

Missouri State™

WEST PLAINS



Course Catalog 2009-2010

Missouri State University-West Plains

Declaration of University Community Principles

Preamble

Community, civility, expression of freedom of thoughts, personal and academic integrity, tolerance, and the search for knowledge and truth are the essence of University life. A University is a community whose common purpose is the creation, preservation, and sharing of knowledge and understanding. The search for knowledge and truth requires a rational discourse. Discourse, in turn, requires honesty, civility, a commitment to personal and academic integrity, freedom of expression, freedom of thought, and tolerance towards others' views. The community helps to protect the rights of the individual and promote self-actualization. Thus, the community promotes the ideals necessary to engage in the pursuit of knowledge and truth.

The primary participants of this community are administrators, students, faculty, and staff who themselves come from a variety of external communities and varied backgrounds. Before becoming a member of the community of scholars that is Missouri State University-West Plains, one should fully understand the nature of that choice. The community derives its strength from each individual participant in it. Each individual derives strength from his/her association with and participation in the community. The individual must sustain the community in order for the community to function, protect, and sustain the individual. In order for this interaction to take place, the principles stated in this document must be the foundation for and common goal of the community. Behaving civilly implies acting in a manner consistent with these principles, and encouraging these behaviors in others. Adherence to the principles is voluntary and cannot be compelled. Discovering the natural benefit of these principles is a virtue. These principles are of little use in themselves; they must be practiced effectively.

Principles

The community of scholars that is Missouri State University-West Plains is committed to developing educated, independently thinking persons who will accept responsibility to act in accordance with the following principles:

- Practicing personal and academic integrity;
- Being a full participant in the educational process and respecting the right of all to contribute to the "Marketplace of Ideas";
- Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it;
- Being a steward of the resources of the community;
- Promoting the unity of the community while still striving to enhance self-actualization; and
- Seeking to create, preserve, and share knowledge and truth in understanding.

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that threatens the freedom and respect each member deserves.



Approved by the Board of Governors, February 19, 1999.
Adopted by the West Plains Administrative Council, Faculty Senate,
Staff Advisory Council, and Student Government Association, February 2000.



2009-2010 CATALOG

Missouri State University

WEST PLAINS

128 Garfield Ave.
West Plains, MO 65775
www.wp.missouristate.edu

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MAY 2009

The Missouri State University-West Plains Catalog is published annually by Missouri State University-West Plains, 128 Garfield Ave., West Plains, Missouri 65775.

This catalog is effective from the beginning of the fall 2009 semester through the end of the 2010 summer session. Students are expected to read and comply with the regulations, policies, and requirements described herein. The catalog is published for informational purposes only. Requirements, curricula, regulations, policies, fees, courses, and other matters described in this publication are subject to change. Should changes be necessary, appropriate notice will be given.

Chancellor's Welcome

Welcome to Missouri State University-West Plains! We, the faculty, staff and administration, are pleased that you have selected our campus for the journey you are undertaking. Whether you are seeking a degree or certificate, preparing to transfer to a four-year institution, acquiring new job skills, or taking a course for personal enrichment, we are here to meet your needs.



This catalog is designed to serve as an academic road map to student success. It describes individual course and degree programs and lists the names of our faculty and their academic qualifications. It also contains an explanation of University policies and procedures and the structure of the curriculum, details our mission and goals, and provides a listing of the special services we offer to enhance your learning experience. We developed this catalog as a guide to show you who we are, how we conduct business, what we expect of you as a student, and what services are available to you.

The Missouri State University-West Plains experience will differ for each of you, but all of us operate within the framework described in this catalog. I think you will find it an important tool and reference as you plan your course of study, attend classes, take part in other university events, and look to the future. We are excited that you have chosen to join us, and we look forward to working with you to ensure you receive a quality education.

Sincerely,

A handwritten signature in black ink, consisting of stylized initials 'DB' followed by a long horizontal line that ends in a small flourish.

Dr. Drew Bennett
Chancellor
Missouri State University-West Plains

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Directory

Missouri State University-West Plains (417) 255-7255 Toll Free Number (888) 466-7897

CHANCELLOR	Dr. Drew Bennett, Chancellor	255-7900
Assistant to the Chancellor	TBA	
ACADEMIC AFFAIRS	Dr. Craig Klein, Dean	255-7272
Department of Nursing	Donna Jones, Director	255-7245
Distance Education	David White, Coordinator	255-7296
Division of Arts, Education and Social Sciences	Judy Carr	255-7287
Division of Business/Applied Technology and Public Service	Cathy Proffitt Boys	255-7278
Division of Science and Mathematics	Jerry Trick	255-7292
Garnett Library	Sylvia Kuhlmeier, Director	255-7945
Institutional Research	TBA	
Mountain Grove Campus	Richard Piper, Coordinator	547-7573
Student Advisement and Academic Support Center	Janice Johnson, Coordinator	255-7222
BUSINESS AND SUPPORT SERVICES	Matt Morris, Director	255-7260
Business Office	Christina Kerley, Accounting Manager	255-7262
Physical Plant	Roger Tuttle, Superintendent	255-7268
Purchasing/Human Resources	Martha Tuttle, Assistant	255-7265
DEVELOPMENT	Elizabeth Grisham, Director	255-7240
INFORMATION TECHNOLOGY SERVICES	Sue Ingram, Director	255-7911
STUDENT SERVICES	Dr. Herb Lunday, Dean	255-7255
Admissions	Melissa Jett, Coordinator	255-7955
Athletics (Men)	Yancey Walker, Head Coach	255-7993
Athletics (Women)	Paula Wiedemann , Head Coach	255-7950
Career Services & Community Outreach/ Higher Education Resource Center	Pam Tate, Assistant Coord.	255-7230
Drago College Store	Kathy Schloss, Manager	255-7227
Financial Aid	Donna Bassham, Coordinator	255-7243
Food Services	Mozella Jett, Manager	255-7235
Registration and Records	Norma Ogletree, Registrar	255-7979
Student Life and Development	Rogers Taylor, Coordinator	255-7233
UNIVERSITY COMMUNICATIONS	Cheryl Caldwell, Director	255-7960
UNIVERSITY/COMMUNITY PROGRAMS	Brenda Malkowski, Director	255-7966
Fitness and Athletic Training	Keri Elrod, Coordinator	255-7936
Small Business Technology and Development Center	Russell Wyrick, Coordinator	255-7966
Theatre and Events	Kathleen Morrissey, Coordinator	255-7966

The main University switchboard number is (417) 255-7255. The address is: Missouri State University-West Plains, 128 Garfield Ave., West Plains, MO 65775. Many offices have facsimile capabilities and will provide their fax numbers upon request. A TTY terminal is available by dialing (417) 255-7715. The Missouri State University-West Plains Web address is: www.wp.missouristate.edu

Academic Calendar

Fall 2009 Interession *

August 17 (M) ----- Interession classes begin
August 21 (F) ----- Last day of Interession classes

Fall 2009 Semester

Dates refer to a full sixteen-week semester. Shorter sessions are offered and run concurrently with the full semester. Contact the Office of Registration and Records for short session and late start term deadline dates.

April 27 (M)-August 23 (Sun)# ----- Fall Regular Registration
August 21 (F) ----- Application deadline (to avoid late fee)
August 24 (M) ----- Classes begin
August 24-28 (M-F) ----- Late Registration
August 28 (F) ----- Last day to register or add a class
September 7 (M) ----- Labor Day Holiday (Classes will not meet; offices closed)
October 14 (W) ----- Mid-Semester
October 15-16 (R&F) ----- Fall Break (No Classes) / Offices Open
October 28 (W) ----- No Penalty Drop/Withdrawal, Change to Audit deadline
November 25 (W) ----- Thanksgiving Holiday (Classes will not meet)
November 26 & 27 (R&F) ----- Thanksgiving Holiday (Classes will not meet; offices closed)
December 7 (M) ----- Last day to drop or withdraw from semester
December 10 (R) ----- Last day of Fall Semester classes
December 11-17 (F-R) ----- Final Examination Period
December 18 (F) ----- Final Grades Due by Noon
January 7 (R) ----- Transcripts with Fall 2009 grades available
January 19 (T) ----- Transcripts with Fall 2009 degrees available

Spring 2010 Interession **

January 4 (M) ----- Interession classes begin
January 8 (F) ----- Last day of Interession classes

Spring 2010 Semester

Dates refer to a full sixteen-week semester. Shorter sessions are offered and run concurrently with the full semester. Contact the Office of Registration and Records for short session and late start term deadline dates.

November 23 (M)-January 10 (Sun)#--Spring Regular Registration
January 8 (F) ----- Application deadline (to avoid late fee)
January 11 (M) ----- Classes begin
January 11-15 (M-F) ----- Late Registration
January 15 (F) ----- Last day to register or add classes
January 18 (M) ----- Martin Luther King, Jr. Day Holiday (Offices closed)
February 15 (M) ----- Presidents' Day Holiday (Classes will not meet; offices closed)
March 4 (R) ----- Interscholastic Contest, Classes cancelled until 4 p.m. (evening classes will meet)
March 5 (F) ----- Mid-Semester
March 6-14 (Sat-Sun) ----- Spring Break (Classes will not meet)
March 22 (M) ----- No Penalty Drop/Withdrawal, Change to Audit deadline
April 1-2 (R&F) ----- Spring Vacation (Classes will not meet)
April 2 (F) ----- Spring Holiday (Classes will not meet; offices closed)
April 29 (R) ----- Last day to drop or withdraw from semester
May 6 (R) ----- Last day of Spring Semester classes

May 7-13 (F-R)-----	Final Examination Period
May 14 (F)-----	Final Grades Due by Noon
May 15 (Sat)-----	Commencement
May 26 (W)-----	Transcripts with Spring 2010 grades available
June 10 (R)-----	Transcripts with Spring 2010 degrees available

Summer 2010 Intersession ***

May 17-21 (M-F)-----	First week of Intersession classes
May 31 (M)-----	Memorial Day Holiday (Offices closed)
May 24-28 (M-F)-----	Second week of Intersession classes

Summer 2010 Session

Dates refer to a full eight-week session. Shorter sessions are offered and run concurrently with the full session. Contact the Office of Registration and Records for short session deadline dates.

April 26 (M)-June 6 (Sun)#-----	Summer Regular Registration
June 4 (F)-----	Application deadline (to avoid a late fee)
June 7 (M)-----	Classes begin
June 8 (T)-----	Last day to enroll in an 8-week or first 4-week session
July 5 (M)-----	Independence Day Holiday (Classes will not meet; offices closed)
July 7 (W)-----	No Penalty Drop/Withdrawal, Change to Audit deadline
July 26 (M)-----	Last day to drop or withdraw from session
July 27 (T)-----	Last day of Summer Session classes
July 28 & 29 (W-R)-----	Final Examination Period
July 30 (F)-----	Final Grades Due by Noon
August 9 (M)-----	Transcripts with Summer 2010 grades available
August 16 (M)-----	Transcripts with Summer 2010 degrees available

* The fall intersession is considered part of the fall semester for admission, registration, grading, and graduation purposes.

**The spring intersession is considered part of the spring semester for admission, registration, grading, and graduation purposes.

***The summer intersession is considered part of the summer session for admission, registration, grading and graduation purposes.

#Web Registration 24/7; Office of Registration and Records, Monday through Friday, 8 a.m. -5 p.m.



University Profile

Missouri State University is a multi-campus university system serving a unique combination of urban and rural environments. The University is committed to the creation of a teaching and learning environment which maximizes the student's opportunity to become an educated person.

The University functions through a three-campus system structured to address the needs of the metropolitan area it serves. The system includes a selective admissions campus in Springfield, a two-year open admissions campus at West Plains, and a research campus at Mountain Grove.

Missouri State University-West Plains specializes in providing quality education to students of all ages in the south-central Ozarks region of Missouri. For over 45 years, the college has grown to offer a liberal arts transfer curriculum at the freshman and sophomore levels, selected occupational and technical education programs, and a variety of continuing education courses. Enrollment is approximately 1,800 students per semester.

Missouri State University-West Plains was founded in 1963 as the West Plains Residence Center. In 1977, the Southwest Missouri State University Board of Regents and, subsequently, the Missouri General Assembly, designated the name West Plains Campus of Southwest Missouri State University to replace Residence Center. In 1981, the legislature enacted a permanent status bill for the campus. In 1991, the legislature passed House Bill 51 which gave the West Plains Campus the authority to offer "one-year certificates, two-year associate degrees and credit and non-credit courses." In 2005, the legislature passed Senate Bill 98 which included changing Southwest Missouri State University's

name to Missouri State University, effective August 28, 2005.

The campus consists of five classroom and administrative buildings—Kellett Hall, Looney Hall, Melton Hall, Lybyer Technology Center and the Respiratory Therapy building. In addition to the classroom and administrative buildings, the campus includes the Garnett Library, a 60-person residence hall called the Grizzly House, the Putnam Student Center, and the V.H. Drago College Store. Maintenance and custodial operations are located in the Broadway Building, and the Richards House serves as the residence for the Missouri State University-West Plains Chancellor.

Missouri State University-West Plains also offers courses at Mountain Grove, Missouri. The Associate of Arts degree in General Studies can be completed at the Mountain Grove Campus. The Missouri State University-West Plains program at Mountain Grove is housed in Shannon Hall.

Missouri State University-West Plains offers associate degrees, transfer programs, certificates, and training for immediate employment. Missouri State University-West Plains is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. Phone: (312) 263-0456.

Missouri State University-West Plains also hosts bachelor's and master's degree programs provided by the Springfield Campus through both on-site offerings and distance learning technologies.

Institutional Accreditations/Memberships

Accreditations

The Higher Learning Commission of the North Central Association
Missouri State Board of Nursing
National League for Nursing Accrediting Commission (NLNAC)
Commission on Accreditation of Allied Health Programs
Committee on Accreditation for Respiratory Care (COARC)

Memberships

American Association for Affirmative Action
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community Colleges (AACCC)
American College Personnel Association (ACPA)
American Student Government Association (ASGA)
Association of International Educators (NAFSA)
Association of Veterans Education Certifying Officials (AVECO)
Council for the Advancement and Support of Education (CASE)
Council of North Central Two-Year Colleges (CNCTYC)
EDUCAUSE
Mid-States Association of College Stores (MSACS)
Midwest Association of Student Financial Aid Administrators (MASFAA)
Missouri Association of College Admissions Counselors (MOACAC)
Missouri Association of Collegiate Registrars and Admissions Officers (MACRAO)
Missouri Association of Financial Aid Personnel (MASFAP)
Missouri Postsecondary Agriculture Students Organization (MPAS)
National Association of College Stores (NACS)
National Association of Colleges and Employers (NACE)
National Association of Student Financial Aid Administrators (NASFAA)
National Council for Marketing and Public Relations (NCMPR)
National Junior College Athletic Association (NJCAA)
National League for Nursing (NLN)
National Organization for Associate Degree Nursing (NOADN)
National Postsecondary Agriculture Students Organization (NPAS)
National Student Clearinghouse
North Central Association (NCA)
Rural Community College Association (RCCA)
Servicemembers Opportunity Colleges

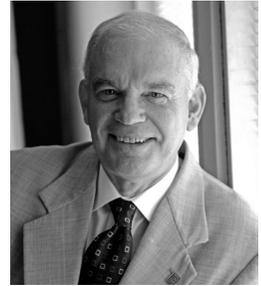
Governance

Missouri State University is under the general control and management of the Board of Governors, which according to statutes of the state of Missouri, possesses full power and authority to adopt all needful rules and regulations for the guidance and supervision of the University.

Missouri State University is governed by a nine-member Board of Governors. All members are appointed by the Governor, with the advice and consent of the Missouri Senate, to serve six-year terms. The nine-member Board of Governors shall represent each of Missouri's nine congressional districts. A non-voting member, a current Missouri State University student, also sits on the Board.

The Chancellor is the chief executive officer of Missouri State University-West Plains and is responsible to the President of the University System and to the Board of Governors for the recommendation of and administration of institutional policies and operation. The senior administrative officers of the University's West Plains Campus serve as an advisory body to the Chancellor and are responsible for specific operational divisions of Missouri State University-West Plains. The Faculty Senate is composed of all ranked faculty members and established for the purpose of planning programs, developing curriculum, providing a forum for discussion of faculty concerns, and communicating concerns to the University community. The Staff Senate is composed of all support staff and promotes the welfare and professional development of University staff and serves as its representative to the campus community. The Student Government Association provides the means by which students can participate in campus governance, student discipline, and the management of student activities.

To formulate policy, facilitate decision making, and promote a spirit of collegiality, Missouri State University-West Plains is committed to participatory governance and to an open system of communication.



Dr. Michael T. Nietzel
Missouri State University
System President



Dr. Drew Bennett
Missouri State
University-West Plains
Chancellor

Board of Governors



Michael Duggan
Chair
Second District
2005-2011



Brian Hammons
Vice Chair
Fourth District
2006-2011



Orvin Kimbrough
First District
2009-2015



John L. Winston
Third District
2005-2011



Phyllis Washington
Fifth District
2005-2011



Cathy Smith
Sixth District
2006-2013



Gordon Elliott
Seventh District
2007-2013



Mary Sheid
Eighth District
2005-2011



Elizabeth Bradbury
Ninth District
2008-2011



Ryan Childress
Student Member
2008-2009

Mission and Goals

Vision Statement

Missouri State University-West Plains will be a national model among two-year, learning-centered institutions, combining open admission opportunity with academic excellence, student service innovation, community partnership, and global awareness in an environment strengthened by dynamic growth and entrepreneurial spirit.

Mission

Missouri State University-West Plains is a teaching and learning institution providing quality post-secondary educational opportunities to the communities we serve.

Geographical Focus

Missouri State University-West Plains is a public, two-year, open admission, separately accredited campus of the Missouri State University System primarily serving students in the Missouri counties of Douglas, Howell, Oregon, Ozark, Shannon, Texas and Wright.

In addition to serving the educational needs of our service area, Missouri State University-West Plains provides programs to:

- areas not served by Missouri's other two-year institutions;
- selected international campuses where educational opportunities benefit both regional and international students; and
- the global community of students via traditional and emerging technologies.

Educational Program Focus

Missouri State University-West Plains seeks to create educated persons through the development of their skills in communication, critical thinking, information management, values clarification, understanding of a global society, responsible action, and knowledge in core subject areas in four distinct degree programs:

- Associate of Arts degree in General Studies
- Associate of Arts degree in Teaching
- Associate of Science degree in Nursing
- Associate of Applied Science degrees and/or certificates in career development:
- Associate of Applied Science degree in:
 - Business

- Child and Family Development
- Computer Graphics and Programming
- Computer Technology
- Enology
- Entrepreneurship
- Fire Science Technology
- General Agriculture
- General Technology
- Law Enforcement
- Respiratory Therapy
- Viticulture
- Certificates in:
 - Basic Business Studies
 - Enology
 - Entrepreneurship
 - Small Business Development
 - Technology Management
 - Viticulture

Because of its commitment to learning and service, Missouri State University-West Plains strives through ongoing assessment to:

- improve educational outcomes by evaluating what students know, understand, and can do with their knowledge as a result of their campus experience;
- hosts upper-level courses provided by the Missouri State University System leading to selected bachelor's and graduate degrees;
- offers informal educational opportunities designed to enhance community life through cultural enrichment programs, regional economic development, and customized training;
- promotes extracurricular learning opportunities for students, faculty, staff and community in areas such as intercollegiate athletics and student life and development activities, and a variety of non-credit educational opportunities; and
- through its commitment to the Missouri State University System's statewide mission in Public Affairs, develops educated persons of high character and integrity, inspiring them to serve others and their respective communities.

Goals for Missouri State-West Plains

1. **Purposeful Education** . . . Educate students for a lifetime of learning, citizenship, career development, and personal enrichment.
2. **Enabling Environment** . . . Provide for the diverse academic and life-development needs of students through an educational environment conducive to learning, teaching and working.
3. **Community Leadership** . . . Facilitate educational, technological, cultural and economic development through activities that complement the learning environment on campus and in the communities Missouri State University-West Plains serves.
4. **Collaboration** . . . As an integral entity of the Missouri State University System, develop programs and services in partnership within the System and with other educational institutions that increase and enhance student educational opportunities.
5. **Performance** . . . Ensure the highest quality of instruction and institutional effectiveness through assessment, evaluation and planning.
6. **Stewardship** . . . Practice good stewardship of human, programmatic and physical resources for the common good of campus and community.
7. **Faculty and Staff** . . . Recruit and retain the highest quality faculty and staff by providing competitive salaries and professional development opportunities and by enhancing the personal work-life experience for all employees.
8. **Funding** . . . Increase funding from state, federal, and private sources to ensure that Missouri State University-West Plains can continue to provide the highest possible quality instruction and services.

Missouri State University

Missouri State University is a public, comprehensive university system with a mission in public affairs, whose purpose is to develop educated persons while achieving five goals: democratizing society, incubating new ideas, imagining Missouri's future, making Missouri's future, and modeling ethical and effective behavior.

The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in the common vocation of citizenship.

The University functions through a multi-campus system that is integrated to address the needs of its constituents.

University Policies/Procedures/Philosophy

Policies and procedures, including those listed below, can be found on the University Website at: <http://www.wp.missouristate.edu/Policies/>. These policies and procedures are subject to change at any time without notice.

Policies

Academic Accommodation of Students with Disabilities

Missouri State University-West Plains is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Missouri State does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

Students seeking service are responsible for notifying the University of their disabilities, requesting academic accommodation(s), and providing documentation of the disability from a qualified professional. Documentation must include necessary evidence of a disability-related need for the requested accommodation(s). Accommodation(s) cannot be based simply on the student's preferences; students must show a legitimate purpose for requesting an academic accommodation. Such accommodation(s), auxiliary aids, and services cannot alter the fundamental nature of the course or program of instruction. In addition, auxiliary aids and services cannot result in an undue burden to the University.

Auxiliary aids and services as defined by law will be provided without cost to a student entitled to such aid. Students generally will not be provided devices or services of a personal nature, such as attendants, individually prescribed devices, or readers for personal use or study. Students requesting academic accommodation(s) should contact the Disability Services Coordinator in the Student Ad-

visement and Academic Support Center at (417) 255-7222 or (TTY) 417-255-7715. The accommodation policy for students with disabilities may be accessed at the following Internet address: <http://www.wp.missouristate.edu/AcademicAffairs/Accommodation.htm>

Advertising, Distribution, & Solicitation Policy

Advertising and solicitation are similar in that both promote a product, a service, or an event. Policies governing advertising and solicitations at the University are appropriate in order to ensure that advertising and solicitation activities serve the students, faculty, and staff, as well as their organizations. Further, advertising and solicitation policies contribute to ensuring that the general appearance and condition of the University's facilities and environment are maintained at an appropriate level. The Advertising, Distribution, and Solicitation Policy may be found at the following Internet address: <http://www.wp.missouristate.edu/BusinessServices/Advertising.htm>

Alcohol & Drugs

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on University property is ABSOLUTELY FORBIDDEN, and violators will be duly prosecuted by local law enforcement agencies.

Cell Phones & Electronic Devices in the Classroom

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Academic Affairs asks that cell phones, pagers, or similar communication devices be turned off or put into silent mode during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

The University also acknowledges the usefulness of electronic devices to students in the learning process; however, the use of computers, PDAs, or other electronic devices in classrooms and instructional settings is at the discretion of the instructor. Students should review instructors' policy statements for information about whether or not they will be allowed to use such devices in the classroom and other instructional setting.

Facility Usage Policy

In keeping with its mission to serve the community by providing formal and informal educational opportunities, Missouri State University-West Plains will make its facilities available to community groups for educational, cultural, or other purposes consistent with the role of the University. The full policy may be found at the following Internet address: <http://www.wp.missouristate.edu/BusinessServices/FacilityUsage.htm>

Firearms and Weapons Policy

Pursuant to R. S. Mo. Section 571.107 (10), firearms and weapons of any type are prohibited on the campus of Missouri State University-West Plains. Currently employed law enforcement personnel are excluded from this requirement provided they are trained and certified to carry duty/off-duty weapons and are in good standing with municipal, county, state or federal enforcement organizations. Prior to carrying duty/off-duty weapons on campus, however, law enforcement personnel must notify the Office of the Dean of Student Services, as well as faculty members of classes they plan to attend.

Food and Beverages Policy

As a general rule, food and drink should be consumed at the Putnam Student Center or in lounge areas within campus facilities. Food and drink are prohibited in computer labs, classrooms with computer-equipped student stations, and the Melton Lecture Hall. Permission to have food and drink in other classrooms will be at the discretion of the instructor. Permission to have food and drink in non-classroom areas will be at the discretion of the University official in charge of the particular area.

A dining room is located in the Putnam Student Center for the convenience and use of the students. A full menu of reasonably-priced food entrees, sodas, and snacks are available. Dining room and snack bar hours are 7 a.m. to 7 p.m. Monday through Friday. The Food and Beverage policy may be found at the following Internet address: <http://www.wp.missouristate.edu/BusinessServices/Food.htm>

Freedom of Expression

Missouri State University-West Plains is a campus that values diversity, intellectual dialogue and free speech. It is a campus that promotes its values widely and makes these values known publicly through the Course Catalog, as well as a number of publications and websites.

For student issues, a number of relevant sections from these documents are presented to help the reader conveniently find and be aware of our institutional policies on freedom of expression. It is also important to know that a mechanism exists to allow a student to raise concerns including free speech, censorship, restrictive perspectives, or abuse of intellectual authority.

The Freedom of Expression information can be found at <http://www.wp.missouristate.edu/StudentServices/6329.htm>

Liability Protection Policy

Because only officers or employees of the University are generally covered by the legal expense fund of the State of Missouri, students involved in internships or cooperative employments with other organizations are advised to provide for their own liability insurance through their cooperative employer/internship sponsor, through professional organizations, or personally.

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he/she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Brenda Malkowski, Equal Opportunity Officer, 128 Garfield, West Plains, MO 65775, (417) 255-7966. Equal Opportunity/Affirmative Action complaint procedures can be accessed at the following internet address: <http://www.wp.missouristate.edu/Equity/Nondiscrimination.htm>

Pets Policy

Pets under the control of an adult (i.e., 18 years or older) are permitted on University property, but are not permitted within University-owned or -leased buildings. EXCEPTIONS: Single family dwellings (e.g., residence for the Coordinator of Student Life and Development, Chancellor's residence, etc.); animals trained to assist persons with disabilities; animals used in University laboratories for official research, classroom or observation purposes; and fish in residence halls.

Animals (e.g., dogs, cats, monkeys, etc.) must be leashed to be under the control of an adult. EXCEPTION: Animals trained to provide ADA accommodations for people with disabilities. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals which are un-leashed, or leashed and unattended, on University property, are subject to impoundment. Animals left unattended in motor vehicles on University property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened.

Any pet found within a University-owned or -leased building may be impounded. Impounded pets may be reclaimed by the owner at the Animal Control Department (417-255-1860) upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

Public Availability of Safety Reports Policy

Under the ruling of U.S. District Court for the Western District of Missouri, security records, including personally identifiable information regarding students, are available for public disclosure and release. The judicial order requires this disclosure under the Missouri Sunshine Law (construed to protect the name and address of a victim whose identifiable assailant is still at large). Missouri State University-West Plains has adopted security records access release guidelines which are available from the Office of Student Life and Development.

Public Forum Policy

Missouri State University-West Plains is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the life of the University. In order to provide an atmosphere in which open communication can occur without disrupting the academic mission or daily University functions, a policy is in place to govern campus

demonstrations and speakers. The Public Forum Policy may be found at the following Internet address: <http://www.wp.missouristate.edu/StudentLife/Public.htm>

Right to Know Policy

Certain information is federally mandated and is annually provided to every employee and student of Missouri State University-West Plains out of concern for their welfare and in compliance with federal laws. This information is also available on the Missouri State University-West Plains Policies page at the following Internet address: <http://www.wp.missouristate.edu/StudentLife/srtk.htm>

Rollerblading/Skateboarding Policy

Skateboarding is not allowed on campus. In-line skating, roller skating, and cycling are allowed on campus; however, the following activities are prohibited: acrobatics (e.g., jumping on or over steps, benches, walls, rails, bike racks, etc.); excessive speed; blocking pedestrian paths (e.g., sidewalks, ramps, doors, etc.); entering buildings while wearing in-line skates or roller skates; and any activity which reasonably presents a risk of injury to persons or damage to property.

Participants who do not comply with the policy will receive a warning for the first offense. Repeat offenders will be subject to University disciplinary action and/or prosecution under city/state law. Furthermore, any participant who is involved in an accident on University property may be held liable for causing physical injury or property damage.

Speakers & Facilities Usage Policy

The use of University facilities for speakers is intended to support the academic mission and is therefore viewed as educational programming. The University retains the exclusive right, through authorized persons and organizations, to determine the appropriateness of speakers scheduled for University facilities. The complete policy may be found at the following Internet address: <http://www.wp.missouristate.edu/BusinessServices/Speakers.htm>

Tobacco Policy

Missouri State University-West Plains recognizes that tobacco smoke and tobacco in the various smokeless forms are hazards to the health of the University community. To protect the health of the University community, Missouri State University-West Plains designates all buildings as smoke-free. Smoking in vehicles owned or leased by the University

is prohibited. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. The Missouri State University-West Plains community shares in the responsibility for adhering to and enforcing this policy.

Because of the harmful consequences of tobacco use, both active and passive, the University has adopted the following policies:

- Smoking is prohibited in University buildings.
- Smoking will be allowed only in the following designated outside areas:
 - Garnett Library – As there is only one entrance, the front entrance is acceptable.
 - Grizzly House – Southeast door on the first floor.
 - Kellett Hall – Nursing entrance door.
 - Looney Hall – Northwest second floor door.
 - Lybyer Technology Center – North doors downstairs.
 - Melton Hall – North door facing the Post Office.
 - Putnam Student Center – Southeast Jefferson Street door.
 - Respiratory Therapy Building – Northwest corner of the building.
 - Academic Outreach Center – West entrance door.
 - Drago College Store – South entrance door.
- Smoking is prohibited in vehicles leased or owned by the University.
- The use of smokeless tobacco is prohibited in all locations on campus.
- Visitors to Missouri State University-West Plains are included under this policy as temporary members of the University community.

Vehicle Regulations

All students, faculty and staff utilizing University parking lots must display a parking tag hanging from the rear-view mirror of their vehicle.

A parking tag is available to each student during the first week of classes at the Business Office. Most students will have the corresponding fee for their hang tag already applied to their account at registration; however, in some instances where the fee has not been applied (i.e., online classes) you will need to pay the fee when you pick up your hang tag. If additional hang tags are needed, they may also be purchased from the Business Office. Vehicles not displaying a hang tag will be regarded as a violation and an appropriate ticket will be issued.

A traffic ticket on a vehicle is an official notice that the person responsible for said vehicle has been cited for violation of University parking rules. It is also the first notice for that

person to appear in the Business Office and pay any fine incurred. Failure to pay the fine or to appeal within five (5) school days will result in a \$2.00 late fee being assessed for each ticket in addition to each fine.

Failure to clear the traffic record through settlement of the assessed fine or to comply with the Missouri State University-West Plains Ticket Appeal Committee will result in withholding of the student's academic records. Any student who receives three or more parking violations may be subject to suspension from the University until the fines are paid.

University personnel and students should not use private parking lots. Vehicles should be parked in University parking lots or on public streets (in compliance with city ordinances). Vehicles found in violation are subject to being towed from the public parking lots at the owner's discretion and the student's expense.

Visitor parking spaces are provided for University visitors only. Students and faculty will receive tickets if vehicles are parked in a visitor parking space. Handicapped parking is available only for vehicles displaying handicap decals or license plates.

Video Surveillance Policy

To ensure the security of students, faculty, staff and visitors, campus buildings and surrounding parking lots are subject to recorded video surveillance 24 hours per day.

Weather Policy

The general policy for weather is that classes will not be canceled because of inclement weather. Students should use their own good judgment regarding travel when weather conditions are questionable. Faculty, staff and students should call the Missouri State University-West Plains Weather Hotline at 417-255-8075 for information regarding the status of Missouri State University-West Plains classes, Extended Campus classes, and Missouri State University-Springfield Academic Outreach classes. In extreme conditions, however, classes may be canceled. When all campuses are closed due to weather, local radio stations and Springfield television stations will be notified. There is no need to call the administrative offices or your instructor if you cannot attend class because of weather conditions. Faculty members are encouraged to allow make-up work for classes missed because of weather conditions. The policy may be found at the following Internet address: <http://www.wp.missouristate.edu/UnivComm/WeatherPolicy.htm>

Procedures

Equal Opportunity/Affirmative Action Complaint Procedures

All University students and employees are free to seek relief from discrimination or harassment without fear of restraint, reprisal, interference, or coercion. No employee or student's status with the University shall be adversely affected in any way because he or she utilizes these procedures. Any member of the University community who feels that he or she has been discriminated against or harassed may meet in consultation with the Missouri State University-West Plains Affirmative Action Liaison, telephone (417) 255-7966. Complete information regarding complaint procedures may be accessed at the following web address: <http://www.missouristate.edu/Equity/10328.htm>

Family Educational Rights & Privacy Act

The University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA. Among permitted exceptions under the law are included disclosures to: University personnel who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment, representatives of agencies or organizations from which a student has received financial aid, and certain federal and state officials. A detailed list is available on the website identified below. Information designated as directory information also may be released unless specifically prohibited by the student. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number*, (4) campus email address, (5) field of study including majors, minors, certifications, and pre-professional areas of study, (6) classification (e.g. sophomore), (6) enrollment status (full-time, part-time, or less than part-time), (7) participation in officially recognized activities and sports, including photographs of athletes, (8) dates of attendance, including matriculation, drop, and withdrawal dates, (9) degrees and certificates received, including date awarded, (10) awards received, including chancellor's/

dean's lists, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need based), and (11) previous educational institutions attended.

If issues of health and safety can be documented, campus community and law enforcement personnel may be provided an individual photo. Further, the University releases lists of students who qualify for the Dean's and Chancellor's lists, as well as lists of graduates to newspapers which cover the permanent address of record. The institutional "Policy Regarding Personally Identifiable Student Records" is available in the Office of Registration and Records and the following Internet address: <http://www.wp.missouristate.edu/recreg/FERPA.htm>

* All non-University contact information provided for purposes of the emergency notification system is not considered directory information.

Sexual Offenses Procedures

If you are the victim of a sexual offense at Missouri State University-West Plains and live on campus, contact the Dean of Student Services. You need not give the name of your assailant, and your name will not be released to the police or the media. The Dean will provide information about counseling, medical assistance, reporting to the police, and University discipline procedures. She/he will be able to answer your questions and provide assistance. If you live off-campus, call the West Plains Police Department, (417) 256-2244, or 911. You need not give your name or the name of your assailant, and your name should not be released to the press. You will receive information about counseling and medical assistance.

Whether you live on-campus or are a commuting student, all sexual offenses should be reported to the Coordinator of Student Life and Development.

For more information about what constitutes a sexual offense or sexual harassment, what definitions are used in describing sexual offense and harassment, and the minimum sanctions that could be leveled against one who commits a sexual offense or harassment, see the Student Right-to-Know information found at the following Internet address: <http://www.wp.missouristate.edu/Equity/Offenses.htm>

Philosophy

Academic Freedom

The University is committed to freedom of thought and inquiry for both faculty and students. This commitment ensures the protection of the faculty's freedom to teach, research, and publish in their professional capacities without restraint or fear of reprisals. Academic freedom is essential to the University's instruction and research programs. Freedom in research is fundamental to the advancement of truth. Academic freedom in instruction is essential for the protection of the rights of faculty to teach and of the students' freedom to learn.

Accountability

As a state-assisted university, Missouri State University-West Plains is accountable to various publics for the fiscal management of public funds, for educational outcomes relevant to individual and social needs, and for the effective administration of University programs. The University is committed to the concept of public accountability in its broadest sense, for it is the obligation of the institution, faculty, and staff to produce outcomes consistent with goals of the institution. Such a commitment obligates the University to: (1) define institutional goals and priorities, (2) determine the degree to which goals are achieved, (3) identify and measure the outcome of its programs, and (4) measure the costs and benefits of its programs. Inherent in these obligations is a commitment to systematic institutional planning and to continuous program review and evaluation in order to ensure maintenance of quality and excellence.

Code of Student Rights & Responsibilities

The Code of Student Rights and Responsibilities is the written set of student rights and rules for campus. Educated persons are developed through the interaction of competent, caring faculty and capable, motivated students, supported by dedicated professional staff. It is assumed that the three components of the University—faculty, staff, and students—come together as a community in pursuit of the single purpose of the University. In joining this community, students have certain rights and voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the Code of Student Rights and Responsibilities represents the main responsibilities students assume by becoming citizens of the University community. The Code of Student Rights and Responsi-

bilities may be found at the following Internet address: <http://www.wp.missouristate.edu/StudentLife/Code.htm> and at the beginning of this catalog.

Educational Accessibility & Opportunity

Missouri State University-West Plains is committed to educational accessibility for all students who have demonstrated by traditional academic achievement (high school diploma) an aptitude for successful accomplishment at the collegiate level.

Missouri State University-West Plains also provides educational access based on criteria other than traditional achievement measures (General Educational Development (GED) examinations) for those students seeking learning opportunities for purposes of career enhancement, professional development, or self-enrichment. The University does not discriminate, on the basis of any category listed in the Non-Discrimination Policy, in its educational programs, services, or activities. Inquiries may be directed to Brenda Malkowski, Affirmative Action Liaison, Missouri State University-West Plains, 128 Garfield Ave., West Plains, MO 65775, (417) 255-7966.

Equal Employment Opportunity

The University is committed to nondiscrimination and equal employment opportunities and to affirmative action programs designed to strengthen this commitment. The University takes affirmative action to provide equal opportunity in all personnel-related activities administered by the institution. This commitment includes the intent to maintain an environment free from discrimination, including harassment, based on any of the protected categories listed in the Non-Discrimination Policy.

Inquiries regarding the Missouri State University Affirmative Action Plan or compliance with Title VI, Title IX, Section 504, the Age Discrimination Acts, and the Americans with Disabilities Act may be addressed to Brenda Malkowski, Affirmative Action Liaison, Missouri State University-West Plains, 128 Garfield Ave., West Plains, MO 65775, (417) 255-7966.

Resource Management

The University is committed to the concept that future growth and selective development in areas of excellence must be based on present and potential strengths which relate to the institution's physical, financial, and human resources. This commitment has several implications for University programs and services. Resource allocation decisions must be guided by an explicit statement of goals and priorities for the future.



Admissions

Missouri State University-West Plains is an open admission campus. Admission decisions are based on current admissions policies and are in accordance with Missouri State University-West Plains' standard practices on equal opportunity. Admission does not guarantee admission to a specific program. Students should refer to the appropriate sections of this catalog for program admission requirements.

Students are encouraged to apply for admission early. Official transcripts are required and must be forwarded to the Missouri State University-West Plains Office of Admissions directly from the institution granting credit to be considered as official. (This includes GED transcripts.) Transcript request forms are available in the Office of Admissions. The application deadline is the last day of regular registration prior to the beginning of the semester. Applications are available through the Office of Admissions, many Missouri high schools, and at <http://www.wp.missouristate.edu/Admissions/Application.htm> where prospective students will find links to apply online and to print an application that may be mailed. To apply for admission, new students must return a completed application for admission and a \$15 application fee to the Missouri State University-West Plains Office of Admissions, 128 Garfield Avenue, West Plains, MO 65775. Applications and additional information are available at the following Internet address: www.wp.missouristate.edu/Admissions

Freshmen

If you have a high school diploma or GED equivalent you are eligible for admis-

sion. New freshmen must provide an official high school transcript from a high school accredited by the education agency of the state in which it is located (e.g., Missouri Department of Elementary and Secondary Education) or by a regional accrediting association (e.g., the North Central Association of Colleges and Schools). The transcript should include graduation date, class rank, and ACT scores, if available. High school transcripts must be sent directly to the Office of Admissions. High school seniors will be given tentative admission based on a sixth or seventh semester transcript. A final transcript must be requested after high school graduation. Persons earning a GED should request that an official copy of their GED scores be sent to the Office of Admissions directly from the state department of education in the capital city of the state in which they tested.

While the ACT test is not used by Missouri State University-West Plains for admissions, it is used to determine placement of students in some classes. Therefore, students should submit ACT scores or they may arrange to take the ACT on the West Plains Campus.

Freshmen who do not have English composition credits will also need to complete a University-administered writing test prior to registration for classes.

STAR Orientation

After first-time freshmen have been admitted to the University and have completed ACT testing and an in-house writing sample, they attend Student Advising and Registration (STAR) Orientation. STAR is designed to provide students with an introduction to the

University and its services, policies, and procedures, and to assist students in registering for the first semester. Students with less than 10 transferable credits in addition to any dual credit courses must attend orientation. Information about STAR Orientation will be mailed to students following their admission to the University. During STAR, students will meet with a faculty advisor, schedule classes, receive a photo ID, be assigned a network ID, receive a parking permit, have the opportunity to purchase textbooks at the Drago College Store, and, if desired, take a tour of the campus. Students have a better selection of classes the earlier they attend an orientation.

High School Through Alternative Means

Missouri State University-West Plains seeks and welcomes applications from all qualified students, including students who have chosen to complete high school course work through alternative means. The two most common alternative means are: 1) completing a home school curriculum that is the equivalent of a high school diploma; and 2) earning a high school diploma from a school that has not received accreditation from the state or a regional accrediting association (non-accredited high schools). Students who are 17 years of age or older and have completed high school by one of these means may apply as degree-seeking students by meeting one of the following requirements:

1. Supply ACT scores less than five years old with a composite score of 18 or higher; or
2. Pass the GED test and supply an official GED transcript.

Alternatively, these persons also may apply as non-degree seeking students. (See Non-Degree Seeking Students.)

Transfer Students

Admitted on Probation: A student who is transferring up to and including 29.99 hours of credit to Missouri State University-West Plains with an overall grade point average below 1.75 is admitted on probation and must maintain a 1.75 in subsequent semesters (until 30 hours are reached), or the student will be placed on academic suspension.

A student who is transferring 30 or more hours of credit to Missouri State University-West Plains with an overall grade point average below 2.0 is admitted on probation and

must maintain a 2.0 in subsequent semesters, or the student will be placed on academic suspension.

Students who are enrolled in their first semester of college at another institution are offered tentative admission on the basis of their high school records and a list of courses in which the student is currently enrolled at a post-secondary institution. Official transcripts from all previous institutions must be on file before a student's admission is considered complete. (Registration for subsequent semesters is blocked and students' Missouri State University-West Plains transcripts will not be released until official copies of all transcripts have been received.) Students with fewer than 24 transferable hours also must have an official high school transcript on file or meet non-accredited high school graduate guidelines.

It is the University's policy to award credit for courses taken through institutions accredited by a regional accrediting agency. Courses taken through non-accredited institutions are not accepted in transfer unless approved by the Dean of Academic Affairs or his/her designee. Detailed information is available in the Policy Regarding Transfer of Credits to Missouri State University-West Plains. A copy of this policy is available from the Office of Admissions and the Office of Academic Affairs.

A course-by-course evaluation of transfer credit is sent to students after they have been admitted. Questions regarding these evaluations should be directed to the Office of Admissions.

Non-Degree Seeking Students

There are several admission categories for students who meet minimum age requirements and who wish to take courses but do not wish to pursue a degree.

Non-degree Post Baccalaureate: Students who have a bachelor's degree and who wish to enroll in up to a full-time course load with no restrictions on total hours may apply under this classification. Proof of bachelor's degree is required.

Completion Program: Students who have completed an associate of arts degree and wish to take Missouri State University-West Plains courses in pursuit of a bachelor's degree through Missouri State University are eligible to apply under this classification. A Missouri State University-Springfield Application for Admission (available in the Missouri State University Academic Out-

reach Office) must be completed. Official transcripts are required from each previous college or university. Students must have a cumulative grade point average of 2.0 on a 4.0 scale to be admitted under this classification. Students in this classification are eligible to apply for financial aid but must contact the Office of Financial Aid at (417) 255-7243 for procedures. Students should consult with an academic advisor regarding requirements for admission into Missouri State University-Springfield degree programs. Students seeking a bachelor's degree must contact the Missouri State University Academic Outreach Office at (417) 255-7931 for additional requirements.

Non-degree: Students 18 years of age and older or a high school graduate may apply under this classification. Transcripts are not required. Enrollment while in this category is limited to eight credit hours per semester up to a total of 24 hours. Students are not eligible to apply for financial aid while in this classification. Non-degree students must meet the prerequisite if a class has one.

High School Dual Credit & Dual Enrollment

The Missouri State University-West Plains high school dual credit and dual enrollment programs provide students with an opportunity to supplement their high school curriculum and receive college credit.

Dual credit courses earn high school and college credit. Students who take dual credit courses generally do so at their high school with instructors who meet required qualifications for teaching college-level courses and who have been approved by the University to teach those courses. Students who take dual enrollment courses earn college credit and take those courses either on one of the Missouri State University-West Plains campuses or online from University instructors. To be eligible for either of these, students must meet the following criteria:

Students in an Accredited High School:

1. have completed their sophomore year of high school or are freshmen or sophomores with an ACT composite score at or above the 90th percentile; and
2. have at least a 3.00 grade point average on a 4.00 scale; and
3. have been recommended for admission by the high school counselor, principal, or superintendent of their school; and
4. have permission from their parents or guardians.

Students Completing High School by Alternative Means (Home School or Non-accredited High School):

1. be at least 16 years of age; and
2. have an official transcript from the high school or correspondence program vendor or documents from the parent required by Missouri State Statute 167.031 including courses/credits completed and date of completion with an overall GPA of 3.00 on a 4.00 scale or higher; or
3. have demonstrated their ability to benefit by achieving an ACT composite score of 18 or higher; and
4. have parental or guardian permission. If a student believes extenuating circumstances exist, the above eligibility requirements may be appealed to the Dean of Academic Affairs or his/her designee for consideration. Unless otherwise approved by the Dean of Academic Affairs or his/her designee, the following course load limitations will apply:
 1. Dual Credit Course Load will be limited to two classes each semester.
 2. Dual Enrollment Course Load will be limited to six credit hours in the summer session and two courses each semester in fall and spring.

Because the University believes in the value of a high school education or its equivalent and the importance of student preparation and readiness, neither dual credit nor dual enrollment students are allowed to take developmental courses since such skills are best learned in the high school setting. High school dual credit and dual enrollment students cannot apply for directed study courses. High school dual credit and dual enrollment students must maintain GPA criteria as outlined in the Scholastic Action section of this catalog.

Returning Students

All former students of Missouri State University-West Plains who have not been enrolled for one full semester or more (not including the summer session) must apply for readmission or reinstatement. The deadlines and procedures to be followed depend upon the student's status, as follows:

1. Reinstatement: All students who are under academic suspension from Missouri State University-West Plains are encouraged to apply for reinstatement at least two weeks* prior to the beginning of the semester.

2. Readmission: Students in good standing must apply for readmission and register by the last day of regular registration to avoid a late registration fee.

Returning students who have been enrolled in other colleges or universities since leaving Missouri State University-West Plains must have final, official transcripts sent from those institutions.

Re-admitted on Probation: A student who has attended Missouri State University-West Plains and has attempted up to and including 29.99 hours of credit and is returning after an absence of more than a semester with an overall grade point average between 1.00 and 1.74 will be re-admitted on academic probation and must maintain a term grade point average of 1.75 to continue in subsequent semesters (until 30 hours are reached, at which time the required GPA will change to 2.0), or the student will be placed on academic suspension.

A student who has attended Missouri State University-West Plains and has attempted 30 or more hours of credit and is returning after an absence of more than a semester with an overall grade point average between 1.00 and 1.99 will be re-admitted on academic probation and must maintain a term grade point average of 2.0 to continue in subsequent semesters, or the student will be placed on academic suspension.

*See the Academic Calendar for deadlines.

International Students

Interested international students should contact the Office of Admissions to request application materials. The deadlines for submitting applications are May 1 for the fall semester, October 1 for the spring semester, and March 15 for the summer session. The University is authorized under federal law to enroll non-immigrant alien students.

It is the policy of Missouri State University-West Plains that all international students with an F-1 status are required to enroll in the Comprehensive Student Injury and Sickness Plan designed for students of Missouri State University-West Plains. They will be billed by the University for the applicable rate upon registration for classes each semester. As recommended by the U.S. Centers for Disease Control and Missouri Department of Health, Missouri State University-West Plains requires that all students from countries where Tuberculosis (TB) is endemic be tested for TB. Students may obtain a TB screening upon arrival in West Plains or at another

medical facility in the United States.

International students are required to demonstrate proficiency in the English language. The English language requirement for admission will be met when the applicant has submitted proof of one of the following: Test of English as a Foreign Language (TOEFL) score of 500 on the paper-based test, 173 on the computer-based test, or 61 on the internet-based test; Level 109 at an ELS-Intensive English Program or completion of Level 4 at Missouri State University English Language Institute (ELI) program. Students who do not demonstrate proficiency as indicated may be evaluated individually if extenuating circumstances exist. Official transcripts from all previous institutions attended must be on file with the Office of Admissions. Applications and requests for information may be submitted by facsimile transmission (FAX) at (417) 255-7959.

Testing

While the ACT test is not used by Missouri State University-West Plains for admissions, it is used to determine placement of students in some classes. If a student is enrolling in courses that do not require placement, the student may request a waiver from the Academic Affairs Office. The student will need to complete the ACT before registration and placement the following semester. ACT scores must be fewer than five years old. If ACT scores are not listed on a student's high school transcript, the student should request that the testing company send them to the Office of Admissions. Students may call ACT at (319) 337-1313 for more information on having scores sent. Students are encouraged to take the ACT at a national test site. Most high school counselors have information concerning national ACT test dates and locations. Missouri State University-West Plains offers a residual ACT, but students should be aware that these residual test results are typically for use only by Missouri State University. Students may contact the Missouri State University-West Plains Student Advise-ment and Academic Support Center (SAAS) at (417) 255-7222 for more information. Non-degree students only need to fulfill testing requirements when enrolling in courses which have testing prerequisites.

Freshmen and transfer students who do not have English composition credits will need to complete a University-administered writing test prior to registration for classes.

Appeals relating to secondary creden-

tials and ACT testing requirements should be addressed to the Dean of Academic Affairs or his/her designee. Appeals relating to placement should be addressed to the Student Advisement and Academic Support Center (SAAS).

Some degree programs have specific test requirements. Student should refer to the appropriate degree program information in this catalog for more information.

Senior Citizen Fee Waiver Program

Missouri State University-West Plains offers a fee waiver program to any Missouri resident at least 60 years of age who wishes to take academic courses offered by the University. Participants in this program must take tuition-free courses on a non-credit basis and must satisfy all course prerequisites of Missouri State University-West Plains. Intersession courses and courses offered through the Center for Continuing Education and Outreach are not eligible for this waiver program. Participants must be fully admitted to the University as non-degree seeking students and must follow the regulations for non-degree seeking students elsewhere in this catalog.

Seniors participating in this program must declare their intent to enroll in the program at the point of admission in order to have all required student fees waived. Seniors may register through the fee waiver program only on the last day of regular registration for the term in which the senior citizen wishes to take classes. Seniors who wish to register for courses which begin after the first day of the semester, may register for those classes on the last day of regular registration, but it is understood, however, that registration can only be done on a "seats available" basis and that if a degree-seeking student needs a seat in a course occupied by a senior citizen, the degree-seeking student will be given that seat.

Notice to All Students

The University reserves the right to deny admission or readmission or to restrict enrollment of individuals who are determined to represent a threat to Missouri State University-West Plains students, faculty, staff, or property. This determination will be made by the Dean of Student Services or his/her designee. Appeals to such a decision may be directed to the Chancellor for the West Plains Campus.



Housing

Grizzly House

The Grizzly House is fully furnished, air-conditioned, and centrally located. Each suite contains a living room, kitchenette, bathroom with shower, and two double bedrooms equipped with high-speed internet connections. Telephone “land lines” are available upon request for an additional charge. A state-of-the-art computer lab and a game-filled community room create a good social atmosphere. Residents of the Grizzly House dine in the Putnam Student Center.

Housing Policy

All students are eligible to apply for campus housing. After students with room-and-board scholarships and special assignments are placed, students returning to the Grizzly House are considered. The remaining rooms are filled on a first-come, first-served basis. All remaining applications are placed on a waiting list, and beginning July 1 placements are made based on the date-received. Contact the Coordinator of Student Life and Development for further information including placement dates. A listing of available rental properties in West Plains is available from the Office of Student Life and Development.

Off-Campus Housing Policy

When demand for campus housing exceeds capacity, students who meet the following criteria may be considered for lodging in

University-leased, off-campus lodging. (Limited spaces available.)

- Sophomore classification
- 2.50 cumulative GPA required (3.00 cumulative GPA preferred)
- No disciplinary violations

All students who meet these criteria will be interviewed by the Residence Life staff for selection and final recommendation to the Dean of Student Services.

Application Information

Contracts for the next academic year are available after the beginning of the spring semester. To request housing information, please call (417) 255-7233 or visit the website at: <http://www.wp.missouristate.edu/Housing>

For more information on housing, contact:
Missouri State University-West Plains
Office of Student Life and Development
128 Garfield Ave.
West Plains, MO 65775
(417) 255-7233

Housing costs are outlined in the Costs section of the catalog.

Costs

Admission Application Fee

A \$15 non-refundable admission application fee will be required of all first-time applicants for admission. The application fee will not apply toward payment of the Required Student Fee. The admission application fee is waived for faculty and staff and their dependents who are qualified for course fee waivers according to the University personnel policy.

Books and Supplies

Missouri State University-West Plains students purchase their own books. Typically, a full-time student can expect to spend approximately \$400 per semester for books and supplies. Actual book costs will vary based on the number and type of courses taken and whether students buy new or used books. The total cost also is reduced for those who sell their books at the end of the semester.

Change of Schedule Period

Courses may be added during the change of schedule period. Additional cost of courses added must be paid at the time the change of schedule is processed or the student must be completely enrolled in the Deferred Payment Plan.

Deferred Payment Plan

Missouri State University-West Plains has a Deferred Payment Plan which allows students to defer payment of required student fees and residence hall charges.

Fee payment deadlines are announced during registration. The required student fees and residence hall charges, if applicable, must be paid in monthly installments with the balance being paid in full by the fifteenth of the month preceding the end of the semester.

There will be a total of three scheduled payment dates per semester beginning in September and ending in November for the fall semester and beginning in February and ending in April for the spring semester. There will be a total of two scheduled payment dates beginning in June and ending in July for the summer semester. Required student fees must be paid in full no later than the 15th day of November during the fall semester, the 15th day of April during the spring semester, and the 15th day of July during the summer semester.

Additional terms and conditions of the

Deferred Payment Plan are printed on the reverse of the Registration Request form and are available by going to <http://www.wp.missouristate.edu/BusinessServices/EnrollmentAgreement.htm#Deferred>.

Diploma Fee

A \$20 fee is charged for the issuance of a duplicate diploma or duplicate certificate.

Graduation Fee

A \$55 fee must be paid before students will be eligible to receive their diplomas and final transcripts.

A \$20 fee is charged for the second and for each successive degree received by students graduating with multiple associate degrees. This fee must be paid before students will be eligible to receive their additional diplomas and final transcripts indicating the completion of multiple degrees. A \$20 fee is charged for each subsequent repeat of the Collegiate Assessment of Academic Proficiency (CAAP) exam.

Health Services Fee

A \$20 Health Services Fee is assessed each fall and spring semester to students enrolled in a minimum of six credit hours. Contact the Office of the Dean of Student Services for information.

Housing Deposit

A \$100 housing security deposit is required of all applicants for University housing. The deposit serves as the applicant's guarantee that the contract will be completed. Also, it may be used to cover damages or other charges if the contract is completed.

The contract period is for the fall and spring semester. Housing for the summer session is covered by a separate contract.

Students approved to cancel their leases/contracts after the residence halls open for the fall semester and who remain enrolled at the University will receive an additional penalty of \$200 if cancellation occurs during the fall semester, and \$100 thereafter, over and above the forfeiture of the \$100 security deposit. Students approved to cancel their contracts after the residence halls open for the summer session who remain enrolled at the University will receive an additional penalty of \$100, over and above the forfeiture of the \$100 security deposit.

Provisions for refund-forfeiture of deposits are stated in the Student Housing Contract.

until after the regular (fall, spring, or summer) semester/session has begun. The fee does not apply to students who have already registered and wish to add a class. If a student feels extenuating circumstances exist, the student may submit a written appeal, citing the grounds for the appeal, within 10 days of receiving the notification of indebtedness. Students may appeal this fee in writing to a committee chaired by the Dean of Student Services.

Library Fees

Overdue Fees

Books	.25¢ per day
Reserves & Videos	\$1 per day
Book Replacement	\$120 maximum

Recalls

An item can be recalled early if another patron requests it. A fee of \$1.25 per day is charge for overdue recalls.

Non-Residential Meal Plans

Fall 2009 and Spring 2010:

<u>Two Meals per Week</u>	<u>\$157</u>
<u>Three Meals per Week</u>	<u>\$227</u>
<u>Four Meals per Week</u>	<u>\$268</u>
<u>Five Meals per Week</u>	<u>\$333</u>

The non-residential meal plans are one academic semester (fall or spring) in length. Each plan begins with breakfast on the first day of classes and ends with the evening meal on the last day of final examinations. Thanksgiving break, spring break, week-ends, and the period between semesters are not included in the plans. Three-day breaks (e.g., Labor Day, President's Day, and Martin Luther King, Jr. Day) are included. Meal plans are non-transferable and non-cumulative. State tax is included in the total cost.

Parking Permits/Fines

Students: No charge (\$15 per year if student does not pay Capital Projects fee)

Faculty/Staff: \$15 per year

Part-Time Faculty or Staff: No charge

Additional/Replacement parking permits are \$2.

Parking Violation Fines

1. Permit not present	\$10
2. Altered/stolen permit	\$60
3. Parked in "No Parking" zone	\$10
4. Not parked wholly in space	\$10
5. No disabled permit	\$60
6. Obstructing traffic	\$10
7. Parked in visitors' space	\$10

Policies Regarding Payment of Fees

The purpose of this section is to inform students of the actions which may be taken when fees assessed by the University are not paid in a timely fashion. Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of the semester. Any amounts remaining unpaid at the end of a semester will be billed in full and are not subject to minimum payment. A collection charge of \$5 may be assessed on any balance which is past due for a period of more than 10 days. Past due amounts will prevent a student from registering for the next semester or from receiving diplomas or transcripts. Students who have already registered for a subsequent semester with a past due amount on their record will have their future registration canceled. Failure to pay will result in the student being reported to a credit service.

If a student makes payment by check and that check is not honored by the student's bank, the student will be notified and must make restitution within 10 days from receipt of notification. When a student has unpaid charges which are over 30 days past due or has otherwise failed to make satisfactory arrangements for the settlement of a University account, the University may place an encumbrance on the student's record which will prevent registration for future semesters and the release of transcripts and diplomas, as well as access by the student to other University services except where an emergency medical situation may exist; withhold the student's payroll checks (for student employees) or refunds issued through University offices until the debt is repaid; remove the student from University housing; and/or disenroll the student. Failure to repay short term loans by the specified date could make a student ineligible for future financial assistance.

Inquiries regarding unpaid charges should be directed to the Business Office, Missouri State University-West Plains, 128 Garfield Ave., West Plains, MO 65775, phone (417) 255-7260. Should a student feel that a notification of indebtedness is incorrect, the student may submit a written appeal, citing the grounds for the appeal, within 10 days of receiving the notification of indebtedness.

Required Student Fees Refund Schedule

The date used in determining the refund of fees shall be the date the student submits an official withdrawal request to the Office of Registration and Records, or the postmarked date of withdrawal request submitted by mail.

If a student drops or withdraws from a full-semester length class prior to the ninth week, the refund shall be as follows:

On or before the fifth day of classes in the semester:

100% of Basic Fees-Tuition*

Days 6 through 10 of the semester:

75% of Basic Fees-Tuition*

Days 11 through 20 of the semester:

50% of Basic Fees-Tuition*

Days 21 through 40 of the semester:

25% of Basic Fees-Tuition*

After the 40th day of the semester:

No refund

Any refunds for year-long dual credit courses are calculated on a pro rata basis according to the semester refund schedule.

** Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).*

The refund for intersession, short courses and workshops is 100% of Required Student Fees if the class is dropped before the first day of class. Supplemental fees will be refunded at 100% with the exception of fees that have already been expended on behalf of the student. After the first class meeting, refunds for intersession, short courses and workshops are made on the basis of the number of class meeting days. Specific dates and deadlines may be obtained from the Office of Registration and Records.

Refund periods for classes of all other lengths (including Summer 2010) are proportionate to the refund periods described above. The Office of Registration and Records maintains refund deadline dates for each class length.

If a student receives a scholarship, grant, or loan from the University, the refund is used to repay the scholarship, grant, or loan. A refund is made to the student only if the refund exceeds the amount of the award from the

University. For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

Because courses are not supposed to be added after the change of schedule period, dropped courses and added courses (including section changes), **will result** in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Office of Academic Affairs stating that the late schedule change was required or recommended by the department.

Refer to the "Academic Regulations" section of this catalog for information regarding the drop and withdrawal policies and procedures. Refer to the appropriate semester class schedule for specific deadline dates. Semester class schedules are available in the Office of Registration and Records.

Residence for Fee Purposes

Because Missouri State University-West Plains is a state-assisted institution, the fees for Missouri residents are lower than those for non-residents. A student's residence status is determined at the time of admission according to a policy recommended by the Missouri Coordinating Board for Higher Education and adopted by the Missouri State University Board of Governors. Copies of this policy are available on request from the Office of Admissions. Current students seeking a change in their resident classification should contact that office.

Exceptions to the Fee Refund Policies

Exceptions to the withdrawal and change of schedule fee refund policy must be approved by the Office of Academic Affairs. Appeals must be submitted in writing to the Dean of Academic Affairs within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation.

Returned Check Charge Fee

A fee of \$20 will be charged to the person presenting to the University a check that is not honored by the bank on which the check is drawn. The charge will be for each check returned. If the returned check was used to pay required student fees, the student will be assessed the late registration fee in addition to the returned check charge.

Short-Term Loan Service Charge

There is a service charge of \$5 for each Short-Term Loan processed for the student.

Student Activity Fee

All students are required to pay a \$12 activity fee per fall/spring semesters, and a \$6 activity fee per summer semester. Some exceptions may apply. See fee schedule for details. This fee covers the cost of access to the Civic Center Pool and Fitness Center, tickets to University/Community Programs theater events, and organizational support for Student Life. The pool and fitness center can be accessed during regular operational hours with a student ID card. Tickets to theater events are available at the Civic Center Box Office on a first come basis with a student identification card. The organizational support fund establishes a funding source for student organization needs. The Student Government Association (SGA) governs this fund.

Supplemental Course Fees

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes provided by the University to all students enrolled in the course. They are in addition to routine instructional expenses. Such courses and fees are identified below and will be assessed at the time of registration. Students also should be aware that other courses may require the student to purchase specialized materials.

Supplemental Course Fees for West Plains Campus for Fall 2009, Spring 2010, and Summer 2010

AGR170	\$20	NUR100	\$155
AGR215	\$20	NUR101	\$110
AGR243	\$20	NUR190	\$60
AST113	\$20	NUR204	\$90
AST114	\$20	NUR212	\$75
AST115	\$20	NUR220	\$35
BIO102	\$20	PED135	\$0-30
BIO110	\$20	PHY100	\$20
BIO121	\$20	PHY101	\$20
BIO122	\$20	PHY102	\$20
BIO210	\$20	PHY123	\$20
BMS110	\$20	PHY124	\$20
BMS267	\$20	PHY203	\$20
BMS268	\$20	PHY204	\$20
CFD160	\$10	RDG125	\$30
CFD260	\$45	RST210	\$55
CGP150	\$55	RST245	\$50
CGP155	\$55	RST254	\$44
CGP160	\$55	RST264	\$295
CGP170	\$55	VIN111	\$60
CGP197	\$55	VIN113	\$60
CGP250	\$55	VIN115	\$60

CGP255	\$55	VIN148	\$60
CGP260	\$55	VIN160	\$60
CGP265	\$55	VIN257	\$120
CGP297	\$55	VIN259	\$60
CHM105	\$20	VIN266	\$120
CHM175	\$20	VIN268	\$60

Exceptions:

LWE190; LWE191 (Spring 2009/Fall 2009 Cohort) \$2,450*

LWE120; LWE191 (18 credit hours) \$2,700*

LWE190 (12 credit hours) \$2,450*

LWE 120 \$1,450*

*A large portion of the course fee is dictated by the Missouri Sheriffs' Association.

No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay for such breakage or loss.

Transcripts

A \$20 delivery fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail from the Office of Registration and Records. (No fee is charged for transcripts issued to the student or sent via regular mail.) Transcripts will not be sent for current or former students who owe \$10.00 or more to the University.

All transcript requests must be in writing to the Missouri State University-West Plains Office of Registration and Records, 128 Garfield Ave., West Plains, MO 65775, and must include the following before the request will be processed:

1. student's full name and any former names
2. student's ID number or date of birth
3. last semester of attendance
4. student's current address including day phone number
5. address to which transcript is to be mailed
6. student's signature to authorize the release of transcript

West Plains Campus Resident & Non-Resident Required Student Fees for Fall 2009 & Spring 2010

Basic Fees for Fall 2009, Spring 2010 and Summer 2010 per credit hour charge

Basic Fees will be assessed based on the following:

	Missouri Residents	Non-Residents
Basic Fee (except for NUR and RST prefix courses)	\$102	\$204
Basic Fee for NUR (Nursing) and RST (Respiratory Therapy) prefix courses, except for NUR 197, NUR 297, RST 120	\$130	\$260

Courses audited are counted in the same way as courses taken for credit in determining fees. Students enrolled at Missouri State University-West Plains through the off-campus high school dual credit program are charged 50 percent of the basic course fee for a Missouri resident, rounded to the nearest dollar, and are not charged student services fees. Supplemental course fees will be charged in full, if applicable.

Online courses are assessed at the resident student rate and are not charged student services fees except for the Computer and Technology Usage Fee. If not assessed, a student at his/her option may pay the Health Services Fee (if enrolled in 6 or more hours) and/or the Student Activity Fee. Students must pay the fee(s) no later than the close of business the second Friday of full semester classes.

Non-degree seeking students enrolled in one or two credit hours are not charged Student Services Fees (except for the Computer and Technology Usage Fee).

Corporate Education course fees will be negotiated on a case-by-case basis. The Computer and Technology Usage Fee will be charged to all corporate sites.

All fees assessed must be paid in full by specified fee deadlines; otherwise, a student's future registration is canceled.

Student Services Fees for Fall 2009 and Spring 2010

Capital Projects Fee	\$15
Health Services Fee	\$20 for 6 credit hours or more
Student Activity Fee	\$12
Computer and Technology Usage Fee	\$5 per credit hour (1 hour-\$5, 2 hours -\$10, 3 hours-\$15, etc.)*

Student Services Fee for Summer 2010

Capital Projects Fee	\$15
Student Activity Fee	\$6
Computer Usage or Technology Fee	\$2.50 per credit hour (1 hour-\$2.50, 2 hours -\$5, 3 hours-\$7.50, etc.)*

*The Computer and Technology Usage Fee is assessed on all credit hours through 18 hours at \$5 per credit hour (\$2.50 Summer) for a maximum of \$90 for the fall and spring semesters (\$45 Summer).

The required student fee schedule is subject to revision by the Board of Governors without notice.

Exceptions to the Required Student Fee Schedule:

1. The Dean of Academic Affairs has the authority to approve exceptions to the above required student fee schedule for courses for which the fees must be negotiated with outside agencies.
2. The Dean of Academic Affairs or a designee may also specify courses or students for which the student services fee will not be assessed. These will generally be courses for which the students are not required to come to the campus for more than a short period of time.



Student Services

Capital Funds Guidelines

The Student Capital Projects Fund is a program initiated by the students of Missouri State University-West Plains and authorized by the Missouri State University Board of Governors. The purpose of the program is to provide an annual funding source for capital projects which have the potential to enhance the quality of life and improve the level of service to all students and members of the campus community. The Student Government Association coordinates all activities of this fund and will happily work with students interested in improving the campus. Additional information may be found in the complete Capital Funds Guidelines at the following Internet address: <http://www.wp.missouristate.edu/studentlife/CapitalFunds.htm>

Career Planning

Students can explore options and plan for the future by using career assessments and resource materials in the Career Services and Campus Outreach Office (CSO). Additionally, the Job Locator and Development Program helps students find both temporary and permanent employment. Following graduation, alumni may continue to use the CSO services for assisting with a job search. Various resources are available to aid in the development of resumes and tips to support a successful search. The CSO also houses the Higher Education Resource Center – a Financial Aid, College, and Career Planning Lab – that is accessible to students and the public. Additional information may be found at the following internet address: <http://www.wp.missouristate.edu/Career/>

Computer Usage Guidelines

Certain policies and ethics for student computer use and computer network use

have been adopted and may be found at the following Internet address: <http://www.missouristate.edu/ais/au.htm>

V. H. Drago College Store

Missouri State University-West Plains operates a full-service bookstore on the campus at 411 West Main Street. Students can purchase textbooks, other course materials, reference books, best sellers, computer software and peripherals, school and office supplies, calculators, backpacks, greeting cards, gifts, and Missouri State University-West Plains/Grizzly sportswear and souvenir items. The store offers online ordering of textbooks, which can be delivered to the students' home addresses. Students may reserve textbooks for the semester by filling out a form at the store or online at the following web address: <http://www.wp.missouristate.edu/Bookstore>

The early reservation service can result in significant savings through the purchase of used books instead of new ones. In addition, the college store offers book buyback services every day; however, the best time for students to sell their books is during finals week. During this buyback time, students usually can receive more money for textbooks that are scheduled for use in the next semester. Graduating students, faculty, and staff may obtain commencement regalia from the store. Upon presentation of valid student identification, students may obtain free tickets at the store for Grizzly basketball games and Grizzly volleyball matches.

Financial Aid

Missouri State University-West Plains has a program of financial assistance for students. The program consists of scholarships, loans, grants, work-study, campus and community employment, and short-term

loans. To view a summary of various types of financial assistance, access the Missouri State University-West Plains Scholarships and Financial Aid Handbook at <http://www.wp.missouristate.edu/FinAid/> or contact the Office of Financial Aid for a copy. Descriptions of Missouri State University-West Plains' institutional, endowed, and restricted scholarships are listed, as well as numerous other resources available through different federal, state and other agencies. The Free Application for Federal Student Aid (FAFSA) also is available for electronic completion through a hyperlink on the Financial Aid website, or it can be accessed directly at <http://www.fafsa.ed.gov>. Copies also are available in the Office of Financial Aid. Through a grant provided by the Missouri Higher Education Loan Authority, three computer workstations are available for members of the public to apply electronically on the FAFSA. The resource center is located in Looney Hall, room 104. The FAFSA is the application used to apply for the Federal Pell Grant, SEOG Grant, Federal Work-Study Program, and Federal Family Education Loans (PLUS, Subsidized, and Unsubsidized/Stafford Loans). Information regarding the application process for student financial assistance through the state of Missouri can be accessed at <http://www.dhe.mo.gov>. Application processes and deadline dates vary from program to program. Contact the Missouri State University-West Plains Office of Financial Aid at 417-255-7243 for more information.

Food Services/Putnam Student Center

The campus dining room, located in the Putnam Student Center just east of the Garnett Library, provides convenient access to nutritional meals or a quick snack for those on the run. A menu with a variety of food items is available at the snack bar, which opens at 7:00 a.m. and closes at 7:00 p.m. to match student schedules.

Putnam Student Center, consisting of a student lounge with large screen television, comfortable couches, a dining room, and a game room with pool and ping pong tables, is open from 8:00 a.m. to 7:00 p.m. for students to relax or study between classes. The Student Government Association and the other student organizations all have office space in Putnam. The Office of Student Life and Development, which coordinates campus activities and judicial policies, is in Putnam. If students are looking for a great place to hang out, meet other students, or grab a

bite to eat, Putnam is where they need to be.

Public Safety

Missouri State University-West Plains is relatively crime-free. The campus adheres to a set of educational and administrative policies which are essential to maintaining a safe and secure learning environment and which foster a sense of community and public accountability. A Campus Safety and Parking Committee – involving students, faculty, and staff – meets regularly to assess safety issues on the campus and make recommendations for improvement.

The University provides an Evening Safety Services program that includes a campus security presence, escort service, and emergency services. Contact the Office of Student Services for more information.

Emergency Procedures posters – providing instruction in the event of fire, tornado, earthquake or other emergencies – are located in each room in each campus facility. Missouri State-West Plains conducts emergency drills annually.

Missouri State-West Plains provides the following emergency and safety-related information:

- **Annual Safety Report and Crime Statistics:** Missouri State University -West Plains, in compliance with Part II of the Federal Student Right-to-Know and Campus Security Act of 1990, publishes an annual Safety Report. It provides applicants, students, and employees with safety policies, resources, and crime statistics. Copies are available online at <http://www.wp.missouristate.edu/StudentLife/CrimeStat.htm> or by contacting the Office of Student Life and Development at (417) 255-7233.

- **Bomb Threat Procedures:** In the event of a bomb threat, the West Plains Police and Fire Departments will be called immediately. Missouri State-West Plains will prosecute to the fullest extent possible under law any persons placing any threat to students, faculty, staff, and campus facilities.

- **Crime Reporting:** Any individual on the West Plains Campus who is a victim of, or observes any, criminal activity should report the incident immediately to the West Plains Police Department, 911 or (417) 256-2244, and to either the Office of Student Services (417-255-7225) or the Office of Business Services (417-255-7260). For evening assistance at the campus, call (417) 257-9078 to access campus personnel.

• **Earthquake Procedures:** Drop, cover, and hold on! Move only a few steps to a nearby safe place (e.g., under a sturdy table or desk). Most injured persons in earthquakes move more than five feet during the shaking. It is very dangerous to try to leave a building during an earthquake because objects can fall on you. Many fatalities occur when people run outside of buildings, only to be injured by falling debris from collapsing walls. In U.S. buildings, you are safer to stay where you are. After the shaking has stopped, if you go outside, move quickly away from the building to prevent injury from falling debris.

• **Emergency Messages:** The Office of Registration and Records (417-255-7979) may be contacted by emergency personnel or your family to relay messages to you in case of an emergency. In order to allow instructors to conduct orderly class sessions, routine messages are not accepted. In the event of an evening emergency, please call the Garnett Library (417-255-7945) or Evening Safety personnel (417-257-9078).

• **Fire Procedures:** Students, faculty, and staff are urged to give special consideration to possible exit routes in case of a fire. When a fire occurs or a fire drill is held, utilize the closest exit and do not use elevators. In the event of a fire, activate the nearest fire alarm and call 911 for emergency response. Consult the Emergency Procedures posted in each campus facility for specific instructions.

• **First Aid Kits:** First Aid kits are available in all campus buildings as indicated below:

- Broadway Building – West wall of work area
- Drago College Store – North wall of receiving area
- Garnett Library – South wall of room 108
- Grizzly House – North wall of room 105
- Kellett Hall – South wall of room 103
- Looney Hall – Cabinet in mail room and Room 201 (Closet in Office of Financial Aid)
- Lybyer Technology Center – Computer lab and Academic Affairs office (room 206)
- Melton Hall – East wall of room 201, south wall of room 217, west wall of room 212, and secretary's office (room 100)
- Putnam Student Center – West wall of room 104, south wall of room 101, and Student Life office (room 115)
- Shannon Hall – (Mountain Grove Extended Campus) – North wall of Room 109

• **Incidents and Accidents:** Members of the campus community needing to report

an incident or accident on campus can do so by contacting the Dean of Student Services. Persons reporting incidents and accidents will be asked to file an incident report with the Office of Business Services.

• **Medical Emergencies:** If a medical emergency should arise on campus, contact a member of the faculty or staff immediately. This employee will assess the situation and take the appropriate action. If warranted, an ambulance and a trained paramedic will be summoned to provide on-site care and/or transport the individual to the appropriate medical facility. For non-emergency medical needs, students covered under the Student Health Services Plan should follow those procedures. See "Student Health Services" below.

• **Tornado Procedures:** When tornado sirens are sounded or communication from the police is relayed to the campus, students and faculty should use their discretion in the safety precautions that are taken. However, the specific procedures posted in each room in each campus facility are recommended.

Complete information about the Missouri State University-West Plains Campus Safety program may be accessed online at: <http://www.wp.missouristate.edu/CampusSafety/>.

Office of Registration and Records

The Office of Registration and Records coordinates all registration and change of schedule services; assesses required student fees through a student information system, and processes all withdrawals. The Office also maintains all student academic records; processes initial grades and grade changes, pass/not pass and audit requests, substitutions and course waivers, and name and address changes; produces transcripts; provides degree and enrollment verifications; processes applications for graduation, and certifies honors and degrees for graduation. The office is located in Looney Hall, Room 202. Additional information can be found at the following Internet address: <http://www.wp.missouristate.edu/RecReg/>

Student Health Services

Missouri State University-West Plains has a contractual relationship with the Urgent Care/Internal Medicine Clinic of Ozarks Medical Center to provide basic office visits to Missouri State University-West Plains' students who are enrolled in six or more credit hours. Urgent Care/Internal Medicine Clinic will also provide many medical related services and procedures, as well as referral services to women's health services, counseling, and

a variety of specialists and surgeons. Clinics are also available for student use in Gainesville, Thayer, Alton, Winona, and Mountain Grove, as well as in Salem and Mammoth Spring, Arkansas. The outreach clinics have different hours so students should check the web address listed below for details. The basic office visit is provided to qualified students at no cost; all other services will be charged to students.

Information is distributed to students through an informative brochure. Contact the Office of the Dean of Student Services or the Coordinator of Student Life and Development for information. More information can be found at <http://www.wp.missouristate.edu/StudentServices/MedicalServices.htm>

Student Health Insurance

Optional medical insurance is available for all students to purchase. Contact the Office of Student Life and Development or the Student Services secretary for information. International students (students for whom Missouri State University-West Plains has issued student visa documents) will be charged a mandatory medical insurance fee each semester at the time of registration. The Office of Admissions can answer questions from international students.

Student Life & Development

The Office of Student Life and Development, located in Putnam Student Center, coordinates residence life, student activities, student organizations, the student judicial system, campus programming, and preparation of certain campus publications. Additional information about the office may be found at the following Internet address: <http://www.wp.missouristate.edu/StudentLife/>

Student Organizations

Adult Students in Higher Education (ASHE)
Agricultural Club
Anime Viewers Anonymous (AVA)
Business and Professional Women (BPW)
Campus Crusade for Christ
Christian Campus House
Club Sport – Baseball
Club Sport – Golf Teams
College Democrats
College Republicans
Math and Science Club (MSUMS)
Missouri Student Teachers' Association
ONE Campus Ministries
Phi Beta Lambda
Phi Theta Kappa
The Ringers
Student Alumni Association
Student Ambassadors
Student Government Association

Student Nursing and Allied Health Association
Tri-Lambda Student Spirit Club
Virtual Planes Users Group (VPUG)
Wesley Club

The Student Government Association is the official voice of the student body at Missouri State University-West Plains. Through representatives selected by the student body, SGA suggests and provides information to the campus administration concerning students' thoughts and desires for the campus. SGA also is responsible for monitoring and publicizing Capital Funds proposals. These proposals are student sponsored plans for permanent improvements to the campus through the use of the Capital Fund Fee. For more information contact SGA at (417) 255-8051.

Missouri State University-West Plains encourages the development of student organizations. Anyone interested in developing a group on campus should contact the Office of Student Life and Development at (417) 255-7233.

Student Volunteer Center

The Volunteer Center located in the Career Services and Campus Outreach Office puts student, faculty, and staff volunteers in touch with volunteer opportunities in the community. Volunteer opportunities are collected from community and university agencies and departments. Any student interested in volunteering should contact the Career Services and Campus Outreach Office located in M.O. Looney Hall.

Vehicle Operation & Parking Regulations

Any person who operates a motor vehicle on campus is responsible for following the parking and traffic regulations which are printed in the Campus Procedures section of the catalog.



Academic Services

Student Advisement & Academic Support Center (SAAS)

SAAS is located in the Garnett Library and is available to all students. Missouri State University-West Plains provides a comprehensive campus advising program coordinated by SAAS and supplemented by faculty/staff advisors and all campus resources. Our academic advisors subscribe to the philosophy of “proactive advising,” which means the institution takes the initiative. Advisors do not wait for students to have academic problems, but contact them to set up appointments throughout the course of the year. All academic advisors receive in-service training.

For college experiences to be as meaningful as possible, students need to gather information and develop goals that provide the basis for decisions relating to course work and future plans. SAAS advisors help students in this decision making process, in order for students to realize their maximum educational potentials. As coordinators of the students’ learning experiences, SAAS advisors also monitor students’ progress toward their educational and career goals.

Trained staff at SAAS assist students in the areas of reading, writing, math, study skills, and many other subject areas. Students who have been out of school for sev-

eral years will find SAAS especially helpful. Tutors, computer programs, videos, and other resources are available to aid students in improving skills.

Computer instruction is an important part of the SAAS program. Computer programs are available in reading, math and writing. Students can be assisted in using the computer for class assignments. Student study groups and one-on-one tutoring enhance opportunities for students to succeed in college.

Special needs of students are met on an as-needed basis through the use of video enlarging computers, tapes, individual assistance, and the Arkenstone Open Book. The Arkenstone Open Book is a reading machine that converts text to computer text, and a computerized voice synthesizer reads the text for the student.

The academic support programs at Missouri State University-West Plains facilitate and reinforce the activities of faculty and students.

Disability Support Services

The Disability Services Coordinator helps ensure an equitable college experience for students with disabilities at Missouri State University-West Plains. The student should

notify the Disability Services Coordinator as soon as the need for academic accommodations becomes evident. Academic accommodations are available at no cost to students who can provide documentation of a disability and can demonstrate that the requested accommodations are necessary for participation in University programs with established guidelines. Any prospective or currently enrolled student interested in obtaining information about academic accommodations at Missouri State University-West Plains should contact the Disability Services Coordinator in SAAS at (417) 255-7222 (voice) or TTY (417) 255-7715.

Library Services

Garnett Library on the West Plains campus provides information services to students, faculty, and staff of Missouri State University-West Plains. Members of the community are also welcome. A variety of resources and services are available to support and enrich the educational programs of the University. Barbe Library at Shannon Hall provides library resources and services to students, faculty and staff at the extended campus in Mountain Grove.

The Garnett Library and Barbe Library collections include approximately 38,000 volumes, 8,000 microforms, 198 print journals, and six national and area newspaper subscriptions. Garnett Library is also a partial Missouri state document depository.

Book collections and resources at Garnett Library and Barbe Library are searchable from the online catalog on the Missouri State University libraries web page at <http://library.missouristate.edu>. Books may be requested within the Missouri State libraries system, from SWAN (Southwest Academic Network) or from other libraries in MOBIUS (Missouri Bibliographic Information User System). A statewide courier system delivers books to Garnett Library and Barbe Library. For assistance with the book transfer service, contact library staff.

Journal databases, reference resources, and e-books are also available from the Missouri State University libraries web page. Online resources can be accessed with a University private ID and password from Computer Services. Online Interlibrary loan service is available for books unavailable in MOBIUS and for articles unavailable in Missouri State libraries. Equipment, audiovisuals and multi-media resources may be reserved for University use.

Both Garnett and Barbe libraries schedule classes and groups upon request, provide tours, and give library orientations for classes. For assistance contact librarians at Garnett Library (417) 255-7945 or Barbe Library (417) 547-7575 or email librarians through the "Ask a Librarian" service on the Missouri State University libraries web page at <http://library.missouristate.edu>.

Veterans Services

Veterans Services provides quality support services to prior active-duty Veterans, members of the Selected Reserves, Army National Guard, Air National Guard, spouses and dependents of a veteran who died or are 100 percent disabled due to service-connected causes.

Veterans Services also provides individual advising and counseling, assistance with education claim preparation, explanation and interpretation of federal and state veteran education programs available to eligible persons, and personal support.

Other services provided by Veterans Services include certifying enrollment, monitoring progress, conferring with the students, and ensuring that students are in compliance with federal and state laws governing educational benefits. For further information call (417) 255-7222 or visit SAAS located in the Garnett Library.

Athletics



Grizzly Athletics

The Grizzly athletics program provides students with opportunities to participate as a student-athlete, a cheer team member, or as one of the many Grizzly fans who pack the West Plains Civic Center for home games and matches.

Missouri State University-West Plains' basketball and volleyball teams compete at the Division I level in Region 16 of the National Junior College Athletic Association. The Grizzlies play full schedules with teams from throughout the United States. Both squads are perennial challengers for the post-season region championship and have gained national recognition for athletic and academic excellence. The Grizzly Booster Club provides substantial support for athletic scholarships and other vital program needs.

Equity in Athletics Disclosure

In compliance with the Equity in Athletics Disclosure Act of 1994, Missouri State University-West Plains prepares an annual report of participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. Students, prospective students, and the public may request a copy of the report from the Director of Athletics.



Club Sports

Club sports are organizations recognized by the Student Government Association that allow students to pursue their athletic interests in an environment that is geared more to interest and participation than to intense intercollegiate competition. Currently, club sports in men's golf, women's golf, and baseball are active.



University/Community Programs

University/Community Programs (U/CP), on the second floor of the West Plains Civic Center at 110 St. Louis Street, serves business development needs and provides educational, cultural, and wellness opportunities for south-central Missouri.



Aquatics/Wellness Department

The department is responsible for both individual and group aquatics and wellness programs at the West Plains Civic Center and athletic training/strength and conditioning programs for student-athletes participating on Grizzly athletic teams. The West Plains Civic Center Pool and Fitness Center has state-of-the-art exercise facilities, including a collegiate-size pool, fitness room, sauna, and hot tub. Use of the pool and fitness center is made available through an established student activity fee. Students need to show their student identification cards to gain access to the facility.

Small Business Technology & Development Center

Recognized as the area's small business resource center and as a credible source of small business information on a range of topics, the center's mission is to provide business counseling and training resources to established and new businesses within the seven-county service area.



Theatre and Events Department

A conduit for a number of community-accessible activities and programs during the year, performing and visual arts programs are conducted in the West Plains Civic Center at no cost or low cost to the community. Student access to programs is made available through an established student activity fee. Students need to show their student identification cards at the West Plains Civic Center Box Office for an admission ticket to U/CP ticketed events; tickets are on a first-come basis. A calendar of events listing the wide variety of programs is published on a quarterly basis, and may be found at the following Internet address: <http://www.wp.missouristate.edu/ucp/Theater.asp>





Campus Procedures

Academic Deadlines

Check the Academic Calendar for dates.

Bulletin Boards

All students should regularly check posted bulletins for announcements regarding available classes during the registration period and updated information during the semester. Prior to information being posted on bulletin boards, the Coordinator of Student Life and Development must approve the item. Approved items should only be posted on bulletin boards, and specifically not on walls, doors and windows.

Challenging a Grade

Faculty members are accountable for any and all grades which they assign to their students. Students who have a reason that can be substantiated may request a grade change. A student may request an assigned grade be changed provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

Change of Address

Students are responsible for reporting changes in local or permanent addresses to the Office of Registration and Records. The last permanent address on record will be considered the official address of the student.

Course Enrollment

If a person's name does not appear printed on class lists, he/she is not officially enrolled. Those individuals should contact the Office of Registration and Records immediately. Unless enrollment is verified, instructors should not allow the person to attend the class.

Course Rotation

Students should be aware of courses that are rotated in order to have the greatest variety of courses from which to select. Failure to "be in step" precludes some students from taking the required courses during the following semesters or to graduate on time. Check the Course Descriptions in this catalog or contact your advisor for more information.

Encumbrances

If students have not met all admission requirements, paid bills, turned in library books, or otherwise done all that is required, their records may be encumbered by the appropriate office. Students may not register for the next semester or receive a transcript of their records until the matter is settled and the encumbrance cleared.

Hours of Operation

Administrative Offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The receptionist desk in the lobby of Melton Hall is staffed Monday through Thursday until 9 p.m. when classes are in session.

The Student Advisement and Academic Support Center (SAAS) hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday; 8:00 a.m. to 5:00 p.m. Friday; and 1:00 p.m. to 8:00 p.m. Sunday during the fall and spring semesters, and from 8:00 a.m. to 5:00 p.m. Monday through Friday during the summer session.

The Garnett Library is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday; 8:00 a.m. to 6:00 p.m. Friday; 9:00 a.m. to 5:00 p.m. Saturday, and 1:00 p.m. to 9:00 p.m. Sunday during the fall and spring semesters; 8:00 a.m. to 6:00 p.m. Monday

through Thursday, and 8:00 a.m. to 5:00 p.m. Friday during the summer session; 8:00 a.m. to 6:00 p.m. Monday through Friday at all other times.

The Barbe Library (Mountain Grove Campus) is open 7:30 a.m. to 10 pm. Monday through Thursday; 7:30 a.m. to 4:00 p.m. Friday during the fall and spring semesters; and from 2:00 p.m. to 10 p.m. Monday through Thursday during the summer session.

The V.H. Drago College Store hours are 8:30 a.m. to 5:30 p.m. on Monday and Tuesday; and 8:30 a.m. to 5:00 p.m. Wednesday, Thursday and Friday. Summer hours are Monday, Tuesday, and Wednesday from 8:30 a.m. to 5:00 p.m.; and Thursday and Friday from 8:00 a.m. to 4:30 p.m.

The Open Computer Lab at the Lybyer Technology Center is open when classes are in session from 7:00 a.m. to 10:00 p.m. Monday through Thursday; 7:00 a.m. to 7:00 p.m. Friday; and from 9:00 a.m. to 5:00 p.m. on Saturday.

Identification Card (ID)

Missouri State University-West Plains photo ID cards are needed for use on campus, in the library, and for discounts at some area businesses. First time freshmen receive their photo ID cards during STudent Advising and Registration (STAR) Orientation. The Help Desk in the Lybyer Open Lab issues photo ID cards during regular lab hours. Students may also contact the Shannon Hall Computer Lab in Mountain Grove for assistance in obtaining their photo ID cards.

Lost and Found

Check in with the campus receptionist on the first floor of Looney Hall regarding any lost and found items. Items will be held for only 30 days.

Parking

1. All students, faculty, and staff utilizing University parking lots must display a parking tag hanging from the rear-view mirror of their vehicles. The map printed in the catalog and schedule and given to students during registration identifies parking lots. Campus community members should not park in the lot between Melton Hall and the First United Methodist Church since that lot is used for church business during the week.
2. A parking tag will be given to students during the first week of classes at the Business Office if they did not receive one during STAR Orientation. However,

if additional tags are needed, they may be purchased from the cashier in the Business Office.

Vehicles not displaying a tag will be regarded as being in violation, and an appropriate ticket will be issued.

1. A traffic ticket on a vehicle is an official notice that the person responsible for said vehicle has been cited for violation of University parking rules. It is also the first notice for that person to appear in the Business Office and pay any fine incurred. A fine must be paid or an appeal must be filed within 15 calendar days of the date the ticket was issued.

2. Failure to clear the traffic record through settlement of the assessed fine or to comply with the Missouri State University-West Plains Ticket Appeals Board will result in withholding of the student's academic records. Any student who receives three or more parking violations may be subject to suspension from the University until the fines are paid.

3. University personnel and students should not use private parking lots. Vehicles should be parked in University parking lots or on public streets (in compliance with city ordinances). Vehicles found in violation are subject to being towed from the private parking lots at the lot owner's discretion and the student's expense.

4. Visitor parking spaces are provided for University visitors only. Students, faculty, and staff will receive tickets if vehicles are parked in a visitor parking space. Handicapped parking is available ONLY for vehicles displaying handicap decals or license plates.

Complete information about campus parking, including parking ticket appeals procedures, may be accessed on the University web site at <http://www.wp.missouristate.edu/CampusSafety/>

Part-time Employment

Students interested in part-time employment should check with the Career Services Office, Room 104 in Looney Hall, or phone (417) 255-7230.



Academic Regulations

Academic Integrity

The community of scholars that is Missouri State University-West Plains is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from, and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars and that all members of the community share the responsibility for fostering academic integrity.

The Missouri State University-West Plains Faculty Handbook states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with this university policy on student academic integrity.

Definition: Academic Dishonesty: Any one of the following acts constitutes academic dishonesty:

- Cheating: The term "cheating" refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication or other misconduct in research: The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise;

"misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

- Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the internet, also constitutes plagiarism.
- Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Definition: Academic Integrity Council (AIC): the 16 member Academic Integrity Council consists of:

- Seven voting student members;
- Seven voting ranked faculty members;
- The Academic Dean (or designee), who is the non-voting Chair of the Council;
- The Coordinator of Student life and Development, ex officio (without voting privileges); This council only meets when needed.

Definition: Academic Integrity proceeding: An Academic Integrity Proceeding is conducted by a five-member panel drawn from the voting AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred. An Academic Integrity Proceeding is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems, nor does it serve the same function. A proceeding is not a court or tribunal. Rather, it is an academic process unique to a community of scholars.

Definition: Academic Integrity Council Panel (AIP): An Academic Integrity Panel consists of five members: five voting panelists drawn from the membership of the AIC, plus the Chair of the AIC, who is a non-voting member of the panel and responsible for assembling the panel and conducting the proceeding. Five voting panelists constitute a quorum for a proceeding, and at least two but not more than three panelists must be students. This panel only meets when needed.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Confronting and reporting academic dishonesty can be done in a variety of ways, and people should choose the manner most appropriate for the circumstances. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor's department head, and/or AIC Chair. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council by contacting the Chair of the Council (the Academic Dean or designee) in the Office of Academic Affairs. The Academic Integrity Council will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his/her identity revealed. If the act of academic dishonesty that is re-

ported to the AIC is alleged to have occurred in a particular course, the AIC Chair will notify the course instructor of the allegation. If the instructor elects not to pursue sanctions or if the reported allegation is not associated with any particular course, the AIC Chair will convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

Academic Dishonesty Not Associated With Enrollment in a Course: Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly enrolled (for example, taking a test for a duly enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University-West Plains outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident. To see the full policy, visit <http://www.wp.missouristate.edu/AcademicAffairs/AcademicIntegrityPolicy.htm>.

Academic Honors

Special distinction is awarded at graduation to students who demonstrate high scholarship in completing an associate degree. Academic honors will be granted if a student has attained an overall grade point average calculated on the basis of all college work (Missouri State University-West Plains and transfer combined). The following designations indicate a consistently high level of academic achievement throughout a student's entire academic career and will be acknowledged in the academic transcript and at commencement:

Summa Cum Laude:

an overall GPA of 4.000

Magna Cum Laude:

an overall GPA of 3.700-3.999

Cum Laude:

an overall GPA of 3.400-3.699

With Honors from the Missouri State University-West Plains Honors Program:

Any student enrolled in the William and Virginia Darr Honors Program who completes the requirements of an associate's degree is awarded the degree "With Honors from the Missouri State University-West Plains' William and Virginia Darr Honors Program."

Academic Record & Transcript of Credits

A record (transcript) is permanently maintained for each student who enrolls at Missouri State University-West Plains. This record includes a list of courses in which the student has enrolled (except for those dropped during the Change of Schedule period—see “Change of Schedule”), as well as the credits and grades earned in those courses. For students with transfer credit, an entry will appear on the transcript indicating the number of credit hours awarded for each institution attended.

All students are issued an official copy of their transcript upon graduation. Requests for additional copies must be submitted in writing on a Transcript Request form available at the Office of Registration and Records or at <http://www.wp.missouristate.edu/recreg/studenttranscript.htm> or by providing the following information:

1. student's full name and any former names
2. student's ID number or date of birth
3. last semester of attendance
4. student's current address and daytime phone number
5. address to which transcript is to be mailed
6. student's signature to authorize the release of transcript

Transcripts will not be released for students who owe \$10 or more to the University. Such debts must be paid in full before the transcript can be released.

No fee is charged for transcripts issued to the student or sent via regular mail. A \$20 fee will be charged for transcripts sent via express or overnight mail.

Students will find additional transcript information and may view an unofficial copy of their transcripts by clicking on the Grizzly Den icon on the Missouri State University-West Plains homepage at www.wp.missouristate.edu and following instructions to the secure website.

Academic Renewal Policy

Academic Renewal is designed to permit students with a grade point average deficiency to remove the effects of low grades from their academic records under the following conditions:

1. A student enrolled at Missouri State University-West Plains after an absence of five years or more from college may elect Academic Renewal. This renewal will affect only those courses taken prior

to the five-year absence and may be elected only once in a lifetime.

2. Once elected, Academic Renewal applies to all courses, whether passed or failed, taken prior to the date chosen by the student.
3. Academic Renewal DOES NOT erase the record; rather the impact of the grades received is removed from the GPA of the student, with an appropriate notation made on the transcript indicating the renewal election. Credit hours affected by Academic renewal cannot be used to meet any requirements.
4. Any student wanting to invoke the Academic Renewal procedure should consult with the Office of Financial Aid to be sure any future financial aid will not be adversely affected.
5. Academic Renewal is applied to ALL GRADES that appear on a student's transcript REGARDLESS OF ORIGIN.
6. Academic Renewal must be invoked BEFORE any degree is earned.
7. The Dean of Academic Affairs or his/her designee will process final approval for all Academic Renewals.
8. Academic Renewal is an administrative procedure that does not require committee action and/or decision.
9. Once elected, Academic Renewal is irrevocable.
10. The student should be aware that some institutions do not recognize Academic Renewal when evaluating transcripts.

Consult the Office of Academic Affairs for more information.

Academic Standings

The following terms describe academic standings for Students at Missouri State University-West Plains.

Good Standing: A student, who has an overall grade point average of at least 1.75 who has attempted up to and including 29.99 hours of credit at Missouri State University-West Plains, and is not currently suspended, is considered to be in good standing.

A student, who has an overall grade point average of at least 2.0 who has attempted 30 or more hours of credit at Missouri State University-West Plains, and is not currently suspended, is considered to be in good standing.

Warning: If a student who has attempted up to and including 29.99 hours of credit and has maintained an overall grade point average of 1.75 or above but the term grade

point average falls between a 1.00 and 1.74 grade point average, the student will receive a warning.

If a student has attempted 30 or more hours of credit and has maintained an overall grade point average of 2.00 or above but the student's term grade point average falls between a 1.00 and 1.99 grade point average, the student will receive a warning.

Probation: The purpose of scholastic probation is to remind students that the quality of their overall academic work is unsatisfactory.

A student has attempted up to and including 29.99 hours of credit and has an overall grade point average between 1.00 and 1.74 is placed on scholastic probation unless the student's term grade point average places the student on academic suspension.

A student who has attempted 30 or more hours of credit and has an overall grade point average between 1.00 and 1.99 is placed on scholastic probation unless the term grade point average places the student on academic suspension.

Admitted on Probation: A student who is transferring up to and including 29.99 hours of credit to Missouri State University-West Plains with an overall grade point average below 1.75 is admitted on probation and must maintain a 1.75 in subsequent semesters (until 30 hours are reached), or the student will be placed on academic suspension. Once 30 hours are reached, the student must maintain a 2.0 GPA in subsequent semesters or the student will be placed on academic suspension.

A student who is transferring 30 or more hours of credit to Missouri State University-West Plains with an overall grade point average below 2.0 is admitted on probation and must maintain a 2.0 in subsequent semesters, or the student will be placed on academic suspension.

Re-admitted on Probation: A student who has attended Missouri State University-West Plains and has attempted up to and including 29.99 hours of credit and is returning after an absence of more than a semester with an overall grade point average between 1.00 and 1.74 will be re-admitted on academic probation and must maintain a term grade point average of 1.75 to continue in subsequent semesters (until 30 hours are reached), or the student will be placed on academic suspension.

Once 30 hours are reached, the student must maintain a 2.0 GPA in subsequent semesters or the student will be placed on academic suspension.

A student who has attended Missouri State University-West Plains and has attempted 30 or more hours of credit and is returning after an absence of more than a semester with an overall grade point average between 1.00 and 1.99 will be re-admitted on academic probation and must maintain a term grade point average of 2.0 to continue in subsequent semesters, or the student will be placed on academic suspension.

Continued Probation: A student who has attempted up to and including 29.99 hours of credit and has an overall grade point average between 1.00 and 1.74 must maintain a term grade point average of 1.75 in subsequent semesters (until 30 hours are reached), or the student will be placed on academic suspension.

A student who has attempted 30 or more hours of credit and has an overall grade point average between 1.00 and 1.99 must maintain a term grade point average of 2.00 in subsequent semesters, or the student will be placed on academic suspension.

Suspension: Any student who fails to make a 1.00 or better grade point average in any single semester or session (regardless of the overall grade point average) will be suspended.

Appeal of suspension: A student wishing to appeal a suspension because of extenuating circumstances should submit the appropriate form to the Office of Academic Affairs. The Academic Concerns Committee/Dean will determine if the appeal is granted.

Re-instated From Suspension: A student suspended for academic reasons is eligible to apply for re-instatement after remaining out of school for a minimum of one semester. (The summer session does not count as a semester.)

The student must meet with the Dean of Academic Affairs or his/her designee to be re-instated.

Suspended for One Year: A student who has attempted up to and including 29.99 hours of credit and has been re-instated from suspension, must maintain a term grade point average of 1.75 or above in subsequent semesters (until 30 hours are reached), or the

student will be suspended for one academic year without means for appeal. Once 30 hours are reached, the student must maintain a 2.0 GPA in subsequent semesters or the student will be suspended for one academic year without means for appeal.

A student who has attempted 30 or more hours of credit and has been re-instated from suspension must maintain a term grade point average of 2.0 in subsequent semesters, or the student will be suspended for one academic year without means for appeal.

Accreditation

The University is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. Phone: (312) 263-0456. The Associate of Science in Nursing Program is approved by the Missouri State Board of Nursing, P. O. Box 656, Jefferson City, MO <http://pr.mo.gov/nursing.asp> ; and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, Phone: (212) 363-5555, ext. 153. www.nlnac.org. The Associate Applied Science in Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Adding and Dropping a Class

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a possible financial obligation.

Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure described later in this section. Students are not withdrawn from classes until they have completed this process.

Students who wish to add or drop selected regular semester courses must follow the procedures outlined below. Students who wish to add or drop intersession courses, short courses, and other courses which do not meet for a full semester or block should contact the Office of Registration and Records for information on policies, procedures, and deadlines.

Prior to the beginning of the semester and during the Change of Schedule Period (first five days of fall or spring semesters, first two days of summer session): Adds, drops, and section changes may be accom-

plished using the Grizzly Den web registration procedures or by contacting the Office of Registration and Records via a Missouri State University-West Plains e-mail account or in person. Students who owe additional fees as a result of adding a class are responsible for making arrangements to pay those fees immediately. Failure to do so may result in cancellation of the student's current schedule of classes.

Also refer to the Fee Refund Schedule, the Academic Calendar, Instructor Drop, Auditing a Course, Enrollment Status, Overload Permission and related topics for additional information regarding drops and withdrawals.

After the Change of Schedule Period:

To drop a course:

On Campus:

1. Students obtain a Change of Schedule form from the Office of Registration and Records and enter the information on the form.
2. Students take the completed form to the Office of Registration and Records. No change of schedule is official until received and processed by the Office of Registration and Records. The date of the drop shall be the date the student submits an official drop request to the Office of Registration and Records or the postmark date of a mailed request.
3. Students dropping all courses should see the Withdrawal Policy later described in this section.

Electronically:

1. Using a university e-mail account, the student e-mails the Office of Registration and Records requesting that s/he be dropped from a course(s).
2. The Office of Registration and Records posts the change of schedule to the student's record.
3. The Office of Registration and Records e-mails the instructor and student when the course(s) has been dropped.
4. Students dropping all courses should see the Withdrawal Policy later described in this section.

Web Drop:

1. Students may drop courses via the Web by using the Grizzly Den.
2. Students dropping all courses should see the Withdrawal Policy later described in this section.

To add a course:

In general, only courses that have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be

added after the Change of Schedule Period for the regular term has ended. In cases of extenuating circumstances, to add a full semester-length class after the Change of Schedule Period for the regular term, follow these steps:

On campus:

1. Obtain a Change of Schedule form (available in Registration and Records and online).
2. Take the form to the instructor whose signature and date of signature indicate approval to add the course after the Change of Schedule period.
3. Take the form to the Dean whose signature and date of signature indicates approval to add the course after the Change of Schedule period.
4. Take the form to the Office of Registration and Records which will register the student if space is available. Students who owe additional fees as a result of adding a class are responsible to make arrangements to pay those fees immediately. Failure to do so may result in cancellation of current schedule of classes.

Electronically:

1. Using a university e-mail account, the student e-mails the instructor and Dean (one e-mail to both) asking permission to add a class after the Change of Schedule period. Copy Registration and Records on the e-mail.
2. The instructor makes a decision and forwards the decision to the Dean,(copy of e-mail to student).
3. The Dean makes a decision and replies to both the instructor and the student and copies Registration and Records.
4. Registration and Records registers the student for the class if space is available. Students who owe additional fees as a result of adding a class are responsible to make arrangements to pay those fees immediately. Failure to do so may result in cancellation of current schedule of classes.

Special note concerning intersession

courses: Requests to add an intersession course after it has begun will be handled on a case-by-case basis by the Dean of Academic Affairs or his/her designee.

No transaction is considered complete unless received, verified, and processed by Registration and Records.

Grading:

1. Prior to the end of the Change of Schedule period: Dropped courses will not appear on the transcript.

2. After the Change of Schedule period: Courses dropped through the No Penalty Drop/Withdrawal, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates) for that course will have a grade of W.
3. After the No Penalty Drop/Withdrawal, Pass/Not Pass, Change to Audit deadline: Courses dropped through the Last Day to Drop or Withdraw deadline (see Academic Calendar for specific dates) for that course will have either a W or F grade assigned by the instructor on the final grade roster. If the student is not doing passing work, the instructor will indicate a grade of W or F. A W indicates the course was dropped without penalty. An F grade is calculated in the grade point average.
4. No drops or withdrawals are allowed after the Last Day to Drop or Withdraw deadline for the course.

Students should use the drop procedure judiciously as numerous W grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, and athletic participation eligibility. Students who drop because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

Address (Local and Permanent)

Students must report their correct addresses at the time of registration and notify the Office of Registration and Records in writing when changes are made.

The local address is generally used to contact students when classes are in session. The permanent address is used on grade reports, billings, refunds, and other items sent while classes are not in session. The local address and permanent address may be the same in the case of a commuting student.

Change of a permanent address does not affect a student's residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the Office of Admissions in M. O. Looney Hall.

Advanced Placement

Missouri State University-West Plains recognizes the Advanced Placement (AP) Program and awards credit for many of the subjects offered. A copy of the current AP policy is available from the Office of Admissions. Not more than 25 percent of the credit required for a degree may be non-traditional. Non-traditional credits include those awarded for correspondence courses (limited to a total of 9 credit hours), credit by examination (including CLEP, advanced placement, DANTES, etc.), service schools, physical education for more than one year of active military duty, and non-collegiate courses.

Attendance

Because class attendance and course grades are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each instructor will make available to each student a written statement of the specific attendance policy for that class. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors.

Auditing a Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Office of Registration and Records to drop the student from the class. Such drops will be graded with a W grade and will be subject to the normal fee refund policy.

Regular students may audit courses to the maximum authorized academic load. Individuals not currently enrolled in the University must apply for admission in order to

register as an auditor. Courses audited are counted the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. A student cannot change from credit to audit basis after the no penalty drop deadline.

Chancellor's List & Dean's List

Full-time students (12 credit hours or more) are named to the Chancellor's List after earning a 4.000 grade point average on the previous semester coursework with no incomplete grades. Full-time students are named to the Dean's List after earning a 3.500 to 3.999 grade point average on the previous semester coursework with no incomplete, D or F grades. The Chancellor's List and the Dean's List are announced at the end of each semester.

Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. This also applies to online courses in which a student may be posting or e-mailing inappropriate or disruptive material. Class disruption by a student may lead to judicial action. Students should review the Code of Student Rights and Responsibilities.

Classification

Undergraduate degree - seeking students are classified according to the number of credit hours earned, as follows:

Freshmen	0-29.99 credit hours
Sophomores	30+ credit hours

Commencement

A commencement ceremony is held each spring. Students who wish to participate in the ceremony must apply through the Office of Registration and Records at the time of spring registration. If a student will graduate at the end of summer, an appeal may be made to the Dean of Academic Affairs or his designee for the student to participate in the spring graduation ceremony.

Correspondence Courses

While enrolled at Missouri State University-West Plains, a student may earn up to 9 credit hours by taking approved correspondence courses from accredited institutions and transferring the credit to Missouri State University-West Plains. Prior approval for the course must be given by the appropriate academic department before a specific correspondence course is eligible for transfer.

Students wishing to enroll in an eligible correspondence course (limited to one per semester) must have approval from the Dean of Academic Affairs or his/her designee by using the Request for Dual Enrollment form. If approval is given, the student must then make arrangements with the Academic Support Center to proctor exams and process paper work.

Credit by Examination/CLEP

Missouri State University-West Plains welcomes students from a wide variety of backgrounds and learning experiences. Many students come to the university with a firm grounding in many of the disciplines we teach. We recognize and honor their prior learning by accepting a full range of College-Level Examination Program (CLEP) tests, which measure their mastery of college-level, introductory course content in a wide range of disciplines. Students meeting the credit-granting score of 50 will earn the credits and course exemptions for the following courses: CFD 155, ECO 155, ECO 165, HST 101, HST 102, HST 121, HST 122, MTH 135, MGT 120, PLS 101, PSY 121 and SOC 150. Students meeting the credit-granting score of 50 on the foreign language tests will receive 6 hours of credit for FRN 101 and 102, GRM 101 and 102 or SPN 101 and 102. See "Advanced Placement" previously in this "Academic Regulations" section to see the limit of the number of CLEP hours accepted.

Credit Hours

The unit of credit used at Missouri State University-West Plains is the semester hour. Lecture courses meet one hour per week for 15 weeks (750 minutes) for one semester hour of credit. Laboratory and studio courses meet a minimum of two hours per week for 15 weeks (1500 minutes) for one semester hour of credit. Courses which include lecture and laboratory or studio meetings carry credit combining the above guidelines.

Dean's List and Chancellor's List

Full-time students are named to the Dean's List after earning a 3.500 to 3.999 grade point average on the previous semester coursework with no incomplete, D or F grades. Full-time students (12 credit hours or more) are named to the Chancellor's List after earning a 4.000 grade point average on the previous semester coursework with no incomplete, D or F grades. The Chancellor's List and the Dean's List are announced at the end of each semester.

Degree Program: Declaring or Changing

When students declare or change their degree programs, they report to the Office of Registration and Records and complete that portion of the Change of Student Information form. When students change degree programs (e.g., from General Studies to Nursing) they shall satisfy the catalog in effect when the change becomes effective.

Directed Studies

The ranked faculty of Missouri State University-West Plains may offer a directed study course (1-3 credit hours) for a qualified student with extenuating circumstances. A directed study course will be approved only for exceptional or unavoidable situations. Faculty members are not required to offer directed studies but may do so at their own discretion. Permission for a student to enroll may be granted only after close consultation with the instructor, the appropriate department head, and the appropriate Division Chair. Directed study courses must be taught by ranked faculty unless approved by the appropriate Division Chair. An approved syllabus for the directed study must be on file in the Office of Academic Affairs.

Students wishing to apply for a directed study course should follow these steps carefully:

1. Consult their advisor to determine eligibility. (see below)
2. Obtain a Directed Study Application form from the Office of Academic Affairs and complete sections A and B only.
3. Take the completed form to the appropriate Division Chair.
4. Registration in a directed study class is not complete until received and processed by the Office of Registration and Records.

To be eligible, a student must meet the following prerequisites:

1. Student must be at least sophomore status (30 hours) and a degree-seeking candidate. First-semester transfer students are not eligible.
2. Student must have at least a 3.00 overall GPA.
3. The need for any independent study must be documented and justified on the form provided on the back of the guidelines. The institution feels strongly about the limitations of a directed study

course and prefers for students to attend regular classes with classroom discussions, personal contacts and treatments. Only the complete lack of other or better alternatives can justify any directed study.

4. The arrangements for directed studies must comply with the rules and regulations of the University in regard to tests, reading assignments, consultations, etc. The logistics for such procedures are to be determined by the instructor in consultation with the student.
5. Courses with laboratory requirements, such as natural sciences, may not be offered as directed study.

Students who do not meet the above criteria may appeal to the Division Chair if there are extenuating circumstances.

Dual Enrollment

College. A student enrolled at Missouri State University-West Plains is required to have the permission of the Dean of Academic Affairs or his/her designee to be enrolled for additional credit at another college during the same semester or term. Permission is required for dual enrollment for the courses taken in residence on another campus or for courses taken by correspondence or online. Missouri State University-West Plains students who wish to take courses at other colleges or universities, either while enrolled at Missouri State University-West Plains or between terms at Missouri State University-West Plains, are encouraged to verify transferability of credit with the Office of Admissions prior to enrolling at the other institution. Prior approval for the course must be given by the appropriate academic department before a specific course is eligible for transfer.

High School. Highly qualified high school students may be admitted under the high school dual enrollment program. See the "Admissions" section of this catalog for details.

Excess Hours: Permission

Fall, Spring and Summer: Permission is required if a student wishes to enroll in 19 or more semester hours in the fall or spring semesters or 11 semester hours in the summer session.* Upon the recommendation of the advisor and the approval of the Dean of Academic Affairs or his/her designee, students who have a 3.00 or higher grade point average for a semester in which a minimum of 15 hours is carried may take up to a maximum of

21 hours the following semester (11 hours in the summer session). Permission forms must be obtained from the Dean of Academic Affairs or his/her designee.

Intersession courses are not counted in determining the number of excess hours for that semester. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

**Maximum loads for the summer session:*

- **Four-week session:** 5 hours (permission required for six or more hours).
- **Eight-week session:** 10 hours (permission required for 11 hours).

Intersession: Two credit hours in one week is an overload, and approval by the Dean of Academic Affairs or his/her designee is required. A student must have a 2.5 GPA and have completed 15 credit hours in order to take two intersessions in one week. Three intersession classes in one week will not be approved. When two intersession weeks are offered, one credit may be taken in each week without considering it an overload.

Students who do not meet the above criteria may appeal to the Dean of Academic Affairs or his/her designee if there are extenuating circumstances.

Final Examination Period

A two-hour final examination period is scheduled for each course during the last week of the fall and spring semester. This final examination period is used either for administration of final examinations or for other appropriate course terminating activities.

If students must reschedule final exams because of extenuating circumstances, they must obtain written approval of the Dean of Academic Affairs or his/her designee and then of the instructor of the course in advance of the scheduled exam time.

Full-Time Student

The definition of a full-time student varies according to the institution or agency concerned. At Missouri State University-West Plains, a full-time undergraduate student is one carrying 12 hours or more of credit in the fall or spring semester (six or more in the summer session) and is so reported to such agencies as the Social Security and Veterans Administration.

Grade Appeals

A student who believes he/she has reasons which can be substantiated to request grade changes must:

1. Write a formal letter to the instructor (or

to the appropriate Division Chair if the instructor is no longer on campus) requesting a re-evaluation of his/her performance in the course; and,

2. Provide the following information in the letter: Name and student ID; course number, title and section; semester and year taken; name of instructor; a clear statement of the grade change request; and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records, then respond in writing to students in a timely fashion. If it is determined a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the Division Chair who will forward it to the Office of Registration and Records. A faculty member may not change an F grade to a W in those cases in which the student did not follow the proper procedures for dropping the course.

A student may appeal a negative decision of the faculty member to the appropriate Department Head, Division Chair and, if necessary, to the Dean of Academic Affairs or his/her designee. The Department Head, Division Chair, and the Dean of Academic Affairs or his/her designee shall attempt to resolve the issue through mediation, but the responsibility for the student's grade remains with the faculty member.

In cases that cannot be resolved, the student may appeal to the Academic Concerns Committee.

The faculty member who assigned the original grade will be informed of any action taken and reasons for such action.

Requests Based Upon Exceptions to University Policy:

In those cases in which the grade received by the student is the result of University policy rather than a faculty member's evaluation of performance in a course (e.g., an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student's written appeal should be directed to the Dean of Academic Affairs or his/her designee.

Requests for Grade Changes Made After an Extended Period:

Appeals for changes in a student's academic record must be submitted to the Dean of Academic Affairs or his/her designee prior to the end of the first semester of enrollment (excluding summer) following

the term in which the grade was assigned. Appeals made after an extended period will be considered by the Academic Concerns Committee only if there were extenuating circumstances.

Grade Point Average

A student's grade point average at Missouri State University-West Plains is based only on courses completed at Missouri State University-West Plains. The institutional, transfer, and overall grade point averages appear on the student's official Missouri State University-West Plains transcript. The overall grade point average is used in determining a student's academic standing and eligibility for graduation. Grade point average is calculated by dividing the overall quality points by the overall GPA hours attempted. The semester grade point average is calculated by dividing the quality points earned for the semester by the GPA hours for the semester. See "Grading and the Credit Point System" and "Repeat Policy" sections for more details on grade point average calculation.

The distinction of graduating with honors will be granted at graduation if the student has attained a overall grade point average of 3.40 or higher on all college work (Missouri State University-West Plains and transfer combined).

Grade Re-Evaluation

A student may request an assigned grade be changed provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

Requests Based Upon a Re-evaluation of Performance:

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students, and, therefore, each faculty member will maintain records to support student evaluations and grades. (See grade appeals.)

Grade Reports

Mid-semester and final grade reports are provided to students on the web through the Grizzly Den at <http://grizzlyden.missouristate.edu> by entering the secure area with their User ID and PIN. Mid-semester and final grade reports are mailed to students who have any type of scholastic action as well as to those who received either a D or F grade

on a course. Mid-semester grade reports are mailed to the local address, if available. Final grades are mailed to the permanent address.

Grading and the Credit System

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses):

- A (4) = Excellent work.
- B (3) = Superior work.
- C (2) = Satisfactory work.
- D (1) = Minimum passing work.
- F (0) = No credit is given.
- W (0) = Course dropped without penalty.
- P (0) = Course passed under the Pass/Not Pass system.*
- NP (0) = Course not passed under the Pass/Not Pass system.*
- I (0) = A small portion of a course, such as a term paper or final examination not completed.
- AU (0) = Audited with no credit.
- Z (0) = Deferred grade to be given only to students enrolled in specific courses which may not be completed within a semester. If a Z grade is not removed within two calendar years (whether or not the student is enrolled), the grade becomes a W.
- E (0) = No credit – Academic Renewal.
- XF (0) = No credit is given. Failure due to academic dishonesty.

*P and NP grades are not calculated in the grade point average.

Graduation Procedures

See "Degrees and Requirements" section of the catalog.

Incomplete Grades

In each instance where an I grade is assigned, the course instructor shall, at the end of the semester in which the I grade is given, indicate on an Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work will affect the final grade. The original copy must be filed with the Office of Registration and Records, which will then distribute copies to the student and to the instructor. If a student needs to repeat a course or a significant portion of a course, a W or F should be assigned according to regulations governing the assignments of such grades. A W grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An I grade must be removed by the end of the following semester (excluding summer) or earlier as specified by instructor; otherwise, the I automatically becomes an F grade. An extension of the time limit or other necessary arrangements to remove an I grade will be made only if a student makes a written request for such extension and the extension is approved by the instructor and the Dean of Academic Affairs or his/her designee. An approved request for extension of time for removal of an I grade must be placed on file in the Office of Registration and Records. The student should make arrangements with the instructor for the completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form in the Office of Registration and Records. The student will be sent a copy of the form with a letter indicating the adjusted grade point average.

For graduates only: An I grade assigned during the semester or summer session of graduation should be removed prior to mid-semester of the following semester, July 15 for summer session. Failure to meet this deadline will result in the official date of graduation being delayed to a later semester.

Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the Office of Registration and Records of the intent to remain in the course, the instructor may initiate proceedings to drop the student from the class. (This is done during the first week of classes and only when space is needed for another student. A student cannot drop a course merely by not attending classes.) The student who is dropped by the instructor will be notified of such action by the Office of Registration and Records.

Outcomes Assessment

The assessment program at Missouri State University-West Plains is designed to assist in the development and maintenance of high quality programs and services. The information gathered in this process is used by University administrators, division chairs, faculty, and staff to evaluate and improve both academic and non-academic offerings. Because the success of this program requires widespread cooperation from the entire university community, it is the policy of Missouri State University-West Plains that all students are expected to participate in the assessment process, including

taking an exit examination which is required of all graduating students. This participation may include, but not be limited to, assessment activities focused on basic skills, general education, major programs, and surveys of student satisfaction.

Pass/Not Pass Regulations

The pass/not pass option is intended to provide students an opportunity to pursue specialized or outside interests without penalty or reduction of grade point average. It allows students to participate more fully in those courses than the audit system permits.

CAUTION: Prerequisite requirements of other institutions may not be met with a course completed on a pass/not pass basis. A student shall have the option of having the earned grade in a pass/not pass course released to proper authorities. The decision to take a course on a pass/not pass basis cannot be reversed. Students may take courses on a pass/not pass basis under the following conditions:

1. Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements (elective courses only).
2. Students will enroll for all courses on a regular graded basis. [To take a course on a Pass/Not pass basis, students must notify and submit a Pass/Not Pass form to the Office of Registration and Records on or prior to the No Penalty Drop/Withdraw, Change to audit, declare Pass/Not Pass deadline for the course.]
3. NOTE: A grade of C or better is required in certain courses in order to take a subsequent course. Check course description for specific courses.
4. The pass/not pass option is not available to repeat courses in which the student has earned a D or F grade.
5. No more than six semester hours of pass/not pass credit may be applied toward any associate degree except in situations where agreements are in place for an articulated program/course.
6. No more than one course of pass/not pass may be taken in any one semester.
7. Courses which may be taken only on a pass/not pass basis are exempt from the limitations otherwise imposed upon students by pass/not pass regulations.
8. Students earning grades of A, B, C, or D

in courses for which they were enrolled on a pass/not pass basis are given a P except as noted in certain course descriptions. Those failing will receive an NP. Pass and Not Pass grades are not used in calculating the grade point average for a student's transcript.

Registration

The University allows currently enrolled, transfer, and readmitted/reinstated students to register well in advance of the beginning of each semester. Details are printed in each semester class schedule. New students are informed of registration opportunities with admission materials.

Any student registering for the first time or registering after an absence of one or more semesters (excluding summer) should file an application for admission or readmission at least two weeks in advance of the beginning of the semester with the Office of Admissions. (See "Academic Calendar" for deadlines.) On the basis of this information, registration eligibility is established.

A schedule of classes will be given to each new student during the STAR Orientation program. Schedules also may be obtained from the Office of Registration and Records which explains the registration procedure. Schedules may also be accessed online at <http://grizzlyden.missouristate.edu/schedule.htm>.

Any student indebted to the University is not permitted to register for any succeeding semester or summer term until the indebtedness has been paid.

Details regarding registration and the option of web registration are printed in the semester class schedule and also available at the following web address: <http://www.wp.missouristate.edu/recreg/registration.htm>.

Students are not permitted to attend classes unless they are officially enrolled in those classes. Students whose names do not appear on a class list should contact the Office of Registration and Records immediately.

Repeat Policy

A course in which a student has received a grade of D or F may be repeated unless such repetition is specifically prohibited or limited in the course description. Any subsequent repetition is made with the permission of the department head and Division Chair of the division in which the course is to be taken. Each repetition of the course replaces the prior grade(s) in all computations. Each attempt to complete the course will remain

on the transcript. A student who repeats a course in which a passing grade has been earned and then receives an F loses credit for the course.

With advance permission of the department head and Division Chair of the division in which the course is taken, a student may repeat a course in which a grade of C or better has been received.

A student should be aware that the material covered in “One-Time-Only” and variable content courses may not be offered again or a particular class may be discontinued. In these cases the student may not have the opportunity to repeat the course.

Note: Certain programs have a more restrictive policy concerning repeat of courses, e.g., the Associate of Science in Nursing degree. See program guidelines for details.

Transfer Programs

An Associate of Arts degree and an Associate of Science degree are transferable to any public 4-year school in Missouri, can be used for baccalaureate programs, and generally provide the student with junior standing. An articulation agreement exists with Missouri State University-Springfield for students enrolled in selected Associate of Applied Science degree programs, which may allow students to be admitted to the Bachelor of Applied Science degrees in Technology Management and the Bachelor of Applied Science degree in Agriculture. For further information, the student is encouraged to contact either the Admissions Office, the Office of Academic Affairs, the Office of Academic Outreach at the West Plains Campus or the Departments of Technology or Agriculture at the Springfield Campus.

Variable Content Courses

Several courses in this catalog are identified in their descriptions as “variable content courses.” Variable content courses include any courses, whether or not they can be repeated for additional credit, whose content may be substantially different from one semester to another. Not included in this category are special problems, special projects, readings, and research conducted on a tutorial basis with individual students. Unless otherwise stipulated in the course description, a variable content course may be taken only once for credit. A student may apply no more than eight hours of variable content courses excluding capstone courses toward an associate degree. For this purpose, variable content is defined as any course having

in either its course title or its description any of the following terms: variable content, special topics, issues, mini problems, seminars, projects, independent study, or readings.

Withdrawal from University Procedures:

Students withdrawing from the University must initiate the withdrawal process either in person or electronically with the Office of Registration and Records. Individuals taking only one class who wish to drop that class must withdraw from the University.

If a student withdraws prior to the close of the ninth week, a grade of W will be assigned for each course. If a student withdraws after the close of the ninth week, the instructor gives a W in the course if the student is doing passing work. If the student is not doing passing work, the instructor will indicate a grade of W or F. A W indicates the course was dropped without penalty. An F grade is calculated in the grade point average. The last day for withdrawing from school is one week prior to the last day of the semester. Withdrawal dates for summer and intersession sessions are different. Contact the Office of Registration and Records for those dates. Withdrawal is not complete until the Office of Registration and Records has processed the paperwork. The date of withdrawal will be the date the withdrawal request is submitted to the Office of Registration and Records or the postmark date on a mailed request.

Withdrawal from University for Military Procedures:

If a student withdraws due to military mobilization, the following policy should be implemented.

Withdrawal Procedure: Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of Registration and Records, Looney 202, or writing a letter of withdrawal, the University shall accept notification from the student or a family member. All notifications will be verified by the Office of Registration and Records.

Refunds: Students will receive 100% of their required student fees when they officially withdraw for required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the Office of Financial Aid for more information. Students drawing VA educational benefits should contact Vet-

eran Services and notify the VA Certifying Official of their withdrawal and orders to report for duty.

Students shall receive a full refund for textbooks purchased at and returned to the Drago College Store.

The housing refund will be prorated based on the number of days room and board was actually used.

Grading of Officially Processed Drops or Withdrawals: For military procedures, students who withdraw before a semester begins or during the first week of classes shall not receive a W or any grade on their transcript.

Students withdrawing the second week of classes through the automatic W deadline (9th week) shall receive a W grade for each class in which they are enrolled except for completed intersession or first-block courses.

Students withdrawing or dropping individual classes after the automatic W deadline (9th week) shall receive a W. *

*Should students be mobilized at such a point in the semester that the course instructors believe that they have completed a majority of the material in their classes, the instructor may assign a passing grade or initiate an "I" grade. Students will receive a 100% refund only for those classes that are officially processed as a drop or a withdrawal.



Degree & Requirements

Student Responsibility

It is the student's responsibility to become familiar with and meet all requirements for a specific degree. Advisors may be consulted for recommendations, but the student must monitor his/her own progress toward a degree.

Associate Degree Programs

Missouri State University-West Plains currently offers associate degree programs leading to:

- the Associate of Arts in General Studies
- the Associate of Arts in Teaching
- the Associate of Science in Nursing
- the Associate of Applied Science in:
 - Business with emphases in:
Accounting, Computer Information, Management, & Technology Management
 - Child and Family Development
 - Computer Graphics & Programming
 - Computer Technology
 - Enology
 - Entrepreneurship
 - Fire Science Technology
 - General Agriculture
 - General Technology
 - Law Enforcement
 - Respiratory Therapy
 - Viticulture

Students may earn more than one associate degree. For example, an AA in General Studies may be earned while earning an AS in Nursing. For more information, contact the Office of Registration and Records.

The associate degree programs offered at Missouri State University-West Plains reflect the importance of a general education

component. The general education core gives students an opportunity to sample a wide variety of subject areas and develop critical thinking abilities in each area. Additionally, studies indicate graduates with associate degrees earn more money than non-graduates.

Certificate Programs

Certificate programs are designed to meet specific, short-term training and educational needs of students. Certificate options are: Basic Business Studies, Enology, Entrepreneurship, Small Business Development, Technology Management, and Viticulture.

Graduation Procedures

In order to graduate, a student must:

- complete an application for graduation form online or in the office of Registration and Records; apply for graduation at the time of registration for the semester in which they intend to graduate,
- take a CAAP test in the Capstone course,
- pay a graduation fee of \$55.00 to the Business Office. (A portion of the graduation fee covers expenses of the CAAP test and an additional fee will be charged for each subsequent repeat of the CAAP test), and
- if desired, make arrangements for caps, gowns, tassels, announcements, rings, etc., through the Drago College Store.

Before a student may graduate, an audit of the student's record will be made to verify graduation eligibility. All graduates from the summer session, fall semester, and spring semester may walk in one ceremony at the

end of the spring semester. If a student will graduate at the end of the summer session for that academic year, an appeal may be made to the Dean of the College for the student to participate in the spring graduation ceremony (See Commencement).

General Degree Requirements & Procedures

1. **Catalog of Graduation.** Students shall satisfy the general education requirements in effect upon first enrollment at Missouri State University-West Plains. Other special degree requirements in effect at the time the student files a degree program shall be satisfied. If a student re-enrolls after an absence of one calendar year or more from Missouri State University-West Plains, requirements in effect in the catalog at the time of re-admission must be satisfied. Missouri State University-West Plains dual enrollment/dual credit students will follow the catalog which is in effect upon first enrollment after high school graduation. Non-degree seeking students shall satisfy the catalog requirements of the catalog in effect when they become degree seeking students. When students change degree programs (e.g., from the A.A. in General Studies to the A.S. in Nursing), they shall satisfy the catalog in effect when the change becomes effective.
2. **Credits and Grade Point Average.** A candidate for an associate degree is required to make at least a 2.00 grade point average on the degree requirements (excluding electives), and a 2.00 grade point average on all work attempted at Missouri State University-West Plains, as well as a 2.00 grade point average on all college work (Missouri State University-West Plains and transfer combined).
3. **Residence.** To receive an associate degree from Missouri State University-West Plains, the student must complete the last 15 credits in residence on the West Plains Campus or its extended campuses. Appeals for exemption to this policy should be addressed to the Dean of Academic Affairs.
4. **Time Limit.** Students must complete their academic program at Missouri State University-West Plains within six years. Any student requiring more than six years to complete the degree must adopt the guidelines of the new catalog.

5. **Constitution Study.** No student may graduate without complying with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011) which states students must be "given regular courses of instruction in the Constitution of the United States and of the State of Missouri, in American history including the study of American institutions." Students may meet this requirement by completing the American Studies requirements under General Education. Transfer students who have had a course in American government (PLS 101) which did not include a study of the Missouri Constitution must enroll in a reading course in political science (PLS 103).

6. **Capstone Course and the Student Learning Portfolio.** All students, beginning in the fall 2005 semester, must complete the appropriate capstone course for their degree program and submit a portfolio of work for campus assessment as a condition for graduation. Although you will not earn points for completing the CAAP, CCLA*, and the portfolio, your participation in them is required. Failure to complete any of them will result in an automatic grade of "F" in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete.

* If the CCLA is administered in your capstone course, you are required to participate. It is not administered in every IDS 297 course.

Portfolio Requirements:

- All first-time degree seeking students who enter Missouri State University-West Plains during the fall 2005 semester or later are required to compile a portfolio and take a 2- or 3-hour capstone course to complete their degree programs,
- The portfolio will be introduced to students in IDS 110 or another course,
- Students should work with their faculty advisors within their degree programs to ensure they prepare the appropriate materials,
- The portfolio is a continuous project to be worked on throughout a student's educational experiences at Missouri State University-West Plains,
- The portfolio will be submitted in the

capstone course. Portfolio guidelines for the various degree programs can be found in the IDS 110 text or obtained from the student's academic advisor.

The Capstone course allows students to complete their general education with a course that brings their Missouri State University-West Plains educational experiences together.

Capstone Requirements:

- In this course students will submit their program portfolio and draw upon a broad cross-section of their coursework to examine global issues.
- The capstone course also provides a place for students to participate in university assessment activities.
- The capstone course requirements can be met by taking one of several courses, but the Associate of Arts Degree and some other degree programs require IDS 297 Topics in Globalization.
- Some AAS degrees and the AS in Nursing degree have a different capstone requirement.
- Students should work with their faculty advisors and should consult degree descriptions in their academic catalog to determine which course and, in the event of multiple topics offered within a course, which topic is most appropriate for their academic and career goals.

Students who fail to complete a capstone course or who do not submit a portfolio will not be eligible for graduation until they have done so.

7. **Advisement.** Each student is responsible for developing a program of study and for selecting courses that will meet the requirements for the student's chosen degree. First time freshmen will be assigned an advisor as soon as they are admitted. Students should carefully review the requirements for degree completion prior to registering for each semester.
8. **Completion of Degree.** The student must complete the requirements for the associate degree in general studies before completing the 89th hour of college credit. Appeals for exemption to this policy should be addressed to the Dean of Academic Affairs.

Philosophy of General Education

A university exists to serve both society and the student. It must foster and enrich the culture of society, as well as provide

specific skills to the student. It must maintain and strengthen our democratic society and broaden the knowledge and experience of each student while enhancing the student's ability to think critically, make value judgments, and function competently in the wider world.

A university exists for the value of all knowledge — not only to teach knowledge but also to create new knowledge. The human spirit has a thirst for knowledge. A broad spectrum of knowledge frees us and empowers us — gives us the power to act effectively and achieve our purpose.

Perhaps at no time in history has the integration of the individual student into global society been more important than today. Students need both specific skills and a broad understanding of the important economic, scientific, philosophical, historical, and literary trends of the day. Only with such a broad base of knowledge will students be successful.

The purpose of a general education core of courses is to introduce students to a wide variety of knowledge, a higher concept of knowledge, and to show them how to make it their own. Missouri State University-West Plains endorses the philosophy and purpose of a general education core required for each student completing an associate degree, ensuring that they have a breadth of educational experiences which will enable them to develop communication and critical thinking skills and to acquire knowledge (civic, historical, mathematical, scientific, literary, etc.) and value perspectives. The actual number of required hours of general education courses varies depending on the type of associate degree — Associate of Arts, Associate of Science, or Associate of Applied Science.

Second Degree

Students who have met all requirements may be awarded an additional associate degree in another field of study provided the following requirements are met:

1. Must fulfill the general and specific requirements for the second degree.
2. Must complete a minimum of 15 (fifteen) credit hours which are directly applicable to the second degree and in addition to those presented for the first degree.
3. Must graduate under the provisions of the Missouri State University-West Plains catalog in effect when the student files a degree program for a second degree.
4. Must comply with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St.

Sec. 170.011). Transfer students who have had a course in American government (PLS 101) which did not include a study of the Missouri Constitution must enroll in a reading course in political science (PLS 103).

5. Must pay \$20 second degree graduation fee.

Transferability

To ensure transferability of credits, students should obtain and study catalogs from the four-year colleges or universities to which they are considering transferring, including Missouri State University-Springfield. Students should follow the degree requirements of the senior institution.

Students who have not chosen a major should concentrate on general education requirements. Students should be aware certain majors require specific general education courses. For assistance in choosing a major, students should contact their advisors.

Effective fall 1995, credit hours earned at Missouri State University-West Plains will be considered as community college hours by most four-year senior institutions. Some four-year institutions will only accept 64 credit hours as transfer hours from two-year institutions. Some will accept more than 64 credit hours as transfer hours from two-year institutions. Check with the senior institution for specific questions regarding transferability.



Academic Programs

Certificate: Certificate programs meet specific, short-term training and educational needs of students by combining core and specialty courses into focused, flexible training packages that more immediately meet employment needs. If a student later decides to seek advanced education, many of the certificate courses may be combined with the advanced courses for associate of applied science degrees.

Associate of Arts in General Studies Degree: This degree is equivalent to the first two years of study at a four-year college/university and is transferable. The degree provides a general education core of courses to introduce students to a wide variety of knowledge, ensuring they have a breadth of educational experiences which will enable them to develop those traits and skills conducive to student success and lifelong learning. Refer to page 62 of the catalog for information.

Associate of Arts in Teaching Degree: Provides a common transfer curriculum for students seeking a Bachelor of Science Degree in Elementary Education as they transfer to one of several Missouri four-year institutions. Refer to page 63 of the catalog for information.

Associate of Science Degree: A specialized degree intended to transfer into a pre-professional degree, the AS allows students to enter the workforce and/or transfer into a bachelor degree completion program. Refer to page 67 of the catalog for information.

Associate of Applied Science Degree: A specialized degree that is the primary occu-

pationally oriented degree, the AAS allows recipients of this degree to enter a particular job market. While not designed as transfer degrees, some AAS degrees can be used as the first two years of a Bachelor of Applied Science degree. However, students will need to take additional general education courses, as well as courses in the major field. Refer to page 72 of the catalog for information.

Dual Credit Program: Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credit. Missouri State University-West Plains has agreements with area high schools to provide high-performing high school students an affordable opportunity to experience high-quality college-level courses. High school students interested in this option should contact their high school counselor. Refer to page 22 of the catalog for information.

Distance Learning: Opportunities for students to earn credit without traveling from their home area are available through distance learning technology. Students may receive courses from the West Plains campus sent to their home communities or be in a class on the West Plains campus that originates in another location or take a course online. Refer to page 135 of the catalog for information.

Bachelor's and Master's Degrees: Students who complete an AA degree with a business emphasis from Missouri State University-West Plains may now complete the Bachelor of Science degree with a major in General Business. They also may continue

with graduate work and complete the entire Master of Business Administration degree on the West Plains campus. The Missouri State University-Springfield Campus College of Business Administration (COBA) provides both degrees. With accreditation by the American Assembly of Collegiate Schools of Business, COBA is recognized nationally in the top 10 percent of business schools.

For many years, graduate level education courses have been offered on the West Plains campus by the Missouri State University-Springfield School of Teacher Education. These courses have been expanded and focus on completion of the Master of Science in Elementary Education with emphasis in Reading, Early Childhood, or Special Education and the Master of Arts in Teaching. Undergraduate students can now complete a Bachelor of Science degree in Elementary Education. All classes, internships and student teaching can be completed in the West Plains area. Also taught in West Plains are classes toward a Master's in Educational Administration.

Nursing students also benefit from increased offerings. Without traveling to Springfield, registered nurses, prepared at the associate degree or diploma level, are able to complete nursing courses that apply toward the Bachelor of Science in Nursing degree.

The Department of Agriculture in Springfield offers the Bachelor of Applied Science in Agriculture degree in cooperation with the West Plains Campus. Students with either the Associate of Arts Degree or the Associate of Applied Science Degree in Agriculture may seamlessly transfer to this BAS Degree.

The Department of Technology in Springfield offers the Bachelor of Applied Science in Technology Management degree in West Plains. Students with most Applied Science Degrees may seamlessly transfer to this BAS Degree.

All this is available without leaving West Plains. For information, contact the Academic Outreach office at (417) 255-7931 or the Springfield Office of the College of Continuing Education and the Extended University at (417) 836-4126. Refer to pages 86-89 of the catalog for information.

Associate of Arts in General Studies - General Education Core

The required general education courses for the Associate of Arts in General Studies are listed as follows:

Basic Skills*	Semester Hours
Communications (COM 115).....	3
English Composition (ENG 110 and ENG 210 or 221).....	6
Mathematics (Only courses numbered 130 or above except MTH 197 and 297).....	3
Student Success (IDS 110).....	1

*The BASIC SKILLS block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Distribution Requirements	Semester Hours
American Studies: (PLS 101 and HST 121 or 122).....	6
Humanities: Select courses from at least two of the following areas.....	6-9
— Art: (ART 200)	
--- Communication: (COM 110)	
— Drama: (THE 101, 109)	
— Foreign Language: (any course)	
— Literature: (ENG 184, 230, 231, 235, 236, 280, 285, 288 and LLT 121 or above)	
— Music: (MUS 241)	
— Philosophy: (any except PHI 106)	
— Religious Studies: (REL 100, 101, 102, 131)	
— History: (HST 101, 102, 103, 104)	

If a student takes 6 hours of humanities, then he/she must satisfy the social science requirements with 9 hours and vice-versa.

Natural Sciences: Select courses from two of the following areas, with none of the selected courses having less than 3 hours credit. At least one of the selected courses must include the equivalent of at least 1 credit hour of laboratory work.....8

- a. Astronomy: (AST 113, 114, 115); Physics: (PHY 100, 101, 102, 123, 203)
- b. Biology: (BIO 100, 101, 102, 121, 134); Biomedical Sciences: (BMS 110)
- c. Chemistry: (CHM 101 (3 hours), 105, 106, 160)
- d. Geosciences: (GRY 135, 142; GLG 110, 115, 171)

Social Sciences: Select courses from at least two of the following areas.....6-9

- Technology’s Impact on Society: (AGR 100 or ITC 105)
- Anthropology: (ANT 125 or 226)
- Ecology: (GRY 108)
- Economics: (ECO 111 or ECO 155 or AGR 144)
- Geography: (GRY 100)
- Psychology: (PSY 121)
- Sociology: (SOC 150)

If a student takes 6 hours of social sciences, then he/she must satisfy the humanities requirement with 9 hours and vice-versa.

Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education, or specific degree requirements except as noted in the pass/not pass policy.

**Elementary Education and Child and Family Development majors only.

Total General Education block hours.....42

An additional 20 hours (to total at least 62 hours including CIS 101, IDS 297 (capstone course), and PED 100) are required to complete the Associate of Arts Degree. Students should discuss course options with their academic advisors.

Students are strongly encouraged to confirm the transferability of individual courses to other institutions’ specific requirements for bachelor’s degrees prior to enrollment.

Associate of Arts in Teaching

The AAT degree is designed as a 2 year degree program for students interested in pursuing a bachelor's degree in education. The AAT is designed as a transfer degree.

Students seeking the AAT degree have the following requirements:

General Education:

Statewide general education core.....42 credit hours

General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements and prerequisites, to prepare for the C-BASE, and to address level and area of teacher preparation.

Required Teacher Education Core Courses:

(Courses are currently being developed. Contact your advisor for more information.)

Foundations of Education (EDU 250).....3 credit hours

Educational Psychology (PSY 260).....3 credit hours

Technology for Teachers (IMT 265).....3 credit hours

Teaching Profession with Field Experience (EDU 202).....3 credit hours

Total required core courses.....12 credit hours

Institutional Requirements:

Computers for Learning (CIS 101).....3 credit hours

Fitness for Living (PED 100).....2 credit hours

Topics in Globalization (IDS 297(capstone course)).....2 credit hours

TOTAL institutional requirements.....7 credit hours

Additional electives needed (EDU 150).....1 credit hour

Electives may be selected from education electives, content areas or any other courses. Electives should be carefully selected with the help of an advisor to meet degree requirements, prerequisites, preparation for the C-BASE, and planned level and area of teacher preparation.

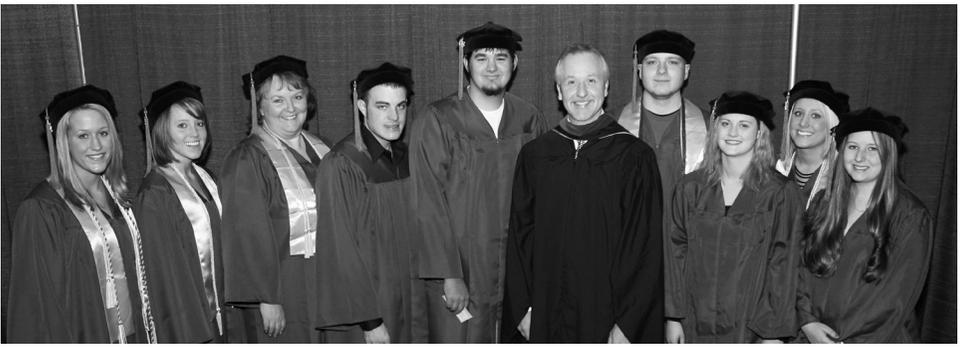
Other Requirements:

Students must achieve a minimum GPA of 2.5

Students must achieve a minimum score of 235 on each section of the C-BASE

Total Credit Hours required for the AAT Degree.....62 credit hours

We recognize that four-year transfer institutions may have additional requirements including higher GPA or C-BASE scores. Students are encouraged to work closely with an advisor from the receiving institution so that they may understand and prepare to meet all entrance requirements.



The William & Virginia Darr Honors Program/ Specialization in Honors

Mission:

The William and Virginia Darr Honors Program at Missouri State University-West Plains seeks to create a collegial environment that nurtures and empowers students of high academic and/or artistic potential to become educated persons.

Goals:

1. Recruit students of high academic and/or creative ability.
2. Motivate students to
 - a. Academically challenge themselves and their classmates;
 - b. Formulate a greater, wider and deeper understanding of their existence and of their abilities to influence the world during and through that existence; and
 - c. Explore new subjects; and experience the world and its ideas in search of truth
3. Assist students in developing their various academic and vocational interests.
4. Provide for student-to-student, student-to-faculty, and student-to-community interaction for the expressed purpose of building a community where learning can be enhanced and transmitted.
5. Honor students of high academic ability and purpose as evidenced by their completion of the program and their degree at Missouri State University-West Plains.

Objectives:

1. Identify students who possess
 - a. A seriousness of academic purpose;
 - b. A desire to be active, rather than passive, learners;
 - c. An intellectual curiosity that

supersedes an obsession with grades; and d. A demonstrated potential for critical thinking and excellence in oral and written expression.

2. Communicate the mission, goals, and objectives of the Honors Program to potential and current students, the Missouri State University-West Plains campus community, and the service area.
3. Offer a unique and innovative curriculum of small courses, offering stimulation, challenge, multidisciplinary perspectives, and constant interaction with peers of comparable abilities and outstanding instructors who are willing to learn with their students.
4. Provide special options, opportunities, and financial incentives that enhance the undergraduate experience at a two-year higher education institution.
5. Aid students in the development of, the understanding of, and the appreciation for higher education.
6. Encourage and/or enhance a positive learning attitude across the campus.
7. Help clarify students' capabilities and limitations as well as personal values, goals and needs.
8. Develop an atmosphere open to diversity in learning, thought, culture and race.
9. Provide personal attention to each student, including offering information and counseling as each student develops a personal academic and career plan.
10. Coordinate efforts among faculty, staff, and community members so students can develop a network of colleagues

(classmates, instructors, and community members) for personal support, intellectual interaction, and continuing growth.

11. Encourage the creation and presentation of special projects for a public arena that enhances the student's academic program and intellectual and/or artistic development.
12. Establish articulation agreements with area colleges and universities to which Honors Program students are likely to transfer.
13. Submit all program changes and additions through the faculty governance system established by the Missouri State University-West Plains Faculty Senate.
14. Assess annually the effectiveness of the total program in meeting its mission and goals.

Enrolling in the Darr Honors Program

Admission into the Darr Honors Program is based upon successful completion (a grade of B or higher) of HNR 150, Honors I Seminar. To be eligible to enroll in the HNR 150 course, the student must meet one of the following criteria:

For First-Time Freshmen

Any first-time freshman student who has an ACT composite of 25 or above may enroll in HNR 150 during the first semester at Missouri State University-West Plains. Registration for HNR 150 can be completed at any regularly scheduled STAR orientation. First-time freshmen who do not have an ACT composite of 25 or above may apply to enroll in HNR 150 by

1. The completion of an essay,
2. The completion of a personal interview with the Director of the Honors Program, and
3. Approval for admission by the Director of the Honors Program.

For Currently Enrolled

Any currently enrolled student at Missouri State University-West Plains who has a 3.5 or higher cumulative GPA after completing at least 12 credit hours at Missouri State University-West Plains may enroll in HNR 150 upon

4. The recommendation of a full-time faculty member at Missouri State University-West Plains,
5. The completion of an essay, and

6. The completion of a personal interview with the Director of the Honors Program, or
7. Approval for admission by the Honors Program Leadership Committee.

Continuing in the Program:

After successfully completing the HNR 150 course with a grade of B or higher, the student may enroll in any HNR course or an approved section of a course with an Honors Component (see the listing of Honors Component Courses in this program description). (The one exception to this stipulation concerns students who are concurrently enrolled in HNR 150 and MTH 261 and/or the honors section of ENG 110, through which the student may earn honors credit for each of the courses but only if the student successfully completes the HNR 150 course during that semester.) Continuance in the Honors Program is contingent upon the student's success in the HNR core courses (HNR 150, 250 and 298) and upon his or her academic standing in all coursework. An Honors Program student is subject to Scholastic Probation and Suspension even though he/she may have successfully completed the HNR core courses. If a student is placed on probation or is suspended, he/she must first satisfy the requirements of the probation or suspension before he/she can take another HNR course or a course with an Honors Component.

Completing the Specialization in Honors

A student may earn the Specialization in Honors while completing any of the degree programs at Missouri State University-West Plains. In the case of the Associate of Arts Degree in General Studies or the Associate of Arts Degree in Teaching, the student may use his or her elective hours to complete the requirements of the Specialization in Honors. For those pursuing the Associate of Science Degree in Nursing or any of the Associate of Applied Science degrees, it will be necessary to complete the required number of credit hours in Honors in addition to the total number of credit hours required by the ASN degree or the desired AAS degree. Students are encouraged to consult with their advisor to carefully coordinate the scheduling of courses in order to seek both their desired degree and the Specialization in Honors.

To complete the Specialization in Honors, the student must complete the following requirements in addition to the requirements of the desired degree:

1. Earn a grade of A or B in the following:
 - Eight (8) hours of these required

Honors Core Courses:
 HNR 150, Honors I Seminar: 3 hours,
 HNR 250, Honors II Seminar: 3 hours, and
 HNR 298, Honors Capstone: 2 hours; and

- Six (6) hours in courses with an approved Honors Component (See Honors Component Courses)

2. Successfully complete one of the following options to satisfy the Honors Program's International Experience requirement:
 - A semester of study at the Missouri State University Branch Campus in Dalian, People's Republic of China.
 - An international educational travel course sponsored by Missouri State University-West Plains or another institution of higher education.
 - A course in a foreign language, or
 - A course designated in the Missouri State University-West Plains Course Catalog as containing an "International/Intercultural Component."
3. Have at the end of his or her degree program, an overall grade point average of 3.5 or higher in all coursework.

All other University policies apply.

Graduation:

The student who completes the requirements for an associate degree and who completes the requirements of the Specialization in Honors will receive his or her diploma and a certificate of completion from the William and Virginia Darr Honors Program. In addition, Honors Program graduates participating in commencement ceremonies will wear the black velvet Tam O'Shanter (hat), signifying that the student is an Honors Program graduate. The commencement program will also note the names of those graduates who complete the Honors Program.

Students who have completed or who are on track to complete the coursework required of the Specialization in Honors and their associate degree program but who fall short of the 3.5 GPA minimum requirement of the Specialization in Honors may, with approval by the Director of the Honors Program and/or the Honors Program Leadership Committee, participate in graduation ceremonies and be noted as a member of the

Darr Honors Program in the commencement program and be permitted to wear the Tam O'Shanter.

Graduates of the Darr Honors Program must first have confirmation by the Office of Registration and Records that they have met all requirements of their degree program and of the Specialization in Honors before officially receiving their diploma and the Specialization in Honors certificate of completion.

Honors Component Courses:

The following courses may be utilized by the Honors Program student toward satisfying the Specialization in Honors requirement for six (6) credit hours of Honors Component coursework; however, only course sections taught by full-time faculty members and approved by the Darr Honors Program Leadership Committee carry Honors Component credit. Students must first complete a Request to Complete an Honors Component Course form – which includes obtaining permission from an eligible faculty member and the Director of the Honors Program –before being eligible to receive Honors credit for the course.

(Check each semester's course schedule for availability)

AGR 100/ITC 105 Technology's Impact on Society
 BIO 102 Principles of Biological Science
 CHM 105 Fundamentals of Chemistry
 CHM 160 General Chemistry
 COM 115 Fundamentals of Public Speaking
 ENG 110 Writing I (Honors) (Note: Honors credit earned only when concurrently enrolled in HNR 150)
 ENG 210 Writing II: Academic Writing (Honors credit not given for both ENG 210 and 221)
 ENG 221 Writing II: Writing for the Professions (Honors credit not given for both ENG 210 and 221)
 ENG 288 Literature of Work: Readings in the Professions
 HNR 150 Honors I Seminar
 HNR 250 Honors II Seminar
 HNR 292 Directed Study in Honors
 HNR 297 Topics in Honors
 HNR 298 Honors Capstone Courses
 HST 121 Survey of the United States to 1877
 HST 122 Survey of the United States Since 1877
 MTH 261 Analytic Geometry and Calculus I
 PHI 110 Introduction to Philosophy
 PLS 101 American Democracy and Citizenship
 PSY 121 Introductory Psychology
 SOC 150 Principles of Sociology
 THE 109 Performance Studies

Associate of Science in Nursing

The Associate of Science in Nursing (ASN) Program consists of two academic years and two summer sessions. Students who successfully complete the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Admission to the program is by application and committee selection. Qualified licensed practical nurses (LPNs) may receive fifteen hours of nursing credit for NUR 100, and NUR 101. Six hours non-nursing credit may be awarded for CFD 155 and ALH 110 to qualified LPNs. (See Entrance Requirements for LPN-to-RN Program). The 72-credit-hour program course progression is distributed as follows:

Associate of Science in Nursing Curriculum

Year 1: Summer	
ENG 110	(3)
CHM 105	(5)
Year 1: Fall	
IDS 110	(1)
BMS 267	(4)
BMS 268	(4)
NUR 100**	(7)
Year 1: Spring	
BIO 210	(3)
PSY 121	(3)
ALH 110***	(3)
NUR 101**	(8)
Year 2: Summer	
NUR 201	(3)
Year 2: Fall	
NUR 202	(3)
NUR 204	(9)
Elective	(2)
Year 2: Spring	
NUR 212	(9)
NUR 220 (capstone course)	(2)
PLS 101	(3)

The qualified LPN may begin classes in June if IDS 110, CHM 105, BMS 267 Anatomy and BMS 268 Physiology have been completed. The following class sequence for progression through the LPN-to-RN program will allow completion of the program in one summer and one academic year (fall and spring) following admission. The 72-hour LPN-to-RN program curriculum is as follows:

Year 2: Summer	
NUR 190	(2)
NUR 201	(3)
Year 2: Fall	
NUR 202	(3)
NUR 204	(9)
ENG 110	(3)
PLS 101	(3)
Year 2: Spring	
NUR 212	(9)
NUR 220 (capstone course)	(2)
BIO 210	(3)
PSY 121	(3)

** Credit for qualified LPNs admitted to the program for a total of 15 nursing credit hours.

*** Credit for CFD 155 and ALH 110 awarded to qualified LPNs

Essential Abilities

The following functional abilities or attributes are essential in order to meet the objectives for the ASN program at Missouri State University-West Plains. With reasonable accommodation, the student must possess:

1. Fine motor skills sufficient to perform skills such as picking up, grasping, and manipulating small objects with hands, and writing with a pen or pencil.
2. Physical mobility and strength sufficient to move about on a nursing unit and participate in client care.
3. Physical stamina sufficient to perform client care for entire length of clinical experience (6-8 hours).
4. Auditory ability sufficient for assessment of client health.
5. Visual acuity sufficient to see objects up to 20 inches away to and distinguish color.
6. Reading ability sufficient to understand the written word at a minimum of a tenth-grade level.
7. Arithmetic competence that would allow the student to read and understand columns of writing; to tell time; to use measuring tools; and to add, subtract, multiply, and divide.
8. Emotional stability sufficient to assume responsibility/accountability for actions, to provide client with emotional support, to adapt to environmental stress, and to monitor own emotions.
9. Analytical thinking sufficient to transfer

- knowledge from one situation to another, to problem solve, to prioritize tasks, and to use long-term and short-term memory.
10. Critical thinking ability sufficient to exercise sound nursing judgment through the sequencing of information and the identification of cause and effect relationships.
 11. Interpersonal skills sufficient to establish rapport with clients and co-workers, and to respect the rights of others and the differences in clients.
 12. Communication skills sufficient to teach others, to explain procedures, to interact with others, and to convey information in writing.

This list of behavioral examples is not considered to be complete. Cases must be reviewed individually. Please contact the Department of Nursing for further information.

Adapted from: Yocom, C.J. (1996). Validation study: Functional abilities essential for nursing practice. Published by the National Council of State Boards of Nursing.

Entrance Requirements for Regular Track Students

(LPNs see Entrance Requirements for LPNs)

The following listed application information must be on file in the nursing office no later than March 1 annually. The student will receive written notification of admission status – accepted, alternate, or not accepted – by the first week in April. All testing can be arranged through the Student Advisement and Academic Support Center (417-255-7222) in the Garnett Library.

1. Admission to Missouri State University-West Plains with a non-probationary status.
2. A completed application to the Nursing Program.
3. A final official high school transcript or GED certificate (required by the Missouri State Board of Nursing). A partial transcript will be accepted if the applicant is presently enrolled in high school. Upon graduation, a final transcript must be received by the nursing department, if admitted.
4. Official transcripts from all previously attended colleges or universities and nursing programs. Transcripts from other nursing programs should be sent directly to the nursing department.
5. An ACT score less than five years old.
6. A score of 18 or better on the reading portion of ACT or a C grade or better in RDG 125.

7. Achievement of a minimum Ranking Score of 55 (See Ranking Score Computation).
8. Mathematics 103 (Intermediate Algebra) eligibility determined by:
 - a. ACT score and previous math classes taken, or
 - b. completed college course work.
 - c. Students accepted into the program must have MTH 130 eligibility established prior to beginning nursing courses.
9. English 110 eligibility as determined by:
 - a. ACT score and a writing sample; or
 - b. completed college course work.
 - c. Students accepted into the program must have ENG 110 completed prior to beginning nursing courses.

Admission Eligibility

The ASN Admissions Committee establishes admission eligibility using the Equal Employment Opportunity and Affirmative Action statements found in the University Policies section of the catalog. To be considered for admission, the applicant must achieve a minimum ranking score of 55 (See Ranking Score Computation). All applicants will be considered competitively on an annual basis.

1. Ranking Score Computation
 - a. To be considered for admission an applicant must achieve a minimum score of 55 using the following formula: GPA (Grade Point Average) multiplied by ACT (American College Test composite score) equals Ranking Score. The four-point scale in which an A=4 and F=0 will be used to compute the GPA. The cumulative grade point just equal a minimum of 2.0 (a C letter grade).
 - b. College GPA will be used to compute the Ranking Score for candidates having 12 or more college credit hours. The ASN Admissions Committee may choose to consider only the most recent 12-24 hours of college credit to calculate the GPA.
 - c. High School GPA will be used to compute the Ranking Score for candidates having less than 12 college credit hours. Scores from the GED will be converted to a four-point scale by dividing the GED by 90.
2. Students seeking admission who have completed support courses within the nursing curriculum will have a competitive edge.
 - a. Support courses within the nurs-

ing curriculum may be repeated only one time. Nursing students who fail any two nursing courses (including failing one course twice) are ineligible for readmission.

- b. If selected, admission is contingent upon meeting the grade criteria of C or better for past and current enrollment in nursing curriculum support classes.
3. Past academic history and known academic integrity may be used by the committee to determine if an applicant will be admitted into the nursing program.
4. The committee may waive the required ACT score for students who have completed a previous bachelor's degree with a grade point average of 3.0 or better from a regionally accredited U.S. college or university. The applicant will be ranked immediately below the highest ranked student with an equivalent grade point average (GPA).
5. RSMo 660.317 prohibits a hospital, or provider, from knowingly allowing those who have been convicted of, pled guilty to, or nolo contender in this state or any other state or who have been found guilty of a crime, which if committed in Missouri would be a Class A or B felony violation, to give care to clients in their agency. As defined by state law, these are violations of Chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest). RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services disqualification list. In addition to these records, an online search will be conducted to determine if a student is on other government sanction lists. These online searches include office of Inspector General (OIG) and the General Services Administration (GSA). As a requirement of the Missouri State University-West Plains Associate of Science in Nursing (ASN) Program application process in response to RSMo 660.317b and 660.315, applicants to the program will be required to consent to release of their criminal history record (RSMo 43.450) solely for the purpose of determining the applicant's ability to enter patient care areas in order to fulfill the

requirements of the ASN program.

6. Offers of acceptance to the Associate of Science in Nursing Program are made as conditional offers. The conditions include satisfactory completion of pre-nursing courses, a satisfactory background check, and a negative drug and/or controlled substance test. An applicant or current nursing student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission, or will not be allowed to continue in the nursing program.

Entrance Requirements for the LPN-to-RN Track

The following listed application information must be on file in the nursing office no later than March 1 annually. The student will receive written notification of admission status – accepted, alternate, or not accepted, by the first week in April. All testing can be arranged through the Student Advisement and Academic Support Center (417-255-7222) in the Garnett Library.

Candidates must meet the following requirements:

1. Admission to Missouri State University-West Plains with a non-probationary status.
2. Completed application to the LPN-to-RN track of the nursing program.
3. A final official high school transcript or GED certificate (required by the Missouri State Board of Nursing) and official transcripts from all previously attended colleges and universities, including LPN school, must be on file in the nursing office.
4. An ACT score less than 5 years old.
5. A score of 18 or better on the reading portion of ACT, or a C grade or better in RDG 125.
6. Achievement of a minimum ranking score of 55. (See Ranking Score Computation).
7. Mathematics 103 (Intermediate Algebra) eligibility determined by:
 - a. ACT score and previous math classes taken, or
 - b. completed college coursework.
 - c. Students accepted into the program must have MTH 130 eligibility established prior to beginning nursing courses.
8. ENG 110 eligibility as determined by:
 - a. ACT score and a writing sample; or
 - b. completed college course work.

9. A C grade or better in CHM 105, BMS 267 and BMS 268 or current enrollment.
10. Proof of active, non-disciplined LPN licensure.

Advanced Credit in the ASN Program for Successful LPN Candidates

Licensed Practical Nurses (LPNs) who are accepted into the LPN-to-RN program may receive credit for NUR 100, NUR 101, CFD 155, and ALH 110. Upon meeting all the prerequisites for those courses and successfully completing NUR 190, the credit will be awarded. However, the credit will not appear on the transcript until the student has completed three weeks of the fall semester following NUR 190.

Student Progression

In order to progress in the nursing program:

1. A grade of C or better is required in all nursing courses to receive credit toward graduation. All clinical components not receiving a grade must be evaluated as passing/met.
2. The student must meet all nursing course prerequisites to progress in the nursing program.
3. A grade of C or better is required in all support courses within the program—interdisciplinary studies, chemistry, anatomy, physiology, microbiology, psychology, political science, English, and nutrition. Support courses may be repeated only one time.
4. The nursing courses may not be taken on a Pass/Not Pass basis.
5. CLEP credit is available for some support courses (see catalog).

Readmission

Students who interrupt their education for a semester or more must follow University readmission policies. In addition, students seeking readmission to the nursing program will be considered as new applicants, and the decision on their readmission will be made by the ASN Admissions Committee based upon eligibility for readmission and available space. Nursing students who fail any two nursing courses (including failing one course twice) are ineligible for readmission. Students who withdraw past the no drop date (see academic calendar) may repeat the course one time only if readmitted. Support classes within the nursing curriculum may be repeated only one time if applying for read-

mission. A student who is readmitted to the nursing program will be required to repeat the criminal background checks and drug testing if the student has been out of the program for more than 12 months.

Transfer Students

Students desiring to transfer into the Associate of Science in Nursing Program at Missouri State University-West Plains may be accepted into the program after successful application to the University and a decision by the Missouri State University-West Plains ASN Admissions Committee. Official transcripts and course descriptions will be reviewed after which a decision regarding admission to the ASN program will be made. Students may enroll in required nursing courses only after admission to the ASN program. Transfer students must complete at least 15 hours of the requirements for the Associate of Science in Nursing Degree in residence on the West Plains campus or its extended campuses.

Transfer students will be responsible for meeting objectives of prerequisites to the nursing courses in which they desire to enroll. Credit and course equivalent recommendations related to courses within the nursing program shall be forwarded to the Office of Admissions upon approval by the ASN Admissions Committee. Enrollment is based on space available in class.

Procedure

1. Apply to university for general admission (non-probationary).
2. Apply to the Missouri State University-West Plains ASN Program.
3. Submit catalog course descriptions of transfer courses to Nursing Department.
4. Submit current official transcript(s) from previous nursing program.
5. Students must be eligible for readmission to the nursing program from which they are transferring and will be asked to sign a waiver of inquiry to be sent to the former school.
6. Receive a response from the ASN Admissions Committee regarding application to the program.
7. Recommendation for course/credit equivalencies will be forwarded to the Office of Admissions upon approval of the ASN Admissions Committee.

Accreditation

The Associate of Science in Nursing Program is fully approved by the Missouri

State Board of Nursing, PO Box 656, Jefferson City, MO 65102-0656, Phone (573) 751-0681, <http://pr.mo.gov/nursing.asp> and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, Phone: (212) 363-5555, ext. 153, <http://www.nlnac.org/>

State Board Examination for R.N. Licensure

Students who meet educational and other standards for application for a license to practice as a registered nurse (Sect.335.046.1 RSMo) may apply to take the NCLEX-RN examination for RN licensure (4CSR 200-4.020 Missouri Code of State Regulations). There is a fee for the examination and license. Successful completion of the nursing program does not guarantee licensure. Applicants may be denied licensure in Missouri for one or any combination of causes stated in the Missouri Nursing Practice Act Sect. 335.066, 2 (1-15) RSMo. A copy of the Missouri Nursing Practice Act Sect. 335.066, 2 (1-15) RSMo is available upon request or may be found at the Missouri State Board of Nursing website. <http://pr.mo.gov/nursing.asp>

Associate of Applied Science in Business

Accounting Emphasis

General Education Core Requirements

Credit Hours

COM 115 Fundamentals of Public Speaking.....	3
ECO 155 Principles of Macroeconomics.....	3
ENG 110 Writing I.....	3
MGT 130 Business Math.....	3
PLS 101 American Democracy and Citizenship...3	
IDS 110 Student Success.....	1
.....	16

Business Core Requirements

CIS 101 Computers for Learning.....	3
FGB 135 Introduction to Business.....	3
FGB 280 Introduction to Financial Management...3	
FGB 297 International Business.....	3
(capstone course)	
MGT 120 Introduction to Management.....	3
MGT 286 Business Communications.....	3
QBA 237 Basic Business Statistics.....	3
RIL 231 Legal Environment of Business.....	3
.....	24

Accounting Core Requirements

ACC 201 Introduction to Financial Accounting...3	
ACC 209 Accounting Information Systems.....	3
ACC 211 Introduction to Managerial Accounting...3	
ACC 221 Tax Codes, Regulations, and Payroll.....	3
ACC 241 Intermediate Accounting.....	3
ACC 299 Internship in Accounting.....	3
CIS 232 Spreadsheets.....	3
CIS 242 Database Management.....	3
.....	24

Total Hours Required.....64

Computer Information Emphasis

General Education Core Requirements

Credit Hours

COM 115 Fundamentals of Public Speaking.....	3
ECO 155 Principles of Macroeconomics.....	3
ENG 110 Writing I.....	3
MGT 130, MTH 103 or higher (except MTH 197 or 297).....	3
PLS 101 American Democracy and Citizenship...3	
PSY 121 Introductory Psychology.....	3
IDS 110 Student Success.....	1
.....	19

Business Core Requirements

ACC 201 Introduction to Financial Accounting...3	
CIS 101 Computers for Learning.....	3
FGB 135 Introduction to Business	
FGB 297 International Business.....	3
(capstone course)	
MGT 120 Introduction to Management.....	3
MGT 286 Business Communications.....	3
QBA 237 Basic Business Statistics.....	3
RIL 231 Legal Environment of Business.....	3
.....	24

Computer Information Core Requirements

CIS 202 Program Design & Development.....	3
CIS 232 Spreadsheets.....	3
CIS 242 Database Management.....	3
CIS 252 Operating Systems.....	3
CIS 260 Programming for the Internet or CIS 224 Windows Programming with Development Tools.....	3
CIS 251 Application Development I.....	3
CIS 261 Application Development II.....	3
.....	21

Total Hours Required.....64

Certificate in Basic Business Studies

Basic Business Studies Core Requirements

FGB 135 Introduction to Business.....	3
MGT 120 Introduction to Management.....	3
MGT 130 Business Math.....	3
MKT 50 Introduction to Marketing.....	3

Total Hours Required.....12

Associate of Applied Science in Business

Management Emphasis

General Education Core Requirements

Credit Hours

COM 115 Fundamentals of Public Speaking.....	3
ECO 155 Principles of Macroeconomics.....	3
ENG 110 Writing I.....	3
MGT 130 Business Math.....	3
PLS 101 American Democracy and Citizenship.....	3
IDS 110 Student Success.....	1
.....	16

Business Core Requirements

CIS 101 Computers for Learning.....	3
FGB 135 Introduction to Business.....	3
FGB 280 Introduction to Financial Management.....	3
FGB 297 International Business.....	3
(capstone course)	
MGT 120 Introduction to Management.....	3
MGT 286 Business Communications.....	3
QBA 237 Basic Business Statistics.....	3
RIL 231 Legal Environment of Business.....	3
.....	24

Management Core Requirements

ACC 201 Introduction to Financial Accounting...3	
ACC 211 Introduction to Managerial Accounting...3	
CIS 212 Personal Computing Systems in Business.....	3
COM 110 Critical Thinking.....	3
ECO 165 Principles of Microeconomics.....	3
MGT 299 Internship in Business Management...3	
MKT 150 Introduction to Marketing.....	3
And one from the following electives:.....	3
EPR 110 Introduction to Entrepreneurship.....(3)	
MGT 210 E-Commerce.....(3)	
MKT 155 Introduction to Retailing.....(3)	
PLS 232 International Relations.....(3)	
RIL 211 Insurance.....(3)	
RIL 266 Principles of Real Estate.....(3)	
.....	24

Total Hours Required..... 64

Certificate Option in Technology Management

Because local and regional job demands can change rapidly, Missouri State University-West Plains integrates Technical Certificate programs into its overall career education options.

These programs were developed to meet specific, short-term training and educational needs of students by combining core and specialty courses into focused, flexible training packages that more immediately meet employment needs. If later, a student decides to seek advanced education, many of the certificate courses may be combined with the advanced courses for associate of applied science degrees.

Technology Management Emphasis

General Education Core Requirements

Credit Hours

COM 115 Fundamentals of Public Speaking.....	3
ECO 155 Principles of Macroeconomics.....	3
ENG 110 Writing I.....	3
MGT 130, MTH 103 or higher.....	3
PLS 101 American Democracy and Citizenship..3	
PSY 121 Introductory Psychology.....	3
IDS 110 Student Success.....	1
.....	19

Business Core Requirements

ACC 201 Introduction to Financial Accounting...3	
CIS 101 Computers for Learning.....	3
FGB 135 Introduction to Business.....	3
FGB 297 International Business.....	3
(capstone course)	
MGT 120 Introduction to Management.....	3
MGT 286 Business Communications.....	3
QBA 237 Basic Business Statistics.....	3
RIL 231 Legal Environment of Business.....	3
.....	24

Technology Management Core Requirements

ITC 112 Introduction to Supply Chain Management.....	3
ITC 205 Principles of Supervision.....	3
ITC 220 Technology Management.....	3
ITC 232 Quality Management.....	3
ITC 250 Safety Management.....	3
ITC 255 Project Management.....	3
ITC 299 Technology Internship.....	3
.....	21

Total Hours Required..... 64

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

Technology Management Certificate

ACC 201 Introduction to Financial Accounting.3	
ITC 105 Technology's Impact on Society.....3	
ITC 112 Introduction to Supply Chain Management.....	3
ITC 205 Principles of Supervision.....	3
ITC 220 Technology Management.....	3
ITC 232 Quality Management.....	3
ITC 250 Safety Management.....	3
ITC 255 Project Management.....	3
MGT 286 Business Communications.....	3

Total Hours Required.....27

Associate of Applied Science in Child & Family Development

General Education Core Requirements

	Credit Hours
CIS 101 Computers for Learning.....	3
COM 115 Fundamentals of Public Speaking....	3
ENG 110 Writing I.....	3
MTH 103 Intermediate Algebra.....	3
or above (except MTH 197 and 297)	
PLS 101 American Democracy and Citizenship....	3
PSY 121 Introduction to Psychology.....	3
IDS 110 Student Success.....	1
.....	19

Child & Family Development Core Requirements

CFD 130 Essentials of Nutrition.....	3
CFD 150 Introduction to Child and Family Development.....	1
CFD 155 Principles of Human Development.....	3
CFD 160 Principles of Development in Early Childhood.....	3
CFD 163 Relationships in Today's Families.....	3
CFD 204 Management of Child Care Centers....	3
CFD 234 Assessment Strategies and Techniques in Early Childhood	3
CFD 244 Working with Young Children with Special Needs.....	3
CFD 250 Parenting in Contemporary Society....	3
CFD 255 Principles of Development in Infancy....	3
CFD 257 Principles of Development in Middle Childhood.....	3
CFD 260 Supervised Experience in the Child Development Laboratories.....	4
CFD 261 Play as Development.....	3
CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers (capstone course).....	5
.....	43

Total Hours Required.....62

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

Associate of Applied Science in Computer Graphics & Programming

General Education Core Requirements

	Credit Hours
CIS 101 Computers for Learning.....	3
COM 115 Fundamentals of Public Speaking....	3
ENG 110 Writing I.....	3
ENG 210 Writing II: Academic Writing or	
ENG 221 Writing II: Writing for the Professions.	3
IDS 110 Student Success.....	1
MTH 103 Intermediate Algebra or higher	
(except for MTH 197 and MTH 297).....	3
PLS 101 American Democracy and Citizenship.....	3
.....	19

Computer Graphics & Programming Core

CGP 110 Game Development I.....	3
CGP 150 Introduction to Digital Graphics.....	3
CGP 160 Introduction to 3D Modeling and	
Animation.....	3
CIS 121 Introduction to Computer Programming...	3
CGP 250 3D Character Modeling & Animation.	3
CGP 255 Graphics Programming I.....	3
CGP 260 Advanced 3D Modeling & Animation...	3
CGP 265 Graphics Programming II.....	3
CGP 267 Game Level Development II.....	3
CGP 297 Computer Graphics and Programming	
Capstone	3
.....	30

Computer Graphics and Programming Core Requirements

Total.....49

Electives

CGP or Approved Electives.....15

Total Hours Required.....64

Associate of Applied Science in Computer Technology

General Education Core Requirements

Credit Hours

COM 115 Fundamentals of Public Speaking.....	3
ENG 110 Writing I.....	3
ENG 210 Writing II: Academic Writing or	
ENG 221 Writing II: Writing for the Professions...	3
IDS 110 Student Success.....	1
MTH 103 Intermediate Algebra or higher (excluding MTH 197 and MTH 297).....	3
PLS 101 American Democracy and Citizenship.	3
FGB 297 International Business or	
IDS 297 Topics in Globalization (capstone course).....	2 or 3
.....	18 or 19

Computer Technology Core Requirements

CIS 101 Computers for Learning.....	3
CIS 121 Intro to Computer Programming..	3
CIS 212 Personal Computer Systems in Business.....	3
CIS 224 Windows Programming with Development Tools.....	3
CIS 232 Spreadsheets.....	3
CIS 242 Database Management.....	3
CIS 251 Application Development I.....	3
CIS 252 Network & Operating System Essentials.....	3
CIS 260 Programming for the Internet....	3
CIS 261 Application Development II	3
CIS 262 Network Clients and Servers....	3
.....	33

Electives

Any combination of the following courses:....	12
Any Math course higher than MTH 103	
CGP: 150, 160, 170, 180, 197, 250, 255, 260, 265	
CIS 197, CIS 299	
Any EPR course	
.....	12

Total Hours Required.....63 or 64

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

Associate of Applied Science in Enology

General Education Core Requirements

	Credit Hours
BIO 102 Principles of Biological Sciences..	4
BIO 210 Elements of Microbiology.....	3
COM 115 Fundamentals of Public Speaking or	
MGT 286 Business Communication.....	3
CIS 101 Computers for Learning.....	3
ENG 110 Writing I.....	3
ENG 221 Writing for the Professions.....	3
IDS 110 Student Success.....	1
IDS 297 or Topics in Globalization (capstone course)	
AGR 297 Global Agriculture and Food Production	
(capstone course).....	2
MTH 103 (or higher) except MTH 197 or 297.....	3
PLS 101 American Democracy and Citizenship..	3
PHY 100 Survey of Physics with Laboratory.....	4
.....	32

Enology Core Requirements

VIN 146 Introduction to Enology.....	3
VIN 148 Winery Sanitation.....	3
VIN 160 Winery Equipment Operations.....	2
VIN 210 Introduction to Wine Microorganisms..	3
VIN 246 Intermediate Enology.....	3
VIN 257 Wine Production Internship.....	3
VIN 259 Cellar Operations Technology.....	2
VIN 266 Sensory Evaluation.....	3
VIN 268 Wine and Must Analysis.....	3
VIN Elective.....	3
CHM 105 Fundamentals of Chemistry.....	5
.....	33

Total Hours Required.....65

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

CERTIFICATE IN ENOLOGY

Enology Core Requirements

	Credit Hours
VIN 146 Introduction to Enology.....	3
VIN 148 Winery Sanitation.....	3
VIN 160 Winery Equipment Operations.....	2
VIN 210 Intro. to Wine Microorganisms.....	3
VIN 246 Intermediate Enology.....	3
VIN 257 Wine Production Internship.....	3
VIN 259 Cellar Operations Technology.....	2
VIN 266 Sensory Evaluation.....	3
VIN 268 Wine and Must Analysis.....	3
VIN Elective.....	3
CHM 105 Fundamentals of Chemistry.....	5
.....	33

Total Hours Required.....33

Associate of Applied Science in Entrepreneurship

General Education Core Requirements

	Credit Hours
COM 115 Fundamentals of Public Speaking.....	3
ECO 155 Principles of Macroeconomics.....	3
ENG 110 Writing I.....	3
MGT 130 Business Math or	
MTH 103 Intermediate Algebra or higher	
(except MTH 197 or MTH 297).....	3
PLS 101 American Democracy and Citizenship..	3
CIS 101 Computers for Learning.....	3
IDS 110 Student Success.....	1
.....	19

Entrepreneurial Core Requirements

EPR 110 Introduction to Entrepreneurship.....	3
EPR 150 Entrepreneurial Marketing and Sales..	3
EPR 160 Legal Issues for Entrepreneurs.....	2
EPR 170 Business Ethics.....	1
EPR 201 Accounting for Entrepreneurs or	
ACC 201 Principals of Accounting.....	3
EPR 210 Principles of Supervision.....	3
EPR 230 Financial Management for Entrepreneurs.	3
EPR 290 Business Plan Development.....	3
EPR 299 Entrepreneurial Internship.....	3
FGB 297 International Business.....	3
(capstone course)	
MGT 286 Business Communications.....	3
.....	30

Electives.....15

Electives may be selected in consultation with the faculty advisor and should support the student's individual career and educational goals.

Total Hours Required.....64

Certificate in Entrepreneurship

Entrepreneurship Core Requirements

	Credit Hours
EPR 110 Introduction to Entrepreneurship.....	3
EPR 150 Entrepreneurial Marketing & Sales...3	
EPR 160 Legal Issues for Entrepreneurs.....	2
EPR 170 Business Ethics.....	1
EPR 201 Accounting for Entrepreneurs or	
ACC 201 Principals of Accounting.....	3
EPR 210 Principles of Supervision.....	3
EPR 230 Financial Management for	
Entrepreneurs.....	3
EPR 290 Business Plan Development.....	3
EPR 299 Entrepreneurial Internship.....	3
FGB 284 International Business.....	3
MGT 286 Business Communications.....	3

Total Hours Required.....30

Certificate in Small Business Development

Small Business Development Core Requirements

	Credit Hours
EPR 150 Entrepreneurial Marketing & Sales...3	
EPR 160 Legal Issues for Entrepreneurs.....	2
EPR 170 Business Ethics.....	1
EPR 201 Accounting for Entrepreneurs.....	3
EPR 210 Principles of Supervision.....	3
EPR 290 Business Plan Development.....	3

Total hours required.....15

Associate of Applied Science in Fire Science Technology

General Education Core Requirements

	Credit Hours
COM 115 Fundamentals of Public Speaking.....	3
ENG 110 Composition 1.....	3
MTH 103 Intermediate Algebra or higher (except MTH 197 and 297).....	3
PED 100 Fitness for Living.....	2
PLS 101 American Democracy and Citizenship.....	3
PSY 121 Introduction to Psychology.....	3
IDS 110 Student Success.....	1
.....	18

Fire Science Core Requirements

CIS 101 Computers for Learning.....	3
FST 102 Hazardous Materials Awareness & Operations.....	3
FST 103 Medical First Responder.....	3
FST 104 Basic Fire Fighter Skills.....	3
FST 106 Fire Fighter I & II.....	6
FST 201 Fire Hydraulics and Systems.....	1
FST 203 Fire Cause Determination.....	3
FST 205 Managing Company Tactical Operation-Preparation.....	1
FST 206 Managing Company Tactical Operations - Decision Making.....	1
FST 207 Strategy and Tactics for initial Company Operations.....	1
FST 297 Administration & Organization..... (capstone course)	3
FST 210 Fire Service Instructor I.....	3
FST 212 Leadership Strategies for Personal Success.....	1
FST 213 Leadership Strategies for Company Success.....	1
FST 214 Leadership Strategies for Supervisory Success.....	1
.....	34

Fire Science Electives

Fire Science elective courses may be selected from the following courses. A minimum of 12 credit hours must be selected.

FST 250 Farm Machinery Rescue Technician.....	1
FST 251 School Bus Rescue Technician.....	1
FST 252 Auto Rescue Technician.....	1
FST 255 Pumping Apparatus Operator/Driver.....	3
FST 260 Fire Officer I.....	2
FST 262 Incident Safety Officer.....	1
FST 265 National Incident Management Systems.....	1
FST 266 Advanced Incident Management Systems.....	1
FST 270 Fire Service Instructor II.....	2
FST 272 Shaping the Future.....	1
FST 275 Introduction to Volunteer Service Management.....	1

Total Credit Hours.....64

Associate of Applied Science in General Agriculture

General Education Core Requirements

	Credit Hours
COM 115 Fundamentals of Public Speaking.....	3
ENG 110 Writing 1.....	3
ENG 210 Writing II: Academic Writing or	
ENG 221 Writing II: Writing for the Professions...3	
MTH 135 College Algebra or higher (except MTH 197 or MTH 297).....	3
PLS 101 American Democracy and Citizenship.3	
IDS 297 Topics in Globalization (capstone course) or	
AGR 297 Global Agriculture and Food Production (capstone course) or FGB 297 International Business (capstone course).....	2-3
IDS 110 Student Success.....	1
.....	18-19

Agriculture Core Requirements

CIS 101 Computers for Learning.....	3
CHM 105 Fundamentals of Chemistry* or	
CHM 160 General Chemistry I.....	4-5
BIO 102 Principles of Biological Sciences**or	
BIO 121 General Biology.....	4
AGR 100 Technology's Impact on Society.....	3
AGR 101 Animal Science.....	4
AGR 144 Agricultural Economics I.....	4
AGR 105 Soils and Crop Science.....	3
AGR 157 Prin. of Agricultural Mechanization.....	3
AGR 215 Soils.....	3
.....	31-32

Agriculture Electives

Select elective courses from the Agriculture Department or courses from other departments as approved by the department.....11-12

Total Hours Required.....62

* CHM 105 recommended for Agricultural Business, General Agriculture and Horticulture

** BIO 102 recommended for Animal Science and BIO 121 is recommended for Wildlife Conservation and management.

Associate of Applied Science in General Technology

General Education Core Requirements

	Credit Hours
COM 115 Fundamentals of Public Speaking.....	3
ENG 110 Writing I.....	3
ENG 210 Writing II: Academic Writing or	
ENG 221 Writing II: Writing for	
the Professions.....	3
IDS 110 Student Success.....	1
MTH 103 Intermediate Algebra or higher	
(except MTH 197 or 297).....	3
PLS 101 American Democracy and Citizenship.....	3
.....	16

Technology Core Requirement

CIS 101 Computers for Learning.....	3
CHM 105 Fundamentals of Chemistry or	
CHM 160 General Chemistry I.....	4-5
PHY 100 Survey of Physics.....	4
FGB 297 International Business.....	3
(capstone course)	
ITC 299 Technology Internship.....	3
.....	17 or 18

Technical Specialty Requirements

Business courses (selected from any ACC,	
EPR, FGB, MGT, MKT, RIL, QBA or other	
approved course).....	6
Computer courses (selected from any CGP, CIS,	
CSC, or CTC or other approved course).....	9
Technology courses (selected from any ITC or	
other approved course).....	9
Elective courses (selected from AGR, FST, LWE,	
VIN, or other approved course).....	6
.....	30

Total Hours Required.....63

Associate of Applied Science in Law Enforcement

Completion of POST Law Enforcement Academy Training

Credit Hours

LWE 190* Basic Law Enforcement Academy I..	12
LWE 191* Basic Law Enforcement Academy II..	12
.....	24

General Education Core Requirements

Credit Hours

CHM 105 Fundamentals of Chemistry or	
PHY 100 Survey of Physics with Laboratory...	4
COM 115 Fundamentals of Public Speaking....	3
ENG 110 Writing I.....	3
IDS 110 Student Success.....	1
MTH 103 Intermediate Algebra or above (except MTH197 or 297).....	3
PLS 101 American Democracy and Citizenship.	3
LWE 297 Foundations of Public Law.....	3
(capstone course)	
PSY 121 Introduction to Psychology.....	3
SOC 150 Principles of Sociology.....	3
.....	26

Law Enforcement Core Requirements

CIS 101 Computers for Learning.....	3
or above	
CJS 210 Introduction to Criminal Justice.....	3

Select nine credit hours from the following courses:

LWE 110 Criminal Interview and Investigation: The Art of Documentation.....	3
LWE 120 Basic Jail Officer Academy.....	6
LWE 210 Crime Scene Investigation & Photography.....	3
LWE 250 Police Supervision & Management...	3
.....	15

Total Hours Required.....65

* Credit is awarded to the student enrolled in the AAS in Law Enforcement degree program following the successful completion of this course in compliance with the Missouri Department of Public Safety Peace Officer Standards and Training (POST).

Students may take general education courses prior to completing the academy coursework.

Students completing the AA degree on our campus who plan to pursue a BA or BS degree in Criminology on the Springfield Campus can take the following courses on the West Plains campus which may apply to the four year degree in Criminology: SOC 150, CJS 210 and SOC 152.

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

Associate of Applied Science in Respiratory Therapy

General Education Core Requirements

	Credit Hours
BMS 110 Concepts in Biomedical Sciences...	4
COM 115 Fundamentals of Public Speaking or COM 205 Interpersonal Communication	3
Theory and Skills.....	3
ENG 110 Writing I.....	3
MTH 103 Intermediate Algebra or higher (except MTH 197 or 297).....	3
PLS 101 American Democracy and Citizenship..	3
PSY 121 Introductory Psychology.....	3
IDS 110 Student Success.....	1
.....	20

Respiratory Therapy Core Requirements

ALH 116 Medical Terminology.....	1
RST 120 Introduction to Respiratory Care/ Respiratory Care Professional.....	3
RST 124 Cardio-Pulmonary Anatomy and Physiology.....	3
RST 130 Microbiology for Respiratory Therapists.....	2
RST 210 Respiratory Equipment and Therapeutics.....	3
RST 216 Respiratory Pharmacology.....	2
RST 250 Pediatric Respiratory Care.....	2
RST 280 Clinical Practicum I.....	2
RST 257 Geriatric Respiratory Care.....	2
RST 232 Mechanical Ventilation.....	4
RST 245 Cardiopulmonary Diagnostics.....	3
RST 281 Clinical Practicum II.....	6
RST 252 Pulmonary Disease.....	3
RST 260 Respiratory Care Special Proc.....	2
RST 297 Advanced Respiratory Care Theory..	3
(capstone course)	
RST 282 Clinical Practicum III.....	6
.....	47

Total Hours Required.....67

The Associate of Applied Science in Respiratory Therapy Degree consists of two academic years and one summer session. Students who successfully complete the program are eligible to take the National Board for Respiratory Care Written Registry and Clinical Simulation exam. Both are required to receive the credential of Registered Respiratory Therapist. The required courses are regularly reviewed and updated.

Essential Abilities

The following functional abilities or attributes are essential in order to meet the objectives for the AAS in Respiratory Therapy at Missouri State University-West Plains.

With reasonable accommodation the student must possess:

1. Fine motor skills sufficient to perform skills such as picking up, grasping, and manipulating small objects with hands, and writing with a pen or pencil.
2. Physical mobility and strength sufficient to move about on a nursing unit and participate in client care.
3. Physical stamina sufficient to perform client care for the entire length of the clinical experience (8-12 hour shifts)
4. Auditory ability sufficient for assessment of client health.
5. Visual acuity sufficient to see objects up to 20 inches away and distinguish color.
6. Reading ability sufficient to understand the written word at a minimum of a tenth grade level.
7. Arithmetic competence that would allow the student to read and understand columns of writing; to tell time; to use measuring tools; and to add, subtract, multiply, and divide.
8. Emotional stability sufficient to assume responsibility/accountability for actions, to provide client with emotional support, to adapt to environmental stress, and to monitor own emotions.
9. Analytical thinking sufficient to transfer knowledge from one situation to another, to problem solve, to prioritize tasks, and to use long-term and short-term memory.
10. Critical thinking ability sufficient to exercise sound judgment through the sequencing of information and the identification of cause and effect relationships.
11. Interpersonal skills sufficient to establish rapport with clients and co-workers, and to respect the rights of others and the differences in clients.
12. Communication skills sufficient to teach others, to explain procedure, to interact with others, and to convey information in writing.
13. The student must adhere to all confidentiality and HIPAA regulations of the University and of the clinical affiliates.

Admission Eligibility

Missouri State University's admission criterion uses the Equal Employment Opportunity and Affirmative Actions statements found in the University's policy section of the catalog. To be considered for admission each applicant must achieve a minimum Ranking Score of 52. All applicants will be considered competitively on an annual basis.

1. Ranking score is computed by multiplying the ACT score by the GPA. Incoming freshmen and those with less than 12 college credit hours will have the ranking score computed using their high school GPA. The college GPA will be used for applicants with 12 hours or more. In some cases the admissions committee may elect to use the last 12 hours to compute the ranking score.
2. Applicant must have a minimum of a 2.0 (C) average regardless of ranking score.
3. Complete application instructions and requirements are found in the application packet available in the Respiratory Therapy Department, the Office of Academic Affairs and the Office of Admissions.
4. The application deadline is May 30th of each year. Interviews will be held in early June with notification of acceptance made the week following interviews. Those accepted start the program in the spring semester following the application cycle if they have finished their general education requirements.

Missouri State University-West Plains' respiratory therapy program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Associate of Applied Science in Viticulture

General Education Core Requirements

	Credit Hours
AGR 157 Principles of Agri. Mechanization.....	3
BIO 102 Principles of Biological Science.....	4
COM 115 Fundamentals of Public Speaking or MGT 286 Business Communication.....	3
ENG 110 Writing I.....	3
ENG 221 Writing II: Writing for the Professions....	3
IDS 297 Topics in Globalization (capstone course) or AGR 297 Global Agriculture and Food Production (capstone course).....	2
MTH 103 Intermediate Algebra or higher (except MTH 197 or MTH 297).....	3
PLS 101 American Democracy and Citizenship.	3
PHY 100 Survey of Physics with Laboratory..	4
QBA 237 Basic Business Statistics.....	3
IDS 110 Student Success.....	1
.....	32

Viticulture Core Requirements

VIN 111 Introduction to Viticulture and Vineyard Establishment.....	3
VIN 113 Winter Viticulture Technology.....	2
VIN 114 Spring Viticulture Technology.....	2
VIN 115 Summer/Fall Viticulture Technology...2	
VIN 211 Integrated Pest Management.....	2
VIN 213 Midwest Vineyard Management.....	2
VIN Elective.....	3
VIN 293 Soils for Viticulture.....	3
VIN 135 Botany.....	4
CHM 105 Fundamentals of Chemistry.....	5
CIS 101 Computers for Learning.....	3
.....	31

Total Hours Required.....63

Students are strongly encouraged to confirm the transferability of individual courses to other institutions prior to enrollment. Not all courses will transfer or satisfy specific degree requirements for bachelor's degrees.

Certificate in Viticulture

Viticulture Core Requirements

	Credit Hours
VIN 111 Introduction to Viticulture and Vineyard Establishment.....	3
VIN 113 Winter Viticulture Technology.....	2
VIN 114 Spring Viticulture Technology.....	2
VIN 115 Summer/Fall Viticulture Technology...2	
VIN 211 Integrated Pest Management.....	2
VIN 213 Midwest Vineyard Management.....	2
VIN Elective.....	3
VIN 293 Soils for Viticulture.....	3
VIN 135 Botany.....	4
CHM 105 Fundamentals of Chemistry.....	5
CIS 101 Computers for Learning.....	3

Total Hours Required.....31

Bachelor of Science in Elementary Education

Academic Outreach Completion Program for the West Plains Campus

Recommended Sequence for Elementary Education if completing the degree offered by Missouri State University-Springfield Academic Outreach at the West Plains Campus.

Elementary Education

<u>Semester 1</u>	Credit Hours
IDS 110 Student Success.....	1
CIS 101 Computers for Learning.....	3
ENG 110 Writing I.....	3
PSY 121 Introductory Psychology.....	3
COM 115 Fund of Public Speaking.....	3
HST 121 U.S. History to 1877.....	3
	16

<u>Semester 2</u>	Credit Hours
PLS 101 American Democracy.....	3
MTH 130 Contemporary Math.....	3
GRY 100 World Regional Geography.....	3
BIO 110 Biological Science for Ed.....	4
PED 100 Fitness for Living.....	2
Humanities (HST101 or HST102 recommended).....	3
.....	18

<u>Semester 3</u>	Credit Hours
EDU 150 Intro to Teaching.....	1
MTH 220 Foundations of Mathematics.....	3
PHY 101 Physics by Inquiry.....	4
Humanities (ART 200 or MUS 241).....	3
ENG 210 Writing II.....	3
ECO 155 Prin. of Macroeconomics or	
ECO 111 Econ of Social Choice.....	3
.....	17
Take CBASE	

<u>Semester 4</u>	Credit Hours
MTH 260 Foundations of Geometry.....	3
HST 122 U.S. History since 1877.....	3
GRY 240 Earth Science for Teachers.....	4
IDS 297 Topics in Globalization.....	2
(capstone course)	
IMT 265 Instructional Media Tech.....	3
EDU 202 Intro to Elem. Ed.....	3
.....	18

Complete AA with 69 hours

NOTE: Summer classes are highly recommended to ease the course load each semester.

<u>Semester 5</u>	Credit Hours
RDG 318 Found of Reading Instruction.....	3
ENG 334 Children's Literature.....	3
SPE 310 Intro. to Special Education.....	3
Social Studies elective.....	3
EDU 258 Comp School Health Edu.....	3
PSY 260 Educational Psychology.....	3
	18

<u>Semester 6</u>	Credit Hours
EDC 350 School and Society.....	3
RDG 420 Assess/Personalizing Rdg.....	3
RDG 421 Practicum (with RDG 420).....	2
MID 421 Teaching in Middle School.....	2
MID 425 Middle School Curriculum.....	2
MID 439 Middle School Teacher.....	3
RDG 474 Read/Write in Content Area.....	2
.....	17

<u>Semester 7</u>	Credit Hours
ELE 425 Dev. Children's Comm.....	3
ELE 429 Teaching Math in Elem. Sch.....	3
ELE 434 Teaching Science.....	3
ELE 438 Teaching Social Studies.....	3
ELE 440 Class Management/Assess.....	2
MUS 206 Interrelated/Integrated Arts.....	3
.....	17

<u>Semester 8</u>	Credit Hours
ELE 495 Supervised Teaching.....	6
ELE 496 Supervised Teaching.....	6
.....	12

Bachelor of Science in General Business

Academic Outreach Completion Program for the West Plains Campus

The required general education courses for the Associate of Arts in General Studies are listed as follows and are completed through the Missouri State University-West Plains Campus (effective 8/28/05):

Basic Skills

<u>Semester 1</u>	Credit Hours
IDS 110 Student Success	
IDS 297 Topics in Globalization.....	2
ENG 110 Writing I and 221 Writing II.....	6
MTH 130 or higher (excluding MTH 197 and 297).....	3
COM 115 Public Speaking.....	3
PLS 101 Political Science.....	3
HST 121 or HST 122 History.....	3
CIS 101 Computers for Learning.....	3
PED 100 Fitness for Living.....	2

Humanities.....6

The Missouri State University College of Business Administration recommends six hours of a single foreign language. It is required that the student choose 2 courses from at least 2 of the following areas below to meet the requirements for the AA in General studies. Therefore if a student does not take at least 3 hours of foreign language they must take either GRY 100 or ANT 226.

ART 200, THE 101, 109, Foreign Language (any except FRN 103, GRM 103), ENG 184, 230, 231, 235, 236, 280, 285, 288, LLT 121 or above, MUS 241, Philosophy (any except PHI 106), REL 100, 101, 102, 131, HST 101, 102.

Natural Science.....8

Select courses from two of the following areas to total 8 hours, with none of the selected courses having less than 3 hours credit. At least one of the selected courses must include the equivalent of at least 1 credit hour of laboratory work.

AST 113, 114, 115, PHY 100, 101, 102, 123, 203, BIO 101, 102, 121, 134, BMS 110, CHM 101, 105, 106, 160, GRY 135, 142, GLG 110, 115, 171.

Social Science.....9 or 12

ECO 155 Principles of Macroeconomics
 GRY 100 World Regional Geography or ANT 226* Cultural Anthropology
 PSY 121 Introduction Psychology
 SOC 150 Principles of Sociology

COBA Admission requirements not met in General Education Block

These courses are used as elective hours for the AA in General Studies degree to total at least 62 hours.

ACC 201 and 211 Accounting.....	6
MGT 286 Business Communications.....	3
QBA 237 Basic Business Statistics.....	3
RIL 231 Legal Environment of Business.....	3
ECO 165 Microeconomics.....	3

Additional Lower Division Courses to be taken at Missouri State University-West Plains

(Some students will be ready to admit to the Springfield campus at this point, please contact your advisor for more information on the application process)

CIS 232 Spreadsheets.....	3
JRN 270 Introduction to Journalism.....	3
RIL 211 Insurance.....	3
RIL 266 Real Estate.....	3

COBA Upper Division Core

CIS 429 Information Systems in Business.....	3
FGB 380 Financial Management.....	3
MGT 340, 364 and 487 Management.....	9
MKT 350 Principles of Marketing.....	3
RIL 332 Debtor and Creditor Rights and Remedies.....	1

General Business Major Upper Division

ACC 311 Managerial Cost Accounting.....	3
FGB 384 Intro to Financial Institutions and Markets.....	3
FGB 485 Investments.....	3
MGT 345 Human Resource Management.....	3
MKT 351 Consumer Market Behavior.....	3
FGB 381 Personal Financial Planning.....	3
QBA 337 Applied Business Statistics.....	3
RIL 335 Business Enterprises, Rights and Liabilities.....	2

Upper Division General Education

GEP 397 Public Affairs in the 21st Century.....	3
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Total hours earned.....125

* only required if student does not take at least 3 hours of foreign language. Student should be aware that they must meet the 125 total hour requirement.

Bachelor of Applied Science in General Agriculture

Academic Outreach Completion Program for the West Plains Campus

Through the Agricultural Pathways Partnership, Missouri State University-West Plains students now have access to upper division agriculture courses needed to complete a Bachelor of Applied Science in General Agriculture. Students should complete the Associate of Arts in General Studies with an agriculture emphasis, then stay on the West Plains campus as a Springfield student and complete the upper division courses by Interactive Television. Students can complete the degree without ever having to leave West Plains.

Requirements of the Bachelor of Applied Science in General Agriculture Degree:

- a. The student must meet the General Education requirements (See General Education Core listing on Associate of Arts in General Studies Degree.)
- b. The student must complete an Associate's degree from an accredited institution.
- c. The student must complete the following prerequisite courses or equivalents:
 - AGA/AGR 105 Soils and Crops Science. 3 (3-0)
 - AGA/AGR 215 Soils. 3 (2-2)
 - AGB/AGR 144 Agricultural Economics I. 4 (3-2)
 - AGR 157 Principles of Agricultural Mechanization. 3 (3-0)
 - AGS/AGR 101 Animal Science. 4 (4-0)
- d. The student must complete 40 hours of upper division courses (300+ level); 35 of these hours must be in agriculture.
- e. The student must meet a residency requirement: complete a minimum of 30 hours of courses administered by the Springfield campus.
- f. The student must complete at least 20 out of the last 30 hours administered by the Springfield campus.
- g. The student must complete a minimum of 125 semester hours of credit with at least a 2.00 GPA.

For more information, visit the Department of Agriculture website at <http://ag.missouristate.edu> or contact Carrie Crews at 417-547-7509 or carriecrews@missouristate.edu or Cathy Proffitt Boys at 417-255-7278 or cathyboys@missouristate.edu

For more information on admission to the Missouri State University-Springfield Campus and attending Interactive Television courses, please contact the Academic Outreach office in West Plains at 417-255-7931.

Bachelor of Applied Science in Technology Management

Academic Outreach Completion Program for the West Plains Campus

Department of Industrial Management offers the Bachelor of Applied Science in Technology Management on the West Plains campus.

Students should contact the Department of Industrial Management at (417) 836-5121 for more information.

Steps to completing the degree are as follows

1. Students should first meet the General Education requirements, (see General Education Core listed on Associate of Arts in General Studies Degree).
2. Associate of Science/Applied Science degree (please see specific degrees and contact the Department of Industrial Management to verify which degrees will transfer).
3. 12 hours of upper division courses in the Department of Industrial Management with the approval of advisor to include IDM 359 (3) and IDM 458 (3).
4. Upper Division hours should total 40 credit hours.
5. Students should also meet the General Baccalaureate Degree Requirements (see "Academic Programs and Requirements" section of Springfield catalog)

Students can obtain a Springfield Undergraduate Catalog from the Academic Outreach office located on the West Plains campus.

Description of Course Listing

Courses offered by Missouri State University-West Plains are identified according to the following example

Course Prefix	Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours	Course Sequence
ACC	201	Accounting	3	(3-	0)	F,S

“Lecture hours” represents the number of hours per week the course will meet in a lecture environment. For courses which are lecture only, the lecture hours will equal credit hours.

“Lab hours” represents the number of hours per week the course will meet in a laboratory environment. At least two laboratory hours are required for one credit hour. For example, a four-credit hour course with three hours of lecture will have two hours or more of laboratory.

“Course sequence” indicates the schedule on which the course will be offered: F=Fall; S=Spring; Su=Summer. (Many courses with an “F,S” designation also are offered during the summer.) A “D” indicates the course will be offered on demand.

Following each course listing is a course description. The first item included in the course description is the prerequisite indicator for those courses which have prerequisites. Prerequisites are listed to inform the students what they must have in advance to ensure success in the course. Prerequisites are checked. Students must have earned a grade of D or better in a prerequisite course unless otherwise specified in the course description in order to enroll in a course for which it serves as a prerequisite. Students may be dropped from those classes for which they do not meet the prerequisites; therefore, students should register in only those courses for which they meet prerequisites.

Some courses are listed with the prerequisite of “permission” or “and permission.”

Courses having the designation “CBE” are available for credit by examination.

Course descriptions also may contain specific instructions or limitations. Students should review those carefully.

Offering of courses is subject to sufficient enrollment.

Courses

ACC - Accounting

ACC 109

The Accounting Cycle

1(1-0) D

Introduction to the basic accounting concepts related to the processing of transactions and preparation of an income statement and balance sheet. A student who has received credit for ACC 201 at the time of enrollment in ACC 109 will not receive credit for ACC 109.

ACC 121

Individual Tax Return Preparation

1(1-0) D

Principles of income tax with emphasis on the preparation of returns for individual taxpayers. Attention will be given to the proper reporting of income and deduction items.

ACC 201

Introduction to Financial Accounting

3(3-0) F, S

Prerequisite(s): Placement in MTH 103 or higher or C grade or better in MTH 050 or higher.

Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements.

ACC 209

Accounting Information Systems

3(3-0) D

Prerequisite(s): ACC 201.

Explores the requirements for an accounting information system, including general ledger, financial reporting, and asset management. Examines risk exposure, control structures, and auditing an accounting system. Reviews example of various commercial systems.

ACC 211

Introduction to Managerial Accounting

3(3-0) F, S

Prerequisite(s): ACC 201.

Methods and procedures employed in managerial accounting with emphasis on the use of accounting data for decision-making. A grade of C or better is required in this course in order to take ACC 301, 311, 321, or 331. This course may not be taken pass/not pass

ACC 221

Tax Codes, Regulations, and Payroll

3(3-0) D

Basic Federal Tax Codes and Regulations and how they apply to individuals, proprietorships, and corporations. Procedures used in computing payroll, payroll deductions, and completion of quarterly and annual tax reports. Computerized tax return preparation, payroll procedures and payroll tax return preparation.

ACC 241

Intermediate Accounting

3(3-0) D

Prerequisite(s): ACC 201 and ACC 211.

Accounting theory and application related to in the accounting process. Review and analysis of financial statements; accounting for current and long term assets, liabilities, and equity are covered in this course.

ACC 299

Internship in Accounting

3(3-0) F, S

Work-study program with approved employers to include a broad range of relevant on-the-job experiences. Students should contact appropriate department for specific advice regarding the internship.

AGR - Agriculture

AGR 100

Technology's Impact on Society

3(3-0) F, S

Honors eligible course. Technological progress of agriculture and industry and its socio-economic impact in a global environment. Additional course will be required for students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive Honors designation. Students may not receive credit for more than one AGR 100 and ITC 105.

AGR 101

Animal Science

4(4-0) F

Introduction to farm animal industries, breeds, numbers, distribution, nutrition, heredity, reproduction, health and products.

AGR 105

Soils and Crop Science

3(3-0) S

Soils as influenced by geography, geology, temperature, rainfall, and other natural factors. Crop origin, adaptation, function, and management principles are investigated.

AGR 143

Introductory Forestry

3(3-0) D

Introduction to field of forestry.

AGR 144

Agricultural Economics I

4(3-2) F, S

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

Characteristics of our economic system and basic economic concepts with applications to agriculture. Effects on agriculture by money and banking systems, monetary and fiscal policies, government policies, and international trade. Students may not receive credit for both AGR 144 and ECO 155.

AGR 157**Principles of Agricultural Mechanization****3(3-0) D**

Engineering and mechanical principles; their application to agriculture equipment, systems and concepts.

AGR 161**Introduction to Horses****2(1-2) D**

Scope and role of the horse industry. Breeds, development and use; gaits; anatomy and foot care; selection; unsoundness; tack.

AGR 170**Introduction to Horticulture****3(3-0) D**

This course provides an introduction to horticultural science. Topics will include an overview of the horticultural industry and its history, plant structure and metabolism, environmental influences on horticultural plants such as temperature, light, water and soil, and plant management practices. Course fee.

AGR 191**Evaluation and Performance Appraisal of Horse****2(0-4) D**

Detailed evaluation of athletic performance of horses; influence of training and other environmental effects, heredity, and conformation; use of racing and performance records, visual appraisal, and industry trends; oral and written defense of judgments.

AGR 196**Dairy and Meat Animal Evaluation****2(0-4) D**

Comparative judging including selection, grading, and classification of dairy cattle, or beef cattle, swine and sheep. A Variable Content Course; may be repeated with permission for up to 4 credit hours.

AGR 197**Special Topics in Agriculture****1-6, D**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree.

AGR 199**Agriculture in the Ozarks****1-6, D**

This is a variable content course which explores agriculture in the Ozarks. Topics that can change from semester to semester and will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree.

AGR 200**Mini Agriculture****1(1-0) D**

A course designed to treat specific areas of agriculture to meet specialized student needs. Treatment of the subject will include consideration of historical, theoretical, scientific, and application aspects. May be repeated up to a total of 3 hours provided the same topics is not repeated. Variable **Content Course**.

AGR 215**Soils****3(2-2) S**

Physical, chemical, and biological activities within the soil as related to moisture, temperature, drainage, and tillage. Course fee.

AGR 230**Agricultural Entrepreneurship****3 (3-0) D**

This course is intended for individuals who have started or are considering starting an agricultural-based venture. The planning, start-up, organization, marketing, accounting, financing, and management of an agricultural-based business are covered in this course. Special emphasis will be placed on agricultural ventures in the Ozarks.

AGR 243**Indoor Plants****2(2-0) D**

Identification, cultural requirements, and growth habits of ornamental foliage and flowering plants for indoor use. Course fee.

AGR 297**Global Agriculture and Food Production****2(2-0) S**

Prerequisite(s): ENG 110, COM 115, and completion of 40 credit hours.

This course presents an overview of various agriculture and food production systems around the world, including North America, South America, Asia, the European Union, the Former Soviet Union, and Africa. Students will study these systems based on the cultural, political, economic and scientific factors that influence the countries' production abilities and consumer demands. Students must submit a portfolio in this course. International/Intercultural component. Meets the capstone requirement for the AAS degrees in Enology, General Agriculture, General Technology, and Viticulture.

AGR 299**Agriculture Internship****1-3 F, S**

Work-study program with approved agriculture employers to include a broad range of relevant on-the-job experiences. Permission for enrollment must be granted by the department. May be repeated to a total of six credit hours.

ALH - Allied Health

ALH 110

Nutrition for Health and Disease

3(3-0) F, S

Prerequisite(s): CHM 105 or CHM 160.

An introduction to the concepts in nutrition, nutrient functions, human nutritional requirements throughout the lifespan, food sources, evaluating nutrition information, food safety, and the role of nutrition in the management of common health problems. Licensed Practical Nurses who have been admitted to the LPN-to-RN program may receive advanced credit

for ALH 110. (See "Licensed Practical Nurse" in the catalog index.)

ALH 116

Medical Terminology

1(1-0) F, S

A study of medical terminology including basic word structure, prefixes, suffixes, root words, compound words and abbreviations with an emphasis on spelling, pronunciation, definition, and usage. Commonly accepted abbreviations and symbols will also be covered.

ANT - Anthropology

ANT 125

Exploring Our Human Ancestry

3(3-0) F

This course explores what it means to be human by tracing our biological and cultural roots. Topics include: the evolutionary process; our place among the living primates; fossil and archaeological evidence of human ancestors; and the origins of language, society, and culture. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

ANT 226

Cultural Anthropology

3(3-0) S

The comparative study of human society and culture, focusing on theories of culture and cultural institutions and ethnographic and cross-cultural methods of research. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

ART - Art

ART 098

Topics in Art and Design

1-2, D

A variable content course consisting of lectures and/or studio projects. May not be used to fulfill a major requirement in the Art and Design Department. Students should consult the registration schedule of classes to determine the specific topic offered. May be repeated to a total of 6 hours.

ART 100

Two Dimensional Design

3(0-6) D

Elements and principles of two-dimensional design. Experience with a variety of media and subject matter.

ART 101

Three Dimensional Design

3(0-6) D

Prerequisite(s): ART 100.

Elements and principles of three-dimensional design. Experience with a variety of media and subject matter.

ART 115

Drawing I

3(0-6) D

Basic elements and principles of drawing. A problematic approach to the process of seeing and drawing through an applied investigation of natural and man-made forms.

ART 200

Art in Context

3(3-0) F, S

This course introduces the visual arts in the context of history and culture. It involves analysis of art works and introduces terminology and concepts necessary for understanding art within various cultural matrices. Does not count toward BA or BSED in Art and Design or BFA in Art or Design.

ART 202

Intermediate Design

3(0-6) D

Prerequisite(s): ART 100, ART 101, ART 115, and ART 215.

A presentation in greater depth of major theories of art and design with emphasis on color theory and systems. Structured studio design problems applying and investigating such theories.

ART 210

Introduction to Digital Imaging

3(0-6) D

Prerequisite(s): ART 100 or ART 110 and CIS 101 or CSC 101 or CSC 111.

Understanding the principles, methods, techniques and vocabulary of the most widely used digital imaging processes with emphasis on visual problem solving.

ART 212

Ceramics I

3(0-6) D

An introduction to handbuilding, wheel and firing processes, including raku. Fundamentals of ceramic materials, equipment, and preparation of clay and glazes.

ART 215

Drawing II

3(0-6) D

Prerequisite(s): ART 115.

Continuation of drawing fundamentals in greater and exploration of additional media.

ART 223**Metals-Jewelry I****3(0-6) D***Prerequisite(s): ART 101.*

Introduction to non-ferrous metal fabrication processes including piercing, soldering and finishing. Fundamentals of tools, materials, and jewelry concepts.

ART 225**Painting I****3(0-6) D***Prerequisite(s): ART 100, ART 115, and ART 215.*

Basic investigation of materials, techniques, and visual concepts important to the process of painting. Emphasis on understanding visual elements through work which includes study from the still-life and model.

ART 226**Watercolor for the Non-Art Major****3(0-6) D**

To acquaint the student with the essential characteristics of the materials used in watercolor painting and to familiarize the student with the techniques used in applying transparent pigment to various prepared surfaces. This course will not fulfill the requirements for a major or a minor in art.

ART 235**Sculpture I****3(0-6) D***Prerequisite(s): ART 101.*

Development of fundamental and personal concepts concerning subject matter as related to sculpture. Experience with a wide range of media and techniques.

ART 242**Printmaking I****3(0-6) D***Prerequisite(s): ART 100, ART 115, and ART 215**Beginning problems in printmaking.***ART 243****Relief Print****3(0-6) D***Prerequisite(s): ART 215.*

An exploration of the relief processes through the mediums of linocut and woodcut.

ART 253**Fibers****3(0-6) D***Prerequisite(s): ART 100.*

Introduction to two and three dimensional fiber techniques and structures. Emphasis will be placed on using a variety of techniques in the execution of assigned problems. Experimental use of materials will be encouraged. May be repeated to a total of 9 hours.

ART 255**Photography I****3(0-6) D***Prerequisite(s): ART 100.*

Basic course in black and white photography. Includes camera controls and darkroom work. Photography as visual expression.

ART 270**Writing in Art History****1(1-0) D***Prerequisite(s): ENG 110 and concurrent enrollment in ART 274.*

A composition class designed to provide training and experience in writing within the discipline of ART History. International/Intercultural component.

ART 274**History of East Asian Art****3(3-0) D***Prerequisite(s): ENG 110.*

A survey of the art objects and cultures which produced them, including those of India, China, and Japan. International/Intercultural component.

AST - Astronomy**AST 113****Modern Astronomy****3(3-0) D**

An introduction to our present knowledge of the nature of the universe, the galaxies, the stars, and the planets. A description of the natural laws and physical observations which are leading us to an understanding of our place in the cosmos. Course fee.

AST 114**Survey of Astronomy****3(3-0) D***Prerequisite(s): One year high school algebra or equivalent.*

Same course as AST 115, except without the laboratory portion. Historical and descriptive aspects of astronomy; topics of current interest related to space science. Students may not receive credit for both AST 114 and AST 115. Course fee.

AST 115**Basic Astronomy****4(3-2) S***Prerequisite(s): One year high school algebra or equivalent.*

Historical and descriptive aspects of astronomy; topics of current interest related to space science. Laboratory consists of observations with telescopes and of experiments pertinent to the field. Students may not receive credit for both AST 114 and 115. Course fee.

BIO - Biology**BIO 100****Biological Science for Educators****4 (3-3) F, S***Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.*

An introduction to the unifying principles of biology and the processes of scientific investigation using an inquiry approach. Laboratory experiences

model inquiry teaching methods appropriate for use in early childhood, elementary, and middle school science lessons. This course is open only to early childhood, elementary, middle school, and special education majors. Will fulfill a natural science component of the general education requirement for the Associate of Arts degree. Does not count for credit towards a major or minor in biology. Students not meeting prerequisite must have permission by department to enroll. Students receive credit toward graduation for only one of BIO 100, BIO 101, or BIO 102. Course fee.

BIO 101

Biological Concepts

3(3-0) F, S

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

Lecture portion only of BIO 102. Does count for general education credit for students, however, some institutions may require taking the lab component of a course equivalent to BIO 102 (including Missouri State University-Springfield). Does not count for credit towards a major or minor in biology. Students not meeting prerequisite must have permission by department to enroll. Students receive credit for graduation for only one of BIO 100, 101 or 102.

BIO 102

Principles of Biological Science

4(3-2) F, S

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

Unifying principles of biology from the molecular through organismal levels. Partially fulfills the general education requirements in the natural sciences. (Does not count for major or minor in biology.) Students not meeting prerequisite must have permission by department to enroll. A student taking BIO 100, BIO 101 or BIO 102 receives credit toward graduation for only one of the courses. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation. Course fee.

BIO 121

General Biology I

4(3-3) F, S

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher; and placement in MTH 130 or higher, or C or better in MTH 103; and placement into ENG 110, or C or better in ENG 100.

First half of 2-semester introductory biology sequence for biology majors and minors.

Introduction to the concepts of structure and function at the molecular and cellular level, genetics, and evolution. Students not meeting prerequisite must have permission by department to enroll. Partially fulfills the general education requirements in the natural sciences. This course may not be taken pass/not pass. A grade of C or better in this course is a prerequisite for enrollment in BIO 122. Course fee.

BIO 122

General Biology II

4(3-3) S

Prerequisite(s): C grade or better in BIO 121.

Second half of 2-semester introductory biology sequence for Biology majors and minors. Introduction to the biology of organisms including evolutionary history, diversity, structure and function of major taxa; and ecology. This course may not be taken pass/not pass. A grade of C or better is required to take BIO 235, BIO 320, or BIO 369. Course fee.

BIO 197

Selected Topics in Biology

1(1-0) or 1(0-2) D

Course devoted to a biologic topic of current interest. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (natural sciences) requirement.

BIO 205

Life Science for Middle School

2(1-3) S

Prerequisite(s): BIO 100 or BIO 102.

Processes of science using the inquiry approach with reference to society, technology, and decision-making. Content covers cellular biology, plant and animal structure and function, and ecology and environmental biology. Does not count for credit toward a major or minor in biology.

BIO 210

Elements of Microbiology

3(2-2) F, S

Prerequisite(s): BIO 102, BIO 121, BMS 110, BMS 267, or BMS 268; and CHM 105 or CHM 160.

Public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, sterilization and disinfection, and food and water bacteriology. Students who take BIO 210 and BIO 310 receive credit toward graduation only for BIO 310. Course fee.

BIO 215

Introduction to the Diversity of Life

2(1-3) D

Prerequisite(s): BIO 100, BIO 102, or BIO 121.

Introduction to the diversity in structure and function of protists, fungi, plants, and animals. This course is designed for B.S.Ed. students and does not count toward a B.A. or B.S. in biology.

BIO 235**Principles of Genetics****4(3-2) D**

Prerequisite(s): BIO 121, BIO 122 and MTH 135, MTH 138, MTH 261, or MTH 287.

An introduction of the basic concepts molecular and Mendelian Genetics and an inquiry into the basic processes of evolution.

BMS - Biomedical Science**BMS 110****Concepts in Biomedical Sciences****4(3-2) F, S**

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

An introductory course that focuses on examples in human biology and prepares students for further study in the biomedical sciences or cell/molecular biology. Partially fulfills the general education requirement for a laboratory course in the natural sciences. Designed for students planning further laboratory or course work in the biomedical sciences, such as departmental majors, minors, and others preparing for courses in human genetics, human anatomy, and human physiology. Recommended for other science majors, students in pre-nursing and those preparing for various allied health professions, most pre-professional students, students in the social sciences, and others who require an understanding of the biological human. Student not meeting prerequisite must have permission by department to enroll. Students will receive credit for only one of the following: BMS 100 or BMS 105 or BMS 110. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive Honors designation. Course fee.

BMS 197**Selected Topics in Biomedical Sciences****1(1-0) or (0-2) D**

Course devoted to a biomedical topic of current interest. Provided the topics are different, the course may be repeated to a total of 4 hours credit. Credit for this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (natural sciences) requirement.

BMS 230**Human Genetics****3(3-0) D**

Prerequisite(s): BMS 110, BIO 102, or BIO 121.

A survey of genetic principles in humans with emphasis on molecular genetics and human genetic abnormalities causing diseases and behavioral changes. A portion of this course requires students to read, report on, and discuss current topics in human genetics.

BMS 267**Human Anatomy****4(3-2) F, S**

Prerequisite(s): BMS 110, BIO 102, or BIO 121 or prior acceptance into the West Plains ASN program.

Structure of organs and organ systems of humans. Mammalian examples of various systems studied in laboratory. Credit will only be awarded once for BMS 267 or 307. Course fee.

BMS 268**Human Physiology****4(3-2) F, S**

Prerequisite(s): BMS 110, BIO 102, BIO 121 or prior acceptance into the West Plains ASN program; and CHM 105 or CHM 160.

A study of the function of molecules, cells, tissues, organs, and organ systems in the human body. Credit will only be awarded once for BMS 268 or 308. Course fee.

CHM - Chemistry**CHM 080****Chemical Calculation****1(1-0) D**

Introduction to types of chemical calculations including the metric system, gas laws, pH, percentage, graphing. This is an optional course for students who anticipate having trouble with the chemical calculations in CHM 105, 160, or 170. Does not count toward chemistry major or minor.

CHM 101**Chemical Topics****1-3, D**

For non-science majors: a single topic of contemporary, historical, or theoretical significance. Topics may vary each semester; course may be repeated any number of times provided the same topic is not retaken. Variable Content-Variable Credit Course. Will count toward satisfying the Natural Science requirement when taken for 3 hours.

CHM 105**Fundamentals of Chemistry****5(4-2) F, S**

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher; and placement into MTH 103 or higher, or C or better in MTH 050.

Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of general chemistry (CHM 105 will not count toward a chemistry major or minor.) Students not meeting prerequisite must have permission by department to enroll. A grade of C or better is required in this course in order to take CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course, and a

B grade or higher must be earned in order for the student to receive an Honors designation. Course fee.

CHM 106

Fundamentals of Chemistry

4(4-0) D

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher; and placement into MTH 103 or higher, or C or better in MTH 050.

Same course as CHM 105 except it does not include a laboratory component. Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of introductory chemistry. (CHM 106 will not count toward a chemistry major or minor.) Students may not receive credit for both CHM 105 and 106. Students should be aware that CHM 106 may not satisfy the chemistry requirement for other majors.

CHM 160

General Chemistry I

4(4-0) F

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson- score of 11.0 or higher; and placement into MTH 130 or higher, or C or better in MTH 103.

Emphasis Denny on fundamental and theoretical concepts of chemistry. Recommended for all science majors, chemistry majors and minors, and most pre-professional students. Students not meeting prerequisite must have permission by department to enroll. A grade of C or better is required in this course in order to take CHM 170 or CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

CHM 170

General Chemistry II

3(3-0) S

Prerequisite(s): C grade or better in CHM 160.

Emphasis on reaction kinetics, chemical equilibrium, precipitation reactions, acid-base theory, and oxidation-reduction reactions. Students not meeting prerequisite must have permission by department to enroll. Concurrent registration in CHM 175 is highly recommended. A grade of C or better is required in this course in order to take CHM 310, 350, or 506. This course may not be taken pass/not pass.

CHM 175

General Chemistry Laboratory

2(0-4) S

Prerequisite(s): Concurrent enrollment in CHM 170.

An introduction to laboratory chemistry, including

synthesis, physical studies, qualitative and quantitative analysis, and data manipulation and interpretation. Students not meeting prerequisite must have permission by department to enroll. A grade of C or better is required in this course in order to take CHM 310 or 330. This course may not be taken pass/not pass. Course fee.

CHM 197

Selected Topics in Chemistry

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor.

CHM 200

Essentials of Organic Chemistry

5(4-3) F

Prerequisite(s): C grade or better in CHM 105 or CHM 160.

Principles of organic chemistry and biochemistry. Students not meeting prerequisite must have permission by department to enroll. Does not apply toward a chemistry major or minor if the student passes CHM 310. A grade of C or better is required in order to take CHM 350. This course may not be taken pass/not pass.

CFD - Child & Family Development

CFD 130

Essentials of Nutrition

3(3-0) D

Fundamental principles of nutrition and diet for physical fitness. Dietary needs of age group. Cultural aspects of nutrition. May not be taken pass/not pass.

CFD 150

Introduction to Child and

Family Development

(1-0) D

The scope of this course is a study of the field of child and family development. Professional opportunities and analysis of personal proficiencies will be the focus.

CFD 155

Principles of Human Development

3(3-0) D, CBE.

Basic principles that govern human development from the prenatal period to death; developmental tasks and interrelations of family members through the life span. Licensed Practical Nurses who have been admitted to the LPN-to-RN program may receive advanced credit for NUR 101 (See "Licensed Practical Nurse" in the catalog index.)

CFD 160**Principles of Development in Early Childhood****3(2-2) D**

Development of the child from conception through 8 years of age including weekly laboratory experience with preschool children. Two hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, and medical examination report for child care providers required. Course Fee.

CFD 163**Relationships in Today's Families****3(3-0) D**

Personal and family living in the early stages of family life cycle. Concepts and methods used in initiating, building, maintaining, and enriching relationships.

CFD 197**Introductory Topics in Child and Family Development****1-3, D**

Variable content course for introductory concepts in Child and Family Development. May be repeated to a total of 6 hours when topics change.

CFD 204**Management of Early Childhood Programs****3(3-0) D**

Types, purposes and administration of programs for children, youth and families. Emphasizes operation and management of early childhood programs, including issues related to staffing, curriculum and program planning, funding, facilities, public relations, and licensing and accreditation.

CFD 234**Assessment Strategies and Techniques in Early Childhood****3(3-0) D**

Assessment of young children's strengths, progress, and needs. Use of developmentally appropriate, culturally and linguistically responsive assessment methods to assist in making sound decisions about teaching and learning.

CFD 244**Working with Young Children with Special Needs****3(3-0) D**

The historical, philosophical, and legal aspects related to identifying and meeting the needs of diverse learners. Developmentally appropriate curricular and instructional adaptations for young children and their families will be identified.

CFD 250**Parenting in Contemporary Society****3(3-0) D**

Explores parenting and child rearing in today's society.

CFD 255**Principles of Development in Infancy****3(2-2) D**

Child development from conception through two years, including preconception environment. Two hours laboratory experience weekly in an infant-toddler child development laboratory required. Tuberculin skin test, registration in the family child care registry, and physical required. Check with department head for course availability.

CFD 257**Principles of Development in Middle childhood****3(3-0) Su**

Development of the child from 6 through 12 years in cognitive, physical, social, emotional aspects. Contact with groups of children in this age range is arranged.

CFD 260**Supervised Experience in the Child Development Laboratories****4(2-4) D**

Prerequisite(s): A grade of C or better in CFD 160.

Experience in applying the most effective techniques for maximum growth in the physical, social, emotional, and mental development of the whole child. Influences a safe and healthful environment upon the child's development. Four hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, and medical examination report for child care providers is required. Course fee.

CFD 261**Play as Development****3(3-0) D**

A study of play and its relationship to children's physical, cognitive, language, moral, social, emotional, and gender role development, and how environments can be designed to facilitate learning through play. Adults' role in facilitating and enhancing play of typical and atypical children.

CFD 297**Internship in Planning and Implementing Curriculum for Child Development Centers****5(2-6) D**

Prerequisite(s): ENG 110, COM 115, MTH 103, completion of 40 credit hours and a grade of C or better in CFD 260.

Planning and implementing curriculum to meet the cognitive, emotional, physical, creative and social developmental needs of the young child. International and cross-cultural study of curriculum models, diversity, and global issues related to the education of young children. Students will be required to participate in the CAAP and possibly and CLA and must submit a student learning portfolio. Six hours laboratory experience weekly in child development laboratory required. A negative

tuberculin skin test, registration in the family care safety registry and a medical examination report for child care providers required. This course meets the capstone requirement for the AAS degree in Child and Family Development.

CFS - Consumer & Family Studies

CFS 120

Family Health

2 (1-2) D

Current trends in family health care and home nursing care; practice in laboratory. Course fee.

COM - Communications

COM 110

Critical Thinking

3(3-0) S

This course seeks to enhance the students' skills and abilities in analyzing, synthesizing, and evaluating information and to assess those versatile and fundamental skills that are essential to responsible decision-making. There will be an integration of problem-solving and critical thinking with communication skills.

COM 115

Fundamentals of Public Speaking

3(3-0) F, S

Honors eligible course. Principles of public speaking. Preparation and delivery of speeches. Emphasis on informing and persuading audiences. The Honors component would be a project prepared by the student that would result in a 30 to 60 minute program to educate the audience on a topic approved by the instructor. The program would be presented to a live audience or over community cable. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript.

COM 197

Selected Topics in Communication

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

COM 205

Interpersonal Communication Theory and Skills

3(3-0) F

Theory and practice in the principles and skills of interpersonal communication within a variety of contexts. Representative topics include: perception; self-concept development; verbal and nonverbal communication; effective listening

techniques; conflict resolution; and sensitivity to cultural and gender differences.

COM 209

Survey of Communication Theory

3(2-1) D

A survey of selected theoretical approaches to understanding mediated and non-mediated human communication.

CGP - Computer Graphics & Programming

CGP 110

Game Development I

3(3-0) F

Introduction to concepts of video game design and development. Working independently as well as in a team, students will learn to develop and design gameplay for video game production.

CGP 150

Introduction to Digital Graphics

3(2-2) S

Using a variety of software programs, student will explore the creation of materials and textures used in 2D/3D game environments. Images and textures will be created from scratch, scanned and manipulated as needed. Course fee.

CGP 155

Web Animation

3(2-2) D

Prerequisite(s): CIS 101.

Introduction to key concepts of web animation. Students will learn basic interactive design and animation techniques for the internet. Course fee.

CGP 160

Introduction to 3D Modeling and Animation

3(2-2) F

Students will explore basic 3D modeling, animation, unwrapping, texturing, and game engine exporting techniques. While completing individual modeling assignments students will develop a theme or collection of objects both static and animated that will be imported into an industry standard game engine thus developing a final project. Course fee.

CGP 170

3D Game Environments

3(2-2) S

Students learn 3D modeling and texturing concepts as related to 3D game environments. Primarily using Photoshop and 3ds max, students learn to create realistic textures from photo source and a variety of techniques to portray game worlds. Course fee.

CGP 180

Introduction to Video Game Audio

3 (2-2) S

Students learn introductory skills needed to create video game audio using a variety of software tools.

CGP 197

Special Topics in Computer Graphics and Programming

1-6, D

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ. Course fee.

CGP 250

3D Character Modeling and Animation

3(2-2) S

Prerequisite(s): CGP 160.

Students will explore 3D character modeling, animation, unwrapping, texturing, and game engine exporting techniques. While completing individual assignments students will develop a character of their own design that will be imported into an industry standard game engine thus developing a final project. Course fee.

CGP 255

Graphic Programming I

3(2-2) S

Prerequisite(s): CIS 121.

Introduction to key concepts of graphics programming. Student will create programming projects using 2D and 3D graphics. Course fee.

CGP 260

Advanced 3D Modeling and Animation

3(2-2) F

Prerequisite(s): CGP 250.

Students will continue exploration of 3D modeling, animation, unwrapping, texturing, and game engine exporting techniques. Students will further refine character modeling and animation techniques to create characters, models and animations that will be imported into an industry standard game engine thus developing a final project. Course fee.

CGP 263

Introduction to Scripting

3(2-2) D

Prerequisite(s): CGP 250 and CGP 255.

Students will utilize scripting to create projects using 2D and 3D graphics and game development engines.

CGP 265

Graphics Programming II

3(2-2) F

Prerequisite(s): CGP 255.

Intermediate concepts of graphics programming. Students will create programming projects using 2D and 3D graphics. Includes an introduction to game engines. Course fee.

CGP 267

Game Development II

3(2-2) F

Prerequisite(s): CGP 110, CGP 250 and CGP 255.

Continued study of concepts of video game design and development. Working independently as well as in a team, students will learn to develop

and design gameplay for video game production. Additionally, students will work independently or as a team to research and plan the development of their CGP 297 Capstone project.

CGP 297

Computer Graphics and Programming Capstone

3 (2-2) S

Prerequisite: Completion of 40 credit hours including CGP 260, CGP 265, CGP 267, ENG 210 or ENG 221, MTH 103 or higher (except MTH 197), IDS 110. Student may appeal for permission if any of the above courses need to be taken concurrently.

Independent design and development of a Computer Graphics and Programming project in a field of the student's choice, with the instructor's approval. These projects can be individual or team projects. A unit of instruction relating globalization of and to the Video Game Industry will occur. This course provides a culminating experience for the general education program and includes some non-course educational experiences. Students will be required to participate in the CAAP and other university assessment activities and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of "F" for the course. If extenuating circumstances exist, you may apply for an incomplete. This course may not be taken Pass/Not Pass. Course fee.

CGP 299

Computer Graphics and Programming

Internship

1-3, F, S

Work-study program with approved computer graphics employers to include a broad range of relevant, on-the-job experiences. Permission for enrollment must be granted by the department. May be repeated to a total of six credit hours.

CIS - Computer Information Systems

CIS 100

Beginning Computers

2(1-2) D

Elementary computer applications course introduces the basics of computer operations including terminology and concepts, and which emphasizes the hands-on operation of personal computers. Topics to be covered include basic operation of the operating system including file operations, basic word processing, basic spreadsheets, use of the Internet, and e-mail.

CIS 101

Computers for Learning

3(2-2) F, S

Use of the computer including the use of operating systems, e-mail, surfing the Web, word processor software, desktop publishing, spreadsheet software, and database management software. Course may be waived by proficiency exam.

CIS 111**Word Processing and Presentation Software****3(2-2) S***Prerequisite(s): CIS 101.*

This course will cover advanced word processor topics such as styles, outlines, tables, table of contents, form letters, labels, integration with other applications, integration with the WWW, macros, advanced forms, and managing long documents. The course will also cover advanced presentation software topics including inserting outlines from a word processor, templates, using charts and graphics, and producing a presentation.

CIS 121**Introduction to Computer Programming****3(2-2) F**

An introduction to and an overview of elementary computer programming. Topics will include variables, calculations and data manipulation, decision-making, loops, printing, and graphics. Credits for this course will not count toward a major or minor in Computer Information Systems.

CIS 140**Introduction to the Internet****1(0-2) D**

An introductory course on using the internet. The course introduces students to e-mail and the World Wide Web.

CIS 197**Introductory Topics in Computer Information Systems****1-3, D**

Variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered.

CIS 202**Program Design and Development****3(2-2) D**

Prerequisite(s): CIS 121 or Math ACT greater than 19 or department permission.

A study of structured program design, concepts and techniques related to the development of computer programs.

CIS 212**Personal Computer Systems in Business****3(2-2) S***Prerequisite(s): CIS 101.*

This course will cover intermediate to advanced topics in word processing, spreadsheets, databases, and additional topics as time permits.

CIS 224**Windows Programming with Development Tools****3(2-2) F***Prerequisite(s): CIS 121.*

An introduction to development of computer applications using rapid developmental tools such as Visual C#. Emphasis on designing and

managing graphical user interfaces, procedures, file management, debugging, and testing.

CIS 232**Spreadsheets****3(2-2) S***Prerequisite(s): CIS 101.*

This course will cover advanced spreadsheet software topics including lists, integration with other applications, integration with the WWW, developing an application, multiple worksheets and workbooks, data tables, importing data, enhancing the spreadsheet software with a programming language, the use and the application of PivotTables, and additional optional topics.

CIS 242**Database Management****3(2-2) F***Prerequisite(s): CIS 101.*

This course will cover advanced database management software topics such as advanced queries, custom forms, custom reports, integrating the DBMS software with other programs, HTML documents, Data Access Pages, action queries, Briefcase Replication, macros, enhancing the DBMS software with a programming language, and optional topics such as database design as time permits.

CIS 250**Advanced Windows Programming with Applications****3(2-2) D***Prerequisite(s): CIS 224.*

A comprehensive course on advanced programming techniques in the Windows programming environment. Students will study advanced programming (using Visual C#) and will incorporate multimedia, the Internet, and advanced database programming techniques in their programs.

CIS 251**Application Development I****3(2-2) F**

This course seeks to enhance the student's previous computer skills through an introduction to the key concepts of object technology and the fundamentals of the C# programming language. Projects using C# involve the development of Windows applications and/or games.

CIS 252**Network and Operating Systems Essentials****3(2-2) S**

Prerequisite(s): CIS 101 or departmental permission.

An introductory course on networks, operating systems and related hardware. Topics include elements of hardware, operating systems and network operating systems.

CIS 260**Programming for the Internet****3(2-2) S***Prerequisite(s): CIS 121, MTHACT greater than 19 or departmental permission.*

An introductory course on programming for the Internet, using languages and tools such as HTML, cascading style sheets, and Javascript.

CIS 261**Application Development II****3(2-2) S***Prerequisite(s): CIS 251.*

This course is a continuation of the study of object technology and the C# programming language. Projects using C# involve the development of stand-alone and web based applets. Topics include graphical user interfaces, forms designer, exception handling, input handling, inheritance, arrays, graphics, and file I/O. An introduction to HTML is covered to support web server based applications.

CIS 262**Network Clients and Servers****3(2-2) F***Prerequisite(s): CIS 252.*

Introduction to client and server operating systems, installation, hardware and environment, resource access and security, management and optimization, internet connections and Web resources, data availability and recovery.

CIS 272**Managing a Network Environment****3(2-2) D***Prerequisite(s): CIS 262.*

A course on managing network clients and servers. Topics include network management overview, configure network computers, active directory administration, network connectivity, name resolution, group policy, software deployment, remote and Internet access, administering Web resources.

CSC - Computer Science**CSC 197****Introductory Topics in Computer Science****1-3, D**

Variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered; however, no more than six credits may count toward any degree.

CSC 299**Internship in Computer Science****3(3-0) F, S**

Work-study program with approved employers to include a broad range of relevant on-the-job experiences. Students should contact appropriate department for specific advice regarding this internship.

CTC - Computer Technology Core**CTC 110****Introduction to Graphics Illustration****3(2-2) F**

An introduction to design graphics. Subjects to be covered are production of graphics for electronic documents, the Web and print media. Specifically, scanning photographs, optimizing graphics, restoring, retouching, and combining photographs will be covered in addition to applying special effects to graphics.

CTC 150**Computer Hardware for Technicians****3(2-2) D**

A course that presents the essential skills to properly install, configure, upgrade, troubleshoot, and repair microcomputer hardware. Topics include foundational PC components, adding devices to the computer, input/output devices, storage devices, communications, and networking devices.

CTC 197**Special Topics in Computer Technology****1-6, D**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ, however, no more than six credits may count toward any degree.

CTC 210**Advanced Graphics Illustration****3(2-2) D***Prerequisite(s): CTC 110.*

This is an advanced course in graphic design and production. Topics to be covered include graphic design, computer graphics, electronic page composition, digitizing data, printing techniques, post-press fundamentals, web page design, and interactive multimedia design and production.

CTC 255**Project Management****3(3-0) D**

This course focuses on how projects contribute to the goals of the organization. Students will examine a project manager's role in an organization, project management tools/techniques, and the interpersonal skills needed to complete the project. Students may not receive credit for more than one CTC 255 and ITC 255.

CTC 257**Computer Networking for Technicians****3(2-2) D**

A course that presents networking for technicians. Topics include introduction to networking, the OSI model, physical and data link standards, upper-layer protocol suites, managing network access, and network administration tips.

CTC 259

Operating Systems for Technicians

3(2-2) D

A course that provides technicians with essential operating systems skills. Topics include introduction to operating systems, installing and upgrading an operating system, booting, configuring an operating system, file systems, installing and configuring programs, networking, and safeguarding resources.

CTC 299

Computer Technology Internship

1-3, F, S

Work-study program with approved computer technology employers to include a broad range of relevant, on-the-job experiences. Permission for enrollment must be granted by the department. May be repeated to a total of six credit hours.

CJS - Criminal Justice

CJS 210

Introduction to the American Criminal Justice System

3(3-0) S

An introduction to the American criminal justice system from a sociological point of view.

DES - Design

DES 202

Graphic Design Systems

3(0-6) D

Prerequisite(s): ART 100 and ART 101 and ART 215.

Abstract and theoretical applications of design systems including grid information, various symmetries, and printed page formats.

DES 210

Introduction to Computer Graphic Design

3(0-6) D

Prerequisite(s): ART 100, ART 101, ART 115 and ART 215, or CIS 101.

An introduction to methods of image creation and visual communication via available computer graphic software packages. Emphasis will be placed on the use of the computer as a production tool for graphic designers.

ECO - Economics

ECO 111

Economics of Social Choice

3(3-0) D

This course will explore contemporary economic issues and social policy. It will introduce fundamental economic principles and the economics of social issues. Material is addressed in a manner that illustrates the importance of understanding economic issues that affect individuals as consumers, citizens, and taxpayers. The student will become familiar with the evolution

of economic ideas, the economic way of thinking, how markets work or sometimes fail to work properly, how income is distributed, and how the government stabilizes the nation's economy. Example topics are: the history of economic thought, the determination of prices in markets, environmental issues, poverty and inequality, the war on drugs, the national debt, the Federal Reserve, the effect of money on the economy, and the basics of fiscal policy. The format for the class is lecture and discussion. This class is not intended for business or economics majors. This class will meet requirements for elementary education majors, but will not meet requirements for secondary education majors or any other major that requires ECO 155 or ECO 165. The course will not transfer to ECO 155 or ECO 165. Students may not take both ECO 111 and ECO 155/165 for credit in both courses.

ECO 155

Principles of Macroeconomics

3(3-0) F, S CBE.

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

This course prepares the student to understand the economic structure of the United States and its place in the world economy, to interpret common economic measures, to understand the processes of governmental fiscal and monetary policies, and to evaluate individual decision-making from an economic perspective. A student may not receive credit for both AGR 144 and ECO 155.

ECO 165

Principles of Microeconomics

3(3-0) F, S CBE.

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or Nelson-Denny score of 11.0 or higher.

Basic principles of economics with a particular emphasis on the nature and application of those bearing on decision making within a household, firm or industry; including consideration of problems respecting the composition and pricing of the national output, distribution of income, pricing and output of factors of production and foreign trade.

ECO 170

Mini Economics I

1(1-0) D

Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics are limited to those requiring no prior economics training. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.

ECO 197

Selected Topics in Economics

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor.

ECO 200

Consumer Economics

3(3-0) D

Economic problems of concern to the individual and the household and practice in the use of consumer aids. This course does not count as an elective towards the Economic Major at Missouri State University-Springfield.

ECO 270

Mini Economics II

1(1-0) D

Prerequisite(s): ECO 155.

Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics generally are limited to those of macroeconomic nature. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.

EDU - Education

EDU 150

Introduction to Teaching

1(1-0) F, S

May be taken concurrently with EDU 202.

An introduction to the teaching profession including an introduction to teaching standards and the professional portfolio process, observations, projects and information designed to aid students entering the teaching profession.

EDU 202

Introduction to Elementary Education and Clinical/Field Experience

3(2-2) F, S

Prerequisite(s): initial CBASE taken, 2.5 GPA, EDU 150 or concurrent enrollment if 30 hours completed and all requirements met.

An overview of elementary school organization, management techniques, and personalized teaching styles for use with children including those from various cultural backgrounds and exceptional children who are mainstreamed in regular classrooms. Students will participate in a 30 clock hour field experience at area elementary schools. A grade of C or better is required in this course to continue in the Missouri State University Elementary Education Program. This course may

not be taken Pass/Not Pass. Required first portfolio checkpoint will occur in this course.

EDU 250

Foundations of American Education

3(3-0) F, S

This course will examine historical, philosophical, political, economic, and legal foundations of American public education systems. The nature of school environments, design, organization of school curricula, characteristics of effective schools/instruction in grades K-12, educational structures, practices, and projections for the future will be studied.

EDU 251

Education Practicum/Internship

3(1-4) D

This course will involve a field experience whereby the student will observe/assist a teacher in the regular classroom. Workshops, field trips and guest lecturers will complete the fulfillment of the course.

EDU 258

Comprehensive School Health Education

3(3-0) F, S

Methods, activities, materials, and knowledge base necessary to enable classroom teachers to effectively teach and support a comprehensive program of school health.

EDU 297

Selected Topics in Elementary Education

1-3 D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topic differs; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

ENG - English

ENG 100

Introduction to College Composition

3(3-0) F, S

Prerequisite(s): Required of some students as determined by scores on placement tests.

An introduction to the composition sequence: the purpose of whole compositions, the processes that lead to finished compositions, and the parts that combine to create compositions. May be taken Pass/Not Pass (P/NP). Students who take the course P/NP will receive a P only if their course grades equal a C or higher. Students must earn a C or better in ENG 100 to pass and to progress into ENG 110.

ENG 110**Writing I****3(3-0) F, S**

Prerequisite(s): A grade of C or better in ENG 100 or placement into ENG 110.

A critical reading and writing skills applicable within and beyond the college community. Emphasis on composition processes, argumentation of diverse issues, and collaborative learning, such as peer review. A grade of C or better is required in this course in order to take ENG 210 or ENG 221.

ENG 184**Mini Literature****1-3, D**

Topics in literature, such as detective fiction, Missouri writers, and new fiction. Check current registration schedule for topics offered. Course may be repeated, provided topic and title are different, to a maximum of 6 hours. Will satisfy part of the general education requirement in Humanities. Variable Content Course.

ENG 190**Language Skills****1-3, F, S**

Development of specific writing skills in selected areas of composition, such as sentence grammar and structure, punctuation and capitalization, spelling, diction and dictionary use, outlining and organization. Not a composition course. Check current registration schedule to determine topics being offered. Course may be repeated, provided topic and title are different, to a maximum of 3 hours. Will not satisfy the general education requirement in English. Variable Content Course.

ENG 197**Selected Topics in English****1-3, D**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

ENG 203**Creative Writing: Poetry****3(3-0) F**

Prerequisite(s): A grade of C or better in ENG 110. Introduction to the theory, technique and terminology of writing poetry, and practical experience in writing in the form. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

ENG 205**Creative Writing: Nonfiction****3(3-0) D**

Prerequisite(s): A grade of C or better in ENG 110. An introduction to writing creative nonfiction, including critical reading in the genre.

ENG 210**Writing II: Academic Writing****3(3-0) F, S**

Prerequisite(s): A grade of C or better in ENG 110 and 24 credit hours.

Study of the practice of the discourse conventions of academic writing about public affairs from the perspective of an educated person. Preparation for writing within disciplines. Additional course work will be required for students taking as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

ENG 215**Creative Writing: Short Story****3(3-0) S**

Prerequisite(s): A grade of C or better in ENG 110. Introduction to the theory, technique, and terminology of short story writing, and practical experience in writing in the form. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

ENG 220**Exposition****3(3-0) D**

Prerequisite(s): A grade of C or better in ENG 110. Problems in exposition and persuasion; elementary logic, and critical reading.

ENG 221**Writing II: Writing for the Professions****3(3-0) F, S**

Prerequisite(s): A grade of C or better in ENG 110 and 24 credit hours.

Practice in a variety of writing situations encountered by professionals: correspondence, proposals, documented research reports, abstracts, definitions, product and process descriptions. Emphasis on developing skills in audience analysis, analytical reading, critical thinking, research methods, and clear writing. Additional course work will be required for students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

ENG 225**Creative Writing: Playwriting****3(3-0) D**

Prerequisite(s): A grade of C or better in ENG 110. Problems in playwriting. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

ENG 230**Introductory Reading in Literature****3(3-0) D***Prerequisite(s): ENG 110.*

Reading and enjoying poetry, fiction, and drama written in English. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

ENG 231**Major Writers of English****3(3-0) D***Prerequisite(s): ENG 110.*

Study of characteristic writing by important American and/or British authors. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

ENG 232**Ozarks Writers****3(3-0)***Prerequisite(s): ENG 110 or instructor permission.*

Study of characteristic works by significant Ozarks writers. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

ENG 234**Literature for Children****3(3-0)***Prerequisite(s): ENG 110.*

Study of various genres – poetry, picture books, traditional stories, modern realistic and fantasy fiction, nonfiction – appropriate for early childhood and elementary grades; criteria for selection. Satisfies requirement for Early Childhood and Elementary Certification.

ENG 235**Critical Approaches to Literature****3(3-0) D***Prerequisite(s): ENG 110.*

Writing analytical papers employing a variety of critical methods of reading and interpreting poetry, fiction, and drama.

ENG 236**Minorities in Literature****3(3-0) D***Prerequisite(s): ENG 110.*

Study of characteristic literary works by African American, Hispanic American, Native American, and other minority authors. Variable content course. May be repeated to a total of 6 hours if the topic is different.

ENG 280**Short Story****3(3-0) D***Prerequisite(s): ENG 110.*

Analysis and appreciation of the short story and the study of its development.

ENG 285**Subjects in Folklore****1-3 D***Prerequisite(s): ENG 110.*

Reading and examination of folklore, as folk art and as cultural holding material; study may focus on types (such as myths, legend, fairy tales); groups (such as miners, cowboys, railroaders); or regions (such as Ozarks, New England or Scandinavia). Student requests will be considered. Variable Content Course. May be repeated to a total of 6 hours.

ENG 288**Literature of Work: Readings in the Professions****3(3-0) D***Prerequisite(s): ENG 110.*

The use of literary texts to explore the personal, cultural, and philosophical issues raised by work in the professions. This course is reading and writing intensive. An honors component, requiring additional research and writing, is available.

ENG 296**Introduction to Linguistics****3(3-0) D***Prerequisite(s): ENG 110.*

Introduction to fundamental concepts of linguistic theory as they apply to languages of the world, especially English. Areas covered include phonology, morphology, syntax, and semantics, and some applied areas, such as language variation, change, and acquisition, disorders, and language and culture.

EPR - Entrepreneurship**EPR 110****Introduction to Entrepreneurship****3(3-0) F**

This course introduces students to the requirements for starting and operating a successful business. Students will learn how to assess the business environment and identify potential viable business opportunities. Business start-up, planning, organization, management, marketing, accounting, and financing are also covered in this practical course.

EPR 150**Entrepreneurial Marketing and Sales****3(3-0) S**

This course will present marketing and sales strategies for a small or start-up business. Students will learn how to identify a target market, develop a marketing plan, create promotional programs, enhance sales techniques and presentations, and enhance customer relations.

EPR 160**Legal issues for Entrepreneurs****2(2-0) S**

This course will focus on legal issues pertaining to small businesses, including contracts, intellectual property protection, trademarks, copyrights, patents, and human resource issues. The various forms of business organization will be explained, including legal and tax implications. Also covered are the reporting requirements for local, state, and federal agencies.

EPR 170**Business Ethics****1(1-0) S**

This course explores how the business climate and the morals, values, and personal integrity of the individual can lead to ethical dilemmas in business. Students will learn how to develop a personal set of criteria that will assist in making ethical decisions.

EPR 197**Special Topics in Entrepreneurship****1-6, D**

A variable content learning module consisting of lecture, discussion, studio projects, and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ.

EPR 201**Accounting for Entrepreneurs****3(3-0) F, S**

Prerequisite(s): Placement in MTH 103 or higher, or C grade or better in MTH 050 or higher.

Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements. Students may not receive credit for both EPR 201 and ACC 201.

EPR 210**Principles of Supervision****3(3-0) S**

An introduction to the leadership skills required for supervisors, including how to effectively establish goals, organize departments, hire and motivate employees, establish and supervise teams, appraise employee performance, make decisions, resolve conflicts, and communicate. Students may not receive credit for both ITC 205 and EPR 210.

ERP 220**Human Resource management****3(3-0) F**

This course will focus on various principles involved in human resource management, including recruitment, development, disciplinary action, appraisal, termination, motivation, etc. Also included are various human resource related laws, such as FMLA, EEO, etc.

EPR 225**Technology Management****3(3-0) D**

This course covers technological innovation, and how to effectively acquire, utilize, and manage technology to improve the business' competitiveness and opportunities for success. Students may not receive credit for both ITC 220 and EPR 225.

EPR 230**Financial Management for Entrepreneurs****3(3-0) F**

Prerequisite(s): EPR 140, or EPR 201, or ACC 201.

This course will focus on various funding sources for entrepreneurs; how to prepare, understand and analyze various financial statements; how to improve a business' financial profile, establishing sales forecasts; etc. A student cannot receive credit for both EPR 230 and FGB 280.

EPR 240**Family Business Management****3(3-0) D**

This course explores the unique issues involved in managing and working in a family business. Topics include family dynamics, communications, legal and financial aspects, governance, conflict resolution, non-family member employment, bringing new family members into the business, succession, transfer of leadership and ownership, and sustaining profitability.

EPR 250**Exit Strategies****1(1-0) D**

This course will cover business exit strategies, such as selling a business, dissolving a business and transferring ownership of a family business.

EPR 290**Business Plan Development****3(3-0) S**

This course is appropriate for students interested in starting their own business or students who already own a business and are interested in growing that business. Students interested in starting their own business will learn how to evaluate a business concept, develop a marketing plan, prepare the financial projects for their business concept and develop a sound business plan. Students who already own a business will learn how to make sound business decisions to take their business to the next level of operation. Students will also be able to identify and evaluate various resources available for funding businesses.

EPR 299**Entrepreneurial Internship****1-3, F, S**

Upon the successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course

consists of supervised work experience in an approved training situation. A minimum of 40 hours of on-the-job training is required for each hour of credit. This course may be repeated up to a total of six credit hours with permission.

FGB - Finance & General Business

FGB 135

Introduction to Business

3(3-0) F, S

A survey of business which includes an evaluation of the social and economic environment in which it operates, followed by a look at business organization, management, finance, accounting, production, marketing, insurance, law, and data processing. Designed to serve three groups of students--those majoring in other departments who would like to develop a broad understanding of business through a single course; those who are undecided about a major and would like to explore business as a possibility; and those freshman planning a major in some area of business who would like a broad understanding of business in order to make a specific selection of their major. A declared major in the College of Business Administration who has accumulated more than 30 semester hours of credit at the time of enrollment in the course will not receive credit for the course.

FGB 200

Topics in General Business

1-3, D

A variable content course with topics that can change from semester to semester. Topics are identified by title in the schedule of classes. Examples are: Personal Budgeting, Residential Home Construction, Insurance for the Family, Personal Credit Management, and Business Ethics. May be repeated to a total of 6 hours.

FGB 280

Introduction to Financial Management

3(3-0) D

Prerequisite(s): *EPR 201 and ECO 155, or ACC 201 and ECO 155.*

Develops a conceptual understanding of investment and financing decisions toward maximizing the business owner's wealth. Exposes the student to the environment in which financial decisions are made and examines the analytical techniques used in finance. A student cannot receive credit for both EPR 230 and FGB 280.

FGB 284

International Business

3(3-0) F, S

International and cross-cultural study of business decisions, markets, and enterprises, globalization of industries, international business transactions and strategies, international monetary system and currency issues, and international economic policies and issues. Students must submit a portfolio in this course. International/Intercultural component.

FGB 297

International Business

3(3-0) F, S

Prerequisite(s): *ENG 110, COM 115, and completion of 40 credit hours.*

International and cross-cultural study of business decisions, markets, and enterprises, globalization of industries, international business transactions and strategies, international monetary system and currency issues, and international economic policies and issues. Students must submit a portfolio in this course. International/Intercultural component. Meets the capstone requirement for the AAS degrees in Business, Computer Technology, Computer Graphics and Programming, Enology, Entrepreneurship, General Agriculture, General Technology, and Viticulture.

Foreign Language Courses

All foreign language courses contain an international/intercultural component.

CHI - Chinese

CHI 101

Elementary Chinese I

3(3-1) D CBE.

Essentials of grammar through aural-oral practice, dictation, reading, and writing. Course conducted in Mandarin Chinese as far as practicable. International/Intercultural component.

CHI 102

Elementary Chinese II

3(3-1) D CBE.

Prerequisite(s): *A grade of C or better in CHI 101.*

Continuation of CHI 101. International/ Intercultural component. Students who have not taken CHI 101 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course.

CHI 201

Intermediate Chinese I

3(3-1) D CBE.

Prerequisite(s): *A grade of C or better in CHI 102.*

Continuation of CHI 102 with emphasis on reading, conversation, and an introduction to Chinese history and culture. International/Intercultural component. Students who have not taken CHI 102 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course.

CHI 202

Intermediate Chinese II

3(3-1) D CBE.

Prerequisite(s): *A grade of C or better in CHI 201.*

Continuation of CHI 201 with emphasis on reading, conversation, history, and culture. International/ Intercultural component. Students who have not taken CHI 201 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course.

CHI 297

Special Topics in Chinese Studies

1-6 D

Topics of selected interest in Chinese studies, including travel-courses to Chinese-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component.

FRN - French

FRN 101

Elementary French I

3(3-1) D CBE.

Essentials of French language emphasizing the development of speaking, listening, reading, and writing within a culturally relevant context. International/Intercultural component.

FRN 102

Elementary French II

3(3-1) D CBE.

Prerequisite(s): A grade of C or better in FRN 101 or permission.

Continuation of FRN 101. International/Intercultural component.

FRN 297

Special Topics in French

1-6, D

Prerequisite(s): Permission of instructor and department head.

Topics of selected interest in French studies, including travel-courses to French-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component.

GRM - German

GRM 101

Elementary German I

3(3-1) D CBE.

The primary goal of GRM 101 is to help students develop proficiency in the four communications skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language.

GRM 102

Elementary German II

3(3-1) D CBE.

Prerequisite(s): C or better in GRM 101.

The primary goal of GRM 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language. Students

who have not taken GRM 101 but have proficient skills in the German language may petition the course instructor for permission to take this course.

GRM 201

Intermediate German I

3(3-0) D CBE

Prerequisite: C or better in GRM 102 or permission of the instructor.

The primary goal of GRM 201 is the systematic review, expansion, and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real-life language use, reading, and composition.

GRM 202

Intermediate German II

3(3-0) D

Prerequisite: C or better in GRM 201 or permission of the instructor.

Continuation of the development of the four skills through conversation, composition and readings as a means to access culture.

GRM 297

Special Topics in German

1-6, D

Topics of selected interest in German studies, including travel-courses to German-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated as topics change to a maximum of 6 credit hours. Variable content course.

SPN - Spanish

SPN 101

Elementary Spanish I

3(3-1) F CBE.

The primary goal of SPN 101 is to help students develop proficiency in the four communication skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language. International/Intercultural component.

SPN 102

Elementary Spanish II

3(3-1) S CBE.

Prerequisite(s): A grade of C or better in SPN 101.

The primary goal of SPN 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language. International/Intercultural component. Students who have not taken SPN 101 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course.

SPN 201**Intermediate Spanish I****3(3-1) D CBE.**

Prerequisite(s): A grade of C or better in SPN 102.

The primary goal of SPN 201 is the systematic review, expansion, and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real-life language use, reading, and composition. International/Intercultural component.

SPN 202**Intermediate Spanish II****3(3-1) D**

Prerequisite(s): A grade of C or better in SPN 201.

Continuation of the development of the four skills through conversation, composition, and reading as a means to access culture. International/Intercultural component. Students who have not taken SPN 201 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course.

SPN 297**Special Topics in Spanish****1-6, D**

Prerequisite(s): Permission of instructor and department head.

Topics of selected interest in Spanish studies, including travel-courses to Spanish-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component.

FST - Fire Science**FST 102****Hazardous Materials Awareness and****Operations.****3(3-0) F**

Awareness topics include the laws and standards of hazardous materials, identifying placards and containers, recognizing the presence of hazardous materials, understanding material safety data sheets and shipping papers, using the Emergency Response Guidebook. Operations topics include an overview of hazardous materials, risk assessment, basic monitoring, decontamination, estimating likely harm and risks, and determining the options of intervention and non-intervention. Meets NFPA 472 standards.

FST 103**Medical First Responder****3(3-0) D**

This course covers airway care and suctioning, patient assessment, bleeding control, stabilization of spinal and extremities injury, trauma emergencies, use of limited medical care equipment, and assisting other EMS providers. Meets the emergency

medical training requirements for Firefighter I & II certification from the Missouri Division of Fire Safety.

FST 104**Basic Fire Fighter Skills****3(3-0) F**

This course will provide recruit fire fighters with the basic knowledge and skills necessary to function as safe and effective members of a fire department. Topics include orientation and communication, firefighter safety, fire behavior, breathing apparatus, ladders, hose and nozzles, water supply and pump operations, forcible entry and ventilation, salvage and overhaul, rescue and fire control. Meets NFPA 1001 standards.

FST 106**Fire Fighter I & II****6(2-8) S**

Prerequisite: FST 102

Topics include orientation, safety, fire behavior, building construction, protective clothing and SCBA, portable fire extinguishers, ropes and knots, building search and victim removal, forcible entry construction and techniques, ground ladders, ventilation, hose loads, sprinkler system fundamentals, salvage, overhaul and protecting evidence of fire cause, fire department communications equipment and techniques, fire prevention and public fire education, water fire streams, water supplies, laying, carrying, and advancing hose, fire ground operations, implementing IMS, construction materials and building collapse, rescue and extrication tools, vehicle extrication and special rescue, hose tools and appliances, ignitable liquid and flammable gas control, foam fire streams and hazardous materials awareness and operations training. Meets NFPA 1001 standards.

FST 197**Special Topics in Fire Science Technology****1-6 D**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree.

FST 201**Fire Hydraulics and Systems****1(1-0) F**

This course introduces the principles of hydraulics as related to firefighting situations. Topics include water supply determination, fluid flow measurement, fluid movement and velocities, etc.

FST 203**Fire Cause Determination****3(3-0) F**

This course introduces the basic skills required to conduct initial fire cause determinations and

will prepare students to make observations and gather information pertaining to areas of fire origin and the probable cause of a fire. Topics include the behavior of fire, determining the area of origin, accidental and incendiary fire cause determination, fire scene examinations, motives of those starting fires, vehicle fires, legal aspects, and handling/preservation of evidence. Meets NFPA 1033 standards.

FST 205

Managing Company Tactical Operations – Preparation

1(1-0) F

Prerequisite: Concurrent Enrollment in FST 206 and FST 207.

This course provides firefighters with the knowledge and skills to effectively manage the fire ground safely and efficiently. Topics include pre-planning, the company commander's role, company readiness, communications, and fire behavior.

FST 206

Managing Company Tactical Operations – Decision Making

1(1-0) F

Prerequisite: Concurrent enrollment in FST 205 and FST 207.

This course provides firefighters with the knowledge and skills for effective command decision making and organization. Topics include the command sequence, size-up, development and action plan, implementing the action plan and introduction to the incident command system.

FST 207

Strategy and Tactics for Initial Company Operations

1(1-0) F

Prerequisite: Concurrent enrollment in FST 205 and FST 206.

This course provides firefighters with the knowledge and skills to effectively accomplish assigned tactics at structure fires. Topics include the use of implementation of the Communications Model, Quick Access Pre-fire Plan (QAP), Command Sequence, Tactical Action model, determining the appropriate strategy and tactics, and how to operate within an appropriate Incident Command System (ICS).

FST 210

Fire Service Instructor I

3(3-0) S

This course covers the presentation skills needed by new instructors. Topics include lesson plan preparation, presentation skills, using audiovisual equipment, identifying learning objectives, questions, tests, evaluation instruments, scheduling training sessions, and the supervision/coordination of the activities of other instructors. Meets NFPA 1041 standards.

FST 212

Leadership Strategies for Personal Success

1(1-0) S

Prerequisite: Concurrent enrollment in FST 213 and FST 214.

This course covers leadership strategies for personal success. Topics include ethics, the use/abuse of power at the company level, creativity, and managing multiple roles.

FST 213

Leadership Strategies for Company Success

1(1-0) S

Prerequisite: Concurrent enrollment in FST 212 and FST 214.

This course covers leadership strategies for company success. Topics include problem solving techniques, needs identification/assessment of subordinates, effective meetings, and decision making skills.

FST 214

Leadership Strategies for Supervisory Success

1(1-0) S

Prerequisite: Concurrent enrollment in FST 212 and FST 213.

This course covers leadership strategies for supervisory success. Topics include delegation, situational leadership, disciplinary tactics, and coaching/motivating techniques.

FST 250

Farm Machinery Rescue Technician

1(1-0) D

Prerequisite: Concurrent enrollment in FST 251 and FST 252.

This course introduces rescue personnel to the basic knowledge and skills required for technical rescues involving farm machinery, school buses, and other vehicles. Farm machinery incident topics include classifications and anatomy of agricultural vehicles, stabilization of farm machinery, accessing and extrication of farm machinery incidents. Meets NFPA 1006 standards.

FST 251

School Bus Rescue Technician

1(1-0) D

Prerequisite: Concurrent enrollment in FST 250 and FST 252.

This course introduces rescue personnel to the basic knowledge and skills required for technical rescues involving school buses. School bus incident topics include extrication techniques in multiple patient incidents, multiple patient handling, and coordinating multiple agencies. Meets NFPA 1006 standards.

FST 252**Auto Rescue Technician****1(1-0) D**

Prerequisite: Concurrent enrollment in FST 250 and FST 251.

This course introduces rescue personnel to the basic knowledge and skills required for technical rescues. Vehicle rescue topics include tools and techniques required to remove an entrapped victim, proper use of powered and manual rescue tools and air bags, coordination with EMS personnel, vehicle designs, IMS, and safety considerations. Meets NFPA 1006 standards.

FST 255**Pumping Apparatus Driver/Operator****3(3-0) D**

Prerequisite: FST 106 and possession of a valid driver's license.

In this course, students will learn about friction loss, pump operations, water supplies, initial scene operations and will learn to operate fire equipment in various situations. Meets NFPA 1002 requirements.

FST 260**Fire Officer I****2(2-0) D**

Prerequisite: FST 210

This course will explore the fire officer's role in effective communication, organization, management, and the management of resources, leadership, personnel safety, fire prevention, investigation, and preplanning and the incident safety officer's role in emergency response situations. Meets NFPA 1021 standards.

FST 262**Incident Safety officer****1(1-0) D**

This course covers knowledge and skills required of incident safety officers. The course will cover hazardous scene evaluation and communicating recommendations to the command authority and will explore the incident safety officer's role emergency response situations. Meets NFPA 1500 and 1521 standards.

FST 265**National Incident Management Systems****1(1-0) D**

This course introduces the National Incident Management System (NIMS), and explains the purpose, principles, components, and benefits of NIMS. It also explains the need for NIMS, provides an understanding of the command skills required for an incident command system.

FST 266**Advanced Incident Management Systems****1(1-0) D**

Prerequisite: FST 265 or concurrent enrollment.

This course presents the command functions within an Incident Command System (ICS) and focuses on the activation of the required

elements on a prolonged incident and the forms and documents required to assist in the incident. The responsibilities of each section chief, branch, division, group, and unit leaders are also covered.

FST 270**Fire Service Instructor II****2(2-0) D**

Prerequisite: FST 210.

Topics include developing lesson plans, learning objectives, instructional aids, and evaluation instruments, how to schedule training sessions and how to supervise and coordinate other instructors. Meets NFPA 1041 standards.

FST 272**Shaping the Future****1(1-0) D**

This course provides skills and techniques necessary for mid-level managers. Topics include environmental scanning, paradigm shifts, methods for reframing problems accurately, group problem solving techniques, decision implementation, managing change, overcoming resistance to change, and monitoring/evaluating change before, during, and after implementation.

FST 275**Introduction to Volunteer Emergency****Services Management****1(1-0) D**

This course is designed for individuals responsible for managing an emergency service organization. Topics covered in this course include the transition process into management, communication, motivation, problem solving, decision making, and various management principles relating to successful emergency services management.

FST 297**Administration and Organization****3(3-0) S**

Prerequisite(s): ENG 110, COM 115, and completion of 40 credit hours.

This course provides the knowledge and skills required for effective fire department management. Topics include department organization, planning, leadership, motivation, etc. Meets the capstone requirement for the AAS degree in Fire Science Technology. Students must submit a portfolio in this course. International/Intercultural component.

GRY - Geography**GRY 100****World Regional Geography****3(3-0) F, S**

An examination of the world's geographic regions focusing on the location of Earth's major physical features, human populations and cultures, and their interaction. Topics include natural systems, globalization, ethnic and geopolitical conflicts, and human impacts upon the environment. This course provides both an introduction to geography as a discipline and a basic geographic foundation for

those interested in current international issues, politics, history, and public affairs. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

GRY 108

Ecology and Society

3(3-0) F, S

Multidisciplinary problem study of population pressures, environmental degradation, and socio-political perils and opportunities, through an integrated approach. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

GRY 110

Economic Geography

3(3-0) D

Location, distribution and extent of world economic activity. Topics include resource extraction, agriculture, manufacturing, retailing, and services.

GRY 135

Atmospheric Science

4(3-2) D

An introductory survey of the earth's weather and climate. A description of the physical processes of the atmosphere is followed by a survey of the world's varied climatic regions. The laboratory involves the preparation and interpretation of meteorological data and the classification of climates. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

GRY 142

Introductory Physical Geography

4(3-2) F, S

A study of the earth's natural systems including weather and climate, rocks and minerals, landforms and processes of landform development, biogeography, water resources and soils. Map fundamentals and the interrelationships of the geographic factors of the natural environment are emphasized. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

GRY 197

Selected Topics in Geography I

1(1-0) or 1(0-2), D

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geography background. Examples: Geography of the Home Community, Geography of Energy Resources, Geography of Sport. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 5 hours credit. Variable Content Course.

GRY 240

Earth Science for Teachers

4(2-4) S

A course designed to give students an understanding of the processes of science and the basic concepts of earth science using the inquiry approach in hands-on laboratory activities. Content includes maps, earth in space, weather and climate, soils and vegetation, rocks and minerals, landforms, processes of landform development, water resources, environmental relationship to the physical setting. This course is open only to elementary education majors, or to students who receive permission from the instructor. Does not apply toward the major in Secondary Education. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses.

GLG - Geology

GLG 110

Principles of Geology

4(3-2) S

How Earth works. The building blocks of Earth: minerals and rocks. Earth's dynamic interior: plate tectonics, earthquakes, volcanism, and mountain building. Surface processes associated with streams, ground water, glaciers, wind, and shorelines. Laboratory instruction in identification of common minerals and rocks, the use of topographic maps, and landform identification from topographic maps. Optional weekend field trips. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

GLG 115

Life of the Past

4(3-2) D

Origin, evolution, and major extinctions of life forms set in the context of 3.5 billion years of earth history. Discussion of plants, invertebrate animals, and vertebrates (emphasizing dinosaurs and mammals). Laboratory exercises acquaint the student with representatives of the major fossil groups. Optional fossil collecting trip. Credit may not be applied toward any major or minor in geology. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

GLG 171

Environmental Geology

4(4-0) D

Treats those aspects of geology that interface directly with humanity. Past, present, and future of geologic hazards, geologically related environmental health problems, mineral resources and energy resources. Human dependence on geologic resources is examined and interrelated with the problems of humanity. Field trips required. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

GLG 197

Popular Topics in Geology

1(1-0) D

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geology background. Examples: Earthquakes and Volcanoes, Rocks and Minerals, Caves and Karst, etc. Students should check the current registration schedule to determine the topic title for any given semester. Because topics vary, this course may be repeated, with permission of the instructor to a total of 5 credits. Credits may not be counted toward any major or minor in Geology. Variable Content Course.

HLH - Health, Arts & Science

HLH 195

Introduction to the Health Professions

1(0-2) D

Designed to familiarize students with a variety of health career opportunities, and to provide guidance in early curriculum planning and alternative career options.

HST - History

HST 101

Western Civilization I

3(3-0) F, S CBE.

Civilization of the West from its Near Eastern and Mediterranean origins to the 16th century. International/Intercultural component.

HST 102

Western Civilization II

3(3-0) F, S CBE.

Europe and the Western world from the 16th to the 20th Centuries. International/Intercultural component.

HST 103

World History to 1500 C.E.

3(3-0) F, S

This course examines the origins of human civilization and the development of world societies setting precedence with defined politics, economics and cultural characteristics prior to 1500 C.E. having influenced both intercultural assimilation and cultural clashes that have impacted the course of human history from pre-history to 1500 C.E.

HST 104

World History Since 1500

3(3-0) F, S

This course examines world history starting with the foundation of early modern history, 1500 C.E., to the present. It examines the development of major political ideologies that influenced nation-state building and how nations developed relationships with other nations; it examines cultural continuity and changes incurred by outside influences; and it examines the evolution of economic systems influenced by intellectual, ideological, and technological revolutions.

HST 121

Survey of US History to 1877

3(3-0) F, S CBE.

Formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European, and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric, and diplomatic experiences. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors "H" designation. International/Intercultural component.

HST 122

Survey of US History since 1877

3(3-0) F, S CBE.

Modernization of the United States and its role in the world affairs from the late 19th Century to the present, with emphasis on industrialization and urbanization and their impact on socioeconomic and international developments. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

HST 197

Special Topics in History

1-3, D

This is a variable content course. May be repeated to a total of six hours if topic changes.

HST 224

US Civil War

3(3-0) D

Provides an in-depth examination of the growth of sectionalism, leading to Civil War between the North and the South in the United States. Provides an examination of the motives, efforts, successes, and failure of the war and the Reconstruction.

HST 226

Introduction to History of Missouri

3(3-0) D

Designed to provide an awareness of the cultural, political, social, and economic developments and contributions of Missouri and Missourians during the evolution of the United States from 1821 to approximately 1990.

HST 232

African-American History Since 1865

3(3-0) D

The purpose of Black History since 1865 is to facilitate student understanding of African-American history from the Civil War and Reconstruction until the present. The course will focus on the evolution of a distinctly Black American culture, on the struggle for civil rights during the 19th and 20th Centuries, and will utilize lectures, readings, discussions, recordings, and videos.

HNR - Honors Program

HNR 150

Honors I Seminar

3(3-0) F

A required Honors Program core course. To enroll, students must be admitted into the Darr Honors Program or receive permission of the Honors Program Committee. This course provides the opportunity to study some of the world's "great ideas," with primary focus on how these ideas help answer the question of "what it means to be means to be an educated person." Central components of the course will introduce students to the seminar class setting, Socratic method of learning, use of written and oral communication to aid in learning, critical thinking and analysis, and group activity learning. This is a reading, writing, and discussion intensive course. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

HNR 250

Honors II Seminar

3(3-0) S

Prerequisite(s): Completion of HNR 150 with a grade of B or higher.

A required Honors Program core course. To enroll, students must be admitted into the Darr Honors Program. This course provides the opportunity for students to continue a study of the world's "great ideas," with primary focus on how humankind has attempted to make or discern meaning out of existence. Central components of the course will engage students through the Socratic method of learning and analysis, and group activity. This is a reading, writing and discussion intensive course. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

HNR 292

Directed Study in Honors

1-3, D

Prerequisite(s): Completion of HNR 150 with a grade of B or higher.

An Honors Program elective course. To enroll, students must be admitted into the Darr Honors Program, obtain permission from a sponsoring instructor, and receive approval by the Honors Program Committee. Supervised independent study exploring selected areas determined by the student in consultation with a sponsoring instructor and the Honors Program Committee. Readings controlled by conferences, progress reports and term papers. may be repeated to a total of 6 hours with permission by the Honors Committee. A B grade or higher must be earned in order for the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

HNR 297

Topics

1-3, D

An Honors Program elective course. To enroll, students must be admitted to the Darr Honors Program or, for the non-Honors Program student, receive permission of the instructor. Variable content course of topics that can change from semester to semester. Topics will be identified by title in the schedule of the classes. The course may be repeated if a different topic is offered. Includes a research element or creative project requirement. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

HNR 298

Honors Capstone

2(2-0) F, S

Prerequisite(s): Completion of HNR 250 with a grade of B or higher and either completion of ENG 210 or ENG 221.

A required Honors Program core course. This course is a capstone course for the Darr Honors Program, focusing on research methodology and career and/or academic major exploration. Each student will research a topic of his or her choice, preferably in his or her area of career or academic interest, and then develop the topic with a faculty mentor into a major research proposal for presentation and/or defense. In addition, students will participate in assessment activities that both focus on the Honors Program experience specifically and the learning environment and educational attainment of being a student at Missouri State University -West Plains in general. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass by the Honors student.

IMT - Instructional Media Technology

IMT 265

Instructional Applications of Technology and Media

3(3-0) F, S

Prerequisites: EDU 202 and either CIS 101 or Competency Test.

Principles and techniques for selection and utilization of computer and video systems as well as other basic forms of media and technology. The class combines research, instructional design, equipment operation and materials production in lecture and laboratory settings to prepare teachers to be reflective decision makers on proper methods of using technology in teaching.

ITC - Industrial Technology

ITC 100

Survey of Electronics

3(3-0) D

A survey of electronics including Ohms Law, passive and active devices, amplifiers, digital fundamentals, and communications systems.

ITC 101

Blueprint Reading for Industry

3(3-0) D

This course is designed to provide students with the ability to read and understand industrial prints. Specialized areas of print reading to be covered include welding prints, precision sheet metal prints, plastic prints, numerical controls documents, instrumentation and control diagrams, geometric tolerancing, and dimensioning.

ITC 102

Blueprint Reading for Building Trades

3(3-0) D

This class is designed to present problems that are normal to the residential and light commercial construction industry. The problems are such as to familiarize students with the “road maps” of the construction industry so they can better understand the reasons for certain job site decisions undertaken by construction supervisors, architects, and engineers.

ITC 105

Technology's Impact on Society

3(3-0) F, S

Honors eligible course. Technological progress of agriculture and industry and its socio-economic impact in a global environment. Additional course work will be required for students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive Honors designation. Students may not receive credit for more than one AGR 100 and ITC 105.

ITC 111

Manufacturing Materials & Processes

3(2-2) D

An introduction and survey of the materials, such as ferrous and nonferrous alloys, ceramics, plastics, wood and composite materials, machines and tools such as lathes, drill presses, milling machines, welding, and processes employed in manufacturing industries.

ITC 112

Introduction to Supply Chain Management

3(3-0) D

Covers objectives and processes of supply chain management activities including procurement, manufacturing, forecasting, planning inventory management, capacity requirements management, material control, and logistics.

ITC 197

Special Topics in Industrial Technology

1-6, D

A variable content learning module consisting of lecture, discussion, studio projects, and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ.

ITC 205

Principles of Supervision

3(3-0) S

An introduction to the leadership skills required for supervisors, including how to effectively establish goals, organize departments, hire and motivate employees, establish and supervise teams, appraise employee performance, make decisions, resolve conflicts, and communicate. Students may not receive credit for both ITC 205 and EPR 210.

ITC 220

Technology Management

3(3-0) D

This course covers technological innovation, and how to effectively acquire, utilize, and manage technology to improve the business' competitiveness and opportunities for success. Students may not receive credit for more than one ITC 220 and EPR 225.

ITC 232

Quality Management

3(3-0) D

This course is a study of quality and lean management in business and industry. Topics include leadership and strategic planning, human resource practices, customer service and satisfaction, process management, performance measurement, Six Sigma principles, and principles of lean production.

ITC 250

Safety Management

3(3-0) D

This course covers accident causes and effects, OSHA, workers' compensation, accident investigation, safety audits, safety promotion and training, and safety hazards and their prevention.

ITC 255

Project Management

3(3-0) D

This course focuses on how projects contribute to the goals of the organization. Students will examine a project manager's role in an organization, project management tools/techniques, and the interpersonal skills needed to complete the project. Students may not receive credit for more than one CIS 255 and ITC 255.

ITC 299**Technology Internship****1-3 F, S**

Work-study program with approved industry employers to include a broad range of relevant on-the-job experiences. Permission for enrollment must be granted by the department. May be repeated to a total of six credit hours.

ITD - Industrial Technology-Drafting**ITD 100****Introduction to Drafting****2(1-2) D**

An introduction to the general drafting skills necessary to produce general engineering drawings.

ITD 103**Fundamentals of Technical Drafting and CAD****3(2-2) S**

Drafting room procedure, standards, instruments, and equipment are introduced and career opportunities in and related to drafting are reviewed. Basic drawing and lettering skills are practiced, progressing through geometric construction, orthographic projections, and application of dimensions.

ITD 124**Intermediate Technical Drafting and CAD****4(2-4) D***Prerequisite(s): ITD 103.*

Involves the creation of detail and assembly drawings, use of standards and specifications as found in engineering related texts, tables, charts, and catalogs. In addition the study of mechanical fasteners, application of a bill of materials, 3D modeling, and presentation techniques are also made.

ITD 133**Descriptive Geometry****2(1-2) D***Prerequisite(s): ITD 103.*

This course is the study of the spatial relations of points, lines, and planes. It involves the use of geometric construction techniques such as the creation primary, secondary auxiliary views, the study of revolutions, as well as development of flat pattern drawings.

ITD 201**CAD Systems Management****1(1-0) D***Prerequisite(s) ITD 103.*

This course expands CAD management techniques as introduced in ITD 103. Students will develop an understanding of the challenges, and internal/external departmental relationships that must be dealt with in the day-to-day management of a CAD department.

ITD 202**Geometric Dimensioning and Tolerancing****3(2-2) D***Prerequisite(s): ITD 103, ITD 124, and ITC 111.*

In addition to further exploration of standard dimensioning and tolerancing reviewed in ITD 103 and ITD 124, a study of geometric dimensioning and tolerancing (GD&T) is made through review of ANSI Y14.5M standards and application in assigned drawing problems.

ITD 214**Advanced Technical Drafting and CAD****4(2-4) D***Prerequisite(s): ITD 124.*

Involves the use of a parametric based, 3D solid modeling program in the creation of complex models, assemblies and presentations/animations of assigned mechanical design problems.

ITD 223**Jig and Fixture Design****3(2-2) D***Prerequisite(s): ITD 124.*

Involves the study of jigs, fixtures, and tool and die specifications as related to the design drafter. Also reviewed are the design of gauging, inspection tools, and the standard conventions for drilling, reaming, tapping, boring, milling, turning, grinding, and sawing.

ITD 233**CAD Applications****3(1-4) D***Prerequisite(s): ITD 103.*

Involves the development of concept, design, modeling and creation of working drawings for a student selected problem(s).

IDS - Interdisciplinary Studies**IDS 110****Student Success****1(1-0) F, S**

This course introduces the overall goal of general education and exposes the student to the campus. All aspects of campus life are presented through visits from SAAS, the Career Center, Student Services, and trips to the Library and Civic Center. Students are expected to become involved as they learn time management, decision making, critical thinking and skills necessary to complete a college education through the textbook and classroom activities.

IDS 111**Peer Leadership****1 (1-0) F, S***Prerequisite(s): IDS 110 and permission of Coordinator of Interdisciplinary Studies.*

This course offers experience in working (a) with an IDS 110 instructor to achieve the course objectives, facilitate class discussions, present information, and provide feedback on assignments, and (b)

with students to get their feedback, serve as a role model, help students adjust to Missouri State University – West Plains and maximize their potential. May be repeated for a total of 3 hours.

IDS 112

Successful Learning Strategies

2(2-0) F, S

Designed to equip first-time college students with the study skills necessary to obtain their educational objectives. IDS 112 offers a more in-depth study of these skills than is offered in IDS 110. IDS 112 is open to all students wanting to improve their study skills and is required of any student with an ACT composite score of 17 or below.

IDS 187

Tutor Training

3(1-4) F

Prerequisite(s): Instructor approval.

Study of leading tutoring theory across the curriculum with emphasis on writing and math. Taught for students interested in tutoring in their fields. Students successfully completing the class will attain two levels of College Reading and Learning Association certification through training and hands-on experience in the SAAS lab.

IDS 275

Resident Assistant Seminar

2 (2-0) D

This course is designed to enhance the skills of the current Resident Assistants and to train those who want to be RA's in the future. The course will teach them how to deal with situations that occur in a normal residence hall and prepare them to be RA's at their next institution.

IDS 280

Student/Life Leadership

1(0-1) D

Prerequisite(s): COM 205 or COM 115.

This course will focus upon the study and practical application of student and student organization leadership skills and the knowledge of campus and community resources. Students will become actively involved in leadership as they participate in individual and group learning experiences.

IDS 297

Topics in Globalization

2-3 (2-0 or 3-0) F, S

Prerequisites: Completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, MTH 130 or higher (except MTH 197), and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, IDS 110, and concurrent enrollment in MTH 130 or higher (except MTH 197); or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 130 or higher (except MTH 197), and concurrent enrollment in ENG 210 or ENG 221.

Required of all students seeking the AA in General Studies and of selected AAS degree programs (students should review the catalog

description of degree programs to see which degree programs require this course). This course provides a culminating experience for the general education program and includes some non-course educational experiences. The course is a variable content course which uses an interdisciplinary approach to present topics related to global issues from the perspectives and interactions among multiple fields. This course is communications and/or writing intensive. Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of "F" in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete. May be repeated a maximum of 6 hours with content change on a space-available basis.

JRN - Journalism

JRN 197

Topics in Journalism

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

JRN 270

Introduction to Journalism

3(3-0) D

Prerequisite(s): ENG 110.

Study of the purposes and forms of journalism. Includes writing the basic types of stories. Keyboarding skills required.

LLT - Language & Literature

LLT 100

Elementary Survey of Grammar for Language Students

1(1-0) D

An introduction to the grammar terminology and concepts of traditional grammar, including analysis of parts of speech, phrases, clauses, and verb transformation. No foreign language is required. Pass/Not Pass only.

LLT 102

Scientific and Medical Terminology

2(2-0) D

A study of technical terminology as derived from Greek and Latin elements. Does not fulfill any language requirement.

LLT 121**Classical Mythology****3(3-0) D**

A study of Greek and Roman myths and legends as they appear in art, music, and literature, especially epic and tragedy.

LLT 197**Selected Topics in Language or Literature****1-3, D**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ, however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

LLT 201**Masterpiece of Modern Continental****Literature****3(3-0) D**

Comparative study in English translation of the prose literature of the continent of the 19th and 20th Centuries.

LLT 202**Major Authors in Translation****3(3-0) D**

A course in comparative literature offered in English translation covering one of the following areas: (a) Germanic, (b) Latin America, (c) Latin and Greek, (d) Romance, (e) Slavic. Variable Content Course; may be taken once under each of the five titles.

LWE - Law Enforcement**LWE 110****Criminal Interview and Interrogation:****The Art of Documentation****3(3-0) F**

Techniques of interviewing and writing the report. Legal considerations for criminal interrogation. Course utilizes basic report forms and records systems.

LWE 120**Basic Jail Officer Academy****6 (4-4) F, S**

Prerequisite to receiving course credit: The student must be admitted into the Missouri Sheriffs' Association Basic Jail Officer Academy Program.

The Basic Jail Officer Academy covers a broad range of topics including: state and federal detention laws, jail population management, prisoner rights and privileges; defense tactics, reports, and human relations. Course fee.

LWE 190**Basic Law Enforcement Academy I****12(12-0)**

Prerequisite to receiving course credit: The student must be admitted into the POST approved Missouri Sheriff's Association Training Academy.

The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations, and firearms. Topics are required under Sect. 590.100 et.seq. RSMO. Course fee.

LWE 191**Basic Law Enforcement Academy II****12(12-0)**

Prerequisite(s): LWE 190.

Prerequisite to receiving course credit: The student must be admitted into the POST approved Missouri Sheriff's Association Training Academy.

The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations, and firearms. Topics are required under Sect. 590.100 et.seq. RSMO. Course fee.

LWE 197**Special Topics in Law Enforcement****1-6, D**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ, however, no more than six credits may count toward any degree.

LWE 210**Crime Scene Investigation and Photography****3(3-0) F**

Course instructs students in the fundamentals of photography as it relates to investigation of crime scenes and documentation of evidence.

LWE 250**Police Supervision Management****3(3-0) S**

Students will be instructed in personnel management practices for law enforcement agencies. Subjects to be covered include promotion, discipline, training, evaluation, employee well-being, and problem-solving leadership.

LWE 297**Foundations of Public Law****3(3-0) S Odd Years.**

Prerequisite: ENG 110, COM 115, and completion of 40 credit hours.

An introduction to the study of U.S. public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on constitutional and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international/global component. Capstone courses for the Law Enforcement AAS degree. A student will not receive credit for both LWE 297 and PLS 251.

LWE 299

Law Enforcement Internship

1-3, F, S

Work-study program with approved law enforcement or criminal justice employers to include a broad range of on-the-job experiences. Permission for enrollment must be granted by the department. May be repeated to a total of six credit hours.

LIS - Library Science

LIS 101

Introduction to the Library

1(1-0) F, S

Introduces the concept of information in its various forms, describes libraries as information storage and retrieval centers, and prepares students to successfully identify, locate, and use information.

MGT - Management

MGT 120

Introduction to Management

3(3-0) F CBE.

A detailed analysis of management functions including planning, organizing, staffing, directing, and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.

MGT 130

Business Mathematics

3(3-0) D

Applies math to business situations. Topics include trade and cash discounts, pricing merchandise, depreciation, financial statement analysis, and simple and compound interest. Basic knowledge of math is necessary, and familiarity with business terminology is helpful.

MGT 210

e-Commerce

3(3-0) D

This course introduces students to the technology and business requirements of successful e-Commerce ventures. Historical examples of successful and unsuccessful e-Commerce ventures provide the student with a background of what to do and what not to do in the area of e-Commerce. Coverage of e-Commerce technology, web-sites, business models, marketing, ethics, regulations, security, and privacy provide a well-rounded course for anyone desiring to learn about e-Commerce.

MGT 286

Business Communications

3(3-0) F

Prerequisite(s): ENG 110.

Managerial business communication theory and

practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions, and communicating with other cultures and nationalities.

MGT 299

Internship in Business Management

3(3-0) F, S

Work study program with approved employers to include a broad range of relevant on-the-job experiences. Students should contact appropriate department for specific advice regarding this internship.

MKT - Marketing & Quantitative Analysis

MKT 100

Introduction to Marketing

3(3-0) D

This course covers the essentials of marketing in distributing goods and services from the seller to the ultimate consumer. Topics covered include marketing's role in the economy, targeting markets, buyer behavior, product planning and development, distributions, promotion, and pricing. Emphasis will be placed on current trends in marketing to relate theory to practical application of marketing principles covered in this course.

MKT 155

Introduction to Retailing

3(3-0) D

This course provides students with a basic understanding of retailing strategies, competition, consumer behavior, advertising, merchandise display, pricing, and modern retailing trends. Theory will be related to practical application, and the course will include examples of modern retailing applications.

MKT 252

Introduction to Salesmanship

2(2-0) D

Overview of selling as a process that provides benefits to both buyers and sellers. Course includes emphasis on retail and industrial presentations.

MKT 253

Introduction to Advertising

2(2-0) D

Study of advertising industry in relation to our economy—its impact on buying habits, communication styles, and media usage.

MKT 297

Topics in Marketing I

1-3, D

A variable content course with topics that can change from semester to semester. Selected topics of contemporary interest are identified in the schedule of classes. Examples are: Packaging, product liability, futures market, industrial marketing, and new product development. May be repeated to a total of 4 hours.

MTH - Mathematics

MTH 025

Pre-Algebra

1(1-0) F,S

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. This course is planned primarily for students who need to review basic mathematical processes essential for success in subsequent algebra courses. Calculators will not be used in this course so as to strengthen these necessary basic skills. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements and will not count toward total credit hours for graduation. This course may not be taken pass/not pass.

MTH 050

Introduction to Algebra

3(3-0) F,S

Required for students who have not completed a unit of high school algebra. Topics will include: real number systems, equations and inequalities, exponents, factoring, absolute value, an introduction to quadratic equations and rational expressions. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements, and will not count toward total credit hours for graduation. A grade of C or better is required in this course in order to take MTH 103. This course may not be taken pass/not pass.

MTH 103

Intermediate Algebra

3(3-0) or 3(2-2) F,S

Prerequisite(s): C grade or better in MTH 50 or placement into MTH 103 or higher.

The course will cover order of operations with real and complex numbers; operations with rational exponents and expressions; solutions of equations and inequalities; introduction to basic geometric terms and concepts; linear graphing on a Cartesian Coordinate System; solutions of systems of equations; solving real world applications, including the use of proportions, formulas, and the Pythagorean Theorem. Students not having taken MTH 50 should have one unit of high school algebra and an approved score on a departmental placement test. Credits for this class will not count toward a major or minor in mathematics and will not satisfy general education requirements. A grade of C or better is required in this course in order to take MTH 130, MTH 135, or MTH 138. This course may not be taken pass/not pass.

MTH 130

Contemporary Mathematics

3(3-0) F,S

Prerequisite(s): C grade or better in MTH 103 or placement into MTH 130 or higher.

This is a problem solving course centering on the following topics: number theory/algebraic properties and applications, set theory, symbolic logic, geometry, probability, and statistics. Students not having taken MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. This course will not count toward a mathematic major or minor and may not be taken pass/not pass. A grade of C or better is required in this course in order to take MTH 220.

MTH 135

College Algebra

3(3-0) F,S

Prerequisite(s): C grade or better in MTH 103 or placement into MTH 130 or higher.

Topics include: problem solving, polynomial, rational, exponential, and logarithmic functions, equations, inequalities and their applications; coordinate geometry, including conic sections and systems of equations/ inequalities; and an introduction to sequences and series. Students not having taken MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. A student who takes MTH 135 and MTH 138 receives credit toward graduation for only one of the courses. This course will not count towards a mathematics major or minor. A grade of C or better is required in this course to take MTH 181, 285, or 287.

MTH 138

Pre-Calculus Mathematics

5(5-0) D

Prerequisite(s): C grade or better in MTH 103 or placement into MTH 138 or higher.

The course includes selected topics in algebra and trigonometry to prepare the student for calculus. Students not having taken MTH 103 should have three years of high school algebra at the level of Algebra I or above and an approved score on the departmental placement test. A student who takes MTH 135 and 138 receives credit toward graduation only for one of the courses. The course will not count toward mathematics major or minor. A grade of C or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass.

MTH 181

Trigonometry

3(3-0) S

Prerequisite(s): C grade or better in MTH 135 or placement into MTH 181 or higher.

Topics include: circular and triangular trigonometry and applications; trigonometric and inverse trigonometric functions; trigonometric identities and equations; complex numbers; vectors; conic sections; parametric equations; and polar coordinates. Students not having taken MTH 135 should have two units of high school algebra, one

unit of high school geometry, and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A student may not receive credit for more than one of MTH 138 and MTH 181. The course will not count towards a mathematics major or minor. A grade of C or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass.

MTH 197

Introductory Topics in Mathematics

1-3, D

Variable content course of topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered; however, no more than six credits may count toward any degree.

MTH 220

Foundations of Mathematics for Teachers

3(2-2) F,S

Prerequisite(s): C grade or better in MTH 130 or MTH 135.

This course centers around the structure and properties of the real number system and its subsets. Numeration systems, patterns of numbers, models and algorithms for operations, number theory, probability, and statistics will be studied. Problem solving and communication are continuing themes of this course. Manipulatives (including a Base-10 Blocks, Cuisenaire Rods, number cubes, and colored counters), calculators, and computer software (including a statistical package, spreadsheet and word processor) are used extensively as tools to develop mathematical concepts. Cannot be used as a mathematics elective for mathematics major or minor.

MTH 240

Statistical Methods

3 (3-0) S

Prerequisite(s): MTH 130 or higher.

This course will cover statistics, elementary probability, estimation and tests of simple hypothesis involving both large and small sample methods, and linear correlation and regression. This course will not count toward mathematics major or minor. A student may receive credit toward a degree for only one of the following courses: MTH 240, PSY 200, QBA 237.

MTH 260

Foundations of Geometry for Teachers

3(2-2) F,S

Prerequisite(s): C grade or better in MTH 220.

This course includes the study of synthetic, analytic, vector, and transformational geometries through properties of geometric figures, measurement, construction, conjecture and proof and tessellations. Problem solving and communication are continuing themes of this course. Manipulatives (including MIRA, Geoboard, Tangrams, attribute

blocks and compass), calculators, and computer software (including Logo, Geometer's Sketchpad and a word processor) are used extensively as tools to develop geometric concepts. Cannot be used as a mathematics elective for the mathematics major or minor.

MTH 261

Analytic Geometry and Calculus I

5(5-0) F

Prerequisite(s): C grade or better in MTH 138, or C grade or better in MTH 135 and MTH 181, or placement into MTH 261.

Topics include: analytic geometry of the plane, limits, continuity, differentiation with applications, introductory integration with applications. Students not having taken MTH 181 or MTH 138 should have a B average or better in high school mathematics, including 2 units of algebra, 1 unit of geometry, and 1/2 unit of trigonometry and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A grade of C or better is required in this course in order to take MTH 280 or MTH 288. This course may not be taken pass/not pass. A B grade or higher must be earned in order for the Honors Program student to receive the Honors designation on his/her transcript.

MTH 280

Analytic Geometry and Calculus II

5(5-0) S

Prerequisite(s): C grade or better in MTH 261.

Topics include: applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conic sections, parametrization, polar coordinates. This course may not be taken pass/not pass.

MTH 285

Calculus for Business and the

Social Sciences

3(3-0) D

Prerequisite(s): C grade or better in MTH 135 or MTH 138.

Short review of algebra, absolute value and inequalities followed by elements of geometry, limits, the derivative, anti-derivative, and their applications. A student can receive credit for only one of MTH 285 and 287. A student taking MTH 285 and MTH 261 receives credit only for MTH 261.

MTH 287

Computational Calculus with Analytic

Geometry I

3(3-0) D

Prerequisite(s): C grade or better in MTH 138, or C grade or better in MTH 135 and MTH 181.

Introduction to the concepts and methods of analytic geometry and differential and integral calculus with emphasis on applications in the natural sciences and technology. Students taking MTH 287 and MTH 261 receive credit only for MTH

261. A student can receive credit for only one of the courses MTH 285 or MTH 287. A grade of C or better is required in this course in order to take MTH 288. This course may not be taken pass/not pass.

MTH 288

Computational Calculus II

3(3-0) D

Prerequisite(s): C grade or better in MTH 261 or MTH 287.

This course is a continuation of MTH 287. A student taking both MTH 288 and MTH 280 receives credit only for MTH 280. This course may not be taken pass/not pass.

MTH 297

Mathematical Topics in Globalization

2 (2-0) D

Prerequisite(s): Completion of 40 credit hours and the basic skills or general education core requirements portion of a two-year degree.

Students will have various opportunities to apply mathematical concepts developed in previous math courses to the real-world and/or a global society. Business, scientific, statistical, medical, and political situations will be among a wide range of topics explored and modeled. This course will also contain substantial communication, critical thinking, and information management components. Students seeking an AA in General Studies may use this course to fulfill their capstone requirement. Additionally, these students must submit their student learning portfolio in this course. This course may be repeated for up to 6 credit hours if different topics are offered. A student may not receive credit for both MTH 297 and IDS 297 if the courses have the same title.

MED - Media

MED 120

Introduction to Mass Communication

3(2-1) D

Theories and issues related to mass media as agents of social change. Both print and electronic media will be covered, including newspapers, radio, television, and film.

MED 197

Selected Topics in Media

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

MED 274

Understanding Film

3(2-2) D

The aesthetic and technical perspective of all types of motion pictures (narrative, non-narrative, experimental), using a number of selected domestic and foreign films as examples. Written analyses, reviews, and critiques are required. Viewing of selected films outside of class time is required.

MUS - Music

MUS 162

Collegiate Choral

1(0-2) F/S

Prerequisite(s): Permission of the departmental head.

Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

MUS 172

Small ensemble

1(0-2) D

Prerequisite(s): Permission of departmental head.

Ensembles may be arranged each semester in piano, voice, strings, wind, and percussion to meet the needs of participating students and the department. May be repeated to a maximum of 4 times for credit.

MUS 197

Selected Topics in Music

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

MUS 206

Interrelated & Integrated Arts

3(1-4) S

Prerequisite(s): EDU 150 and Instructor Permission.

Theory, methodology, and activities for teaching the arts to children, from early childhood through Grade 6. A creative experiential approach, emphasizing how the four primary art forms (drama, movement, music, and art) relate to and enhance one another and facilitate the child's learning in other content areas. Students who receive credit for this course will not receive credit for THE 306, DAN 306, or ART 306.

MUS 239

Introduction to World Music

3(3-0) D

An exploration of music from various cultures and time periods and the ways in which music promotes

self-understanding by reflecting recurring patterns of human behavior.

MUS 241

The Language of Music

3(2-2) or 3(3-0) F,S

A study of the ways music creatively expresses self-understanding, cultural environment, and aesthetic values from ancient to modern times. Open to all students except music majors.

MUS 262

Collegiate Choral

1(0-2) F,S

Prerequisite(s): Permission of departmental head.

Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

NUR - Nursing

NUR 100

Fundamentals of Nursing

7(4-9) F

Prerequisites: Admission to the Missouri State University-West Plains ASN program; and placement in MTH 130 or MTH 138 or a C grade or better in MTH 103, MTH 130, MTH 135, or MTH 138; and a C grade or better in CHM 105 and ENG 110.

Licensed Practical Nurses who have been admitted to the LPN-to-RN program may receive advanced credit for NUR 100. (See "Licensed Practical Nurse" in the catalog index.) A fundamental course in nursing which introduces the student to the role of the technical nurse and to the nursing process. Emphasis is placed on the techniques and technologies that are required in meeting the basic physical and psychosocial needs of adult clients. The students are provided the opportunity for practice in the campus laboratory and the clinical setting. Course fee.

NUR 101

Nursing Systems for the Adult Client I

8(5-9) S

Prerequisite(s): A grade of C or better in NUR 100, BMS 267, and BMS 268.

Licensed Practical Nurses who have been admitted to the LPN-to-RN program may receive advanced credit for NUR 101. (See "Licensed Practical Nurse" in the catalog index.) The nursing process is utilized as the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Nursing techniques and technologies that relate to the common health deviations are studied in this course. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting as well as the nursing laboratory. Course fee.

NUR 190

Nursing Systems for Adult Client: LPN-to-RN Program

2(2-0) Su

Prerequisite(s): A C grade or better in NUR 100; or Admission to the Missouri State University – West Plains LPN-to-RN program, and a C grade or better in BMS 267 and BMS 268, and placement in MTH 130 or MTH 138 or a C grade or better in MTH 103, MTH 130, MTH 135 or MTH 138.

The nursing process is utilized as the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Nursing techniques and technologies that relate to the common health deviations are studied. Course fee.

NUR 197

Health Topics

1-3, F,S

Variable content course of topics of general interest in the health care system and the health professions. Topics may vary each semester; the course may be taken to a maximum of 6 hours provided the same topic is not repeated.

NUR 201

Nursing Systems for the Promotion of Mental Health

3(2-3) S, Su

Prerequisite(s): A grade of C or better in NUR 100, PSY 121, BMS 267, and BMS 268 or Co-requisite of NUR 190.

Emphasis is on the design of nursing systems for clients with mental health and psychosocial health deviations. Opportunities are given to students for application of nursing knowledge in a clinical setting as well as in the nursing laboratory. A Z grade may be assigned if the student cannot complete the arranged clinical practicum within the designated term.

NUR 202

Pharmacology

3(3-0) F

Prerequisite(s): A grade of C or better in BMS 267, BMS 268 and NUR 100.

Introduction to basic pharmacology, pharmacokinetics, and pharmacodynamics of major drug classifications.

NUR 204

Nursing Systems for the Adult Client II

9(5-12) F

Prerequisite(s): A grade of C or better in NUR 101 or NUR 190.

A study of the nursing systems required by clients in the age group adolescence through senescence with complex medically or surgically related health deviations. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting. Course fee.

NUR 212

Nursing Systems for the Family

9(5-12) S

Prerequisite(s): A grade of C or better in NUR 204.

Emphasis is placed on human growth and development through the life span. Human sexuality and the establishment and support of the family are presented. Opportunities to care for clients from infancy through aging adulthood are provided in a clinical setting. Classroom and clinical components also include community nursing and leadership experiences. Course fee.

NUR 220

Current Trends and Issues in Nursing

2(2-0) S

Prerequisite(s): A grade of C or better in NUR 204.

A course designed for the exploration and discussion of major trends and issues affecting contemporary nursing practice in a global society. Meets the capstone requirement for the ASN degree. Course fee.

NUR 297

Selected Nursing Topics

1-3, D

Variable content course of topics of specific interest in the health care system to health professionals and student nurses. Topics will vary; the course may be taken to a maximum of 6 hours provided the same topic is not repeated. The course will require permission or meeting prerequisites established by the instructor.

PHI - Philosophy

PHI 105

Logic, Language, and Argumentation

3(3-0) D

An evaluation of argument with emphasis on the nature of language, inductive and deductive reasoning, and the development of practical applications of logic.

PHI 106

Elements of Symbolic Logic

3(3-0) D

An introduction to the use of symbolic techniques to represent and evaluate arguments from everyday usage. There is an emphasis upon the student's development of an understanding of the methods and concepts of present day logic.

PHI 110

Introduction to Philosophy

3(3-0) D

Through a consideration of topics such as what we can know, what is worth valuing, or what reality is, introductory philosophy deals with some of the main themes that arise out of the human quest for a more significant understanding of the world and human experiences. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned

in order for the student to receive an Honors designation.

PHI 115

Introduction to Ethics

3(3-0) D

This course investigates various ideas of right and wrong, good and bad in human conduct. It also seeks to clarify ethical principles involved in significant moral issues.

PHI 197

Perspectives in Philosophy

1-3, D

A variable content course designed to explore the philosophical significance of issues of cultural, social, or individual importance. Students should consult the registration schedule to determine the topic to be covered in a given semester, and to see if it has an International/Intercultural component. The course may be repeated to a maximum of 6 hours as topics change.

PED - Physical Education

PED 100

Fitness for Living

2(1-2) F,S

The values of health-related physical fitness; ramifications of a negative health life presented for individuals living in an automated, sedentary society, encouraging students to make intelligent decisions concerning a positive health lifestyle to enhance wellness now and in the future. Laboratory helps the individual discover his/her needs for achieving and maintaining high level wellness. This course will include a physical fitness component.

PED 101

Beginning Swimming

1(0-2) F

Designed to teach novice swimmers basic swimming skills.

PED 102

Intermediate Swimming

1(0-2) F

Prerequisite(s): PED 101.

Review of basic strokes. Instruction in competitive strokes. Basic diving instruction. (May be taken twice for credit.) Students not having taken PED 101 must have demonstrated swimming skill or permission of the instructor to enroll.

PED 103

Lifesaving

1(0-2) D

Prerequisite(s): PED 102.

Development of personal safety skills and techniques of aquatic rescue for life guarding; certification in American Guard Training may be obtained. Students not having taken PED 102 must have demonstrated intermediate swimming skill, first aid and CPR certification, or permission of the instructor to enroll.

PED 104**Water Safety Instruction****1(0-2) D***Prerequisite(s): PED 103.*

Prepares the student for complete American Red Cross Water Safety Instruction Certificate. Students not having taken PED 103 must have permission of instructor to enroll.

PED 127**Weight Training****1(0-2) D**

Scientifically founded isotonic and isometric weight training programs; development of cardiovascular and muscular endurance, strength, and flexibility.

PED 130**Adapted Physical Activity****1(0-2) D**

Adapted physical activity to meet needs of student based upon the recommendation of the student's physician. May be repeated for credit. Students must obtain physician's approval to enroll.

PED 133**Volleyball****1(0-2) D**

Basic skills of power volleyball.

PED 135**Selected Activities****1(0-2)**

A variable content course designed to develop lifetime skills in sports, fitness, and/or leisure activities. Activities selected will vary according to demand. Course may be repeated any number of times provided the same activity is not retaken. Course fee.

PED 241**Physical Education for Elementary Teachers****2(2-0) D***Prerequisite(s): PED 100.*

Games, rhythms, material, and methods utilized by elementary school classroom teachers to teach physical education.

PED 258**Health Education****3(3-0) D**

Methods, materials, and resources for preparation, development and implementation of an effective school health education program.

PHY - Physics**PHY 100****Survey of Physics with Laboratory****4(3-2) F,S**

Description of nature as seen by physicists and the affect this description and new scientific discoveries will have on society. Laboratories consist of discussions of current relations between science and society, demonstrations of precise experimental apparatus, some actual involvement with the experimental method. Students may not receive credit for both PHY 100 and PHY 102. Course fee.

PHY 101**Physics by Inquiry for Educators****4(2-4) F,S**

This course is only open to students planning to enter the BS in Elem. Ed. Completion Program or planning to receive the Child and Family Development degrees. Will fulfill natural science component of the AA in General Studies. Science content includes mechanics, optics, heat, electricity and magnetism. Students will increase their understanding of the nature of science. This course will not count toward any AAS degree. Course fee.

PHY 102**Survey of Physics****3(3-0) D**

Description of nature as seen by physicists; effects that new scientific discoveries will have on society. Students may not receive credit for both PHY 100 and PHY 102. Course fee.

PHY 123**Introduction to Physics I****4(3-2)***Prerequisite(s): CIS 101 and eligibility for MTH 261.*

An introduction to physical theories covering the content areas of mechanics, fluids, sounds and thermodynamics. Students not meeting prerequisite must have permission of the instructor to enroll. A grade of C or better is required in this course to take PHY 124. This course may not be taken pass/not pass. Course fee.

PHY 124**Introduction to Physics II****4(3-2) D***Prerequisite(s): A grade of C or better in PHY 123.*

A continuation of PHY 123 in the content areas of electricity and magnetism, electronics, and optics. Course fee.

PHY 197**Selected Topics in Physics****1(0-2) or 1(1-0) D**

Course devoted to topics of current interest in physics. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in physics, nor the general education (natural science) requirement.

PHY 203**Foundations of Physics I****5(3-4) D***Prerequisite(s): Concurrent enrollment or prior credit for MTH 280 or MTH 288 and CIS 101.*

First two semesters in basic calculus physics. Lecture and laboratory topics covered include mechanics, semesters in basic calculus physics. Lecture and laboratory heat, and sound. A grade of C or better is required in this course to take PHY 204. This course may not be taken pass/not pass. Course fee.

PHY 204**Foundations of Physics II****5 (3-4) D**

Prerequisite(s): A grade of C or better in PHY 203 and either MTH 280 or MTH 288.

Continuation of PHY 203 with lecture and laboratories covering electricity, magnetism, and optics. Course fee.

PLS - Political Science**PLS 101****American Democracy and Citizenship****3(3-0) F,S CBE. Honors eligible course.**

All students enrolling for PLS 101 must be eligible for ENG 110 or higher. This course familiarizes students with the institutions and constitutional framework of the United States and Missouri. The course emphasis is on the values, rights, and responsibilities that shape the public decision making of active and informed citizens and influence contemporary public affairs in a democratic society. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

PLS 102**Introduction to American Public Policy****3(3-0) D**

Prerequisite(s): PLS 101.

Second course in American government, dealing with the process of policy formulation and with the historical development of specific public policies in such fields as economics, foreign affairs, health care, crime, education, business and labor, and social welfare.

PLS 103**Missouri Government and Politics****1(1-0) Su Intersession (odd years)**

This course is a requirement for transfer students who have taken PLS 101, American Government, in another state. Requirement was mandated by the Missouri General Assembly. Special course dealing with functions and organizations of Missouri state and local government. Students may be assigned selected projects on Missouri politics.

PLS 169**Introduction to Political Science****3(3-0) D**

An introduction to the contemporary concerns and historical development of political science as a social science and as a mode of critical thinking about politics and society. Emphasis is upon acquainting students with the scope of intellectual inquiry and the specialized subfields of study of modern political science rather than with the particular characteristics of American Government and politics.

PLS 197**Selected Topics in Political Science****1-3, D**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

PLS 205**Countries and Cultures:****Comparative Government****3(3-0) S.**

An introductory comparative study of the principles, techniques and policy issues of government in constitutional democracies and authoritarian regimes. The course focuses on selected West European (Britain, France Germany) and non-West European (Japan, Mexico, Russia, Nigeria and Iran) countries and the evolution of the European Community. Students will not receive credit for both PLS 205 and IDS 297 Countries and Cultures: Comparative Government.

PLS 232**International Relations****3(3-0) F.**

Conflict and cooperation in the national state system. Theories on international organization, power politics, international integration/disintegration, nationalism, terrorism, trade and war. Problems of developing areas such as the Middle East, Africa, Asia, Latin America. International/ Intercultural Component. Students may not receive credit for both PLS 232 and IDS 297 International Relations.

PLS 251**Foundations of Public Law****3(3-0) Spring semester, odd years.**

An introduction to the study of U.S. public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on the U.S. Constitution and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international/global component. A student will not receive credit for both PLS 251 and LWE 297.

PLS 255**Public Administration****3(3-0) D**

American administrative organization and activities; centralization, decentralization, and relation between the administration and other branches of government.

PSY - Psychology

PSY 121

Introductory Psychology

3(3-0) F,S CBE.

Principles of human behavior; human growth and development; motivation; behavior organization; related research methods. Additional course work will be required taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

PSY 197

Topics in Psychology

1(1-0) D

Selected topics especially appropriate for lower division students. (Examples: Meaning of death, preparation for marriage, child rearing practices, etc.) May be repeated for a maximum of 4 hours.

PSY 200

Psychological Statistical Methods

3(3-0) D

Prerequisite(s): PSY 121 and MTH 130 or higher.

Principles and methods of statistics used in psychology; understanding and interpreting psychological data. This course cannot be credited toward a degree if the student has taken QBA 237 and MTH 240.

PSY 201

Experimental Psychology I

3(2-2) D

Prerequisite(s): PSY 121 and PSY 200.

Psychological methodology; major emphasis on experimentation.

PSY 203

Introduction to Research

3(3-0) D

Prerequisite(s): PSY 121 and MTH 135.

This course will provide an integrated approach to elementary research design and statistical methods. Students will review research and develop small projects for which statistical methods will be selected and applied. This course cannot be substituted for PSY 200 and/or PSY 201 and will not count toward the Psychology major. This course is not designed to prepare students for graduate work in Psychology.

PSY 250

Analysis of Interpersonal Behavior

3(0-6) D

Prerequisite(s): PSY 121.

Ongoing processes of interpersonal behavior. Observation and experience as participant of a self-analytic group in the human relation laboratory.

PSY 260

Educational Psychology

3(3-0) F,S,Su

Prerequisite(s): PSY 121

This course is designed as an introduction to theory and research in educational psychology. Topics include cognitive and social development, learning,

memory, cognition, intelligence, motivation, measurement, and individual differences.

PSY 274

Abnormal Psychology

3(3-0) D

Prerequisite(s): PSY 121.

A survey of abnormal/deviant behavior with emphasis on theories, causes, treatment, and prevention.

PSY 280

Student Development

4(4-0) S

Prerequisite(s): PSY 121 and permission.

Student development concerns life-span development, with a strong emphasis on grades K-12. Cognitive, social, and emotional development is covered, as well as developmental issues such as the impact of divorce, child abuse, substance abuse, sexuality, and peer pressure. This course also includes learning and motivation theory. This course will not count toward the major or minor in Psychology.

PSY 285

Development of Early Childhood and Elementary School Children

3(3-0) F

Prerequisite: PSY 121

This course focuses on life span development with a strong emphasis on preschool through sixth grade. Coverage includes developmental issues such as divorce, child abuse, substance abuse, and peer pressure. Also includes learning and motivation theory.

QBA - Quantitative Business Analysis

QBA 237

Basic Business Statistics

3(3-0) F, S

Prerequisite(s): MGT 130; or MTH 103 or higher except MTH 197 and MTH 297.

Collection, analysis, interpretation, and presentation of data related to business, measures of central tendency and dispersion, elementary probability, probability distributions, sampling, standard error, interval estimation, hypothesis testing. Computer statistical packages will be utilized in analysis of a variety of applications problems. A student may not receive credit toward a degree for more than one of the following courses: QBA 237, MTH 240, and PSY 200.

RDG - Reading

RDG 125

College Reading and Efficient Study Techniques

3(3-0) F,S

Available to all students who wish to develop better college reading proficiency. Required of first-year students who score 17 or below on their reading ACT sub score. Course fee.

RDG 170**Student Literacy Corps****1(1-0) F,S**

Prerequisite(s): Concurrent enrollment with RDG 171 and Permission.

Available to students who wish to develop the skills needed to teach adults to read.

RDG 171**Lab for RDG 170****1(0-2) F,S**

Prerequisite(s): RDG 170 or concurrent enrollment.

Students practice the skills needed to teach adults to read. Lab may be repeated up to 3 hours.

RIL - Real Estate, Insurance and Law**RIL 211****Insurance****3(3-0) D**

Prerequisite(s): 24 credit hours.

Principles and functions of property, casualty, and life insurance with applications in both personal and business situations.

RIL 231**Legal Environment of Business****3(3-0) F**

Prerequisite: 24 credit hours.

Ethical and legal issues in the domestic and international regulatory environment of business. Foundations of legal reasoning, case analysis, legal dispute resolution and reporting, court systems, and sources of law. Substantive areas of torts, contracts, sales, products liability, and consumer rights and remedies. Contemporary legal issues explored in such areas as regulation of environmental practices, deceptive advertising, debt collection, employment, antitrust, and computer law.

RIL 232**Debtor and Creditor Rights and Remedies****1(1-0) S**

Prerequisite(s): RIL 231.

Legal aspects of financial transactions. The rules of law governing financial transactions in today's business and personal affairs. Topical areas include commercial paper, secured transactions, and bankruptcy.

RIL 235**Business Enterprises, Rights/Liabilities****2(2-0) S**

Prerequisite(s): RIL 231.

Legal alternatives in the structuring of the business enterprise and its relationship with employees. Topical areas include personal property, bailments, real property, leaseholds, intellectual property rights, franchises, sole proprietorships, partnerships, corporations, and agency and employment law.

RIL 266**Principles of Real Estate****3(3-0) D**

Prerequisite: 24 hours or permission.

An introduction to the study of real estate. Topics covered include legal aspects of real property, real estate financing, appraisal, brokerage, land-use control, property management, and investing in real estate.

REL - Religious Studies**REL 100****Religion and Human Culture****3(3-0) F,S**

To discover what religion is and does; place of religion in human thought and action.

REL 101**Introduction to the Old Testament****3(3-0) F,S**

Literature of the Old Testament including the historical backgrounds and major concepts of these books.

REL 102**Introduction to the New Testament****3(3-0) F,S**

Literature of the New Testament including the historical backgrounds and major concepts of these books.

REL 103**History of the English Bible****1(1-0) D**

The ancient manuscript of the Bible; early versions; evaluation of recent translations.

REL 131**Religion in America****3(3-0) F,S**

Recounts the development of American religious life and the influences of religion on American institutions and its people.

REL 197**Topics in Religious Studies****1-3, D**

Topics of general interest in the area of Religious Studies. Examples: Fundamentalism, Muslim Spain, Heresy and Holiness, Hell and the Devil, the Shroud of Turin. May be repeated, as topics change, to a maximum of 6 hours. Variable content course.

RST - Respiratory Therapy**RST 120****Introduction to Respiratory Therapy****3(2-2) S**

A course that presents the art, science, history, and profession of modern cardiopulmonary care. It introduces the role of the respiratory therapist in the health care setting.

RST 124**Cardiopulmonary Anatomy and Physiology 3(3-0)**

Prerequisite(s): Admission to Respiratory Therapy AAS Program.

A course intended to support the teaching and learning of basic information about the form and function of the heart and lungs as they are applied in the clinical practice.

RST 130**Microbiology For Respiratory Therapists 2(2-0) Su**

Prerequisite(s): RST 120 & RST 124.

Aspects of microbiology as it pertains to Respiratory Therapy, particularly causes and control of infections, diseases, immunology, sterilization, and disinfections.

RST 210**Respiratory Equipment and Therapeutics 3(2-2) Su**

Prerequisite(s): RST 120 and RST 124.

A course that presents to the students instruction in the ways in which medical gases are manufactured, stored, and delivered; the administration and management of those gases; hyperbaric oxygen therapy; humidity and aerosol therapy; secretion clearance techniques; and airway management. Course fee.

RST 216**Respiratory Pharmacology 2(2-0) Su**

Prerequisite(s): RST 120 and RST 124.

A course that presents the principles of pharmacology, pharmacology of the respiratory system, routes of medication delivery and drugs used in the treatment of respiratory disease.

RST 232**Mechanical Ventilation****4(3-2) F**

Prerequisite(s): RST 210.

A course that presents the theory of invasive and non invasive mechanical ventilation.

RST 245**Cardiopulmonary Diagnostics****3(2-2) F**

Prerequisite(s): RST 124.

A course that presents pulmonary function analysis, arterial blood gases, pulse oximetry, capnography, diagnostic imaging, electrocardiography and review of the patient history and assessment. Course fee.

RST 250**Pediatric Respiratory Care****2(2-0) F**

Prerequisite(s): RST 216.

A course that presents the theory and application of the physiology, pathophysiology, monitoring and care of pediatric and perinatal patients including laboratory and physical examination.

RST 252**Pulmonary Disease****3(3-0) S**

Prerequisite(s): RST 250.

A course that presents the epidemiology, pathophysiology, treatment and management of pulmonary diseases including asthma, chronic obstructive pulmonary disease, interstitial lung disease, pulmonary vascular disease, pneumonia, cystic fibrosis, acute respiratory disease syndrome, and post operative respiratory complications.

RST 257**Geriatric Respiratory Care****2(2-0) S**

Prerequisite: RST 250.

A course that presents gerontology and geriatrics that focuses entirely on respiratory care. It provides a unique insight into the medical and psychosocial problems of the geriatric population the various theories of aging and the issues of aging from the sociological perspective.

RST 260**Respiratory Care Special Procedures****2(2-0) S**

Prerequisite(s): RST 210.

A course that presents special procedures performed or assisted by respiratory therapists including bronchoscopy, polysomnography, chest tubes, hyperbaric oxygen chamber, infant apnea monitoring, trauma, and tracheostomy care.

RST 280**Clinical Practicum I.****2(1-3) Su**

Prerequisite(s): RST 120

The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. It is designed to prepare the student for entry into the clinical setting by providing the student with clinical experiences and supervised application of concepts learned in the classroom to help them become proficient and safe in the clinical setting.

RST 281**Clinical Practicum II.****6(3-9) F**

Prerequisite(s): RST 280.

The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical practicum is designed to prepare the student for entry into the clinical setting. The clinical practicum provides the student with clinical experiences and supervised application of concepts learned in the classroom to help them become proficient and safe in the clinical setting.

RST 282**Clinical Practicum III.****6(3-9) S**

Prerequisite(s): RST 281.

The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical practicum is designed to prepare the student for entry into the clinical setting. The clinical practicum provides the student with clinical experiences and supervised application of concepts learned in the classroom to help them become proficient and safe in the clinical setting.

RST 297**Advanced Respiratory Care Theory****3(2-2) S**

Prerequisite(s): RST 124 and 232.

A course that presents the essential skills to develop a respiratory therapy care plan including patient/family education, sleep apnea diagnostics, respiratory care in the home, and respiratory care protocols. It will include intensive preparation for the NBRC Exams and participation in the annual Kettering Seminar. This course will be conducted concurrently with Clinical Practicum III during which the student will be required to prepare patient case studies which must be presented both orally and in writing. RST 297 meets the capstone requirement for the AAS degree in Respiratory Therapy. Course fee.

SWK - Social Work**SWK 212****Introduction to Social Work****3(3-0) F**

Prerequisite(s): SOC 150.

The historical development, philosophy, and values of the profession of social work. Examines practice interventions with individuals, families, groups, and communities. Introduction to various social agency settings and types of clientele served. A grade of C or better is required in this course in order to be considered for into the Social Work Program and to enroll in SWK 309, 410, 420 or 430. This course may not be taken pass/not pass.

SWK 219**Human Diversity****3(3-0) F,S**

Prerequisite(s): SWK 212, PSY 121, and SOC 150.

Content and skill development pertinent to working with diverse racial, cultural, ethnic, and other populations such as persons with physical disabilities and mental illnesses. This course is designed primarily to inform and sensitize individuals for effective interventions with a heterogeneous society. SWK 300 may be taken concurrently.

SWK 222**Human Behavior and the Social Environment****3(3-0) S**

Prerequisite(s): SOC 150.

Factors associated with the person environment system from the perspective of human biology, developmental and personality theory, small group theory, and the large societal context. A grade of C or better is required in this course in order to be considered for admission into the Social Work Program and to enroll in SWK 309, 410, 420, or 430. This course may not be taken pass/not pass.

SOC - Sociology**SOC 150****Principles of Sociology****3(3-0) F,S CBE.**

An introduction to the study of society, its structure and processes. Emphasis upon the sociological perspective, method, and findings. Additional course work will be required for the students taking this as an honors course, and a B grade or higher must be earned in order to receive Honors designation.

SOC 152**Social Problems****3(3-0) F**

Prerequisite(s): SOC 150.

Sociological perspectives on contemporary social issues and problems in American society.

SOC 271**The Community****3(3-0) D**

Prerequisite(s): SOC 150.

The range and structure of territorially based social systems such as neighborhoods, towns, hamlets, prisons, and utopias.

SOC 275**Sociology of Rural Life****3(3-0) D**

Prerequisite(s): SOC 150.

Rural life in America, as it existed traditionally and as it has been changed by the processes of modernization. Special emphasis upon rural life in the Ozarks.

SOC 276**Sociology of Aging****3(3-0) D**

Prerequisite(s): SOC 150.

The aging process and its implications for our society and the individual. The focus includes social, psychological, economic, and demographic aspects of aging.

SOC 284**Social Movements****3(3-0) D**

Prerequisite(s): SOC 150.

The evolution of large and diffuse groups which promote or resist social change and their

consequences for society. Examples might include the labor movement, the women's movement, new religious or political movements.

SOC 290

Sociology of Gender Roles

3(3-0) D

Prerequisite(s): SOC 150.

A study of gender roles, focusing on the effects of socialization, role stereotyping, and rapid social change on adult gender role identity, life choices, and family patterns.

SOC 297

Special Topics

1-3, D

Prerequisite(s): Permission.

Selected topics of contemporary interest in sociology, offered when resources and demand allow. May be repeated to a total of 6 hours when topic changes. Variable content course.

THE - Theatre

THE 101

Introduction to Theatre and Drama Arts

3(3-0) D

The creative processes of transforming drama to stage, film and television. A study of the collaborations and contributions that the various artists make to the process. Intended to increase the audience's ability to think critically about the artistic experience. Buying tickets to and attendance at local productions required.

THE 109

Performance Studies

3(3-0) F (even years) Honors eligible course.

Exploration of the social, cultural, and aesthetic aspects of performance through an examination of self and society. Course combines lecture, readings, and individual student performances of oral and literary texts selected for their humanities-related content and their performance and literary values. The Honors component would be a project prepared by the student that would result in a 30- to 60-minute program to entertain the audience. The material would meet the approval of the instructor. The program would be presented to a live audience or over community cable. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. International/Intercultural component.

THE 111

Theater in Education

3(3-0) F (odd years)

Educational Theater teaches students how to prepare a program that deals with a social or historical issue and then to take the program into area schools for presentation. Sometimes the students will use a written script by a professional author and sometimes they create their own.

THE 112

Performance Project

1(1-0) F,S

Prerequisite(s): Permission.

Traveling group that will present an educational theater performance to schools in the geographical area. May be repeated for up to 2 hours.

THE 197

Selected Topics in Theater

1-3, D

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

THE 205

Speech for the Elementary Classroom

3(3-0) S (odd years)

Speech activities in the elementary grades, correlating story telling, choral reading, creative dramatics, and speech correction.

THE 210

Performance of Literature

3(3-0) D

Individual performance of poetry, prose, and drama. Designed for students who wish to develop skills in theatrical performance, oral interpretation, aesthetic communication, and literary study through performance.

VIN - Viticulture & Enology

VIN 111

Introduction to Viticulture and

Vineyard Establishment

3(3-0) D

This course is designed to introduce students to viticulture in general and to current practices for establishing a commercial vineyard. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, weed control, vine disease control and pruning for training purposes. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course. Course fee.

VIN 113

Winter Viticulture Technology

2(1-2) D

Prerequisite(s): VIN 111 or permission.

This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those

seeking employment in commercial viticulture. Course fee.

VIN 114

Spring Viticulture Technology

2(1-2) D

Prerequisite: VIN 111 or VIN 113 or instructor permission.

This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture.

VIN 115

Summer/Fall Viticulture Technology

3(3-0) D

Prerequisite(s): VIN 111 and VIN 113 (recommended) or instructor permission.

This course is designed to provide students initiated in the field of viticulture practical experience in summer/fall vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. Course fee.

VIN 135

Botany

4(2-4) D

A survey of the plant kingdom, including plant cells and tissues and the ecology, morphology, physiology, and life cycles of representative plants of each division.

VIN 146

Introduction to Enology

3(3-0) D

This is an introductory course in the basic science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee interested in career development. The home winemaker that has never undergone any formal training on the subject may also benefit from this basic course. Students will make wine at home from a kit, track fermentation, make various chemical measurements and provide one bottle of finished wine to the instructor for evaluation at the conclusion of the course.

VIN 148

Winery Sanitation

3(3-0) D

Prerequisite(s): VIN 146 or instructor permission.

This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all methods used for winery sanitation including premises, tanks, pumps, filters, oak barrels and sampling equipment, including but not limited to

chemical agents, reagents, and thermal treatments leading to sterile bottling. Environmental issues and compliance are also addressed. The course will include lectures, demonstrations, and a two day workshop. Course fee.

VIN 160

Winery Equipment Operations

2(2-0) D

Prerequisite(s): VIN 146 or instructor permission.

This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations and two day workshop. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety. Course fee.

VIN 210

Introduction to Wine Microorganisms

3(3-0) S

This course is an introduction to the variety of microorganisms frequently encountered in the wine making process, both beneficial and harmful. Topics include identification, physiology, morphology and biochemistry of various wine microorganisms.

VIN 211

Integrated Pest Management

2(2-0) D

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

VIN 213

Midwest Vineyard Management

2(2-0) D

Prerequisite(s): VIN 111 or VIN 113 or VIN 114 or VIN 115 or instructor permission.

This course is a study of commercial grape growing in the Midwest Region of the United States. Topics include cultivars, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping and cold injury.

VIN 246**Intermediate Enology****3(3-0) D**

Prerequisite(s): VIN 146 or permission.

This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended.

VIN 257**Wine Production Internship****3(3-0)**

Prerequisite: VIN 146, VIN 148, VIN 160, VIN 246 or permission.

This course is designed for the individual anticipating a career in the wine industry. This course (internship) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences, sufficient to equip him/her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season internship at a supporting winery, and are expected to use the time and opportunities to further their understanding of the winemaking process and common winery operations. Course fee.

VIN 259**Cellar Operations Technology****2(2-0) D**

Prerequisite(s): VIN 257 or permission.

This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the passive vineyard periods associated with winter. The student is expected to improve his understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology. Course fee.

VIN 266**Sensory Evaluation****3(3-0) D**

Prerequisite: VIN 146 or instructor permission.

This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. This course will include lectures, demonstrations and a two day workshop. Course fee.

VIN 268**Wine and Must Analysis****3(3-0) D**

Prerequisite(s): VIN 146 and CHM 105 or permission.

Principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries. Course fee.

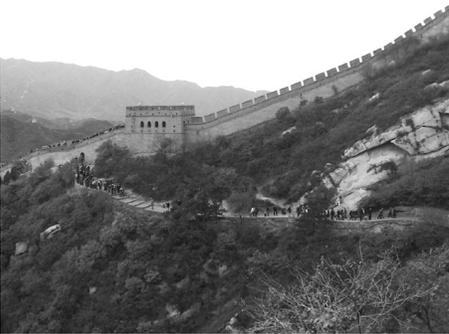
VIN 293**Soils for Viticulture****3(3-0) D**

The course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment.



Distance Learning

Missouri State University-West Plains offers courses at Mountain Grove, Mo., and online. The Associate of Arts in General Studies degree can be completed at the Mountain Grove Campus. All policies related to Missouri State University-West Plains also apply to students registered online and at the extended campuses.



China Internships

The Missouri State University Campus at Liaoning Teachers University (LTU) in Dalian, China, is an educational cooperation project between the two institutions. Selected Missouri State University-West Plains students will be eligible to spend one semester or academic year at the Dalian Campus. A brochure is available in the Office of Academic Affairs. More information is available at <http://www.missouristate.edu/china>.



Belize Study Tours

Tours of Belize examining both human and physical geography are conducted every even year. The dates for courses associated with these study tours will be during the spring intersession. More information is available in the Office of Academic Affairs.

Faculty

RANKED FACULTY

LEIGH ADAMS (1996)

Assistant Professor of English
A.B. University of Missouri-Columbia (1985)
M.A. Arkansas State University (1991)

CRAIG D. ALBIN (1990)

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M.S. Pittsburg State University (1985)
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Governor's Award for Excellence in Teaching (2009)

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40th Anniversary Award

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Ph.D. University of Oklahoma

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Ed.D. University of Arkansas

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M.S.N. University of Kansas
Ed.D. Nova Southeastern University

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Ph.D. University of Missouri

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M.L.S. University of Texas

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Classroom Locations

CODE	BUILDING	PHYSICAL ADDRESS
KELLET	Kellett Hall	905 West Main Street
LOONEY	Looney Hall	128 Garfield Avenue
LYBYER	Lybyer Technology Center	606 West Main Street
MELTON	Melton Hall	129 Garfield Avenue
GARNET	Garnett Library	304 Cleveland Street
RSPTHY	Respiratory Therapy Building	304 Garfield Avenue
CIVICNT RB	Civic Center	Redbud Room, 110 St. Louis Street
CIVICNT WR	Civic Center	Weight Room, 110 St. Louis Street
WPHS	West Plains High School	Music Room #3
HOUSTN	Houston Plaza	1591 North Highway 63, Houston
SHANHL	Shannon Hall	401 East 17th Street, Mountain Grove

Administrative Offices are located in M. O. Looney Hall, 128 Garfield Avenue.

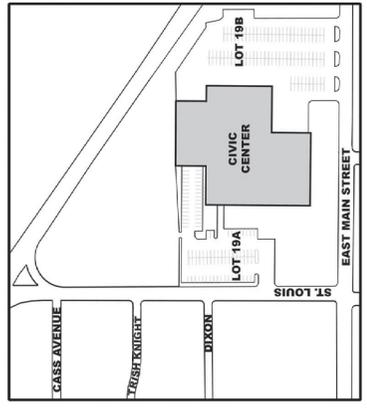
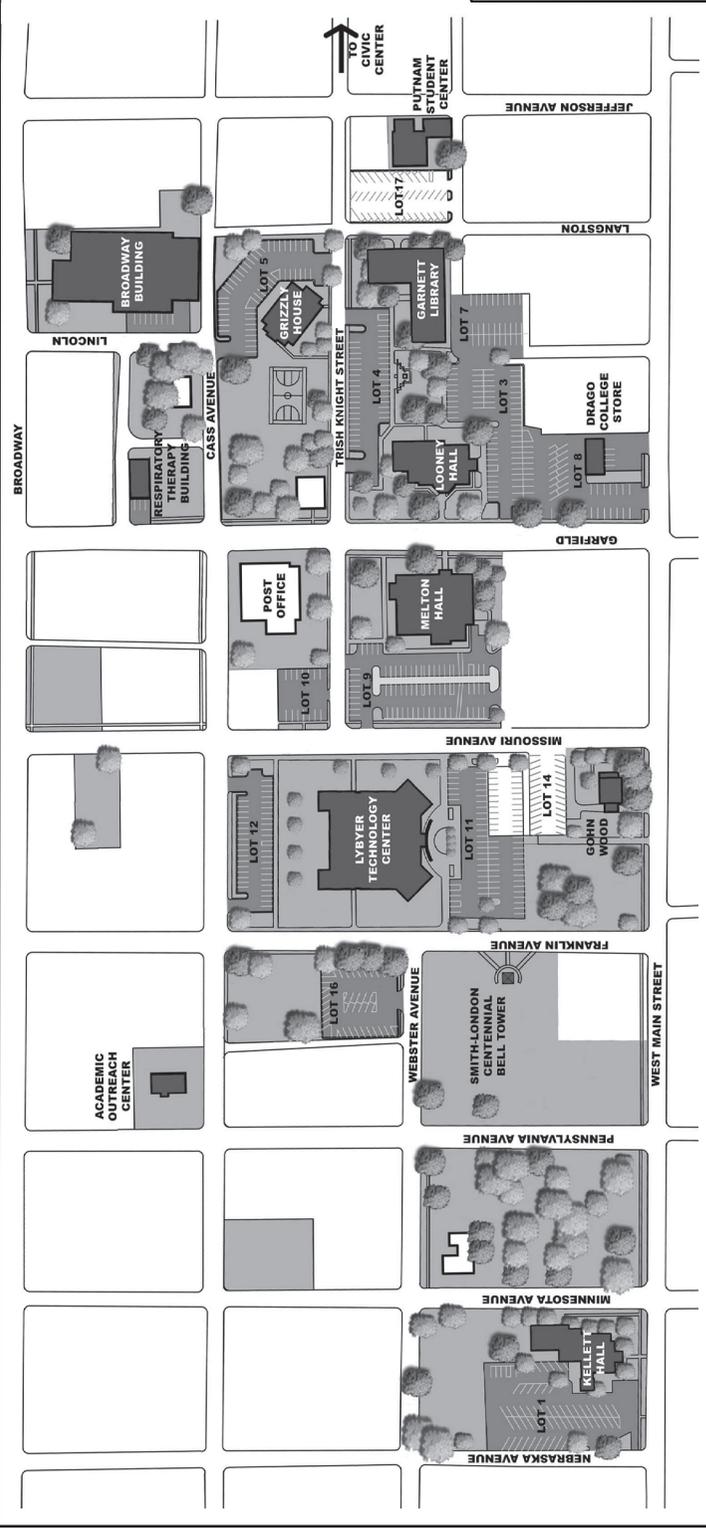
Other University Buildings

Academic Outreach Center (Springfield)
Broadway Building (Maintenance/Receiving)
Drago College Store
Post Office Building
Putnam Student Center
Grizzly House
Gohn-Wood House

Parking

- Register the vehicle(s) you will be driving with the Business Office.
- Always display a current Missouri State University-West Plains parking permit from rearview mirror.
- A disabled parking permit must be displayed to park in any disabled parking space in all lots.
- Parking is allowed for valid permit holders in all parking lots.
- Lots 17, 19a and 19b are City parking lots.
- Lot 5 is restricted to Grizzly House residents.
- Missouri State University-West Plains parking permits are not valid for parking in the United Methodist Church parking lot between Melton Hall and the Church building on West Main street.
- Do not park in lots that are barricaded for maintenance or special events.
- Visitor parking is available at Kellett Hall, Looney Hall and Lybyer Technology Center.

Campus Map



Important Numbers

- Main Number
255-7255
- Academic Affairs
255-7272
- Academic Outreach
(Springfield)
255-7931
- Admissions
255-7955
- Business Office
255-7260
- Career Services
255-7230
- Drago College Store
255-7227
- Financial Aid
255-7243
- Nursing Department
255-7245
- Office of Registration/Records
255-7979
- Student Advisement
and Academic
Support Center
255-7222

Notes



TM

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