student considering withdrawing from school before the 60% point of the semester may be required to pay back a portion of their Federal Financial Aid. All financial aid recipients planning to withdraw early must see their Financial Aid Advisor before withdrawing from their classes.

Tuition and fees are charged to each student for each semester hour that the student is enrolled. Non-residents of Oklahoma are assessed at different rate. All fees are subject to change without notice. All fees and other obligations must be paid before semester grades or transcripts are issued.

Students withdrawing from school at any time are required to check out through the Academic Advisement Office, the Financial Aid Office and the Business Office.

Failure to pay all student charges by the end of the semester may result in garnishment of future income tax returns and notification to the appropriate credit bureau of your defaulted account. Accounts not settled with the Business Office may be turned over to an outside collection agency and assessed a delinquent penalty fee.

### LIVING EXPENSES

Room and board charges are assessed to the student's account during general enrollment after they have been assigned a room number. Students living in resident housing are required to take their meals in the College dining hall and may select from a 15-meal or a 19-meal plan. The College reserves the right to change the meal plan charges at any time if food prices or other factors necessitate. Resident housing students who wish to pay their account in installments must pay one-fourth of their total charges before classes begin and the remainder is to be paid in equal monthly payments. In order for students to pay in monthly payments, they must see the Business Office during general enrollment. This initial payment must be made at that time. Failure to comply with the signed promissory note may result in removal from the Cafeteria Meal Plan and/or removal from resident housing. In addition, an on-line site is provided for payment. Please contact the Business Office for more information.

### TERMINATION OF HOUSING CONTRACT BY RESIDENT

After the student has signed a housing contract, the contract may be terminated by the resident only for official withdrawal from the college or upon graduation. When the resident withdraws from the college or moves out of resident housing during the contract period he/she is responsible for room and board charges for that academic term. Violation of College housing regulations, including regulations applicable to students living in private off-campus housing, or violation of campus access regulations, shall render the violator subject to disciplinary action. If such violation leads to termination of the student's housing contract, the student will remain responsible for all costs incurred.

Resident will pay total rent at the Murray State College Business Office on or before payment date, which includes a required meal plan per semester for room and board in advance and without demand. Payment date is the first day of classes. Rent unpaid after the due date is delinquent and will authorize all remedies in this lease. If all rent is not paid on or before the due date, there will be a late fee assessed. If the resident moves during the lease period, he/she shall be responsible for the full contracted amount.

### CONTRACT FEE FOR RESIDENT HOUSING

A \$50 non-refundable Housing Contract Fee is required if you are a contractor for on campus housing. This contract does not guarantee availability of rooms.

Campus housing and the cafeteria are closed three times during the academic year:

1. Thanksgiving Break
2. Break between semesters
3. Spring Break

# STUDENT EXPENSES

## TEXTBOOKS, SUPPLIES & EQUIPMENT

Textbooks, supplies and equipment may be purchased through the MSC bookstore at the Tishomingo campus or the Murray On Main store in Ardmore. Qualified students may have a bookstore charge account created for their convenience. To have a charge account the student must see the Business Office. Textbooks and school supplies, clothing and novelty items may be charged but personal and food items may not. Certain forms of aid, such as Vocational Rehabilitation, VA and BIA have their own requirements and are subject to those limitations.

Textbooks purchased at the beginning of a semester may be returned for a full refund with an add/drop slip only through the end of the drop period. A full refund will only be given for Textbooks that can be returned to the publisher or resold as new. Cash will be refunded only with a cash receipt; otherwise your account will be credited. Only those checking out of school may return textbooks after the drop period for end-of-semester prices.

Textbooks will only be purchased by the bookstore on dates and times posted during finals of each semester. All decisions by the bookstore management on condition of textbooks repurchased are final. Textbooks may not be water damaged, have pages missing or be excessively worn. Textbooks may be written in or have text underlined.

No refund is allowed for supplies and equipment since students may purchase these at areas other than the MSC bookstore. Supplies and equipment are offered through the MSC bookstore for the student's convenience.

Textbook information for each semester can be found at [www.msco.edu](http://www.msco.edu) under 'About MSC/Consumer Information'.

## Refund Policy

Student Fee Refund Policy	
Refund policy for fees and tuition are as follows:	
First ten days of a regular semester .....	100%
First five days of an 8-week semester .....	100%
First two days of a shorter term .....	100%
Thereafter .....	NoRefund

## STUDENT FINANCIAL OBLIGATION

All fees, dues, tuition and room and board information can be found at [www.msco.edu](http://www.msco.edu) under "Future Students – Cost of Attending".

A student is responsible for dealing with all financial matters related to attendance at Murray State College. Counseling, in financial matters will be provided by the Financial Aid Office and/or Business Office. However, all financial obligations must be settled as required by College policy. In the event a student account or loan becomes delinquent, the College will initiate collection procedures in accordance with any applicable local, State and Federal regulations. The College will withhold services from any student who fails to meet his/her financial obligations. Withholding services includes, but is not limited to denial of registration, withholding grades and transcripts and denial of admittance to classroom, laboratories, housing and food service.

Please note that beginning August 1, 2019 the Veterans Benefits and Transaction Act went into effect. Although schools are allowed to have such policies, the law requires that for any students using Chapter 31 VocRehab benefits or Chapter 33 Post 9/11 GI Bill® no institution (public, private, for profit, or not for profit) may have a policy in effect that due to a delayed payment from the Department of Veterans Affairs: prevents enrolling, assesses a late penalty fee, requires securing alternative or additional funding, denies access to any school resources, classes, libraries, or other institutional facilities that are available to other students that have paid.

Any student who has not met or made arrangement to meet their financial obligations by the end of the third week of classes will not be permitted to attend class or remain in resident housing or eat in the cafeteria using a purchased meal plan.



# Enrollment

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## GETTING ENROLLED

### Course Add and Drop Procedures

Registration of students will be held on the days provided in the Academic Calendar. Students who fail to register on the dates stipulated will be required to pay a late registration fee.

The last day to enroll in classes at MSC is the 5<sup>th</sup> day of the regular semester and a proportional time for shorter terms. Any requests to enroll in classes after the identified date and before the financial aid census date must be made through the Academic Advisement Office and the faculty member. After the financial aid census date, approval to add courses must be obtained from the Office of Academic Affairs, through demonstration of exceptional circumstances and with the permission of the faculty member. Upon approval from the Office of Academic Affairs, enrollment additions must be submitted to the Registrar's Office. Classes added after the financial aid census date may not be eligible for financial aid.

Once a student is enrolled, he/she is responsible for the payment of all tuition and fees unless he/she officially withdraws from classes in person or in writing by the 10<sup>th</sup> day of a regular 16-week semester or a proportional time for shorter terms.

Students should not enroll in college-level courses, such as history or other elective courses, without necessary foundation in reading and writing.

### CLASSIFICATION OF STUDENTS

A freshman student is one who has fewer than 30 semester hours. A sophomore student is one who has credit for at least 30 semester hours. A full-time student is one who carries at least 12 hours per fall or spring semester and 6 hours during the summer term. Federal Financial Aid guidelines define "full-time" as 12 semester hours.

### FEDERAL CREDIT HOUR DEFINITION STATEMENT

Each credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours of outside class work per week for approximately 16 weeks. For semesters that are less than 16 weeks, student should also spend a minimum of two hours outside of class for every hour in class. Academic activities include, but are not limited to reading, writing, studying, research and completing worksheets. In addition, at least an equivalent amount of out of class work is required for laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours.

### NUMBER OF SEMESTER HOURS PERMITTED

A beginning Freshman may enroll for no more than 18 semester hours during the Fall or Spring semester or 9 semester hours during the Summer term, unless their prescribed courses of study provides for a heavier load. Other students may enroll for a heavier load with the approval of their advisors.

Students enrolling in over 21 semester hours in a regular semester or 10 semester hours during the summer must have the approval of the Vice President for Academic Affairs, but in no case will they be permitted to carry a load in excess of 24 semester hours during the Fall or Spring semesters or 12 semester hours during the Summer term.

### CLASS ABSENCE

Attending class and being on time are essential to being a successful student. There is no "safe" number of absences. A student who misses only one class, but misses a major examination could find his/her final grade lowered drastically as a result. Thus, it is the policy of Murray State College that students be on time for and attend all classes in which they are enrolled. More than one-hour absence per course hour enrolled is excessive. When a student's absences become excessive and the instructor determines that the student cannot achieve a passing grade, even if attendance is resumed the instructor may administratively withdraw the student. Students should note that if an administrative withdrawal takes place prior to disbursement of aid, the disbursement will be held until a recalculation of eligibility is completed. After aid disbursements students who are administratively withdrawn may still be subject to termination or repayment of financial aid received. Any student who is not administratively withdrawn or who does not withdraw will be maintained on the rolls and assigned the appropriate letter grade at the end of the semester. Students should consult with individual instructors regarding their specific application of the absence policy and review academic and financial aid policy regarding how course withdrawals or course failures affect satisfactory progress.

Absences are either excused or unexcused, with the exception of college-sponsored activities. Individual instructors will determine whether an absence is to be excused. An excused absence allows a student to make up, within a reasonable length of time, any course requirement missed due to the absence. An unexcused absence means that a student will not be permitted to make up course work missed as a result of the absence. However, when absences (either excused or unexcused) become so excessive that in the judgment of the instructor, the student cannot perform the requirements of the course, the instructor may administratively withdraw the student from the course.

# Enrollment

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## LEAVE OF ABSENCE POLICY

### **Military**

Murray State College will grant a leave of absence, not to exceed five years, to a student who is a member of the active uniformed military services of the United States and is called to active duty. Students called to active duty must submit a copy of the orders to the Registrar & Admissions Office. The student shall be eligible to:

1. Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid. If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, Murray State College will refund the tuition and fees paid by the student for the current term.
2. Receive an incomplete grade "I" for any or all courses for the period of active duty status provided that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty. The student must complete all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

### **Non-Military**

Students who are not called to active duty but have extenuating circumstances such as serious illness are not automatically granted a leave of absence. The student must document the circumstances with the Instructor and complete the Incomplete Grade Contract with each Instructor. The student must be passing the course at the time of the request and must have completed a minimum of seventy percent (70%) of the course. The student has up to one year to complete the coursework.

## REGISTRATION OF VEHICLES

All vehicles belonging to and/or driven by students must be registered with Campus Police. A parking sticker for the student's vehicle will indicate the registration and identify the automobile for parking.

## DROP/WITHDRAWAL FROM COURSES

The student must initiate all drops/withdrawals, other than administrative withdrawals by contacting the Registrar's Office or the MSC Office Suite in Ardmore. After the drop period, there is no refund made for the withdrawn courses.

**Drop:** Students may withdraw from a course during the published "Drop Period". This is the first ten days of a regular semester or a proportional time for shorter terms. No record of the course is indicated on the transcript. Students will receive a full refund for dropping from a course during this drop period.

**Withdrawal:** After the published "Drop Period" and any time prior to the end of the twelfth week of a regular term or a proportional time for shorter terms, a student may withdraw from a course with a grade of W. This period is called the "Last Day to Receive a W or AW" and is the 12<sup>th</sup> week of a 16-week semester or a proportional time for shorter terms.

A student withdrawing from a course after the published "Last Day to receive a W or AW" will receive a grade of W or F. The grade is assigned by the instructor and reflects the student's current academic standing in the course.

No course withdrawals are permitted during the last two weeks of a regular term or a proportional time for shorter terms unless extraordinary circumstances are documented and approved by the Vice President for Academic Affairs. A student who stops attending a course and does not officially withdraw from the course, will receive a failing grade.

## WITHDRAWAL FROM COLLEGE

If a student finds it necessary to withdraw from college before the completion of the semester in which he/she is enrolled, he/she must fill out an official withdrawal form in the Registrar's Office or the MSC Office Suite in Ardmore. The student may withdraw from one course or all of his/her courses according to policy explained under "Withdrawal from Courses" and all financial obligations to the college must be met. Students without official withdrawal from college, will result in grades of F.

## STUDENT CONDUCT

Murray State College has authority to maintain order and to discipline students for causing disorder and/or disrupting the College's educational environment. The Director of Resident Life is responsible for student non-academic discipline and the Faculty is responsible for academic discipline. Municipal, State and Federal statutes also govern student behavior.

# Enrollment

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## CELL PHONE AND ELECTRONIC DEVICES POLICY

MSC encourages the use of technology throughout the institutional environment. However, the use of such devices may be disruptive and disrespectful of others in certain instances. Therefore, every student is required to adhere to the following policy regarding the use of electronic devices within the course environment:

**Definition:** Electronic devices include cellphones smartphones, computers (laptops, notebooks, e-readers, netbooks and handhelds), MP3, still and movie cameras and other digital audio and video devices or other devices identified by the instructor.

**Policy Statement:** Instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes, class work, research or viewing electronic textbooks.

Students may be directed to turn off electronic devices if the devices are not being used for approved class purposes. If the student does not comply, the student may be asked to leave the classroom or have other disciplinary action taken.

In establishing restrictions, instructors must make reasonable accommodations for students with disabilities. At the start of the semester, students with disabilities who require electronic devices for their day-to-day functioning are to advise the ADA and Disability Services Compliance Officer in the Academic Advisement Center.

## Student Educational Rights and Privacy (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA-also known as the Buckley Agreement), students of Murray State College are guaranteed certain rights with respect to their educational records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day MSC receives a request for access. Exceptions to the right to inspect and review records are:
  - a. Confidential letters and statements of recommendation regarding admission, application for employment or receipt of an honor or honorary recognition, if the student has waived his or her right to inspect and review those letters and statements.
  - b. Financial records of his or her parents.

Students should submit to the registrar, head of the academic department, the Academic Affairs Office or other appropriate official, written requests that identify the records they wish to inspect. Positive identification of the student shall be required prior to examination of records. The MSC official will make arrangement for access and notify the student of the time and place where the records may be inspected. The student is not guaranteed the right to seclusion in examining the records or the right to remove any records. If the MSC official to whom the request was submitted does not maintain the records, 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.
3. Students may ask MSC to amend a record that they believe is inaccurate. The student should submit in writing to the MSC official responsible for the record and clearly identify the part of the record the student would like amended and explain in detail, the reason it is inaccurate.
4. If MSC decides not to amend the record requested by the student, MSC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment as well as information regarding the hearing procedures.
5. 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.
6. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official is a person employed by MSC in an administrative, supervisory, academic or research or support staff position including law enforcement unit personnel and health staff; a person or company with whom MSC has contracted, such as an attorney, auditor or collection agent; a person serving on the Board of Regents or a student serving on an official committee, such as disciplinary or grievance committee or assisting another college official in performing his or her tasks.
7. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. The right to refuse the release of directory information.

# Enrollment

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9. If the student chooses to exercise that right, he/she must appear in person in the Office of the Registrar by the tenth class day in the Fall or Spring semester or the fifth class day in the Summer term and sign a form stipulating that information not be released.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSC to comply with the requirement 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 20212-4606*

## **RELEASE OF STUDENT INFORMATION**

In accordance with FERPA, prior consent of the student is not required to release directory information. Directory information is a category of information and does not refer to a publication known as a "Directory". Students have the right to refuse the release of directory information as follows:

Information that MSC has declared to be directory information is listed below and may be supplied:

Student's name, address, telephone number, electronic mail address, photographs, participation in officially recognized activities and sports, field of study (major), honors and awards, weight and height of athletes, enrollment status (full or part time), dates of attendance, most recent previous school/college attended, classification, degrees and awards received and dates of receipt and anticipated date of graduation based on completion of hours.

FERPA requires the signed and dated consent of the student for the release to anyone, including parents with the following exceptions:

- a) Other college officials within the education institution who have legitimate educational interest,
- b) To Federal, State and local authorities conducting an audit, evaluation or enforcement of education programs,
- c) In connection with a student's application for or receipt of financial aid,
- d) Organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public,
- e) Accrediting organizations,
- f) Parents of a dependent student upon proof of dependency (exclusive of international students),
- g) To comply with a judicial order or lawfully issued subpoena,
- h) In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons,
- i) Directory information,
- j) Results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies,
- k) Disclosure to the parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

Personal Information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to the information without written consent of the student.



# Disability Services

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## DISABILITY SERVICES

### Equal Access

Murray State College is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at MSC.

“No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” – Section 504 of the Rehabilitation Act of 1973.

### ADMISSIONS

Admission decisions are made without regard to disabilities. All prospective students are expected to apply to MSC presenting all necessary documents and testing scores required.

Prospective students with disabilities are not required to identify themselves to the Registrar’s Office upon admission or the Academic Advisement Office upon enrollment. However, those interested in receiving academic accommodations are encouraged to meet with or contact with the Testing Center Coordinator on their respective campus as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

### FINANCIAL ASSISTANCE

Students with disabilities may qualify for additional financial aid to cover special equipment and supplies. Contact the Financial Aid Office at 580-387-7220 for more information.

### MSC DISABILITY SERVICES OFFERED

Murray State College works to make programs and facilities available to all students. The Testing Center Coordinators are responsible for receiving a request for academic or physical accommodations. These individuals will work with the student to obtain and review the required documentation and will assign reasonable accommodations based on documentation that supports the student’s request. Academic accommodations include, but are not limited to the following:

- Alternative testing formats
- Allowance to tape lectures
- Volunteer student note takers
- Copy of lecture notes
- Adaptive technology

### FACILITIES

Most facilities are fully accessible to students with physical disabilities by incorporating automatic doors, elevators and wheelchair friendly restrooms.

### Intellectual Disabilities

In addition to physical disabilities, MSC can provide reasonable services and accommodations for students with intellectual disabilities such as learning disorders, attention deficit disorder and other medical disorders.

### REQUESTING ACCOMMODATIONS AND SERVICES

First and foremost, the more quickly a student notifies the Testing Center Coordinator of his/her disability, the better the services MSC can provide.

All faculty have incorporated into their course syllabi an ADA Statement giving information about what to do if a student has a disability and wishes to request accommodations.

The Director of Student Life requests 90 days to complete the process of determining necessary housing arrangements for students with disabilities requests.

Students are required to provide appropriate documentation for their disabilities to the Testing Center Coordinator. The amount of required documentation will be based upon the nature of a disability and the nature and duration of the requested adjustments.

Documentation must be sufficient enough to support the requests.

Generally, documentation must be within three years of the first request to MSC. Older documentation is to determine current functional limitations. It is understood that the original diagnosis may not have changed, but the effects that it had on major life areas may have changed over time through treatment and adaptation.

# Disability Services

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Formal written documentation is required by a certified licensed professional and such documentation must be typed on letterhead of either the practitioner or agency housing practice. The documentation must be current and the testing instruments must be appropriate for use with adults. In general, the documentation of a disability should include the following:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis,
- A description of the diagnostic criteria used.
- A description of the current functional impact of the disability for use in establishing the need for and the design of accommodations.
- Treatments and medications, assistive devices currently prescribed or in use.
- A description of expected progression or stability of the impact of the disability over time.
- The credentials of the diagnosing professional.

Please keep in mind that high school IEP's do not count as "official" documentation of a disability; however, they will be considered on an individual basis.

Any accommodations will be considered in order for an accommodation to be granted, it must be supported by the documentation provided and it must be deemed as reasonable. Reasonable means that it meets the specific need of the student does not present an undue financial burden to the College and does not alter a core component of a class or academic curriculum of the College.

## **CONTACT INFORMATION**

Murray State College  
Charles Coulter  
Testing Center LS 119  
One Murray Campus  
Tishomingo, OK 73460  
580-387-7304

Murray State College  
Paula Michael  
University Center of Southern Oklahoma  
Room 228  
2901 Mt. Washington  
Ardmore, OK 73401  
580-319-0371

# Student Services

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## STUDENT SERVICES

### **COURSE ENROLLMENT**

The Oklahoma State Regents for Higher Education have established policy that requires assessment of all students upon admission to college and when they are at or near completion of their program of study.

Murray State College is an “open-door” institution and no Oklahoma resident will be denied admission on the basis of test scores; however, the entry assessment scores are used to assist academic advisors with enrolling students in classes for which their prior academic experience has prepared them.

Prior to enrollment, the prospective student should participate in standardized testing, such as the ACT, which would indicate the level of his/her academic achievements and their potential for academic learning. For those students who have not participated in such testing, the College will provide diagnostic testing prior to enrollment.

Students should not enroll in college-level courses, such as history or other elective courses, without necessary foundation in reading and writing.

### **ACCUPLACER TESTING AND PLACEMENT**

The ACCUPLACER is given to incoming freshmen who have already applied and been admitted to the school. To ensure student success at Murray State College and to keep compliant with the standards required by the State Regents of Oklahoma and the Higher Learning Commission, all students who have not taken the ACT or SAT or who have scored below a 19 in the areas of Writing, Reading and Math will be required to take the ACCUPLACER for placement. Study materials for the ACCUPLACER can be found by going to <https://accuplacer.collegeboard.org/students>.

### **ETS PROFICIENCY PROFILE**

Exit assessment scores are used to measure the academic gain achieved during the student’s time in college. This information is useful to both the student and the college in planning for the future. This mid-level assessment will be administered in select courses and to all graduating students who have less than 15 credit hours from another institution.

### **ACADEMIC ADVISEMENT**

The academic advisor takes a special interest in the welfare of his/her advisee and endeavors to assist the student in attaining academic success as well as assisting in the student’s growth as an individual outside of the classroom. Students will be assigned a graduation advisor depending on their declared major. This relationship is vital to developing a sound academic plan for degree completion. All students, regardless of major are welcome to utilize the Academic Advisement Office. The staff is available to all students who might have concerns in academic and vocational areas.

### **FRESHMAN CONVOCATION**

Freshman convocation is a part of the semester New Student Orientation requirements. Convocation means “a gathering of the community”. This ceremony welcomes the freshmen incoming class to Murray State College emphasizing the importance of higher education and degree completion.

### **STUDENT ORIENTATION**

All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in the Success Strategies (COL1211) course and attend the New Student Symposium (COL1211L). This program is designed to enhance student learning by providing an introduction to the collegiate environment. Students will attend the New Student Symposium offered on a day prior to a regular term and an 8-week course focused on skilled learning objectives to promote success, retention and degree completion. This program plays a crucial role in a student’s first year experience.

### **CAREER GUIDANCE**

Many students entering Murray State College have not determined a major field of study. The goal of career guidance is to provide opportunities for students to explore and select a career that best meets their needs, interest and abilities.

### **LIBRARY/LEARNING RESOURCE CENTER**

The MSC Library/Learning Resource Center (LRC) is a comfortable service oriented facility. A friendly knowledgeable staff is available to assist students in the use of electronic library resources, which include the MSC catalog, online full-text periodicals and credible web-based databases.

In addition to books, e-books, DVD’s and audio books, the library purchases magazines for recreational reading. Current events are streamed on the four televisions with cable access.

# Student Services

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The Help Center, located in the Library/LRC offers free tutoring services by professional tutors in a variety of subject areas throughout the day and evening hours. Computers and wireless Internet are available for student use. Study groups are encouraged to use the library conference room. Contact 580-387-7300 for more information.

## **SUBSTANCE USE/ABUSE COUNSELING SERVICES**

The Student Affairs Office provides referral services for students. MSC has adopted a drug-free campus policy (Public Law 101-226). A copy of this policy is available from the Student Affairs Office.

## **STUDENT RETENTION**

Murray State College initiated an intensive college-wide retention program in the Fall semester of the 1985-1986 academic year. The four areas of the retention program provide students assistance in adapting to the demands of college. The goal is to retain the largest possible enrollment of successful students.

1. **College-Wide Student Assessment:** Student assessment is designed to assure that all new students will be assessed for appropriate placement in college curricula.
2. **Remediation Curriculum:** The Remediation Curriculum is designed to provide the student with preparation in the basic skills necessary to perform college work. The Remediation Curriculum consists of the following basic skills courses for students who have been assessed and found to be deficient: Foundations of Reading and Writing I - 5 hours; Foundations of Reading and Writing II - 3 hours; Foundations of Arithmetic - 2 hours; Foundations of General Math - 4 hours; and Foundations of Algebra - 4 hours.
3. **Tutoring Help-Success Center:** Designed to provide assistance by offering free tutoring services.
4. **Social Integration of Students:** Social events and activities are scheduled to enhance student involvement on campus.

As a part of the retention program, students will be assigned grades at the four-week period and an early intervention program has been developed to increase academic success.

## **STUDENT SUPPORT SERVICES**

Student Support Services is a federally funded program designed to assist eligible students with their academic endeavors. The program's goal is to improve the retention and graduation rate of eligible students. Services offered include academic advisement, career and personal counseling, financial aid counseling, study skills workshops and transfer assistance.

To meet the eligibility requirements, students must:

1. Be enrolled as a MSC student
2. Have an academic need
3. Belong to one of the following groups:
  - a. First-generation college student (neither parent has a 4-year college degree)
  - b. Financially disadvantaged (as determined by Federal guidelines) or
  - c. Have a documented disability

For more information, call 580-387-7260 or visit the Student Support Services office.

## **VOLUNTARY HEALTH PROGRAMS**

Insurance companies make voluntary programs of student health protection available. This protection is designed to meet the needs of students in case of serious illness or accident. The programs provide "year-round" protection to students both during school terms and summer vacations and are available to students at a special low cost. Information concerning these voluntary programs is available in the Business Office.

## **HOUSING REQUIRED RESIDENCE**

Murray State College has a freshman residency requirement for single, under 21, enrolled in Murray State College classes, freshman who live more than 30 miles from the MSC Campus. Any student who has earned less than 28 credit hours is considered a freshman for the MSC residency requirement. Students who have earned more than 28 credit hours, live less than 30 miles from campus with a parent/guardian, or are married are not required to live on campus. Possible consideration for an exemption may exist for medical or special circumstance requests. Documented medical problems which would be aggravated by living in resident housing must be certified by a medical physician. Final approval for exemptions shall rest with the Director of Resident Life. Violation of required residency may/will result in cancellation of college enrollment.

All students receiving special talent or academic scholarships who are under 21 years of age or younger, single, no children, and do not provide evidence they are residing with parents or immediate family members will be required to live in resident housing. People meeting these conditions, but presenting evidence of medical or hardship conditions may be exempted by the Director of Resident Life.

After the resident has signed a student-housing contract, the contract may be terminated by the resident for official withdrawal from the



# Student Services

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College or upon graduation. Room and board payments are due by the first day of classes, unless other arrangements have been made through the Business Office. If the resident withdraws from the college or moves out of resident housing during the contract period, the student is still responsible for room and board charges for that academic term and the security deposit is forfeited. Failure to follow proper checkout procedures may result in a forfeiture of the deposit. Checkout procedures should be initiated with the Director of Student Life.

### **MENINGOCOCCAL COMPLIANCE REQUIREMENT FOR RESIDENT HOUSING STUDENTS**

Oklahoma Statutes, Title 70 §3244, requires that all students in any public or private postsecondary educational institution in this state who reside in on-campus student housing shall be vaccinated against meningococcal disease.

Information handouts are provided to any student indicating an interest in resident housing on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute requires compliance by all students prior to moving into resident housing.

The statute permits the student or if the student is a minor, the student's parent or other legal representative to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of the vaccine and has chosen not to be or not to have the student vaccinated.

### **TRANSFER SERVICES**

The Academic Advisement Office maintains current catalogs from Oklahoma four-year universities plus some from surrounding states. The Academic Advisement staff will assist those students wanting to transfer to a university after completing their program at Murray. Representatives from Oklahoma universities will be on campus at various times throughout the academic year to answer questions of students.



# Academic Misconduct

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## **ACADEMIC MISCONDUCT**

Listed below are examples of, but not limited to, what constitutes academic misconduct in Murray State College classes.

- Plagiarism, intentional or unintentional. It is the student's responsibility to understand what constitutes plagiarism, and take steps to prevent plagiarism in class work. (See below for specifics.).
- Cheating and the use of unauthorized outside sources or unauthorized materials on tests, exams, or any assigned writing or class project.
- Improper collaboration between student and unauthorized person(s).
- Submitting the same assignment for more than one class without express permission from instructor(s).
- Lying, fabrication, forgery or alteration of documents, etc. to gain academic advantage.
- This deals with, but is not limited to, obtaining an excused absence; gaining additional time to make up or complete an assignment; forging drop slips; falsifying diplomas, transcripts, etc.; fabricating data or sources for research papers or lab work; assisting others with perpetrating academic misconduct; destroying or stealing another's information, work, assignment, etc.; computer manipulation (hacking) to access tests, change grades, etc.; or interfering with or intimidating someone reporting academic misconduct

### **PLAGIARISM**

To plagiarize is defined by the Merriam-Webster online dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" (May 2012). Be mindful that plagiarism does not apply only to text; it can also apply to obscure facts or data, photos and graphics, maps, charts, drawings or other images, and even unfounded opinions. Plagiarizing someone else's words, facts or images does more than break Murray State College code; it is also illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your class work, it should be cited. Specifically, plagiarism includes, but is not limited to, the following:

- Copying words and presenting them as your own writing.
- Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else's wording arrangement.
- Copying exact wordage and making small, minimal changes ("patchwork" plagiarism), even if the source is listed. The student should paraphrase, which means coming up with his/her own interpretation and complete rewriting of the quoted material.
- Presenting someone else's ideas as your own, even if they are paraphrased (in your own words).
- Plagiarism must be avoided in all class work.
- Pleading ignorance as to what constitutes plagiarism is not a defense. It is the student's responsibility to understand what constitutes plagiarism, as well as other forms of academic misconduct.

### **PENALTIES**

Academic integrity is of pivotal concern to all students and faculty. Students who participate in academic misconduct not only denote baser character traits among themselves, but also mar the reputation of the college. Therefore, all reports of academic misconduct are treated as serious offenses. How an academic misconduct incident is handled rests first and primarily with the faculty member overseeing the work assignment or project, and details and severity should be addressed in the class syllabus. Penalties include, but are not limited to, the following:

## Academic Misconduct

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- Admonition (warning) and possible assignment grade reduction – The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment; requiring the assignment to be redone and resubmitted; or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for lesser offenses only.
- Failure in and/or suspension from the class – The instructor may drop the student immediately from class with an “F” (failing) or “AW” (administrative withdrawal) grade. This action should be accompanied by a written detailed account to the Department Chair of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
- Administrative suspension from college – Especially in the case of a second misconduct incident and other mitigating circumstances, the instructor may choose to take the issue to the Vice President of Academic Affairs and request the student be withdrawn from the college with an “F” (failing) grade. This action should be accompanied by a written detailed account of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
- Incidents of academic dishonesty should be reported by memorandum to the Vice President for Academic Affairs.

### APPEAL

A student accused of academic misconduct may choose to appeal the decision of his//her instructor by going to the Vice President for Academic Affairs for rescinding the instructor’s decision or for validation of that decision. The student (someone taking at least one current class) must bring his/her grievance in writing within ten (10) days of the instructor’s decision as announced to the student. If the student wishes to pursue grievance resolution beyond the second validation of penalty, he/she must provide a complete, formal Written Grievance Request (see “Student Grievance Procedures” in the Murray State College Student Handbook)

# Grades

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## GRADES AND GRADE POINTS

Instructors submit grades at four (4) weeks, mid-term and at the end of each semester. Instructors determine the grade point average (GPA) earned to that point in time and translate the scale into the appropriate letter grade (mid-term grades are advisory only). Students must log into their 'My Murray' account to view and/or print grade reports. At the end of each semester, final grades are recorded on a student's official transcript. The right to assign and/or change grades lies solely with the instructor of record.

At the conclusion of a course, one of the following grades will be listed on the student's transcript, along with the course title:

A – 4.0 Grade Point – Excellent
B – 3.0 Grade Point – Good
C – 2.0 Grade Point – Average
D – 1.0 Grade Point – Below Average
F – 0.0 Grade Point – Failing

**NOTE:** To satisfy degree requirements, students majoring in certain programs must earn a 'C' or better or 'B' or better in specified courses.

### GRADE DESCRIPTIONS

#### AU – Audit

The student audited the course. The student receives no credit for the course and the grade of AU is not used in computing GPA.

#### AW – Administrative Withdrawal

The institution during the designated semester, for disciplinary or financial reasons, inadequate attendance or other administrative reasons, has "involuntarily" withdrawn the student. An Administrative Withdrawal for disciplinary or financial reasons requires approval by the Vice President for Academic Affairs. An AW grade is not used in computing GPA.

*NOTE: Administrative withdrawals due to inadequate attendance may be assigned (with the appropriate approval) when the determination is made that a student cannot achieve a passing grade even if attendance is resumed. Students should note, that any withdrawal could result in termination or repayment of financial aid received.*

#### I – Incomplete

An 'I' is used at the instructor's discretion and indicates the student is passing and has completed a substantial portion of the course work, but has been unavoidably detained from completion of the course. The submittal of an 'I' grade must be accompanied by a written agreement between the student and the instructor of record detailing the provisions required to satisfy all course requirements within a one-year period. After requirements are satisfied, the instructor submits a change of grade to the Registrar. "I" grades that are not changed remain as a permanent "I" and are not used in computing GPA or retention GPA's. **See Procedures for Assigning an Incomplete Grade.**

#### N – Not Reported

An "N" grade is used to indicate that the instructor did not submit the semester grade within the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is not used in computing GPA or retention GPA's.

#### P – Passing

A "P" is a neutral mark indicating minimal competencies have been met. A "P" is also used to indicate credit earned through advanced standing examination. The grade of "P" is not used in computing GPA or retention GPA's.

#### S – Satisfactory

An "S" is a neutral mark, used in a limited number of courses indicating minimal competencies have been met. The grade of "S" is not used on computing GPA or retention GPA

#### U – Unsatisfactory

The grade of "U" which is used in a limited number of courses indicates that a student did not meet the minimum requirements in a course designated for S/U grading. The grade of "U" is not used in computing GPA or retention GPA's.

#### W – Official Withdrawal

The student has officially withdrawn from the course. The student may withdraw as late as the twelfth week of a sixteen-week semester or  $\frac{3}{4}$  of the duration of a shorter course and automatically receive the grade of 'W'. The "W" grade is not used in computing GPA.

# Grades

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*NOTE: No record of a course is indicated on a transcript if the student withdraws during the drop period (first 10 days of a regular semester and a proportional time for shorter terms). Permission of the academic advisor is required for this withdrawal.*

*Students who withdraw after the 10th class day and until the end of the 12th week of a regular semester and a proportional time for shorter terms will receive a grade of W. Students withdrawing after the 12th week of a regular semester and a proportional time for shorter terms will receive a grade of W or F, depending on the student's standing. The grade is assigned by the instructor and reflects the student's current academic standing in the course. **Permission of the instructor is required.** A grade of "W" is GPA neutral; a grade of "F" is calculated into the GPA.*

## **PROCEDURES FOR ASSIGNING AN INCOMPLETE GRADE**

1. The Incomplete Grade Contract document is required any time a final grade of incomplete "I" is assigned in a course. It protects both the faculty and the student by clearly defining remaining course completion requirements and permits another faculty member to oversee the completion of the coursework when necessary.
2. The student must have completed at least 70% of the coursework during the course timeframe in order to be eligible for an "I".
3. The student must be passing the course. An "I" grade is not an alternative to assigning a grade of "F". Instructors may administratively withdraw students prior to the deadlines each semester or assign an "F" grade to students who are failing the course.
4. An instructor should not give an incomplete grade without notifying the student. If the instructor is unable to obtain the student's signature on the Incomplete Grade Contract, the instructor must email the agreement to the student and provide documentation of the email with the contract to the Division Chair and to the Registrar and Admissions Office.
5. Instructors may allow up to one year for students to complete all coursework to resolve an incomplete grade. If the student fails to complete the work within the required timeframe, the grade of "I" will remain on the transcript.
6. The instructor may require the student to submit documentation of the circumstances leading to the request for an incomplete grade.
7. Both the instructor and student should acknowledge in writing the amount of coursework remaining and the terms under which the missing work is to be completed.
8. Copies of the Incomplete Grade Contract, related documentation, and emails, if applicable, must be submitted to the student, Division Chair, and Registrar and Admissions Office. This is necessary in case circumstances require another instructor oversee completion of the coursework.
9. An "I" grade is neutral and will not affect a student's grade point average.
10. Students may not remove "I" grade from the MSC transcript by taking the course from another college.
11. Students may not repeat the course at MSC to remove an incomplete grade. Repeating a course implies the student had not already completed at least 70% of the coursework. Students may not sit in an entire course to complete an "I" grade. They may, however, sit in on small portions of the course where the student participation is required to make up the work.
12. It is not appropriate to assign an incomplete grade and give the student additional assignments to help raise his/her grade.
13. Instructors may not assign an incomplete grade to an international student without obtaining permission from the Registrar who will need to seek permission from SEVIS.

The Incomplete Grade Contract link is available on the MSC website under Admissions and Registrar's Office.

You can also access the contract by going to [www.mscok.edu/current\\_students/admissions\\_registrar.aspx](http://www.mscok.edu/current_students/admissions_registrar.aspx).

## **GRADE APPEAL**

It is the student's responsibility to review his/her academic transcript at the end of each semester to verify grades. An appeal of any final grade must be initiated within 30 calendar days of the end of the semester. Appeals will not be accepted after this deadline.

A student choosing to appeal a final grade should first consult with the course instructor. If an agreed upon solution is not possible, the student may contact the Academic Affairs Office for information on further procedures.

## **TRANSITIONAL COURSES**

Any course with a number that begins with zero (0) is a remedial, pre-collegiate course designed to prepare students for collegiate-level course work. Collegiate-level credit is not awarded for completion of such courses and thus, cannot be applied toward graduation. Transitional courses are graded with "S" for satisfactory or "U" for unsatisfactory. To receive a final grade of "S", the student must complete the requirements of the course as set forth in the syllabus for this course.

Transitional course grades are not calculated into the retention, graduation or cumulative GPA's. Student must complete transitional courses within the first 24 hours attempted.

# Grades

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Students should not enroll in college-level courses, such as history or other elective courses, without a necessary foundation in reading and writing.

## **REQUIREMENTS FOR SCHOLARSHIP RECIPIENTS**

Students representing Murray State College through participation in any college sponsored “Special Talent” activities, i.e., collegiate athletics, judging teams, dramatic productions, etc., are required to maintain either a term or a retention-graduation grade point of not less than 2.0, unless the activity has an external governing agency. If the activity has an external governing agency, the GPA eligibility criteria for that agency will be applied. Grade point will be confirmed at the end of each semester.

Students participating must meet all requirements set by the local, state or national governing bodies of their particular activities.

## **TRANSFER OF CREDITS**

Credits earned at MSC are fully transferable to other educational institutions. The student is advised to consult the catalog of his or her selected senior college in order to enroll in appropriate courses required by that college. Semester hours applicable toward a degree at senior colleges usually total 64 hours.

## **TRANSCRIPTS**

Any current or former MSC student may request an official transcript at any time. Transcripts will not be issued if there is indebtedness to the college or a Business Office hold is placed on the account. Murray State College has retained the National Student Clearinghouse to accept and process transcript orders. Please follow the National Student Clearinghouse link provided on the MSC website to access this service.

Murray State College will expedite the processing of transcripts through the Clearinghouse. Requests made during peak processing times or when the college is closed will be processed as quickly as possible when the college re-opens. The dates when the college will be closed will be posted on the Clearinghouse site as they become available.

There is a charge up to \$10 per transcript. Delivery options available are electronic, fax, and print & mail. Students can also have the transcript mailed overnight delivery for an additional charge. Please check with the receiving institution to ensure that they will accept your chosen method of delivery. If you wish them to reflect end of semester grades or degree confirmations, please request the transcript after it has been updated to include this information.

MSC students may obtain up to a maximum of 5 free transcripts if the student requests it in person at the Tishomingo campus only.

## **ACADEMIC STANDING**

### **Retention Standards**

A retention grade point average (GPA) of at least 2.00 is required for graduation from Murray State College. A student who fails to meet the following requirements will be placed on academic probation:

<u>Hours Attempted</u>	<u>Retention GPA</u>
0-29	1.7
Greater Than 30	2.0

Students with 29 or fewer credit hours, with a retention GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student not maintaining satisfactory progress toward their academic objective as indicated above will be placed on probation for one semester. At the end of that probationary semester, the student must have a semester retention GPA of 2.0, not to include activity or performance courses or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be readmitted until one regular semester (Fall or Spring) has elapsed.

Students suspended in the Spring semester may attend the Summer session immediately following Spring suspension at the discretion of the Admission Appeals Committee. Such students may enroll only in core academic courses, which meet general education requirements or degree requirements. Students who fail to achieve retention standards after the appealed Summer session will remain on suspension with the phrase “suspension continued” entered on the transcript and may not be readmitted until one regular semester (Fall or Spring) has elapsed. This option is only eligible for first-time suspension students.

A student may appeal academic suspension for immediate reinstatement by submitting a written request to the Admission Appeals Committee within three (3) days of notification of suspension. The written appeal must document extraordinary personal circumstances. Students whose appeals are denied and other suspended students may, after one regular semester (Fall or Spring), petition the Admissions

# Grades

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Appeals Committee for readmission on probation. Suspended students can be readmitted only one time. Students readmitted on academic probation must maintain a 2.0 retention GPA each semester or meet the minimum standard required as listed or be suspended again. Should a reinstated student be suspended a second time, he/she cannot return to MSC until such time as he/she has demonstrated, by attending another institution and completing a minimum of 12 collegiate hours, the ability to succeed academically by raising his/her retention GPA to the retention standards.

## REPEATED COURSES

A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of 4 courses, but not to exceed 18 hours in courses in which the original grade earned was a D or F. The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPA's. If a student repeats an individual course more than once, all grades earned with the exception of the first are used to calculate the retention and graduation GPA's. Students repeating courses above the first 4 courses or 18 credit hours of D's or F's repeated may do so with the original grades and repeat grades averaged.

## GUIDELINES FOR ACADEMIC REPRIEVE REQUESTS

A student may request an academic reprieve according to the following guidelines:

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
2. Prior to requesting the Academic reprieve, the student must have earned a retention GPA of 2.0 or higher with no grade lower than a C in all subsequent regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, MSC may choose to reprieve only one semester.
4. The student must petition for consideration of an academic reprieve by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for reprieve and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Registrar for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention-graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
6. The student may not receive more than one academic reprieve during their academic career.

For students receiving academic reprieve:

1. The explanation of grades section of the transcript will note the courses and semester(s) reprieved.
2. The transcript will reflect the retention and graduation GPA's excluding reprieved courses/semesters.
3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

All Academic Reprieve Requests must be sent to the following:

Murray State College  
Admissions Office  
One Murray Campus  
Tishomingo, OK 73460

The Academic Reprieve Request will then be brought to committee for approval or denial. The student will be notified of decision via mail.

**Note:** Students who receive a reprieve and who plan to transfer to another college or university should be aware that the receiving institution has the option of honoring the academic reprieve received at MSC.

For students who transfer to MSC from another state system institution, MSC has the option of honoring course work and semesters reprieved at that institution, which that determination would be made by the Registrar.

# Grades

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## **GUIDELINES FOR ACADEMIC RENEWAL REQUEST**

A student may request an academic renewal according to the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request.
2. Prior to requesting the academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request will be for all courses completed before the date specified in the request for renewal.
4. The student must petition for consideration of an academic renewal by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for renewal and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Registrar for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.
6. The student may not receive more than one academic renewal during their academic career.

For students receiving academic renewal:

1. The explanation of grades section of the transcript will note the course and semester(s) renewed.
2. The transcript will reflect the retention and graduation GPA's excluding renewed courses/semesters.
3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

Students who receive a renewal and who plan to transfer to another college or university should be aware that the receiving institution has the option of honoring the academic renewal received at MSC.

## **SATISFACTORY PROGRESS IN NURSING COURSES**

1. Nursing courses are comprised of theoretical and clinical laboratory study. Students must attain an average theory grade of 75% (2.0 GPA or "C") or above and an average clinical grade of 75% (2.0 GPA or "C") or above. Once the criteria for successful completion of both theory and clinical have been met, both grades will be averaged according to the percent of weighted averages chart for the final grade in each nursing course.
2. Students enrolled in nursing courses, i.e., NUR1118, NUR1129, NUR2219, NUR2220, must have a 2.0 grade point average (a grade of not less than "C") at the completion of each course. Failure to complete each course with a 2.0 will prevent continuation in the Nursing Program or graduation with an Associate in Applied Science Degree.
3. Prerequisite courses or concurrent enrollment course requirements must be completed with a "C" or better in order to enroll in each nursing course. Refer to the college catalog nursing degree sheet for specific information.

## **SATISFACTORY PROGRESS IN THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Students enrolled in Occupational Therapy Assistant (OTA) courses must maintain a 2.0 retention grade point average for each OTA course in the second year or technical phase of the program in order to enroll in subsequent OTA courses and in order to graduate.

## **SATISFACTORY PROGRESS IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

Students enrolled in Physical Therapist Assistant (PTA) courses must maintain at least a 2.0 (73% or higher) for each PTA course in the technical phase of the program to enroll in subsequent PTA courses and to graduate.

## **SATISFACTORY PROGRESS IN THE VETERINARY NURSING PROGRAM**

Students enrolled in the Veterinary Nursing Program must maintain a 2.0 retention grade point average for each Veterinary Nursing course in order to enroll in subsequent Veterinary Nursing courses. Veterinary Nursing courses include both theory and clinical laboratory components and student must maintain satisfactory progress in both areas of study.

## **HONORS AND AWARDS**

### **Who's Who at Murray State College**

Students who qualify for this award must have completed at least one year as a full-time student at MSC and be currently enrolled fulltime. They must have earned at least a 3.0 retention GPA in work completed. Participation and leadership within school organization and extracurricular activities are strongly recommended as well as community involvement. Student must show future leadership ability and/or potential. Faculty will make nominations and final selection is determined by Division Chairs on the committee.



# Grades

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### President's Honor Roll

To qualify for this award, which is awarded each regular semester, a student must be enrolled in a minimum of twelve credit hours of collegiate level course work and must have received no grade lower than an A. Honor will not be awarded during a semester in which remediation courses are taken.

### Vice President's Honor Roll

This award, also granted each regular semester is given to student enrolled in a minimum of twelve credit hours of collegiate level course work that have no grade lower than a B. The honor will not be awarded during a semester in which remediation courses are taken.

### President's Scholars

To participate in this honor program at MSC, the student must be admitted to the President's Scholars Program, execute all program requirements satisfactorily and maintain a 3.25 retention GPA.

### Special Awards

Students graduating with Honors (see "Graduation with Honors") and those with a 4.0 retention GPA are recognized each year at commencement. Plaques, etc. are mailed to recipients after Registrar's verification of final retention GPA. Student's most outstanding activities are recognized at the annual Honors and Awards presentation.



# Programs of Study

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## PROGRAMS OF STUDY

An educational program is a sequentially organized series of educational experiences culminating in an academic degree or certificate (Definition of an Instructional Program, Oklahoma State Regents for Higher Education). Students should review their potential program for required credit hours to earn a degree. At the discretion of the respective Academic Division/Program Chair, the Vice President for Academic Affairs and the Registrar, the Registrar may confer an Associate Degree with a minimum of 60 credit hours, provided the core degree requirements have been met.

The following programs of study designated AA or AS will better prepare a student to enter a senior college or professional school to continue work toward a bachelor's degree. The other programs are two-year technical and occupational programs, which will better prepare a student to enter the work force.

Since some colleges and universities have particular requirements for entrance into the junior or senior level, it is suggested that students work closely with their advisors so the proper programs may be arranged. Catalogs of Oklahoma colleges and universities, as well as those from some out-of-state schools, are available in the Office of Admissions, the MSC Administrative Offices in Ardmore and the Academic Advisement Office.

## DISCONTINUED PROGRAMS

A student must complete a discontinued degree program within two years of Murray State College's effective deletion date for that program. A currently enrolled student may not declare a degree program that has been deleted, regardless of the student's catalog year. Students who have stopped out for one or more regular semesters may not be readmitted into a program that has been deleted. Exceptions to this policy may be considered on a case-by-case basis and require the approval of the Vice President of Academic Affairs. Murray State College will make a reasonable attempt and use available contact information to notify students when a degree program is scheduled to be deleted.

# Graduation Requirements

## GRADUATION REQUIREMENTS

### General Education Requirement

Murray State College's curriculum is designed to provide the general education needed to produce literate, informed and involved citizens. It provides training in written and oral communication skills, critical thinking and knowledge about the history and political system of the United States and of world culture. It exposes the student to literature and to the visual and performing arts. It grounds students in the basic mathematical, scientific and computer skills necessary to function in the modern world.

**Definition of Arts and Sciences** courses are those traditional fields of study in the humanities; social and behavioral sciences; communication, natural and life sciences; mathematics; and the history, literature and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy.

**Definition of Humanities** are courses that examine human expression through past and present cultural achievements. The discipline employs critical and interpretive approaches to study rather than empirical approaches utilized in the natural sciences. Humanities study enhances understanding in following disciplines:

- Performing arts including music, theater, and dance
- Classics including Greek, Latin, and Mediterranean civilizations
- Visual arts including art, art history, and film
- Literature, cultures, and languages
- Ancient and modern history and anthropology
- Politics, religion, and philosophy

### AAS DEGREE CHECKLIST

Minimum Credit Hours: 60

Minimum Retention/Graduation GPA: 2.00

Minimum Credit Hours Taken at MSC: 15

#### **Section A - General Education Core (18-19 Credit Hours)**

##### Area 1

ENG 1113 English Comp I                      ENG 1213 English Comp II  
SPC 1113 Fundamentals of Speech

##### Area 2

HST 1483 U.S. History to 1877    **Or**    HST 1493 U.S. History since 1877

**And**

GVT 1113 American Fed Government

##### Area 3

##### **General Electives**

**6 Credit Hours**

See specific program curriculum. These general electives are listed as transferable on the State System Course Equivalency Project Matrices.

##### Area 4

##### **Humanities**

**1 Credit Hour**

HUM 1111 or any Humanities course listed in the AA/AS General Education requirements.

Business & Computer Technology majors may also complete Bus 2841 Contemporary Business Issues.

##### Area 5

##### **Academic Success**

**1 Credit Hour**

First Time college students who attend full-time are required to take COL 1211 entering Fall/Spring semester.

#### **Section B - Program Requirements (44-45 Credit Hours)**

Additional College Credit Courses

# Graduation Requirements

## AA OR AS DEGREE Checklist

Minimum Credit Hours: 60

Minimum Retention/Graduation GPA: 2.00

Minimum Credit Hours Taken at MSC: 15

### Section A - General Education Core (38-41 Credit Hours)

#### Area 1

##### Effective Communication

ENG 1113 English Comp I

6 Credit Hours

ENG 1213 English Comp II

#### Area 2

##### History & Political Awareness

HST 1483 U.S. History to 1877 Or HST 1493 U.S. History since 1877

And

GVT 1113 American Fed Government

6 Credit Hours

#### Area 3

##### Scientific Reasoning

Must include at least one lab course

\*Prerequisite Required (Check Course Descriptions)

##### Lab Science

AP 2124 Human A&P I\*

BIO 1114 General Biology

BOT 1114 General Botany

CHM 1214 General Chemistry II\*

CHM 2114 Qualitative Analysis\*

CON 1404 Con of Natural Resources

MIC 2224 Intro to Microbiology\*

PHS1214 Intro to Astronomy

PHY 1114 General Physics I\*

PHY 2015 Engineering Physics I\*

ZOO 1114 General Zoology

SCI 2224 Earth-Space & Environment

8 Credit Hours

AP 2134 Human A&P II\*

BIO 1404 Principles of Biology\*

CHM 1114 General Chemistry I

CHM 2345 Organic Chemistry\*

CHM 2214 Quantitative Analysis\*

GEOL 1014 General Geology

PHS 1114 General Physical Science

PHS1313 Intro to Robotics

PHY 1214 General Physics II\*

PHY 2115 Engineering Physics II\*

HST 1423 World Civilization to 1500

HST 1433 World Civilization Since 1500

HST 1723 History of Indian Tribes of US\*

##### Theatre

TH 1133 Introduction to Theatre

\*These courses have not been approved on the OSHRE Course Equivalency Project and may not transfer for Humanities credit.

#### Area 5

##### Math & Quantitative Reasoning

3 Credit Hours

Any 1000 level or higher from the Mathematics area.

Only courses with the prefix MTH.

#### Area 6

##### Liberal Arts

3 Credit Hours

At least one course from the following areas:

Behavioral Science (Psychology or Sociology), Social Sciences, Foreign Language, Fine Arts (Art, Music or Drama). Includes courses with the prefixes of ART, ASL, CJ, ECO, GEO, GVT, HST, MU, PSY, SOC, SPA or TH

#### Area 7

##### Arts & Sciences

3 Credit Hours

Includes courses with the following prefixes but not limited to: ENG, COM, SPC, SOC, PSY, CJ, HUM, ART, TH, MU, MTH, BIO, BOT, ENT, MIC, SCI, ZOO, GEL, PHS, PHY, CHM (does not include performance courses).

#### Area 8

##### Health Wellness & Human Performance

2 Credit Hours

HWP 1113 Personal Health

HWP 2213 First Aid

HWP 1132 Lifetime Wellness

Or any HWP Activity course after 60 credit hours

#### Area 9

##### Computer Proficiency

3 Credit Hours

CIS 1113 Computer Applications

Or Validated computer proficiency (See Computer Proficiency Requirements)

#### Area 10

##### Academic Success

1 Credit Hour

First time college students who attend full-time are required to take COL1211 entering Fall/Spring semester.

### Section B - Program Requirements (22-23 Credit Hours)

Additional College Credit Courses

Does not include HWP Activity, Intercollegiate Sport or Zero Level courses.

#### Area 4

##### Humanities

6 Credit Hours

Must include two courses from any of the following areas:

##### Literature

ENG 1053 Intro to Folklore\*

ENG 2413 Introduction to Literature

ENG 2433 Intro to World Literature\*

ENG 2543 Eng Lit thru 18th Century\*

ENG 2653 Eng Lit Since 18<sup>th</sup> Cent. \*

ENG 2713 Native American Lit\*

ENG 2773 American Lit to 1865

ENG 2883 American Lit Since 1865

##### Music

MU 1113 Music Appreciation

##### Art

ART 1113 Art Appreciation

##### Humanities\*

GES 2910 Global Education Studies

HUM 2113 Humanities I

HUM 2233 Travel Studies\*

HUM 1111 Humanities \*

HUM 2223 Humanities II

PH 1113 Introduction to Philosophy\*

##### History

## Degree Sheets

\*\*\*Indicates that the program is available 100% online.

### ASSOCIATE IN ARTS (A.A.)

- [CHILD DEVELOPMENT](#)\*\*\*
- [THEATRE](#)
- **COMMUNICATION & PERFORMANCE STUDIES**
  - [ART](#)
  - [COMMUNICATION](#)
  - [MUSICAL THEATRE](#)
- **ENTERPRISE DEVELOPMENT**
  - [BUSINESS ADMINISTRATION](#)\*\*\*
  - [GENERAL STUDIES](#)\*\*\*

### ASSOCIATE OF SCIENCE (A.S.)

- **AGRICULTURE (OPTIONS)**
    - [AGRICULTURE](#)
    - [AGRICULTURE EDUCATION](#)
    - [AGRICULTURE INFORMATION TECHNOLOGY](#)
    - [ANIMAL SCIENCE \(PRE-MED/PRE-VET\)](#)
    - [APPLIED TECHNOLOGY SCIENCE](#)
    - [BIOCHEMISTRY & MOLECULAR BIOLOGY \(PRE-MED/PRE-VET\)](#)
    - [BUSINESS TECHNOLOGY](#)
    - [ELECTRICAL ENGINEERING TECHNOLOGY](#)
    - [ENVIRONMENTAL SCIENCE](#)
    - [HORTICULTURE TECHNOLOGY](#)
    - [LEADERSHIP](#)
    - [MEDICAL OFFICE ASSISTANT](#)
    - [MILITARY TECHNOLOGY](#)
    - [PLANT SCIENCE](#)
  - **ARTS & SCIENCE (EMPHASIS)**
    - [ENGLISH](#)\*\*\*
    - [HISTORY](#)\*\*\*
  - **BEHAVIORAL SCIENCE**
    - [PSYCHOLOGY](#)\*\*\*
    - [SOCIOLOGY](#)\*\*\*
  - [BUSINESS](#)\*\*\*
    - [HOSPITALITY MANAGEMENT \(OPTION\)](#)
  - [COMPUTER SCIENCE](#)\*\*\*
    - [MATHEMATICS \(EMPHASIS\)](#)
  - [CRIMINAL JUSTICE](#)\*\*\*
  - [ELEMENTARY EDUCATION](#)
  - **ENTERPRISE DEVELOPMENT (OPTIONS)**
    - [BUSINESS ADMINISTRATION](#)\*\*\*
    - [GENERAL STUDIES](#)\*\*\*
  - [HEALTH WELLNESS & HUMAN PERFORMANCE](#)
    - [ATHLETIC TRAINING \(OPTION\)](#)
    - [HEALTH SCIENCE \(OPTION\)](#)
- EMPHASIS:
- [AGRICULTURE COMMUNICATIONS](#)

# Degree Sheets

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- INTERNATIONAL STUDIES (OPTIONS)
  - [AGRICULTURE](#)
  - [BUSINESS](#)
  - [CONSERVATION](#)
- [INTERDISCIPLINARY](#)
- SCIENCE (EMPHASIS)
  - [CONSERVATION](#)
  - [SCIENCE \(PRE-MED/PRE-VET\)](#)

## ASSOCIATE OF APPLIED SCIENCE (A.A.S)

- APPLIED TECHNOLOGY (OPTIONS)
  - [AGRICULTURE INFORMATION TECHNOLOGY](#)
  - [APPLIED TECHNOLOGY SCIENCE](#)
  - [BUSINESS TECHNOLOGY](#)
  - [ELECTRICAL ENGINEERING TECHNOLOGY](#)
  - [FARM & RANCH BUSINESS TECHNOLOGY](#)
  - [HORTICULTURE TECHNOLOGY](#)
  - [MEDICAL OFFICE ASSISTANT](#)
  - [MILITARY TECHNOLOGY](#)
- [BUSINESS MANAGEMENT\\*\\*\\*](#)
  - [ADMINISTRATIVE ACCOUNTING \(OPTION\)](#)
- [MEDICAL ASSISTANT \(OPTION\)](#)
- [RETAIL MANAGEMENT \(OPTION\)](#)
- [CHILD DEVELOPMENT\\*\\*\\*](#)
- [COMPUTER INFORMATION SYSTEMS](#)
- [CUSTOM GUNMAKING TECHNOLOGY](#)
- [GUNSMITHING TECHNOLOGY](#)
- [HEALTH SCIENCE](#)
- [MANUFACTURING TECHNOLOGY](#)
- [NURSING](#)
- [OCCUPATIONAL THERAPY ASSISTANT](#)
- [PHYSICAL THERAPY ASSISTANT](#)
- [VETERINARY NURSING](#)

# Requirements

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## COMPUTER PROFICIENCY REQUIREMENTS

According to the Oklahoma State Regents for Higher Education, students must demonstrate computer proficiency for completion of the AA or the AS degrees by completing one of three (3) options:

1. Successful completion of a high school computer science course that meets the State Regent's high school curricular requirements
2. Satisfactory score on an institution's computer proficiency assessment
3. Successful completion of college-level course work that the institute designates.

Murray State College recognizes that students entering higher education have increased opportunities in computer use through business, industrial education and personal activities; therefore, students graduating from MSC with an AA or AS degree will demonstrate computer proficiency skills in one or more of the following areas:

- Word Processing
- Spreadsheet Use
- Database Management
- Multimedia – Graphic Design
- Programming
- Software Application
- Networking Applications
- Internet Use
- Presentation Software (i.e. PowerPoint)

A student may satisfy the computer proficiency requirements for MSC by the following:

1. Completion of two (2) credits of high school computer science courses with a 'B' or higher.
2. Satisfactory score on an MSC computer proficiency assessment.
3. Successful completion of any one of the following MSC courses:

**NOTE: Proficiency must have been demonstrated within the last 5 years.**

- ACC2303 Computerized Accounting
- AP 2124 Human Anatomy & Physiology I
- AP 2134 Human Anatomy & Physiology II
- ART1113 Art Appreciation
- BIO1114 General Biology Science
- BIO1404 Principals of Biology
- CIS1533 Introduction to Visual Basic
- CIS1653 Data Communications & Network Fundamentals
- CIS1683 Operating Systems
- CIS2113 Computer Application Packages (no longer offered)
- CIS2143 computer Networking
- CIS2213 Data Base Management Systems
- CIS2223 Systems Analysis
- CIS2253 Web Page Design
- CIS2603 Specialized Word Processing
- CIS2723 Spreadsheet Applications
- CIS2803 Desktop Publishing
- CIS2810 Special Problems in Computer Information System
- CIS2813 CIS Student Internship
- CJ 1113 Introduction to Criminal Justice
- CJ 1353 Juvenile Justice
- CJ 1433 Introduction to Law
- CJ 1483 Legal Research
- CJ 2323 Criminal Law
- CJ 2423 Introduction to Law Enforcement
- CJ 2433 Domestic Relations
- CJ 2443 Criminal Procedure
- COL1212 Education Technology
- CS 1313 Programming Fundamentals
- CS 2163 C++ Programming
- CS 2173 Object Oriented Programming
- CS 2183 Introduction to JAVA
- CS 2910 Special Problems in Computer Science
- CON1404 Conservation of National Resources
- CON2504 Introduction to Wildlife Forensics
- ENG1113 English Comp I
- ENG1213 English Comp II
- ENG2123 Creative Writing
- ENG2413 Introduction to Literature
- GEL1114 General Geology
- GEO1113 Introduction to Geography
- GEO2513 World Regional Geography
- GS 1532 Introduction to AutoCAD
- GS 2542 Advance AutoCAD
- GS 2553 Introduction to CNC
- GS 2412 Advanced Handloading and Ballistics
- GVT1113 American Federal Government
- GVT2324 State and Local Government
- HP 1122 Honors Leadership Program
- HP 1232 Honors Leadership Program
- HP 2142 Honors Leadership Program
- HP 2252 Honors Leadership Program
- HUM1111 Humanities I
- HUM2223 Humanities II
- HST1423 World Civilization to 1500
- HST1433 World Civilization since 1500
- HST1483 US History to 1877
- HST1493 US History since 1877
- HST1723 History of the Indian Tribes of the US
- HST2323 Oklahoma History
- HWP1113 Personal Health
- HWP1132 Lifetime Wellness

# Requirements

- HWP2912 Health-Wellness Issue Awareness
- HWP2213 First Aid
- HWP2222 Sports Rules and Officiating
- HWP2232 Theory of Coaching Baseball
- MIC2224 Introduction to Microbiology
- MOA2123 Medical Office Procedures I
- MOA2213 Medical Office Procedures & Billing
- MTH0103 Introduction to Math
- MTH0303 Beginning Algebra
- MTH0403 Intermediate Algebra
- MTH1413 Survey of Mathematics
- MTH1513 College Algebra
- MTH1613 Plane Trigonometry
- MTH2215 Calculus I with Analytic Geometry
- MTH2315 Calculus II with Analytic Geometry
- MU 1113 Music Appreciation
- OTA2113 Occupational Therapy Process I
- OTA2122 Therapeutic Techniques
- OTA2233 Professional Management
- PHS1114 General Physical Science
- PSY1113 Introduction to Psychology
- PSY2113 Psychology of Adjustment
- PSY2313 Introduction to Counseling
- PSY2443 Personality Theories
- PSY2533 Social Psychology
- PTA2103 Anatomy and Movement I
- PTA2112 Introduction to Physical Therapy
- PTA2126 Physical Therapy Principles and Procedures I
- PTA2134 Pathology for the PTA
- PTA2145 Anatomy and Movement II
- PTA2152 Clinical Practicum I
- PTA2234 Rehabilitation Techniques
- PTA2223 Seminar in Physical Therapy
- PTA2213 Physical Therapy Principles and Procedures II
- PTA2243 Clinical Practicum II
- PTA2253 Clinical Practicum III
- PTA2811 Special Problems in Physical Therapy
- SCI2224 Earth-Space & Environmental Science
- SOC1113 Introduction to Sociology
- SOC2013 Marriage & Family Relationships
- SOC2023 Social Problems
- SOC2063 Deviance, Crime & Delinquency
- SOC2143 Cultural Diversities
- SPC1413 Fundamental of Speech
- TH 1133 Introduction to Theatre
- VT 1124 Introduction to Veterinary Nursing
- VT 1114 Anatomy of Domestic Animals
- VT 1111 Veterinary Medical Terminology I
- VT 1223 Physiology of Domestic Animals
- VT 1224 Veterinary Clinical Pathology I
- VT 1233 Pharmacology of Veterinary Technicians
- VT 1214 Veterinary Medical Nursing I
- VT 1221 Veterinary Medical Terminology II
- VT 2114 Anesthesia & Surgical Nursing
- VT 2123 Disease of Domestic Animals
- VT 2212 Veterinary Hospital Management
- VT 2214 Veterinary Medical Nursing II
- VT 2223 Wild, Zoo & Laboratory Animals
- VT 2236 Veterinary Nursing Externship
- ZOO1114 General Zoology





# Requirements

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## **COURSES NOT APPLYING TOWARD GRADUATION**

There are a number of courses in which a student may earn credit that do not apply toward meeting graduation requirements. These courses include all zero-level courses.

## **HEALTH-WELLNESS AND HUMAN PERFORMANCE**

Activity courses within the Department of Health-Wellness and Human Performance, including intercollegiate activity courses, utilize the A-F grading system (as compared to the Satisfactory/Unsatisfactory or Pass/Fail grading system) and accrue grade points only toward a student's cumulative GPA.

**Note:** HWHP activity courses are courses such as Lifetime Sports, Bowling, Tennis, Golf, Swimming, Dance, etc. HWHP Intercollegiate activity courses are applicable to competitive sports, such as Basketball, Baseball, Softball, Golf or Soccer.

These courses can be counted to meet AA and AS degree requirement over 60 credit hours when the total credit hours required exceed 60. Non-activity HWHP courses, such as First Aid and Personal Health, will count for credit hour requirements within the 60 credit hours required for degree completion.

## **CHANGES IN DEGREE REQUIREMENTS**

If degree requirements change, a student seeking a degree may satisfy requirements as stated in the catalog at the beginning of continuous enrollment. Continuous enrollment is defined as uninterrupted enrollment of regular semesters until graduation. Any changes imposed by law or policies by governing regulatory boards or agencies become effective at the date specified regardless of continuous enrollment. If a student interrupts enrollment, the student must satisfy requirements as stated in the MSC catalog effective at the time of re-entry.

## **GRADUATION**

Students are encouraged to apply for graduation during the early enrollment period for the semester in which the student expects to finish degree requirements. Early application for graduation allows time for the Registrar to complete an official degree check and for the student to enroll in additional courses if needed. Students should submit the Application for Graduation by the published deadline for that semester to be included in the commencement program. Commencement exercises are held at the close of the regular Spring session.

The Application for Graduation is located on the MSC website on the Administration/Registrar's Office link – [http://www.msco.edu/current\\_students/admissions\\_registrar.aspx](http://www.msco.edu/current_students/admissions_registrar.aspx)

The Application for Graduation, official transcripts from all colleges, and all coursework and grades required for the degree must be submitted to the Registrar Office no later than two weeks following the end of the term. Submissions made after the two-week deadline will result in the delayed conferral of the degree. The degree would be officially conferred at the end of the following semester.

## **GRADUATION WITH HONORS**

To be eligible for graduation with honors from MSC, students must meet the following requirements:

1. Satisfactory completion of all general MSC graduation requirements.
2. Satisfactory cumulative grade point average:
  - a. Cum Laude (3.5-3.74)
  - b. Magna Cum Laude (3.75-3.94)
  - c. Summa Cum Laude (3.95-4.0)

## Course Prefix

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### DESCRIPTIONS OF COURSE PREFIX

COL	Academic Success	GS	Gunsmithing
ACC	Accounting	HS	Health Science
AG	Agriculture	HWP	Health, Wellness-Human Performance
AGL	Agriculture Leadership	HST	History
AGR	Agronomy	HP	Honors Program
ASL	American Sign Language	HUM	Humanities
AP	Anatomy & Physiology	LIB	Library
ANS	Animal Science	MT	Manufacturing Technology
ART	Art	MTH	Math
BIO	Biology	MOA	Medical Office Assistant
BOT	Botany	MIC	Microbiology
BUS	Business	MU	Music
BC	Business Communication	NUR	Nursing
BM	Business Management	NUT	Nutrition
CHM	Chemistry	OTA	Occupational Therapy Assistant
CHA	Chickasaw	ORI	Orientation
CD	Child Development	PH	Philosophy
COM	Communication	PHS	Physical Science
CIS	Computer Information System	PTA	Physical Therapist Assistant
CS	Computer Science	PHY	Physics
CON	Conservation	PSY	Psychology
CJ	Criminal Justice	SCI	Science
ECO	Economics	SL	Service Learning
ENG	English	SS	Social Science
ENT	Entomology	SOC	Sociology
FIN	Finance	SPA	Spanish
FA	Fine Arts	SPC	Speech
GEO	Geography	TH	Theatre
GEL	Geology	VA	Veterinary Assistant
GES	Global Education Studies	VT	Veterinary Nursing
GVT	Government	ZOO	Zoology

# Institutional Assessment

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## INSTITUTIONAL EFFECTIVENESS

### IMPORTANCE OF ASSESSMENT

Murray State College is committed to the continual improvement of academic programs, student learning and faculty development. This improvement can be conducted through many ways, including evaluation of courses, students and instructors.

Students will participate in course placement and end of course assessments as well as imbedded course assessments, faculty evaluations, student satisfaction surveys and alumni surveys. For more information about assessment visit the website at [www.mscol.edu](http://www.mscol.edu), or contact Becky Henthorn at 580-387-7181.

### THE INSTITUTIONAL ASSESSMENT EFFECTIVES COMMITTEE

Assessment processes are led by the Institutional Assessment Committee (IAC). The purpose of the IAC is to identify reliable measures of student learning for different academic programs, deploy those student learning assessment measures and evaluate the campus-wide assessment processes for continuous quality improvement. Three sub-committees work under the IAC including the General Education Task Force, the Academic Assessment Committee, and the Co-Curricular Assessment Committee.

### GENERAL EDUCATION OUTCOMES

General Education Outcomes with statement depicting objectives are:

#### Effective Communication

MSC provides students with the educational opportunities necessary to develop effective communication skills essential for daily interaction in society and the workplace.

#### Responsible Citizenship

MSC provides an educational environment in which students demonstrate an awareness of social and civic responsibilities.

#### Global Awareness

MSC provides students with educational opportunities to learn about cultural diversity and global awareness through curricular and extracurricular activities including lectures, music, literature, film and art.

#### Critical Thinking

MSC provide educational opportunities in which students demonstrate problem solving and critical thinking skills necessary for personal and professional success.

#### Quantitative Reasoning

MSC provides educational opportunities for students to collect and use quantitative data, create and examine quantitative models, apply mathematical skills and solve scientific problems.

#### Information Literacy

MSC provides students with educational opportunities necessary to demonstrate and apply information literacy skills and utilize technological resources necessary for personal and professional success.

#### Health and Wellness

MSC provides students with educational opportunities, which will encourage self-management skills, foster a healthy lifestyle and provide personal enrichment.

# Course Descriptions

## COURSE DESCRIPTION INFORMATION

### Arrangement

All course descriptions are arranged in alphabetical order and by subject (Example: Accounting (ACC)).

### Course Numbers

Courses are numbered in four digits. The first digit indicates the class year; the last digit indicates the credit hours and all four serve to denote the course. (Example: course numbered 1123 signifies a freshman course with three credit hours.) Courses beginning with a number 0 are transitional and pre-collegiate, are not for credit and do not apply towards graduation. Course numbers ending in 0 signifies that the credit carried varies.

## ACADEMIC SUCCESS (COL)

### **COL 1112 ACADEMIC SUCCESS**

Prerequisite: NONE

This is a course designed to develop the skills to succeed in college and life – addressing topics like time management, communication, motivation, critical thinking, and rehearsal strategies and planning. Through Self-Assessments and interactive activities, students will get hands on applicable experience that will impact their success in future environments. Credit: Two Semester Hours.

### **COL 1211 SUCCESS STRATEGIES**

Prerequisite: NONE

This course is designed to support new students develop skills for collegiate success in and out of the classroom. This course focuses on topics related to goal setting, time management, study skills, communication, motivation and campus resources that are available for students. This course supports the New Student Symposium and for students to receive their collegiate credit, they will need to enroll in both the New Student Symposium and the Success Strategies course. This course will take place the first 5 weeks of a regular term and will consist of face time instruction, activity projects, online participation and application exercises. Credit: One Semester hour.

### **COL1211L NEW STUDENT SYMPOSIUM**

Prerequisite: NONE

The New Student Symposium will take place on a day prior to the start of a regular semester. This event places a crucial role in your first year experience and participation is required on this day as it will count towards completion of the Success Strategies course credit. An introduction to the Murray State College environment, academic expectations and useful resources will be presented this day to help students prepare for the start of a new semester.

Credit: One Semester hour

### **COL1212 EDUCATION TECHNOLOGY**

Prerequisite: NONE

In this online or blended course, learn the essential computer technology you need to know to enhance your successful experience at Murray State College. This course will help you improve your knowledge and competence in using the common functions of a personal computer and its operating system along with common applications and the content management system used in a variety of courses at MSC. Topics covered will include: vocabulary and terminology; electronic file management; Blackboard; Microsoft Office Word, Excel spreadsheets, and PowerPoint; graphics; multimedia; Internet tools such as e-mail and attachments, and Web-based research. Each topic will consist of self-paced lesson plans emphasizing step-by-step instructions along with exercises, activities, discussions, and assessments. An attempt will be made to support all

students' individual needs.

Credit: Two Semester hours.

### **COL1511 STUDENT LEADERSHIP**

Prerequisite: By nomination only.

This course introduces students to the concept of leadership as a field of study. Emphasis is placed on the application of acquired knowledge to practical problems.

Credit: One Credit hour.

## ACCOUNTING (ACC)

### **ACC 1113 INTRODUCTION TO ACCOUNTING**

Prerequisite: NONE

This course is designed to provide the student with the basic accounting knowledge and skills necessary for development and maintenance of a set of books. Students will gain a working knowledge of the accounting cycle; bank reconciliation, payroll accounting, taxes, accounting for service and merchandising concerns, special journals and subsidiary ledgers, adjustments, financial statements, and the closing process. Emphasis will be placed on preparing students for entry-level bookkeeping and accounting clerk positions.

Credit: Three semester hours.

### **ACC 2103 FUNDAMENTALS OF FINANCIAL ACCOUNTING**

Prerequisite: NONE

The study of concepts and procedures for preparation of general-purpose financial statements using general accounting principles. This course is designed to provide the student with basic principles of accounting theory. Students will gain a working knowledge of accounting for sole proprietorships, partnerships, and corporations. Topics covered will include the accounting cycle, financial statements/ratio analysis, capital and stockholders' equity, merchandising, stock transactions, cash flow statements, investments, and ethics. Emphasis will be placed on the study of financial accounting. It is recommended that a student entering this course have bookkeeping, accounting, work related experience, or high school equivalent.

Credit: Three semester hours.

### **ACC 2203 FUNDAMENTALS OF MANAGERIAL ACCOUNTING**

Prerequisite: ACC 2103.

This course is the study of managerial accounting concepts and objectives, planning and control of sales and costs, analysis of costs and profits for management decision making. This course is designed as a continuation of fundamentals of financial accounting. Topics covered will include manufacturing/cash flow, cost behavior, cost-volume-profit, managerial decisions, capital budgeting, present value/future value, budget allocation, variance analysis, job order costing, process costing, and standard costing. Emphasis will be placed on managerial decision-making based upon the analysis of accounting information.

# Course Descriptions

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Credit: Three semester hours.

## **ACC 2303 COMPUTERIZED ACCOUNTING**

Prerequisite: ACC 1113 or ACC 2103 & CIS 1113.

This course is designed to provide the student with an introduction to modern computerized integrated accounting systems utilizing a hands-on approach. Students will gain a working knowledge of accounting for sole proprietorship and partnership service and merchandising concerns within an integrated system beginning with analysis of transactions or "input," the actual functions of the computer system, and the "output" or end result generated by the computer.

Credit: Three semester hours.

## **ACC 2810 SPECIAL PROBLEMS IN ACCOUNTING**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Accounting. May be taken more than once.

Credit varies from one to four hours.

## **AGRICULTURE (AG)**

### **AG 1002 AGRICULTURAL FINANCIAL LITERACY**

Prerequisite: NONE

This course will cover basic financial concepts from an agricultural perspective. Topics covered will include basic concepts of credit and debt, basic record keeping, agriculture loan programs and other sources of credit. Along with practical coursework, guest speakers from agricultural lending entities will enhance the learning experience. This course is open to all students.

Credit: Two semester hours.

### **AG 1113 INTRODUCTION TO AGRICULTURAL ECONOMICS**

Prerequisite: NONE

The course covers the economic theory of production, marketing and consumption of agricultural products. The role and structure of agriculture in the American economy are also included.

Credit: Three semester hours.

### **AG 1124 INTRODUCTION TO THE ANIMAL SCIENCES**

Prerequisite: None.

This survey course deals with meat, milk, eggs, and other animal products, world needs and distribution of farm animals, production and management, quality standards, processing and distribution.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **AG 1214 INTRODUCTION TO THE PLANT SCIENCES**

Prerequisite: None.

This basic course covers the concepts and principles of growth and distribution, classification, culture, and utilization of economic plants.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **AG 1513 INTRODUCTION TO HORSE PRODUCTION**

Prerequisite: None.

This course begins an introduction to the horse industry. The course then covers the history of the horse including the various breeds and their uses. Digestive physiology and equine nutrition, diseases and parasites of the horse, and health care are other topics discussed in this

course.

Credit: Three semester hours.

### **AG 1532 ADVANCED HORSE PRODUCTION**

Prerequisite: AG 1513.

This course completes the study of the horse. The first half of this course deals with equine anatomy and physiology, covering the skeletal system, muscular systems, respiratory system, circulatory system, urinary-excretory system, nervous system, and skin and hair.

Credit: Two semester hours.

### **AG 1543 EQUINE EVALUATION**

Prerequisite: NONE

This course deals with the evaluation of a horse's conformation and performance. Topics covered in this course include: terms used in judging horse conformation, evaluation of the horse's conformation and structural soundness, evaluating and judging a horse show, and expressing oral reasons. Also discussed in this course are the blemishes and unsoundness of the horse, and determining age by teeth.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **AG 2011 TOPICS IN AGRICULTURE**

Prerequisite: NONE

This course involves the use of farm and ranch operators as resource personnel in discussions of current problems and issues in agriculture.

Credit: One semester hour.

### **AG 2012 AGRICULTURE EDUCATION**

Prerequisite: NONE

This is an entry-level course designed to help students explore teaching agriculture education as a career. Students will consider and reflect on the history, philosophy, and current issues affecting agricultural education and the nature of the educational process. Emphasis will be placed on the characteristics, duties, and responsibilities of successful teachers, the components of an agricultural education program, state teacher certification requirements, and student differences and special needs.

Credit: Two semester hours.

### **AG 2423 HEAVY EQUIPMENT OPERATION I**

Prerequisite: NONE

This course introduces fundamental machine functions, safety practices, and maintenance. It is designed to develop apprentice-level skills in the operation of heavy equipment. In addition, students will identify career options that exist for heavy equipment operators.

Credit: Three semester hours.

### **AG HEAVY EQUIPMENT OPERATION II**

Prerequisite: AG 2423

This is a continuation of AG 2423 and allows students to develop an understanding of basic surveying techniques, receive extensive training in safety regulations and procedures, and learn how to handle controls precisely and judge distances accurately. This course also promotes awareness of potential job site difficulties and allows students to gain knowledge of work ethic expected by employers in the construction.

Credit: Three semester hours.

### **AG 2810 SPECIAL PROBLEMS IN AGRICULTURE**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Agriculture.

# Course Descriptions

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May be taken more than once.  
Credit varies from one to four hours.

## **AGRICULTURE LEADERSHIP (AGL)**

### **AGL 1511 INTRODUCTION TO LEADERSHIP**

Prerequisite: None

This course introduces students to the concept of leadership as a field of study. Emphasis is placed on the application of acquired knowledge to practical problems.

Credit: One semester hour.

### **AGL 2303 PERSONAL LEADERSHIP DEVELOPMENT**

Prerequisite: None

This course focuses on how leaders identify key attributes of leadership and link them to their own unique vision, values and personal strengths.

Credit: Three semester hours.

## **AGRONOMY (AGR)**

### **AGR 2013 NATURAL RESOURCE AND ECOLOGY MANAGEMENT**

Prerequisite: NONE

This course is the study of natural plant and animal processes and how man interacts and regulates these. Issues such as factory farming, animal welfare, pesticides and water quality, world food supply and global warming will be discussed. Designed for the non-agriculture major.

Credit: Three semester hours.

### **AGR 2124 SOIL AND SOIL MANAGEMENT**

Prerequisite: One-year inorganic chemistry.

The survey course deals with the fundamentals of soil origin, development, classification, fertility, and management. Laboratory is devoted to analytical procedures relevant to the chemical and physical conditions of soil.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **AGR 2324 PRINCIPLES OF RANGE MANAGEMENT**

Prerequisite: AG 1214 & AG 1124.

This course involves a study of the general principles of range and pasture management. Principles of forage plant properties, ecology and management of rangelands for sustained production are covered.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **AGR 2810 SPECIAL PROBLEMS IN AGRONOMY**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Agronomy.

May be taken more than once.

Credit varies from one to four hours.

## **AMERICAN SIGN LANGUAGE (ASL)**

### **ASL 2613 AMERICAN SIGN LANGUAGE I**

Prerequisite: NONE

This course consists of the principles, methods, and techniques of communicating manually with the deaf. Emphasis will be on developing manual communication skills, a basic vocabulary in American Sign

Language and an understanding of the basic grammatical principles of American Sign Language.

Credit: Three semester hours.

### **ASL 2623 AMERICAN SIGN LANGUAGE II**

Prerequisite: ASL 2613.

This course provides continued development of American Sign Language vocabulary and A.S.L. grammar. Emphasis will be on developing expressive and receptive signing skills in ASL.

Credit: Three semester hours.

## **ANATOMY & PHYSIOLOGY (AP)**

### **AP 1113 APPLIED ANATOMY**

Prerequisite: None

This is a single semester course designed to cover concepts associated with cell biology, histology, and gross anatomy of the human body. The cardiovascular system, respiratory system, and nervous system will be covered; but an emphasis will be placed on the skeletal and muscular systems. Physiological processes associated with energy production, energy consumption, and movement will also be introduced.

Credit: Three semester hours.

### **AP 2124 HUMAN ANATOMY AND PHYSIOLOGY I**

Prerequisite: C or better in BIO 1404.

*Students with a declared Nursing, Physical Therapy Assistant, or Occupational Therapy Assistant majors can get prerequisites waived by the Nursing Program Director, the PTA Program Director, or the OTA Program Director.*

This is the first course in a two-course sequence designed to provide the student with knowledge of human anatomy and physiology starting from the molecular level and progressing to the level of integrated systems. Topics covered include anatomical terminology, cell structure and function, tissue organization as well as histology and physiology of the following body systems: integumentary system, skeletal system, muscular system, and nervous system. Laboratory sessions include histological examination of tissues, mammalian dissections, and physiological exercises appropriate to each system.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

### **AP 2134 HUMAN ANATOMY AND PHYSIOLOGY II**

Prerequisite: C or better in AP 2124.

This is the second in a two-course sequence designed to provide the student with knowledge of human anatomy and physiology starting from the molecular level and progressing to the level of integrated systems. The anatomy and physiology of the following systems will be studied in both lecture and lab: special senses, the endocrine system, the cardiovascular system, lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system and reproduction system.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

### **AP 2810 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY II**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Anatomy and Physiology.

May be taken more than once.

Credit varies from one to four hours.

# Course Descriptions

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## ANIMAL SCIENCE (ANS)

### **ANS 1101 LIVESTOCK JUDGING AND EVALUATION**

Prerequisite: None.

Practice is afforded in the evaluation and selection of species and types of farm livestock including beef cattle, dairy cattle, sheep, swine, and horses. The course will include the judging of classes of breeding and market animals with written and oral reasons.

Two laboratory hours a week. Credit: One semester hour.

### **ANS 1112 LIVESTOCK SELECTION AND CARCASS EVALUATION**

Prerequisite: ANS 1101 or permission of instructor.

Emphasis will be placed on carcass evaluation of meat animals. Slaughtering and processing of farm meats will be included.

Four laboratory hours a week.

Credit: Two semester hours.

### **ANS 2012 LIVESTOCK GROOMING, FITTING AND SHOWING**

Prerequisite: None.

This course deals with the fundamentals behind grooming, fitting and showing of livestock. Practical application of the skills presented in the course will be evaluated in a showmanship contest at the end of the course.

Four laboratory hours a week.

Credit: Two semester hours.

### **ANS 2123 LIVESTOCK FEEDING**

Prerequisite: None.

Nutrients and their functions, nutrient requirements of the various classes of livestock, composition and classification of feedstuffs and ration formulation are covered.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **AS 2810 SPECIAL PROBLEMS IN ANIMAL SCIENCE**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Animal Science.

May be taken more than once.

Credit varies from one to four hours.

## ART (ART)

### **ART 1103 CERAMICS I**

Prerequisite: NONE

Ceramics I will cover a variety of building techniques, glazing and ceramics terminology. Students will develop basic hand building skills (pinch, coil and slab), demonstrate basic glaze theory and application, and exhibit basic knowledge of the firing processes.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

### **ART 1113 ART APPRECIATION**

Prerequisite: NONE

Art Appreciation is the study of art from a variety of different background and culture as both product and process. Aesthetic judgment making in evaluation of art from different times and places is stressed. It is an illustrated lecture course that examines the functions of the visual arts in contemporary life. The historic development of art in western culture is

included where it is relevant to the appreciation of modern art.

Credit: Three semester hours.

### **ART 1123 DESIGN I**

Prerequisite: None.

Design I is a study of the principal elements of two-dimensional design. Those elements include color, perspective, fundamental drawing concepts and compositional elements. By using a variety of materials students will apply the information to a series of studio assignments.

Credit: Three semester hours.

### **ART 1133 DESIGN II**

Prerequisite: None.

Design II is a continuation of Design I. This course is a study and analysis of three-dimensional forms. By using a variety of materials and processes, the student will complete a series of studio assignments.

Credit: Three semester hours.

### **ART1213 DRAWING I**

Prerequisite: None.

Drawing I will develop the student's understanding of the basic concepts of drawing and their powers of observation. Students will work with various black and white media utilizing a variety of sources and environments.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

### **ART 2103 DRAWING II**

Prerequisite: None.

Drawing II will continue to develop the student's understanding of the concepts of drawing. Students will continue to develop their skills in color media by using a variety of sources and environments.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

### **ART 2113 WATERCOLOR I**

Prerequisite: None.

Watercolor I will develop skills in watercolor painting, stressing form and composition, visual perception and individual expression. Students will develop their understanding of composition and theory as it relates to transparent painting media.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

### **ART 2123 PAINTING I**

Prerequisite: NONE

Painting I will develop skills in opaque painting, stressing form and content, visual appreciation and individual expression. Students will develop conceptual skills in various painting methods, compositions and color theories.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

### **ART 2203 CERAMICS II**

Prerequisite: NONE

Ceramics II continues to develop the student's skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramic and its terminology. Students will continue the

# Course Descriptions

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development of hand building and throwing techniques, and the development of their personal style within the ceramic medium. Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

## **ART 2403 SCULPTURE I**

Prerequisite: NONE

Sculpture I is a creative approach to sculptural techniques and form exploration using a variety of media. Students will develop their knowledge of sculptural forms, their technical skills in various media/materials and increase their conceptual skills.

Four laboratory hours a week will be done by arrangement with the instructor.

Credit: Three semester hours.

## **ART 2810 SPECIAL PROBLEMS IN ART**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Art.

May be taken more than once.

Credit varies from one to four hours.

## **BIOLOGY (BIO)**

### **BIO 1114 GENERAL BIOLOGICAL SCIENCE**

Prerequisite: Must have a 15 or higher on the Science portion of the ACT. Students that have not taken a science class in 5 years or more need to take this class prior to enrolling in sophomore level science courses. This is a general education course directed toward non-majors. It covers a wide range of basic biological concepts and introduces the student to the scientific process. Topics introduced will include basic chemistry, introductory cell structure and function, Mendelian genetics, biotechnology, evolution, ecology, health and nutrition.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **BIO 1404 PRINCIPLES OF BIOLOGY I**

Prerequisite: A 15 or higher on the science portion of the ACT and declare a Science or Allied Health major. Students that have not taken a science class in 5 years or more need to take this class prior to enrolling in sophomore level science courses. This course is designed for biology and life science-related majors. This class will introduce students to important biological concepts as well as the scientific process. Topics covered will include the chemistry of biological molecules, cell structure and function, metabolism, meiosis and mitosis, Mendelian and molecular genetics and biotechnology.

Three lecture hours and two laboratory hours per week.

Credit: Four semester hours.

### **BIO 2810 SPECIAL PROBLEMS IN BIOLOGY**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Biology.

May be taken more than once.

Credit varies from one to four hours.

## **BOTANY (BOT)**

### **BOT 1114 GENERAL BOTANY**

Prerequisite: NONE

This course is a basic introduction to the life processes and structure of the higher plants. Emphasis is on basic plant physiology, morphology and anatomy. Students will study plant cell structure and function (including photosynthesis and respiration), flower structure and function, the seed and fruit, stem, root and leaf structure, and plant identification.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **BOT 2810 SPECIAL PROBLEMS IN BOTANY**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Botany.

May be taken more than once.

Credit varies from one to four hours.

## **BUSINESS (BUS)**

### **BUS 2763 PROFESSIONAL DEVELOPMENT**

Prerequisite: NONE

This course is organized around the premise that the techniques and personal qualities students need to find the best possible job in a particular field are identical to those that they must develop and refine in order to become effective and promotable employees.

Credit: Three semester hours.

### **BUS 2810 SPECIAL PROBLEMS IN BUSINESS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Business.

May be taken more than once.

Credit varies from one to four hours.

## **BUSINESS COMMUNICATION (BC)**

### **BC 2113 BUSINESS COMMUNICATIONS**

Prerequisite: ENG 1113

This course is designed to provide the student with the opportunity to study the various types of business communications. Students will learn to prepare professional, letters suitable for mailing that inform, explain, direct, instruct, and sell, as well as letters that seek credit, collection, recommendation, and application. Students will develop oral communication skills through the preparation and delivery of several formal presentations. Course activities also include the discussion of job interview techniques and development of interviewing skills.

Credit: Three semester hours.

### **BC 2810 SPECIAL PROBLEMS IN BUSINESS COMMUNICATIONS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests and other special projects/events/activities related to Business Communications.

May be taken more than once.

Credit varies from one to four hours.



# Course Descriptions

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## **BUSINESS MANAGEMENT (BM)**

### **BM 1103 INTRODUCTION TO BUSINESS**

Prerequisite: NONE

This course gives the beginning business student background information related to the scope of business activity and the methods of solving business problems. Emphasis is placed upon units dealing with management, finance, marketing, business organizations, stocks and bonds, business law, and accounting.

Credit: Three semester hours.

### **BM 1403 BUSINESS MATHEMATICS**

Prerequisite: NONE

This course is designed to develop knowledge and skill in the computation of practical financial problems of a business and personal nature. A thorough review of the fundamental processes of mathematics will begin the course and topics that follow will include percentages, trade, cash and bank discounts, simple and compound interest, credit sales and billing, mark up and mark down, payroll, social security and other taxes, installment buying and periodic payments, negotiable instruments, depreciation and inventory valuation methods. This course does not meet math requirements for general education.

Credit: Three semester hours.

### **BM 2013 PRINCIPLES OF MANAGEMENT**

Prerequisite: NONE

This course provides instruction in principles of management that have general applicability to all types of enterprises, basic management philosophy and decision making, principles involved in planning, organizing, leading, and controlling, and recent concepts in management.

Credit: Three semester hours.

### **BM 2023 Principles of Customer Service**

Prerequisite: NONE

This course focuses on customer service as a profession, the skills required to be successful in customer service situations, the knowledge to build and maintain customer relationships and customer retention.

Credit: Three semester hours.

### **BM 2043 INTRODUCTION TO RETAILING**

Prerequisite: NONE

Principles of modern retailing emphasizing consumer behavior, store location and layout, retail pricing and merchandise management are studied.

Credit: Three semester hours

### **BM 2103 INTRODUCTION TO HOSPITALITY MANAGEMENT**

Prerequisite: NONE

This course is designed to acquaint students with career opportunities, the scope, the development, the history of the hospitality industry and provide an overview of the management functions and concerns associated with hospitality operation.

Credit: Three semester hours

### **BM 2123 MARKETING**

Prerequisite: NONE

This course is a study of the institutions engaged in the movement of goods and services from producers to consumers. Also included are the functions, methods, channels, pricing, and regulation of marketing policies.

Credit: Three semester hours.

### **BM 2203 PRINCIPLES OF SUPPLY CHAIN**

Prerequisite: NONE

This course will explore the principles of supply chain to include the evolution of supply chain to current 21st Century models, supply chain information technology, the value proposition of logistics, imperative customer accommodation, logistical operations to include transportation, warehouse design and network design. Finally, this course will explore supply chain administration to include relationship management, performance measurement and trends.

Credit: Three semester hours.

### **BM 2213 INTERNATIONAL BUSINESS**

Prerequisite: None

This course is a general survey of the unique problems faced by firms engaging in international activities. It will cover the importance of understanding the foreign economic, social, political, cultural, and legal environment. The mechanics of importing and exporting, joint venture, franchising, and subsidiaries will be studied. International dimensions of management, marketing and accounting as well as international financial management will be included. The aspect of human resource implications in international business as well as the special problems of multi-national corporations will be discussed. Recent problems of the international economic system will be included in this course as well as country risk analysis.

Credit: Three semester hours.

### **BM 2313 PRINCIPLES OF PROJECT MANAGEMENT**

Prerequisite: BM 2013

This course explores the managerial view of project management. Modern project management, strategy, structure and project definition are explored from a conceptual perspective. Project planning, project teams, performance measurement and project closure are explored. Included is discussion regarding working on international projects and culture considerations.

Credit: Three semester hours.

### **BM 2413 PROJECT MANAGEMENT APPLICATIONS**

Prerequisite: CIS 1113 or displayed proficiency

This course explores the application software that assists project managers in planning, developing, assigning resources to tasks, tracking progress, managing the budget and analyzing workloads in projects.

Credit: Three semester hours.

### **BM 2503 HUMAN RESOURCE MANAGEMENT**

Prerequisite: NONE

This course provides up-to-date information on contemporary issues, trends and legislation related to human resource management. The major human resource management processes are covered, including human resource planning, job design, staffing, training and development, motivation, performance appraisal and review, compensation and reward, protection and representation and organization improvement. Historical perspectives on many aspects of human resources management are also discussed.

Credit: Three semester hours

### **BM 2513 BUSINESS MANAGEMENT INTERNSHIP I**

Prerequisite: Business-Management major or consent of instructor.

This course provides the opportunity for students to earn college credit for employment situations to include: traditional employment (full-time and part-time), work-study, volunteer, clinical training, internships, and service learning. Human Relations in Organizations will be covered in the course. This course will include the application of theory and practices to on-the-job training relating to the student's specific field of study.

Credit: Three semester hours.

# Course Descriptions

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## **BM 2523 BUSINESS MANAGEMENT INTERNSHIP II**

Prerequisite: BM 2513

This course is one part of a three-part program developed to provide the opportunity to earn college credit for employment situations to include traditional employment (full-time and part-time), work-study, volunteer, clinical training and service learning. Leadership will be the focus for the course and will involve an application in theory and practices to on-the-job training.

Credit: Three semester hours.

## **BM 2533 SMALL BUSINESS OWNERSHIP AND MANAGEMENT**

Prerequisite: ACC 2103 or ACC 1113

Study is made of problems faced in creation and early growth periods of business enterprises; such as accounting, finance, opportunity recognition, management, marketing and consumer economics. To solidify the concepts covered, students are asked to create a plan for implementation and operation of a new business venture. Also, an interdisciplinary problem-solving approach with emphasis on "live" case studies will be used.

Credit: Three semester hours.

## **BM 2603 SPECIALIZED WORD PROCESSING**

Prerequisite: CIS 1113 or one year of high school computer classes with a grade of "B" or higher.

This is an advanced course designed to assist students to increase proficiency in processing data. Emphasis is on those types of programs most likely to be used by office personnel. Special attention is given to word processing applications. This is a hands-on, heavily user-oriented course.

Credit: Three semester hours.

## **BM 2613 BUSINESS ETHICS**

Prerequisite: NONE

A course in ethics that includes case studies of situations that poses moral and ethical problems in business. The course focuses on what constitutes right or wrong behavior in the business world and how business people use moral and ethical principles to solve problems and situations in the workplace.

Credit: Three semester hours.

## **BM 2723 SPREADSHEET APPLICATIONS**

Prerequisite: CIS 1113 or one year of high school computer classes with a grade of "B" or higher.

This course provides the student with an intensive study of selected spreadsheet applications. The student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros and other options as they apply to the software being used. This is a heavily hands-on, user-oriented course.

Credit: Three semester hours.

## **BM 2810 SPECIAL PROBLEMS IN BUSINESS MANAGEMENT**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Business Management.

May be taken more than once.

Credit varies from one to four hours.

## **CHM 1114 GENERAL CHEMISTRY I**

Prerequisite: NONE

Given each semester and required of first year college students majoring in Agriculture, Engineering, or Science. The course deals with the fundamentals of general chemistry and consists of lectures, recitations, written exercises and laboratory experiments. It is essential that students of this course be well grounded in mathematics.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

## **CHM 1214 GENERAL CHEMISTRY II**

Prerequisite: Must have a C or better in CHM 1114

Given each semester, this course is a continuation of course 1114. It is required of the same students and is conducted in the same manner as course 1114.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

## **CHM 1313 GENERAL, ORGANIC, BIOCHEMISTRY**

Prerequisite: NONE

This course provides an overview of general inorganic chemistry, organic chemistry, and biochemistry. Course content will include unit conversions, atomic structure as it relates to chemical bonding, pH of acids and bases, equilibrium, and electrolytes. The course also introduces topics from organic chemistry such as structural theory of carbon-based compounds, functional groups, and stereochemistry. The biochemistry of the four major biological molecules (carbohydrate, protein, nucleic acids, and lipids) will also be presented in this course.

Credit three semester hours.

## **CHM 2345 ORGANIC CHEMISTRY**

Prerequisite: CHM 1114 and 1214

Required of second-year college students majoring in Agriculture and other curricula, the course includes a brief introduction on physiological chemistry, and consists of lectures, recitations, written exercises and laboratory experiments. The laboratory work includes the preparation and purification of some of the more common compounds as well as the performance of many fundamental laboratory processes.

Three lecture and four laboratory hours a week.

Credit: Five semester hours.

## **CHM 2810 SPECIAL PROBLEMS IN CHEMISTRY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Chemistry.

May be taken more than once.

Credit varies from one to four hours.

## **CHICKASAW (CHA)**

### **CHA 2243 CHICKASAW HUMANITIES I**

Prerequisite: NONE

Explore Chickasaw history, art, culture, government, language and philosophy alongside Western thought and humanities of the same time periods. Basic Chickasaw language instruction is a component and weekly written assignments are required based on readings provided. Students discuss responses to readings each week.

Credit: Three semester hours.

## **CHEMISTRY (CHM)**

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## **CHA 2253 CHICKASAW HUMANITIES II**

Prerequisite: NONE

Students continue studies of Chickasaw history, art, culture, government, language and philosophy contrasted to that of other North American tribes. Weekly written assignments, basic Chickasaw language instruction and a class discussion format are all components of Clement II. Clemente I is not a prerequisite for this course.

Credit: Three semester hours.

## **CHILD DEVELOPMENT (CD)**

### **CD 1002 THE CHILD DEVELOPMENT PROFESSIONAL**

Prerequisite: NONE

This course is an introduction to the Child Development profession and program, exploring the fields of child development and early childhood education. Students will gain knowledge regarding the expectations of the Child Development program, while incorporating professional competency standards as well as options available upon completion. This course is required for Child Development majors and should be taken prior to OR concurrently with the remaining Child Development courses.

Credit: Two semester hour.

### **CD 1243 HEALTH, SAFETY & NUTRITION FOR CHILDREN**

Prerequisite: NONE

This course is designed to provide the student an understanding of the principles and practices for development of positive health, safety and nutrition practices for children. The laboratory provides opportunity for application of these principles.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 1253 INFANT AND TODDLER PROGRAMS**

Prerequisite: NONE

This course is designed to provide the student an understanding of the developmental processes and environmental factors that affect physical growth and emotional and social development from conception to three years of age. It includes skills for individual care of infants or toddlers such as daily schedules, record keeping, food preparation, age appropriate discipline techniques and activities.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 1353 CHILD AND FAMILY DEVELOPMENT**

Prerequisite: NONE

This course is designed to provide the student knowledge of the child from conception to adolescence in the areas of physical, intellectual, social and emotional growth. The laboratory provides opportunity for observation of these developments.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2453 CURRICULUM PLANNING**

Prerequisite: None.

This course is designed to provide the student the skills and techniques of program planning, room arrangement and scheduling of activities for young children in group settings (including long range, weekly, daily) and activity plans and objectives for activities. The laboratory provides for application of these techniques and skills.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2463 ADMINISTRATION OF CHILD CARE CENTERS**

Prerequisite: NONE

This is a course with emphasis on managerial principles; skills, knowledge and attitudes required of managers of the growing number of child care centers.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2533 GUIDANCE OF YOUNG CHILDREN**

Prerequisite: NONE

This course is designed to provide the student an understanding of the principles and techniques of guiding children in group and individual settings. General understanding of behavior patterns of children, methods of guiding and directing children's behavior, and activities for positive growth and development are studied. The laboratory provides for application of these principles.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2543 CREATIVE ARTS FOR CHILDREN**

Prerequisite: NONE

This course is designed to provide the student an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts-art, music, drama and poetry. The laboratory provides opportunity for application of these principles.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2553 COGNITIVE ACTIVITIES FOR CHILDREN**

Prerequisite: NONE

This is a laboratory course with specific emphasis on the development of skills and techniques for working with young children in cognitive activities--math, science, social science, and field trips. An understanding of each area and presentation of learning experiences and activities to children in a group setting is developed.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2563 FAMILY AND COMMUNITY RELATIONS**

Prerequisite: NONE

This course will enable students to develop the skills and techniques for working with parents and community in relation to the child care setting. It includes methods for communication, parent involvement, and parent education.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2573 CHILDREN WITH SPECIAL NEEDS**

Prerequisite: NONE

This is a laboratory course to develop an understanding of children with special needs, their world, their families, and their problems, through working with them. The special needs of children and development of methods for working with them and their families to develop each child's greatest potential are recognized.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **CD 2583 LANGUAGE & PHYSICAL SKILLS FOR CHILDREN**

Prerequisite: NONE

This course is designed to provide the student the skills and techniques for working with students in language development and physical skills activities. The laboratory provides opportunity for application of these

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principles.

Two lecture and two laboratory hours a week.

Credit: Three semester hours a week.

## **CD 2593 THE SCHOOL-AGE CHILD**

Prerequisite: NONE

This course is designed to provide the student an understanding of the development, appropriate environments, materials and activities and teaching and guidance techniques for the child 5-13 years. It focuses on the social, emotional, mental and physical developmental processes. It includes interpreting Oklahoma licensing standards, problem-solving techniques and personal qualities as related to guiding children 5-13.

Two lecture and two laboratory hours a week.

Credit: Three semester hours a week.

## **CD 2691 THE CHILD DEVELOPMENT CAPSTONE**

Prerequisite: CD 1112 and 80% of required Child Development Classes.

Program chair approval.

This course is designed to evaluate graduate candidate's ability to apply practical skills and demonstrate proficiency of evidence based practices based on principles and theories of child development and early childhood education. The course additionally provides an opportunity to synthesize learning and reflect upon knowledge gained through both course work and field experiences. This capstone course is required of all child development graduate candidates. Students apply learning in final field experience of 32 clock hours at locations designated by child development chair. A grade of a C or better must be obtained in this course for degree completion.

Credit: One semester hour.

## **CD 2810 SPECIAL PROBLEMS IN CHILD DEVELOPMENT**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Child Development.

May be taken more than once.

Credit: Varies from one to four hours.

## **COMMUNICATION (COM)**

### **COM1133 PHOTOJOURNALISM I**

Prerequisite: None

This course will introduce students to basic: photography skills, composition, and equipment; photography for various types of news and media events; and legal and ethical concerns involving photojournalism.

Credit: Three semester hours.

### **COM1153 VOICE AND DICTION**

Prerequisite: None.

This course is a study of the physiology of speech, including such concepts as improvement of vocal control, expansion of vocabulary, and introduction to the International Phonetic Alphabet.

Credit: Three semester hours.

### **COM 1233 INTERPERSONAL COMMUNICATION**

Prerequisite: NONE

This course explores the importance of interpersonal communication, communication concepts, and self-concept on interpersonal relationships, and applies practicing these concepts with all types of interpersonal relationships in various situations.

Credit: Three semester hours.

### **COM 2003 CAREER PREPARATION IN COMMUNICATION AND PERFORMANCE STUDIES**

Prerequisite: NONE

This course will allow students to pursue research into career opportunities for one holding a degree in Communication and Performance Studies. The course includes guest lecturers who have worked in the field or created new opportunities using the skills learned.

Credits: Three semester hours.

### **COM 2113 WRITING FOR MASS COMMUNICATION**

Prerequisite: ENG 1113

This course will focus on the study of principles of writing styles for mass media. Study includes writing formats in print, broadcast and the Internet.

Credit: Three semester hours.

### **COM 2810 SPECIAL PROBLEMS IN COMMUNICATION**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Communication.

May be taken more than once.

Credit: Varies from one to four hours.

## **COMPUTER INFORMATION SYSTEMS (CIS)**

### **CIS 1113 COMPUTER APPLICATIONS**

Prerequisite: NONE

This course is designed to train students in the use of computer application software packages commonly used by industrial or commercial businesses. Students will learn about several application programs such as document production software, spreadsheet software and graphics presentation software. Email usage is highly recommended. Students will use computers daily to perform rigorous tasks to enhance their computer skills.

Credit: Three semester hours.

### **CIS 1653 DATA COMMUNICATIONS AND NETWORK FUNDAMENTALS**

Prerequisite: NONE

This course is a study of the theory, protocols and signaling devices employed in the transmission of data between computer installations, network elements, and peripherals. Network topologies and organization are emphasized. The emphasis is upon advanced applications that include methods used to access, transfer and/or exchange data between conversations, shared environments and local and remote networks.

Credit: Three semester hours.

### **CIS 1683 OPERATING SYSTEMS**

Prerequisite: NONE

This course will cover the history of the computer and its companion, the system software known as the Operating System. The Operating System makes it possible to communicate between computer hardware and the application software and acts as a mediator between them. The student will learn about the first Operating System written for microcomputers in the 70's called DOS (disk operating systems: Windows 95, 98, NT, LINUX, Novell and others.

Credit: Three semester hours.

### **CIS 2113 COMPUTER APPLICATION PACKAGES**

Prerequisite: NONE

This course is designed to familiarize the student with commonly used computer applications. A brief history of computers is discussed, as well as required terminology. Students receive instruction on the use of a commonly used word processor, Internet browser, presentation graphics

# Course Descriptions

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software and a spreadsheet package. The students will learn to use the Internet as a research tool. E-mail usage is encouraged. In this course, students will use the computer daily. It is recommended that students know how to type before enrolling in this course.

Credit: Three semester hours.

## **CIS 2143 COMPUTER NETWORKING**

Prerequisite: None

This course is an introduction to computer networks, distributed systems and their systematic design. The students will learn the structure and architecture of computer networks. Networking experiments will be used to demonstrate network topologies.

Credit: Three semester hours.

## **CIS 2213 DATA BASE MANAGEMENT SYSTEMS**

Prerequisite: CIS 1113

This course provides a modern approach and concise introduction to database management systems for computing and business students. This course offers an introduction to database concepts in a visual, flexible and a comprehensive way to build Microsoft Access skills using hands-on database design and management approach. This course focuses on the relational model of databases and takes students clearly and effectively through the entire process of database design, implementation and development stages. In this class, we will discuss real-world database issues like database design, data integrity and data security. It will include detailed coverage of the relational model.

Credit: Three semester hours.

## **CIS 2223 SYSTEMS ANALYSIS**

Prerequisite: CIS 1113, CIS 2213, & CS 1613

This course is an introduction to the full scope of systems analysis, including problem definition, data collection (observation, interviewing and questionnaires), documentation of existing systems, and definition of new system requirements. Also included are topics such as the role of the systems analyst, tools and techniques, written and oral presentations, working on a systems development team, and interaction with computer users.

Credit: Three semester hours.

## **CIS 2253 WEB PAGE DESIGN**

Prerequisite: NONE

For Associate of Applied Science majors only, this course is designed to teach students current and effective web page design techniques. Students are required to build and maintain their own web page.

Credit: Three semester hours.

## **CIS 2803 DESKTOP PUBLISHING**

Prerequisite: CIS 1113 or one year of high school computer classes with a grade of "B" or higher.

This course will introduce students to the popular new field of computerized desktop publishing. Major topics to be covered are document component preparation through scanning, word processing or graphics. This is a hands-on, heavily user-oriented course.

Credit: Three semester hours.

## **CIS 2810 SPECIAL PROBLEMS IN COMPUTER INFORMATION SYSTEMS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Computer Information Systems.

May be taken more than once.

Credit varies from one to four hours.

## **CIS 2813 CIS STUDENT INTERNSHIP**

Prerequisite: Approval of the Division Chair

This course will provide the student with comprehensive, supervised computer hardware and software training. The training will be under the direct supervision of the course facilitator. The student will learn general hardware concepts, including basic PC troubleshooting, personal computer upgrading, and general PC networking. Software concepts include packages evaluation and installation, operating system installation, networking evaluation and installation, and end-user help desk functions and training.

Credit: Three semester hours.

## **COMPUTER SCIENCE (CS)**

### **CS 1313 PROGRAMMING FUNDAMENTALS**

Prerequisite: NONE

This course is designed for beginning computer science majors and addresses the study of sound reasoning and the application of this reasoning to problem solving. The course will cover many approaches to problem solving such as step algorithms, flow charts, set theory and truth tables. Students will learn techniques to translate real life problems into forms that will enable computer programs to solve them.

Credit: Three semester hours.

### **CS 1533 INTRODUCTION TO VISUAL BASIC**

Prerequisite: NONE

This course is designed to give the student a basic knowledge of Visual Basic Programming. Topics covered include: elements of the object model, design methods, message passing, and the inheritance hierarchy.

Credit: Three semester hours.

### **CS 1613 Programming I**

Prerequisite: NONE

This course is an introduction to computer programming. The entire process of creating software is examined from analysis and design to coding and testing. An emphasis is placed upon problem solving using top-down and bottom-up techniques. Language features include data types, functions, program flow control, and input/output.

Credit: Three semester hours.

### **CS 1623 Programming II**

Prerequisite: CS 1613 with a grade of C or better

This course is introduced in an examination of inheritance and polymorphism. Project management techniques including make files and debugging tools are discussed. Language features explored include dynamic memory management, parameter passing, name overloading and multidimensional arrays.

Credit: Three semester hours.

### **CS 2113 PROGRAMMING IN BASIC**

Prerequisite: NONE

This is a computer-programming course using the computer language BASIC. Topics included are fundamental concepts of programming, system-level commands, program execution and debugging, sequential files, input/output operations, conditional operations, arithmetic operations, predefined functions, report generation, program loops, string manipulation, subscripted variables and arrays (both list and tables), and an introduction to structured program techniques. Students are required

# Course Descriptions

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to complete out-of-class programming assignments on a computer.  
Credit: Three semester hours.

## **CS 2163 C++ PROGRAMMING**

Prerequisite: NONE

This course is a study of the structured programming language C++. Topics included are modular program design, logic structures, programming style, top-down design, syntax/semantics, input/output operations, file types, memory management, and data structures. Students are required to complete out-of-class programming assignments on a computer.

Credit: Three semester hours.

## **CS 2173 OBJECT-ORIENTED PROGRAMMING**

Prerequisite: NONE

This course is a continuation of CS 2163, and an overview of contemporary object-oriented languages, such as C++ and JAVA. It includes practical application of object-oriented techniques. The student will learn elements of the object model, object-oriented design methods, message passing and the inheritance hierarchy.

Credit: Three semester hours.

## **CS 2183 INTRODUCTION TO JAVA**

Prerequisite: NONE

This course is designed to introduce the student to basic programming techniques using JAVA. Topics covered include expressions, functions, conditionals, iteration and data abstraction.

Credit: Three semester hours.

## **CS 2233 C# PROGRAMMING**

Prerequisite: NONE

This course provides an introduction to computer programming using a modern, object-oriented programming language, such as C#. It is intended to be a beginning, programming course focusing on programming concepts, fundamentals and source control. Students are required to complete out-of-class programming assignments on a computer.

Credit: Three semester hours

## **CS 2810 SPECIAL PROBLEMS IN COMPUTER SCIENCE**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Computer Science.

May be taken more than once.

Credit varies from one to four hours.

## **CONSERVATION (CON)**

### **CON 1203 OUTDOOR RECREATION MANAGEMENT**

Prerequisite: NONE

This course explores the use and management of recreational resources on federal, state, local, and private land. Students in this course will be introduced to basic principles involved in outdoor safety and planning outdoor recreational activities. Topics include the influence of social and economic values on recreational use and planning, techniques for environmental interpretation and facilities and site maintenance. This course will also discuss policies, procedures, and problems associated with outdoor recreations.

Credit: Three semester hours.

### **CON 1404 CONSERVATION OF NATURAL RESOURCES**

Prerequisite: NONE

This course is designed for both conservation majors and as a general education science alternative for students who wish to learn more about important environmental concepts and issues. It includes a study of global issues such as acid rain, global warming and ozone depletion. It also explores local and regional issues such as conservation of water, soils, minerals, energy, rangelands and forests. An introduction to chemistry and other areas of science are covered to provide the students with the foundation to better understand these natural resource conservation topics.

Three lecture hours and two laboratory hours per week.

Credit: Four semester hours.

### **CON 1414 DENDROLOGY**

Prerequisite: BOT 1114

Included in this course are the identification and classification of tree and shrubs both in the field and laboratory in winter and summer seasons. Consideration is given to the principal uses and geographical distribution of each species.

Three lecture and two laboratory hours a week.

Credit: Four semester hours.

### **CON 2233 MEXICAN ECOLOGY & CULTURE**

Prerequisite: Approval of instructor based on personal interview. Main interview topics are presented in syllabus and may be obtained prior to interview. This course includes a study-abroad component of nearly two weeks. Students study with Mexican university students and are taught an "immersion" tropical field zoology courses by the faculty of the Centro de Investigaciones Biológicas of the Universidad Autónoma del Estado del Morelos and United States faculty from participating institutions. Field sampling and identification techniques for birds, reptiles, amphibians, fish and mammals are the focus. Murray State College is the charter U.S. institution in this collaborative program. Students meet on campus throughout the semester both before and after the trip abroad. Internet use is required. Required books and readings and in-class discussions address some of the great diversity of Mexican cultural, political and socioeconomic conditions. A major objective of this course for both Murray State College and UAEM is to promote greater tolerance, understanding and appreciation of our two countries by our students. This course counts as either a science elective or general education humanities elective. Field study abroad component consists of 12-14 days. "Immersion" study hours with UAEM are approximately 50 hours of the days abroad. One lecture/discussion hour is scheduled per week on campus.

Credit: Three semester hours.

### **CON 2403 CONSERVATION OF WILDLIFE**

**RESOURCES** Prerequisite: C or better in CON1404

This course is presented from a conservation ecology perspective. The history and importance of the conservation movement is reviewed, and important conservation agencies and organizations are presented. Coverage of fundamental concepts of wildlife management are integrated in units on the structure and function of a wide range of terrestrial and aquatic ecosystems. Special problems such as endangered species preservation, genetic diversity conservation, predator management, designing wildlife preserves, and effects of chemical pollution are also addressed.

Three lecture hours a week plus required field trips.

Credit: Three semester hours.

### **CON 2504 INTRODUCTION TO Forensic Science**

Prerequisite: BIO 1404

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This course is an introductory course in which students will have the opportunity to explore how scientific principles are used in analyzing physical evidence found at crime scenes and to be introduced to the wide array of career choices in forensics. The fundamental objective is to teach the basic processes and principles of critical thinking so as to apply them to solving problems that are related not only to science but also to all disciplines.

Credit: Four semester hours.

## **CON 2810 SPECIAL PROBLEMS IN CONSERVATION**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Conservation.

May be taken more than once.

Credit varies from one to four hours.

## **CON 2911 VOLUNTEER INTERNSHIP**

Prerequisite: Approval of the Departmental Chair and the Conservation & Wildlife Advisor

This course will allow students to gain experience in various aspects of the conservation field by volunteering for a state, federal or non-governmental agency within the conservation field. The student will be responsible for completing forty (40) documented hours of volunteerism for one or more of the agencies to gain one credit hour of coursework.

This course may be taken more than once, but only one hour will count as credit towards graduation.

Credit varies from one to four hours.

## **CRIMINAL JUSTICE (CJ)**

### **CJ 1113 INTRODUCTION TO CRIMINAL JUSTICE**

Prerequisite: NONE

An examination of the historical and social development of and contemporary practices related to the major components of the U.S. criminal justice system: law enforcement, the courts, corrections, and their role in a democratic society.

Credit: Three semester hours.

### **CJ 1433 INTRODUCTION TO LAW**

Prerequisite: NONE

This course is designed to provide the student with the foundation upon which to commence legal studies. The course should be taken before the student takes any law-related course, but it may be taken in conjunction with Legal Research (BM 1843). This course will include an analysis of the following items: legal terms, state and federal court systems, civil and criminal actions, appeal process, functions of county offices, filing procedures and ethics. This course will require the student to conduct an exploration of the various parts of the legal system so as to understand their nature, function and interrelationship. This course is presented in a lecture format, and testing will be based upon an objective format, though some components will be written/essay assignments. The student will be required to demonstrate a working knowledge of the materials covered in the course.

Credit: Three semester hours.

### **CJ 1483 LEGAL RESEARCH**

Prerequisite: None.

This course prepares the student to use a law library. Other areas covered help to explain the use, function and purpose of each type of legal publication; utilize proper methods of citing references, research legal

problems, prepare individual case briefs, legal memoranda, a legal bibliography on legal research problems, accurately research reported cases, commit the findings of legal research to clear precise writing, and prepare appellate briefs in accordance with applicable court rules.

Credit: Three semester hours.

### **CJ 2323 CRIMINAL LAW**

Prerequisite: NONE

This course is an examination of the basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability, and defenses.

Credit: Three semester hours.

### **CJ 2353 JUVENILE JUSTICE**

Prerequisite: NONE

This course will be designed to provide an understanding of the Juvenile Justice System both in Oklahoma and on a national basis. The major areas explored will be diversion and treatment goals.

Credit: Three semester hours.

### **CJ 2423 INTRODUCTION TO LAW ENFORCEMENT**

Prerequisite: NONE

This course will introduce history, development and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice and provide certain career orientation. In addition, CLEET requirement can be incorporated into the course as stated above.

Credit: Three semester hours.

### **CJ 2433 DOMESTIC RELATIONS**

Prerequisite: NONE

Prerequisite for Business Management Legal Option Major: CJ 1433

This course examines the laws of divorce, annulment, separate maintenance actions, and a review of various juvenile problems including adoption, custody and delinquency.

Credit: Three semester hours.

### **CJ 2443 CRIMINAL PROCEDURES**

Prerequisite: CJ 1433

This course is an examination of the rules, principles, and concepts governing the enforcement of arrest, search and seizure primarily focusing on the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Amendments to the United States Constitution.

Credit: Three semester hours.

### **CJ 2453 CRIMINAL INVESTIGATIONS**

Prerequisite: CJ 1433.

This course is an introduction to criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. Major sections cover current issues, environmental crime, videotaping of crime scenes, street gangs and drugs.

Credit: Three semester hours.

### **CJ 2523 INTRODUCTIONS TO CORRECTIONS**

Prerequisite: None.

This course is an overview and complete analysis of the entire adult corrections system and is designed to provide an understanding of the adult correctional system, both in Oklahoma and on a national basis. The course will provide the student with information regarding the entire field of adult corrections.

Credit: Three semester hours.

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## **CJ 2810 SPECIAL PROBLEMS IN CRIMINAL JUSTICE**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Criminal Justice.

May be taken more than once.

Credit: Varies from one to four hours.

## **CJ 2936 LAW ENFORCEMENT SKILLS ACADEMY I**

Prerequisite: Approval of the Division Chair.

This course develops skills in the functional areas of firearms, law enforcement driving and first aid utilizing Council on Law Enforcement Education and Training (CLEET) developed and required curriculum.

Three lecture and four lab hours per week.

Credit: Six semester hours.

## **CJ 2946 LAW ENFORCEMENT SKILLS ACADEMY II**

Prerequisite: Approval of the Division Chair

This course develops skills in the functional areas of conducting criminal investigations, custody and control of suspects, and police patrol techniques utilizing Council on Law Enforcement Education and Training (CLEET) developed and required curriculum.

Three lecture and four lab hours per week.

Credit: Six semester hours.

## **ECONOMICS (ECO)**

### **ECO 2113 PRINCIPLES OF MACROECONOMICS**

Prerequisite: NONE

This course exposes the student to the forces and institutions governing the economic system. Topics covered include economic issues, scarcity, choice, supply and demand, the role of government, performance, macroeconomics theory and policy, Keynesian Model, money, aggregate supply, productivity, banking, and the world economy.

Credit: Three semester hours.

### **ECO 2123 PRINCIPLES OF MICROECONOMICS**

Prerequisite: NONE

This course exposes the student to basic choices, supply and demand, microeconomic issues and applications policy analysis, price ceilings and floors, income and substitution, firms and production, pure competition, model monopoly, monopolistic competition and oligopoly, factor markets, government intervention and the market, and the world economy.

Three lecture hours a week.

Credit: Three semester hours.

### **ECO 2603 BUSINESS AND ECONOMIC STATISTICS**

Prerequisite: MTH 1513 and BC 2113

This introductory course covers such topics as statistical terminology, averages, dispersion, data display, probability, sampling, tests of hypothesis, and inferences. Throughout the course, the major emphasis will be placed on using statistical methods to solve business problems. As a requirement of this course, each student will complete a major applied research project (MARP).

Credit: Three semester hours.

### **ECO 2810 SPECIAL PROBLEMS IN ECONOMICS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Economics.

May be taken more than once.

Credit: Varies from one to four hours.

## **ENGLISH (ENG)**

### **ENG 0115 Foundations of Reading and Writing I**

Prerequisite: Initial placement based on Accuplacer or ACT scores.

This five-hour non-credit course will emphasize the skills required to read college level texts through the application of active reading strategies and critical thinking. College readiness skills such as note taking, test taking, time management and study techniques will be highlighted. Readings will provide models and topics for writing. Sentence structure, grammar, mechanics, and usage will be emphasized, as well as, the paragraph and essay composition process. The final grade in the course will be either S (satisfactory) or U (unsatisfactory). In order to receive a grade of S and pass the course, a student must have a final average of 70% or higher.

Three lecture hours and two lab hour a week.

Credit: None

### **ENG 0211 Foundations of Reading and Writing II**

Prerequisite: Placement scores or successful completion of ENG 0115.

Co-requisites: ENG1113 English Composition I

This one-hour non-credit course will emphasize the skills required to read college level texts with satisfactory comprehension, speed, and retention. Readings will provide models and topics covered in co-requisite English Composition I classes. Grammar and mechanics will also be emphasized. The final grade in this course will be either S (satisfactory) or U (unsatisfactory). In order to receive a grade of S and pass the course, a student must have a final average of 70% or higher.

One lecture hour a week.

Credit: None

### **ENG 1053 INTRODUCTION TO FOLKLORE**

Prerequisite: NONE

A classic and general introduction to the theories, origins, forms, and characteristics of folklore is provided in this course. It also provides a background in folklore terminology, genres, motifs in folklore and serves as a supplementary course to other folklore.

Credit: Three semester hours.

### **ENG 1113 ENGLISH COMPOSITION I**

This needs to read: Prerequisite: ACT English Sub-score of 19 or higher, or minimum secondary assessment score, or successful completion of ENG 0115. Students scoring a 3 or 4 on the ACCUPLACER will be enrolled in the co-requisite ENG 0213 in addition to ENG 1113.

This reading and writing course emphasizes the process of pre-writing, writing, and revising essays based upon specific audiences, topics, and purposes. Narrative, descriptive, expository, and research-based writing forms will be covered.

Credit: Three semester hours.

### **ENG 1213 ENGLISH COMPOSITION II**

Prerequisite: Successful completion of ENG 1113

A continuation of the writing practices presented in ENG 1113, this course focuses on research supported argumentative writing emphasizing various essay writing techniques for particular career-related purposes, topics, and audiences.

Credit: Three semester hours.

### **ENG 1333 APPLIED TECHNICAL WRITING**

Prerequisite: NONE

This three-hour course focuses on workplace writing skills including progress



# Course Descriptions

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reports, memos, business letters, resumes, and applications. Emphasis will be placed upon formatting, integration of charts and graphs, and concise wording.

Credit: Three semester hours.

## **ENG 2113 TECHNICAL REPORT WRITING**

Prerequisite: ENG 1113

This course is designed to provide study and practice in the format, organization, and style of writing for technical purposes. Emphasis will be placed on objectivity, clarity, and precision.

Credit: Three semester hours.

## **ENG 2123 CREATIVE WRITING**

Prerequisite: NONE

This course is a writing workshop format focusing on various forms of fiction and nonfiction creative writing, including poetry, short stories and plays. Students will learn the effective use of dialogue, descriptive, narrative, and various poetry and prose forms while becoming familiar with modern and past authors, poets and playwrights.

Credit: Three semester hours.

## **ENG 2413 INTRODUCTION TO LITERATURE**

Prerequisite: NONE

Using selections from prose fiction, drama and poetry, this course will provide student useful reading strategies for increasing understanding and appreciation of these literary forms. Reading selections will survey world literature. The course will provide insight into the uses of language as an artistic form and into the value of literature.

Credit: Three semester hours.

## **ENG 2433 INTRODUCTION TO WORLD LITERATURE**

Prerequisite: NONE

This is a survey of world literature, primarily of the 20<sup>th</sup> century, from Europe, Africa, the Caribbean and South Asia. Students will read at least one text from each area. Selections will cover prose, poetry and drama.

Credit: Three semester hours.

## **ENG 2543 ENGLISH LITERATURE THROUGH THE 18<sup>TH</sup> CENTURY**

Prerequisite: NONE

Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval worldview to a post-Reformation and new science worldview.

Credit: Three semester hours.

## **ENG 2653 ENGLISH LITERATURE SINCE THE 19<sup>TH</sup> CENTURY**

Prerequisite: NONE

Starting with nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences such as, industrialization, urbanization, Darwinian science and the two world wars.

Credit: Three semester hours.

## **ENG 2713 NATIVE AMERICAN INDIAN LITERATURE**

Prerequisite: NONE

This course explores the literary evolution and historical experiences of American Indian authors, orators and writers. The course will focus on historical, societal, and cultural contributions by native authors to the American literary society and culture. We will discover the reclamation of voice, heritage, and culture through modern and past native authors in

a variety of writing genres and styles.

Credit: Three semester hours.

## **ENG 2773 AMERICAN LITERATURE TO 1865**

Prerequisite: NONE

This course will provide a historical survey of the American literary canon from the arrival of the Puritans and Pilgrims to the end of the Civil War period. It will emphasize the religious and political origins of American literature and the process by which writers in America distinguished themselves as American authors, helping to create and to define what "American" means.

Credit: Three semester hours.

## **ENG 2883 AMERICAN LITERATURE SINCE 1865**

Prerequisite: NONE

This course will concentrate on some of the best of classic to modern science fiction and sub-genres from the 1800s to the present. This class will introduce students to some of the major science fiction novels and short stories. Also covered will be current subgenres and trends in science fiction writing.

Credit: Three semester hours.

## **ENG 2810 SPECIAL PROBLEMS IN ENGLISH**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to English.

May be taken more than once.

Credit: Varies from one to four hours.

## **ENTOMOLOGY (ENT)**

### **ENT 2023 GENERAL ENTOMOLOGY**

Prerequisite: ZOO 1114 or BIO 1114

This course is a general study of insect life including biology, morphology, classification, control and modern research developments.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **ENT 2024 INTRODUCTION TO ENTOMOLOGY**

Prerequisite: BIO1404

This is a single semester course designed to introduce concepts associated with insects and insect relatives, including: biology, morphology, classification, control, and modern research developments. The role of insects in the natural and managed ecosystems will also be explored.

Three lecture and three laboratory hours per week.

Credit: Four semester hours.

### **ENT 2810 SPECIAL PROBLEMS IN ENTOMOLOGY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Entomology.

May be taken more than once.

Credit: Varies from one to four hours.

## **FINANCE (FIN)**

### **FIN 2633 PERSONAL FINANCE**

Prerequisite: ACC 1113 or ACC 2103 or approval of the Division Chair.

An introductory course covering the various problems of individual and consumer financial management. Course topics may include: personal

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budgeting, consumer loans and installment loans, credit cards and charge accounts, personal insurance, savings accounts, investments, social security, home ownership and purchase, commercial bank services, financial institution services, personal taxes, wills, estate planning, retirement planning, career planning, financial planning, and leasing arrangements.

Credit: Three semester hours.

## **FIN 2810 SPECIAL PROBLEMS IN FINANCE**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Finance.

May be taken more than once.

Credit: Varies from one to four hours.

## **FINE ARTS (FA)**

### **FA 2810 SPECIAL PROBLEMS IN FINE ARTS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Fine Arts. May be taken more than once.

Credit: Varies from one to four hours.

## **FOOD SCIENCE (FDSC)**

### **FDSC 1133 FUNDAMENTALS OF FOOD SCIENCE**

Prerequisite: None.

Food industry from producer to consumer and the current United States and world food situations.

Credit: Three semester hours.

### **FDSC 2233 THE MEAT WE EAT**

Prerequisite: None.

Overview of all animal, poultry, and fish protein sources used for human consumption, but focusing on red meat. Examination of each phase of production, inspection, safety, grading, processing, preparation, and current issues of the industries. Development of an understanding of the importance of meat in the diet and part of global agriculture.

Credit: Three semester hours.

## **GEOGRAPHY (GEO)**

### **GEO 1113 INTRODUCTION TO GEOGRAPHY**

Prerequisite: NONE

This course is a study of basic geographic concepts and global physical and cultural patterns.

Credit: Three semester hours.

### **GEO 1223 ECONOMIC GEOGRAPHY**

Prerequisite: NONE

This course is a study of the processes significant to the spatial structures of economic systems. Production, consumption and exchange activities are examined in regard to location, distribution, aerial differentiation and spatial interaction patterns. Attention is given to processes of change as well as to globalization.

Credit: Three semester hours.

### **GEO 2443 HUMAN AND CULTURAL GEOGRAPHY**

Prerequisite: None.

This course deals with the major organizing concepts of economic and cultural geography. It examines people's geographic behavior in terms of their spatial organization of the earth's surface and their development of regional and political systems.

Credit: Three semester hours.

### **GEO 2513 WORLD REGIONAL GEOGRAPHY**

Prerequisite: NONE

This course focuses on the world's major cultural regions with emphasis on the geographic aspects of contemporary economic, social and political relationships with the physical environment.

Credit: Three semester hours.

### **GEO 2810 SPECIAL PROBLEMS IN GEOGRAPHY**

Prerequisite: Approval of Division Chair

This course is a study and/or analysis of a selected area and/or topic in Geography.

May be taken more than once.

Credit: Varies from one to four semester hours.

## **GEOLOGY (GEL)**

### **GEL 1114 GENERAL GEOLOGY**

Prerequisite: NONE

This is a course in general geology, dealing with the structure of the earth, the forces that change it, and the history of physical developments. Three lecture hours and three laboratory hours a week.

Credit: Four semester hours.

### **GEL 2810 SPECIAL PROBLEMS IN GEOLOGY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Geology.

May be taken more than once.

Credit: Varies from one to four hours.

## **GLOBAL EDUCATION STUDIES (GES)**

### **GES 2910 GLOBAL EDUCATION STUDIES**

Prerequisite: Permission by International Studies Chair

Global Education Studies offer students the ability to design a global social work opportunity in a foreign country while earning 1-4 elective credits. Projects are student-initiated and may include service learning, research, and cultural immersion, language building skills or other educational cultural activities. Students and the faculty instructor determine the course content, goals, and assignments before the student travels abroad. Credit hours are determined by the time commitment required by the design of the service learning, research, and cultural immersion, language building skills or other educational cultural activities. Credit hours are not awarded for the global experience/trip itself, but rather on the academic content and outcome of the Global Education Studies course.

May be taken more than once.

Credit: Varies from one to four hours.

## **GOVERNMENT (GVT)**

### **GVT 1113 AMERICAN FEDERAL GOVERNMENT**

# Course Descriptions

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Prerequisite: NONE

This course is a study of the principles, structure, processes and functions of the United States Federal Government.

Credit: Three semester hours.

## **GVT 2323 INTRODUCTION TO POLITICAL SCIENCE**

Prerequisite: NONE

This course will be an overview of the four major fields of political science: American politics, international politics, political theory and methodology, and comparative politics. The course will also examine special topics such as the public policy process and current political events and issues.

Credit: Three semester hours.

## **GVT 2343 INTRODUCTION TO STATE AND LOCAL GOVERNMENT**

Prerequisite: NONE

This course is an introduction to the organization, structure functions, and administration of state and local governments. Particular emphasis will be placed on Oklahoma.

Credit: Three semester hours.

## **GVT 2810 SPECIAL PROBLEMS IN GOVERNMENT**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Government.

May be taken more than once.

Credit: Varies from one to four hours.

## **GUNSMITHING (GS)**

### **GS 1001 BASIC FIREARMS MAINTENANCE**

Prerequisite: NONE

This course is an introduction to basic firearms care and maintenance. This course will focus on firearms safety, understanding basic nomenclature of parts, the cleaning and maintaining of firearms, the tools needed for basic care, the function of mechanical and telescopic sights including alignment and basic gunsmithing concepts as applicable to the novice.

Credit: One semester hour.

### **GS 1012 GUN BLUING**

Prerequisite: NONE

This course is a study of the chemical processes and procedures used to produce a black oxide finish on firearms utilizing the hot caustic immersion and rust bluing processes. Metal preparation, bluing room design, equipment, chemicals, and safety factors will be covered. Polishing techniques and metal preparation utilizing primarily hand techniques will be emphasized. Students will develop skills by applying these processes to test pieces, tools, and project firearms.

One lecture and two laboratory hours a week.

Credit: Two semester hours.

### **GS 1113 GUNSMITHING THEORY I**

Prerequisite: NONE

This course will give the student an explanation of firearms design, function nomenclature, assembly & disassembly and minor repair. Students will use factory updates in this course. The course will cover shotguns (Over/under, Pump, Internal Gas Systems, External Gas Systems, Short & Long, Recoil & Blowback Systems).

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **GS 1122 GUNSMITHING THEORY II**

Prerequisite: GS 1113

This course will cover firearms design, function nomenclature, assembly and disassembly of guns, and minor gun repair. Factory updates for each gun will also be covered. The course will cover semi-automatic pistols, double-action revolvers, single-action revolvers, gas operated rifles, and lever action rifles.

Two lecture and two laboratory hours a week.

Credit: Two semester hours.

### **GS 1213 BENCH METAL WORK**

Prerequisite: NONE

This course is a study of the care and use of common bench tools as they apply to the field of gunsmithing. The use of the sensitive drill press, the basics of forging, heat treatment, non-fusion bonding techniques (i.e. brazing, silver soldering and soft soldering), semi-precision layout and the use of the oxyacetylene torch will also be covered. The student will develop skills with common hand tools and gunsmithing bench techniques through the construction of common gunsmithing tools.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **GS 1223 GENERAL METALS**

Prerequisite: GS 1213

This course is designed to provide the student with a basic working knowledge in the field of metallurgy as it applies to gunsmithing and metalsmithing techniques. Emphasis will be placed on characteristics and selection of various metal alloys, heat treating/tempering processes that apply to metal alloys, and hardness and tensile strength testing of various metal alloys. Students will also develop skills in the process of color case hardening, the manufacturing and tempering of gun springs, and tungsten inert gas (TIG) welding.

Two lecture and two laboratory hours per week.

Credit: Three semester hours.

### **GS 1313 MACHINE TOOL PRACTICES**

Prerequisite: NONE

This course is designed to provide the student with basic operational skills and knowledge of some common machine tools associated with the field of gunsmithing. Use of the engine lathe, lathe accessories, tool bit grinding and lathe machining procedures will be emphasized in this course. Use of the bench and pedestal grinders and metal cutting saws will also be covered. The student will develop skills with these machine tools through the manufacture of gunsmithing tools.

Two lecture and two laboratory hours a week.

Credit: Three semester hours.

### **GS 1324 MACHINE METAL WORK I**

Prerequisite: GS 1313

This course is a continuation of GS 1313, Machine Tool Practices. It is designed to continue developing operational and procedural skills on the engine lathe and to provide the student with basic operational skills of the vertical milling machine and the horizontal spindle surface grinder. The student will develop skills with these machine tools through laboratory exercises and the manufacture of gunsmithing tools.

Two lecture and three laboratory hours a week.

Credit: Four semester hours.

### **GS 1362 MACHINE TOOL AUXILIARY**

Prerequisite: None

This course is designed to give practical machine tool experience and guidance to gunsmithing students. It allows students to use the machining skills they have developed to solve everyday problems that they will face as

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professional gunsmiths. Advanced students may further develop skills and speed through practical use of various machine tools and machining processes.

One lecture hour and two laboratory hours a week.

Credit: Two semester hours.

## **GS 1372 RIFLESMITHING I AUXILIARY**

Prerequisite: GS 1362

This course is designed to give practical machine tool experience and guidance to gunsmithing students. It allows students to use the machining skills they have developed to solve everyday problems that they will face as professional gunsmiths. Advanced students may further develop skills and speed through practical use of various machine tools and machining processes.

One lecture hour and two laboratory hours a week.

Credit: Two semester hours.

## **GS 1412 HANDLOADING AND BALLISTICS**

Prerequisite: NONE

This course is a study of the bullet's flight from barrel to target, history and evolution of loading components, use of various types of powder, primers and cases, types of bullets and effect on rifling in barrel, actual loading and testing of ammunition, loading tools and dies, and safety factors.

One lecture and two laboratory hours a week.

Credit: Two semester hours.

## **GS 1512 BLUEPRINT READING**

Prerequisite: NONE

This course is designed to provide the technical student with the necessary skills to visualize and interpret industrial drawings and prints encountered in the machine trades. This course includes an introduction to drawing and print types, principles of orthographic projection, the alphabet and precedence of line types, interpretation of single and multi-view drawing, interpretation of title blocks, various methods of dimensioning and tolerance, types of view sectioning, special notation, and auxiliary views will be discussed. The student will also learn the basics of Isometric sketching used to produce simple technical sketches. An emphasis will be placed on the use of technical illustrations and prints to develop these basic skills and understanding. The use of Computer Aided Drafting (CAD) may be added as laboratory conditions permit.

One lecture hour and two laboratory hours per week.

Credit: Two semester hours.

## **GS 1532 INTRO TO AUTOCAD**

Prerequisite: GS 1512.

This course is a beginner's introduction to AutoCAD. In this course, students will learn how to create a drawing, set up individualized workspace settings, build drawing templates and apply proper dimensioning rules. Primary focus of this class is the introduction and utilization of 2D drafting and modeling and using the different drawing formats available in order to maintain compatibility between the various drafting software available. Projects will be assigned, but the majority of the drawings will be of the students' choice.

One lecture hour and two lab hours per week.

Credit: Two semester hours.

## **GS 1602 BASIC MUZZLELOADING RIFLE**

Prerequisite: None

Students in this course will cover history and development of muzzleloading rifles as well as complete a build kit of a flintlock or percussion muzzleloading rifle. Basic metal finishing and stock finishing will be covered.

One lecture hour and two lab hours per week.

Credit: Two semester hours.

## **GS 1613 RIFLESMITHING**

Pre-requisite: GS 1113 GS 1213 & GS 1313

This course is a detailed study in the construction and assembly of custom rifles. It will include the study of the design and function of common commercial and military turn bolt rifles and the AR-15 style upper receiver. The following Riflesmithing topics will be covered during this course: design and function of various receiver designs, restyling of military actions to a sportier configuration, Accurizing procedures, breeching systems, barrel contouring and fitting, head spacing and chambering of barrels, trigger design and installation, bolt modifications, safety modifications, sight calculation and installation, magazine and receiver modifications, trouble diagnosis, and gas port location. The student will develop skills in these topics by re-barreling a commercial or military turn bolt rifle action and assembling an AR-15 style upper receiver. All barrel work will be done from a barrel blank. Students will be required to do research paper and presentation on rifle design. The student will need to continue supervised laboratory work to complete this course.

Two lecture hours and two laboratory hours per week.

Credit: Three semester hours.

## **GS 1911 TECHNICIAN DEVELOPMENT**

Prerequisite: NONE

This course is designed to prepare prospective graduates for entry in the workforce. Course will emphasize search methods, resume preparation, interview preparation, interviewing techniques, correspondence related to securing employment, evaluating career opportunities, planning career paths, first days of employment, work attitudes, job and work ethics, team work and team leaders, group problem solving, and evaluation criteria used for employee reviews. The Internet will be used as one of the search and information tools. This course is a spring semester class.

One lecture hour a week.

Credit: One semester hour.

## **GS 2023 METAL FINISHING**

Prerequisite: GS 1012

This course is a study of various chemical processes and metal preparation techniques as applied to gunmetal finishing. Metal finishing processes including nitre bluing or coloring, electro less nickel plating, zinc and manganese phosphate coating parkerizing), and aluminum anodizing will be covered in this course, as will metal preparation utilizing power and hand techniques, equipment, and safety factors. Students will develop skills with by preparing and applying these various metal finishes to project firearms.

Two lecture hours and two laboratory hours a week.

Credit: Three semester hours.

## **GS 2032 ADVANCED METAL FINISHING**

Pre-requisite: GS 2023

This course is a continued study in metal preparation techniques and the chemical processes as they relate to metal finishing of firearms. Processes that were introduced in GS 1012: Gun Bluing and GS 2023: Metal Finishing will be expanded to more complex levels. These processes may include various bluing techniques, Parkerizing; spray finishes, aluminum anodizing, Electroless nickel plating, and hydrographic. Additional processes including Nickel Boron Plating and Electro-brush plating will be covered. The student will continue to develop and refine skills with these processes by the application to firearm projects. This course will consist of one lecture hour and two laboratory hours per week. Addition supervised laboratory hours will be required to complete this course.

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One lecture hour and two laboratory hours per week.  
Credit: Two semester hours.

## **GS 2042 PRODUCTION BLUING**

Prerequisite: GS 1012

This course is a continued study in metal finishing processes as they relate to production or high volume metal finishing processes. It is an advanced course in the application of processes that were introduced in GS 1012 Gunbluing and GS 2013 Metal Finishing. Continued development and caustic processes, stainless and standard gun steel, rust bluing, including slow and fast techniques, and phosphate coating (Parkerizing) will be used to finish projects. This class will emphasize laboratory project performance. One lecture and two laboratory hours a week.  
Credit: Two semester hours.

## **GS 2133 REPAIRING OF FIREARMS I**

Prerequisite: GS 1122

This course is a study of repairing of all types of rifles, pistols, and shotguns stressing factory methods and techniques, diagnosing malfunctions, fitting and adjusting parts.  
One lecture and two laboratory hours a week.  
Credit: Three semester hours

## **GS 2142 REPAIRING OF FIREARMS II**

Prerequisite: GS 2133

This course is a study of diagnosing malfunctions fitting and adjusting gun parts stressing factory methods and techniques for more complex repairs are studied.  
One lecture hours a week and two laboratory hours a week.  
Credit: Two semester hours.

## **GS 2163 APPLIED REPAIR TECHNIQUES**

Prerequisite: GS2133 and GS 2653

This course will focus on applying specialized gun repair techniques that are common to modestly equipped gunsmithing operations. This course will include repair methods for rifles, handguns, shotguns and covers topics such as lining rifle barrels, installing Sako extractors, sleeving bolt bodies, turning bolt handles for tactical bolt knobs and other specialized rifle, shotgun and handgun repair techniques. Emphasis will be placed on performing safe repairs while maintaining efficiency and profitability in a gun shop.  
One lecture and two lab hours per week.  
Credit: Three semester hours.

## **GS 2333 MACHINE METAL WORK II**

Prerequisite: GS 1324

This course is a continuation of GS 1313 and GS 1324. It is designed to continue developing operational and procedural skills on the engine lathe, vertical milling machine, and the Horizontal Spindle Surface Grinder. Use of the Electric Checkering tool will also be covered. Application of the use of these machine tools toward the manufacture of custom gun parts and custom modifications will be emphasized. The student will further develop and refine skills with these machine tools through the manufacture of custom gun parts and gunsmithing tools.  
Two lecture and two laboratory hours a week.  
Credit: Three semester hours.

## **GS 2382 REPAIR OF FIREARMS AUXILLARY**

Prerequisite: GS 1362

This course is designed to give practical machine tool experience and guidance to gunsmithing students. It allows students to use the machining skills they have developed to solve everyday problems that they will face as professional gunsmiths. Advanced students may further develop skills and speed through practical use of various machine tools and machining

processes.

One lecture hours and two laboratory hours a week.  
Credit: Two semester hours.

## **GS 2392 MACHINE SHOP AUXILLARY**

Prerequisite: GS 2382

This course is designed to give practical machine tool experience and guidance to gunsmithing students. It allows students to use the machining skills they have developed to solve everyday problems that they will face as professional gunsmiths. Advanced students may further develop skills and speed through practical use of various machine tools and machining processes.  
One lecture hour and two laboratory hours a week.  
Credit: Two semester hours.

## **GS 2412 ADVANCED HANDLOADING AND BALLISTICS**

Prerequisites: GS 1412

This course builds upon the fundamentals learned in Handloading and Ballistics. This course delves deeper into the preparation and reloading of ammunition. An emphasis will be placed on advanced techniques used for constructing accurate ammunition, chronographing and understanding bullet velocities, design and efficiency, using progressive reloading equipment and the procedures used to create cast bullets. Safety factors will continue to be emphasized.  
One lecture and two laboratory hours per week.  
Credit: Two semester hours.

## **GS 2521 GUN STORE MANAGEMENT**

Prerequisite: NONE

A study of the problems faced in creation and growth of a gunsmithing business such as, opportunity recognition, financing, money flow, business organization, shop location and layout, record keeping, stock and inventory, local, state, federal laws, and insurance.  
Credit: One semester hour.

## **GS 2542 ADVANCED AUTOCAD**

Prerequisite: GS 1532

This course is a continuation of GS 1512 Blueprint Reading. In this course students will build upon their knowledge of AutoCAD by using more advanced methods of drawing and utilizing the different input methods to increase their speed. In this course the student will become familiar with 3D drawing in AutoCAD and learn how to model parts in both 2D and 3D before projecting them into a three view standard format. Primary focus of this class is the introduction and utilization of 3D modeling, as well as using the different drawing formats available in order to maintain compatibility between the various modeling software available, such as Solidworks and Catia. Projects will be assigned, but the majority of the drawing will be of the students' choice.  
One lecture hours and two laboratory hours.  
Credit: Two semester hours.

## **GS 2553 INTRODUCTION TO CNC**

Prerequisite: GS 1532

This course is designed to provide students in the Gunsmithing Technology Program with a basic knowledge of Computer Numerical Control (CNC) programming. An emphasis will be place on programming in 3 axes on a milling machine as students learn to write simple part programs using conversational programming, importing programs and drawings to the mill and learning basic 'G' codes.  
Two lecture hours and two laboratory hours.  
Credit: Three semester hours.

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## **GS 2603 RIFLESMITHING II**

Prerequisite: GS 1613

This course is an advanced study in the construction of custom rifles and re-barreling of vintage rifles. It will include the study of the design and function of common commercial and military rifles. Problems associated with the re-barreling of single shot rifles, re-barreling lever action rifles, problems associated with pre-contoured short chamber/long chambered barrels, and various bedding techniques will be covered. The student will continue to develop proficiency and refine skills introduced in GS1713: Riflesmithing. Student assessment will be highly weighted on capstone projects. Students will be required to do research paper and presentation on rifle design. This course will consist of one lecture hour and four laboratory hours per week (Three credit hours). The student will need to continue supervised laboratory work for successful completion of this course.

One lectures hour and four laboratory hours per week.

Credit: Three semester hours.

## **GS 2623 STOCKMAKING I**

Prerequisite: GS 1613

This course is an in-depth study of the design, fit, layout, and function of wood stocks. Students will learn to fit a stock to a shooter by the use of a "try-gun", and then perform the proper layout and construction of an American classic stock. Students will work on semi-inletted stocks.

Two lecture hours and two laboratory hours per week.

Credit: Three semester hours.

## **GS 2633 PISTOLSMITHING**

Prerequisite: GS 2133

This course is an in-depth study of the custom handgun. Primary focus will be on the construction of a custom 1911 pistol. Students will also learn about custom Colt/Ruger single action revolvers and the various S&W double action Precision Pistol Competition (PPC) revolvers. Topics covered include, building competition level pistols, fitting link and ramped barrels, throating, ranging, cylinder timing, fitting slides to frames, installing aftermarket accessories, as well as dealing with accuracy and recoil issues.

Two lecture and two laboratory hours per week.

Credit: Three semester hours.

## **GS 2642 STOCKMAKING II**

Prerequisite: GS 2623

This course is a continuation of GS 2623. This course is designed to continue the construction of the American Classic Gunstock. Topics covered will include forend tips, grip caps, butt plates, sling swivels, sanding, finishing and checkering.

One lecture and two laboratory hours per week.

Credit: Two semester hours.

## **GS 2653 SHOTGUNSMITHING**

Prerequisite: GS 1613

This course is a study of advanced gunsmith practices, required in a professional Gunsmithing career. Topics covered include: barrel relining, choke tubes, barrel dent removal, back boring of shotgun barrels, bolt action feed work, stuck cartridge removal, bolt face repair, quarter ribs and custom scope bases.

Two lecture and two laboratory hours per week.

Credit: Three semester hours.

## **GS 2662 ACCURIZING FACTORY RIFLES**

Prerequisite: GS 1324 and GS1613

In this course, the student will learn to modify a factory rifle to maximize its performance. This class will provide the knowledge necessary to develop the skills needed to convert a factory rifle into a precision

instrument. This course will focus on the Remington, Savage and Winchester Model 70/FN SPR actions, but will also be open to other pre-approved actions as well. This class will provide instruction in blue printing actions and precision barrel chambering practices will be covered extensively, along with bedding the completed barreled action. This class also covers practical accessories, proper scope selection and mounting optics.

One lecture hour and two laboratory hours.

Credit: Two semester hours.

## **GS 2673 CUSTOM DOUBLE RIFLES**

Prerequisite: GS 1613, GS 1223, GS 1324 and instructor approval

This course is an in-depth study of custom, high grade double rifles. Students will gain experience through hands-on training as they convert a double barrel shotgun into a double barrel rifle. Students will be required to obtain a suitable shotgun, perform the necessary action, perform all necessary action work, then manufacture a barrel set and fit them to the receiver. Topics covered include: action selection, bolting systems, retightening and rejoining, extractors/ejectors, barrel manufacture, ribs, and regulation.

Two lecture hours and two laboratory hours.

Credit: Three semester hours.

## **GS 2683 REVOLVERSMITHING**

Prerequisite: GS 1122 and GS 1223

This course will focus on advanced revolver repairs and the specialized techniques that are required in performing custom conversions and accurizing. Topics covered include personalized repair and general customization, accurizing, caliber conversions, 5 shot cylinder conversions, and line boring. Emphasis will be placed on Ruger and Colt single action revolvers that are typically used in Cowboy Action Shooting. Smith & Wesson double action PPC revolvers will also be discussed.

One lecture hour and four laboratory hours per week.

Credit: Three semester hours.

## **GS 2684 APPLIED STOCKMAKING**

Prerequisite: GS 2603

This course is an in depth study of the design, fit, function and proper layout of a rifle gunstock. Students will learn how to properly measure to fit the shooter, utilize the dimensions to layout the stock and then cut it entirely from a properly selected blank. Proper structural reinforcing methods for heavy recoiling rifles, dealing with poor grain flow and major stock repairs will be covered. Students will gain an understanding of these advanced Stockmaking principles while constructing a stock for a heavy recoiling safari rifle and continue incorporating and building upon their skills learned in GS 2623 Stockmaking I.

Two lecture and four laboratory hours per week.

Credit: Four semester hours.

## **GS 2810 SPECIAL PROBLEMS IN GUNSMITHING**

Prerequisite: Approval of the Program chair and Academic Affairs Office.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Gunsmithing. May be taken more than once. Credit varies from one to four hours.

## **GS 2833 American Firearm and Firearm Law Development**

Prerequisite: NONE

This course will be a concurrent survey study of two aspects of American firearm culture. The first aspect will cover the technological development of iconic American firearms from American Independence to the 21<sup>st</sup> Century; with particular focus on how employment of firearms for both military and civilian purposes impacted the design improvement in firearms. The

## Course Descriptions

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second aspect will study firearms related law through the same time frame. There will be detailed study of original documents of the Founders, Federal, State and local laws, Supreme Court decisions and how all those directly impacted firearm manufacturers, importation, ownership and usage in several states.

Credit: Three semester hours

### **GS 2983 PRACTICAL GUNSMITHING LEADERSHIP**

Prerequisite: Instructor Approval

This course is designed around a 3-part structure to enhance the marketability of the advanced Gunsmithing student. The first component allows the advanced Gunsmithing student an opportunity to gain field experience via an *internship* with an industry partner. Next, the advanced student will be required to provide instruction and laboratory assistance to underclass students in the Gunsmithing program via *lab assistantships*. In the third phase of this course the advanced student will be assigned a *mentorship position* with underclass Gunsmithing students. Emphasis will be placed on completion of student projects and final preparation for entering the work force.

One lecture and four laboratory hours per week.

Credit: Three semester hours.

### **GS 2993 PRACTICAL GUNSMITHING EXPERIENCE**

Prerequisite: Instructor Approval

This course is designed around a 3-part structure to enhance the marketability of the advanced Gunsmithing student. The first component allows the advanced Gunsmithing student an opportunity to gain field experience via an *internship* with an industry partner. Next, the advanced student will be required to provide instruction and laboratory assistance to underclass students in the Gunsmithing program via *lab assistantships*. In the third phase of this course the advanced student will be assigned a *mentorship position* with underclass Gunsmithing students. Emphasis will be placed on completion of student projects and final preparation for entering the work force.

One lecture and four laboratory hours per week.

Credit: Three semester hours

## HEALTH SCIENCE (HS)

### **HS 1113 FUNDAMENTALS OF PHARMACOLOGY**

Prerequisite: NONE

This course introduces the study of pharmacologic principles including pharmacodynamics, pharm kinetics, specific drug groups, and consideration in administration.

Credit: Three semester hours.

### **HS 1213 INTRODUCTION TO HEALTH PROFESSIONS**

Prerequisite: NONE

This course is designed to provide students with core knowledge and skills in the broad area of health and medical related professions. The course will help students to develop a framework for further growth and future career decision-making. Students with interest in any area of healthcare or public service careers will benefit from learning about the many opportunities and vast career options available. Students will gain understanding about the roles, responsibilities, and duties of many health careers and have opportunity to strengthen their understanding of specific career areas they may have interest. This course will help students refine their interest and understanding of professional, technical, and many related health care careers and to develop skills to gain employment or further advance their education toward their desired career.

Credit: Three semester hours.

### **HS 1553 NUTRITION**

Prerequisite: NONE

This course is designed to provide the student with an understanding of basic nutrition and how it applies to good health throughout the life cycle.

Credit: Three semester hours.

### **HS 2553 Pathophysiology**

Prerequisite: NONE

This introductory course focuses on the pathophysiology of common disease conditions affecting human beings across the lifespan. The pathophysiologic basis of common human health alterations and associated clinical manifestations, disease prevention, known causes and factors predisposing to specific diseases will be discussed.

Credit: Three semester hours.

## HEALTH, WELLNESS & HUMAN PERFORMANCE (HWP)

### **HWP 1021 BEGINNING WEIGHT TRAINING**

Prerequisite: NONE

A course designed to introduce a variety of programs for building strength, power, endurance, flexibility and cardiovascular endurance. Both machines and free weights will be used for programs. Weight management will be discussed. This course can be used to satisfy the PE Core Educational Requirement, but cannot be used to satisfy elective requirements.

Credit: Two semester hours.

### **HWP 1061 LIFETIME SPORTS**

Prerequisite: NONE

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course can be used to satisfy the PE Core Educational Requirement, but cannot be used to satisfy elective requirements.

Credit: One semester hour

### **HWP 1071 BEGINNING GOLF**

Prerequisite: NONE

The course is designed and taught to provide a practical approach at helping the student understand and implement coaching in a way that can help both the student and the players under him or her.

Credit: One semester hour.

### **HWP 1111 INTRODUCTION TO INTERCOLLEGIATE MEN'S SOCCER I**

Prerequisite: NONE

The beginning skills and concepts of soccer at the collegiate level including basic fundamental skill development and team and individual concepts in a competitive setting against other college level athletes.

Credit: One semester hour.

### **HWP 1121 INTRODUCTION TO MENS INTERCOLLEGIATE SOCCER II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in Introduction to Intercollegiate Soccer I.

Credit: One semester hour.

### **HWP 1113 PERSONAL HEALTH**

Prerequisite: NONE

Instruction is given in personal health and hygiene.

Credit: Three semester hours.

# Course Descriptions

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## **HWP 1132 LIFETIME WELLNESS**

Prerequisite: NONE

A course designed to discuss the components of health-related fitness: cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition, as well as nutrition, stress management and alcohol education. Students are exposed to a variety of lifetime activities that promote health and well-being.

Credit: Two semester hours.

## **HWP 1081 WOMEN'S FITNESS**

Prerequisite: NONE

This course introduces basic and intermediate strategies to developing an appropriate individual strength and resistance program. Emphasis will be placed on understanding basic program design, implementation, and execution of basic resistance exercises.

Two laboratory hours a week.

Credit: One semester hour.

## **HWP 1131 WALKING AND JOGGING**

Prerequisite: NONE

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively. This course can be used to satisfy the PE Core Educational Requirement, but cannot be used to satisfy elective requirements.

Credit: One semester hour.

## **HWP 1141 SOCIAL AND SQUARE DANCE**

Prerequisite: NONE

This course is designed to give an overview of a variety of dance activities. This course includes fundamental theories and techniques in social dancing (Ballroom, Folk, and Square Dancing). This course can be used to satisfy the PE Core Educational Requirement, but cannot be used to satisfy elective requirements.

Credit: One semester hour.

## **HWP 1211 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S SOCCER I**

Prerequisite: NONE

The beginning skills and concepts of soccer at the collegiate level including basic fundamental skill development and team and individual concepts in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 1221 INTRODUCTION TO INTERCOLLEGIATE Soccer II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in Introduction to Intercollegiate Soccer I.

Credit: One semester hour.

## **HWP 1311 INTRODUCTION TO INTERCOLLEGIATE MEN'S BASEBALL I**

Prerequisite: NONE

The beginning skills and concepts of baseball at the collegiate level including basic fundamental skill development and team and individual concepts in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 1321 INTRODUCTION TO INTERCOLLEGIATE MEN'S BASEBALL II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in

Introduction to Intercollegiate Baseball I.

Credit: One semester hour.

## **HWP 1411 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S SOFTBALL I**

Prerequisite: NONE

This course is designed as a basic introduction to the sport of softball. Participants will gain an understanding of scorekeeping, various position responsibilities, and an overall knowledge of the sport.

Credit: One semester hour.

## **HWP 1421 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S SOFTBALL II**

Prerequisite: NONE

This course is designed as a basic advanced knowledge of fast pitch softball. The participant will have a general overall knowledge of position responsibility plus general fitness and weightlifting knowledge.

Credit: One semester hour.

## **HWP 1511 INTRODUCTION TO INTERCOLLEGIATE MEN'S BASKETBALL I**

Prerequisite: NONE

The beginning skills and concepts of basketball at the collegiate level including basic fundamental skill development and team and individual concepts in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 1521 INTRODUCTION TO INTERCOLLEGIATE MEN'S BASKETBALL II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in Introduction to Intercollegiate Men's Basketball I.

Credit: One semester hour.

## **HWP 1611 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S BASKETBALL I**

Prerequisite: NONE

The beginning skills and concepts of basketball at the collegiate level including basic fundamental skill development and team and individual concepts in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 1621 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S BASKETBALL II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in Introduction to Intercollegiate Women's Basketball I.

Credit: One semester hour.

## **HWP 1711 INTRODUCTION TO INTERCOLLEGIATE MEN'S GOLF I**

Prerequisite: NONE

This class introduces freshmen students to golf at the college level. They will learn practicing techniques and play several tournaments.

Credit: One semester hour.

## **HWP 1721 INTRODUCTION TO INTERCOLLEGIATE MEN'S GOLF II**

Prerequisite: NONE

This class will teach players to compete at the college level and how to practice efficiently. They will play several tournaments.

Credit: One semester hour.



# Course Descriptions

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## **HWP 1811 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S GOLF I**

Prerequisite: NONE

This class introduces freshmen students to golf at the college level. They will learn practicing techniques and play several tournaments.

Credit: One semester hour.

## **HWP 1821 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S GOLF II**

Prerequisite: NONE

This class will teach players to compete at the college level and how to practice efficiently. They will play several tournaments.

Credit: One semester hour.

## **HWP 2111 ADVANCED INTERCOLLEGIATE MEN'S SOCCER I**

Prerequisite: NONE

The skills and concepts covered in 1111 and 1121 at a more advanced level in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 2121 ADVANCED INTERCOLLEGIATE MEN'S SOCCER II**

Prerequisite: NONE

A continuation of the more advance skills and concepts began in Advanced Intercollegiate Soccer I.

Credit: One semester hour.

## **HWP 2211 ADVANCED INTERCOLLEGIATE WOMEN'S SOCCER I**

Prerequisite: NONE

The skills and concepts covered in 1211 and 1221 at a more advanced level in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 2213 FIRST AID**

Prerequisite: NONE

Open to both men and women, this standard first aid course as outlined by the American Red Cross, consists of emergency assistance and treatment in cases of accident, injury, or illness. Included is instruction on prevention of injuries and methods of massage, taping and bandaging.

Credit: Three semester hours.

## **HWP 2221 ADVANCED INTERCOLLEGIATE WOMEN'S SOCCER II**

Prerequisite: NONE

A continuation of the more advance skills and concepts began in Advanced Intercollegiate Soccer I.

Credit: One semester hour.

## **HWP 2222 SPORTS RULES AND OFFICIATING**

Prerequisite: NONE

This course involves a study of the rules, mechanics and principles of officiating in different sports. Two lecture hours with laboratory work required.

Credit: Two semester hours.

## **HWP 2232 THEORY OF COACHING BASEBALL**

Prerequisite: NONE

This course covers the basic fundamentals of all player positions, the philosophy of high school coaching, and the principles involved in construction and maintenance of a baseball park.

Two lecture hours a week.

Credit: Two semester hours.

## **HWP 2242 THEORY OF COACHING BASKETBALL**

Prerequisite: NONE

This course involves the basic principles of coaching basketball.

Two lecture hours a week.

Credit: Two semester hours.

## **HWP 2311 ADVANCED INTERCOLLEGIATE MEN'S BASEBALL I**

Prerequisite: NONE

The skills and concepts covered in 1311 and 1321 at a more advanced level in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 2321 ADVANCED INTERCOLLEGIATE MEN'S BASEBALL II**

Prerequisite: NONE

A continuation of the more advance skills and concepts began in Advanced Intercollegiate Baseball I.

Credit: One semester hour.

## **HWP 2411 ADVANCED INTERCOLLEGIATE WOMEN'S SOFTBALL I**

Prerequisite: NONE

This course is designed for individuals who have completed the previous softball courses. Individuals must have advanced fast pitch knowledge and will gain an understanding of various first and third defensive options plus bunt coverage.

Credit: One semester hour.

## **HWP 2421 ADVANCED INTERCOLLEGIATE WOMEN'S SOFTBALL II**

Prerequisite: NONE

This course is designed for individuals who have completed the previous softball courses. Individuals must have advanced fast pitch knowledge and will gain an understanding of various slap defenses and bunt defenses. Plus, individuals in this course will create a skills video to showcase their knowledge and skills on all previous softball related topics.

Credit: One semester hour.

## **HWP 2511 ADVANCED INTERCOLLEGIATE MEN'S BASKETBALL I**

Prerequisite: NONE

The skills and concepts covered in 1511 and 1521 at a more advanced level in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 2521 ADVANCED INTERCOLLEGIATE MEN'S BASKETBALL II**

Prerequisite: NONE

A continuation of the more advance skills and concepts began in Advanced Intercollegiate Men's Basketball I.

Credit: One semester hour.

## **HWP 2531 INTRODUCTION TO INTERCOLLEGIATE WOMEN'S SOCCER II**

Prerequisite: NONE

A continuation of the basic fundamental skills and concepts began in Introduction to Intercollegiate Women's Soccer I.

Credit: One semester hour.

## **HWP 2611 ADVANCED INTERCOLLEGIATE WOMEN'S BASKETBALL I**

Prerequisite: NONE

The skills and concepts covered in 1611 and 1621 at a more advanced level in a competitive setting against other college level athletes.

Credit: One semester hour.

## **HWP 2621 ADVANCED INTERCOLLEGIATE WOMEN'S BASKETBALL II**

Prerequisite: NONE

A continuation of the more advance skills and concepts began in Advanced Intercollegiate Women's Basketball I.

# Course Descriptions

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Credit: One semester hour.

## **HWP 2711 ADVANCED INTERCOLLEGIATE MEN'S GOLF I**

Prerequisite: NONE

This class teaches the sophomore student to work at a higher level, to aid in being noticed by four-year schools. Scoring is an essential part of this semester. They need to learn to have a good round of golf even when things aren't going well.

Credit: One semester hour.

## **HWP 2721 ADVANCED INTERCOLLEGIATE MEN'S GOLF II**

Prerequisite: NONE

This class teaches the players to play tournaments and lower their scores. At this level, they should be offered scholarships to higher level colleges and move on with their golf career.

Credit: One semester hour.

## **HWP 2810 SPECIAL PROBLEMS IN PHYSICAL EDUCATION**

Prerequisite: Approval of the Program Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Physical Education.

May be taken more than once.

Credit varies from one to four hours.

## **HWP 2811 ADVANCED INTERCOLLEGIATE WOMEN'S GOLF I**

Prerequisite: NONE

This class teaches the sophomore student to work at a higher level, in order to be noticed by four-year schools. Scoring is an essential part of this semester. They need to learn to have a good round of golf even when things aren't going well.

Credit: One semester hour.

## **HWP 2812 ISSUE AWARENESS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Physical Education.

May be taken more than once.

Credit: Varies from one to four semester hours.

## **HWP 2821 ADVANCED INTERCOLLEGIATE WOMEN'S GOLF II**

Prerequisite: NONE

This class teaches the players to play tournaments and lower their scores. At this level, they should be offered scholarships to higher level colleges and move on with their golf career.

Credit: One semester hour

## **HWP 2822 HEALTH, WELLNESS & HUMAN PERFORMANCE**

Prerequisite: Approval of the Division Chair

This course is designed specifically as an independent study course around the student's specific needs within the Health Wellness and Human Performance degree.

Credit: Two semester hours.

## **HWP 2960 INTRODUCTION OF KINESIOLOGY**

Prerequisite: NONE

This course is designed for those students who are interested in pursuing a career in the field of kinesiology. The philosophy, history and scientific foundations of kinesiology, exercise science, health/wellness, fitness and sport will be covered. Students will have the opportunity to explore professional career opportunities in teaching,

coaching, athletic training, sport management, fitness leadership, sport media and health/wellness. The challenges, future of kinesiology, sport and health/wellness are also addressed.

Credit varies from one to four hours.

## **HWP 2972 ATHLETIC TRAINING PRACTICUM**

Prerequisite: NONE

This course is designed specifically as an independent study course around the student's specific needs within the Health Wellness and Human Performance degree.

Credit: Two semester hours.

## **HISTORY (HST)**

### **HST 1423 EARLY WORLD HISTORY**

Prerequisite: NONE

This course examines the major world civilizations from the prehistoric era to the early renaissance.

Credit: Three semester hours.

### **HST 1433 MODERN WORLD HISTORY**

Prerequisite: NONE

This course examines the events, movements, and ideas of the last five centuries that have shaped contemporary civilizations.

Credit: Three semester hours.

### **HST 1483 UNITED STATES HISTORY SURVEY TO THE CIVIL WAR ERA**

Prerequisite: NONE

This course is a survey United States history to the Civil War era.

Credit: Three semester hours.

### **HST 1493 UNITED STATES HISTORY SURVEY SINCE THE CIVIL WAR ERA**

Prerequisite: NONE

This course is a survey of United States history from the Civil War era to the present.

Credit: Three semester hours.

### **HST 1723 HISTORY OF THE INDIAN TRIBES OF THE UNITED STATES**

Prerequisite: None.

This course is a survey of the Indian tribes of the United States from the pre-Columbian to the contemporary period. The presentation will encompass the impact on tribal cultures of contact with white civilization and the relationship of various tribes with the colonial and United States governments.

Credit: Three semester hours.

### **HST 2323 OKLAHOMA HISTORY**

Prerequisite: NONE

This college level course in Oklahoma history surveys early European exploration, Indian and white settlement, and development of state government. It examines the Oklahoma experience in the context of the larger national experience.

Credit: Three semester hours.

### **HST 2810 SPECIAL PROBLEMS IN HISTORY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to History.

May be taken more than once.

# Course Descriptions

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Credit varies from one to four hours.

## **HST 2833 AMERICAN FIREARM AND FIREARM LAW DEVELOPMENT**

Prerequisite: NONE

This course will be a concurrent survey study of two aspects of American firearm culture. The first aspect will cover the technological development of iconic American firearms from American Independence to the 21<sup>st</sup> Century; with particular focus on how employment of firearms for both military and civilian purposes impacted the design improvement in firearms. The second aspect will study firearms related law through the same time frame. There will be detailed study of original documents of the Founders, Federal, State and local laws, Supreme Court decisions and how all those directly impacted firearm manufacturers, importation, ownership and usage in several states.

Credit: Three semester hours.

## **HONORS PROGRAM (HP)**

### **HP 1122 or 1232 HONORS PROGRAM SEMINAR**

Prerequisite: Concurrent Honors Enrollment

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study.

May be repeated once for credit.

Credit: Two semester hours.

### **HP 2142 or 2252 HONORS PROGRAM SEMINAR**

Prerequisite: Concurrent Honors Enrollment

This course is an interdisciplinary seminar (team taught) open only to honors program students who are concurrently enrolled in honors option and/or independent study.

May be repeated once for credit.

Credit: Two semester hours.

### **HP 2810 SPECIAL PROBLEMS IN HONORS PROGRAM**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities.

May be taken more than once.

Credit: Varies from one to four hours.

## **HUMANITIES (HUM)**

### **HUM 1111 HUMANITIES**

Prerequisite: NONE

This course is composed of a series of humanities-related events (concerts, art shows, plays, etc.). Students earn credit by attending these events and completing assignments as described in the course syllabus.

Credit: One semester hour.

### **HUM1223/(NUR1223) GLOBAL EDUCATION STUDIES IN NURSING**

Prerequisite: Completion of one semester of nursing program or be a licensed health care professional and by approval of the supervising nursing faculty and Nursing Program Chair.

This course explores and compares the influence of culture, government, financing, society, and geography on the patterns of health care delivery for both health care professionals and health care recipients. Nursing roles in the health care system, quality improvement, current nursing issues, education, and the globalization of health care are also discussed. The course will be supervised by faculty from Murray State College Nursing Program. Course length will be approximately 1 week and will include

theoretical concepts and hands on clinical experiences. Students will tour and/or participate in care in a variety of acute and community settings and have opportunities to collaborate with health professionals from the host country and/or other college/university students, and visiting health care teams.

Credit: Three semester hours.

### **HUM 2113 HUMANITIES I**

Prerequisite: NONE

Humanities I is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the pre-historic era through the Renaissance.

Credit: Three semester hours.

### **HUM 2223 HUMANITIES II**

Prerequisite: NONE

Humanities II is a study of how the significant ideas of western and other world cultures have been expressed in the visual arts, architecture, music, film, and literature from the late Renaissance through the present.

Credit: Three semester hours.

### **HUM 2233 TRAVEL STUDIES**

Prerequisite: NONE

In this humanities course students will travel and learn firsthand about the history and culture of the countries they visit. Students will tour art and historical museums, study the regional architecture, learn about cultural, commercial and agricultural practices, and taste the delicacies each country has to offer. Students will meet prior to departure for trip-specific research to be completed before departure and will be assisted in preparing for foreign travel. Students will be required to keep a daily travel journal. Course work will be completed within two weeks of return.

Credit: Three semester hours.

### **HUM 2403 SERVICE LEARNING ACROSS BORDERS**

Prerequisites: Instructor Approval

Service learning engages students in projects that serve the community while building social, civic and academic skills. The Oklahoma Study Abroad Project brings together students from community colleges across the state to travel to an international location and participate in a service-learning project, focusing on education, environmental development and/or income generation. Utilizing an intensive weeklong, field-based model the students will work with the local community on various projects such as floor installation, creating ecological trails and working with local youth on health issues and building latrines. Each project will enhance their understanding of community service and social responsibility. Upon their return to the U.S., each student will utilize the knowledge and skills learned while studying abroad to create their own service project within their community.

Credit: Three semester hours.

### **HUM 2810 SPECIAL PROBLEMS IN HUMANITIES**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Humanities.

May be taken more than once.

Credit varies from one to four hours.

## **LIBRARY (LIB)**

### **LIB 1012 INTRODUCTION TO LIBRARIES**

Prerequisite: NONE

# Course Descriptions

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This course is designed to teach students about the inner workings of a library. Students will become proficient in conducting research using print and non-print resources as well as specific electronic databases. A service-learning component is required.  
Credit: Two semester hours.

## **MANUFACTURING TECHNOLOGY (MT)**

### **MT 1111 MANUFACTURING SUCCESS STRATEGIES**

Prerequisite: NONE

Designed to help students develop skills for collegiate success in and out of the classroom. This class focuses on topics related to goal setting, time management, study skills, communication and motivation as they relate to the manufacturing industry, as well as, campus resources that are available to students.

Credit: One semester hour.

### **MT 1113 INTRODUCTION TO MANUFACTURING MAINTENANCE**

Prerequisite: NONE

This course focuses on basic safety guidelines and practices (OSHA) including work place safety, PPE, and equipment safety. In addition, this course will cover basic hand tools and usage, dimensional measurements and conversion, and micrometer and caliper measurement.

Credit: Three semester hours.

### **MT 1213 FLUID POWER**

Prerequisite: NONE

This course focuses on basic fundamental knowledge of fluid power such as, basic pneumatic and hydraulic power systems and circuits, principals of pneumatic and hydraulic pressure and flow, and control circuits.

Credit: Three credit hours.

### **MT 1223 AC/DC ELECTRICAL SYSTEMS**

Prerequisite: NONE

This course focuses on basic fundamentals of alternating current (AC) and direct (DC). Topics included are Basic Electrical Circuits, Electrical Measurements, Inductance and Capacitance, Combination Circuits, and Transformers.

Credit: Three semester hours.

### **MT 1313 MACHINE TOOL PRACTICES**

Prerequisites: NONE

This course is designed to provide the student with basic operational skills and knowledge of some common machine associated with the field of manufacturing. Use of the engine lathe, lathe accessories, tool bit grinding and lathe machining procedures will be emphasized in this course. Use of the bench and pedestal grinders and metal cutting saws will also be covered.

Credit: Three semester hours

### **MT 1323 GENERAL METALS**

Prerequisites: NONE

This course is designed to provide the student with a basic working knowledge in the field of metallurgy as it applies to gunsmithing and metalsmithing techniques. Emphasis will be placed on characteristics and selection of various metal alloys, heat treating/tempering processes that apply to metal alloys, and hardness and tensile strength testing of various metal alloys. Students will also develop skills in the process of color case hardening, the manufacturing and tempering of gun tungsten inert gas (TIG) welding.

Credit: Three semester hours.

### **MT 1333 ELECTRICAL RELAY & COMPUTER CONTROL**

Prerequisite: MT 1223

This course focuses on more advanced concepts of electrical circuits, analysis and troubleshooting. Topics included are Control Logic, Sequencing Control, Timers and Advanced Systems, Troubleshooting and provides an introduction to basic PLC programming

Credit: Three semester hours.

### **MT 1512 BLUEPRINT READING**

Prerequisite: NONE

This course is designed to provide the technical student with the necessary skills to visualize and interpret industrial drawings and prints encountered in the machine trades. This course includes an Introduction to drawing and print types, principals of orthographic projection, the alphabet and precedence of line types, Interpretation of single and Multiview drawing, interpretation of title blocks, various methods of dimensioning and tolerance, types of view sectioning, special notation, and auxiliary views will be discussed. The student will also learn the basics of Isometric sketching used to produce simple technical sketches. An emphasis will be placed on the use of technical illustrations and prints to develop these basic skills and understanding. The use of Computer Aided Drafting (CAD) may be added as laboratory conditions permit.

Credit: Two semester hours.

### **MT 1532 INTRO TO AUTOCAD**

Prerequisite: MT 1512

This course is a beginner's introduction to AutoCAD. In this course, students will learn how to create a drawing, set up individualized workspace settings, build drawing templates and apply proper dimensioning rules. The primary focus of this class is the introduction and utilization of 2D drafting and modeling and using the different drawing formats available in order to maintain compatibility between the various drafting software available. Projects will be assigned, but the majority of the drawings will be of the students' choice.

Credit: Two semester hours.

### **MT 2113 PROGRAMMABLE LOGIC CONTROLLERS I**

Prerequisite: NONE

This course provides students with the fundamentals of programmable logic controllers such as Introduction to Programmable Controllers, Basic PanelView Plus Terminal Operation, PLC Program Operations, PLC Programming, PLC Motor Control, PLC Timer and Counter Instructions, and Event Sequencing.

Credit: Three semester hours.

### **MT 2223 PROGRAMMABLE LOGIC CONTROLLERS II**

Prerequisite: MT 2113

This course focuses on more advanced aspects of programmable logic controllers (PLC) such as Program Control Instructions, Math and Date Move Instructions, PanelView Plus Application Editing, Analog Inputs/Outputs, Variable Output Applications, an introduction to PLC Troubleshooting, PLC Systems Troubleshooting, Analog Input/Output Troubleshooting, and Analog Application Troubleshooting.

Credit: Three semester hours.

### **MT 2333 MANUFACTURING INTERNSHIP**

Prerequisite: NONE

An internship experience provides the student with an opportunity to explore career-interests in manufacturing while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.

# Course Descriptions

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Credit: Three semester hours.

## **MT 2413 3D PRINTING**

Prerequisite: MT 1532

This course is an introduction to 3D printing from safety and usage of design and fabrication using CAD (computer aided design) software. Students will have the opportunity to create a small project and learn how 3D printing has impacted society.

Credit: Three semester hours.

## **MT 2423 HEAVY EQUIPMENT OPERATION I**

Prerequisite: NONE

This course introduces fundamental machine functions, safety practices, and maintenance. It is designed to develop apprentice-level skills in the operation of heavy equipment. In addition, students will identify career options that exist for heavy equipment operators.

Credit: Three semester hours.

## **MT 2433 LASER ENGRAVING**

Prerequisite: MT 1532

Learn how to use a laser engraver and practice engraving different types of materials. This course will cover creating digital files compatible with a laser engraver. Each student will have the opportunity to create a small project as they learn the laser engraving process from start to finish. Safety skills and laser engraving techniques will be addressed.

Credit: Three semester hours.

## **MT 2523 HEAVY EQUIPMENT OPERATION II**

Prerequisite: MT 2423

This course is a continuation of MT 2423 and allows students to develop an understanding of basic surveying techniques, receive extensive training in safety regulations and procedures, and learn how to handle controls precisely and judge distances accurately. This course also promotes awareness of potential job site difficulties and allows students to gain knowledge of work ethic expected by employers in the construction industry.

Credit: Three semester hours.

## **MT 2542 ADVANCED AUTOCAD**

Prerequisite: MT 1532

This course is a continuation of MT 1532. In this course students will build upon their knowledge of AutoCAD by using more advanced methods of drawing and utilizing the different input methods to increase their speed. In this course the student will become familiar with 3D drawing in AutoCAD and learn how to model parts in both 2D and 3D before projecting them into a three view standard format. Primary focus of this class is the introduction and utilization of 3D modeling, as well as using the different drawing formats available in order to maintain compatibility between the various modeling software available, such as Solidworks and Catia. Projects will be assigned, but the majority of the drawing will be of the students' choice.

One lecture hours and two laboratory hours.

Credit: Two semester hours.

## **MT 2553 INTRODUCTION TO CNC**

Prerequisite: GS 1532

This course is designed to provide students in the Gunsmithing Technology Program with a basic knowledge of Computer Numerical Control (CNC) programming. An emphasis will be placed on programming in 3 axes on a milling machine as students learn to write simple part programs using conversational programming, importing programs and drawings to the mill and learning basic 'G' codes.

Two lecture hours and two laboratory hours.

Credit: Three semester hours.

## **MATHEMATICS (MTH)**

### **MTH 0102 FOUNDATIONS OF ARITHMETIC**

Prerequisite: NONE

This non-credit course is an overview of arithmetic operation of various groups of real numbers. The course will cover addition, subtraction, multiplication, division of integers, fractions, decimals. It will also introduce basic application problems, such as proportions, percent, how to interpret and graph data and how to read a graph. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a final grade of "S", the student must have an average of 75% or better on course work for the semester.

Credit: None.

### **MTH 0302 FOUNDATIONS OF GENERAL MATHEMATICS**

Prerequisite: MTH 0102 or minimum secondary assessment score

This non-credit course is meant as preparation for a general college level math course such as Survey of Mathematics or Basic Statistics. Students that plan on a STEM major should take MTH0402 instead of this course. Topics include a review of basic operations with numbers, problem solving, logic, sets and set operations, graphing data and reading graphs. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a final grade of "S", the student must have an average of 80% or better on course work for the semester.

Credit: None.

### **MTH 0402 FOUNDATIONS OF ALGEBRA**

Prerequisite: MTH 0102 or minimum secondary assessment score.

This non-credit course is meant as preparation for a general college level math course such as College Algebra or Functions and Change. Students that plan on a STEM major should take this course. Topics include a review of basic operations with numbers, problem solving, manipulation of algebraic expressions, solution of equations, factoring, graphing linear and polynomial equations. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a final grade of "S", the student must have an average of 80% or better on course work for the semester.

Credit: None.

### **MTH 0501 PRECALCULUS (ALG) CO-REQUISITE LAB**

Prerequisite: None

This is a lab course designed to replace MTH 0404 for select students. In order to be enrolled in this course, students should be in the upper quartile of placement into MTH 0404. These students will take MTH 0501 INSTEAD of MTH 0404. The course will reinforce the concepts of Algebra covered in College Algebra.

Credit: One semester hour.

### **MTH 1112 MATH FOR MEDS**

Prerequisite: NONE

Offered in Fall intersession, Math for Meds is a course designed to provide the student with a beginning level of understanding of math as it relates to the health field. Students will review basic math skills and learn how to apply this basic knowledge to medication dosage calculations. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, pediatric dosage calculations, and calculation by weight, and intravenous dosage therapy. The student will have the opportunity to learn and practice math skills necessary for dosage calculation and administration.

Credit: Two semester hours.

# Course Descriptions

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## **MTH 1123 TECHNICAL MATH I**

Prerequisite: None.

After completing a short review of arithmetic operations, this course is designed to provide the student skills needed to successfully solve problems containing elementary algebraic operations including signed numbers, scientific notation, exponents, linear equations and functions, Pythagorean theorem, elementary right triangle trigonometry, and the English-Metric measuring systems.

Credit: Three semester hours.

## **MTH 1213 INTRO TO STATISTICS**

Prerequisite: ACT Math subscore of 19 or higher, or minimum secondary assessment score, or MTH 0304.

This course is a study of the mathematics needed in everyday life. It will focus on basic statistics, quantitative reasoning, and involve real world data analysis. It includes an introduction to basic logical reasoning, basic statistics, and probability interpretation or numerical data, graph reading and analysis, hypothesis testing, and simple regression. No previous knowledge of these tools is assumed.

Credit: Three semester hours.

## **MTH 1233 TECHNICAL MATH II**

Prerequisite: MTH 1123

A continuation of Technical Math I, this course is designed to provide the student a review of linear equations and trigonometry and includes a study of factoring, algebraic functions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations, logarithms, and an introduction to statistics.

Credit: Three semester hours.

## **MTH 1413 SURVEY OF MATHEMATICS**

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0304.

This is a contemporary math course designed to emphasize the many uses and practical applications of mathematics, providing the foundations for arithmetic and problem solving. Origin of numbers, number bases, systems of whole numbers, integers, rational numbers, real number operations, problem solving and consumer mathematics are topics included in the course.

Credit: Three semester hours.

## **MTH 1483 MATHEMATICAL FUNCTIONS AND THEIR USES**

Prerequisite: Math ACT Subscore of 19 or higher or placement test score or MTH 0404.

This course is meant as a terminal course to satisfy general education degree requirements equivalent to college algebra for non-STEM majors. After completion of this course, students would be able to enter MTH 2143 Calculus for Business and Life Sciences but students that need Trigonometry and Calculus should take College Algebra. The course will deal with mathematics encountered in everyday life such as problem solving, logic, gaining meaningful knowledge from statistics and graphs. Creation and analysis of linear, exponential, logistic, and other functions and their graphs from the viewpoint of rates of change composes the main theme of the course. Applications from the natural sciences, agriculture, business and the social sciences will be expected throughout the course.

Credit: Three semester hours.

## **MTH 1513 PRECALCULUS (ALG)**

Prerequisite: ACT Math Subscore of 19 or higher, or minimum secondary assessment score, or MTH 0404

This course involves the study of linear, quadratic and higher equations

and functions, exponential and logarithmic equations and functions, complex numbers, and ratio and proportion. Binomial theorem, progressions, determinants, combinations and permutations are covered as time permits.

Credit: Three semester hours.

## **MTH 1613 PRECALCULUS (TRIG)**

Prerequisite: Two years of high school Algebra and one-year Plane Geometry or MTH 1513 with a grade of C or better or equivalent.

This course involves the development, use, and graphs of trigonometric functions, polar coordinates, solution of right and oblique triangles, the development and use of identities, and application to practical problems throughout the course.

Hybrid course; 75 minutes in classroom and 75 minutes online activity each week.

Credit: Three semester hours.

## **MTH 2133 GEOMETRY FOR ELEMENTARY MAJORS**

Prerequisite: MTH 1413 or MTH1513

This course involves the study of Geometry concepts such as measurement, congruence and similarity, constructions, lines, circles, and transformations for elementary education majors.

Credit: Three semester hours.

## **MTH 2143 CALCULUS FOR BUSINESS, LIFE AND SOCIAL SCIENCES**

Prerequisite: MTH 1513 or MTH1483

This is a sophomore level brief Calculus course for the non-science major. The purpose of this course is to provide mathematical knowledge and ability to develop and analyze mathematical models using the calculus. Topics covered in this course include a brief review of Algebra and functions, differentiation and applications of the derivative, exponential and logarithmic functions and models, and integration and applications of the integral, and multivariable functions.

Credit: Three semester hours.

## **MTH 2215 CALCULUS I WITH ANALYTIC GEOMETRY**

Prerequisite: MTH 1513 AND 1613 or equivalent

This course covers introduction to analytical Geometry in two dimensions, functions, limits, continuity, derivatives, integrals and applications.

Credit: Five semester hours.

## **MTH 2315 CALCULUS II WITH ANALYTIC GEOMETRY**

Prerequisite: C or better in MTH 2215

Further application of integrals, conic sections, parametric equations, polar coordinates, series, vectors, solid analytic geometry, partial derivatives and multiple integrals are covered in this course.

Credit: Five semester hours.

## **MTH2333 FINITE MATH FOR ELEMENTARY EDUCATION**

Prerequisite: MTH1413 or MTH1513

This course is a survey of number theory, probability and statistics for Elementary Education Majors.

Credit: Three semester hours.

## **MTH 2810 SPECIAL PROBLEMS IN MATHEMATICS**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Mathematics.

May be taken more than once.

Credit varies from one to four hours.

# Course Descriptions

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## MEDICAL OFFICE ASSISTANT (MOA)

### **MOA 1113 MEDICAL TERMINOLOGY I**

Prerequisite: NONE

A study of the terminology used in all areas of medical science, hospital science, and paramedical specialties. Emphasis placed on understanding proficiency in use of medical terminology.

Credit: Three semester hours.

### **MOA 1123 CODING FOR THE MEDICAL OFFICE**

Prerequisite: MOA 1113 or concurrent enrollment or permission of instructor

This course presents current procedural terminology (CPTA) and international classification Disease-10-Clinical Modification (ICD-10-CM) coding system for beginning coders.

Credit: Three semester hours.

### **MOA 1213 MEDICAL LAW, LIABILITY AND ETHICS**

Prerequisite: NONE

A study of the legal and ethical issues facing medicine today and to inform and alert employers in the health care delivery system of the legal and ethical responsibilities to their employer in the medical office. Bioethical issues will also be covered.

Two lecture hours a week.

Credit: Three semester hours.

### **MOA 1223 ADVANCED CODING/INSURANCE FOR THE MEDICAL OFFICE**

Prerequisite: MOA 1123 or permission of instructor

This course will continue to build upon the coding principles learned in Coding for the Medical Office. ICD-10-CM and CPT-4 coding will be enhanced and the student will learn more complex diagnoses and procedures. Federal and private insurance programs will be emphasized.

Three lecture hours a week.

Credit: Three semester hours.

### **MOA 1233 MEDICAL TERMINOLOGY II**

Prerequisite: MOA 1113 or permission of instructor

Specialized terminology related to the various medical specialties, pathological terminology used to describe diseases and a foundation in Anatomy and Physiology with clinical practice applications.

Three lecture hours a week.

Credit: Three semester hours.

### **MOA 2123 MEDICAL OFFICE PROCEDURES I**

Prerequisite: MOA 1113 or permission of instructor

This course consists of administrative medical assistant procedures necessary in the management of the patient with emphasis on: public relations, receptionist skills, telephone and appointment skills, preparation and maintenance of patient records, mail processing, and filing. Included is a study of computer terminology with applications.

Three lecture hours and one laboratory hour a week.

Credit: Three semester hours.

### **MOA 2213 MEDICAL OFFICE PROCEDURES & BILLING**

Prerequisite: MOA 2123 or permission of instructor

This course presents the administrative medical assistant procedures on office management, written and oral communications, and management of physician's professional schedule and travel arrangements. Emphasis is placed on billing, collecting, and types of bookkeeping. All of these topics

will be covered through computer application.

Three lecture hours and one laboratory hour a week.

Credit: Three semester hours.

### **MOA 2223 Spanish for Medical Office**

Prerequisite: NONE

Spanish for Health Professionals is a blended intensive-accelerated learning course in which students will learn simple phrases, terminology, and pronunciation necessary to communicate on a very basic level with Spanish-speaking clients. You will learn the phrases to help assist patients at the front office. There is a minimal reading and writing component as well. This will be an active learning experience that incorporates simulated real life situations. Class time is minimal and learning will be largely comprised of self-study using technology tools and small group interaction. This class is intended for individuals who anticipate working with Spanish-speaking clients in a health related area. Students will also examine cultural differences, which impact health and health care decisions.

Credit: Three semester hours.

### **MOA 2810 SPECIAL PROBLEMS IN MEDICAL OFFICE ASSISTANT**

Prerequisite: Approval of Program Chair

This course is a study and/or analysis of a selected area and/or topic in Medical Office Administration.

May be taken more than once.

Credit: Varies from one to four semester hours.

## MICROBIOLOGY (MIC)

### **MIC 2224 INTRODUCTION TO MICROBIOLOGY**

Prerequisite: C or better in BIO 1404.

Students with a declared Nursing, Physical Therapy Assistant, or Occupational Therapy Assistant majors can get prerequisites waived by the Nursing Program Director, the PTA Program Chair, or the OTA Program Chair.

This course will provide instruction in the major concepts of Microbiology. Lectures will cover the bacteria, viruses, and fungi and will include discussion of disease processes, host defense mechanisms, epidemiology and the basics of microbial control. Laboratories will emphasize routine bacteriology skills such as aseptic technique, staining and microscopy, the isolation and biochemical differentiation of unknown bacteria, bacterial cell counts, and antibiotic sensitivity testing.

Three lecture and three laboratory hours a week. (Nursing and PTA majors who withdraw from Microbiology will need permission of the Director of Nursing prior to enrolling the next semester.)

Credit: Four semester hours.

### **MIC 2810 SPECIAL PROBLEMS IN MICROBIOLOGY**

Prerequisite: Approval of Program Chair

This course is a study and/or analysis of a selected area and/or topic in Microbiology.

May be taken more than once.

Credit varies from one to four semester hours.

## MUSIC (MU)

### **MU 1113 MUSIC APPRECIATION**

Prerequisite: NONE

This course is designed to cultivate a broader listening and appreciative attitude toward good music. Lectures with musical illustrations on important works of musical literature are included.

# Course Descriptions

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Three lecture hours a week.  
Credit: Three semester hours.

## **MU 1202 FUNDAMENTALS OF MUSIC**

Prerequisite: NONE

This is a course designed to lay the foundation for an approach to music by ear, eye and keyboard, using rudiments of rhythm, notation, and melodic and harmonic writings.

Two lecture hours a week.

Credit: Two semester hours.

## **MU 1211 APPLIED VOCAL MUSIC I**

Prerequisite: NONE

Students will study vocal technique including proper posture, breath and placement as well as solo vocal literature from the classical and Broadway repertoire culminating in a voice jury at the end of each semester. Students will study privately with an instructor for 60 minutes a week. Time and day of week to be agreed upon by student and instructor.

May be repeated for credit.

Credit: One semester hour.

## **MU 1221 APPLIED VOCAL MUSIC II**

Prerequisite: MU 1211

Students will study vocal technique including proper posture, breath and placement as well as solo vocal literature from the classical and Broadway repertoire culminating in a voice jury at the end of each semester. Students will study privately with an instructor for 60 minutes a week. Time and day of week to be agreed upon by student and instructor.

May be repeated for credit.

Credit: One semester hour.

## **MU 1313 MUSICAL THEATRE ENSEMBLE I**

Study of scenes and songs from the Musical Theatre Repertoire culminating in a prepared public performance. Emphasis on exploring practical techniques of interpretation and expression in order to integrate singing and acting skills into the vocal, physical, and mental aspects of performing. May be repeated for credit.

Credit: Three semester hours.

## **MU 1323 MUSICAL THEATRE ENSEMBLE II**

Study of scenes and songs from the Musical Theatre Repertoire culminating in a prepared public performance. Emphasis on exploring practical techniques of interpretation and expression in order to integrate singing and acting skills into the vocal, physical, and mental aspects of performing. May be repeated for credit.

Credit: Three semester hours.

## **MU 2313 MUSICAL THEATRE ENSEMBLE III**

Study of scenes and songs from the Musical Theatre Repertoire culminating in a prepared public performance. Emphasis on exploring practical techniques of interpretation and expression in order to integrate singing and acting skills into the vocal, physical, and mental aspects of performing. May be repeated for credit.

Credit: Three semester hours.

## **MU 2323 MUSICAL THEATRE ENSEMBLE IV**

Study of scenes and songs from the Musical Theatre Repertoire culminating in a prepared public performance. Emphasis on exploring practical techniques of interpretation and expression in order to integrate singing and acting skills into the vocal, physical, and mental aspects of performing. May be repeated for credit.

Credit: Three semester hours.

## **MU 2211 or 2221 APPLIED PIANO MUSIC**

Prerequisite: MU 2211 must be completed prior to MU 2221

Students will study piano literature from different historical periods and styles.

Students will study privately with an instructor for 1 hour a week.

Credit: One semester hour.

## **MU 1541 or 2541 MIXED ENSEMBLE**

Prerequisite: Must meet a prescribed level of achievement as defined by the instructor

Each course may be repeated once for additional credit.

Ten laboratory hours a week.

Credit: One semester hour.

## **MU 2311 MUSICAL THEATRE ENSEMBLE**

Prerequisite: NONE

Study of scenes and songs from the Musical Theatre Repertoire culminating in a prepared public performance. Emphasis on exploring practical techniques of interpretation and expression in order to integrate singing and acting skills into the vocal, physical, and mental aspects of performing.

May be repeated for credit.

Credit: One semester hour.

## **MU 2561 or 2563 COLLEGE CHOIR**

Prerequisite: NONE

A vocal ensemble of mixed voices that performs choral music from all style periods in regular campus and off campus concerts which are open to both college students and members of the community. Two and three credit hour courses will require additional assignments. May be taken more than once.

Three laboratory hours a week.

Credit varies from one to three semester hours.

## **MU 2810 SPECIAL PROBLEMS IN MUSIC**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Music.

May be taken more than once.

Credit: Varies from one to four hours.

## **NURSING (NUR)**

### **NUR 1113 NURSING ROLE TRANSITION**

Prerequisite: Permission of Nursing Program Chair

This online course is designed to introduce the licensed practical nurse, licensed vocational nursing and registered paramedic to concepts related to change and transition as they pursue education to become registered nurses. Students will learn about the philosophy of the nursing education process, differentiation of LPN and RN roles, critical thinking in registered nursing, role concepts essential for registered nursing practice, and application for the nursing process.

Credit: Three semester hours.

### **NUR 1118 FUNDAMENTALS FOR NURSING**

Prerequisite: Acceptance into the Nursing Program.

This course is designed to introduce the beginning nursing student to the profession of nursing, legal, moral and ethical constructs, effective



# Course Descriptions

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communication, pharmacology, and the nursing process for improvement of patient care and safety. The student will learn safe essential nursing skills to be performed while caring for individual patients.

Credit: Eight semester hours.

## **NUR 1125 FUNDAMENTALS FOR NURSING**

Prerequisite: Acceptance into the Nursing Program. NUR1113

This course is designed to introduce the beginning nursing student to the profession of nursing, legal, moral and ethical constructs, effective communication, pharmacology, and the nursing process for improvement of patient care and safety. The student will learn safe essential nursing skills to be performed while caring for individual patients.

Credit: Five semester hours.

## **NUR 1129 HEALTH PROMOTION & THE NURSING PROCESS I**

Prerequisite: NUR 1118.

This course is designed to introduce the nursing student to respiratory, cardiac, hematology, renal and endocrine content while providing care for individual patients. The nursing student will collaborate with patients through the nursing process to deliver holistic culturally appropriate care. Students will demonstrate accountability and responsibility for their evolving identity as a nurse committed to safe quality care.

Credit: Nine semester hours.

## **NUR1223/(HUM1223) GLOBAL EDUCATION STUDIES IN NURSING**

Prerequisite: Completion of one semester of nursing program or be a licensed health care professional and by approval of the supervising nursing faculty and Nursing Program Chair.

This course explores and compares the influence of culture, government, financing, society, and geography on the patterns of health care delivery for both health care professionals and health care recipients. Nursing roles in the health care system, quality improvement, current nursing issues, education, and the globalization of health care are also discussed. The course will be supervised by faculty from Murray State College Nursing Program. Course length will be approximately 1 week and will include theoretical concepts and hands on clinical experiences. Students will tour and/or participate in care in a variety of acute and community settings and have opportunities to collaborate with health professionals from the host country and/or other college/university students, and visiting health care teams.

Credit: Three semester hours.

## **NUR 2219 HEALTH PROMOTION & THE NURSING PROCESS II**

Prerequisite: NUR 1118 and NUR 1129

This course is designed to build upon knowledge of the nursing process gained in previous nursing courses; additionally, mental health, maternity, reproductive, and gastrointestinal concepts are explored. Students will adapt management and coordinator of the workflow environment with the health care team to improve client safety and continuity of care. Students will promote patient autonomy, ongoing growth and integrity through the role of client educator.

Credit: Nine semester hours.

## **NUR 2220 LEADERSHIP & THE NURSING PROCESS**

Prerequisite: NUR 1118, NUR 1129 and NUR 2219

This course is designed to build upon knowledge of the nursing process gained in previous nursing courses; additionally, management and leadership roles, and concepts of neuromuscular and emergent critical care are explored. Students will use ethical guidelines to fulfill their role as client advocate while providing evidenced based patient care. Role transition from

student to registered nurse is supported by student development of individualized learning outcomes to be achieved during a preceptorship experience and preparation for the National Council Licensing Examination – RN.

Credit: Ten semester hours.

## **NUR 2810 SPECIAL PROBLEMS IN NURSING**

Prerequisite: Approval of the Nursing Division Chair.

This course is designed specifically for special seminars, studies, course interests, and other special projects/events/activities related to Nursing. May be taken more than once.

Credit: Varies.

## **NUTRITION (NUT)**

### **NUT 1553 NUTRITION**

Prerequisite: NONE

This course is designed to provide the student with an understanding of basic nutrition and how it applies to good health throughout the life cycle. This course is required for nursing students and Health, Wellness, and Human Performance student, but is not limited to those seeking those degrees.

Three lecture hours a week.

Credit: Three semester hours.

## **OCCUPATIONAL THERAPY ASSISTANT (OTA)**

### **OTA 2101 FIELDWORK IA**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

Level I fieldwork is designed to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients. It is designed to enrich the first semester coursework through participation in selected aspects of the occupational therapy process.

Eight clinical hours a week.

Credit: One semester hour.

### **OTA 2111 INTRODUCTION OF CONCEPTS WITHIN OCCUPATIONAL THERAPY**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

This initial course provides an overview of occupational therapy including the history, philosophy, values, ethics and beliefs, which form the foundations of the profession. The role of occupational therapy in various healthcare settings and the role of the OTA and the OTR will be introduced. The essentials of success in the OTA program will be investigated including basic computer competence, utilization of media and learning resources, and success strategies for learning. The processes of self-examination, cooperation, and teambuilding for enhancing learning will be explored.

Sixteen lecture hours a week.

Credit: One semester hour.

### **OTA 2113 OCCUPATIONAL THERAPY PROCESS AND INVESTIGATION**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program

This course provides an introduction to the Occupational Therapy Framework, theories, frames of reference, treatment models and evidence-based practice that provide the basis for treatment planning and treatment interventions. Introduction to therapeutic use of self and professional reasoning is emphasized. Course focus on fundamentals of occupational therapy documentation.

# Course Descriptions

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Three lecture hours a week.  
Credit: Three semester hours.

## **OTA 2121 FIELDWORK IB**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
Students continue practical clinical experiences in clinical settings to allow observation and application of knowledge and skills gained in the first semester coursework.  
Forty clinical hours a week.  
Credit: One semester hour.

## **OTA 2122 THERAPEUTIC TECHNIQUES**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.  
In this lab course, students will apply media, modalities, and methods of occupational therapy techniques and skills. Professional reasoning is emphasized as activity and task analysis are applied as a basis for treatment planning and implementation.  
Zero lecture hours and six laboratory hours a week.  
Credit: Two semester hours.

## **OTA 2133 UNDERSTANDING CLINICAL CONDITIONS THROUGH LEADERSHIP AND ADVOCACY IN OT**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.  
This course includes the study of medical terminology, common clinical conditions and symptoms encountered in occupational therapy practice and how to advocate for those having these conditions. This course develops teamwork and skills to instruct others on how to promote health, manage symptoms, and examine the impact of disability on function and occupation.  
Three lecture hours a week.  
Credit: Three semester hours.

## **OTA 2143 KINESIOLOGY AND UPPER EXTRIMITY INTERVENTIONS**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
This course provides a review of basic musculoskeletal anatomy and introduction to medical terminology as it relates to the structure and function of the human musculoskeletal and sensory systems. The concepts of kinesiology, the basic mechanics of motion, are introduced with the development of skills and the analysis of movement. Upper Extremity conditions and treatments are emphasized.  
Two lecture hours and three laboratory hours a week.  
Credit: Three semester hours.

## **OTA 2203 OCCUPATIONAL THERAPY INTERVENTIONS IN PEDIATRICS**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.  
This course provides the theory and practice of selected occupational therapy interventions for infants and children with occupational performance dysfunction in physical and psychosocial areas. Includes a review of growth and development, commonly seen clinical conditions, effects on occupational functioning and use of professional reasoning in the application of relevant interventions.  
Two lecture hours and three laboratory hours a week.  
Credit: Three semester hours.

## **OTA 2222 CRITICAL REASONING FOR ACTIVITY ANALYSIS**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
This lab course examines the history of occupational therapy with the use of activity for therapeutic intervention. This course incorporates skill building in activity and task analysis to develop professional reasoning and treatment planning, including grading and adapting activities and choosing appropriate interventions.  
Zero lecture hours per week.

Credit: Two semester hours.

## **OTA 2223 COMMUNITY & PSYCHOSOCIAL PRACTICE**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.  
Professional and self-management skills form the basis of this course. Topics include: self-directed learning, understanding of regulatory requirements, reimbursement issues, fieldwork requirements, and responsibilities, ethics in practice, and use of professional literature and research. Supervision requirements and state licensure, partnerships, HIPAA, OTA roles and practice standards for competence. NBCOT certification will also be covered in depth and resources identified. Students will become familiar with AOTA documents that guide practice. Scope and standards of practice, code of ethics, core values, communication skills, multicultural competence, and role delineation will be offered. Job search skills will be covered.  
Three lecture hours per week.  
Credit: Three semester hours.

## **OTA 2233 PROFESSIONAL MANAGEMENT**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
Professional and self-management skills form the basis of this course. Topics include: self-directed learning, understanding of regulatory requirements, reimbursement issues, fieldwork requirements and responsibilities, ethics in practice, and use of professional literature and research. Supervision requirements and state licensure, partnerships, HIPAA, OTA roles and practice standards for competence, NBCOT certification will also be covered in depth and resources identified. Students will become familiar with AOTA documents that guide practice. Scope and standards of practice, code of ethics, core values, communication skills, multicultural competence, and role delineation will be offered. Job search skills will be covered.  
Three lecture hours a week.  
Credit: Three semester hours.

## **OTA 2243 OCCUPATIONAL THERAPY PRACTICE AND ADAPTATIONS**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
This course provides the theory and practice of occupational adaptations for specific populations and appropriate occupational therapy compensatory and adaptive treatment techniques for patients with physical and cognitive disabilities with focus on the elderly. A review of related clinical conditions and need for adaptations for improving or maintaining occupational performance will be included. Adaptations in emerging areas of practice will be explored.  
Two lecture hours and three laboratory hours a week.  
Credit: Three semester hours.

## **OTA 2251 THERAPEUTIC SYSTEM PATTERNS**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
Provide an opportunity to apply all that has been learned in a final, fast passed case study-based project to share with peers with an opportunity to clarify and solidify of proper patterns of occupational therapy practice is the focus of this course. A reflection of licensure requirements and a guide for preparing for the NBCOT exam will be reviewed.  
Sixteen lecture hours per week.  
Credit: One semester hour.

## **OTA 2253 CLINICAL FIELDWORK IIA**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
This course is an eight-week full-time clinical experience under the supervision of a licensed occupational therapy assistant or occupational therapist. Fieldwork requirements must be completed within 12 months of technical coursework. **Fieldwork requirements must be completed**

# Course Descriptions

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within 12 months after successful completion of the didactic coursework.

Forty clinical hours a week.  
Credit: Three semester hours.

## **OTA 2263 CLINICAL FIELDWORK IIB**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
This course is an eight-week full-time clinical experience under the supervision of a licensed occupational therapy assistant or occupational therapist. Fieldwork requirements must be completed within 12 months of technical coursework. **Fieldwork requirements must be completed within 12 months after successful completion of the didactic coursework.**

Forty clinical hours a week.  
Credit: Three semester hours.

## **OTA 2810 SPECIAL PROBLEMS in OTA**

Prerequisite: Acceptance to the Occupational Therapy Assistant Program  
Provide an opportunity to apply all that has been learned in a final, fast passed case study-based project to share with peers with an opportunity to clarify and solidify of proper patterns of occupational therapy practice is the focus of this course. A reflection of licensure requirements and a guide for preparing for the NBCOT exam will be reviewed.

Sixteen lecture hours per week.  
Credit: One semester hour.

## **ORIENTATION (ORI)**

### **ORI 1011 NEW STUDENT COLLEGE ORIENTATION**

Prerequisite: NONE

This course is required of all first-time college freshmen. It is designed to introduce students to college. Topics include but are not limited to: study skills, financial literacy, career/degree information, campus tour, and financial aid information.

Eight (8) classroom hours in one (1) day, plus eight (8) classroom hours over an eight (8) week period. It may be offered as an Internet course, or instead of the (8) classroom hours over the course of an eight- w e e k period, it may be offered in an all-day Saturday section.

Credit: One semester hour.

## **PHILOSOPHY (PH)**

### **PH 1113 INTRODUCTION TO PHILOSOPHY**

This course is a survey of the several major studies of philosophy, as well as, an examination of how the discipline has molded and continues to shape society. Such areas of scrutiny and comparison include, but are not limited to: metaphysics, empiricism, epistemology, religion and existentialism. It is the goal of the course to hone critical thinking skills and provide the student with cornerstones for the foundation upon which they may build a greater comprehension of that most complex subject known to man-human nature.

Credit: Three semester hours.

## **PHYSICAL SCIENCE (PHS)**

### **PHS 1114 GENERAL PHYSICAL SCIENCE**

Prerequisite: NONE

The course explores important topics in Astronomy, Chemistry, Geology, and Physics. This is a lecture-demonstration course with a laboratory component.

There are three hours lecture per week and two hours laboratory per week.

Credit: Four semester hours.

### **PHS 1214 INTRODUCTION TO ASTRONOMY**

Prerequisite: None

This is a general education course in astronomy. Topics include the history and development of astronomy, basic astronomical methods, our solar system, life cycle of stars, quasars, galaxies, and cosmology.

Four lecture hours per week with laboratory/observation work included.

Credit: Four semester hours.

### **PHS 1313 INTRODUCTION TO ROBOTICS**

Prerequisite: It is recommended, but not required, that students take CIS1113 Computer Applications.

This is an introductory course based on the theory and application of building, coding, and input/output control of basic robotic devices based on the Arduino computer. The Arduino uses the SKETCHES program for coding the robotics. Students will build their and modify various input/output devices, so their robot can follow or avoid light, objects, and temperatures. Finally, they will learn how to include commercial add-ons to Arduinos-based SHIELDS stacking system to extend the robots capabilities.

Two lecture hours per week and two lab hours per week.

Credit: Three semester hours.

### **PHS 2810 SPECIAL PROBLEMS IN PHYSICAL SCIENCE**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Physical Science.

May be taken more than once.

Credit: Varies from one to four hours.

## **PHYSICAL THERAPIST ASSISTANT (PTA)**

### **PTA 2103 ANATOMY AND MOVEMENT I**

Prerequisite: Admission to the PTA Program

Corequisite: PTA 2112

This course introduces students to the movement system including skeletal, articular, muscular, circulatory, and nervous systems as they relate to the practice of physical therapy. Topics include anatomical terminology, identification of landmarks and structures a foundation for further learning for assessment of and interventions to enhance motion, strength, endurance, balance, and coordination through therapeutic exercise interventions.

Credit: Three semester hours.

### **PTA 2112 INTRODUCTION TO PHYSICAL THERAPY**

Prerequisite: Admission to the PTA Program

Corequisite: PTA 2103

This course introduces students to the physical therapy profession. Foundational topics include: program success strategies, history of physical therapy, defining contemporary physical therapy, professional organization, preferred relationship between PT and PTA, ethical and legal issues, federal/state regulations, interpersonal communication, diversity/cultural competence, and professional documentation. The content in this course will serve as a foundation from which to further develop skills required for success in the PTA program and in the profession of physical therapy. This class includes in-class and online components.

Credit: Two semester hours.

### **PTA 2126 PHYSICAL THERAPY PRINCIPLES AND PROCEDURES I**

# Course Descriptions

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Prerequisite: PTA 2103 and PTA 2112

Corequisite: PTA 2134, PTA 2145

This course includes principles and procedures for selected physical therapy procedures including assessments and interventions. Topics include: preparation for patient care, positioning/draping, aseptic technique, safety, patient transfers, assistive devices, and vital signs. Biophysical agents including: electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction and light therapies. Patient education, professional behaviors, and documentation related to course content is included.

The course includes in-class, online and laboratory components.

Credit: Six semester hours.

## **PTA 2134 PATHOLOGY FOR THE PTA**

Prerequisite: PTA 2103 and PTA 2112

Corequisite: PTA 2126, PTA 2145

This course is the study of diseases and conditions common in individuals receiving physical therapy. Students will learn the etiology, pathophysiology, and impact of selected medical and surgical conditions with emphasis on movement and function in individual across the life span. Topics include: introduction to health illness, and disability, clinical medicine, pathology of musculoskeletal system, pathology of nervous system, and other selected topics. Content will include the medical terminology associated with each topic and a focus on physical therapy interventions/practices associated with select conditions. This course includes in-class and online components.

Credit: Four semester hours.

## **PTA 2145 ANATOMY AND MOVEMENT II**

Prerequisite: PTA 2103 and PTA 2112

Corequisite: PTA 2134, PTA 2126

This course involves the study of the structure and function of the musculoskeletal system with an emphasis on human movement. This course builds on the interventions to enhance movement and function across the life span. Topics include: Introduction to therapeutic exercise, postural assessment, flexibility testing, muscle strength assessment, and assessment of gait. The course includes in-class, online and laboratory components.

Credit: Five semester hours.

## **PTA 2152 CLINICAL PRACTICUM I**

Prerequisite: Concurrently enrolled in PTA 2103, PTA 2112, PTA 2126, PTA 2134 and PTA 2145

This course is a full-time integrated clinical experience. Students will actively participate in supervised clinical application of physical therapy assessment and interventions in real-life clinical environments. Students will work under the direct supervision of clinical faculty. This course will require the application of knowledge and skills presented in prior courses. Four weeks (4 x 40 hours = 160 hours). The location of clinical practicum is assigned by program faculty based on learning needs and available clinical sites. Students are responsible for transportation and housing during this course.

Credit: Two semester hours.

## **PTA 2213 PHYSICAL THERAPY PRINCIPLES AND PROCEDURES II**

Prerequisite: PTA 2103, PTA 2112, PTA 2126, PTA 2134, PTA 2145 and PTA 2152

Corequisite: PTA 2223, PTA 2234

Physical therapy principles and procedures in addition to those included in prior classes are discussed in this class. Topics include: gait training techniques, balance assessment and intervention, additional therapeutic exercise applications, manual therapy appropriate to the PTA, orthopedic

management, and pulmonary physical therapy. This course includes in-class, online and lab components.

Credit: Three semester hours.

## **PTA 2223 SEMINAR IN PHYSICAL THERAPY**

Prerequisite: PTA 2103, PTA 2112, PTA 2102, PTA 2126, PTA 2134, PTA 2145 and PTA 2152

Corequisite: PTA 2213, PTA 2234

This course is designed to assist the student in transition to being a licensed physical therapist assistant. Topics included are current trends, patient services, integrating theory and practice in various practice settings, licensure issues, and employment process.

The course includes in-class and online components.

Credit: Three semester hours.

## **PTA 2234 REHABILITATION TECHNIQUES**

Prerequisites: PTA 2103, PTA 2112, PTA 2126, PTA 2134, PTA 2145 and PTA 2152

Corequisite: PTA 2213, PTA 2223

This course emphasizes the rehabilitation process. Students will learn contemporary physical therapy rehabilitation techniques/interventions used with individuals across the life span that may have disability associated with congenital or acquired conditions. Topics include: psychosocial, amputation, brain injury, spinal cord injury, cardiac conditions, genetic/congenital disorders, and the use of prosthetic, orthotic, mobility, and other assistive devices and technology.

The course includes in-class, online and laboratory components.

Credit: Four semester hours.

## **PTA 2243 CLINICAL PRACTICUM II**

Prerequisite: PTA 2103, PTA 2112, PTA 2126, PTA 2134, PTA 2145, PTA 2152, PTA 2213, PTA 2223 and PTA 2234.

This course is a full-time terminal clinical experience. Students will actively perform clinical observation, application, and practice of physical therapy including assessment and intervention under the direction and supervision of qualified clinical faculty. This course requires the application of knowledge and skills presented throughout the program. Six weeks (6 x 40 hours = 240 hours). The location of clinical practicum is assigned by program faculty based on learning needs, prior experiences, and availability of clinical sites. Students are responsible for transportation and housing during this course.

Credit: Three semester hours.

## **PTA 2253 CLINICAL PRACTICUM III**

Prerequisite: PTA 2103, PTA 2112, PTA 2126, PTA 2134, PTA 2145, PTA 2152, PTA 2213, PTA 2223, PTA 2234 and PTA 2243.

This course is a full-time terminal clinical experience. Students will actively perform clinical observation, application, and practice of physical therapy including assessment and intervention procedures under the direction and supervision of qualified clinical faculty progressing to entry-level practice expectations. This course requires the application of knowledge and skills presented throughout the program. Six weeks (6 x 40 hours = 240 hours). The location of clinical practicum is assigned by program faculty based on learning needs, prior experiences, and availability of clinical sites. Students are responsible for transportation and housing during this course. A post-clinical seminar (3 to 4 days) required as part of this course.

Credit: Three semester hours.

## **PTA 2810 SPECIAL Issues IN PHYSICAL THERAPY**

Prerequisite: None

This course is an elective class that may be taken by permission from the PTA Program director. Interested students in need of specific learning

# Course Descriptions

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opportunities may contact the program director. A "Special Issues" course may be 1, 2, or 3 credit hours and may be used to foster specific learning of new content or to ensure continued competency. The student will participate with the instructor in the development of a learning contract that will include the program of study, student responsibilities, and expectations for the class. This class is available at the discretion of the program director and is primarily for students who are enrolled in the technical portion of the program or in the process of application to the PTA program.

Credit: One, two or three hours dependent upon course/project requirements.

## **PHYSICS (PHY)**

### **PHY 1114 GENERAL PHYSICS I**

Prerequisite: MTH 1513; MTH 1613 recommended

This is a general technical physics for non-engineering students. It is a beginning lecture and laboratory study of the fundamental principles of mechanics and heat.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

### **PHY 1214 GENERAL PHYSICS II**

Prerequisite: Earn a C or better in PHY 1114 or equivalent

This is a continuation of Physics 1114. It is a lecture and laboratory study of the fundamental principles of sound, electricity, magnetism, light, and modern physics.

Three lecture and three laboratory hours a week.

Credit: Four semester hours.

### **PHY 2015 ENGINEERING PHYSICS I**

Prerequisite: MTH 2215

This course, designed for engineers or science majors, is a lecture-laboratory course of general physics taught with Calculus. It includes topics from mechanics and heat.

Four lecture and three laboratory hours a week.

Credit: Five semester hours.

### **PHY 2115 ENGINEERING PHYSICS II**

Prerequisite: Earn a C or better in PHY 2015 or equivalent

This is a continuation of PHY 2015 including topics from sound, electricity, magnetism, light and modern physics. Four lecture and three laboratory hours a week.

Credit: Five semester hours.

### **PHY 2810 SPECIAL PROBLEMS IN PHYSICS**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Physics.

May be taken more than once.

Credit: Varies from one to four hours.

## **PSYCHOLOGY (PSY)**

### **PSY 1113 INTRODUCTORY PSYCHOLOGY**

Prerequisite: NONE

A survey of the major areas of study in Psychology, such as: motivation, learning physiology, human development, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

Three lecture hours a week.

Credit: Three semester hours.

### **PSY 2113 PSYCHOLOGY OF ADJUSTMENT**

Prerequisite: PSY 1113

This course is a Psychology course that is a study of adjustment problems and their effect on the lives, behavior, and personalities of individuals.

Three lecture hours per week.

Credit: Three semester hours.

### **PSY 2313 INTRODUCTION TO COUNSELING**

Prerequisite: PSY 1113

This course is an introduction to theoretical principles and techniques of counseling. This course will also include the professional and ethical issues of counseling and social services issues.

Three lecture hours per week.

Credit: Three semester hours.

### **PSY 2433 PSYCHOLOGICAL STATISTICS**

Prerequisite: PSY 1113 - Recommended: MTH 1513

This course is an introduction to descriptive and inferential, parametric and nonparametric statistical techniques used in behavioral research including: measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, chi-square, and simple analysis of variance.

Three lecture hours per week.

Credit: Three semester hours.

### **PSY 2443 PERSONALITY THEORIES**

Prerequisite: PSY 1113

A Psychology course that examines personality processes and the various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories.

Three lecture hours per week.

Credit: Three semester hours.

### **PSY 2523 DEVELOPMENTAL PSYCHOLOGY**

Prerequisite: PSY 1113

This is a theoretical and research-based course that will cover social, emotional, physical and cognitive aspects of human development throughout the lifespan.

Three lecture hours.

Credit: Three semester hours.

### **PSY 2533 SOCIAL PSYCHOLOGY**

Prerequisite: PSY 1113 or SOC 1113

This course will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.

Three lecture hours a week.

Credit: Three semester hours.

### **PSY 2810 SPECIAL PROBLEMS IN PSYCHOLOGY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Psychology. May be taken more than once.

Credit: Varies from one to four hours.

## **SCIENCE (SCI)**

### **SCI 0103 BASIC SCIENCE**

Prerequisite: NONE

# Course Descriptions

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Requirements: This course is for any student that has scored below a 14 on the Science portion of the ACT or any student that must take transitional reading and transitional math.

This non-credit course is designed for students who need to improve their science background before taking college-level Science courses. It is an integrated course, which introduces a range of basic concepts of both physical and life sciences. This course is graded with "S" for satisfactory or "U" for unsatisfactory. To receive a grade of "S", the student must have an average of 70% or better on course work for the semester.

Three lecture laboratory hours per week.

Credit: None.

## **SCI 2224 EARTH, SPACE & ENVIRONMENTAL SCIENCE**

Prerequisite: None.

This course is an introduction to Geology, Astronomy, Meteorology, and Environmental Science with laboratory for elementary majors. This course will also discuss the interrelationship between biotic and abiotic components of the environment and the influence human activities have on the environment.

Three lecture hours a week and two lab hours a week.

Credit: Four semester hours.

## **SCI 2810 SPECIAL PROBLEMS IN SCIENCE**

Prerequisite: Approval of the Division Chair

This course will provide students with the opportunity to develop educational science demonstrations and activities for an outreach project called "Elements of Murray State College". The goal of this course will be to establish the methods and materials required for the science demonstrations. Students will develop educational materials that explain the science behind the demonstrations. As a class, they will come up with designs for the signage, stagecraft and promotion of the outreach project.

Credit: Varies from one to four hours.

## **SERVICE LEARNING (SL)**

### **SL1111 VOLUNTEERISM**

Prerequisite: NONE

This course is designed to promote service learning and volunteerism within the community. Students will be required to complete a service-learning project.

May be taken more than once.

Credit: One semester hour.

## **SOCIAL SCIENCE (SS)**

### **SS 2810 SPECIAL PROBLEMS IN SOCIAL SCIENCE**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Social Science.

May be taken more than once.

Credit: Varies from one to four hours.

## **SOCIOLOGY (SOC)**

### **SOC 1113 INTRODUCTION TO SOCIOLOGY**

Prerequisite: NONE

This course is a general survey of the field of Sociology, the origin and development of social institutions and social processes.

Three lecture hours a week.

Credit: Three semester hours.

### **SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS**

Prerequisite: NONE

This course includes:

1) a study of the factors for successful marital adjustment; 2) a study of the problems of courtship and marriage; 3) a comparative analysis of family structure and change in relation to other aspects of society; and 4) a study of family processes such as courtship, marriage, reproduction, childbearing and marital dissolution.

Three lecture hours.

Credit: Three semester hours.

### **SOC 2023 SOCIAL PROBLEMS**

Prerequisite: SOC 1113

This course is a study of contemporary social problems, their causes and proposed solutions. An attempt is also made to anticipate areas of future difficulty and to examine proposals for mitigating them.

Three lecture hours.

Credit: Three semester hours.

### **SOC 2063 DEVIANCE, CRIME, AND DELINQUENCY**

Prerequisite: SOC 1113

This course is a study of the theories and research on deviance and social controls, and the causes and prevention of crime and delinquency.

Three lecture hours per week.

Credit: Three semester hours.

### **SOC 2143 CULTURAL DIVERSITIES**

Prerequisite: SOC 1113

This course is a study of minority and majority relations and cultural difference. This course examines prejudice, discrimination and related factors.

Three lecture hours a week.

Credit: Three semester hours.

### **SOC 2533 SOCIAL PSYCHOLOGY**

Prerequisite: PSY 1113 or SOC 1113

This course is a study of the psychological basis of social interaction and change.

Three lecture hours per week.

Credit: Three semester hours.

### **SOC 2810 SPECIAL PROBLEMS IN SOCIOLOGY**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Sociology. May be taken more than once.

Credit: Varies from one to four hours.

## **SPANISH (SPA)**

### **SPA 1114 BEGINNING SPANISH I**

Prerequisite: NONE

This is an elementary course in understanding, speaking, reading and writing Spanish and includes a language lab component.

Three lecture hours and one laboratory hour a week.

Credit: Four semester hours.

### **SPA 1214 BEGINNING SPANISH II**

Prerequisite: SPA 1114 (or two years of high school Spanish)

# Course Descriptions

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A continuation of Spanish I, this is an elementary course in understanding, speaking, reading and writing Spanish and includes a language lab component.

Three lecture hours and one laboratory hour a week.

Credit: Four semester hours.

## **SPA 2810 SPECIAL PROBLEMS IN SPANISH**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Spanish.

May be taken more than once.

Credit: Varies from one to four hours.

## **SPEECH (SPC)**

### **SPC 1113 FUNDAMENTALS OF SPEECH**

Prerequisite: NONE

This is an elementary course emphasizing the principles and techniques of preparing for, participating in, and the evaluation of communication behavior at the interpersonal and public levels.

Three lecture hours a week.

Credit: Three semester hours.

### **SPC 2103 ARGUMENTATION AND DEBATE**

Prerequisite: SPC 1113 or permission of instructor

This course is concerned with the study and application of logic and argumentation in persuasion. It includes theories of argumentation and practical debate experience.

Three lecture hours a week.

Credit: Three semester hours.

### **SPC 2113 ORAL INTERPRETATION**

Prerequisite: Division approval

This course focuses on the theory and practice of the art of interpreting to an audience from the printed page, works of literature in their intellectual, emotional, and aesthetic entirety.

Three lecture hours a week.

Credit: Three semester hours.

### **SPC 2213 PUBLIC SPEAKING**

Prerequisite: SPC 1112 or Division approval

Emphasis is placed on speeches designed for special occasions.

Three lecture hours a week.

Credit: Three semester hours.

### **SPC 2810 SPECIAL PROBLEMS IN SPEECH**

Prerequisite: Approval of the Division Chair.

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Speech.

May be taken more than once.

Credit: Varies from one to four hours.

## **THEATRE (TH)**

### **TH 1001/1002 PLAY PRODUCTION**

Prerequisite: NONE

Credit is earned by preparation for and participating in dramatic productions and/or intercollegiate speaking activities.

May be repeated for a total of four credit hours

Two laboratory hours per week.

Credit: One or two semester hour.

### **TH 1133 INTRODUCTION TO THEATRE**

Prerequisite: NONE

This course is a survey and analysis of theatre history, literature, and practices relating to the theatre as a social force.

Three lecture hours a week.

Credit: Three semester hours.

### **TH 1143 CREATIVE DRAMATICS**

Prerequisite: None.

This course examines the use of theatre for personal development, self-expression, and education using creative dramatics, storytelling, and improvisation.

Three lecture hours a week.

Credit: Three semester hours.

### **TH 1151-2151 THEATRE PRODUCTION**

Prerequisite: NONE

Credit is earned by preparation for and participating in dramatic productions and/or intercollegiate speaking activities and may be repeated for a total of four credit hours.

Two laboratory hours a week.

Credit: One semester hour.

### **TH 1612 DANCE I**

Prerequisite: NONE

This course is an introduction of techniques for basic tap and ballet with a strong emphasis in vocabulary, fundamental philosophies, body alignment, and positions of the arms and feet. There may be performing opportunities.

Credit: Two semester hours.

### **TH 1712 DANCE II**

Prerequisite: TH 1612

This course is a beginning level of techniques for basic tap and ballet with a strong emphasis in vocabulary, fundamental philosophies, body alignment, and positions of the arms and feet. There may be performing opportunities. To enroll in this class, student must have completed TH 1612.

Credit: Two semester hours.

### **TH 2612 DANCE III**

Prerequisite: TH 1612 and TH 2612

This course is an intermediate level of techniques for tap and ballet with a strong emphasis in vocabulary, fundamental philosophies, body alignment, and positions of the arms and feet. This course will combine steps for specific dance construction. There may be performing opportunities. To enroll in this class, student must have completed TH1612 and TH 2612.

Credit: Two semester hours.

### **TH 2712 DANCE IV**

Prerequisite: TH 1612, TH 2612 and TH 2712

This course is an advanced level of techniques for tap and ballet with a strong emphasis in vocabulary, fundamental philosophies, body alignment and positions of the arms and feet. This course will combine complicated steps in a specific rhythmic and/or dance construction. There may be performing opportunities.

Credit: Two semester hours.

### **TH 2732 DANCE COMPANY**

# Course Descriptions

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Prerequisite: NONE

This course is an ensemble performance class with emphasis based on a variety of dance techniques. Students must audition and be willing to perform at Murray State College events.

This class may be repeated.

Credit: Two semester hours.

## **TH 2123 ORAL INTERPRETATION**

Prerequisite: Division Approval

This course instructs the student in the re-creation and oral communication of works of literary art. The selection, evaluation, analysis, interpretation, and oral presentation of various prose and verse selections are emphasized.

Three lecture hours a week.

Credit: Three semester hours.

## **TH 2133 ACTING I**

Prerequisite: NONE

Designed to acquaint the beginning actor with the fundamentals of acting, this course explores the physical, vocal, emotional and technical aspects of the actor's craft.

Three lecture hours a week.

Credit: Three semester hours.

## **TH 2143 STAGECRAFT I**

Prerequisite: NONE

This course deals with the principles of constructing, rigging, and assembling modern stage scenery and equipment.

Three lecture hours a week. May be taken more than once.

Credit: Three semester hours.

## **TH 2233 ACTING II**

Prerequisite: TH 2133

This course will develop the actor's craft through scene study, and various techniques of character analysis and development.

Three lecture hours a week.

Credit: Three semester hours.

## **TH 2243 STAGECRAFT II**

Prerequisite: NONE

This course is the continuation of Stagecraft dealing with the principles of constructing, rigging, and assembling modern stage scenery and equipment.

Three lecture hours a week. May be taken more than once.

Credit: Three semester hours.

## **TH 2810 SPECIAL PROBLEMS IN THEATRE**

Prerequisite: Approval of the Division Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Theatre. May be taken more than once.

Credit: Varies from one to four hours.

## **VETERINARY ASSISTANT (VA)**

### **VA 1114 VETERINARY ASSISTANT I**

Prerequisite: NONE

This course is designed to provide the student with the cognitive and technical skills which are basic to the performance of the skills expected of a veterinary assistant, including but not limited to: medical terminology, office procedures and client relations, identifying small and large animal breeds, recognizing small and large animal behavior, anatomy/physiology,

restraint of small and large animals, and various related studies.

Three lecture hours and two laboratory hours a week.

Credit: Four semester hours.

### **VA 1214 VETERINARY ASSISTANT II**

Prerequisite: Completion of VA 1114 with a grade point of 2.0 or better.

This course is designed to provide the student with the cognitive and technical skills which are basic to the performance of the skills expected of a veterinary assistant, including but not limited to nursing skills related to animal behavior, restraint, surgery, anesthesia, laboratory procedures, and diagnostic imaging. It will also cover avian and exotic animal care and nursing skills.

Three lecture hours and two laboratory hours a week.

Credit: Four semester hours.

## **VETERINARY NURSING (VN)**

### **VN 1111 VETERINARY MEDICAL TERMINOLOGY I**

Prerequisite: Admission to VT Program or approval of Program Chair.

This course is designed to provide the students with a basic foundation in the language of veterinary medicine and those terms, which are used in the course VT 1114 Anatomy of Domestic Animals. Students will be introduced to the various aspects of terminology in the Veterinary Nursing field; including construction, meaning and pronunciation.

One lecture hour per week.

Credit: One semester hour.

### **VN 1112 VETERINARY NURSING MATH FOR MEDS**

Prerequisite: Admission to VT Program or approval of Program Chair. This course is designed to provide the student with a beginning level of understanding of Math as it relates to the health field. Students will review basic Math skills and learn how to apply this basic knowledge to medication dosage calculation. Specific areas covered include basic units of measurements, abbreviations, equivalencies, apothecary, household, metric conversions, dosage calculations, calculations by weight, fluid therapy, and percent solutions. The student will have the opportunity to learn and practice Math skills necessary for dosage calculation and administration.

Two lecture hours per week.

Credit: Two semester hours.

### **VN 1114 ANATOMY OF DOMESTIC ANIMALS**

Prerequisite: Admission to VT Program or approval of Program Chair.

This course is designed to provide the student with the cognitive skills to comprehend the anatomical structure and the principals of body function, which are basic to the performance of the skills expected of a veterinary technician. The course will cover comparative functions of domestic animals beginning at the cellular level and progressing through tissue types, integument, bones, joints, muscle tissue and respiratory system. The student will be given the opportunity to identify and compare the anatomical structures of common domestic animals.

Three lecture hours and four laboratory hours per week.

Credit: Four semester hours.

### **VN 1124 INTRODUCTION TO VETERINARY NURSING**

Prerequisite: Admission to VT Program or approval of Program Chair.

This course is designed to introduce students to the scope of a veterinary technician's duties, career opportunities, salary ranges, organizations available to veterinary technicians, OSHA regulations and both state and federal laws, rules and regulations that govern technicians.



## Course Descriptions

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Provide students the opportunity to identify breeds, breed characteristics and demonstrate appropriate restraint of domestic species. The student will also begin developing skills in sanitation procedures, admitting and discharging patients, performing physical examinations, administering medications, using veterinary software and maintaining medical records. Three lecture hours and three laboratory hours per week.  
Credit: Four semester hours.

### **VN 1221 VETERINARY MEDICAL TERMINOLOGY II**

Prerequisite: Completion of VT 1111 with a grade point of 2.0 or better  
This course is designed to provide the students with a basic foundation in the language of veterinary medicine and those terms, which are used in the course VT 1223 Physiology of Domestic Animals. Students will be introduced to the various aspects of terminology in the Veterinary Nursing field; including construction, meaning and pronunciation.  
One lecture hour per week.  
Credit: One semester hour

### **VN 1223 PHYSIOLOGY OF DOMESTIC ANIMALS**

Prerequisite: Completion of VT 1114 with a grade point of 2.0 or better  
This course is designed to provide the student with the cognitive skills to comprehend the principles of body functions, which are basic to the performance of the skills expected of a veterinary technician. The course will cover comparative functions of domestic animals beginning with the nervous system and progressing through sense organs, endocrine system, cardiovascular system, digestive system, reproductive system and pregnancy, development and lactation.  
Three lecture hours per week.  
Credit: Three semester hours.

### **VN 1224 VETERINARY CLINICAL PATHOLOGY I**

Prerequisite: Completion of VT 1114 with a grade point of 2.0 or better.  
This course is designed to provide the student an opportunity to perform hematological techniques including: sample collection, preparation, identification and counting blood cells, determination of hematocrit, sedimentation rate, hemoglobin content, and red blood cell indices. Along with hematological performances, internal and external parasites are identified and classified with discussions of their significance within veterinary public health, epidemiology and prevention.  
Three lecture hours and four laboratory hours per week.  
Credit: Four semester hours.

### **VN 1233 VETERINARY NURSING PHARMACOLOGY**

Prerequisite: Completion of VT 1124 with a grade point of 2.0 or better  
This course is designed to familiarize students with veterinary pharmacy management and pharmacologic agents; their principles and methods of administration, pharmacokinetics. Specific drugs (including vaccines), their classification, mode of action, indications and contraindications will be included for each body system. Basic Anatomy and Physiology will be reviewed and students will be introduced to disease processes treated by the pharmacologic agents covered in this course.  
Three lecture hours per week.  
Credit: Three semester hours.

### **VN 1234 VETERINARY MEDICAL NURSING I**

Prerequisite: Completion of VT 1124 with a grade point of 2.0 or better  
This course is designed to provide the student cognitive and technical skills as they relate to small and large animal medical nursing. Areas of study will include animal husbandry, technician assessments, developing nursing care plans, obtaining histories, medical records, veterinary software, medication techniques, dentistry, diagnostic sampling, clinical nursing and providing client education.

Three lecture hours and four laboratory hours per week.  
Credit: Four semester hours.

### **VN 2113 VETERINARY IMAGING**

Prerequisite: Completion of VT 1234 with a grade point of 2.0 or better  
This course is designed to introduce the student to various aspects of radiology, including analog and digital x-ray machines, positioning, exposure, developing techniques, contrast radiography and troubleshooting. The course also includes exposure to ultrasonography, dental radiography, fluoroscopy, scintigraphy, and nuclear radiography. Safety and technique are emphasized throughout the course.  
Two lecture hours and four laboratory hours a week.  
Credit: Three semester hours.

### **VN 2114 ANESTHESIA AND SURGICAL NURSING**

Prerequisite: Completion of VT 1233 with a grade point of 2.0 or better.  
This course is designed to provide the student a working knowledge of the various common chemical agents associated with modern veterinary anesthesia. In addition to drug pharmacokinetics, students will also learn and develop skills in proper operation and maintenance of anesthetic machines, induction and monitoring of patients, maintenance of accurate anesthetic records, recognition of anesthetic emergencies, identification of common surgical instruments, integration of proper sterilization techniques, patient preparation, catheter and endotracheal placement, aseptic preparation of patients as indicated for the procedure, aseptically scrub for surgery, surgical assisting, and surgical suite etiquette.  
Three lecture hours and four laboratory hours per week.  
Credit: Four semester hours.

### **VN 2123 DISEASES OF DOMESTIC ANIMALS**

Prerequisite: Completion of VT 1233 with a grade point of 2.0 or better  
This course is designed to provide the student with the cognitive skills to recognize general pathology common to the domestic animal. The student will be expected to assimilate information and enter into a decision-making process at the level necessary for the practicing Veterinary Technician. Sections to be covered in this course include general pathology, immunology, toxicology and common diseases of domestic animals, including zoonotic diseases and preventive measures.  
Three lecture hours per week.  
Credit: Three semester hours.

### **VN 2134 VETERINARY CLINICAL PATHOLOGY II**

Prerequisite: Completion of VT 1224 with a grade point of 2.0 or better.  
This course is designed to provide the student an opportunity to perform coagulation tests, immunological tests, blood chemistries, vaginal cytology, aspiration and preparation techniques for cytological exams to aid in evaluating and interpreting physiological or pathological bodily functions. Identification and knowledge of the most common bacteria and fungi which causes clinical illness will be covered as the veterinary clinical microbiology component of this course. Hematology, parasitology and urinalysis laboratory applications will be carried over from Clinical Pathology I.  
Three lecture hours and four laboratory hours per week.  
Credit: Four semester hours.

### **VN 2212 VETERINARY HOSPITAL MANAGEMENT**

Prerequisite: Completion of VT 2123 with a grade point of 2.0 or better  
This course is designed to introduce the student to business applications related to management of a veterinary hospital; includes building a winning team, management/supervision of employees, front office procedures, revenues and financial control, accounting and bookkeeping, veterinary management software, inventory control, marketing, client relations and personnel skills.

# Course Descriptions

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Two lecture hours per week.  
Credit: Two semester hours.

## **VN 2214 VETERINARY MEDICAL NURSING II**

Prerequisite: Completion of VT 1234 with a grade point of 2.0 or better  
This course is designed to provide the student cognitive and technical skills as they relate to small and large animal medical nursing. Areas of study will include diseases, reproduction, applied diagnostic imaging, anesthesia/surgical nursing and emergency/critical care. Animal husbandry, technician assessments, developing nursing care plans, obtaining histories, medical records, medication techniques, dentistry, diagnostic sampling, clinical nursing and providing client education will be carried over from Veterinary Medical Nursing I.  
Three lecture hours and four laboratory hours per week.  
Credit: Four semester hours.

## **VN 2223 WILD, ZOO AND LABORATORY ANIMALS**

Prerequisite: Completion of VT 1234 with a grade point of 2.0 or better.  
This course is an introductory course in handling, restraint, nutrition, breeding, and common diseases of wild, zoo and laboratory animals.  
Two lecture hours and four laboratory hours per week.  
Credit: Three semester hours.

## **VN 2243 VETERINARY CLINICAL NUTRITION**

Prerequisite: Completion of VT 2123 with a grade point of 2.0 or better.  
The lecture portion of this course will encompass objectives to help students understand proper animal nutrition and feeding. It will also require students to communicate their understanding of proper animal nutrition. Topics covered will include principles of nutrition, nutrient requirements of domestic animals, pet food production, feeding management throughout an animal's life and the dietary management of nutritional responsive diseases or disorders.  
Three lecture hours per week.  
Credit: Three semester hours.

## **VN 2336 VETERINARY NURSING EXTERNSHIP**

Prerequisite: Completion of VT 2214 with a grade point of 2.0 or better.

**NOTE:** This catalog is published for informational purposes only and is subject to change at any time. It should not be construed as the basis of a contract between a student and Murray State College. Every effort is made to provide accurate information at the time of publication. MSC reserves the right to discontinue, modify, or otherwise change its degree programs. Current information regarding fees, dates and the availability of courses can be found in the Class Schedule available at the time of pre-enrollment for each term.

This course is an occupational experience provided through a cooperative agreement with an approved veterinary practice or allied area. Students must have successfully completed all required course work prior to beginning their externship. The externship is a required six-hour course and is not a paid position.

Forty laboratory hours per week for eight weeks.  
Credit: Six semester hours.

## **VN 2810 SPECIAL PROBLEMS IN VETERINARY NURSING**

Prerequisite: Approval of the Division Chair  
This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Veterinary Nursing. May be taken more than once.  
Credit: Varies from one to four hours.

## **ZOOLOGY (ZOO)**

### **ZOO 1114 GENERAL ZOOLOGY**

Prerequisite: NONE  
The course covers structure, function and diversity of animals. It includes the study of biological concepts and processes such as evolution, cellular metabolism, reproduction, heredity, development, and homeostasis. The laboratory component includes the study of the taxonomy and systematics on animal phyla and the anatomy and morphology of representative taxa.  
Three lecture hours and two laboratory hours a week.  
Credit: Four semester hours.

### **ZOO 2810 SPECIAL PROBLEMS IN ZOOLOGY**

Prerequisite: Approval of the Division Chair  
This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Zoology. May be taken more than once.  
Credit varies from one to four hours.

## Course Descriptions

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# CERTIFICATE PROGRAMS

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## CERTIFICATE PROGRAMS

The specific information pertaining to each offered certificate can be found here. The following embedded certificates may be completed at Murray State College:

*\*\*\*Indicates that the program/certificate is available 100% online*

### **Business**

- Basic Accounting\*\*\*
- Business Leadership\*\*\*
- Hospitality\*\*\*
- Retail\*\*\*

### **Child Development**

- Certificate of Mastery

### **Veterinary Nursing**

- Veterinary Assistant Institutional Certificate

### **Manufacturing Technology**

- Basic Electrical Circuits & Computer Control
- Basic Machining
- CAD/CNC
- Industrial Manufacturing Technician – Level 1
- Industrial Manufacturing Technician – Level 2



# CERTIFICATE PROGRAMS

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## Basic Accounting Certificate\*\*\*

**Description:** The Basic Accounting Certificate offers students the opportunity to gain working knowledge in the field of accounting. Jobs students can expect to achieve as a result of this certification include bookkeeper, accounting clerk, collections agent, administrative assistant for a senior accounting or data entry specialist.

**Classes Required:**

- ACC 2013 Fundamentals of Financial Accounting (Program Core)
- BM 1403 Business Math (Program Core)
- BM 2723 Spreadsheet Applications (Program Core)
- ACC 1113 Intro to Accounting (Option Core)

## Business Leadership Certificate\*\*\*

**Description:** The Basic Leadership Certificate prepares students to serve in basic leadership roles. It offers exposure to ethical business practices and how to lead others to achieve employer objectives. Jobs students may hold with this certificate include project leader, shift supervisor, area/department managers, office managers, and entrepreneur.

**Classes Required:**

- BC 1113 Business Communication (General Ed)
- BM 2613 Business Ethics (Program Core)
- BM 2013 Principles of Management (Program Core)
- BM 2723 Spreadsheet Applications (Program Core)
- BM 2503 Human Resources Management (Program Elective)

## Hospitality Certificate\*\*\*

**Description:** The Hospitality Certificate provides students with the knowledge and skills to serve in the hospitality industry. Students will gain knowledge of leadership, accounting, economics, and customer services. Examples of jobs students can expect include hotel management, operations manager, restaurant manager, hospitality manager, or food and beverage manager.

**Classes Required:**

- ACC 2103 Fundamentals of Financial Accounting (Program Core)
- BM 1103 Introduction to Business (Program Core)
- ECO 2123 Principles of Microeconomics (Program Core)
- BM 2103 Introduction to Hospitality Management (Technical Core)
- BM 2513 Business Management Internship I (Technical Core)
- BM 2023 Principles of Customer Service (Technical Core)

## CERTIFICATE PROGRAMS

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### Retail Certificate\*\*\*

**Description:** This certificate is designed to prepare students for an exciting career in the retail industry. Students of this certification will gain working knowledge and skills in the areas of customer service, ethics, spreadsheets, management, marketing, and human resources management. Graduates of this certification can expect jobs such as customer service manager, unit manager, store manager/assistant manager, marketing associate, or merchandising associate.

**Classes Required:**

- BM 2023 Principles of Customer Service (Option Requirement)
- BM 2613 Business Ethics (Program Core)
- BM 2723 Spreadsheet Applications (Program Core)
- BM 2043 Retail Management (Option Requirement)
- BM 2143 Marketing (Option Requirement)
- BM 2503 Human Resources Management (Option Requirement)

### Child Development Certificate

**Description:** The Child Development Certificate of Mastery prepares students for careers in child development services and provides those already employed in childcare or HeadStart with the opportunity to increase their knowledge and update their skills. The Certificate of Mastery is recognized in Oklahoma and the program continues to increase as the need for quality childcare becomes one of the most important concerns of our nation. Working with children to enrich their lives can be a very personally satisfying occupation.

**Classes Required:**

- ENG 1113 English Composition I
- CD 1243 Health, Safety, and Nutrition
- CD 1353 Child and Family Development
- CD 2453 Curriculum Planning
- CD 2573 Children with Special Needs
- CD 2533 Guidance of Young Children

Substitutions of the Child Development classes may be made with Child Development Programs Chairs approval.

### Veterinary Assistant Institutional Certificate

**Description:** This veterinary assistant certificate will encompass all aspects of routine pet care. The students will learn how to comfort and restrain animals during examinations and treatments, monitor feed and water consumption, clean, sterilize, and maintain kennels, operating rooms, examining rooms, cages and surgical equipment, assist with laboratory sampling and testing, administering medications, importing information into records, and CPR. These courses contain 92 hours of lecture and 60 hours of clinical skills for a total of 142 hours of training. Graduates of this certificate program will be eligible to take a state examination through the Oklahoma Veterinary Medical Association to become state certified. Veterinary assistants can work in veterinary practices/hospitals with small, large, and/or exotic animals.

**Classes Required:**

- VA 1114 Veterinary Assistant I
- VA 1214 Veterinary Assistant II

# CERTIFICATE PROGRAMS

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## Basic Electrical Circuits & Computer Control Certificate

**Description:** Basic Electrical Circuits covers training and knowledge of electrical circuit analysis, structure, and logic design for general circuit training.

**Classes Required:**

- MT 1223 – AC/DC Electrical Systems
- MT 1333 – Electrical Relay & Computer Control
- MT 2113 – Programmable Logic Controllers I

## Basic Machining Certificate

**Description:** Basic Machining trains students in general industrial device usage and safety, as well as covering the properties of many basic metal materials and what changes need to be made while using them.

**Classes Required:**

- MT 1313 – Machine Tool Practices (or) GS 1313
- MT 1323 – General Metals (or) GS 1223
- GS 1362 – Machine Tool Auxiliary

## CAD/CNC Certificate

**Description:** CAD/CNC trains students to read, design, edit, and create blueprints using CAD software, as well as training them in using those concepts in the application of CNC machinery.

**Classes Required:**

- MT 1512 – Blueprint Reading (or) GS 1512
- MT 1532 – Intro to AutoCAD (or) GS 1532
- MT 2542 – Advanced AutoCAD (or) GS 2542
- MT 2553 – Intro to CNC (or) GS 2553

## Industrial Manufacturing Technician – Level 1 Certificate

**Description:** Industrial Manufacturing Technician – Level 1 Certification covers both circuit analysis and basic control logic, while also focusing on a student's workplace communication and success skills.

**Classes Required:**

- MT 1111 – Manufacturing Success Strategies
- MT 1113 – Intro to Manufacturing Maintenance
- MT 1223 – AC/DC Electrical Systems
- MT 1333 – Electrical Relay & Computer Control
- MT 2333 – Internship

# CERTIFICATE PROGRAMS

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## Industrial Manufacturing Technician – Level 2 Certificate

**Description:** Industrial Manufacturing Technician – Level 2 Certification is similar to Level 1, with the addition of more advanced programming and algorithm design for the application of PLC devices.

**Classes Required:**

- MT 1223 – AC/DC Electrical Systems
- MT 1313 – Machine Tool Practices (or) GS 1313
- MT 1333 – Electrical Relay & Computer Control
- MT 2113 – Programmable Logic Controllers I
- MT 2223 – Programmable Logic Controllers II
- MT 2333 - Internship



## REGENTS, FACULTY AND EMERITUS STAFF

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## MURRAY STATE COLLEGE ADMINISTRATION, FACULTY AND DIRECTORS

Listed by: Professorial Rank, Name, Year Employed, Title or Area, and Education.

### PRESIDENT

Joy A. McDaniel, 1985  
 B.S., Oklahoma State University  
 M.Ed., Central State University  
 Post Graduate Study, University of Oklahoma

### VICE PRESIDENTS

Michaëlle Gray, 2001 – Vice President for Student Affairs  
 B.A.A.S., Southeastern Oklahoma State University  
 M.S., East Central University

Rebecca Henthorn, 1995 – Vice President for Academic Affairs  
 and Institutional Effectiveness  
 B.S., East Central University  
 M.A., Western Illinois University

### ASSISTANT VICE PRESIDENT/DEAN

Justin Cellum, 2014 – Assistant Vice President for Business Affairs  
 B.A.; M.Ed., Cameron University

Ginger Cothran, 2005 – Dean of Instruction  
 B.A.; M.Ed., Southeastern Oklahoma State University

## FACULTY

Only full-time faculty are listed below. For a listing of faculty that includes part-time faculty, please visit the [MSC website](#).

Akin, Gary, 2021 –  
Health Wellness and Human Performance, Women's  
Soccer  
B.S., Southeastern Oklahoma State University

Atwood, Lisa, 2017 - Chemistry  
B.S., Southeastern Oklahoma State University  
B.S., University of Oklahoma

Beal, Tahnee, 2020 – Health Science  
B.S., California State University  
M.S., North Texas University

Bearden-Turner, Tonya, Occupational Therapy  
M.O.T., Texas Woman's University

Beashers, Aaron, 2014 – Language Arts  
B.A., Southeastern Oklahoma State University  
M.A., Mercy College  
Ph.D., Capella College

Bettes, Brandon, 2020 – Mathematics  
B.S., East Central University  
M.A., University of Oklahoma

Bettes, Staci, 2020 – English  
B.A., East Central University  
M.A., Oklahoma State University

Bjorling, Peer "Sam", 2013 –  
Assistant Athletic Director  
Health and Wellness  
B.S., University of Iowa  
M.S., North Dakota State University

Brantley, David, 2019 – Mathematics  
Mathematics and Computer Science Division Chair  
B.A., Southeastern Oklahoma State University  
M.A., Southeastern Oklahoma State University

Burns, Christie, 2021 – Nursing  
B.S.N., East Central University  
M.S.N., University of Oklahoma

Brown, Rhonda, 2013 - Nursing  
A.A.S., Murray State College  
B.S., East Central University  
M.S., University of Oklahoma Health Sciences

Campanini, Jayne, 2015 -  
Occupational Therapy Assistant Program Chair  
B.S., University of Kansas  
M.S., Texas Women's University  
Ph.D., Creighton University

Coppedge, Robin M., 1989 – Professor

Health Science Division Chair  
B.S., Oklahoma Baptist University  
M.S., University of Oklahoma  
Cothran, Brian, 1999 – Agronomy and Science,  
Agriculture Program Chair  
B.S., Southeastern Oklahoma State University  
M.Agr., Oklahoma State University

Davis, Rebecca, 2019 – Language Arts  
B.A., Wayland University  
M.A., University of Glasgow

Dean, Emilie, 2019 – Nursing  
A.A.S., Murray State College  
B.S., Northwestern Oklahoma State University

Eckrich, Katherine, 2020 - Veterinary Nursing  
B.S., East Central University

Epple, Steven, 2018 – Gunsmithing  
A.A.S., Murray State College

Finlay, Steven Craig, 2020 –  
Library and Student Success Center Director  
B.A., Western Illinois University  
M.A., Western Illinois University  
M.L.S., Indiana University

Gonzaga, Edgar, 2020 –  
Health Wellness and Human Performance, Men's  
Soccer  
B.S., Northeastern State University  
M.A., Waldorf University

Hanna, Erika, 2021 – Veterinary Nursing  
B.S., University of Tennessee  
D.V.M., Mississippi State University

Hatfield, Gina, 2020 – Occupational Therapy  
B.S., University of Central Oklahoma  
M.O.T., Texas Women's University

Hudgens-Toews, Emalea, 2021 –  
Behavioral Science Program Chair  
B.S., Southeastern Oklahoma State University  
M.H.R., University of Oklahoma

Jack, Mickey, 2019 – Business  
Business and Professional Studies Division Chair  
B.S., Southeastern Oklahoma State University  
M.P.A., Arkansas State University

Jacobs-Pollez, Rebecca, 2012 – Assistant Professor,  
History  
B.S., M.A., University of Houston-Clear Lake;  
Ph.D., University of Missouri

## REGENTS, FACULTY AND EMERITUS STAFF

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LaFevers, Bobbi, 2013 - Nursing  
A.A.S., Murray State College  
B.S.N., Oklahoma City University

Littlefield, Jenny, 2020 – Occupational Therapy  
B.S., East Central University  
Loving, Don, 2008 – Associate Professor, Biological Science  
B.S., Oklahoma State University  
M.S., University of Oklahoma

Lowe, Steve, 2019 –  
Health Wellness and Human Performance, Woman's Basketball  
B.S., Central Washington University  
M.S., Walden University

McCain, Amy, 2010 – Assistant Professor  
Education and Behavioral Science Division Chair  
B.S., Oklahoma State University  
M.A., University of Oklahoma

Mercer, Chad, 2011 –  
Gunsmithing Program Chair and NRA Coordinator  
A.A.S., Murray State College

Moore, Daniel, 2011 – Assistant Professor  
Science and Agriculture Division Chair  
B.S., Southeastern Oklahoma State University,  
M.S., Oklahoma State University

Mullens, Aaron, 2017 – Athletic Director  
Health and Wellness Program Chair, Women's Softball  
B.A., M.Ed., Southeastern Oklahoma State University

O'Connor, Kevin, 2017 –  
Health Wellness and Human Performance, Men's Basketball  
B.S., University of Illinois  
M.S., Kansas State University

Owen, Mary, 2013- Nursing  
A.A.S., Murray State College  
B.S.N., Southern Nazarene University  
M.S.N., Southern Nazarene University

Paul, Debra, 2011 - Physical Therapist Assistant  
A.A.S., Murray State College  
B.S., East Central University

Priddy, Susan DeAnn, 2017 – Nursing  
A.A.S., Murray State College  
B.S.N., East Central University  
M.S.N., University of Oklahoma

Puckett-Smith, Christen, 2013 – Veterinary Nursing  
B.S., East Central University

Quinn, Terri, 2011 –Science  
M. Ed., Southwestern Oklahoma State University

Quinton, Michele, 2011-  
Assistant Professor, Biology and Conservation  
Global Education and Study Abroad Program Chair  
B.S., M.T., Southeastern Oklahoma State University

Red, Blaine, 2014 – Agriculture  
B.S., West Texas A&M

Reddish, Wesley, 2015 – Science  
B.S., M.S., University of Texas, Dallas

Robinson, Gary, 1995 – Professor,  
Physical Therapist Assistant Program Chair  
B.S., East Central University;  
B.S., Oklahoma University Health Sciences Center  
M.S., Oklahoma University Health Sciences Center

Rodden, Kirk A., 1990 –  
Professor, Social Science Division Chair  
B.A., Northeastern State University  
M.A., Oklahoma State University  
Ed.D., East Tennessee State University

Sandmann, Laura, 1986 – Assistant Professor  
Veterinary Nursing Program Chair  
A.A.S., Murray State College  
B.S., East Central University

Self, Ray, 2019 – Gunsmithing  
A.A.S., Murray State College

Shahan, Justin, 2019 – Science  
B.S., Southeastern Oklahoma State University  
M.Tech., Southeastern Oklahoma State College

Thomas, Jeanie, 2017 - Nursing  
A.A.S., Murray State College  
B.S.N., East Central University  
M.S.N., University of Oklahoma

Tremblay, John, 2016 Gunsmithing  
A.A.S., Murray State College

Uzzel, Christy, 2012 - Mathematics  
B.S., East Central University  
M.Ed., Southeastern Oklahoma State University

Webb, Gary, 2020 – NASNTI Grant Director  
B.S.Ed., Southeastern Oklahoma State University  
M.Ed., Oklahoma State University

Weiberg, Kristy, 2018 – Language Arts  
Language Arts and Transitional Education Division Chair  
B. A., Sam Houston State University  
M. Ed., Oklahoma State University

West, Jeana, 2003 – Associate Professor Language Arts  
B.A., Southeastern Oklahoma State University  
M.Ed., Southeastern Oklahoma State University

## REGENTS, FACULTY AND EMERITUS STAFF

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Whitehead, John, 2017 – Mathematics  
B.S., M.S., Texas A & M University Commerce

B.M., Arizona State University  
M.M., Cincinnati Conservatory of Music  
A.D., Cincinnati Conservatory of Music

Yeager, Susan, 2015 –  
Arts and Humanities Division Chair

## EMERITUS STAFF

Ann Beck, 1974-2009  
Registrar and Director of Admissions

Joe Beck, 1987-2010  
Engineering & Technology

Sharon Burris, 2005-2017  
Language Arts

Willa Dean Caldwell, 1985-2006  
Business Management

Rozella Chandler, 1988-1997  
Counselor

Mary L. Golloway, 1978-1997  
Student & Community Services

Kay K. Helms, 1978-1998  
Applied Science

Judy Huston, 1988-2010  
Foundation Director

Steve Huston, 1979-2007  
Botany/Microbiology

Jamie J. Inman, 1982-2001  
Music

Joni Jeter, 1985-2013  
Nursing

Anita Jones, 1993-2013  
Nursing

Jim Kennedy, 1979-007  
Director of the Learning Resources Center

Clyde R. Kindell, 1967-1994  
President

Larry M. Milligan, 1965-1990  
Art & Humanities

Rex Morrell, 1969-2010  
Social Science

Donald F. Ryan, 1969-1998  
Language Arts

James E. Schammerhorn, 1969-2006  
Chemistry

Joyce Spurgin, 1994-2008  
Nursing

Delbert Taylor, 1979-1993  
Metallurgy

J. Phillip Traughber, 1973-2000  
Vice President for Academic and Student Affairs

Donnie Williams, 1971-2004  
Engineering & Technology

Stanley Wilson, 1968-1991  
Science

Becky Wyatt, 1983-2010  
Child Development

# MURRAY

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## STATE COLLEGE



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This publication has been distributed through electronic format on the Murray State College website at [www.msco.k.edu](http://www.msco.k.edu).