

ACADEMIC CALENDAR

2003-2004

FALL SEMESTER, 2003

August	13	Wednesday	ESL Registration
	20	Wednesday	SAT Test
21-24	Thurs-Sun	Freshman Orientation	
	22	Friday	International New Student Orientation
25-26	Sun-Mon	Registration	
	26	Tuesday	Instruction Begins, Late Registration Begins
September	1	Monday	Last Day to Register or add a Class
	5	Friday	Last Day to Drop a Class without receiving a "W"
	27	Wednesday	Late International New Student Orientation
October	3	Friday	Fall Holiday (Begins at Midnight on Thursday)
	16	Thursday	Mid-Semester
	19	Sunday	Senior Academic Profile Test
	22	Wednesday	Senior Academic Profile Test
November	11	Tuesday	Last Day to Withdraw from a Class
	13	Thursday	Spring 2003 Pre-registration Begins
	25	Tuesday	Thanksgiving Break Begins at 5:00 pm
December	1	Monday	Instruction Resumes
	7	Sunday	Senior Major Exit Test
	8-11	Mon-Thurs	Examinations
	9	Tuesday	ESL Completion
	11	Thursday	Christmas Vacation begins at 11:30 am

SPRING SEMESTER, 2004

January	2	Friday	International New Student Orientation
	4	Sunday	SAT
4-5	Sun-Mon	Registration	
	5	Monday	ESL Begins
6	Tuesday	Instruction Begins, Late Registration Begins	
	7	Wednesday	Late International New Student Orientation
12	Monday	Last Day to Register or add a Class	
	16	Friday	Last Day to Drop a Class without receiving a "W"
February	25	Wednesday	Mid-Semester
March	4	Thursday	Spring Break begins at 5:00 pm
	15	Monday	Instruction Resumes
	15	Monday	Summer Registration Begins
	26	Friday	Last Day to Drop a Class
April	29	Monday	Fall 2003 Pre-registration Begins
	7	Wednesday	Awards Convocation
	11	Sunday	Major Field Achievement Test
23-28	Fri-Wed	Examinations	
	30	Friday	Senior Consecration
	1	Saturday	Baccalaureate
May	2	Sunday	Commencement

SUMMER MODULES 2004

FIRST MODULE

May 3-May 28	4 Weeks	Final Exam May 28
May 3-June 4	5 Weeks	Final Exam June 4

THIRD MODULE

July 12-August 12	5 Weeks	Final Exam August 12
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SECOND MODULE

June 7-July 9	5 Weeks	Final Exam July 11
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NURSING

May 3-June 11	6 Weeks	Pathophysiology
May 12-June 20	6 Weeks	Child Health Nursing

SOUTHWESTERN ADVENTIST UNIVERSITY

THE BULLETIN
2003-2004

Volume 110

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Mission, Purpose, and Goals

Mission Statement	Southwestern Adventist University is a private institution whose mission is to offer affordable, quality higher education in a Christian environment committed to the Seventh-day Adventist values and ideals. The University fosters the development of the whole person through academic, religious, and social programs, and is committed to the excellence of its faculty and staff, the strength of its curricula, the effectiveness of its support programs, the success of its graduates, and service to others.
Brief History	Southwestern Adventist University was founded in 1893 as Keene Industrial Academy. Junior college level work was first offered in 1916 and the name was changed to Southwestern Junior College. In anticipation of offering baccalaureate work, the name was changed to Southwestern Union College in 1963. The first bachelor level classes were offered in 1967. In 1977, the college was renamed Southwestern Adventist College, reflecting its denominational affiliation. Graduate level work was begun in 1987; nine years later the institution changed its name to Southwestern Adventist University. The University has been accredited by the Southern Association of Colleges and Schools since 1958; first as a Level I institution (associate degrees), then in 1970 as a Level II institution (baccalaureate degrees), and since 1989 as a Level III institution (graduate degrees).
Pertinent Descriptive Information	The University is a coeducational institution of higher learning. It was established and is operated by the Seventh-day Adventist Church and is essential to the fulfillment of the teaching ministry of the church.
Essential Beliefs	The institution is committed to Christian teachings and values as understood by the Seventh-day Adventist Church. God is perceived as the Creator and ultimate source of knowledge and meaning. True education is defined as the harmonious development of the intellectual, spiritual, social, and physical aspects of human nature.
Geographical Region, Type of Students and Faculty	<p>The University serves primarily the needs of the Seventh-day Adventist membership in the five states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The University welcomes students from all religions and geographical areas, as well as from diverse ethnic, social, and cultural backgrounds.</p> <p>To achieve its purpose effectively, the University recruits and retains well-qualified teachers, who are dedicated to teaching and advising and who are willing to spend time with students both in and out of the classroom. The University encourages research and scholarly endeavors on the part of its faculty.</p>
Major Institutional Functions	<p>The University provides a challenging environment conducive to the total development of the student, thus contributing to the realization of each individual's potential. The administrative departments of the University provide the infrastructure needed for the institution to fulfill its educational purposes.</p> <p>The University's undergraduate curriculum consists of programs in the liberal arts and sciences, with a number of professional and preprofessional curricula. The general education component brings balance to the academic and professional programs, enriching the intellectual and cultural experiences of the student beyond the limits set by the specific major. The graduate curriculum includes master's degrees in business and education.</p>
Attitudes and Ideals	The University broadens the student's intellect, strengthens the spiritual dimension, contributes to social growth, fosters attitudes and practices of healthful living, develops a wholesome respect for the dignity of labor, and instills a sense of selfless service.

Purpose and Goals

Institutional Goals

The University has the following goals:

1. Recruit and retain well-qualified faculty and staff.
2. Employ teachers who are dedicated to teaching and advising and are willing to spend time with the students outside of class.
3. Encourage research and scholarly endeavors on the part of the faculty.
4. Provide a challenging environment conducive to learning.
5. Provide the institutional infrastructure to fulfill its educational purposes.
6. Emphasize quality curricular programs in undergraduate education.
7. Provide a general education component that brings enrichment and balance to all academic and professional programs.
8. Provide quality graduate education at the master's level.
9. Provide quality distance-learning.
10. Broaden the student's intellect.
11. Strengthen the student's spiritual dimension.
12. Contribute to the student's personal growth.

Student Outcomes

The SWAU graduate will:

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

Accreditation and Non-Discrimination Policy

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

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

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

The University is a member of the following:

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

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

Admissions

Visiting SWAU

We at Southwestern Adventist University are happy to have prospective students and parents visit the campus. It is best to visit during the week as offices are open Monday to Friday noon. Because weekend visitation is best for some, there are two special weekend programs annually. These are in March and June. Call for details at (800) 433-2240 or see our web site at <http://admissions.swau.edu>.

General Admission

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

The Director of Admissions, in consultation with the Admissions Committee, reviews all applications and makes the decisions regarding admission to the University. Those who desire information regarding admission may e-mail, write, or phone:

inquire@swau.edu

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

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

The Admissions Office will answer questions and help students find advisors in their chosen fields. Students wishing to enter the Nursing program or the Adult Degree Program must meet additional admission requirements (see page 89 for Nursing and page 8 for the Adult Degree Program). Students wishing to graduate with an Elementary Education or Social Work major must also meet additional requirements (see page 58 for Education and page 110 for Social Work). Counsel with an advisor regarding these requirements and check those sections in this bulletin. The following are the regular admission procedures.

New Freshman Admission

SWAU classifies new freshmen as students having 0 to 11 semester hours of college credit. SWAU requires that students have graduated from high school or have an equivalency diploma. Students must have acceptable ACT or SAT composite scores.

The following are admission procedures for new freshman:

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

3. Submit an official score report of an ACT or SAT exam. New freshmen must have a minimum SAT composite of 800 or a minimum ACT composite of 17 to enroll in regular classes. New freshmen who have an SAT composite between 600 and 790, or an ACT composite between 13 and 16, will be enrolled in the Jump Start Program. Applicants who graduate from high school with a cumulative GPA of 3.0 or higher and have a composite ACT of 16 or composite SAT of 760 to 790 are exempt from the Jump Start Program. Applicants whose highest composite scores are below 600 on the SAT or below 13 on the ACT exam will not be accepted. Southwestern's Counseling and Testing Center offers the SAT for applicants who have not taken the exam or who wish to take the SAT again. SAT results from an on-campus exam cannot be transferred to other institutions. Applicants who have passed a college level English composition course and a college level math course are exempt from having to submit SAT or ACT scores.

4. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant's eligibility for admission.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. An applicant will be accepted in good standing as a regular student in a degree program when all requirements have been met. Acceptance allows the financial aid and pre-registration process to begin. A conditional acceptance is given if acceptable ACT or SAT scores are submitted but other required documents have not been submitted. Enrollment is limited to a maximum of three semesters when a new freshman student has a conditional acceptance.

Transfer Student Admission

A transfer student is one with 12 or more transferrable semester hours. Transfer students may be admitted in any semester. The following are admission procedures for transfer students:

1. Complete and return an application to the Admissions Office. To receive Federal financial aid transfer students must indicate on the application when they graduated from high school or passed a GED or state high school equivalency test.
2. Submit an official undergraduate transcript from each college or university the student has attended. All official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration the next semester. Transfer students who were home schooled at the high school level and have not completed a college program of at least two years in length must have passed a state recognized high school equivalency test or GED to receive Federal financial aid.
3. Submit SAT or ACT scores if the applicant has not passed both an English composition course and a college math course and has less than 24 transferrable semester hours. TAAS or TASP scores can be submitted in lieu of SAT or ACT scores. Minimum acceptable scores: SAT 800 composite; ACT 17 composite; TASP 220 Writing, 230 Math, and 230 Reading; TAAS 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading. Southwestern's Counseling and Testing Center offers the SAT throughout the year for students who

Admissions

need to take the test. SAT results from an on-campus exam cannot be transferred to other institutions.

4. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant's eligibility for admission.

Applicants receive notification of acceptance status from the Admissions Office. A transfer student will be accepted in good standing as a regular student in a degree program when all requirements are met. A transfer student with a cumulative GPA of less than 2.0 from previous college work will be accepted on academic probation (refer to Academic Probation on page 25). A conditional acceptance may be given if all official transcripts have not been submitted. Enrollment will be limited to one semester when a transfer student has a conditional acceptance.

International Student Admission

SWAU classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is approved by the U.S. Immigration and Naturalization Service for the admission of non-immigrant students (F1 status). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance and an I-20 form issued by SWAU. International applicants must meet the following requirements to obtain an acceptance letter and an I-20 form:

1. Submit an application to the Admissions Office.
2. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Students from countries which administer the G.C.E. (General Certificate of Education) examinations must have earned five (5) or more "O" level academic subject passes (with marks 1 through 6 or A through D). Degree-seeking students with previous college work must submit an official English translation before SWAU can give transfer credit.
3. Submit a SWAU Personal Data form.
4. Submit proof of English language proficiency. Any of the following will meet this requirement:
 - a) the Test of English as a Foreign Language (TOEFL) with a minimum proficiency level of 190 on the computer-based test, or 520 on the paper-based test
 - b) the Michigan English Language Assessment Battery with an average score of 80 in each section*
 - c) an SAT I Verbal score of 400 or higher**
 - d) an ACT English score of 17 or higher

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

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

All acceptable proof must be current (within the last six months). Students who do not have or who do not submit proof of English language proficiency will be tested upon arrival at SWAU. Students who do not meet these minimum requirements will be required to take ESL courses, Jump Start courses, or a combination of these classes in the first semester of enrollment at Southwestern.

5. Submit a SWAU Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU.
6. Submit a deposit of \$750 and a pre-payment of \$3,900 (a combined total of \$4,650) if the applicant is not a citizen of U.S. Territories or Canada. (Students receiving financial sponsorship from overseas divisions of the Seventh-day Adventist Church will not be required to submit a prepayment if a statement from the treasurer of the division or conference is submitted which lists the amount of educational subsidy the student will receive.) The \$3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the \$750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and pre-payments will be returned to applicants who do not enroll, minus a processing fee of \$100.
7. Submit a legible copy of a current passport, showing legal name.
8. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant's eligibility for admission.

Southwestern Adventist University does not issue I-20's for international applicants to the Adult Degree Program. International students applying to the Adult Degree Program must meet ADP admission requirements.

Application Deadlines

Because of the extra time required to process international applicants, SWAU will give priority to those who meet all financial and academic requirements for admission at least four months prior to registration. Final deadlines to submit required documents are July 1 for Fall semester and November 1 for Spring semester.

Acceptance Notification

The Admissions Office will notify applicants by letter regarding acceptance status after an application and transcripts have been received. SWAU will issue an I-20 after an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a Personal Data form, a deposit and the pre-payment have been received.

On-Campus Housing

After being accepted, international students who plan to live in one of SWAU's dormitories should immediately submit a housing information form with a room reservation/damage deposit of \$100.

Admissions

Orientation Program

An *International Student Orientation* is conducted the Friday before each semester's registration. Attendance at this orientation program is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. Information specific to the needs of international students is covered in this program. Students are notified of this orientation program in acceptance letters. Attendance at any other SWAU orientation does not substitute for attendance at the *International Student Orientation*. New international students who do not attend this orientation program will not be allowed to register until they attend a makeup orientation program conducted Thursday during late registration.

Immigration and Naturalization Service (INS) Reporting

When international students arrive at SWAU they should take their visa and I-94 card to the Admissions Office so copies can be made to go into their admissions file. INS collects I-20s at ports of entry and mails the forms to the school. SWAU will then return the I-20 form to the student. If an international student enters the U.S. with an I-20 from SWAU but does not enroll at SWAU or if an international student drops out, SWAU will notify the U.S. government through the Student & Exchange Visitor Information System (SEVIS) as required by U.S. law. It is imperative all international students on an I-20 notify in advance the International Student Advisor if they plan to transfer to another school in the U.S. or if they plan to drop below the 12 minimum required hours of classes.

Financial Aid

International students on F1 visas do not qualify for loans and grants as detailed in the financial section of the SWAU Bulletin though campus employment is available. The student is expected to have sufficient funding (either sponsorship or personal funds) to cover tuition, food, lodging, books, fees, insurance, and personal expenses. International students are expected to meet required payments at registration and throughout the semester just as other students do.

On-Campus Work

According to current U.S. immigration laws, international students with student visas may work on-campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F1 status are required by law to secure permission before accepting any off-campus employment.

Medical and Automobile Insurance

Because the cost of medical care in the United States is high, the U.S. government requires all international students to have major medical insurance coverage. SWAU has a major medical insurance plan available for international students. At the time of registration students must purchase the medical insurance available through the University or provide a copy of the schedule of benefits (in English) of their own medical insurance policy, which meets or exceeds the minimum requirements for international students as specified by the U.S. government.

Automobile insurance is required in the United States to cover liability for damages in the event of an accident. Severe penalties are imposed on the owner and driver of an uninsured vehicle should an accident occur. The international student advisor at SWAU can provide information about purchasing automobile insurance.

SPECIAL ADMISSIONS

Auditing Students

Students who plan only to audit classes must submit an application. They will be admitted as an auditing student.

Adult Degree Program

The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet contained in the ADP brochure.
2. Submit an official report/transcript of one of the following:
 - a. an SAT composite score of 800 or higher.
 - b. an ACT composite score of 17 or higher.
 - c. college transcript with passing grades in English and math classes.
 - d. college transcript with grades of C or better in developmental English and math classes.
 - e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
 - f. TAAS score of 220 Writing, 230 Math, and 230 Reading.
 - g. TASP score of 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading.
3. Submit official transcripts according to applicable criteria:
 - a. Applicants with less than 12 hours of college credit
 1. an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test.
 2. official transcripts from each college attended.
 - b. Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

Developmental/remedial classes cannot be taken through the Adult Degree Program.

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

Admissions

English as a Second Language (ESL)

ESL courses are intensive English classes designed for students with limited English language proficiency. To be accepted for ESL classes, applicants must:

1. Have graduated from high school and be at least 16 years old.
2. Submit an undergraduate application to the Admissions Office.
3. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Degree-seeking students with previous college work must submit an official English translation before SWAU can give transfer credit.
4. Submit a SWAU Personal Data form.
5. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant's eligibility for admission.
6. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU if not a citizen of the United States or U.S. Territories.
7. Submit a deposit of \$750 and a pre-payment of \$3,900 (for a combined total of \$4,650) if the applicant is not a citizen of the United States, U.S. Territories, or Canada. The \$3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the \$750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and prepayments will be returned to applicants who do not enroll, minus a processing fee of \$100.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. SWAU will issue an I-20 after an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a Personal Data form, a deposit and the pre-payment have been received.

Students who successfully complete 12 hours of ESL, passing each class with a grade of C or better, and who pass the Michigan Test of English, are not required to submit ACT or SAT scores to continue in another academic area.

Because of the extra time required to process international applicants, SWAU will give priority to those who meet all financial and academic requirements for admission at least four months prior to registration. Final deadlines for international applicants to submit required documents are July 1 for Fall semester and November 1 for Spring semester.

High School Students

High school students currently enrolled in their junior or senior year may take classes at SWAU. They must submit an application and provide a letter from their principal giving permission to take these classes.

Returning Students

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

Teacher Certification Students

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

Transient Students

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

TRANSCRIPT POLICIES

1. An applicant accepted on a conditional basis may be admitted pending the receipt of all official transcripts. Students lacking an official high school transcript, GED, or state high school equivalency diploma can remain conditionally accepted for a maximum of three (3) semesters. Students lacking official college or university transcripts can remain conditionally accepted for one (1) semester only. Official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration the next semester.
2. A student's conditional acceptance remains in effect until all official transcripts are received by SWAU or until the conditional time period is concluded.
3. Acceptance will be withdrawn at the end of the conditional time period if SWAU has not received all missing transcripts.
4. An unconditional acceptance will be granted when all admission requirements are met (official transcripts are received).
5. While a student is attending with a conditional acceptance, SWAU will not issue a SWAU transcript, nor any grade reports, even if the student's account is paid in full. SWAU will not issue a transcript for any student (current or past) who is missing official transcripts.
6. Dismissal will follow if SWAU finds that a student has registered without having graduated from high school or without having passed the GED exam or a state high school equivalency test.

Finances

TUITION, ROOM & BOARD COSTS

Residence Hall Full-Time Student Package

	Semester	Year
Tuition (12-17 credit hours)	\$5,508	\$11,016
SA Fee	70	140
Residence hall room	1,080	2,160
Required meal plan choices:		
A 19 meals per week + \$50 Knight's Kash <u>or</u>	1,555	3,110
A(K) 15 meals per week + \$389 Knight's Kash		
Total Package	\$8,213	\$16,426
B 15 meals per week <u>or</u> B(K) 12 meals per week + \$216 Knight's Kash	1,441	\$2,882
Total Package	\$8,099	\$16,198
C 10 meals per week <u>or</u> C(K) 07 meals per week + \$199 Knight's Kash	1,326	2,652
Total Package	\$7,984	\$15,968

Knight's Kash is a store within the cafeteria that is open between regularly scheduled meals.

Please note these guidelines before choosing a meal plan:

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

Off-Campus Full-time Student Package

Tuition (12-17 credit hours)	\$5,508	\$11,016
SA Fee	70	140
	\$5,578	\$11,156

The Off-Campus Student Package (\$5,578 per semester) includes these items:

1. Tuition for a 12-17 hour class load
2. Library
3. PC laboratories
4. Science laboratories
5. Gymnasium
6. Student Center
7. Nurse's Health Service on campus
8. Use of a band instrument
9. Cap and gown for graduation
10. Diploma

In addition to the above items, the Residence Hall Student Package includes:

1. A room in one of the residence halls
2. Meals at the cafeteria from the Sunday of registration to the last day of exams fall semester and through graduation spring semester (except scheduled vacations such as Thanksgiving, Christmas, and Spring Break)
3. Local telephone service.

RESIDENCE HALL REQUISITES

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

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

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

Residence Hall Deposit

Residence hall students are required to pay a general deposit of \$100. Rooms will not be reserved without this deposit. The deposit should be sent to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the university. The deposit will then be credited to the student's account. Any student who moves out of the residence hall without filing clearance with the residence hall dean will automatically lose this deposit. Should a student cancel an application for admissions before August 17, the deposit will be refunded.

Private Room Fees

Private room fees are an additional \$540 per semester subject to space availability, dean approval, and financial clearance.

OTHER TUITION AND ACADEMIC FEES

Adult Degree Program

Adult Degree Program tuition must be covered at registration. There are no payment plans for this program. For further information contact the ADP office.

Audit Tuition

Audit tuition is \$20 per credit hour. This does not apply to ADP, ESL, graduate or certain classes specified by the Records Office.

Credit Hour Charge

Courses taken above or below the 12-17 hour package will be charged at \$459 per credit hour.

Graduate Program

Graduate Program tuition is \$459 per semester hour. Graduate hours are charged separately from the undergraduate tuition package. For further information about the Graduate Program please refer to the *Graduate Bulletin*.

English as a Second Language (ESL)

The English as a Second Language Program is designed to assimilate the student into an English-speaking environment which includes not only classroom instruction, but also living in the residence hall and eating in the cafeteria. The ESL package (\$8,543) includes tuition, room, board, and SA fee. With a room/board discount of \$2,754, the cost for this program is \$5,789. When a married student chooses to enroll in this program and not stay in the residence hall, (s)he will be charged the regular tuition

Finances

package amount of \$5,508 plus \$70 SA fee. Students who take ESL courses outside of the ESL package will be charged the regular tuition rate. ESL courses cannot be audited. International students should refer to ESL Admissions on page 9 for required deposit and pre-payment information.

Laboratory/Supply Fees

Fees are non-refundable after close of registration.

Anatomy & Physiology Fee \$40.00
Biology lab fee \$40.00
Genetics lab fee \$40.00
Photography lab fee \$150.00
Photojournalism supply fee \$50.00
Mammology lab fee \$40.00
Microbiology lab fee \$40.00

Medical Technology Student

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

Music Lessons

Music lessons are \$200 per semester above the cost of tuition (based on 10 lessons). No refunds after the second week.

Nursing Tuition Surcharge/Application Fee

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

A \$100 non-refundable application fee is required for admission to the Nursing Program.

Post-baccalaureate Student (PBS)

Post-baccalaureate students receive a 50% tuition discount for undergraduate courses. This does not include classes in nursing, student teaching, ESL, Graduate Programs, private lessons, or laboratory charges. See page 32 for definition of PBS student.

Senior Citizens

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

Study Abroad Program

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

Student Missionary/Task Force Program Charges

Students who are spending one year of their education as a student missionary or task force worker may choose one of the following options for up to two semesters:

Six non-credit hours of UNIV 103 each semester charged at \$10 per semester.

Six credit hours of UNIV 211 each semester charged at 1/2 of the regular hourly tuition rate.

Any combination of the above up to six hours per semester.

Summer Charges

A discount of 25% is applied to summer tuition. This does not apply to independent study, graduate classes, or the summer biology trip. Residence halls charge by the week and the cafeteria charges by the meal.

OTHER EXPENSES

Books

Books and class supplies will cost approximately \$384 per semester. Students must pay cash for books.

Cafeteria

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

Checks

Returned checks not honored by the bank will carry a \$20 charge.

Examinations

Career, Aptitude, and Personality Tests — \$5-\$12.

CLEP examinations — \$50. The recording fee is \$25 for the first 12 hours, and \$1 for each additional hour.

Proficiency examinations — \$70 each.

SAT examinations — approximately \$25.

Special examinations, such as GRE, TASP, MCAT, and LSAT, carry a fee.

Fees

A Student Association fee of \$70 per semester is required of all students. This fee is nonrefundable.

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

Field Trip Costs

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

Fines

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

The cafeteria will assess fines for infractions of cafeteria policy.

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

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

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

Identification Card

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

Insurance

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

Medical insurance is required for all students registered for 6 or more credit hours. Medical insurance can be purchased at registration for approximately \$115 per academic year if the student is not covered by another plan. No refunds will be made after the second week of classes.

Medical insurance coverage for International students will be charged at the following rate: Fall semester \$420, Spring semester \$588. (This is the INS required twelve-month coverage.)

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

Finances

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

Low Balance Write-Offs

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

Property Damage

Tampering with the fire alarm system or fire extinguishers is a major offense which carries a penalty charge. If a student damages school property (furniture, light bulbs, windows, screens, dishes, etc.) he or she will be required to pay the replacement cost. A student may be expelled for damaging school property.

Senior Class Dues

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

Transcripts

There is no charge for transcripts, with the exception of \$20 for express mail service; \$5 for same day office service; and \$5 for fax service. Transcripts and diplomas are not released if a student's account and/or bank note is not paid in full, if government loans are not current in repayment, or if the academic file is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held for two weeks until the check is cleared. Requests accompanied by a money order or a bank draft are processed more quickly. Accounts may be paid by credit card. (See also transcripts on page 24.)

PAYMENT PLANS

SWAU offers three payment plans to help students manage their university expenses.

Plan I — Cash

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

Plan II — Bank Financing

Students choosing Plan II will be required to have a minimum of 50% of the semester's charges covered at registration. The 50% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. If the bank note (and any amount due the University) is paid by the maturity date, the University will give the student a 3% rebate on cash paid during the semester. This rebate is not given on fees, scholarships, loans, grants, awards, discounts, university aid funds, educational subsidy, or credit card payments.

This rebate on the note will be returned to the student in the form of a credit against the next semester's charges. If the student does not enroll next semester, the rebate will be mailed with the January or May statements.

Bank notes paid after the maturity date (November 24 for fall semester, April 12 for spring semester) will not qualify for the rebate. Arrangements must be made for all unpaid Plan II balances before students take examinations. Seniors must pay in full before receiving their diplomas or academic transcripts. This obligation to the bank is an obligation to the University.

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

Plan III — Contract with SWAU

This plan is a two-payment contract with the University. One payment, half the semester charges, is due at registration and one payment is due six weeks after registration. No rebate or cash discount will be given under this plan.

The second payment is due:

Fall semester ... October 7

Spring semester ... February 17

Wiring Money

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



Dr. Fred Harder, Enrollment & Marketing Vice President

REFUNDS

Tuition, Room & Board

Institutional Refund

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

Refunds to students dropping all, or some, classes will be prorated on a weekly basis as shown in the chart below. The same is true for room and board refunds.

WEEK	REFUND % TUITION	REFUND % ROOM & BOARD
Registration Week	100%	93.75%
Second Week	84%	87.50%
Third Week	72%	81.25%
Fourth Week	60%	75.00%
Fifth Week	48%	68.75%
Sixth Week	36%	62.50%
Seventh Week	24%	56.25%
Eighth Week	12%	50.00%
Ninth Week		43.75%
Tenth Week		37.50%
Eleventh Week		31.25%
Twelfth Week		25.00%
Thirteenth Week		18.75%
Fourteenth Week		12.50%
Fifteenth Week		6.25%

Refunds are not made on these items:

- Absences
- Insurance
- Music Lessons after two weeks
- SA fee
- Vacations
- Weekend Leaves

Return of Federal/State Funds

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

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

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

STUDENT FINANCIAL AID

Federal Grant Programs

Eligibility for the following programs is based upon receipt and evaluation of the Institutional Student Information Record (ISIR), which is the results of the Free Application for Federal Student Aid (FAFSA). To be considered for all federal grants for the next academic year, the priority deadline for filing this application is March 15. Students are automatically considered for all grants for which they may be eligible.

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

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

State Grant Programs

Information about grants available through your state of residence may be viewed at www.ed.gov/index.jsp.

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

Tuition Equalization Grant (TEG). The State of Texas has established a program to help equalize tuition between state-sponsored institutions and independent universities. To qualify for this program a student must establish eligibility through the FAFSA, be a Texas resident, not be a recipient of an athletic scholarship, and not be enrolled in a theological or religious degree program. Annual awards at SWAU range from \$200 to \$3,652.

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

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

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

Students may receive the TEXAS Grant in succeeding years of college provided they continue to meet Satisfactory Academic Progress standards, continue to be a bonafied Texas resident, establish eligibility through the FAFSA, enroll at least on a 3/4 time basis, and have NOT received a baccalaureate degree. The annual award for the TEXAS Grant is \$3,140.

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Employment Programs

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

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

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

Student Loan Programs

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

Federal Stafford Loan. This is a federally regulated loan program. A student may make this loan with any participating bank, savings and loan, or credit union. Student Financial Services will provide a list of lenders if the student needs help in locating a lender. For new borrowers, the interest rate is a variable interest rate and caps at 8.25%. Undergraduate students may borrow up to \$2,625 at the freshman level, \$3,500 at the sophomore level, and \$5,500 at the junior and senior levels, up to a maximum of \$23,000. Repayment begins six months after the student is no longer enrolled on at least a half-time basis. The lender deducts up to a 3% origination fee from the proceeds at the time of disbursement.

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

Federal Perkins Loan Program. SWAU is the lender for this federal program. Freshmen and Sophomores may borrow up to \$1,500; Juniors and Seniors up to \$2,250. Interest on this loan is 5% and repayment does not begin until nine months after the student ceases to be enrolled on at least a half-time basis. Because of limited funding for this program, SWAU requires that a student first apply for the Stafford Loan. The student must sign a promissory note at Student Financial Services during the first two weeks of the semester or the loan may be canceled.

Federal PLUS Loan. Parents of dependent students may borrow under this loan program. The parent may choose to make this loan with any participating lender, savings and loan, or credit union. A parent may borrow up to the cost of attendance minus any other aid the student is receiving. Repayment begins on the date of the last disbursement for that loan period. Interest is variable not to exceed 9%.

Applying for Federal/State Aid

(Priority Deadline: March 15)

1. Complete Free Application for Federal Student Aid (FAFSA)
Request paper application from Student Financial Services
or
Access new application on the Internet at: www.fafsa.ed.gov
or
Access renewal application by using your PIN # at:
www.fafsa.ed.gov
New application or lost PIN # ? Request new PIN# at:
www.pin.ed.gov
2. The following forms are required to complete your file:
Results of your FAFSA
SWAU Financial Aid Application
The Federal Processing Center flags some aid applications for additional verification. Copies of '02 tax returns and a Verification Worksheet will be requested.

Determining Financial Need

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

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

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

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

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

Financial Aid Availability

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

- TEG (Tuition Equalization Grant)
- FSEOG (Federal Supplemental Educational Opportunity Grant)
- FWS (Federal Work-Study Program)
- TCWS (Texas College Work-Study Program)
- Federal Perkins Loan
- TEXAS Grant

Because of the limited allocations, some students who qualify for these programs may not be awarded these funds because they have not completed their financial aid file before the funds are depleted. Students are encouraged to submit all required forms early to receive the maximum in available grant money.

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

Adventist Colleges Abroad and Financial Aid

Enrollment in ACA is approved for credit by Southwestern Adventist University and may be considered as enrollment at SWAU for purposes of applying for federal student financial assistance.

Financial Aid Disbursement

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

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

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

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

Federal Perkins Loan — student signs promissory note. The Business Office transfers funds directly to the student account.

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

Financial Aid Academic Progress Standards

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

SWAU's satisfactory progress policy for undergraduate students contains a qualitative component which requires a cumulative grade point average of 2.0 at the end of each semester for undergraduate work. The quantitative satisfactory progress policy specifies a maximum time frame in which a student must complete his or her educational program measured in academic semesters. Nursing majors must maintain a 2.5 minimum cumulative GPA in nursing courses. Education majors must have a minimum cumulative GPA of 2.50 through the 2003-2004 school year and 2.75 thereafter. Social Work majors must maintain a 2.5 cumulative GPA.

Associate Degree		Bachelor's Degree	
SAP Semester	Minimum Cumulative	SAP Semester	Minimum Cumulative
<u>Number</u>	<u>Credits Required</u>	<u>Number</u>	<u>Credits Required</u>
.5	6	.5	6
1.0	8	1.0	8
1.5	12	1.5	12
2.0	16	2.0	16
2.5	21	2.5	21
3.0	26	3.0	25
3.5	31	3.5	30
4.0	36	4.0	34
4.5	43	4.5	40
5.0	50	5.0	45
5.5	57	5.5	51
6.0	64	6.0	56
		6.5	62
		7.0	68
		7.5	74
		8.0	80
		8.5	86
		9.0	92
		9.5	98
		10.0	104
		10.5	110
		11.0	116
		11.5	122
		12.0	128

Semester Number

= 1.0 for 12 or more attempted credit hours within a semester

= 0.5 for 6-11 attempted credit hours

= 0 for fewer than 6 attempted credit hours

For purposes of SAP, credit hours taken during the summer sessions are counted as one semester.

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

Progress will be reviewed at the end of each semester. Freshman students who do not meet these standards during their first semester will be given a probationary semester. All other students who do not meet the progress standards will be placed on financial aid suspension. This

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suspension will result in loss of federal and state aid until the student again attains the required standard according to the schedule.

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

Financial Aid Appeal Process

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

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

VETERAN'S BENEFITS

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

STUDENT EMPLOYMENT

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

Academic Departments	KJCR/KGSW Channel 46
Administrative offices	Laboratories
Bookstore	Library
Building maintenance	Media services
Cafeteria	Security
Custodial	Switchboard
Grounds	

The Student Employment Office is located next to the University Bookstore. You may also reach this office by calling (817) 645-3921, ext. 290, during office hours.

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

AWARDS

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

Gold Award

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

Silver Award

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

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

NEED-BASED SCHOLARSHIPS

3-Way Match Scholarship

A 3-Way Scholarship allows a student's family, church or a concerned person, and Southwestern Adventist University scholarship funds to assist with payment of the SWAU student account. It is the responsibility of the student to obtain a commitment from two different sources. Thus, two contributions of \$500 may be matched by \$500 from the university. While \$500 is the maximum award, smaller 3-Way donations can also be matched.

It is important to note that application for these funds does not mean automatic approval of the SWAU matching portion. This is a need-based scholarship, and the scholarship will not be awarded to create a credit on the student's account. The following criteria must be met to receive SWAU's match: a) application for federal/state grants and loans, 2) contribution of student's work earnings to the school account, 3) unmet need by the federal aid calculation and 4) unmet expenses after all other aid. A student who has a private residence hall room or receives educational allowance is not eligible to receive a 3-Way Scholarship.

Pechero Scholarship

The Pechero Scholarship is need-based, and offered to residents of the following Texas counties: Bee, Bexar, Calhoun, Cameron, Galveston, Harris, Hidalgo, Jackson, Nueces and Willacy. A limited number of these scholarships are available, and applicants will be individually evaluated as to eligibility. Applicants must also be working, placing earnings on their accounts, have applied for federal grants and loans for which they are eligible, and have a minimum GPA of 2.0. Award amounts will vary, and SWAU will match the scholarship second semester for returning students.

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SWAU Need-based Scholarship Credit Policy

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

FRESHMAN AWARDS

A student may qualify for one award from this category. Full-time enrollment is required.

Trustee \$4,000 + \$1,000 Residence Hall Scholarship = \$5,000
Presidential \$3,000 + \$1,000 Residence Hall Scholarship = \$4,000
Achievement \$2,000 + \$1,000 Residence Hall Scholarship = \$3,000
Recognition up to \$500 + \$1,000 Residence Hall Scholarship = \$1,500

The Trustee, Presidential, and Achievement Awards are determined through a combination of the senior mid-year high school cumulative GPA + SAT/ACT scores.

GPA multiplied by 12.5 plus [ACT multiplied by 1.4 or SAT divided by 32] Trustee Award 85-100; Presidential Award 70-84.9; Achievement Award 60-69.9.

Recognition Award - up to \$500 from the following:

\$500 President of Student Body, Class, Men's Club, Women's Club, National Honor Society or Yearbook or Newspaper Editor-in-Chief, or Vice President of Student Body or Class, or Internscholastic Team Captain
\$300 All other offices
\$250 Short-term Mission Trips
\$200 National Honor Society Member
\$200 Who's Who
\$500 Church/Community Leadership

Contact the Enrollment Office for information on the renewal of scholarships.

Southwestern Scholars

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

Finalist	100% tuition	(renewable 3 years)
Semi-Finalist	50% tuition	(renewable 3 years)
Commended	25% tuition	(renewable 3 years)

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

GENERAL SCHOLARSHIPS

To receive these scholarships, students must be enrolled for 12 credit hours or more each semester. The following scholarships do not apply to students taking the English as a Second Language package. These scholarships are nontransferable.

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

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

Family Discounts

When parents are supporting three or more students from the same family at SWAU, each of these students may receive a 10% discount on tuition, provided each student of this family is taking at least 12 hours of class work. A cash discount (under Plan I) may also be figured on the net cost after the family discount. When students marry, they are no longer eligible for this special discount, even if they had been entitled to it while members of their parents' household. This discount does not apply to ESL, PBS, or other discounted programs.

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

Lab School Scholarship

Students who teach for one of the University's lab schools will receive a 50% tuition scholarship for graduate classes.

Summer Work Scholarship

Students who pay rent for campus housing during the summer and work a certain number of hours at a campus job, may be eligible for a scholarship the following year. You may pick up an application at Student Financial Services.

Student Missionary & Task Force Worker Scholarships

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

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

Summer Ministries Scholarships

SWAU students who work between school years in a summer ministries program (such as at a summer camp or as a literature evangelist) will receive a scholarship worth 100% of whatever portion of their net earnings they apply to their account, up to \$2,000. The student's earnings are applied to the fall semester and the SWAU match is applied to the spring semester. If the student does not return for the second semester, this scholarship is forfeited. This scholarship does not include PBS students.

Finances

ENDOWED AWARDS & SCHOLARSHIPS

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

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

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

Frank H. Abel Student Aid Fund

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

Adventist Health System Healthcare Management Scholarship

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

Alumni Homecoming Honoree Scholarship

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

Isaac Baker Scholarship

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

Nathan L. Beebe Scholarship

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

Thelma Beem Scholarship

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

Jessie Casey Belz Scholarship

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

Irene Black Scholarship

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

Board of Trustees Scholarship

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

Frances Draper Brennan Nursing Scholarship

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

Edward and Sylvia Brickman Scholarship

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

Raleigh and Edith Burchfield Scholarship

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

Frances I. Clark Scholarship

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

Jimmie C. Culpepper Scholarship

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

John and Joan Curnow Student Missionary Scholarship

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

Clarence Dortch Memorial Scholarship

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

Edwards-Wiest Scholarship

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

El Jean Scholarship

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

Entrepreneurship Scholarship

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

R. T. and Grace Hadley Scholarship

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

Lessie Culpepper Hagen Scholarship

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

Finances

Orville Lee and Laura Judge Hayes Scholarship

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

Alvin C. Heinrich Memorial Scholarship

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

Dale Heinrich Music Scholarship

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

Victorine Zaidan Kafrouni Scholarship

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

George R. Leffler Theology Scholarship

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

George Mathews Scholarship

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

Daniel A. and Ruth M. McAdams Scholarship

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

Jason Mickley Scholarship

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

Fred B. and Blanche Gilbert Moore Scholarship

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

Sheree Parris Nudd Communication Scholarship

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

Odyssey Harbor Scholarship

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

Ruben and Norma Pechero Scholarship

This scholarship is given to graduates of private and public schools in the Rio Grande Valley of Texas. Each semester, the scholarship is awarded to five students selected by the Student Finance Office and the donors.

Charles Popejoy Scholarship

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

Bruce Prindle Scholarship

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

The Reifsnnyder Family Scholarship

Criteria to be provided.

Vincent L. and Alga Bland Roberts Scholarship

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

Herbert and Irene Roth Scholarship

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

Alma Saylor Sandefur Business Scholarship

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

Cree and Mildred Sandefur Scholarship

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

School of the Prophets Scholarship

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

E. Frank and Joy Hargrove Sherrill Scholarship

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

Villa Gillis Sierk Scholarship

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

Spells Family Scholarship

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

Finances

Wes Stoops Memorial Scholarship

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

Student Association Presidents' Scholarship for Leadership

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

Eugene V. Thomsen Memorial Scholarship

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

Trixie Pearl Memorial Scholarship

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

William V. Wiist Scholarship

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

Brandon Michael Williams Scholarship

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

Paul Harlan and Jean Heinbaugh Wilson Scholarship

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

Paul L. and Dorothea Wilson Scholarship

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

George Washington and Mary Alice Winn Scholarship

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

Wisdom Nursing Scholarship

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

Ernest and Vera Wolfe Scholarship

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

Perfil and Pauline Zapara Scholarship

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

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

Marvin and Dee Anderson Scholarship

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

John and Remy Cabansag Scholarship

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

Kim and Jim Hopps Scholarship

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

ACADEMIC PROGRAM INFORMATION AND COURSES OF STUDY

Academic Policies

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

DEFINITIONS

Academic Integrity

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

Academic Semesters

The academic year is divided into semesters and modules:

- Fall Semester
- Spring Semester
- Summer Modules

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

Attendance

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

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

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

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

Class Schedule

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

Cognate

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

Corequisite

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

Course Load

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

Students wishing to take an overload of more than 18 hours must have a minimum GPA of 3.0 for the previous semester and obtain permission by petitioning the Academic Exceptions Committee.

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

Electives

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

General Education

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

Hour/Course Credit

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

Major

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

Academics

Minor

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

Prerequisite

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

Severe Weather Protocol

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

Transcript

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

GENERAL ENROLLMENT POLICIES

Registration Process

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

Pre-registration

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

Registration

Registration will take place on the date indicated in the Academic Calendar. Registering on this day will insure enrollment in preregistered classes. Failure to register on registration day will cause the student to be dropped from preregistered classes. Students need to complete registration on registration day and be ready to attend classes on the first day of instruction.

Late Registration

Late registration begins the day after registration and continues for 5 school days. Specific dates are listed in the Academic Calendar. During this time students may begin and finalize registration, add classes, and withdraw from classes without receiving a W. Registration for a class may not occur after the allowed number of unapproved absences has been exceeded. Students may not register for closed classes or courses where the professor has determined the student has missed too much course content.

Upper and Lower Division

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

Selected Topics

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

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

Academic Advising

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

Dropping and Adding Classes

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

Course Registration

Students may not attend a class unless they are properly enrolled and registered in accordance with the procedure set by the Records Office. Students are not officially dropped from a course unless they have completed and returned a drop form to the Records Office, unless administratively withdrawn by the instructor. If a student should drop out of a class without following this procedure, an F will be recorded in that class and tuition will be charged. Students must be registered for the course during the semester they begin the course.

Withdrawal from a Course

To officially withdraw from a course, students must obtain a form from the Records Office, and have it signed by their academic advisor and the course professor. The signed form will be effective as of the date

returned to the Records Office. In order for the withdrawal to be "official" this process must be completed by the last day to withdraw from a class. Grades for "unofficial" course withdrawals will be recorded as an F on the academic transcripts. Please consult the Academic Calendar to determine the last day to withdraw from a course.

Withdrawal from the University

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

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

Concurrent Enrollment

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

Auditing

In some instances, a student may want to audit a course. If space is available, the student may attend the class and listen to lectures and discussions for a fee of \$20 per credit hour. No exams, quizzes, papers or projects will be required of an auditing student except at the discretion of the teacher. No credit is given. No change from credit to audit may be made after the last day to withdraw from a course. Audited courses cannot be dropped.

Some courses may be audited only at the full tuition rate. These include but are not limited to computer, physical activity, speech, art, lab science, and remedial classes, as well as English as a Second Language and Adult Degree courses. The Records Office has a list of courses under this stipulation. Where a course has enrollment limits, students taking the course for credit will be given priority. Auditing students must understand the instructor is under no obligation to evaluate their work and/or performance. Audits will be recorded on transcripts. Proficiency exams may not be taken after a course is audited. Students desiring to audit courses must first be admitted to the University to establish an academic record. Students who only audit classes will not receive an I.D. card to use campus facilities.

Repeating a Course

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

Study Load

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

In order to graduate in 4 years a student's class load must average 16 hours per semester. A student may register for 18 semester hours with departmental approval if his/her GPA for the previous semester is a minimum of 3.00. The student must file a petition at the Records Office should he/she wish to register for more than 18 hours in one semester. A study load of 12 semester hours meets the minimum requirements for international students, financial aid and veterans. The number of hours the student works should be taken into consideration when planning the class load.

Independent Study

In extraordinary circumstances which jeopardize a student's academic program, permission for Independent Study will be considered by the Exceptions Committee following these guidelines: (1) only required courses will be considered for Independent Study and only after every consideration has been given to substituting courses of equivalent merit, (2) the student must progress in parallel if the course is being taught in the classroom, including meeting all exam dates; and (3) the course may be taught on a pass-fail or letter grade basis.

Internship

An internship is an on-the-job, career-oriented course for training in the student's major field. The student must make arrangements with his or her major department prior to starting the internship. The student must sign a contract outlining the number of hours they are expected to complete, the written and oral assignments involved, evaluations required, etc. Registration must be completed during the regular fall, spring, or summer registration period that occurs during the internship or within one academic year of the completion of the internship.

GRADING, RECORDING & QUALIFYING POLICIES

Grade Point

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

Grade Point Average

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

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

Academics

Grade Reports

Grade reports are given to students and advisors at mid-term, at the end of each semester, and at the end of each summer module. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, the corrections must be taken care of within 3 months, unless subject to the Academic Appeals Procedure (see page 30). Only the end-of-semester grades are recorded on the permanent grade transcript. Semester grade reports will only be released to students who have regular admission status. The system of grading used is:

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

Incomplete Grades

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

Grade Changes

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

Transcript, Requesting

To request your current SWAU transcript, a written and signed request must be submitted to the Records Office preferably one week in advance of desired mailing. Facsimile requests are acceptable. There is no charge for transcripts, with the exception of \$20 for express mail, \$5 for same day office service, and \$5 for fax service. Payment for all services is required in advance. In order for a transcript to be released student accounts must be cleared of admissions blocks and paid in full. (See transcript policy under Other Expenses in the Financial Section.)

Classification of Students

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

- Freshman have completed 0-23 hours
- Sophomores have completed 24-55 hours
- Juniors have completed 56-89 hours
- Seniors have completed 90+ hours

Residency Requirement

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

A bachelor's degree student is required to take at least 32 of the last 38 semester hours in residence. At least one-half of the upper division hours in the major and six of the upper division hours in the minor must be taken in residence. For the associate degree at least 24 semester hours must be taken in residence.

Residency Required for BBA, MBA Concurrent Degree

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

Double Major

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

Concurrent Bachelor's Degrees

A SWAU student who wishes to pursue two bachelor's degrees concurrently must (1) file a written application and all degree plans prior to completing the last 15 hours of the first degree; (2) fulfill all specific major, minor, and University degree requirements in force at the time of his/her initial enrollment, and (3) successfully complete 30 hours on each bachelor's degree that did not apply to the other bachelor's degree. A minimum of 158 cumulative semester hours is required to earn two bachelor's degrees.

Additional Bachelor's Degree

An applicant holding a bachelor's degree from an accredited institution must successfully fulfill all specific major, minor, and University degree requirements in force at the time of enrollment at SWAU to earn an additional bachelor's degree. Courses from a previously earned bachelor's degree will be evaluated on an individual basis to determine their applicability to University degree requirements. Additionally, a returning SWAU student must complete a minimum of 158 cumulative semester hours to

earn an additional bachelor's degree. A non-SWAU graduate must successfully complete a minimum of 32 semester hours in residence. SWAU will consider the general education core requirements as being met, with the exception of the religion requirement. If the degree is from an institution outside of the U.S. or Canada the English requirements must also be met.

ACADEMIC SANCTION POLICIES

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

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

Academic Warning

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

Academic Probation

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

Academic Suspension

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

Academic Dismissal

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

ACADEMIC HONORS POLICIES

Dean's List/Dean's Distinguished List

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

Gold Award

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

Silver Award

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

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

Graduation Honors

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

GPA of 3.50 to 3.74 may graduate *cum laude*

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

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

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

Upon recommendation of the major department, bachelor's degree candidates may be given departmental recognition if the GPA in the major area is at least 3.50 and the cumulative GPA is at least 3.00. The candidate must also have earned 64 hours in residence to qualify for this departmental recognition. Honors students may graduate with the designation of Honors Program Graduate by meeting the requirements outlined under Honors Program. Honors status cannot be calculated for prospective August graduates and thus will not be designated for graduation ceremonies.

Academics

EXAMINATION/CREDIT POLICIES

Final Examinations

In order to complete the semester, each student must take final examinations as scheduled. The final examination is considered to be such an important part of each course that every class has its own final examination period. The final examination schedule is part of the class schedule which is published before the beginning of the Fall semester. It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule. Requests for modification of a student's final examination schedule, because of unforeseen emergencies, must be arranged through the Exceptions Committee. A form may be obtained from the Records Office or the Academic Vice President's Office. A student whose account is overdue must make arrangements for payment of the account before taking final examinations.

Multiple Exams

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

CLEP Exams

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

1. The passing level for all examinations is a score of 50.
2. In order to obtain CLEP credit for ENGL 121 Freshman Composition, either the Freshman Composition or the English Composition test must be taken. If the student takes the essay section, it will either be included with the grade or sent to SWAU for grading. If the student does not take the essay section, he/she must take and pass an essay examination administered by the SWAU English Department.
3. All examinations may count toward a major or minor with the exception of Natural Sciences and Social Sciences/History.
4. The University records will indicate that credits accepted have been completed by examination.
5. In addition to the fee payable to the Educational Testing Service, the University charges a recording fee for credit earned on CLEP examinations. (See page 25.)
6. CLEP examinations must be taken before the last semester of the senior year in order to be considered as a May graduate.
7. CLEP examinations may not be repeated.

Proficiency Exams

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

If the student passes the examination with a grade of C or better, then he/she will be allowed to receive course credit or have the requirement of the course waived by payment of a recording fee. All proficiency examinations must be taken before the last semester of the senior year. Proficiency examinations may not be retaken. Students must be matriculated to be eligible to take a proficiency exam. Students who have audited

a course may not take a proficiency exam for that course. Proficiency credit will be recorded only after 12 hours of SWAU course work is on the transcript.

Advanced Placement Exams

College credit may be earned by successful completion of Advanced Placement courses and examinations taken during high school. Grades of 3, 4, or 5 will receive credit for equivalent courses at SWAU except for English, where a score of 4 or 5 is required. Awards are as follows:

ARTS 111 Beginning Drawing

ARTS 212 Introduction to Painting

Students obtaining 3 or higher on the Advanced Placement Studio Art: Drawing, 2D, or 3D Examinations will be awarded 6 semester hours credit for ART 111 and 212.

ARTS 221 History of Western Art

Students obtaining 3 or higher on the Advanced Placement Art-History of Art Examination will be awarded 3 semester hours for ARTS 221.

BIOL 104, 105 Human Biology

Students obtaining 3 or higher on the Advanced Placement Biology Examination will be awarded 6 semester hours for BIOL 104 and 105.

CHEM 111, 112 General Chemistry

Students obtaining 3 or higher on the Advanced Placement Chemistry Examination will be awarded 8 semester hours credit for CHEM 111 and 112.

CSIS 105 Introduction to Computing

Students obtaining 3 or higher on the Computer Science A Examination will be awarded 3 semester hours credit for CSIS 105.

CSIS 110 Principles of Computer Programming I

CSIS 111 Principles of Computer Programming II

Students obtaining 3 or higher on the Advanced Placement Computer Science AB Examination will be awarded 6 semester hours credit for CSIS 110 and 111.

ECON 211 Macroeconomics

Students obtaining 3 or higher on the Advanced Placement Macroeconomics Examination will be awarded 3 semester hours credit for ECON 211.

ECON 212 Microeconomics

Students obtaining 3 or higher on the Advanced Placement Microeconomics Examination will be awarded 3 semester hours credit for ECON 212.

ENGL 121 Freshman Composition

Students obtaining 4 or higher on either the Advanced Placement English Language and Composition Examination or the Advanced Placement English Literature and Composition Examination will be awarded 3 semester hours of credit for ENGL 121.

Academics

FREN 211, 212 Intermediate French

Students obtaining 3 or higher on the Advanced Placement French Language Examination will be awarded 6 semester hours credit for FREN 211 and 212.

FREN 291 Selected Topics - French Literature

Students obtaining 3 or higher on the Advanced Placement French Literature Examination will be awarded 6 semester hours credit for FREN 291.

GRMN 211, 212 Intermediate German

Students obtaining 3 or higher on the Advanced Placement German Language Examination will be awarded 6 semester hours credit for GRMN 211 and 212.

HIST 111 American History 1492-1865

HIST 112 American History 1866-Present

Students obtaining 3 or higher on the Advanced Placement United States History Examination will be awarded 6 semester hours credit for HIST 111 and 112. A maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

HIST 212 History of Western Civilization II

Students obtaining 3 or higher on the Advanced Placement European History Examination will be awarded 3 semester hours credit for HIST 212. A maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

HIST 291 Selected Topics - World History

Students obtaining 3 or higher on the Advanced Placement World History Examination will be awarded 3 semester hours credit for HIST 291. A maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

MATH 181 Calculus I

Students obtaining 3 or higher on the Advanced Placement Mathematics/Calculus AB Examination will be awarded 4 semester hours credit for MATH 181.

MATH 241 Intro to Probability & Statistics

Students obtaining 3 or higher on the Advanced Placement Statistics Examination will receive 3 semester hours credit for MATH 241.

MUCT 111 Music Theory I

MUCT 211 Music Theory II

Students obtaining 3 or higher on the Advanced Placement Music Theory Examination will be awarded 6 semester hours credit for MUCT 111 and 211.

PHYS 101 Introductory Physics

Students obtaining 3 or higher on the Advanced Placement Physics B Examination will be awarded 3 semester hours credit for PHYS 101.

PHYS 121 General Physics

PHYS 221 General Physics with Calculus

Students obtaining 3 or higher on the Advanced Placement Physics C (Mechanics) Examination will be awarded 4 semester hours credit for PHYS 121 and 1 semester hour for PHYS 221.

PHYS 122 General Physics

PHYS 222 General Physics with Calculus

Students obtaining 3 or higher on the Advanced Placement Physics C (Electricity and Magnetism) Examination will be awarded 4 semester hours credit for PHYS 122 and 1 semester hour credit for PHYS 222.

POLS 291 Selected Topics - U.S. Government & Politics

POLS 291 Selected Topics - Comparative Government & Politics

Students obtaining 3 or higher on either the Advanced Placement Government & Politics/U.S. or Comparative Examinations will receive 3 semester hours credit per exam for POLS 291. A maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

PSYC 212 General Psychology

Students obtaining 3 or higher on the Advanced Placement Psychology Examination will be awarded 3 semester hours credit for PSYC 212.

SPAN 211, 212 Intermediate Spanish

Students obtaining 3 or higher on the Advanced Placement Spanish Language Examination will be awarded 6 semester hours credit for SPAN 211 and 212.

SPAN 291 Selected Topics - Spanish Literature

Students obtaining 3 or higher on the Advanced Placement Spanish Literature Examination will be awarded 6 semester hours credit for SPAN 291.

Transfer Credit

Students who want to register for off campus classes while earning their degrees at SWAU must request permission from the Exceptions Committee. Special petition forms for this purpose are available at the Records Office.

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

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

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

Academics

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

Credit for Military Service Schools

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

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

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

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

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

Outcome Assessment

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

GRADUATION REQUIREMENT POLICIES

Baccalaureate Degree

Students must meet the following requirements:

1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 128 semester hours, including 40 hours of upper division credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major, minor, and general education and meet the residency requirements.
4. Earn a minimum cumulative GPA of 2.00*.
5. Earn a minimum GPA of 2.25 in upper division major course work. No course with a grade below C may apply toward a major or minor. Only courses required for the student's major will be included in computing the major GPA.
6. Nursing majors must have a minimum cumulative GPA of 2.5 in all nursing courses.
7. Take at least 12 hours in the major and 6 hours in the minor of upper division courses.
8. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as a graduating senior in his/ her major. (See the Academic Calendar inside the front cover for scheduled date.)

9. Take the Academic Profile Survey. A senior who does not score at least Level One in three areas will need to take the test again before graduation. (See Academic Calendar for the scheduled date.)

*Social Work majors must have a minimum cumulative GPA of 2.50, while Education majors must have a minimum cumulative GPA of 2.50 through the 2003-2004 school year and 2.75 thereafter. See Nursing and Education sections for special graduation requirements for these majors.

Associate Degree

Students must meet the following requirements:

1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 64 hours of credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major and general education (see General Education for requirement distribution of general education courses), and meet residency requirements.
4. Earn a minimum cumulative GPA of 2.00.
5. Earn a minimum overall GPA in their major courses of 2.00 (C)*. No course with a grade below C may apply toward the major.
6. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as a graduating senior in his or her major.

(See the Academic Calendar inside the front cover of this bulletin for scheduled date.)

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

A graduating student will complete all requirements published in the University Bulletin. The student may use the Bulletin published at the time of enrollment or any Bulletin issued during continuous enrollment. A student not in regular attendance for two or more consecutive semesters must meet the requirements of the current Bulletin upon resuming attendance.

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

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

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

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

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

Graduation Ceremonies

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

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

Deferred Graduation

Seniors registered in their last semester for all required hours, who maintain their registration but fail to complete up to 2 classes, may still participate in the graduation exercises if they provide documented evidence that any remaining requirements can reasonably be completed prior to the August graduation date. The student will be listed as a Candidate for August Graduation in the graduation program. After April 15 of the following year, students will be expected to meet the graduation requirements of the new Bulletin.

SPECIAL PROGRAM POLICIES

Jump Start Program

The Jump Start Program is designed to help freshmen with low SAT or ACT scores make a successful transition into a regular full-time academic program. The program is outlined below:

1. Entering freshmen with a composite SAT score between 600 and 790, or an ACT composite between 13 and 16, must be in this program the Fall semester of their freshman year. Enrollment must be initiated on registration day. Late registration will not be allowed.
2. The courses for Fall semester are: Composition Review, Introductory Algebra or Intermediate Algebra, (as determined by the Math Placement test), Freshman Success, and two three-hour classes chosen in consultation with the Jump Start advisor. Additionally, a one-hour music or physical education class may be taken. Students are limited to 14 hours.
3. Attendance at a Jump Start Orientation is required during the first week of the semester.
4. No off-campus activities that require classes to be missed will be allowed. These activities include: club sports, music trips, recruitment trips, etc.
5. Students must live in the dormitory.
6. Freshman awards will be given the sophomore year after successful completion of Composition Review and Intermediate Algebra.
7. Students will not be allowed to enroll for their sophomore year unless they complete both Composition Review and Intermediate Algebra with a grade of C or higher.

At the end of the first semester:

In order to advance into Freshman Composition, a student must receive a grade of at least a C in Composition Review. To advance into college level mathematics, a student must receive a grade of at least a C in MATH 012 Intermediate Algebra which may necessitate taking MATH 011 Introduction to Algebra in order to be ready for MATH 012. Failure

to meet the above requirement will mean the class must be repeated the next semester.

Personalized Degree (Integrative Studies)

A student who has a specific career goal not included in the list of majors and minors may counsel with the Academic Vice President about a personalized degree plan. Approval for this plan must be sought and granted before completion of 64 semester hours. A proposal must include all course work needed for the program and should include a minimum of 18 hours each from two or more disciplines and meet the general education, residency and upper division requirements. Courses should be grouped by general education, completed major courses, major courses in progress and major courses planned. The proposal should include a short essay which explains the student's degree plan and goals as well as an abstract which can be included with the student's transcript, if requested. The development of this major is done in consultation with a selected faculty advisor and with one or more selected faculty members from separate academic disciplines who comprise the faculty committee for the major. The approved program becomes the student's major. The Registrar will determine the student's readiness for graduation by checking compliance with all the components of the Personalized Degree Program.

Adult Degree Program

The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet contained in the ADP brochure.
2. Submit an official report/transcript of one of the following:
 - a. an SAT composite score of 800 or higher.
 - b. an ACT composite score of 17 or higher.
 - c. college transcript with passing grades in English and math classes.
 - d. college transcript with grades of C or better in developmental English and math classes.
 - e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
 - f. TAAS score of 220 Writing, 230 Math, and 230 Reading.
 - g. TASP score of 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading.
3. Submit official transcripts according to applicable criteria:
 - a. Applicants with less than 12 hours of college credit
 1. an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test.
 2. official transcripts from each college attended.
 - b. Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

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

Academics

Graduate Programs

SWAU provides graduate programs in Education and Business. Call for a Graduate Bulletin at (800) 433-2240 ext. 411 or stop by the Graduate Office.

Adventist Colleges Abroad

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

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

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

Summer Abroad Language Program

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

Student Missionary Program

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

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

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

STUDENT RIGHTS & APPEALS POLICIES

Student Academic Appeals Process

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

Initial Appeals Procedure

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

Formal Appeals Procedure

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

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

Withdrawal of Grievance

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

Matters not Grievable

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

For academic policy and procedure appeals:

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



Jennifer Duke

Student Records

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

They have:

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

Academics

ACADEMIC SUPPORT SERVICES

Information Services Center

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

The MicroGarden, located in the Chan Shun Library, contains computers for the use of SWAU students during library hours. The Computer Teaching Lab, located in Scales Hall, houses a number of computers that are available for general use when classes are not scheduled in that facility. Other clusters of systems include the English Writing Lab and the Evans Hall Lab.

Residence hall students can connect their personal systems directly to the campus network. Off campus students can connect via modem lines. Problems with computer resources may be reported to the Help Desk (ext. 411).

Library Instruction Program

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

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

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

Student Services

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

Counseling and Testing Center

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

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

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

Health Services

Health Services provides assistance to students or staff who are ill or have minor injuries, without cost. The clinic is located in Hagen Hall and is open 8:00 A.M. - 5:00 P.M. Monday-Thursday and 8:00 A.M. - 12:00 P.M. on Friday. A nurse is on call in the evenings from 5:00 P.M. - 10:00 P.M. Sunday-Thursday. The operator can give you the nurse's name and extension. If you should have a health care need during weekends or nights, call the operator for assistance in contacting a nurse. See the Student Handbook for more details on how to receive assistance.

ADA Support

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

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

Post-baccalaureate Student

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

Any previous accounts must be paid in full. If graduation is anticipated, graduation clearance is the responsibility of the student.

Academics

COURSE CODES

Course Numbering System

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

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

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

First Digit

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

Second Digit

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

Third Digit

Numerals 0-9 are to be used at the discretion of the department. Courses separated by a comma mean that course content is covered sequentially and that normally the courses are taken in sequence, but that they can be taken out of sequence.

Explanation of Abbreviations

Lec - the number of 50-minute lecture periods per week.

Lab - the number of clock hours in laboratory per week.

u.d. - upper division. i.e., courses numbered in the 300 and 400 range.

DEGREE REQUIREMENTS

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

Generally, degrees granted by SWAU follow these guidelines:

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

Associate of Science
major courses
+general ed. hours
+elective hours
64 total hours

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

Southwestern Adventist University offers the following academic programs:

Master of Business Administration (MBA)
Master of Education in Elementary Education (MEd)

Bachelor of Arts (BA)

Biology
Broadcasting
Chemistry
English
French - Personalized Degree Program
German - Personalized Degree Program
History
International Affairs
Journalism
Life Science (Secondary Certification only)
Mathematics
Music
Religion
Social Science
Spanish - Personalized Degree Program
Speech
Theology

Bachelor of Business Administration (BBA)

Accounting (concentration)
Business Administration (concentration)
International Business (concentration)
Long-term Health Care Administration (concentration)
Management (concentration)
Marketing (concentration)

Bachelor of Science (BS)

Biology
Biostatistics
Broadcasting
Business (Secondary Certification only)
Business Administration/Computer Info Systems (Double Major)
Chemistry
Computer Information Systems (Secondary Certification only)
Computer Science
Corporate Communication
Criminal Justice
Elementary Education
Exercise Science
Journalism
Life Science (Secondary Certification only)
Management
Mathematical Physics
Mathematics
Medical Technology
Music
Nursing
Office Systems Administration
Physical Science
Physical Education
Physics
Psychology
Security Management

Academics

Social Science
Social Studies (Secondary Certification only)
Speech
Wellness

Bachelor of Social Work (BSW)

Associate of Science (AS)

Computer Information Systems
Nursing
Office Technology
Wellness

Minors are available in the following areas:

Accounting
Biblical Languages
Biology
Broadcasting
Business Administration
Chemistry
Computer Science
Corporate Communication
Criminal Justice
English
History
Journalism
Mathematics
Music
Office Systems Administration
Physical Education
Physics
Political Science
Psychology
Religion
Social Science
Sociology
Spanish
Speech
Wellness

Teaching Certification

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

State of Texas:

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

Federal Title II Rating

S.W.A.U. is currently ranked in the third quartile nationally for its Title II rating. This reflects an 88% pass rate by students taking the state certification exams during the 2001-2002 school year.



Michal Anne Tucker, Tracy Malilong, Aaron Hall, Brian Burt
Members of "Crossway"

Academics

Preprofessional Programs

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

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

General Education Purpose

It is the purpose of the General Education Program at Southwestern Adventist University to bring balance to all the academic and professional programs, and to enrich the intellectual and cultural experiences of the student beyond the limits set by the specific major.

The General Education Program requirements are derived from this statement of purpose and thus contribute to its fulfillment. The courses designated by the requirements are drawn from the humanities/fine arts, the social/behavioral sciences, the natural and computer sciences/mathematics, and the health/physical education areas.

General Education Objectives

1. To expose the student to broad areas of knowledge.
2. To foster the continuing development of academic skills.
3. To strengthen the student's spiritual dimension.
4. To encourage attitudes and practices of healthful living.

General Education Requirements

In addition to major and minor requirements, all students will need to complete the general education courses listed here. These courses have been chosen so that students successfully completing them will meet the objectives and will have the basic skills in oral and written communication, mathematics, computer science, and at least one physical activity.

Students with a bachelor's degree from a United States regionally accredited post-secondary institution will be considered to have fulfilled, with the exception of the religion requirements, SWAU's general education requirements. The religion requirement must be explicitly fulfilled.

General Education — Bachelor's Degree*

Hours

- | | |
|---|-------|
| A. Freshman Success** | 1 |
| B. English | 12 |
| 1. Speech (COMM 111, 113, 115 or 233) | 3 |
| 2. Freshman Composition | 3 |
| (to be taken the freshman year) | |
| 3. Technical Writing and Research | 3 |
| (to be taken the sophomore year) | |
| (Satisfactory completion of ENGL 121 and 220, or the equivalent, is prerequisite to registration for courses numbered 300 or higher.) | |
| 4. Literature (taught in English) | 3 |
| (to be taken the junior year) | |
| 5. A required upper division course, with a writing component, in the student's major or minor area of specialization. (to be taken the senior year) | |
| C. Health and Physical Education | 4-5 |
| Choose one of these options: | |
| 1. Health & Wellness & P.E. Activity Course | |
| 2. PSYC 344, PEAC 111, & P.E. Activity Course | |
| 3. HLED 216, PEAC 111, & P.E. Activity Course | |
| 4. PEAC 111 & three different P.E. Activity Courses | |
| D. Math/Natural and Computer Sciences | 12-14 |
| 1. Mathematics | 3 |
| (Satisfactory completion of MATH 101 or higher is prerequisite to registration after 56 semester hours completed.) | |
| 2. Lab Science | 6-8 |
| 3. Computer Science | 3 |
| E. Religion | 12 |
| It is strongly recommended that students enroll for a minimum of one course each school year. Applied religion is not to exceed three credits; three of the religion credits must be upper division. Transfer students from non-SDA schools must take one religion course per 30 credits taken in residence at SWAU with a minimum of six hours, at least 3 hours of which must be from an SDA school.+ | |
| F. Social/Behavioral Sciences | 12 |
| 1. History | 6-12 |
| (Must include 3 hours in non-American history) | |
| 2. Choose from these | 0-6 |
| Economics, History of Western Art, Geography, Modern Language, Political Science, Psychology, Sociology, Survey of Music. | |
| G. Foreign Language | 0-6 |
| The Bachelor of Arts degree, and some other degrees, require six hours of an intermediate-level foreign language. (6 hours of Hebrew or 12 hours of Greek will count as meeting the intermediate language level requirement.) | |

* Students seeking teaching certification must see the Education section of the bulletin for specific general education requirements.

** All freshmen who have taken less than twelve previous college hours must enroll in the Freshman Success course.

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

Academics

General Education — Associate Degree	Hours
A. Freshman Success*	1
B. English	6
1. Freshman Composition (ENGL 121)	3
2. Technical Writing and Research (ENGL 220)** or a Speech elective (COMM 111, 113, 115, 233)	3
C. Health/Physical Education	2-3
Choose one of these options:	
1. Health & Wellness (HLED 111)	3
2. Nutrition (HLED 216) and PEAC 111	3
3. PEAC 111 and one PE Activity course	2
D. Math/Natural and Computer Sciences	12-14
1. Mathematics	3
2. Lab Science	6-8
3. Computer Science	3
E. Religion	6
F. Social and Behavioral Sciences	3

*All freshmen who have taken less than twelve previous college hours must enroll in the Freshman Success course.

** ENGL 220 is required by some departments.

Major Studies Advisors

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

General Studies Advisors —

Bill Atkins
 Watson Chin
 Murray Cox
 Judy Miles
 Ingo Sorke

COURSES OF INSTRUCTION

UNIV 101 University Success 1 hour
 An orientation guide to campus, academic, social and devotional life; required of all first-time freshmen during their first semester at SWAU. Entering freshmen with 12 college hours or more are exempt.

STUDENT MISSIONARY PROGRAM

Student missionaries may earn up to six hours of credit per semester. The campus chaplain monitors student missionary credit. Students must make arrangements for their courses before leaving campus.

UNIV 103 Experiential Program 6 hours

This course is designed to allow the student missionary or taskforce worker to serve in the field and maintain enrollment. By this the University recognizes the legitimate educational value of this experience.

UNIV 211 Field Experience 0-6 hours

While in the mission field, students will keep a weekly journal. A paper will be written which is suitable for publication in the *Insight* or other church periodical. The grade for this course is pass/fail.

ADULT DEGREE PROGRAM

ADPS 130 Portfolio Development 3 hours

Prerequisite: Admission to ADP and attendance at a seminar.

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



Beth Cook

Shannon Smith

Biology

Arthur V. Chadwick, Chair; Richard L. McCluskey, Dan Petr,
Hoyet Taylor

AIMS OF THE DEPARTMENT

The objectives of the department are:

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

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

PROGRAMS

Biology, B.A.

BIOL 111, 112	General Biology	8
BIOL 230	General Ecology	4
BIOL 320	Genetics	4
BIOL 419	Philosophy of Science	3
BIOL 470	Field Natural History	4
BIOL 380	Research Methods	2
BIOL 340	Cell & Molecular Biology <i>or</i>	
BIOL	Elective from Group II or III	3-4
BIOL	Elective from Group I	4
BIOL	Electives	4-3
	TOTAL	36

Required Cognates: CHEM 111, 112; MATH 121.

Recommended Cognates: CHEM 331, 332.

Biology, B.S.

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

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

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

Group I Biology of Plants

BIOL 314	Systematic Botany
BIOL 360	Plant Dynamics

Group II Biology of a Taxon

BIOL 310	Invertebrate Zoology
BIOL 312	Field Ornithology
BIOL 430	Entomology
BIOL 440	Mammalogy

Group III Organismic Biology

BIOL 220	Microbiology
BIOL 350	Developmental Biology
BIOL 420	Animal Behavior
BIOL 443	Comparative Anatomy
BIOL 450	Histology
BIOL 460	Animal Physiology

Biology Minor

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

PRE-PROFESSIONAL REQUIREMENTS

The entrance requirements for most medical, dental and veterinary medical schools are satisfied by the Biology B.S. degree and its cognate requirements of Chemistry, Physics and Math. Medical schools may require additional math and schools of veterinary medicine often have unique entrance requirements. The pre-professional student must choose a major from the list on page 33-34 and should consult with his/her pre-professional advisor to develop the best degree plan to satisfy specific pre-professional requirements.

TEACHING CERTIFICATION PROGRAM

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

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

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

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

Life Science Minor - Secondary Teaching Area

Option II

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

Biology

BIOLOGY COURSES

BIOL 101, 102 Anatomy & Physiology 4, 4 hours

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

BIOL 104, 105 Human Biology 4, 4 hours

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

BIOL 111, 112 General Biology 4, 4 hours

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

BIOL 220 Microbiology 4 hours

Prerequisite: BIOL 111, 112 *or* BIOL 101, 102.

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

BIOL 230 General Ecology 4 hours

Prerequisite: BIOL 111, 112.

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

BIOL 291 Selected Topics 1-3 hours

Prerequisite: BIOL 111, 112, and approval of instructor.

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

BIOL 310 Invertebrate Zoology 4 hours

Prerequisite: BIOL 111, 112.

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

BIOL 312 Field Ornithology 3 hours

Prerequisite: BIOL 111, 112 *or* permission of instructor.

A field study of native American birds, with emphasis on avian identification, geographical distribution, migration, habits and conservation. Laboratory includes a four-day field trip. 2 Lec 3 Lab. Field trip fee.

BIOL 314 Systematic Botany 4 hours

Prerequisite: BIOL 111, 112.

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

BIOL 320 Genetics 4 hours

Prerequisite: BIOL 111, 112.

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

BIOL 340 Cellular and Molecular Biology 4 hours

Prerequisite: BIOL 111, 112; CHEM 112.

A study of the internal workings of the cell. The molecular basis of various cell activities is emphasized. Particular attention is paid to energetics, replication and synthesis, molecular transport, and excitability of cells. Methods of molecular biology, including biomolecular engineering will be studied in the laboratory. 3 Lec 3 Lab.

BIOL 350 Developmental Biology 4 hours

Prerequisite: BIOL 111, 112.

A study of vertebrate embryonic development from the formation of germ cells to the development of major organs and parturition. Reference is made to human developmental anatomy throughout the course. Laboratory includes microscopic study and experiments with sea urchin, frog, and chick embryos. 3 Lec 3 Lab. Offered alternate years.

BIOL 360 Plant Dynamics 4 hours

Prerequisite: BIOL 111, 112 *or* permission of instructor.

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

BIOL 380 Research Methods 2 hours

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

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

BIOL 419 Philosophy of Science 3 hours

A study of the philosophies and methodologies of science. Includes a review of the history of scientific and religious thought and the role each has played in the development of modern theories of origin. (May also be taken as RLGN 419.)

BIOL 420 Animal Behavior 4 hours

Prerequisite: BIOL 112.

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

BIOL 430 Entomology 4 hours

A study of the basic morphology, physiology, ethology and classification of insects and related arthropods. The topics include a discussion of development and insect metamorphosis, insect ecology, a treatment of applied entomology, and introduction to insects of medical and veterinary significance. Laboratory includes collecting techniques, preparatory techniques of museum specimens, and insect microscopy. 3 Lec 3 Lab. Offered alternate years.

BIOL 440 Mammalogy 4 hours

Prerequisite: BIOL 111, 112.

A systematic study of mammals with emphasis on natural history and ecology. 3 Lec 3 Lab. Offered periodically.

BIOL 443 Comparative Vertebrate Anatomy 4 hours

Prerequisite: BIOL 111, 112.

An introduction to the classification and diversity of chordates and a comparison of the different vertebrate organ systems. Special consideration will be given to taxonomic comparisons of the skeletal and muscular systems. 3 Lec 3 Lab. Offered periodically.

BIOL 450 Histology 4 hours

Prerequisite: BIOL 111, 112.

An investigation of the structure and function of the tissues of the human body. The course is lab intensive and is intended to acquaint the student with the microscopic characteristics of tissues. 2 Lec 6 Lab. Offered alternate years.

BIOL 460 Animal Physiology 4 hours

Prerequisite: BIOL 111, 112; CHEM 111, 112.

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

BIOL 470 Field Natural History 4 hours

Prerequisite: BIOL 111, 112.

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

Student may apply to repeat for credit one time with approved research proposal. Offered summers. Travel fee.

BIOL 480 Research in Biology 1-3 hours

Prerequisite: BIOL 380 and approval of instructor.

A supervised research experience involving the development of a research proposal, data collection, and a written paper. Research proposal may be developed in BIOL 380. May be repeated for up to 5 hours.

BIOL 481 Senior Thesis 1 hour

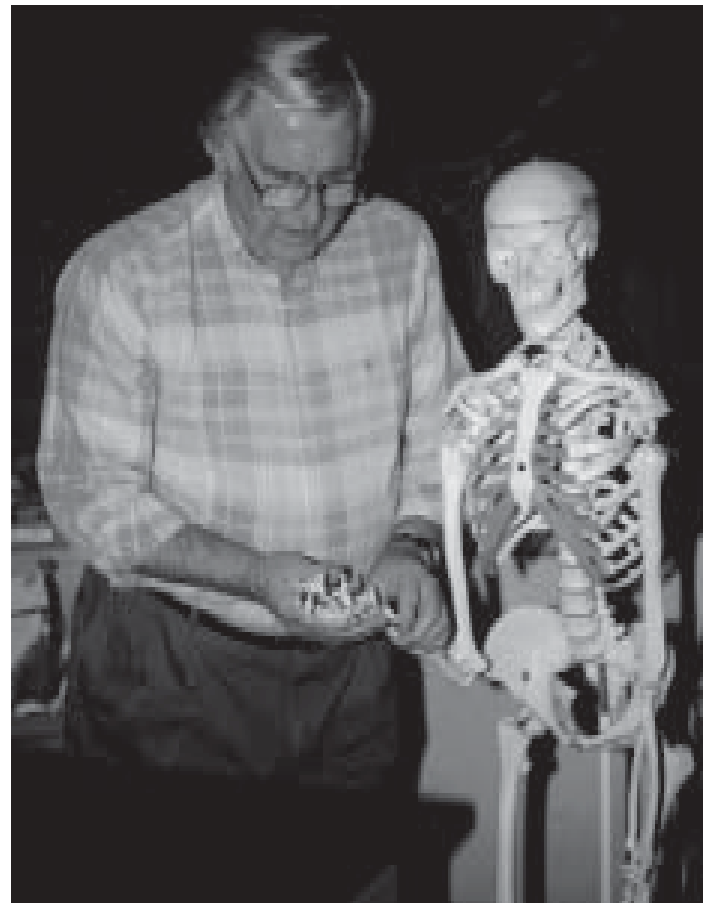
Prerequisite: BIOL 480.

This course is designed to permit the student to develop a publishable-quality research paper. Instruction consists of writing techniques and guidance in the completion of the project. Students will give several oral progress-reports, a final presentation at the Biology Research Symposium, and a completed Senior Thesis.

BIOL 491 Selected Topics 1-3 hours

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

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



Dr. Richard McCluskey, Biology Professor

Business Administration

Allen Stenbridge, Chair; Jerry L. Chi, Kristen B. Harrington, Robert L. McChesney, Judith F. Miles
 Adjunct: Fred Harder, Ken Kelly, Radhames Lizardo, L. Jerome McGill, Art White

MISSION

The department offers contemporary business/management education to inspire and to prepare students for excellence and service in their Christian experience and professional careers. This mission is pursued by offering undergraduate and graduate programs using current technology within the business environment.

AIMS OF THE UNDERGRADUATE PROGRAM

1. Maintain a curriculum that provides students with the necessary knowledge for successful work experiences in today's business environment and preparation for graduate studies.
2. Provide students with meaningful, practical experience to help them develop managerial and entrepreneurial skills.
3. Assist students in understanding the value of attitudes, integrity, responsibility, and related characteristics in pursuing a successful professional and meaningful spiritual experience.
4. Enrich the learning-teaching experience by fostering access to and utilization of appropriate learning resources.

GRADUATE PROGRAM, MBA

See *Graduate Bulletin*.

PROGRAMS OFFERED

Bachelor of Business Administration (BBA)

With concentration in: Accounting
 Business Administration
 International Business
 Long-term Health Care Administration
 Management
 Marketing

Bachelor of Science (BS)

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

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

Associate of Science (AS)

With major: in Office Technology

Minors

Accounting
 Business Administration
 Office Systems Administration

DEGREE REQUIREMENTS

Business Core Courses

Required of all BBA and BS in Management students.

ACCT	211, 212	Accounting Principles I, II	8
BUAD	211	Profiles of Entrepreneurship	3
BUAD	301	Principles of Management	3
BUAD	302	Advanced Software Applications	3
BUAD	311, 312	Business Law I, II	6
BUAD	321	Business Finance	3
BUAD	496	Senior Business Seminar	1
ECON	211	Macroeconomics	3
ECON	212	Microeconomics	3
MKTG	343	Principles of Marketing	3
		TOTAL Business Core	36

BBA Cognate Requirements

MATH	236	Applied Mathematics for Business	3
MATH	241	Intro. to Probability and Statistics	3
OFIS	100	Micro Keyboarding*	1
		TOTAL	7

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

Area of Concentration or Major

See following pages.

General Education Requirements

All business administration students will take CSIS 102 and COMM 115 while completing their general education requirements.



Aaron Proctor

Business Administration

PURPOSES/REQUIREMENTS BY CONCENTRATION

ACCOUNTING, B.B.A.

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

Four-Year Track

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

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

**Electives to be selected from the following courses:*

ACCT	317	Cost Accounting	3
ACCT	318	Federal Income Taxes	4
ACCT	319	Fund Accounting	3
ACCT	412	Auditing	4
ACCT	415	Advanced Accounting	3
ACCT	417	Accounting Information Systems	3
ACCT	421	Managerial Accounting	3
ACCT	492	Accounting Internship	3

Five-Year Track

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

ACCT	315, 316	Intermediate Accounting	8
ACCT	317	Cost Accounting	3
ACCT	318	Federal Income Taxes	4
ACCT	319	Fund Accounting	3
ACCT	412	Auditing	4
ACCT	415	Advanced Accounting	3
ACCT	417	Accounting Information Systems	3
		TOTAL	28

BUSINESS ADMINISTRATION, B.B.A.

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

Business Administration Concentration:

ACCT, BUAD, or MKTG	electives.....	12
ACCT, BUAD, or MKTG	upper division electives	9
BUAD 472	Business Policies and Strategy	3
TOTAL		24

INTERNATIONAL BUSINESS, B.B.A.

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

International Business Concentration:

BUAD	451	International Business	3
BUAD	452	International Finance	3
BUAD	453	Cross-Cultural Organizational Communication	3
BUAD	472	Business Policies & Strategies	3
BUAD	492	Business Internship <i>or</i>	
SPAN/FREN		Intermediate-Level Language	6
GEOG	311	Regional Geography	3
		Elective	3
		TOTAL	24

Elective to be selected from the following courses:

BUAD	350	Ethics and Business Social Responsibility	3
BUAD	372	Human Resource Management.....	3
BUAD	381	Small Business Management.....	3
BUAD	423	Organizational Behavior	3

Business Administration

LONG-TERM HEALTH CARE ADMINISTRATION, B.B.A.

This field of study provides students with an overall knowledge and understanding of the elderly and the necessary skills, abilities, and attitudes for careers in nursing homes, retirement centers, housing for the elderly, and adult day care centers. A student completing this program should be prepared to take and pass the State Board Exam to be licensed as a Nursing Home Administrator.

Long-term Health Care Administration Concentration:*

HCAD	311	Resident Care and General Administration of the Nursing Facility	4
HCAD	312	Nursing Facility Technology	4
HCAD	313	Environmental Management of the Nursing Facility	3
HCAD	315	Personal and Auxiliary Relationships of the Nursing Facility	3
HCAD	316	Financial Management of the Nursing Facility	3
HCAD		Healthcare Internship	12
		TOTAL	29

*Long-term Health Care Administration students should include the following courses as part of their general education requirements:

HLED	216	Nutrition	2
PSYC	450	Psychology of Adulthood and Aging	3

MANAGEMENT, B.B.A.

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

Management Concentration:

BUAD	317	Business Communications	3
BUAD	372	Human Resource Management	3
BUAD	423	Organizational Behavior	3
BUAD	466	Production and Operations Management	3
BUAD	472	Business Policies & Strategies	3
		Electives*	9
		TOTAL	24

*Electives to be selected from the following courses:

ACCT	317	Cost Accounting	3
ACCT	318	Federal Income Taxes	4
ACCT	417	Accounting Information Systems	3
BUAD	350	Ethics and Business Social Responsibility	3
BUAD	381	Small Business Management	3
BUAD	450	Project Management	3
BUAD	451	International Business	3
BUAD	452	International Finance	3
BUAD	453	Cross-Cultural Organizational Communication	3
BUAD	492	Business Internship	3
CSIS	303	E-Commerce and Web Site Design	3

MARKETING, B.B.A.

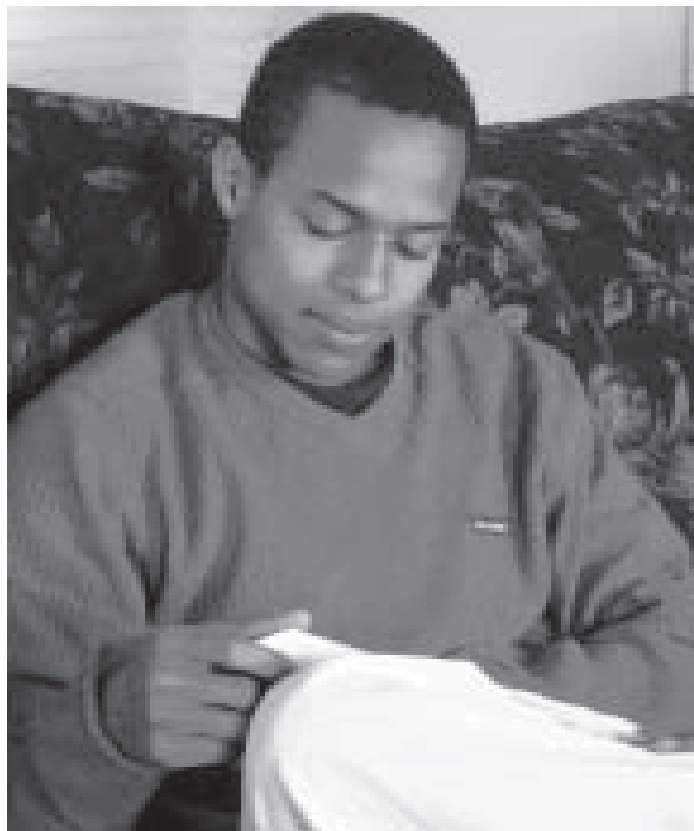
The marketing concentration within the BBA prepares students for the marketing challenges of the new millennium. Computer technology is revolutionizing the traditional strategies used by organizations to market and sell their products and services. Students completing this academic option will be prepared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

Marketing :

CSIS	303	E-Commerce & Web Site Design	3
MKTG	351	Advertising	3
MKTG	402	E-Commerce Environment	3
MKTG	443	Marketing Research	3
BUAD	450	Project Management	3
BUAD	472	Business Policies & Strategies	3
		Electives*	6
		TOTAL	24

*Electives to be selected from the following courses:

BUAD	350	Ethics and Business Social Responsibility	3
BUAD	372	Human Resource Management	3
BUAD	451	International Business	3
BUAD	453	Cross-cultural Org. Communication	3
MKTG	241	Public Relations	3
MKTG	426	Global Marketing Logistics	3
MKTG	492	Marketing Internship	3



Kris Hamlin

Business Administration

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

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

Business Administration Courses:

ACCT	211, 212	Accounting Principles I, II	8
BUAD	211	Profiles of Entrepreneurship	3
BUAD	301	Principles of Management	3
BUAD	311, 312	Business Law I, II	6
BUAD	321	Business Finance	3
BUAD	496	Senior Business Seminar	1
ECON	211	Macroeconomics	3
ECON	212	Microeconomics	3
MKTG	343	Principles of Marketing	3
MKTG	402	E-Commerce Environment	3
		TOTAL	36

Computer Information Systems Courses:

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

Required Cognates:

MATH	241	Statistics	3
MATH	236	Applied Mathematics for Business	3
COMM	115	Discussion Techniques	3
		TOTAL	9

General Education and Elective Courses:

GRAND TOTAL 129

MANAGEMENT, B.S.

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

Major Courses:

BUAD	317	Business Communications	3
BUAD	372	Human Resource Management	3
BUAD	423	Organizational Behavior	3
BUAD	472	Business Policies	3
ACCT or BUAD		Elective	3
		TOTAL	15

Cognate Courses:

MATH	241	Intro. to Prob. and Stats.	3
OFIS	100	Micro Keyboarding*	1

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

TEACHING CERTIFICATION PROGRAM

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

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

Business, B.S. - Secondary Teaching Area

Option III

The student must meet the requirement for B.S. degree in Business.

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

Business Administration

OFFICE TECHNOLOGY, A.S.

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

Core Courses:

ACCT	211	Accounting Principles	4
BUAD	302	Advanced Software Applications	3
BUAD	317	Business Communication	3
BUAD	496	Senior Business Seminar	1
CSIS	102	Microcomputer Literacy and App.	3
CSIS	303	E-Commerce and Web Site Design	3
OFIS	100	Micro Keyboarding	1
OFIS	385	Office Systems Technology	4
BUAD	211	Profiles of Entrepreneurship	3
OFIS	123	Document Production	4
OFIS	272	Administrative Records and Procedures	4
OFIS	388	Office Systems Training and Management ...	4
OFIS		Electives	2
		TOTAL	39

COURSE REQUIREMENTS BY MINOR

Minor: Accounting

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

Minor: Business Administration

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

Minor: Office Systems Administration

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

ACCOUNTING COURSES

ACCT 211 Accounting Principles I 4 hours
Nature of accounting data and its use in business, fundamental procedures and records, operating cycle, preparation of financial statements, measurement of income and assets. 4 Lec 1 Lab

ACCT 212 Accounting Principles II 4 hours
Prerequisite: ACCT 211.

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

ACCT 315 Intermediate Accounting I 4 hours
Prerequisite: ACCT 212.

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

ACCT 316 Intermediate Accounting II 4 hours
Prerequisite: ACCT 315.

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

ACCT 317 Cost Accounting 3 hours
Prerequisite: ACCT 212.

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

ACCT 318 Federal Income Taxes 4 hours
Prerequisite: ACCT 212.

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

ACCT 319 Fund Accounting 3 hours
Prerequisite: ACCT 212.

Special accounting procedures for units of government and other not-for-profit organizations.

ACCT 412 Auditing 4 hours
Prerequisite: ACCT 212; MATH 241

A study of the theory and professional standards and their application to financial and compliance auditing and the auditor's attest function.

ACCT 415 Advanced Accounting 3 hours
Prerequisite: ACCT 316.

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

Business Administration

ACCT 417 Accounting Information Systems 3 hours

Prerequisite: ACCT 212.

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

ACCT 421 Managerial Accounting 3 hours

Prerequisite: ACCT 212.

A study of cost accounting fundamentals with emphasis on accounting as a managerial tool. Special attention is given to cost-volume-profit relationships, job-order costing, budgeting, standard costing, capital budgeting, cost behavior patterns, transfer pricing, and divisional performance measurement.

ACCT 491 Selected Topic 1 hour

Prerequisite: Permission of department chair.

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

ACCT 492 Accounting Internship 3-8 hours

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

BUSINESS COURSES

BUAD 201 Personal Finance 3 hours

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

BUAD 211 Profiles of Entrepreneurship 3 hours

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

BUAD 250 Project Management and Leadership 3 hours

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

BUAD 301 Principles of Management 3 hours

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

BUAD 302 Advanced Software Applications 3 hours

Prerequisite: CSIS 102.

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

BUAD 311 Business Law I 3 hours

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

BUAD 312 Business Law II 3 hours

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

BUAD 317 Business Communications 3 hours

Prerequisite: ENGL 121.

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

BUAD 321 Business Finance 3 hours

Prerequisite: ACCT 212; ECON 212.

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

Business Administration

BUAD 350 Ethics and Business Social Responsibility 3 hours
A study of the ethical, social, and legal responsibilities of business to its stakeholders, in relation to a dynamic macro-environment.

BUAD 372 Human Resources Management 3 hours
Prerequisite: BUAD 301.

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

BUAD 381 Small Business Management 3 hours

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

BUAD 423 Organizational Behavior 3 hours
Prerequisite: BUAD 301

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

BUAD 441 Corporate Communication 3 hours

A course designed to synthesize current knowledge and understanding of the role and function of corporate communication in the business environment. Emphasis is also given to the role of research in corporate communication. Attention is also given to leadership skills and the application of communication theory in business practice today. Offered alternate years. This course meets the upper division writing component for senior year English. (May also be taken as COMM 441.)

BUAD 450 Project Management 3 hours
Prerequisite: Permission of department chair.

Course open to business majors to practice the intricacies of project management and leadership. Under the direction of a faculty member, a student will identify, plan, and implement a project that is congruent with his/her professional training and goals.

BUAD 451 International Business 3 hours
Prerequisites: BUAD 301, MKTG 343.

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

BUAD 452 International Finance 3 hours
Prerequisites: BUAD 321; ECON 211, 212.

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

BUAD 453 Cross-Cultural Organizational Communication 3 hours

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

BUAD 466 Production and Operations Management 3 hours

Prerequisite: BUAD 301; MATH 241.

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

BUAD 472 Business Policies & Strategies 3 hours

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

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

BUAD 491 Selected Topics 1 hour

Prerequisite: Permission from the department chair.

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

BUAD 492 Business Internship 3-8 hours

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

BUAD 496 Senior Business Seminar 1 hour

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

Business Administration

ECONOMICS COURSES

ECON 211 Macroeconomics 3 hours

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

ECON 212 Microeconomics 3 hours

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

HEALTH CARE ADMINISTRATION

HCAD 311 Resident Care and General

Administration of the Nursing Facility 4 hours

Prerequisite: BUAD 301.

A study of effective nursing facility management with particular emphasis on resident care and rights, and the policies and procedures regarding mistreatment, neglect, and abuse of residents. Licensing standards for certification of a long-term care facility are included. The nursing facility licensure application, admissions, transfer, and discharge processes along with the requirements for Medicaid-certified facilities, administration, inspection, surveys, visits, enforcements, and PASARR are covered.

HCAD 312 Nursing Facility Technology 4 hours

Detailed study of the technical aspects of nursing facility administration, including a review of the history and philosophy of nursing facilities, life safety codes, construction of safe facilities, physical plant and environment, and different government agencies that are affiliated with nursing facilities.

HCAD 313 Environmental Management of the
Nursing Facility 4 hours

Study of environmental management within the concepts of providing patient safety and comfort, control of hazardous materials, and improving life quality.

HCAD 315 Personal and Auxiliary Relationships
of the Nursing Facility 3 hours

Prerequisite: BUAD 301.

Study of how the resident's quality of life is enhanced by the stability of employee-employer relationships and labor relations.

HCAD 316 Financial Management of the
Nursing Facility 3 hours

Prerequisite: ACCT 212.

A review of financial management techniques and the interpretation of financial information for management decision-making in the nursing facilities, with emphasis on the classification of revenue and expense, and preparation of the financial statements.

HCAD 492, 493, 494, 495

Healthcare Internship 12 hours

Prerequisites: HCAD 311, 312, 315, 316, ACCT 212, BUAD 301.

This course contains all the elements of the domains of practice structured as an administrator-in-training internship program of 1,000 actual hours spent in the nursing facility under the direct supervision of the facility staff. Admission to program limited to students with a concentration in long-term health care administration and subject to prior approval of department chair.

The 12 hours are divided as follows:

HCAD 492 - Part I (250 actual hours) 3 hours

Student will plan, implement, and evaluate programs relating to the following departments of the nursing facility: Housekeeping & Laundry, Environmental Management & Maintenance, Activities, and Social Services.

HCAD 493 - Part II (250 actual hours) 3 hours

Student will plan, implement, and evaluate programs relating to the following departments of the nursing facility: Dietary, Rehabilitation, and Medical Records.

HCAD 494 - Part III (250 actual hours) 3 hours

Student will plan, implement, and evaluate programs relating to the following departments of the nursing facility: Business Office & Financial Management, Personal Resource & Management, and Administration.

HCAD 495- Part IV (250 actual hours) 3 hours

Student will plan, implement, and evaluate the program relating to the nursing department of the nursing facility.

MARKETING COURSES

MKTG 241 Public Relations 3 hours

(See description of COMM 241 under Communication courses.)

MKTG 343 Principles of Marketing 3 hours

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

MKTG 351 Advertising 3 hours

(See description of COMM 351 under Communication courses.)

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

MKTG 402 E-Commerce Environment 3 hours

Prerequisite: CSIS 303.

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

Business Administration

MKTG 426 Global Marketing Logistics 3 hours

Prerequisite: MKTG 343.

Analysis and design of domestic and international logistics systems. Topics include transportation, warehousing, inventory control, materials handling and packaging, and plant and warehouse locations. Emphasis is given to concepts and practices that provide firms with global competitive advantages.

MKTG 443 Marketing Research 3 hours

Prerequisite: MKTG 343.

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

MKTG 492 Marketing Internship 3-8 hours

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



Jason Brooks

Steve Stafford
Counseling & Testing Dir.

OFFICE SYSTEMS ADMINISTRATION COURSES

OFIS 100 Micro Keyboarding 1 hour

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

OFIS 123 Document Production 4 hours

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

OFIS 272 Administrative Records and Procedures 4 hours

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

OFIS 291 Selected Topics 1 hour

Prerequisite: Approval by department chair.

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

OFIS 385 Office Systems Technology 4 hours

Prerequisite: CSIS 102 or permission of instructor.

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

OFIS 388 Office Systems Training and Management 4 hours

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

Chemistry

Karl Konrad, Chair; Mitchell Menzmer

AIMS OF THE CHEMISTRY PROGRAM

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

PROGRAMS

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

Chemistry, B.A.

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

CHEM 111, 112	General Chemistry	8
CHEM 221	Modern Analytical Chemistry	4
CHEM 331, 332	Organic Chemistry	8
CHEM 341	Physical Chemistry	4
CHEM 451	Biochemistry	3
CHEM 462	Inorganic Chemistry	3
CHEM 491	Selected Topics	1
CHEM 471, 472	Seminar in Chemistry	1
<i>or</i>		
BIOL 380	Research Methods	2
Electives	CHEM 342 <i>or</i> CHEM 454	4
	TOTAL	37

Required Cognates: MATH 181; PHYS 121, 122.

Recommended Cognates: MATH 282, 283; CSIS 110.

Chemistry, B.S.

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

CHEM 111, 112	General Chemistry	8
CHEM 221	Modern Analytical Chemistry	4
CHEM 331, 332	Organic Chemistry	8
CHEM 341, 342	Physical Chemistry	8
CHEM 451	Biochemistry	3
CHEM 454	Methods of Physical Biochemistry	4
CHEM 462	Inorganic Chemistry	3
CHEM 491	Selected Topics	1
CHEM 471, 472	Seminar in Chemistry	1
<i>or</i>		
BIOL 380	Research Methods	2
	TOTAL	41

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

Recommended Cognates: MATH 321; an intermediate foreign language.

Chemistry Minor

18 hours including CHEM 111, 112 and 10 hours chosen from courses listed for the major.

TEACHING CERTIFICATION PROGRAM

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

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

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

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

COURSES

CHEM 101 Introductory Chemistry:

General Chemistry 3 hours

Prerequisite: High school algebra or Corequisite: MATH 110.

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

CHEM 102 Introductory Chemistry Laboratory 1 hour

Prerequisite: High school algebra or Corequisite: MATH 110.

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

CHEM 103 Introductory Chemistry:

Organic and Biochemistry 3 hours

Prerequisite: CHEM 101 with grade of C or above.

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

CHEM 104 Introductory Chemistry Laboratory 1 hour

Prerequisite or corequisite: CHEM 103.

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

Chemistry

CHEM 111 General Chemistry 4 hours

Prerequisite: MATH 110 or equivalent; or Corequisite: MATH 121.

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

CHEM 112 General Chemistry 4 hours

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

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

CHEM 221 Modern Analytical Chemistry 4 hours

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

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

CHEM 291 Selected Topics 1 hour

Prerequisite: Permission of the department chair.

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

CHEM 331 Organic Chemistry 4 hours

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

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

CHEM 332 Organic Chemistry 4 hours

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

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

CHEM 341 Physical Chemistry 4 hours

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

Concepts chosen from elementary quantum mechanics, classical and molecular thermodynamics. 3 Lec 3 Lab.

CHEM 342 Physical Chemistry 4 hours

Prerequisite: CHEM 341 with a grade of C or above, MATH 282 or 283 concurrently.

Continuation of CHEM 341 with emphasis on rates and mechanisms of reactions. 3 Lec 3 Lab.

CHEM 451 Biochemistry 3 hours

Prerequisite: CHEM 332 with a grade of C or above, and/or permission of instructor. (CHEM 221 recommended)

The course is designed to expose the students to the fundamental aspects of biochemistry, including protein and nucleic acid chemistry, lipids, carbohydrates, and an introduction to enzymatic and metabolic processes. Quantitative understanding will be emphasized. 3 Lec.

CHEM 454 Methods of Physical Biochemistry 4 hours

Prerequisite: CHEM 451 with C or above, CHEM 221 or comparable laboratory experience, and MATH 181 or permission of the instructor.

This course will introduce students to a range of specialized topics in biochemistry including enzyme kinetics, and structure and function of membrane proteins. Bioanalytical methods will be emphasized. 3 Lec 3 Lab.

CHEM 462 Inorganic Chemistry 3 hours

Prerequisite: CHEM 341 or permission of instructor.

A survey course including a study of the elements and their periodic relationships, acid-base theories, current bonding theories, coordination compounds, and other selected topics. 3 Lec.

CHEM 471 Seminar in Chemistry 1 hour

An introduction to the use of the chemical literature as a source of information. While focusing on the reading and study of selected scientific papers, the course can include oral and written reports, attendance at local scientific meetings and guest lecturers. Can be started in junior year.

CHEM 472 Seminar in Chemistry 1 hour

A continuation of CHEM 471. Includes a thorough literature search and bibliography with a comprehensive report on an agreed-upon topic.

CHEM 491 Selected Topics 1-3 hours

Prerequisite: Permission of chemistry faculty.

The subject of study is selected by conference between the student and the chemistry faculty, and will consist mainly of independent study and/or laboratory work summarized by a comprehensive report. Content and method of study must be arranged prior to registration. May be repeated once for credit.



Heidi Cruz

Rachel Jiron

Communication

Robert R. Mendenhall, Chair; Kevin Heinrich, Glen Robinson
Adjunct: Dixil Rodriguez

AIMS OF THE DEPARTMENT

There is a great demand both in the United States and around the world for men and women skilled in creating and managing the elements of communication. It is the aim of this department to strengthen students' personal, public, and professional communication skills.

Communication students at Southwestern Adventist University choose one of the department's four major areas of study: broadcasting, corporate communication, journalism, or speech.

Many communication students acquire valuable training and experience at one or more of the following facilities on or adjoining the campus:

88.3 KJCR, the University-owned FM station
KGSW, channel 46, the University's broadcast TV station
Roberts Recording Studio, the Department's
digital audio production facility
Cable TV Channel 49

The department encourages all upper division majors to complete an off-campus internship in radio, television, journalism, or corporate communication. Even before graduation, and sometimes as a direct result of internship positions, many of our majors are hired into a variety of communication positions.

Communication alumni from Southwestern who have continued their education through graduate school have done so very successfully. Experience has clearly indicated a need for Christian communication professionals both within and outside the Seventh-day Adventist denomination. This department prepares men and women to meet those challenges and opportunities.

Withdrawing from or Repeating Courses

Students may withdraw from or repeat a course in their communication major or minor only one time.

Communication Competencies

Competence in both oral and written communication is required for progress in each of the four majors offered by the department (broadcasting, corporate communication, journalism, and speech). Competence in oral communication is considered to be the completion of speech courses required in the major or minor with a grade of C or above.

Writing is a major component of upper division communication courses. The university requires all students to have passed ENGL 220 Technical Writing and Research or its equivalent before enrolling in any upper division course.

TEACHING CERTIFICATION PROGRAM

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

Journalism B.A. or B.S. - Secondary Teaching Area

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

Speech B.A. or B.S. - Secondary Teaching Area

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

Broadcasting, B.A.

			Major	Minor
COMM	110	Mass Communication	3	3
COMM	111	Fundamentals of Speech	3	
COMM	112	Radio/TV Announcing	3	3
COMM	222	Media Writing	3	
COMM	226	Digital Audio Production I	3	3
COMM	230	Broadcast Journalism	3	
COMM	237	Video Production	3	3
COMM	313	Broadcasting in America	3	3
COMM	332	Broadcast Management	3	
COMM	351	Advertising	3	
COMM	431	Media Law and Ethics	3	
COMM	451	Communication Theory	<u>3</u>	<u>3</u>
		TOTAL	36	18

Broadcasting, B.S.

			Major	Minor
COMM	110	Mass Communication	3	3
COMM	111	Fundamentals of Speech	3	
COMM	112	Radio/TV Announcing	3	3
COMM	113	Oral Interpretation	3	
COMM	211	Radio/TV News Production	(1-2)	
COMM	222	Media Writing	3	
COMM	226	Digital Audio Production I	3	3
COMM	230	Broadcast Journalism	3	
COMM	237	Video Production	3	3
COMM	313	Broadcasting in America	3	3
COMM	326	Digital Audio Production II <i>or</i>		
COMM	337	Documentary Production	3	
COMM	332	Broadcast Management	3	
COMM	351	Advertising	3	
COMM	355	Understanding Film	3	
COMM	411	Radio/TV News Reporting	(1-2)	
COMM	431	Media Law and Ethics	3	
COMM	451	Communication Theory	<u>3</u>	<u>3</u>
		TOTAL	48	18

This major does not require a minor.

Communication

Corporate Communication, B.S.

		Major	Minor
COMM	110	Mass Communication	3
COMM	111	Fundamentals of Speech	3
COMM	163	Photography	3
BUAD	211	Profiles of Entrepreneurship	3
COMM	222	Media Writing	3
COMM	241	Public Relations	3
BUAD	301	Principles of Management	3
COMM	342	Publication Design	(0-3)
MKTG	343	Principles of Marketing	3
COMM	351	Advertising	3
COMM	381	Development	(0-3)
COMM	431	Media Law and Ethics	3
COMM	441	Corporate Communication	3
COMM	451	Communication Theory	3
		TOTAL	42

Journalism, B.A.

		Major	Minor
COMM	110	Mass Communication	3
COMM	111	Fundamentals of Speech	3
COMM	163	Photography	3
COMM	222	Media Writing	3
COMM	230	Broadcast Journalism	3
COMM	241	Public Relations	3
COMM	322	News Writing and Reporting	3
COMM	342	Publication Design	3
COMM	383	Editorial Techniques	3
COMM	422	Feature Writing	3
COMM	431	Media Law and Ethics	3
COMM	451	Communication Theory	3
		TOTAL	36

Journalism, B.S.

		Major	Minor
COMM	110	Mass Communication	3
COMM	111	Fundamentals of Speech	3
COMM	112	Radio/TV Announcing	3
COMM	163	Photography	3
COMM	211	Radio/TV News Production	(1-2)
COMM	222	Media Writing	3
COMM	230	Broadcast Journalism	3
COMM	241	Public Relations	3
COMM	263	Photojournalism	3
COMM	322	News Writing and Reporting	3
COMM	342	Publication Design	3
COMM	351	Advertising	3
COMM	383	Editorial Techniques	3
COMM	411	Radio/TV News Reporting	(1-2)
COMM	422	Feature Writing	3
COMM	431	Media Law and Ethics	3
COMM	451	Communication Theory	3
		TOTAL	48

This major does not require a minor.

Speech, B.A. or B.S.

		Major	Minor
COMM	110	Mass Communication	3
COMM	111	Fundamentals of Speech	3
COMM	112	Radio/TV Announcing	3
COMM	113	Oral Interpretation	(0-3)
COMM	115	Discussion Techniques	(0-3)
COMM	222	Media Writing	3
COMM	233	Interpersonal Communication	3
COMM	335	Persuasion	3
COMM	431	Media Law and Ethics	3
COMM	438	Rhetorical Theory and Criticism	3
COMM	451	Communication Theory	3
		TOTAL	33

COURSES

COMM 110 Mass Communication 3 hours

A critical survey of the role played by mass communication in shaping culture. Individual media institutions are examined in terms of the information they distribute, the entertainment they provide, and the influence they bring. Attention is given to the audience/medium relationship and to improving students' media literacy.

COMM 111 Fundamentals of Speech 3 hours

Theoretical and practical instruction in the principles of effective oral communication, with a concern for its importance in a democratic society. Emphasis is placed on content, organization, speaker attitudes, critical listening, audience analysis, and delivery.

COMM 112 Radio/TV Announcing 3 hours

Introduces the student to current radio and television announcing techniques. Emphasis is given to interpretation of copy, ad-lib announcing, voice analysis and improvement, interviewing techniques, pronunciation and articulation, and general speech improvement. Some attention is also given to descriptions of production practices, distribution methods, and styles in news, narration, music, and sports performance.

COMM 113 Oral Interpretation 3 hours

Introduction to and experience in discovering the meaning in literature and effectively sharing this meaning through oral presentations. A variety of readings will be selected from scripture, poetry, prose, and drama.

COMM 115 Discussion Techniques 3 hours

A study of the democratic methods used to solve problems and conduct business in various kinds of group organizations. Includes a number of traditional face-to-face group activities as well as individual presentations.

COMM 163 Photography 3 hours

Prerequisite: Permission of instructor.

Introduces the basic tools, materials, and techniques of black and white photography. Assignments are designed to develop skill in camera operation, darkroom processes, and finishing the photograph. Student must furnish 35mm single-lens reflex (SLR) camera. Supplies fee. 2 Lec 3 Lab.

Communication

COMM 211 Radio/TV News Production 1 hour

A laboratory class providing practical training in the production of broadcast news. Emphasis is placed on equipment operation in both studio and location environments. May be repeated once for credit.

COMM 222 Media Writing 3 hours

Prerequisites: ENGL 121 and word-processing skills.

An introduction to news, public relations, advertising, and other writing styles for communicating effectively. This course examines the writing process, including appropriate use of grammar, spelling, and punctuation, and shows students how to accomplish a variety of writing tasks in a mass media context. Extensive practice in writing.

COMM 226 Digital Audio Production I 3 hours

In this course the student receives practical hands-on experience with digital audio equipment. Attention is given to mixing, recording, and editing. Includes segments on air shifts, news production, and commercial production. Supplies fee. 2 Lec 3 Lab.

COMM 230 Broadcast Journalism 3 hours

Includes segments on broadcast news reporting, writing, and production. While emphasis is given throughout to writing style, other elements include ethics and law, news programming for various formats and markets, and careers in broadcast journalism. Offered alternate years.

COMM 233 Interpersonal Communication 3 hours

Cognitive and experiential learning about interpersonal relationships. Students acquire insights about themselves and how they relate to others. Offered alternate years.

COMM 237 Video Production 3 hours

This course includes segments on lighting, the video camera, the production switcher, equipment interconnection, digital nonlinear editing, and program production for low power television and cable. Emphasis is given to multiple camera techniques for both studio and location productions. Supplies fee. 2 Lec 3 Lab.

COMM 241 Public Relations 3 hours

A course dealing with definitions, basic objectives, and concepts of public relations. Attention is given to the role of public relations, research for public relations, publics and target audiences, communication concepts and channels, campaigns, and the legal and ethical environment of public relations.

COMM 263 Photojournalism 3 hours

Prerequisite: COMM 163 or permission of instructor.

A study of the visual image as it is used to document social conditions. Emphasis is given to the news photograph, the feature photograph, assignment and selection of photographs, cropping, and legal and ethical considerations. Student must furnish 35mm single-lens reflex (SLR) camera. Digital photo editing and finishing skills are emphasized. Supplies fee. Offered alternate years.

COMM 291 Selected Topics 1 hour

Prerequisite: Approval of the department chair.

This course offers the lower-division student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated once for credit.

COMM 313 Broadcasting in America 3 hours

An advanced study of broadcasting in the United States, this course includes elements on the origins and growth of broadcasting and cable; the physical bases of radio, television, and cable; programming, ratings, and effects; regulatory and constitutional matters; and current issues, including an international perspective. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 322 News Writing and Reporting 3 hours

Prerequisites: COMM 222 and word-processing skills.

A continuation of COMM 222, with emphasis on the principles, practices, and ethics of news reporting, interviewing, and writing. Extensive writing. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 326 Digital Audio Production II 3 hours

Prerequisite: COMM 226 or permission of instructor.

Advanced study in the production of major digital audio projects. Emphasis is placed on multitrack production for commercials, news, documentaries, and music recording. Supplies fee. 2 Lec 3 Lab. Offered alternate years.

COMM 332 Broadcast Management 3 hours

Emphasis on station management, including segments on financial and human resource management, promotion and marketing, sales, broadcast regulations, and cable television systems. Offered alternate years.

COMM 335 Persuasion 3 hours

Prerequisite: COMM 111.

A study and practice of the principles and techniques involved in persuasion and persuasive speaking. Other subjects covered include the psychology of persuasion; the relation of persuasion to imaging, advertising, and propaganda; and the role of persuasion in a free society. Offered alternate years.

COMM 337 Documentary Production 3 hours

Prerequisite: COMM 237 or permission of instructor.

Advanced study in the production of information, educational and social commentary films. Emphasis placed on the historical development of the documentary and the application of present-day video technology. Video projects required. Supplies fee. Offered alternate years.

COMM 342 Publication Design 3 hours

A study of the elements and organization of both written and visual materials used in publications. Emphasis is given to learning design software, copy preparation, editing, and layout design as they relate to newspaper, magazine, public relations, and advertising practice today.

Communication

COMM 351 Advertising 3 hours

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

COMM 355 Understanding Film 3 hours

A study of film, including the medium's history and the development of cinema structure within social and cultural contexts. Viewing and analysis of significant films in cinema history. 2 Lec 3 Lab.

COMM 381 Development 3 hours

A study of fund-raising and the philanthropic tradition and its role in the successful operation of nonprofit organizations. Attention is given to the techniques of producing fund-raising proposals and campaigns directed to individuals, foundations, corporations, and other philanthropic organizations. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 383 Editorial Techniques 3 hours

Prerequisite: COMM 222 and word-processing skills.

The principles and practices of copy preparation and editorial decision making. Emphasis is on working with writers, a production staff, and deadlines, as well as headline writing, picture editing, writing photo captions, and editing copy for accuracy, newsworthiness, language effectiveness, legality, and good taste. Offered alternate years.

COMM 411 Radio/TV News Reporting 1 hour

Prerequisite: Permission of instructor.

A laboratory course in broadcast news reporting. Emphasis is placed on story selection and development for a local audience, studio and field production techniques, and reporter announcing skills. May be repeated once for credit.

COMM 422 Feature Writing 3 hours

Prerequisites: COMM 223 and word-processing skills.

A course dealing with newspaper and magazine features. Emphasis is placed on publishing articles in on- and off-campus publications. Extensive practice in writing various types of feature stories and in dealing with editors and deadlines. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 431 Media Law and Ethics 3 hours

A study of the major principles of media law and media-related ethical concerns. Emphasis is given to the most important court decisions and statutory enactments in communication law, including prior restraint, libel and slander, fair trial/free press conflicts, and the First Amendment. Attention is given to building a personal approach to ethics within the context of the individual's relationships both with supervisors and with the public. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 438 Rhetorical Theory and Criticism 3 hours

Prerequisite: COMM 111.

A study of the forms and uses of communication artifacts as they relate to significant national and international issues. Subjects covered include the history of rhetorical theory, forms and characteristics of discourse, methodologies to define how and why we communicate, and the role public persuasion plays in creating, exacerbating, and resolving conflicts. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 441 Corporate Communication 3 hours

A course designed to synthesize current knowledge and understanding of the role and function of corporate communication in the business environment. Emphasis is also given to the role of research in corporate communication. Attention is also given to leadership skills and the application of communication theory in business practice today. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 451 Communication Theory 3 hours

This course presents the theoretical bases of both interpersonal and mass communication. Attention is given to the nature of inquiry and theory as well as several topics in communication theory, including system theory, signs and language, discourse, message production, social and cultural reality, experience and interpretation, and critical theories. Elements also include communication in relationships, group decision-making, organizational networks, and the media. Offered alternate years. This course meets the upper division writing component for senior year English.

COMM 471 Radio Internship 1-3 hours

COMM 472 Television Internship 1-3 hours

COMM 473 Journalism Internship 1-3 hours

COMM 474 Corporate Internship 1-3 hours

Prerequisite: Permission of department chair.

These courses offer the advanced student college credit for on-the-job, off-campus work in radio, television, journalism, or the corporate setting under the joint direction of the departmental staff and a supervisor at the medium or business selected.

COMM 491 Selected Topics 1 hour

Prerequisite: Approval of the department chair.

This course offers the advanced student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated once for credit.

Computer Science

Daryl D. Thomas, Chair; Ed R. Connell, Judith F. Miles, Alan Williams

AIMS OF THE PROGRAM

The primary mission of the Department of Computer Science is to prepare students for professional work in the field of computer science, within a Christian context. A secondary mission of the Department is to provide service courses in computer science to the University community at-large.

The Department of Computer Science offers three bachelor of science degree programs. The first, the Bachelor of Science in Computer Science, is intended for students who wish to pursue careers in computer science, either in industry or in academia. The second program, offered in collaboration with the Department of Business Administration, is a double major leading to a Bachelor of Science in Business Administration and Computer Information Systems. This program is intended for students who wish to apply the tools of computer science in a management context. The third program, offered in collaboration with the Education Department, leads to a Bachelor of Science in Computer Information Systems with a secondary teaching area education certification. This program is intended for those who wish to teach computer science at the secondary school level.

In addition to the above programs, the Department offers an Associate of Science degree in Computer Information Systems and a minor in Computer Science.

Computer Science, B.S.

CSIS 110, 111	Principles of Computer Programming I, II	6
CSIS 125	Discrete Structures I	3
CSIS 126	Discrete Structures II	3
CSIS 215	Object-Oriented Programming in C++	3
CSIS 245	Introduction to LAN Technology	4
CSIS 310	Assembler Programming & Machine Organization	3
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 320	Data Structures & Algorithms	3
CSIS 360	Operating Systems	3
CSIS 405	Formal Languages and Automata	3
CSIS 445	Internetwork Architectures	3
CSIS 450	Principles of Database Design	3
CSIS 490	Software Engineering	3
PHYS 305	Digital Electronics	4
	C.S. Electives (upper division)	6
	TOTAL	53

Required Cognates:

PHYS 121	General Physics I	4
PHYS 122	General Physics II	4
MATH 181	Calculus I	4
MATH 241	Statistics	3
COMM 115	Discussion Techniques	3
	TOTAL	18

General Education and Elective Courses: 57

GRAND TOTAL 128

The Bachelor of Science in Computer Science is a composite major. It therefore does not require a minor.

We strongly suggest that students seeking a Bachelor of Science in Computer Science plan to take the above courses in the following sequence:

Freshman Year -	Fall Semester	CSIS 110, CSIS 125
	Spring Semester	CSIS 111, CSIS 126
Sophomore Year -	Fall Semester	CSIS 215, CSIS 245
	Spring Semester	CSIS 315
Junior Year -	Fall Semester	CSIS 310, CSIS 320, PHYS 305
	Spring Semester	CSIS 360, CSIS upper division elective
Senior Year -	Fall Semester	CSIS 405, CSIS 450, CSIS upper division elective
	Spring Semester	CSIS 445, CSIS 490

Double Major in Business Administration and Computer Information Systems, B.S.

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

Business Administration Courses:

ACCT 211, 212	Accounting Principles I, II	8
BUAD 211	Profiles of Entrepreneurship	3
BUAD 301	Principles of Management	3
BUAD 311, 312	Business Law I, II	6
BUAD 321	Business Finance	3
BUAD 496	Senior Business Seminar	1
ECON 211	Macroeconomics	3
ECON 212	Microeconomics	3
MKTG 343	Principles of Marketing	3
MKTG 402	E-Commerce Environment	3
	TOTAL	36

Computer Information Systems Courses:

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

Required Cognates:

MATH 241	Statistics	3
MATH 236	Applied Mathematics for Business	3
COMM 115	Discussion Techniques	3
	TOTAL	9

General Education and Elective Courses: 44

GRAND TOTAL 129

Computer Science

Computer Information Systems, A.S.

CSIS 110, 111	Principles of Computer Programming I, II	6
CSIS 125	Discrete Structures I	3
CSIS 215	Object-Oriented Programming in C++	3
CSIS 245	Introduction to LAN Technology	4
CSIS 310	Assembler Programming & Machine Organization	3
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 320	Data Structures & Algorithms	3
CSIS 360	Operating Systems	3
CSIS 445	Internetwork Architectures	3
	TOTAL	31

Required Cognate: MATH 110.

Computer Science Minor

CSIS 110, 111	Principles of Computer Programming I, II	6
CSIS 205	Discrete Structures	3
CSIS 215	Object-Oriented Programming in C++	3
CSIS 245	Introduction to LAN Technology	4
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 320	Data Structures & Algorithms	3
CSIS 445	Internetwork Architectures	3
	TOTAL	25

TEACHING CERTIFICATION PROGRAM

This program of study is for secondary teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

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

Computer Information Systems, B.S. - Secondary Teaching Area

CSIS 110, 111	Principles of Computer Programming I, II	6
CSIS 125	Discrete Structures I	3
CSIS 215	Object-Oriented Programming in C++	3
CSIS 245	Introduction to LAN Technology	4
CSIS 310	Assembler Programming & Machine Organization	3
CSIS 315	Application Development for Event-Driven GUI Applications	3
CSIS 320	Data Structures & Algorithms	3
CSIS 360	Operating Systems	3
CSIS 445	Internetwork Architectures	3
CSIS 450	Principles of Database Design	3
CSIS 490	Software Engineering	3
	C.S. Electives (<i>upper division</i>)	6
	TOTAL	43

Required Cognate: MATH 241.

COURSES

CSIS 102	Microcomputer Literacy and Applications	3 hours
Prerequisite: OFIS 100 or equivalent.		
An introduction to the use of microcomputers, oriented toward future microcomputer users, not computer specialists. Topics include history of the field, computer hardware, software, operating systems, the Internet, and information systems. Students will work with popular applications for business and personal use, including web browsers, word processors, spreadsheets, and databases.		
CSIS 105	Introduction to Computing	3 hours
An overview of computing as a human activity emphasizing the use of computers as tools to meet the needs of individuals and groups. Topics for study and discussion will include the history and development of computers, the impact of computers on the quality of life, information processing using computers, and ethical issues with respect to the use of information. Students will be introduced to the use of the Internet.		
CSIS 110	Principles of Computer Programming I	3 hours
Introduction to problem solving using computers. Topics include top-down design, algorithm development, information representation, and programming using the Java language. Assumes a basic knowledge of PC operation.		
CSIS 111	Principles of Computer Programming II	3 hours
Prerequisite: CSIS 110, CSIS 125.		
A continuation of CSIS 110 with emphasis on elementary data structures and advanced techniques. Students will be introduced to C++.		
CSIS 125	Discrete Structures I	3 hours
Corequisites: MATH 110 or equivalent.		
An introduction to the basics of discrete mathematics as applied in computer science. Topics include elementary logic, propositional logic, proof techniques, sets, relations, functions, counting, elementary number theory, Boolean algebra, and digital logic.		
CSIS 126	Discrete Structures II	3 hours
Prerequisites: CSIS 125.		
A continuation of the study of discrete structures begun in CSIS 125. Topics include predicate logic, recurrence relations, graphs and trees, matrices, discrete probability, computational complexity, and elementary computability.		
CSIS 215	Object-Oriented Programming in C++	3 hours
Prerequisite: CSIS 111 or Instructor's approval.		
A development of a strategic object-oriented approach to problem solving — analysis, design and coding — using the C++ language. There will be a focus on the use of classes to implement abstract data types, thus supporting the modern approach to loosely linked, modular code. The overloading of functions and operators, inheritance, and polymorphism will be studied as abstraction tools.		

Computer Science

CSIS 245 Introduction to Local Area Network Technology 4 hours

Prerequisite: CSIS 111, CSIS 126.

A practical introduction to current LAN network technologies, with emphasis on Ethernet. Topics include: signal encoding, channel access/utilization, integration/configuration/operation of hardware, cabling, and LAN operating systems.

CSIS 291 Selected Topics 1-3 hours

Prerequisite: Permission of Department Chair.

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

CSIS 301 Issues and Practices in Information Security 3 hours

Prerequisite: CSIS 105 or permission of Instructor.

An examination of the issues to be considered and practices typically employed when implementing security measures to protect computing resources and data. Topics to be considered include basics of computation and networking, as well as securing communications channels, computer systems, and information resources.

CSIS 303 E-Commerce & Web Site Design 3 hours

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

CSIS 310 Assembler Programming and Machine Organization 3 hours

Prerequisites: CSIS 111, CSIS 126.

An introduction to assembler language programming and computer organization and architecture.

CSIS 315 Application Development for Event-Driven GUI Applications 3 hours

Prerequisites: CSIS 215.

An introduction to the event-driven programming model using a windowed graphical user interface. Emphasis will be on using available tools and libraries to speed the development of significant applications.

CSIS 320 Data Structures and Algorithms 3 hours

Prerequisites: CSIS 126, CSIS 215.

A continuation of CSIS 111's study of data structures, and a study of the time-complexity of algorithms. There will be an emphasis on choosing the appropriate storage arrangement and the appropriate algorithms to manipulate data, both in high-speed memory, on mass storage devices, or using a combination of the two.

CSIS 360 Operating Systems 3 hours

Prerequisites: CSIS 310, CSIS 320.

A study of operating system organization, job control, I/O, and resource management. Emphasis will be placed on features of the UNIX O/S.

CSIS 370 Programming Languages 3 hours

Prerequisite: CSIS 215.

Comparative study of programming languages with emphasis on formal language specification and analysis, run-time behavior, and implementation.

CSIS 405 Formal Languages and Automata 3 hours

Prerequisites: CSIS 126.

An introduction to formal language theory, with emphasis on regular and context-free grammars. Topics include: language properties, the Chomsky Hierarchy, Finite State Machines, Pushdown Automata, Turing Machines, uncomputability, and computational complexity.

CSIS 445 Internetwork Architectures 3 hours

Prerequisite: CSIS 245, 360.

An in-depth study of internetwork architectures. Topics include: protocols, switching, WAN routing, interconnectivity, virtual circuits, Client/Server based distributed applications, and distributed processing.

CSIS 450 Principles of Database Design 3 hours

Prerequisite: CSIS 320.

Course covers design and implementation of databases with emphasis on structures and schemas, information retrieval, SQL, security, and integrity.

CSIS 490 Software Engineering 3 hours

Prerequisite: CSIS 315, CSIS 320.

A study of the management and implementation of programming projects. Topics include project management, scheduling and control, programming assignments and specifications, testing and documentation, system implementation, and evaluation. Students will be required to complete a significant team project involving both design and implementation.

CSIS 491 Selected Topics 1-3 hours

Prerequisite: Approval by Department Chair.

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

CSIS 492 Computer Internship 1-3 hours

Prerequisite: Approval by Department Chair.

On-the-job supervised experience in systems development and programming. Limited to senior majors. May be repeated once for credit.

CSIS 495 Special Topics Seminar 1-3 hours

Prerequisite: Approval by Department Chair.

Covers topics of special interest such as new developments in the field of computer science, as well as occasional specialized topics such as artificial intelligence, computer graphics, etc. May be repeated for credit.

Education

Randy Gilliam, Chair and Certification Officer; Carol Campbell, Michael England and Marcel Sargeant

AIMS OF THE PROGRAM

The Education Department of Southwestern Adventist University directly addresses the mission to which the University is committed by preparing individuals for effective service in this world. The program incorporates a broad liberal arts education as a basis for the more in-depth focus on academic teaching specializations, field based experience and the pedagogy associated with the teaching and learning process. The program prepares individuals for a profession in which they can affect the lives of others in a Christian paradigm.

PROGRAM OBJECTIVES FOR TEACHER EDUCATION

Southwestern Adventist University's goal is to provide each student with outcome driven educational competencies. Upon completion of this program, the student will demonstrate:

1. Subject Matter Proficiency
2. Instructional Planning Using Broad Based Media
3. A Variety of Presentation Skills to meet the needs of a diverse population
4. Assessment and Screening Procedures to ensure competency
5. Supervision and Management Skills
6. Record Keeping as a Process of Accountability
7. Christian Professional and Interpersonal Responsibilities for service in their local church

THE TEACHER EDUCATION PROGRAM

The Teacher Education Program at Southwestern Adventist University provides teacher training in elementary education, including the intermediate school, and at the secondary level. Through the School of Graduate Studies one can obtain a masters degree in Education.

The Education program is designed to prepare students for certification with the State of Texas, and thus be qualified to teach in either the public or private sector. This preparation is accomplished through a combination of campus and field-based delivery systems.

Degrees are awarded by Southwestern Adventist University, while certification is awarded by the State of Texas. Therefore, a student may seek certification upon completion of any degree, the completion of a state-approved teacher certification program, and the receipt of a satisfactory score on the TExES examinations. To be recommended for certification by Southwestern Adventist University, a minimum of 12 successful semester hours in residence is required.

The State Board of Educator Certification (SBEC) establishes the teacher certification standards. Any change in these standards must be reflected in Southwestern Adventist University's certification requirements; therefore, any modification in the state law affecting our certification requirements takes precedence over statements in the Bulletin.

Seventh-day Adventist teacher certification may be acquired simultaneously by meeting the requirements as outlined in the North American Division Office of Education, "Certification Requirements, K-12", as revised in 2001.

ADMISSION TO THE TEACHER EDUCATION PROGRAM

Admission to the University and admission to the Teacher Education Program are two separate entities. Students pursuing teacher certification or Teacher's Professional Development courses will be required to take and pass the Texas Academic Skills Program (TASP) exam. Registration bulletins for taking the TASP are available in the Teacher Education Department. The TASP is offered six times each year. Persons who fail the test may retake it after a four month interval for as many times as needed to pass.

Professional education course work is reserved for students who have met admissions requirements, made application and have been approved by the Teacher Education Committee. The requirements for admission to teacher education at Southwestern Adventist University are as follows:

1. Take the TASP exam and meet a minimum score of 260 in reading, 230 in math, and 220 in writing. Passing standards are subject to change, as the State Board of Education changes minimum standards.
2. Have completed a minimum of 60 semester hours, or be enrolled in the semester that will complete 60 hours.
3. Have a minimum cumulative grade point average (GPA) of 2.75.
4. Have completed with a "C" or higher College Algebra, Fundamentals of Speech, Freshman Composition and Technical Writing & Research or equivalent courses.
5. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
6. Meet all other requirements implemented by the Education Department faculty.

The candidate is responsible for initiating the application, which is available in the Office of Teacher Certification. All applications will be accompanied by:

1. A statement of purpose - a one page, typed essay describing reasons for desiring a profession in the teaching field.
2. Two letters of recommendation from individuals other than relatives. Preferably, these recommendations will come from SWAU faculty members not in the Education Department, or other work experience supervisors.

The Education Department faculty will review the application of each student and make a decision. Any decision may be appealed to the Teacher Education Council.

DEGREE PLAN

After the student has been admitted to the Teacher Education Program, they should develop a degree plan with their major advisor and the Department of Education. The plan will show the declared major or teaching fields, the work completed and the remaining requirements for the degree. Copies of the degree plan will be filed with the registrar's office, Teacher Education Department and the major advisor.

RETENTION IN THE TEACHER EDUCATION PROGRAM

To be retained in the Teacher Education Program, students must:

1. Maintain a cumulative 2.75 grade point average in all course work.
2. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
3. Give evidence of satisfactory professional growth.
4. Show promising development in field experiences.
5. Demonstrate behavior that is ethically and morally responsible.

Education

At the end of the junior year, the teacher education staff will review each student's progress and advise each according to the findings. A student found in violation of any of the above criteria will be placed on probation. Probationary procedures may be obtained from the Education Department.

STUDENT TEACHING

Student Teaching is a privilege granted to the student through the courtesy of the school and/or district to which the student teacher is assigned. Prompt and regular attendance is required. Students are advised to become familiar with the Student Teaching Handbook prior to student teaching.

Student teaching normally will be taken during the last semester. Student teaching requires full days in the schools for a minimum of 12 consecutive weeks in accordance with the calendar of the school district. Students may not take classes at the university during student teaching hours and are limited to 12 credit hours.

Students who do not graduate within six months of student teaching may lose credit for the course and would then need to repeat student teaching. The Teacher Education Committee, prior to consideration for an additional student teaching assignment, must review candidates who withdraw or are withdrawn from a student teaching assignment.

ADMISSION TO STUDENT TEACHING

To be eligible for student teaching, students must:

1. Be unconditionally admitted to the Teacher Education Program.
2. Maintain an overall grade point average of not less than 2.75.
3. Maintain a grade of 'C' or better in courses in the teaching field(s), or academic specialization area, with an overall grade point average of not less than 2.75.
4. Maintain a grade of "C" or better in the courses in professional education, with an overall grade point average of not less than 2.75.
5. Secondary Education certification candidates must have a minimum cumulative GPA of 2.5 in their major courses.
6. Complete a minimum of 45 clock hours of satisfactory work in the field experience component of the professional education courses.
7. Have senior status.
8. Have a commitment to high moral and ethical standards, as defined by the SWAU bulletin.
9. File an application for student teaching by April 1 for a fall student teaching assignment, and by October 1 for a spring assignment.

The Teacher Education Committee will review all applications to determine eligibility for student teaching. Admission to the Teacher Education Program does not necessarily ensure acceptance into Student Teaching. Appeals to any decision must be made in writing to the Teacher Education Council and if needed to the Vice President for Academic Affairs.

RECOMMENDATION TO THE STATE BOARD FOR EDUCATOR CERTIFICATION

To be recommended to the State Board for Educator Certification (SBEC) for teacher certification, a student must have successfully met the following criteria:

1. All specified course work must be completed on the degree plan or certification plan in which certificate is sought.
2. Minimum GPA of 2.75 on course work related to the area of specialization and the teaching field.
3. Acceptable scores on the appropriate professional development and content specialization portions of the TEXES exam.

4. In accordance with Article 6252-13c, Texas Civil Statutes, the Texas Commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate, for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession. All applicants for Texas certificates will be screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety. Students must make application through the SBEC website and enclose the appropriate fee required for the certificate sought. The Teacher Certification Officer will make recommendations based upon satisfactory completion of all requirements pertaining to certification.

STATE CERTIFICATION

Certification levels for teaching certificates will be Early Childhood-Grade 4 (EC-4), Grades 4-8 (GR 4-8) and Grades 8-12 (GR 8-12) with specialization in English, History, Journalism, Life Science, Physical Science, Mathematics, Speech, Social Studies or Computer Information Systems, or All Level Physical Education or Music for Early Childhood-Grade 12 (EC-12).



Edrey Oliveira

Education

PROGRAMS

Southwestern Adventist University offers a major in Elementary Education. A major in Secondary Education is not available. A person interested in Secondary Education must complete a major and a minor in another discipline in addition to the course work required for teaching certification. The Teacher Education Program consists of three major components; academic foundations (general education), professional development and academic specialization.

A. ACADEMIC FOUNDATIONS (required for EC-4, GR4-8, GR8-12, All Level PE or Music K-12)

General Education Curricula Minimum Requirements*		
ENGLISH.....		12
ENGL 121+ Freshman Composition	3	
ENGL 220+ Technical Writing & Research	3	
ENGL 231 or		
ENGL 232 American Literature	3	
ENGL 464 Advanced Grammar	3	
SPEECH		3
COMM 111+ Fundamentals of Speech		
SOCIAL SCIENCE		9
HIST 111 American History	3	
HIST 112 American History	3	
POLS 211 Texas & National Constitutions	3	
MATH/NATURAL AND COMPUTER SCIENCE		12-14
MATH 110+ Math (College Algebra or above).....	3	
Two classes of lab Science	6-8	
CSIS 102 Computer Literacy	3	
BEHAVIORAL SCIENCE AND HUMANITIES		9
MUHL 221 Survey of Music	3	
SOCI 111 Sociology	3	
PSYC 212 General Psychology	3	
HEALTH AND PHYSICAL EDUCATION.....		4
HLED 111 Health & Wellness	3	
P.E. Activity Elective.....	1	
RELIGION**		12
RLGN 101 Christian Beliefs	3	
RLGN 230 History of the SDA Church	3	
RLGN 211 Life and Teachings	3	
UpperDiv. Old Testament, New Testament, or other Bible content class	3	
FRESHMAN SUCCESS***.....		1
TOTAL		62-64

* Students who qualify for honors classes may substitute where appropriate.
 ** Transfer students from non SDA schools must take one religion course per 30 credits taken in residence at SWAU with a minimum of six hours.
 *** All freshmen who have taken less than 12 previous college hours must enroll in the Freshman Success course.
 + Must earn a "C" or better.

B. PROFESSIONAL DEVELOPMENT (required for Elementary Education Majors and for Secondary Education Certification)

PSYC 311	Human Growth and Development	3
EDUC 312	Educational Psychology	3
EDUC 316	Legal and Ethical Foundations of Education	3
EDUC 326	Exceptional Children	3
EDUC 334	Principles of Testing, Assessment and Classroom Management	3
EDUC 350	Educational Technology	3
EDUC 354	Educational Foundations with Multicultural Perspectives	3
EDUC 384	Reading in the Content Areas	3
EDUC 465, 475, 485	Directed Teaching (selected for chosen Certification)	6
RLGN 263	Religion in the SDA School*	2
	TOTAL	32

Secondary Education Certification also requires:

EDUC 322	Adolescent Psychology	3
EDUC 450	Teaching in the Secondary School	3

* for SDA certification only

C. ACADEMIC SPECIALIZATION

ELEMENTARY EDUCATION MAJORS

Option I (Early Childhood - Grade 4)

PETH 243	P.E./Health in the Elementary School	3
MUED 253	Music in the Elementary School	3
EDUC 364	Kindergarten Materials & Methods	3
EDUC 366	Educational Programs for Young People	3
EDUC 375	Children's Literature and the Teaching of Reading	3
EDUC 382	Reading and Language Arts in the Elementary School	3
EDUC 386	Mathematics in the Elementary School	3
EDUC 413	Science in the Elementary School	3
EDUC 419	Social Studies in the Elementary School	3
EDUC 421	Math & Science Standards in the Elementary School	3
EDUC 424	Language Arts Essential Skills in the Elementary School	3
	TOTAL	33

Option II (Grade 4 - Grade 8)

ARTS 223	Arts & Crafts	3
PETH 243	PE/Health in the Elementary School	3
MUED 253	Music in the Elementary School	3
GEOG 311	Geography	3
EDUC 375	Children's Literature and the Teaching of Reading	3
EDUC 382	Reading and Language Arts in the Elementary School	3
EDUC 386	Math in the Elementary School	3
EDUC 413	Science in the Elementary School	3
EDUC 419	Social Studies in the Elementary School	3
EDUC 421	Math & Science Standards in Elementary School	3
EDUC 424	Language Arts Essential Skills in the Elementary School	3
	TOTAL	33

Education

SECONDARY EDUCATION CERTIFICATION

Option I

Option one shall prepare the individual to teach in one area of grades 8-12 and shall require completion of a major in one of the following teaching areas:

Computer Information Systems, English, History, Journalism, Life Science, Mathematics, Physical Science, Speech

With the exception of Journalism and Physical Science, these areas are not composite majors and would therefore also require a minor to be completed.

Option II

Option two shall prepare the individual to teach in two areas of grades 8-12 and shall require completion of a major, plus a minor which includes 24 hours with a minimum of 12 semester hours of upper division courses. The major and minor must both be chosen from the following teaching areas:

Computer Information Systems, English, History, Journalism, Life Science, Mathematics, Physical Science, Speech

Option III

Option III shall prepare the individual to teach in grades 8-12 and shall require the completion of a broad teaching field with 24 semester hours of upper division courses. May include the following area:

Business

Option IV

Option IV shall prepare the individual to teach in grades 8-12 and shall require completion of a composite teaching field with 24 semester hours in one area, 12 semester hours of which must be upper division, and a minimum of 6 semester hours in each additional area. May include the following composite field:

Social Studies

Option V - All Level Certification for Physical Education (Grades EC-12)

Option five leads to an all level certificate and shall prepare the individual to teach Physical Education in Early Childhood through grade twelve and shall require completion of a major in Physical Education.

Option VI - All Level Certification for Music (Grades EC-12)

Option six leads to an all level certificate and shall prepare the individual to teach Music in Early Childhood through grade twelve and shall require completion of a major in Music.

NOTE: IT IS RECOMMENDED THAT YOU OBTAIN A MATRIX OUTLINING THE COURSE OF STUDY FOR THE CERTIFICATION PLAN YOU HAVE CHOSEN. These may be obtained from the Department of Education.

EDUCATION COURSES

EDUC 101 College Reading 2 hours

This course is open to those who wish to increase their reading speed and comprehension. Individual laboratory practice emphasizes expanding the vocabulary, reading speed and retention.

EDUC 291 Selected Topics 1 hour

Prerequisite: Admission to teacher education, and approval of department chair.

A study in an area of interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. It may be repeated once for credit.

EDUC 312 Educational Psychology 3 hours

Prerequisite: PSYC 212.

A study of psychology as it relates to the learning processes and teaching methods. Principles and theories of learning are reviewed and individual differences and psychological concepts examined. Attention is given to exceptional learners. Includes field experience. This course meets the upper division writing component for senior year English.

EDUC 316 Legal, Philosophical, and Ethical Foundations of Education 3 hours

Prerequisite: Admission to teacher education.

A study of the legal aspects of education, with emphasis on the responsibilities, duties, and existing constitutional statutory rights of agencies and individuals, including the handicapped, and those from minority groups. This course also surveys the philosophic enterprise, from the Christian viewpoint, as it relates to the understanding and evaluation of contemporary movements in educational thinking.

EDUC 322 Adolescent Psychology 3 hours

An overview of the physical, mental and emotional phasis of human development during the adolescent years. A study of the environmental and educational problems of the teenager. (May also be taken as PSYC 322.)

EDUC 326 Exceptional Children 3 hours

Prerequisite: Admission to teacher education.

A study in understanding educational and psychological problems in all areas of exceptionality. Study will include the characteristics, assessment, admission, review, and dismissal processes for special students requiring individualized or specialized programs. Includes field experience option. (May also be taken as PSYC 326.)

EDUC 334 Principles of Testing, Assessment, and Classroom Management 3 hours

Prerequisite: Admission to teacher education and senior class status.

Consideration is given to the construction and use of standardized evaluation instruments and performance-based assessment procedures, including the development of a professional portfolio. Attention is given to methods of grading and reporting that enhance teaching and learning. Focus will also be on classroom management techniques that create an environment where students feel valued and respected. This course meets the upper division writing component for senior year English.

Education

EDUC 350 Educational Technology 3 hours
Prerequisite: Admission to teacher education program.

Examination of both soft and hard technology. Emphasis is on multiple intelligences, learning styles, informational processing habits, and motivational factors that are integrated into multi-media planning using software to develop units of instruction. A working knowledge of Microsoft Office is needed before enrolling in this class.

EDUC 354 Introduction to the Teaching Profession 3 hours
Prerequisite: Admission to teacher education program.

An analysis of implications for teachers and teaching as education moves into the 21st century. Focus is on preparing beginning teachers to understand different aspects of diversity and how they can address these differences in their teaching. This course should be the first one taken in the teacher education program.

EDUC 364 Kindergarten Materials and Methods 3 hours
Prerequisite: Admission to teacher education and EDUC 366.

A course designed to acquaint the student with developmentally appropriate kindergarten curriculum, with emphasis on addressing each child's individual needs, abilities, interests, and cultural diversity. Includes topics such as language and literacy, puppets, dramatic play, art, sensory centers, music and movement, math, science, and social studies. Includes field experience.

EDUC 366 Educational Programs for Young Children 3 hours
Prerequisite: Admission to teacher education.

A course designed to acquaint the student with the what, who, why, where, and how of early childhood education, ranging from the history of early childhood education to the implementation of developmentally appropriate practice. Includes field experience.

EDUC 375 Children's Literature and the Teaching of Reading 3 hours
Prerequisite: Admission to teacher education program.

A course designed to acquaint the student with the many ways children benefit from literature at different times in their lives and appreciate what happens when a child is engaged by a book; to acquaint the student with the wealth of children's books that are available today and to enable them to make critical judgments about them; and to equip the student with a range of proven strategies to bring children together with books productively and pleasurably.

EDUC 382 Reading and Language Arts in the Elementary School 3 hours
Prerequisite: Admission to teacher education.

A course designed to acquaint the student with the strategies to help ALL children become better readers through systematic, multimethod, multilevel instruction. The focus will be on essential components of a balanced literacy program (Guided Reading, Self-Selected Reading, and Working With Words), steps for implementation and management, and a variety of classroom activities. Includes field experience.

EDUC 384 Reading in the Content Areas 3 hours
Prerequisite: Admission to teacher education.

A study of the basic principles of teaching reading in the content areas and in the secondary school. Study will include concepts, methods, materials, and organizational skills for reading instruction. Includes field experience.

EDUC 386 Mathematics in the Elementary School 3 hours
Prerequisite: Admission to teacher education.

A course designed to acquaint the student with concepts, methods, and available materials for effective mathematics instruction in the elementary school. Creative development of materials and lesson plans are emphasized. (This course does not apply to mathematics requirements.) Includes field experience.

EDUC 413 Science in the Elementary School 3 hours
Prerequisite: Admission to teacher education program.

A course designed to prepare students with practical classroom-tested activities and ideas that are presented on planning, organizing, managing, and assessing an effective guided discovery science program. Students will have opportunities to develop teaching lessons and instruct local areas elementary students in a laboratory setting. (This course does not apply to science requirements.)

EDUC 419 Social Studies in the Elementary School 3 hours
Prerequisite: Admission to teacher education.

An overview of the multicultural elementary school social studies program which incorporates proven teaching strategies such as models of teaching, cooperative learning, learning styles, and dimensions of learning. Students will have opportunity to develop thematic lesson plans in an active-learning environment. (This course does not apply to social studies requirements.) Includes field experience.

EDUC 421 Mathematics & Science Standards in the Elementary School 3 hours
Prerequisite: Admission to the teacher education program and EDUC 386.

This course will closely evaluate skills needed in the elementary classroom in the disciplines of Mathematics and Science to successfully equip today's students.

EDUC 424 Language Arts Essential Skills in the Elementary School 3 hours
Prerequisite: Admission to the teacher education program and EDUC 382.

A course designed to acquaint the student with the principles that underlie the writing workshop and the major components that make it work.

EDUC 450 Teaching in the Secondary School 3 hours
Prerequisite: Admission to student teaching.

A study of the teacher's role, teaching techniques, classroom management and evaluation of learning experiences in the secondary school as these affect all students, including the handicapped and minorities. Includes field experience.

EDUC 465 Directed Teaching in Kindergarten 3 hours
Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching.

This course is open only to students seeking Kindergarten Endorsement. Requires full-day observations and student teaching in an approved kindergarten for six weeks under the direction of supervising teachers. Student teaching will be on a pass/no pass basis.

EDUC 475 Directed Teaching in
Elementary School 3-6 hours*

Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching.

This course is open only to students seeking certification in Elementary Education. It requires full-day observations and student teaching in an approved elementary school for twelve weeks under the direction of supervising teachers. Student teaching will be on a pass/no pass basis.

*Depends on certification emphasis.

EDUC 485 Directed Teaching in
Secondary School 6 hours

Prerequisite: Two-thirds of the professional education classes, academic specialization(s) and academic foundations, senior standing, and admission to student teaching.

This course is open only to students seeking certification in Secondary Education. It requires full-day observations and student teaching in an approved secondary school for twelve weeks under the direction of supervising teachers. Student teaching will be on a pass/no pass basis.

EDUC 491 Selected Topics 1 hour

Prerequisite: Admission to teacher education, and approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. It may be repeated once for credit.

OTHER COURSES REQUIRED

ARTS 223 Arts and Crafts 3 hours

A course of exploratory activities in a variety of two- and three dimensional arts and crafts media and methods of Discipline-Based Art Education for children.

PETH 243 Physical Education/Health in
the Elementary School 3 hours

Prerequisite: Admission to teacher education program.

The course provides the teacher with an extensive repertoire of teaching techniques in the elementary physical education program. Emphasis is placed on health-related fitness, skill development, special events, and game development. One-half of the course involves a teaching lab where local area elementary students come to SWAU Gym and are instructed by class members.

MUED 253 Music in the Elementary School 3 hours

A course designed to prepare teachers to direct the music activities of children. The contents include fundamentals, appreciation, singing and rhythm activities.

RLGN 263 Religion in the SDA School 2 hours

Prerequisite: Admission to teacher education.

A study of a variety of strategies in teaching the Bible creatively. Students will discover an approach to learning that Jesus perfected--totally involving people through active experiences, creating learning environments, adjusting emphasis from teaching to learning, and developing lessons using a model of teaching repertoire. (This course does not apply to religion requirements but is required for Seventh-day Adventist Denominational Certification.) Includes field experience.

Engineering

Bill Atkins, Engineering Advisor

PROGRAM

Southwestern Adventist University, in conjunction with Walla Walla College, offers an engineering program with major emphasis in mechanical, civil or electrical engineering and bioengineering.

English (3 units), history (1 unit), chemistry (1 unit), physics (1 unit), mathematics (3 units: Algebra I, geometry and trigonometry) on the secondary level are required for entrance into the engineering program. The freshman year is taken on the campus of Southwestern Adventist University, while the sophomore, junior and senior years are taken on the campus of Walla Walla College.

FRESHMAN YEAR

Fall

ENGL	121	Freshman Composition	3
CHEM	111	General Chemistry	4
RLGN		Elective	3
MATH	121	Precalculus	3
COLL	101	Freshman Success	1
		Humanities or Social Studies elective	<u>3</u>
		TOTAL	17

Spring

CSIS	110	Principles of Computer Programming	3
CHEM	112	General Chemistry	4
MATH	181	Calculus I	4
PEAC		Elective	1
RLGN		Elective	3
		Humanities or Social Studies elective	<u>3</u>
		TOTAL	18

English

Judy Myers Laue, Chair; Renard K. Doneskey, Andrew Woolley III
Adjunct: Donna Guerrero, Herbert Roth

AIMS OF THE DEPARTMENT

The English Department provides classes and support for English majors, English minors, and general studies students. In Freshman Composition and Technical Writing all students at the university learn how to write coherent, well-organized essays. In the junior year students take a literature class which requires writing on literary topics. The department helps English majors and minors understand and appreciate American, English, and world literature, as well as linguistics and advanced composition.

Students may elect courses which prepare them for careers as secondary English teachers or for graduate study in English. A major in English is also an important asset to any student who wishes to specialize in several professional areas: law, medicine, business, public relations, or federal service. Since many employers recognize the value of a liberal education, students are encouraged to consider the possibility of a double major and thus increase their opportunities for employment.

General Information

ENGL 121 and 220 must be completed in sequence during the freshman and sophomore years before any other course in English can be taken.

English, B.A.

ENGL 221	World Masterpieces I <i>or</i>	
ENGL 222	World Masterpieces II	3
ENGL 224	Survey of English Literature	3
ENGL 231	American Literature I	3
ENGL 232	American Literature II	3
ENGL 414	History of the English Language	3
ENGL 415	Advanced Composition	3
ENGL 458	Literary Analysis	3
ENGL 464	Advanced Grammar*	3

And a minimum of 12 hours from:

ENGL 451	Studies in Renaissance Literature (3)	
ENGL 452	Studies in 17th Century Literature (3)	
ENGL 453	Studies in 18th Century Literature (3)	
ENGL 455	Studies in Romantic Literature (3)	
ENGL 456	Studies in Victorian Literature (3)	
ENGL 457	Studies in 20th Century Literature (3)	12
	TOTAL	36

*ENGL 464 is prerequisite to EDUC 485.

English Minor

ENGL 221	World Masterpieces I <i>or</i>	
ENGL 222	World Masterpieces II	3
ENGL 224	Survey of English Literature	3
ENGL 231	American Literature I	3
ENGL 232	American Literature II	3

And a minimum of 6 hours from:

ENGL 451	Studies in Renaissance Literature (3)	
ENGL 452	Studies in 17th Century Literature (3)	
ENGL 453	Studies in 18th Century Literature (3)	
ENGL 455	Studies in Romantic Literature (3)	
ENGL 456	Studies in Victorian Literature (3)	
ENGL 457	Studies in 20th Century Literature (3)	6
	TOTAL	18

TEACHING CERTIFICATION PROGRAM

The following English major and minors are for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

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

English, B.A. - Secondary Teaching Area

The student must meet the requirements for a B.A. degree in English.

English Minor - Secondary Teaching Area

Option II

ENGL 221	World Masterpieces I <i>or</i>	
ENGL 222	World Masterpieces II	3
ENGL 224	Survey of English Literature	3
ENGL 231	American Literature I	3
ENGL 464	Advanced Grammar*	3

And a minimum of 12 hours from:

ENGL 451	Studies in Renaissance Literature (3)	
ENGL 452	Studies in 17th Century Literature (3)	
ENGL 453	Studies in 18th Century Literature (3)	
ENGL 455	Studies in Romantic Literature (3)	
ENGL 456	Studies in Victorian Literature (3)	
ENGL 457	Studies in 20th Century Literature (3)	12
	TOTAL	24

English

COMPOSITION COURSES

ENGL 021 Composition Review 3 hours

This class is required of students whose SAT verbal score is below 400 or whose ACT composite score is below 17. Those students who enroll in ENGL 121 and demonstrate in their introductory essay that they need reinforcement in basic mechanics, usage, and structure will be advised to enroll in this class. Credit will not apply toward graduation.

A basic review of spelling, punctuation, and grammar. Special emphasis will be given to the construction of a coherent paragraph.

ENGL 121 Freshman Composition 3 hours

Prerequisite: Minimum SAT verbal score of 400, a minimum ACT composite of 17, or a minimum grade of C in ENGL 021, or successful completion of the ESL program with a satisfactory score on the Michigan Test of Language Proficiency.

The principles and practice of expository composition in the major strategies of writing: description, illustration, definition, cause and effect, argument, and classification.

ENGL 220 Technical Writing and Research 3 hours

Prerequisite: ENGL 121 and sophomore status.

This course is designed to teach students the basic principles behind all on-the-job technical writing. Structured for students from a variety of academic disciplines, the course emphasizes three fundamental principles: writing in terms of audience and purpose, writing to emphasize important information, and writing clearly and concisely. A major requirement of this course will be the construction of a research paper in which students are given the opportunity to choose topics from their major areas of specialization and demonstrate their ability to evaluate scholarship critically and synthesize it in a research paper.

ENGL 415 Advanced Composition 3 hours

Prerequisite: ENGL 121, 220.

An advanced course in the art of rhetoric. Students will study the components of the rhetorical context in which all communication exists. The writing process will be reviewed in detail. Special attention will be devoted to style. Students will develop the ability to make appropriate rhetorical choices.

LITERATURE COURSES

ENGL 221 World Masterpieces: Ancient to Enlightenment 3 hours

Prerequisite: ENGL 121, 220.

A basic course with emphasis on an understanding of and an appreciation for the various types of literature including poetry, drama, and prose. Selections will be chosen from English and World literature.

ENGL 222 World Masterpieces: Enlightenment to Contemporary 3 hours

Prerequisite: ENGL 121, 220.

A continuation of the study of world masterpieces from the Enlightenment to modern literature.

ENGL 224 Survey of English Literature 3 hours

Prerequisite: ENGL 121, 220.

A survey of major figures and trends in British literature from the Anglo-Saxon period into the 20th century.

ENGL 231 American Literature I 3 hours

Prerequisite: ENGL 121, 220.

A comprehensive study of the major writers and literary movements from 1609-1860, with emphasis on Franklin, Hawthorne, Whitman, and Dickinson. The class focuses on the establishment of a distinctly American literature in both content and style.

ENGL 232 American Literature II 3 hours

Prerequisite: ENGL 121, 220.

A continuation of the study of American literature from 1860-present, with emphasis on Twain and Chopin. Deals with the genres of the novel, poetry, the short story, and the essay, with focus on the way Americans prefer individual freedom to society's accepted norms.

ENGL 241 Literary Seminar 3 hours

Prerequisite: ENGL 121, 220.

A study of literature in an approach other than by literary period, for example, by genre, by theme, or by author. Content will change depending on the year in which it is taught. May apply toward the general education requirement. May be repeated once for credit with a different topic.

ENGL 451 Studies in Renaissance Literature 3 hours

Prerequisite: ENGL 121, 220.

The historical and literary background of the English Renaissance from 1485-1616, with emphasis on the most significant writers of the period, including Shakespeare. Offered alternate years.

ENGL 452 Studies in 17th Century Literature 3 hours

Prerequisite: ENGL 121, 220.

English prose and poetry from 1603-1660, with particular attention to the poetry of Jonson, Donne, and Herbert; and a more detailed study of John Milton and his major poems. Offered alternate years.

ENGL 453 Studies in 18th Century Literature 3 hours

Prerequisite: ENGL 121, 220.

English poetry and prose from 1660-1800 with special attention to the major works of Dryden, Swift, and Pope. Offered alternate years.

ENGL 455 Studies in Romantic Literature 3 hours

Prerequisite: ENGL 121, 220.

Representative English Romantic poetry and prose with special emphasis on Wordsworth, Coleridge, Shelley, Keats, and Byron. Offered alternate years.

ENGL 456 Studies in Victorian Literature 3 hours

Prerequisite: ENGL 121, 220.

A study of British poetry, novels, essays, and plays from 1830-1900. Emphasis on Dickens, R. Browning, G. Eliot, and E. Bronte. Offered alternate years.

ENGL 457 Studies in 20th Century Literature 3 hours

Prerequisite: ENGL 121, 220.

A study of the major trends and writers in English and American literature since 1900. Offered alternate years.

ENGL 458 Literary Analysis 3 hours

Prerequisite: Completion of all lower-division English requirements.

An examination of literary theories and genres and their application to selected works of literature. Designed as a capstone to the English major, this class will be taken during the student's senior year and serves as the fourth-year writing class.

OTHER COURSES

ENGL 272 Introduction to Drama 3 hours

Prerequisite: Permission of instructor.

A study of representative plays written in English, considering their literary history and dramatic staging. Students will help to produce a play for the university, cultivating voice control, stage presence, character creation, and stage management. (Elective credit only; does not apply toward the general education requirement.)

ENGL 291 Selected Topics 1 hour

Prerequisite: Approval by department chair.

This course offers the student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated once for credit.

ENGL 414 History of the English Language 3 hours

Prerequisite: ENGL 121, 220.

A linguistic study of the history of the English language through modern English. Also, study will be given to American English and how it relates to our present culture. Offered alternate years.

ENGL 464 Advanced Grammar 3 hours

Prerequisite: ENGL 121, 220.

This course is primarily designed for prospective elementary and secondary teachers who will need the knowledge and methods for teaching basic English grammar. Also, study will be given to current theories and rules of grammar.

ENGL 491 Selected Topics 1-3 hours

Prerequisite: Approval by department chair.

This course offers the advanced student opportunity to pursue investigations in fields of special interest under the direction of the departmental staff. Content and method of study must be arranged prior to registration. May be repeated once for credit.

English as a Second Language

Edith Willis, Program Director

ENGLISH AS A SECOND LANGUAGE

Intensive English Language courses are designed to immerse limited English proficient (LEP) students in the English language. ESL classes will help the student develop the language and language-related skills necessary to progress in the university program. These classes cover phonetics, syntax, aural comprehension, and speech, reading, and writing skills. Classes and laboratories are taught in English for five to eight hours a day, according to the individual student's needs. Formal classes will be supplemented by informal discussion groups, modern language lab, interactions with native-English speaking tutors, role-playing and field trips. Twelve hours of ESL classes may apply to a Bachelor's Degree and six hours may apply to an Associate Degree.

ADMISSION

Students must meet all admission requirements for enrollment at Southwestern Adventist University.

Students taking ESL classes will take the Michigan Placement Test to determine the level of ESL classes best suited to their level of English proficiency. Students will then be advised on the courses they should take: Level 1, 2, or 3. Students may also take university courses along with Level 3 ESL courses if they have taken the Michigan Test of English Language Proficiency and the results show they have the proficiency necessary to succeed in selected courses.

For academic advising, the results of the ESL course work will be evaluated along with the Michigan Test of English Language Proficiency.

ESOL 110 Oral Composition 3 hours

A basic course that introduces language used in everyday life on the university campus and in society. Emphasis is placed on the development of vocabulary, phrases necessary to function in all social interactions, clear pronunciation, and fluent speech. The class meets five times a week and four hours of lab are required.

ESOL 112 Advanced Oral Composition 3 hours

This course includes an introduction to the phonology of the English language. Specific listening skills are developed. Class time is given to practical exercises developing extemporaneous and prepared speech. Fluency and accuracy are encouraged. This class meets five times a week and four hours of lab are required.

ESOL 120 Grammar 3 hours

Introduction to the basics of English spelling, handwriting, parts of speech, punctuation, and sentence patterns. The class meets five times a week.

ESOL 125 Advanced Grammar 3 hours

Study of the structure of English sentence patterns, parts of speech, all verb tenses and forms, idioms, and spelling. The class meets five times a week.

ESOL 130 Reading I 3 hours

An introduction to reading in the English language with emphasis on developing vocabulary, and phonetic and comprehension skills. This course meets five days a week.

ESOL 135 Reading II 3 hours

This course is designed to develop phonetic skills as well as emphasize the understanding of vocabulary in context, reading for the main idea, reading for facts and details, and making inferences and judgments. This course meets five days a week.

ESOL 140 Writing 3 hours

This course is designed to develop the creation of original sentences and paragraphs using the four rhetorical modes. The class meets five times a week.

ESOL 145 Advanced Writing 3 hours

Development of the five paragraph essay in the four rhetorical patterns. Emphasis is on fluency and speed of production. The class meets five times a week.

ESOL 200 University Experience Studies 3 hours

This course is designed to expose nonnative English speakers to a variety of teachers in a variety of fields. This is to enable students to evaluate their own ability to cope with different usage of English and teaching styles.

ESOL 210 English Composition Skills 3 hours

This course is designed to aid those students for whom English is a second language, and whose writing skills are not yet up to college entrance standards to develop the writing skills necessary for college entrance. The course includes intensive writing practice and vocabulary development.

ESOL 215 Speech Composition and Comprehension 3 hours

A study of the phonology of the English language, with in-class practice of the sounds, stress, intonation, and inflection of words, phrases, and sentences. This class emphasizes listening skills necessary for taking notes in mainstream classes. Emphasis is given to correct pronunciation and fluent speech. The class meets five times a week and three hours of lab are required.

ESOL 220 Reading III 3 hours

This course is designed to bring the reading skills of LEP students up to college entry standards. This course includes intensive exercises in reading: comprehension, vocabulary, and reading rate.

ESOL 230 English Structure and Usage 3 hours

Review of all English grammar structures with concentration on preparation for the university entrance tests. Emphasis is given to the understanding and use of structural patterns.

David Anavitarte, Chair
Adjunct: Ruth Keitz

AIMS OF THE ART PROGRAM

The aim of the art program is to cultivate an appreciation of the various forms of visual experience and to provide opportunity for self-expression. (The following classes may be taught with sufficient student demand.)

COURSES

ARTS 111 Drawing 3 hours

An introduction to the media and techniques of drawing. Development of perceptual skills and application of the elements and principles of two-dimensional design.

ARTS 212 Introduction to Painting 3 hours

A course in the basics of painting with transparent water color including color mixing, manipulative skills, observational skills, design and composition.

ARTS 223 Arts and Crafts 3 hours

(See description of ARTS 223 under Education courses.)

ARTS 312 Advanced Painting 3 hours

Prerequisite: ARTS 212

Application of "Introduction to Painting" skills as students develop their personal expressive style with their preferred subject matter.

ARTS 221 History of Western Art 3 hours

A survey of the fine arts and how they have related to the various cultures throughout western civilization. The class will deal with the arts from the Renaissance to the present time.

ARTS 291/491 Selected Topics 1, 1 hour

Prerequisite: Approval by department chair.

Designed for the student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated once for credit.

Fine Arts/Music

David R. Anavitarte, Chair;
Adjunct: John Boyd, Mugar Doroftei, John Gilley, Timothy Scholl,
Eunsuk Yang-Dubiel

AIMS OF THE MUSIC DEPARTMENT

Music classes are offered to provide an atmosphere in which students can learn to be proficient performers and music leaders in their home communities, schools, and churches.

The music program offers classes which provide experience in solo performance, ensemble playing, and choral singing as well as keyboard and instrumental instruction.

Since music is an important, creative outlet for emotion and a means of spiritual expression, a high priority is placed on individual involvement by many students in all academic disciplines.

The music program is positioned to serve in a variety of ways and several of the following programs indicate the underlying philosophy that music is all inclusive, an important activity for all people, and an art that can be combined with other academic offerings.

PROGRAMS

B.A. Music
B.S. Music
Music minor
Teaching Area - Secondary Certification

ENTRANCE REQUIREMENTS

Students in the Music Degree Program must take a functional keyboard facility examination the first semester in residence. Those failing this examination must enroll in MUPF 151 each semester in residence until the examination is passed, *or until four semesters of piano lessons are completed.*

GENERAL REQUIREMENTS

1. A senior recital is required for all majors.
2. Each major or minor will perform in at least one recital per semester.
3. All majors will perform each semester for a jury composed of the music faculty.
4. A student is encouraged to practice ten hours a week in their major performance area.
5. The first semester is a conditional time when the student will show their ability to function as a music major. This includes music theory and performance skills. At the end of the first semester the student's progress and potential will be evaluated. The student will be notified in writing if they have achieved full music major status.
6. A letter from the chair, written in the advisement with the major's performance teacher, will be placed in the student's file at the end of each school year, encouraging and/or noting areas needing improvement.
7. Majors will attend all general, major, minor, and faculty recitals. In addition, two approved off-campus recitals per semester are required. If a major misses a recital, a suitable replacement approved by the chair must be arranged.

Music, B.A.

The Bachelor of Arts in music is a nonprofessional degree designed to give the student a broad understanding of the musical heritage of man.

MUCT	111	Music Theory I	3
MUCT	211	Music Theory II	3
MUCT	311	Music Theory III	3
MUCT	411	Music Theory IV	3
MUHL	311	Music History I	3
MUHL	312	Music History II	3
MUPF		Applied Music	7
MUEN		Music Ensemble (<i>lower division</i>)*	2
MUEN		Music Ensemble (<i>upper division</i>)*	2
MUCT	414	Orchestration and Arranging or	
MUCT	416	Composition	3
		TOTAL	32

*One major ensemble required for each semester in residence.

Music, B.S.

MUCT	111	Music Theory I	3
MUCT	211	Music Theory II	3
MUCT	311	Music Theory III	3
MUCT	411	Music Theory IV	3
MUCT	414	Orchestration and Arranging or	
MUCT	416	Composition	3
MUCT	315	Form and Analysis	3
MUED	380	Choral Conducting	2
MUED	381	Instrumental Conducting	2
MUEN		Music Ensemble (<i>lower division</i>)*	2
MUEN		Music Ensemble (<i>upper division</i>)*	2
MUHL	311	Music History I	3
MUHL	312	Music History II	3
MUPF		Applied Music	7
MUPF	468	Senior Recital	1
		TOTAL	40

*One major ensemble required for each semester in residence.

Music Minor

MUCT	111	Music Theory I	3
MUCT	211	Music Theory II	3
MUHL	221	Survey of Music	3
MUED	380	Choral Conducting	2
MUED	381	Instrumental Conducting	2
MUED		Pedagogy	2
MUEN		Ensemble	2
MUPF		Applied Music	3
		TOTAL	20

Fine Arts/ Music

TEACHING CERTIFICATION PROGRAM

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

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

Music, B.A. or B.S. - Secondary Teaching Area

The student must meet the requirements for a B.A. or B.S. degree in Music. In addition, the following courses are required:

MUED	355	Music in the School: K-12	2
		Emphasis chosen from below	6

Piano Emphasis:

MUED	452	Piano Technique and Pedagogy	2
MUPF	161	Organ	2
		choice of MUED 372, MUED 374, or MUED 451	2

Voice Emphasis:

MUED	451	Voice Technique and Pedagogy	2
		choice of Piano lessons (4 hours) or	
		Piano lessons (2 hours) and MUED 452 Piano Pedagogy	4

Instrumental Emphasis:

MUED	371	Percussion Technique and Pedagogy	2
MUED	372	Brass Technique and Pedagogy	2
MUED	374	Woodwind Technique and Pedagogy	2

Music Minor - Secondary Teaching Area

MUHL	221	Survey of Music	3
MUCT	111	Music Theory I	3
MUCT	211	Music Theory II	3
MUED	355	Music in the School: K-12	2
MUED	380	Choral Conducting	2
MUED	381	Instrumental Conducting	2
MUEN		Ensemble (<i>lower division</i>)	2
MUEN		Ensemble (<i>upper division</i>)	1
MUED		Pedagogy	2
MUPF		Applied Music (<i>lower division</i>)	2
MUPF		Applied Music (<i>upper division</i>)	2
		TOTAL	24

COURSES

MUEN	Ensembles		1 hour
	Practical experience in the performance of selected ensemble works.		
MUEN	111	MUEN 311	Choraliers
MUEN	161-1	MUEN 361-1	Piano Ensemble
MUEN	161-2	MUEN 361-2	Camerata
MUEN	161-3	MUEN 361-3	University Singers
MUEN	161-4	MUEN 361-4	Southwestern Brass
MUEN	181	MUEN 381	Concert Band

MUSIC PERFORMANCE

MUPF	Applied Music		1 hour
	Weekly private instruction with major teacher in piano, voice, organ, brass woodwinds, percussion, and strings.		
MUPF	102	Class Guitar	
MUPF	111	MUPF 311	Strings
MUPF	131-1	MUPF 331-1	Voice
MUPF	131-2	MUPF 331-2	Voice
MUPF	141	MUPF 341	Brass
MUPF	151	MUPF 351	Piano
MUPF	161	MUPF 361	Organ
MUPF	171	MUPF 371	Woodwinds
MUPF	182	MUPF 382	Percussion
MUPF	191	MUPF 391	Guitar

MUPF	468	Music Major Senior Recital	1 hour
		The final semester of applied music lessons for the music major, culminating in the senior recital.	

Fine Arts/Music

MUSIC HISTORY & LITERATURE

MUHL 221 Survey of Music 3 hours

Music in western civilization including music fundamentals and a brief history from antiquity to the present. Presented by recordings, visuals, and lectures. This does not fulfill the requirements for a music major.

MUHL 311 Music History I 3 hours

A study of the history, style, and musical forms of the antiquity through the Baroque period. Music analysis and listening assignments will supplement lectures. This course meets the upper division for Senior year English.

MUHL 312 Music History II 3 hours

Prerequisite: MUHL 311.

A study of the history, style, and musical forms of the Classical period through the twentieth century. Music analysis and listening assignments will supplement lectures. This course meets the upper division for Senior year English.

MUSIC EDUCATION

MUED 253 Music in the Elementary School 3 hours

Music in the education of children six to twelve years of age. Students develop their philosophy of music education as they practice methods for guiding children in musical experiences of listening, performing, and creating to foster aesthetic and cognitive growth.

MUED 355 Music in the School: K-12 2 hours

Music in the school from kindergarten through high school. Covers objectives, organization of subject matter, teaching techniques, and materials for general music classes. Will involve observation in the classroom.

MUED 380 Choral Conducting 2 hours

The study and drill of basic conducting techniques. Coordination of hand techniques, breath control, sound control, articulation, dynamics, and baton techniques.

MUED 381 Instrumental Conducting 2 hours

Prerequisite: MUED 380.

Conducting patterns applied to elements of interpretation. Emphasis on score reading, rehearsal techniques, and conducting problems. Practical application in active musical organizations.

MUED Technique & Pedagogy 2 hours

An introduction to teaching and performing through intermediate level. Performance techniques, pedagogical methods and materials, maintenance and practical teaching experience.

MUED 371 Percussion

MUED 372 Brass

MUED 373 Strings

MUED 374 Woodwind

MUED 451 Voice

MUED 452 Piano

MUSIC THEORY

MUCT 111 Music Theory I 3 hours

An integrated study of harmony, keyboard harmony, counterpoint, form, and style at a comparatively elementary level.

MUCT 211 Music Theory II 3 hours

Prerequisite: MUCT 111.

An integrated study of harmony, keyboard harmony, counterpoint, form, and style with basic concepts of music in more complex musical situations.

MUCT 311 Music Theory III 3 hours

MUCT 411 Music Theory IV 3 hours

Prerequisite: MUCT 211.

An integrated study of harmony, keyboard harmony, counterpoint, form and style at a more advanced level.

MUCT 315 Form and Analysis 3 hours

A study of musical form, both polyphonic and homophonic, covering the period of common practice and emphasizing the late Baroque and Classical periods.

MUCT 414 Orchestration and Arranging 3 hours

The technical aspects of and sound qualities of instruments. Arranging for a variety of instrumental groups.

MUCT 416 Composition 3 hours

Prerequisite: MUCT 111.

Composing in the smaller forms of music for a variety of vocal and instrumental combinations.

MUCT 417 Harmony of the Common Practice

Period of the 20th Century 3 hours

A review of the theory of the period of common practice and a compositional introduction to various 20th century styles.

SELECTED TOPICS

MUSC 291/491 Selected Topics 1, 1 hour

Prerequisite: Approval by department chair.

Designed for the student who wishes to do independent study or research. Content and methods of study must be arranged prior to registration. May be repeated once for credit.

MUSC 492 Music Internship 1-3 hours

Permission of department chair.

An on-the-job, career-oriented internship program for advanced training in the following areas: conducting, accompanying, church music, school music, professional music (such as concert hall, orchestra, symphonic chorus), and private studio. The internship is limited to those students who are in their senior year of study.

Geology

Art Chadwick, Chair

AIMS OF THE GEOLOGY PROGRAM

Southwestern Adventist University, in conjunction with Loma Linda University, offers a geology program with major emphasis in sedimentology, stratigraphy and paleontology. The freshman and sophomore years are taken on the campus of Southwestern Adventist University, while the junior and senior years are taken on the campus of Loma Linda University.

FRESHMAN YEAR

GEOL	111	Physical Geology	4
BIOL	111, 112	General Biology	8
CHEM	111, 112	General Chemistry	8
RLGN		Elective	3
MATH	121	Precalculus	3
ENGL	121	Freshman Composition	3
		Elective	<u>3</u>
		TOTAL	32

SUMMER

GEOL	210	Field Methods in Vertebrate Paleontology	4
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SOPHOMORE YEAR

GEOL	112	Historical Geology	4
PHYS	111, 112	General Physics	8
ENGL	220	Technical Writing	4
PEAC		Elective	1
RLGN		Elective	3
HIST		Elective	3
		Elective	<u>9</u>
		TOTAL	32

History, Social Science, & Criminal Justice

R. Steven Jones, Chair; Randall R. Butler, Erwin Sicher
Adjunct: Jerry Benjamin, Ted Phillips, Gary Reeves, Keith Harrison

AIMS OF THE DEPARTMENT

The department's offerings in history are designed to help the student to understand the present more fully by guiding him in a study of the past and by helping him to reason from cause to effect. The study of history is approached from the biblical viewpoint. "In the annals of human history the growth of nations, the rise and fall of empires, appear as dependent on the will and prowess of man. The shaping of events seems, to a large degree, to be determined by his power, ambition, or caprice. But in the Word of God the curtain is drawn aside, and we behold, behind, above, and through all the play and counter-play of human interests and power and passions, the agencies of the all-merciful One, silently, patiently working out the counsel of His own will." E. G. White, EDUCATION, p. 173.

In political science the student traces the development, functions, and operation of national, local, and foreign governments.

In sociology, the student is provided with a better understanding of how societies, communities, and groups are organized and maintained, and how the behavior of the individual is related to that of a group. It also seeks to introduce the student to the concepts and methods used in sociological research.

The Criminal Justice Program offers an interdisciplinary major leading to a B.S. degree. The Program provides an appreciation of the full complexity of American criminal justice. The core courses provide a basic understanding of the nature of crime and society's reaction to crime, as well as an in-depth explanation of the various components within the Criminal Justice System.

Southwestern Adventist University and Hill College (a fully accredited community college) have established an agreement to facilitate concurrent enrollment of students at both institutions pursuing a Bachelor of Science degree in Criminal Justice or Security Management. Under the agreement the lower (1000 or 2000) level criminal justice courses which are preparatory to taking the Basic Peace Officer Licensing Examination are offered only by Hill College. These courses are, however, transferable to SWAU and form part of the core requirements for the Criminal Justice major.

The department offers an interdisciplinary Security Management major leading to a B.S. degree. The program involves a comprehensive examination of the role of private security in the United States. The student will learn the relationship between private and public protective services, and the role of private security in all aspects of American society (including hotel/motel and corporate security, security and loss prevention in business, contract security services, private investigations, executive protection, and general crime prevention). In addition, the student will receive an overview of the basic management and operational skills necessary within the private security field. The program prepares students for careers as managers and consultants.

PROGRAMS

B.A. History
B.A. History -- Secondary Certification
B.A. Social Science
B.S. Social Science
B.S. Social Studies -- Secondary Certification
B.S. Criminal Justice
B.S. Security Management
Minors in History, Sociology, Social Science, Political Science
and Criminal Justice

History, B.A.

All B.A. majors in history are required to take 36 semester hours of history (18 hours u.d.) including HIST 111, 112, 211, 212, 305 and nine hours of European history, see note on page 74. One cognate course in government and an intermediate year of foreign language will be required.

History Minor

All history minors are required to take 18 semester hours of history (9 hours u.d.) which must include HIST 111, 112 and 211 or 212.

International Affairs, B.A.

(See Modern Languages section for course listing.)

Political Science Minor

All political science minors are required to take 18 semester hours in political science (9 hours u.d.) which must include POLS 211.

Social Science, B.S. or B.A.

A major in social science will require 48 semester hours. Included are 27 semester hours in history (with 12 hours upper division and HIST 111, 112 and 211, 212, and HIST 305), 6 hours of government, 6 hours of geography, 6 hours of economics and 3 hours of social science/history electives. This set of courses does not meet teacher certification requirements. For teacher certification in Social Studies see page 75.

An intermediate language is required for the B.A. degree; no language is required for the B.S. degree.

The B.S. in Social Science is a composite major, therefore no minor is required.

Social Science Minor

The minor in social science requires 24 semester hours (9 hours u.d.) which must include HIST 112 and 212. The remaining hours must include 6 hours of geography, 6 hours of government and 6 hours of economics.

Sociology Minor

A minor in sociology will require 18 hours including SOCI 111.

History, Social Science, & Criminal Justice

TEACHING CERTIFICATION PROGRAM

The following history and social studies majors and minors are for teaching certification only. Requirements for certification are listed in the Education section of the bulletin.

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

History, B.A. - Secondary Teaching Area

HIST	111, 112	American History	6
HIST	211, 212	History of Western Civilization	6
HIST	305	Historical Methods: Research & Historiography	3
HIST	*	Electives (including 9 hrs. European History)	21
		TOTAL (21 hrs. must be u.d.)	36

History Minor - Secondary Teaching Area

Option II

HIST	111, 112	American History	6
HIST	211, 212	History of Western Civilization	6
HIST	*	Electives (including 9 hrs. European History)	12
		TOTAL (12 hrs. must be u.d.)	24

Social Studies, B.S. - Secondary Teaching Area

Option IV

HIST	111, 112	American History	6
HIST	211, 212	History of Western Civilization	6
HIST	*	European History (as specified below)	9
HIST	305	Historical Methods: Research & Historiography	3
HIST	415	Texas and the West	3
HIST		Electives (u.d.)	6
POLS		Electives	6
ECON		Electives	6
GEOG		Electives	6
		TOTAL	51

**The following are European History courses:*

HIST	331	History of Christianity	3
HIST	364	Ancient Culture	3
HIST	414	Europe from 1250-1789	3
HIST	424	Europe from 1789 to the Present	3

Security Management, B.S.

No minor is required.

Hill College Courses*

CJSA	1302	Private Security Officer Course	3
CJSA	1312	Crime in America	3
CJSA	1322	Introduction to Criminal Justice	3
CJSA	1327	Fundamentals of Criminal Law	3
CJSA	1342	Criminal Investigation	3
CJSA	1348	Ethics in Criminal Justice	3
CJSA	1371	Introduction to Security	3
CJSA	1372	Emergency Planning	3
CJSA	1373	Personal Protection Agent Course.....	3
CJSA	2300	Legal Aspects of Law Enforcement	3
CJSA	2371	Security Management	3
CJSA	2372	Methods of Security	3
CJSA	2373	Private Investigations	3
CJSA	2374	Security of Computer Data	3
CJSA/ACCT		Elective	3
CJSA/ACCT		Elective	3
SIRT	1447	Industrial Fire Protection	4

SWAU Courses:

CJSM	332	Constitutional Rights of the Accused	3
CJSM	336	Law for Security Personnel	3
CJSM	350	Corporate and White Collar Crime	3
CJSM	420	Security and Loss Prevention	3
CJSM	430	Ethics in Criminal Justice	3
CJSM	434	Criminal Justice Administration and Management	3
BUAD	301	Principles of Management	3
BUAD	423	Organizational Behavior OR	
BUAD	372	Human Resource Mngt..	3
CSIS	301	Issues & Practices in Information Security ..	3
PSYC	445	Deviant Behavior	3
SOCI	331	Strength in Diversity	3
COMM	441	Corporate Communication	3
		TOTAL	88

** These 17 courses are offered only by Hill College.*

History, Social Science, & Criminal Justice

Criminal Justice, B.S.

No minor is required.

Hill College Courses:*

CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Courts Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2328	Police Systems and Practices	3

SWAU Courses:

CJLE 325	Criminology Theory	3
CJLE 331	Correctional Systems and Practices	3
CJLE 332	Constitutional Rights of the Accused	3
CJLE 334	Criminal Law and Justice	3
CJLE 430	Ethics in Criminal Justice	3
CJLE 434	Criminal Justice Administration and Management	3
CJLE 436	Internship	3
SOCI 460	Applied Social Research Methods	3
CJLE or CJSM	upper division electives	3
		48

Required cognates:

SOCI	electives (3 hours upper division)	6
PSYC	electives (6 hours upper division)	9
MATH 241	Intro to Probability & Statistics	3

Recommended electives include BUAD 301, BUAD 372, PSYC 340, PSYC 435, PSYC 445, SOCI 222, SOCI 331, SOCI 334, SOCI 440, SOWK 240, SOWK 331, POLS 211, and POLS 364. (POLS 211 is required if you want to be a Peace Officer in Texas.)

*These seven courses are offered only by Hill College.

Criminal Justice Minor

The minor in Criminal Justice requires 18 semester hours with a minimum of 9 semester hours upper division including CJLE 325.

HISTORY COURSES

HIST 111 American History, 1492-1865 3 hours

A brief account of the discoveries, colonization, and the struggle for independence; growth of federal government, expansion of territory, and the Civil War.

HIST 112 American History, 1866 to Present 3 hours

A survey of U.S. history beginning with Reconstruction and big business, through two major world wars, to the present time of cold and hot wars.

HIST/HNRS 204 Advanced American History,
1866-Present 3 hours

This course provides a detailed study of American history from Reconstruction to the present, charting the United States' rise from a frontier nation to a world power. This course covers the turbulent days of post-Civil War Reconstruction and the settlement of the west, booming industrialism, Populism and Progressivism, the United States in World Wars I & II, the Cold War, and the distrust of the post-Watergate era. Students will become acquainted with trends in American historiography and practice the skills of historical interpretation and writing. The class, satisfies general education requirements for history. It is required for

history/social science majors. Students taking this course should not take HIST 112, American History, 1866-present.

HIST/HNRS 205 Advanced Western Civilization,
1648-Present 3 hours

This course covers the revolutionary transformation of Western Civilization from the seventeenth century to the present including the scientific, industrial and political revolutions, communism, imperialism, and world wars as well as the major intellectual and cultural developments. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 212, History of Western Civilization.

HIST 211 History of Western Civilization 3 hours

A study of Near Eastern and Western man's past from the earliest time to 1648. Special attention is given to man's evolving cultural framework, his changing ideas and beliefs, his views of human nature, the world, the universe, the deity, and the good life. The rise and fall of many of the Near Eastern and Western empires will also be considered. Offered every spring.

HIST 212 History of Western Civilization 3 hours

The course of European history from the Peace of Westphalia to the present. Examined will be the political, social, cultural, and economic history of that period, including the Age of Absolutism, the Scientific Revolution, the Enlightenment, the Age of Revolution, the Nineteenth Century "isms", world wars, cold wars, and contemporary history. Offered every fall.

HIST 221 History of Western Art 3 hours

A survey of fine arts and how they have related to the various cultures throughout western civilization. The class will deal with the arts from the Renaissance to the present time.

HIST 291 Selected Topics 1 hour

Prerequisite: Approval of department chair.

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

HIST 305 Historical Methods:
Research & Historiography 3 hours

Introduction to the discipline of history, with special emphasis on writing, research, and the various schools of historical thought. This course meets the upper division writing component for senior year English. Offered in spring semester of even-numbered years.

HIST 325 From Discovery to Revolution,
1492-1783 3 hours

A study of America from the age of European discovery and exploration through the Revolutionary War. Emphasizes the political, social and economic trends culminating in the fight for independence.

HIST 331, 332 History of Christianity 3, 3 hours

A study of the rise and impact of Christianity in the Roman world and western culture. Attention is given to theological and social movements, the influence of Islam, the crusades, expansionism, and religious adaptation to modern life. The second semester traces development from the Reformation through the growth of American religion. This course meets the upper division writing component for senior year English. (May also be taken as RLGN 331, 332).

History, Social Science, & Criminal Justice

HIST 335 Establishing a Nation, 1783-1836 3 hours
An in-depth study of United States history from the Articles of Confederation through the Constitution, War of 1812, and Jacksonian Democracy.

HIST 345 Sectionalism and Civil War, 1836-1865 3 hours
American history from the Reform Era through Manifest Destiny, Sectionalism and Civil War. This course meets the upper division writing component for senior year English.

HIST 355 American Empire and Industry, 1865-1933 3 hours
American history from Reconstruction, the Gilded Age, the spread of social movements, the rise of Imperialism, and World War I through the Roaring Twenties.

HIST 364 Ancient Culture 3 hours
This is a study of man from his beginning through the empires of Assyria, Babylon, Egypt, Persia, Israel, Greece, and Rome to the end of the Roman Republic.

HIST 365 Global Power: America from 1939 - Present 3 hours
A study of the American rise to global power. This class will focus on World War II, the Cold War, the Era of Civil Rights, Vietnam, Watergate, and the post-Cold War era. This course satisfies the upper division writing component for senior year English.

HIST 375 Social and Cultural History of the United States 3 hours
An overview of social movements in the United States, including Puritanism, the Enlightenment, the Great Awakenings, Transcendentalism, American Socialism, Populism, the various Women's Rights campaigns, Civil Rights, and the Peace movement of the 1960s and 1970s. The class will also explore cultural trends in American art and entertainment.

HIST 414 Europe from 1250-1789: Prologue to Modernity 3 hours
A survey of the Renaissance, Reformation, counter-Reformation, Absolutism, competition for empire, the Scientific Revolution, the Enlightenment, and the coming of Revolutions.

HIST 415 Texas and the West 3 hours
A study of the multi-cultural heritage of Texas and the West with special emphasis on the pre-Columbian Native American cultures; Spanish, Mexican, and Anglo-American colonization; the annexation of the region to the US; and social, political, and industrial developments up to the present. This course meets the upper division writing component for senior year English. Offered in fall semester of even-numbered years.

HIST 424 Europe from 1789 to the Present: the Age of Controversy and Conflict 3 hours
A study of the Intellectual and Industrial Revolution, the New Imperialism, the intensification of Nationalism, World War I, the Depression, the development and spread of Fascism and Communism, World War II, the Cold War, Decolonization and the emergence of a multipolar world. This course meets the upper division writing component for senior year English.

HIST 491 Selected Topics 1 hour
Prerequisite: Approval of department chair.
Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated once for credit.

POLITICAL SCIENCE COURSES

POLS 211 National and Texas Constitutions 3 hours
This is a comprehensive treatment of U.S. and Texas Constitutions. The course deals with the formation of these constitutions and the governments which were established as a result. This course fulfills the government requirements as established by the Texas Education Agency. Offered each fall.

POLS 291 Selected Topics 1 hour
Prerequisite: Approval of department chair.
Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated once for credit.

POLS 310 American Political Institutions 3 hours
A study of the development, influence, and evolution of the American presidency, Congress, and Supreme Court as the three components of the United States governmental structure.

POLS 320 American International Relations 3 hours
Details American foreign policies and diplomatic relations toward Europe, Latin America, and Asia, from the revolutionary era to the present. Will detail major foreign policy decisions and initiatives and the results of each.

POLS 364 American Constitutional Development 3 hours
An historical and institutional study of the origin, growth, and interpretation of the United States Constitution, with emphasis on the leading decisions of the Supreme Court.

POLS 410 American Political Process 3 hours
An examination of the organization, history, and activities of political parties and interest groups, with emphasis on the functions they serve in national, state and local politics in the United States.

POLS 420 Modern Political Theory 3 hours
Details developments in western political theory from the Renaissance to the present. Students will learn about major political philosophies, including Classical Liberalism, Democracy, and Marxism, and major political philosophers from Machiavelli to Mill. This course meets the upper division writing component for senior year English.

POLS 491 Selected Topics 1 hour
Prerequisite: Approval of department chair.
Designed for the student who wishes to do independent study or research. Content and method of study must be arranged prior to registration. May be repeated once for credit.

History, Social Science, & Criminal Justice

GEOG 411 Physical Geography 3 hours

Study of the physical environment, including earth-sun relations, weather and climate, soils, vegetation and landforms; interrelationships, distribution, and distributional controls. Exercises and map work.

SOCIOLOGY COURSES

SOCI 111 Introduction to Sociology 3 hours

A general survey of sociology and many of the areas of investigation in sociology; these areas will include the family, race and ethnic relations, social class, formal organizations, collective behavior, population problems and dynamics, culture, etc. Additionally, a brief introduction to the scientific methods and theories utilized in the study of society will be presented.

SOCI 222 Problems of Modern Society 3 hours

Society is faced with seemingly insurmountable problems, such as poverty, crime, drugs, population problems, environmental pollution, family problems, racial discrimination, social and economic discrimination, and inequality. These problems — their causes and possible methods of dealing with them — will be the focus of this course.

SOCI 291 Selected Topics 1 hour

Prerequisite: Approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.

SOCI 331 Strength in Diversity 3 hours

A study of racial and ethnic groups in American society featuring an examination of their history, cultural heritage, contributions, struggles, and hopes for the future. Emphasis will be placed on a strengths-based analysis of diverse groups. (May also be taken as SOWK 331.)

SOCI 334 Juvenile Delinquency 3 hours

The delinquent as a person and delinquency as a social phenomenon, theories of delinquency, the law and the juvenile justice system, the methods of correctional treatment, and prevention programs.

SOCI 410 Urban Development 3 hours

Review and analysis of recent research on urban areas, including their social organization, culture and subcultures, institution, and contemporary problems.

SOCI 440 Domestic Violence and Abuse 3 hours

An exploration of the incidence, scope, and contributing factors in domestic violence. Various perspectives (feminist, psychological, sociological, historical and legal) are examined. Topical issues include patriarchy, marital rape, domestic assault, and child sexual abuse. Coverage includes theories of violence, alternatives to violent interactions, and criminal justice systems response.

SOCI 460 Applied Social Research Methods 3 hours

Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Social Work, Criminal Justice and Law Enforcement, Psychology, and Sociology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs,

program evaluation methods, SPSS-driven data analysis, and case studies in data collection. This course meets the upper division writing component for senior year English. (May also be taken as CJLE, PSYC, or SOWK 460.)

SOCI 491 Selected Topics 1 hour

Prerequisite: Approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.

Randall Butler, Program Director

SECURITY MANAGEMENT COURSES

CJSM 332 Constitutional Rights of the Accused 3 hours

A study of white collar, corporate, and occupational crime from a historical, sociological, and legal perspective. An examination of the causes, cost, extent, history, law, and social impact of these crimes.

CJSM 336 Law and Security Personnel 3 hours

A study of the law of arrest, search, and seizure applications in the private sector. Analysis of civil and criminal liability of security personnel. Regulation and licensing are also analyzed. Comparison of public and private law enforcement.

CJSM 350 Corporate and White Collar Crime 3 hours

A study of white collar, corporate, and occupational crime from a historical, sociological, and legal perspective. An examination of the causes, cost, extent, history, law, and social impact of these crimes.

CJSM 420 Security and Loss Prevention 3 hours

Management of asset protection and loss prevention programs in business, industry, and government. Emphasis on the methods and techniques, including risk analysis, security surveys, and audits to prevent and reduce losses due to theft and casualty.

CJSM 430 Ethics in Criminal Justice 3 hours

Focus on ethical decisions and dilemmas with an emphasis on the application of ethical theory to problems confronting criminal justice. Critical analysis of traditional and recent theories of justice, rights, responsibilities, punishments, freedom, equality, goodness, duty, happiness, and other key concepts.

CJSM 434 Criminal Justice Administration and Management 3 hours

Management philosophies for administration of criminal justice agencies; focus on organizational behavior, theories of management, planning and budgeting, administrative legal issues, and administrative problems unique to the criminal justice systems.

CJSM 491 Selected Topics 1-2 hours

Prerequisite: Approval of Criminal Justice program director.

An individualized approach to guided reading and critical evaluation. Content and method of study must be arranged prior to registration. May be repeated once for credit.

History, Social Science, & Criminal Justice

Randall Butler, Program Director

CRIMINAL JUSTICE COURSES

CJLE 325 Criminology Theory 3 hours

Prerequisite: SOCI 111 or permission of instructor.

An overview of the major causal theories of criminal behavior and examination of the social, political, economic, and intellectual milieu within which each arose. Beginning with early 18th century theories, the course focuses on the sociological constructs of criminality.

CJLE 331 Correctional Systems and Practices 3 hours

Prerequisite: SOCI 111 or permission of instructor.

The role of corrections in the criminal justice system. History, development and functions of correctional practices with emphasis on institutional operations, community-based corrections, rehabilitation and treatment, and the impact of incarceration on inmates.

CJLE 332 Constitutional Rights of the Accused 3 hours

In-depth study of processes of the criminal justice system governed by guarantees and protections of the U.S. and state constitutions, with emphasis on recent developments.

CJLE 334 Criminal Law and Justice 3 hours

An intensive study of the role of criminal laws in the democratic society. Inquiry is focused on the relationship between the accused and the actors in the criminal justice system.

CJLE 350 Corporate and White Collar Crime 3 hours

A study of white collar, corporate, and occupational crime from a historical, sociological, and legal perspective. An examination of the causes, cost, extent, history, law, and social impact of these crimes.

CJLE 385 Studies in Criminal Justice 3-6 hours

Prerequisite: Sophomore status and CJLE 325.

Examines selected topics or contemporary issues in crime and criminal justice. May be repeated once for credit when course topics differ.

CJLE 430 Ethics in Criminal Justice 3 hours

Focus on ethical decisions and dilemmas with an emphasis on the application of ethical theory to problems confronting criminal justice. Critical analysis of traditional and recent theories of justice, rights, responsibilities, punishments, freedom, equality, goodness, duty, happiness, and other key concepts.

CJLE 434 Criminal Justice Administration
and Management 3 hours

Management philosophies for administration of criminal justice agencies; focus on organizational behavior, theories of management, planning and budgeting, administrative legal issues, and administrative problems unique to the criminal justice system.

CJLE 436 Internship 3 hours

Prerequisite: Junior or Senior status, a minimum cumulative grade point average of 2.50 in the major, and permission of Criminal Justice program director.

This course is designed to provide the student with an opportunity to apply academic training in practical situations, and broaden their knowledge of work environments and criteria through course study. A total of 120 hours is required at a University approved site suitable to the student's goals, abilities, chosen discipline, and interests. Students cannot use their regular place of employment as the agency setting for their internship. In addition to supervised field placement, the internship requires regular classroom attendance.

CJLE 460 Applied Social Research Methods 3 hours

Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Social Work, Criminal Justice and Law Enforcement, Psychology, and Sociology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. This course meets the upper division writing component for senior year English. (May also be taken as PSYC, SOCI or SOWK 460.)

CJLE 491 Selected Topics 1-2 hours

Prerequisite: Approval of Criminal Justice program director.

An individualized approach to guided reading and critical evaluation. Content and method of study must be arranged prior to registration. May be repeated once for credit.

Honors Program

Renard Doneskey, Director of Honors Program

The Honors Program at Southwestern Adventist University is designed to foster an intellectually challenging environment and provide a richer educational experience for qualified students. This curriculum will explore the human search for an understanding of one's relationship to self, society, nature, and God.

Admission and Retention

Entering freshmen with a cumulative high school GPA of at least 3.4 or an SAT score of at least 1050 (or an ACT score of 24 plus) are invited to apply for admission to the Honors Program. Currently enrolled SWAU students and transfer students with a GPA of at least 3.4 on all their college courses may apply for admission to the Honors Program. Upon acceptance into the Honors Program a student will be designated an Honors Student. In order to remain in the Honors Program as an Honors Student, a student must maintain an overall GPA of at least 3.4.

Requirements and Procedures

In order to earn the designation Honors Graduate upon completing a bachelor's degree, an Honors Student must fulfill the following requirements:

- A. File an application form with the Honors Committee.
- B. Complete 9 units from the following:
HNRS 104, HNRS 204 or 205, HNRS 304, HNRS 404
- C. Complete 3 units of HNRS 250 and/or 450.
- D. Complete 3 units of HNRS 480.
- E. Complete 1 unit of HNRS 481
- F. The Honors Committee will vote the student an *Honors Graduate* upon satisfactory completion of all the requirements.

COURSES

HNRS 104 Human Communication 3 Hours

This course emphasizes the theory and technique of effective oral communication through public speaking, group discussion, and oral interpretation. The class satisfies general education requirements for communication. Students taking this course should not take COMM 111, Fundamentals of Speech.

HNRS 204 Advanced American History 1966-Present 3 Hours

This course provides a detailed study of American history from Reconstruction to the present, charting the United States' rise from a frontier nation to a world power. The course covers the turbulent days of post-Civil War Reconstruction and the settlement of the west, booming industrialism, Populism and Progressivism, the United States in World Wars I & II, the Cold War, and the distrust of the post-Watergate era. Students will become acquainted with trends in American historiography and practice the skills of historical interpretation and writing. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 112, American History, 1866-present. Offered alternate years.

HNRS 205 Advanced Western Civilization, 1648-Present 3 hours

This course covers the revolutionary transformation of Western Civilization from the seventeenth century to the present including the scientific, industrial and political revolutions, communism, imperialism, and world wars as well as the major intellectual and cultural developments. The class satisfies general education requirements for history. It is required for history/social science majors. Students taking this course should not take HIST 212, History of Western Civilization. Offered alternate years.

HNRS 250, 450 Honors Seminar 1 hour

Prerequisite: Permission of the Honors Committee.

Courses specifically designed for the Honors Program covering a wide range of interests depending on the faculty member in charge.

HNRS 304 Discovering the Universe 3 hours

This course presents a study of modern and historical astronomy, what we know about the universe and how we know it. Topics include planets and the solar system, stellar evolution, galaxies and cosmology. The class satisfies general education requirements for a lab science. Students taking this course should not take PHYS 112, Introductory Astronomy. 2 hours lecture, 3 hours lab.

HNRS 404 The Bible and Human Understanding 3 hours

This course explores Biblical approaches to the human search for our relationship to self, society, nature, and God. The class satisfies general education requirements for a Bible-content class.

HNRS 480 Honors Thesis 1-3 hours

Prerequisite: Permission of the Honors Committee and an acceptable thesis proposal.

The student will work with a faculty advisor on a scholarly work of mutual interest. This course is open to Honors Students only. The course may be repeated up to 5 hours; 3 hours are required for Honors graduation.

HNRS 481 Honors Thesis Forum 1 hour

Co-requisite: HNRS 480.

The student will submit the Honors thesis in publishable form and present it in an open forum.

Mathematics

Karl Konrad, Chair; Watson L. Chin, Murray Cox

AIMS OF THE PROGRAM

First, we aim to give each student an understanding of basic mathematics and its application to solving problems expressible by algebraic equations and inequalities. Second, we aim to train students to understand the fundamental concepts of mathematics so that they can teach the subject on the elementary or secondary level. Third, we aim to give a solid foundation in the area of mathematics which will prepare students to pursue further studies in mathematics, the physical sciences, economics, and the engineering sciences. Fourth, we aim to train students with marketable skills in biostatistics for the competitive job market in our technological society.

PROGRAMS

B.A. Mathematics 30 hours (18 u.d.)
 B.S. Mathematics 36 hours (24 u.d.)
 B.S. Mathematical Physics 52 hours (30 u.d.)
 B.S. Biostatistics 56 hours (22 u.d.)
 Minor in Mathematics 18 hours (6 u.d.)
 Teaching Areas — Secondary Certification

Mathematics, B.A.

MATH 181	Calculus I	4
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH 321	Differential Equations	3
MATH 361	Introduction to Linear Algebra	3
MATH 431	Modern Algebra	3
MATH 471	Advanced Calculus	3
MATH	Electives (upper division)	6
	TOTAL	30

Mathematics, B.S.

MATH 181	Calculus I	4
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH 321	Differential Equations	3
MATH 361	Introduction to Linear Algebra	3
MATH 411	Numerical Analysis	3
MATH 431	Modern Algebra	3
MATH 451	Statistical Analysis	3
MATH 471	Advanced Calculus	3
MATH	Electives (upper division)	6
	TOTAL	36

Required cognate: CSIS 110 or equivalent.

Mathematics Minor

MATH 181	Calculus I	4
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH	Electives (upper division)	6
	TOTAL	18

Mathematical Physics, B.S.

MATH 181	Calculus I	4
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH 321	Differential Equations	3
MATH 361	Introduction to Linear Algebra	3
MATH 381	Complex Variables	3
MATH 411	Numerical Analysis	3
MATH 431	Modern Algebra <i>or</i>	
MATH 471	Advanced Calculus	3
MATH 451	Statistical Analysis	3
PHYS 121	General Physics	4
PHYS 122	General Physics	4
PHYS 221	General Physics with Calculus	1
PHYS 222	General Physics with Calculus	1
PHYS 311	Modern Physics	3
PHYS 322	Classical Mechanics	3
PHYS 351	Electromagnetic Fields	3
PHYS 411	Quantum Mechanics	3
	TOTAL	52

The B.S. in Mathematical Physics is a composite major, therefore no minor is required.

Biostatistics, B.S.

CSIS 110	Principles of Computer Programming I	3
MATH 181	Calculus I	4
MATH 241	Intro. to Probability & Statistics	3
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH 321	Differential Equations	3
MATH 361	Introduction to Linear Algebra	3
MATH 411	Numerical Analysis	3
MATH 451	Statistical Analysis	3
BIOL 111, 112	General Biology	8
BIOL 320	Genetics	4
BIOL 380	Research Methods	1
BIOL 381	Research Methods	1
BIOL 460	Animal Physiology	4
CHEM 111, 112	General Chemistry <i>or</i>	
PHYS 121, 122	General Physics	8
	TOTAL	56

The B.S. in Biostatistics is a composite major, therefore no minor is required. Students majoring in biostatistics, and planning to enter medical school after graduation, must take general chemistry, general physics, and organic chemistry.

Mathematics

TEACHING CERTIFICATION PROGRAM

The following mathematics major and minors are for teaching certification only. Requirements for certification are listed in the Education section of this bulletin.

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

Mathematics, B.S. - Secondary Teaching Area

MATH	181	Calculus I	4
MATH	241	Intro to Probability & Statistics	3
MATH	282	Calculus II	4
MATH	283	Calculus III	4
MATH	321	Differential Equations	3
MATH	341	Geometry	3
MATH	361	Introduction to Linear Algebra	3
MATH	411	Numerical Analysis	3
MATH	431	Modern Algebra	3
MATH	451	Statistical Analysis	3
Choose one from the following:			
MATH	381	Complex Variables (3)	
MATH	471	Advanced Calculus (3)	3
TOTAL			36

Mathematics Minor - Secondary Teaching Area

Option II

MATH	121	Precalculus	3
MATH	181	Calculus I	4
MATH	241	Intro to Probability & Statistics	3
MATH	282	Calculus II	4
MATH	341	Geometry	3
MATH	361	Introduction to Linear Algebra	3
Choose two from the following:			
MATH	381	Complex Variables (3)	
MATH	431	Modern Algebra (3)	
MATH	451	Statistical Analysis (3)	6
TOTAL			26

COURSES

MATH 011 Introduction to Algebra 3 hours

The course reviews algebra of the real number system, concepts of elementary set theory, rules of exponents with integer exponents, roots of real numbers, arithmetic of rational numbers and rational expressions, factorizing whole numbers into prime factors, factoring polynomials in one variable with integer coefficients into irreducible factors relative to the set of integers, solve linear equations and linear inequalities, solve applied problems which can be modeled by linear equations or linear inequalities.

A student must take this course if he or she needs a review of elementary algebra, or scored less than the passing score on the math placement test. Each class meets five times a week with the instructor. *This course does not apply toward general education or graduation requirements.*

MATH 012 Intermediate Algebra 3 hours

The course reviews algebra of the real number system, rules of exponents with rational exponents, factoring polynomials in one variable with integer coefficients into irreducible factors relative to the set of integers, solve linear and quadratic equations and inequalities, graph functions, solve applied problems which can be modeled by linear or quadratic equations or linear inequalities.

A student must take this course if he or she needs a review of algebra, or scored less than the passing score on the math placement test. Each class meets five times a week with the instructor. *This course does not apply toward general education or graduation requirements.*

MATH 101 Mathematics for Liberal Arts 3 hours

Prerequisite: Acceptable score on math placement test or at least a C in MATH012.

Introduction to sets, Venn diagrams, truth tables, applications of Venn diagrams to logic, logical arguments, probability, sample spaces, permutations, combinations, statistics, averages, normal distributions, the metric system, measurement, consumer interest, and loans.

MATH 110 College Algebra 3 hours

Prerequisite: Acceptable score on math placement test or at least a C in MATH012.

College Algebra is a study of equations, inequalities, certain classes of functions (polynomial, rational, exponential, and logarithmic), and their graphs and systems of equations.

MATH 121 Precalculus 3 hours

Prerequisite: Two years of high school algebra and an acceptable score on placement test or MATH 110.

A study of polynomials, rational, exponential, logarithmic, and trigonometric functions and their graphs and conic sections.

Mathematics

MATH 181 Calculus I 4 hours

Prerequisite: MATH 121 or its equivalent.

A study of functions of one variable, continuity, inequalities, differentiation, and integration. Offered spring semester.

MATH 236 Applied Mathematics for Business 3 hours

Prerequisite: MATH 110 or 121.

The study of mathematical tools necessary to make effective business decisions. Areas of study include: linear equations, linear programming, probabilities, optimization, and functions.

MATH 241 Intro. to Probability & Statistics 3 hours

Prerequisite: High school Algebra II or MATH 110.

This course introduces elementary probability, statistical inference, and applications to business and science. Offered each semester.

MATH 282 Calculus II 4 hours

Prerequisite: MATH 181.

A study of exponential, logarithmic, and trigonometric functions, series and more techniques of integration. Offered fall semester.

MATH 283 Calculus III 4 hours

Prerequisite: MATH 282.

A study of the calculus of functions of several variables and elements of infinite series. Offered spring semester.

MATH 291 Selected Topics 1 hour

Prerequisite: Approval by department chair.

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

MATH 321 Differential Equations 3 hours

Prerequisite: MATH 283.

This is a study of ordinary differential equations with emphasis on the analytic methods for solving them.

MATH 341 Geometry 3 hours

Prerequisite: MATH 282.

This course is a study of Euclidean and non-Euclidean geometry.

MATH 361 Introduction to Linear Algebra 3 hours

Prerequisite: MATH 283.

An introduction to vector spaces and matrix theory over the field of real numbers.

MATH 381 Complex Variables 3 hours

Prerequisite: MATH 283.

This course is a study of analytic functions, power series, calculus of residues, and conformal mappings.

MATH 411 Numerical Analysis with Application 3 hours

Prerequisite: MATH 283, 321; knowledge of some computer programming language.

This is a course in numerical methods for solving mathematical problems. The writing of computer programs for solving problems is a part of the course.

MATH 431 Modern Algebra 3 hours

Prerequisite: MATH 361.

A study of the abstract systems: groups, rings, fields, and integral domains.

MATH 451 Statistical Analysis 3 hours

Prerequisite: MATH 282.

A study of the basic ideas of probability theory, discrete and continuous random variables, and their distributions, with application to statistics.

MATH 471 Advanced Calculus 3 hours

Prerequisite: MATH 283.

This is a study of functions of one real variable, and the conditions for differentiability and for integrability of these functions. Emphasis is placed on proving theorems.

MATH 491 Selected Topics 1-3 hours

Prerequisite: Approval by department chair.

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

Medical Technology

Art Chadwick, Chair; Dan Petr, Coordinator

AIMS OF THE PROGRAM

The Medical Technology program prepares students to be certified clinical laboratory technologists in hospitals and other clinical laboratory settings.

PROGRAM

Southwestern Adventist University offers a Bachelor of Science degree (128-134 semester hours) in medical technology. This degree is offered in affiliation with (a) Tarleton State University in Fort Worth, Texas; (b) Andrews University in Berrien Springs, Michigan; (c) Florida Hospital, Orlando, Florida. The first three years are completed at the SWAU campus. The fourth year (12 months) of the program consists of clinical training to be completed at one of the affiliated hospital-based programs. Tarleton State University starts classes in July and January. Andrews University and Florida Hospital classes start in August. The program is accredited by the Council on Allied Health Education and Accreditation in conjunction with the National Accrediting Agency for Clinical Laboratory Sciences.

Each student must apply to the hospital training program of his/her choice, preferably early in the junior year. Acceptance into the Southwestern Adventist University program and declaration as a medical technology major does not imply that the student will be accepted for the senior clinical year by an affiliated hospital program. The student is encouraged to maintain a science and an overall grade point average of 3.0 (on a four-point scale) or higher. The criteria for student selection by an affiliated hospital institution include scholastic ability, completed application materials, letters of reference, and a personal interview. At least 32 of the last 38 semester hours of academic work taken prior to the senior clinical year must be taken in residence at Southwestern Adventist University. Sixteen of the 32 hours must be science courses. English as a Second Language courses are not applicable toward residency.

Medical Technology, B.S.

BIOL	111, 112	General Biology <i>or</i>	
BIOL	101, 102	Anatomy and Physiology	8
BIOL	220	Microbiology	4
BIOL	320	Genetics	4
MATH	121	Precalculus	3
CHEM	111, 112	General Chemistry	8
CHEM	331, 332	Organic Chemistry	8
CHEM	451	Biochemistry	3
CSIS		Computer Elective	3
		TOTAL	41
Clinical training (see page 85)			42-48

Recommended Courses for Medical Technology

PHYS	121, 122	Physics	8
CHEM	221	Modern Analytical Chemistry	4

Suggested Curriculum for Medical Technology Majors

FRESHMAN YEAR

Fall			
COLL	101	Freshman Success	1
BIOL	111	General Biology	4
MATH	121	Precalculus	3
ENGL	121	Freshman Composition	3
CHEM	111	General Chemistry	4
TOTAL			15

Spring			
BIOL	112	General Biology	4
RLGN		Religion Elective	3
HIST		History Elective	3
CHEM	112	General Chemistry	4
TOTAL			14

SOPHOMORE YEAR

Fall			
BIOL	220	Microbiology	4
ENGL	220	Technical Writing & Research	3
CHEM	331	Organic Chemistry	4
HIST		History Elective	3
TOTAL			14

Spring			
COMM		Speech Elective	3
RLGN		Religion Elective	3
CHEM	332	Organic Chemistry	4
HIST		History or Humanities Elective	3
HLED	111	Health Science	3
TOTAL			16

JUNIOR YEAR

Fall			
CHEM	451	Biochemistry	3
RLGN		Religion Elective	3
HIST		History or Humanities Elective	3
ENGL		Literature Elective	3
CHEM	221	Modern Analytical Chemistry <i>or</i>	
PHYS	121	General Physics	4
TOTAL			16

Spring			
BIOL	320	Genetics	4
CSIS		Computer Elective	3
PEAC		P.E. Elective	1
RLGN		Religion Elective (<i>upper division</i>)	3
TOTAL			11

Medical Technology

SENIOR YEAR - Clinical training at an affiliated hospital institution.

Courses as listed by the Florida Hospital Program:

MDTC	400	Phlebotomy	1
MDTC	401	Principles of Education	1
MDTC	402	Laboratory Management	1
MDTC	403	Comparative Technical Procedure	1
MDTC	410	Body Fluids	2
MDTC	411	Body Fluids Practicum	1
MDTC	420	Clinical Mycology	1
MDTC	421	Clinical Mycology Practicum	1
MDTC	430	Clinical Parasitology	2
MDTC	431	Clinical Parasitology Practicum	1
MDTC	440	Coagulation/Hemostasis	2
MDTC	443	Coagulation/Hemostasis Practicum	1
MDTC	450	Immunology and Serology	2
MDTC	451	Immunology and Serology Practicum	1
MDTC	460	Clinical Chemistry	4
MDTC	461	Clinical Chemistry Practicum	2
MDTC	470	Hematology	4
MDTC	471	Hematology Practicum	2
MDTC	480	Immunohematology	4
MDTC	481	Immunohematology Practicum	2
MDTC	490	Clinical Pathogenic Microbiology	4
MDTC	491	Clin. Path. Microbiology Practicum	2
		TOTAL	42

(Tarleton State University clinical year experience 48)

TOTAL hours for graduation 128-134



Daniel Torres

Modern Languages

Steve Jones, Chair; Luz Arauzo

AIMS OF THE DEPARTMENT

The Spanish language and Hispanic culture have rapidly gained importance and influence during the past two decades. More than 400 million people in twenty-five countries speak Spanish, and it has become the second most prevalent language in the United States.

The growing preeminence of Spanish makes it an ideal complement to any liberal arts education. Indeed, Spanish, or another modern language, is a degree component of all B.A. programs at Southwestern Adventist University. Spanish opens doors to both personal and professional development, and it is a working language of many international organizations and corporations. Professionals in many different fields - including business, theology, medicine, international relations, journalism, and education - use Spanish daily.

SWAU strongly encourages students to study a foreign language, and Spanish at Southwestern is a great investment in a promising future.

PROGRAMS

- B.A. International Affairs
- B.A. personalized degree in French
- B.A. personalized degree in German
- B.A. personalized degree in Spanish
- Minor in Spanish

Bachelor of Arts in International Affairs

SWAU's International Affairs major is dedicated to educating students on global issues and preparing them for service in the multicultural and international arena. The major combines perspectives from many academic fields into a multidisciplinary awareness of cross-border relations.

The major is administered by the Social Science/Modern Languages Department and draws most of its courses from different liberal arts departments. It requires students to take more social science, history, and foreign language courses than the general liberal arts graduate.

Students receive a thorough liberal arts education, not vocational training for a specific career in International Affairs. It provides students with communication and critical-thinking skills which they can apply to a wide variety of careers, including those in International Affairs.

These courses provide a basis for further studies or work-related training in many international careers, including foreign service, international law, international education, governmental and non-governmental organizations, and in international business.

International Affairs, B.A.

ECON	211	Economics I	3
ECON	212	Economics II	3
GEOG	311	Regional Geography	3
HIST	365	Global Power: America from 1933-Present	3
HIST	414	Europe from 1250-1789 <i>or</i>	3
HIST	212	History of Western Civilization II	3
HIST	424	Europe from 1789 to the Present	3
POLS	211	National & Texas Constitutions	3
POLS	320	American International Relations	3
POLS	364	American Constitutional Development	3
SOCI	222	Problems of Modern Society <i>or</i>	
SOCI	111	Introduction to Sociology <i>or</i>	
SOCI	331	Strength in Diversity	3
SPAN	317	Spanish American Civilizations	3
		TOTAL	33

Required minor in a foreign language: 18 hours.

Bachelor of Arts with emphasis in French

Requires two years of secondary level French or FREN 211, 212, one year study abroad at Collonges-Sous-Saleve, France, and enrollment in the Personalized Degree Program (see page 29).

Bachelor of Arts with emphasis in German

Requires two years of secondary level German, one year study abroad at Seminar Schloss Bogenhofen, Austria, and enrollment in the Personalized Degree Program (see page 29).

Bachelor of Arts with emphasis in Spanish

Requires two years of secondary level Spanish or SPAN 211, 212, one year study abroad at Colegio Adventista de Sagunto, Spain or Universidad Adventista del Plata, Argentina, and enrollment in the Personalized Degree Program (see page 29).

Spanish Minor

A minor consists of 18 hours, exclusive of the elementary course or its equivalent, 12 hours of which must be upper division and includes 3 hours of literary analysis.

ADVENTIST COLLEGES ABROAD

The Modern Languages Department offers to both the student majoring in languages and the general University student body the privilege of studying in Europe without losing credit or lengthening the course of study. SWAU is a member of a consortium known as Adventist Colleges Abroad, and through this consortium the student is able to study languages in the actual homeland of that particular language.

WAIVING OF REQUIREMENTS

Students who wish to have the modern languages requirement waived by passing a proficiency examination should apply at the time of registration.

COURSES

SPAN 111	Elementary Spanish	4 hours
SPAN 112	Elementary Spanish	4 hours

The sound and sentence patterns of Spanish are learned through drills, dialogues, readings and models, both live and recorded. 4 Lec 1 Lab.

SPAN 211	Intermediate Spanish	3 hours
SPAN 212	Intermediate Spanish	3 hours

Prerequisite: SPAN 112 or demonstrated equivalent.

A thorough review of Spanish grammar through oral and written composition as well as cultural and literary readings. Attention is given to the history, customs, and traditions of the Spanish-speaking people. 3 Lec 1 Lab.

SPAN 291	Selected Topics	1 hour
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Prerequisite: Approval by department chair.

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

Modern Languages

ALL COURSES NUMBERED ABOVE 300 are conducted in Spanish. The instructor may require a demonstrated ability in the language before granting permission to enroll.

SPAN 311 Spanish Composition and Conversation 3 hours

Prerequisite: SPAN 212 or equivalent.

The development of confidence in accepted oral and written expression, based on topics of current interest and cultural significance.

SPAN 314 Advanced Spanish Grammar-- Morphology and Syntax 3 hours

Prerequisite: SPAN 311

A detailed survey of Spanish grammar as it pertains to the parts of speech, sentence construction, syntax, and punctuation. Especially helpful for prospective teachers, writers, and those who wish to strengthen their skills in grammar analysis.

SPAN 315 Spanish Civilization and Culture 3 hours

Prerequisite: SPAN 311 or equivalent.

A presentation of some of the dominant themes, personalities, and creative achievements in Hispanic history, civilization and culture.

SPAN 317 Spanish American Civilization 3 hours

Prerequisite: SPAN 311 or equivalent.

A presentation of some of the dominant themes, personalities, and creative achievements in Latin-American history, civilization, and culture.

SPAN 411 Masterpieces of Spanish-American Literature I 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A presentation of the history of Spanish-American literature from the discovery of America to Romanticism.

SPAN 412 Masterpieces of Spanish-American Literature II 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of instructor.

A presentation of the history of Spanish-American literature from Modernism to contemporary literature.

SPAN 413 Masterpieces of Spanish Literature I 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A survey of peninsular Spanish literature with selections from the Middle Ages to Neoclassicism.

SPAN 414 Masterpieces of Spanish Literature II 3 hours

Prerequisite: Three years of college Spanish, including SPAN 311, or permission of the instructor.

A survey of peninsular Spanish literature with selections from the Romanticism to contemporary literature.

SPAN 491 Selected Topics 1 hour

Prerequisite: Approval of department chair.

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

FREN 111 Elementary French 4 hours

FREN 112 Elementary French 4 hours

An introduction to French through class and laboratory models. 4 Lec 1 Lab.

FREN 211 Intermediate French 3 hours

FREN 212 Intermediate French 3 hours

Prerequisite: FREN 112 or demonstrated equivalent.

A review of French grammar, with selected readings and oral work. 3 Lec 1 Lab.

ADVENTIST COLLEGES ABROAD

COURSES TAUGHT AT SAGUNTO, SPAIN

SPAN 201, 202, 203	Spanish Folklore	2,2,2, qt hrs.
SPAN 251, 252, 253	Intermediate Spanish Grammar	4,4,4, qt hrs.
SPAN 261, 262, 263	Intermediate Spanish Composition	3,3,3 qt hrs.
SPAN 271, 272, 273	Intermediate Spanish Conversation	2,2,2, qt hrs.
SPAN 281, 282, 283	Current Events in Spain	1,1,1, qt hr.
SPAN 301, 302, 303	History of Spain	3,3,3, qt hrs.
SPAN 312, 313	Spain and Its Culture	2,2, qt hrs.
SPAN 331, 332, 333	History of Spanish Literature	3,3,3, qt hrs.
SPAN 351, 352, 353	Advanced Spanish Grammar I	4,4,4, qt hrs.
SPAN 361, 362, 363	Advanced Spanish Composition	3,3,3 qt hrs.
SPAN 371, 372, 373	Advanced Spanish Conversation	2,2,2, qt hrs.
SPAN 422, 423	Translation and Interpretation	2,2 qt hrs.
SPAN 451, 452, 453	Advanced Spanish Grammar II	4, 4, 4, qt hrs.
SPAN 461, 462, 463	Advanced Spanish Composition II	3,3,3 qt hrs.
SPAN 471, 472, 473	Advanced Spanish Conversation II	2,2,2, at hrs.
SPAN 495	Independent Study	1-4 qt hrs.

Modern Languages

COURSES TAUGHT AT

COLLONGES-SOUS-SALÈVE, FRANCE

FREN 011	Phonetics	0 qt hrs.
FREN 101	Beginning French	12 qt hrs.
FREN 111	Phonetics	1 qt hr.
FREN 151, 152, 153	Elementary Oral Expression	3,3,3, qt hrs.
FREN 191	Intensive French Review I	12 qt hrs.
FREN 201, 202	Intermediate French	9, 5 qt hrs.
FREN 221, 222	Intermediate Composition	3, 2 qt hrs.
FREN 251, 252	Intermediate Oral Expression	3,3 qt hrs.
FREN 291	Intensive French Review II	9 qt hrs.
FREN 321, 322	Advanced Composition	3, 2 qt hrs.
FREN 331, 332	Orthography	2, 1 qt hrs.
FREN 341	Advanced Grammar	6 qt hrs.
FREN 351, 352	Advanced Oral Expression	2, 2 qt hrs.
FREN 361, 362	Text Analysis	2, 2, qt hrs.
FREN 479	French Culture and Civilization	2 qt hrs.
FREN 499	Independent Study	1-4 qt hrs.
Advanced Language Study (Upper Division)		
FREN 421	French Composition	3 qt hrs.
FREN 431	Advanced Orthography I	2 qt hrs.
FREN 432	Advanced Orthography II	2 qt hrs.
FREN 441	Morphology/Syntax of the Simple Sentence	3 qt hrs.
FREN 442	Morphology/Syntax of the Complex Sentence	3 qt hrs.

COURSES TAUGHT AT

UNIVERSIDAD ADVENTISTA DEL PLATA, ARGENTINA

SPAN 251, 252, 253	Intermediate Spanish Grammar	4,4,4 qt.hrs.
SPAN 261, 262, 263	Intermediate Spanish Composition	2,2,2 qt.hrs.
SPAN 271, 272, 273	Intermediate Spanish Conversation	2,2,2 qt.hrs.
SPAN 351, 352, 353	Advanced Spanish Grammar	2,2,2 qt.hrs.
SPAN 361, 362, 363	Advanced Spanish Composition I	2,2,2 qt hrs.
SPAN 371, 372, 373	Advanced Spanish Conversation I	2,2,2, qt hrs.
SPAN 451, 452, 453	Advanced Spanish Grammar II	4,4,4 qt hrs.
SPAN 461, 462, 463	Advanced Spanish Composition II	2,2,2 qt hrs.
SPAN 471, 472, 473	Advanced Spanish Conversation II	2,2,2,qt hrs.



Tina Bottsford Director of Enrollment & Missions

Penny Moore, Chair; Lavonne Adams, Jean Alway, Carol Dorough,
Meriam Fabriga, Bonnie Gnad, Joyce Melius, Cathy Turner,
Lolita Valdez, Eudora Williams

Bob Hadley, Director of Health Services

MISSION STATEMENT

The purpose of the Southwestern Adventist University (SWAU) Department of Nursing is to prepare a generalist in the profession of nursing with a Christian background in liberal arts, applied theology and natural, behavioral, and nursing sciences. The department seeks to provide a Christian environment which facilitates growth of the student as a whole person, as a contributing member of society, and as a member of the nursing profession. The program seeks to meet society's need for health care leaders by providing a nursing foundation, educational and career mobility, and life long learning.

GOAL

The goal of the nursing program is to graduate competent, employable, safe practitioners who are prepared to participate in the delivery of health care, who have the knowledge base on which to build advanced study, and who are contributing members of society. The curriculum prepares the student for graduation with an Associate of Science (A.S.) degree. The graduate of the A.S. program is eligible for licensure as a registered nurse (RN). The graduate of the Bachelor of Science (B.S.) completion program has advanced as an RN and is also prepared for graduate school.

ACCREDITATION

The program is accredited by the Board of Nurse Examiners for the State of Texas (BNE), and by the National League for Nursing Accrediting Commission (NLNAC). The NLNAC address is: 61 Broadway, New York, New York 10006. Phone number: (212) 363-5555 x 153.

APPLICATION PROCESS

1. File an application form with SWAU.
2. File a nursing application form with the nursing department. Processing of applications will begin in March. Applications should be received prior to May 31 for consideration of acceptance into the fall semester. A \$100 nonrefundable fee must be paid upon acceptance into the nursing program.
3. Submit all high school and college/university transcripts.
4. Provide three letters of recommendation from employers and/or teachers, which attest to professional competence or scholastic ability, emotional stability and physical health.
5. Provide proof of current CPR certification, physical examination, immunizations, and TB testing.
6. An applicant whose first language is not English must have a score of at least 550 on the Test of English as a Foreign Language (TOEFL) or 80th percentile on the University of Michigan English Language Institute Test.
7. Applicants who have taken all their academic courses at SWAU will be given preferential consideration for admission to the nursing program.
8. B.S. students continuing from the SWAU A.S. program are required to complete an application, but are exempt from providing additional reference letters and the \$100 fee.

ASSOCIATE OF SCIENCE

Admission Criteria

1. Meet all admission requirements for enrollment at SWAU.
2. Cumulative GPA of at least 2.75 on a 4.0 scale.
3. The following prerequisites are required with a grade of C or better:
 - a. ENGL 121 Freshman Composition
 - b. The following prerequisites must have been taken seven years or less prior to admission to nursing courses:
 - MATH 110 College Algebra*
 - BIOL 101, 102 Anatomy and Physiology
 - CHEM 101 Introduction to Chemistry*
 - PSYC 212 General Psychology
- * Demonstration of competency through placement testing can be accepted in lieu of course completion.
4. Previous nursing credits must have been earned within the past three years.
5. Proof of current immunizations as required by the State of Texas.
6. Proof of current CPR certification as a Health Care Provider. SWAU Department of Nursing requires an annual update.

Licensed Vocational Nurse Applicants

The licensed vocational nurse who wishes placement with advanced standing to earn an A.S. degree in nursing must:

1. Be currently licensed as an LVN/LPN.
2. Have at least one year of work experience as an LVN/LPN.
3. Fulfill the admission criteria and prerequisites for the A.S. program.

General education, science, and cognate requirements are met through transfer of credit or completion of courses in residence. Credits for NRSA 115 (5 hours), and NRSA 118 (4 hours) are awarded as credit by exam or by transfer of LVN course work. Upon successful completion of NRSA 110, the advanced placement student may progress into NRSA 225 with the traditional A.S. students. NRSA 110 is offered spring semester only.

BACHELOR OF SCIENCE

The RN with an A.S. degree or a diploma in nursing may enter the nursing program at SWAU at the junior level and will usually be prepared to graduate with a B.S. degree in two academic years. Students meeting all general education requirements and cognate courses designated for the nursing curriculum may be able to earn the B.S. degree in one academic year. The B.S. in Nursing is also provided through the Adult Degree Program (ADP).

Admission Criteria

1. Current RN licensure in the state of Texas. (ADP students must hold RN licensure in their state of residence.)
2. A degree/diploma in nursing from an NLNAC accredited program. (Provisional admission may be granted to graduates from non-NLNAC accredited nursing programs.)
3. Graduates of diploma programs must take proficiency examinations to validate college credit for nursing courses. (Must attain 30th percentile on each examination.)
4. A minimum cumulative GPA of 2.5.
5. Eligibility for junior standing at SWAU.
6. Proof of current CPR certification as a Health Care Provider. SWAU Department of Nursing requires an annual update.
7. Proof of current immunizations as required by the State of Texas.

Nursing

READMISSION POLICY

Readmission is possible for nursing students who left the program in good standing, and according to the nursing progression criteria. Students who have been out of the program will return under the current bulletin at a point in the program specified by the Nursing Progression Committee. All nursing courses must be completed within five years.

SPECIAL STUDENT

An applicant who wishes to enroll in nursing courses without pursuing a degree at SWAU should apply for enrollment in SWAU as a special student. Consent for enrollment as a special student is subject to fulfillment of course prerequisites, instructor's consent, and space availability.

To be admitted later as a degree-seeking student, the special student must meet all the prescribed requirements and follow the usual admission procedure.

PART-TIME STUDENTS

Any qualified student may enroll on a part-time basis. Required general education or cognate courses must be completed no later than the time specified in the full-time degree plan.

TRANSFER STUDENTS

Students wishing to transfer into the A.S. nursing program are required to have a minimum college GPA of 2.75. A minimum grade point of C (2.0) is required for any course accepted for transfer credit. Course descriptions or outlines will be required when necessary to determine the acceptability of a course or the amount of transfer credit to be granted for clinical nursing courses. Previous nursing credits must have been earned within the past three years. The department reserves the right to require the transfer applicant to pass written and/or practical examinations in any course for which transfer credit is requested. Admission as a transfer student is subject to available space.

CONTINUATION AND PROGRESSION POLICIES

1. The Department of Nursing reserves the right to require withdrawal of a nursing student from the program or a nursing course who fails to demonstrate competency and/or displays inappropriate/unprofessional behavior. Additional criteria for continuation in the program are consistent with the standards of the BNE.
2. Students must maintain a cumulative GPA of 2.5 in nursing courses to progress in nursing and to graduate. No grade lower than C will be accepted in nursing and nursing cognate courses.* Students whose nursing GPA falls below 2.5 at any time during the program must raise their nursing GPA to 2.5 or better the following semester to continue in the program. If the nursing GPA remains below 2.5 for a second semester, the student will be required to repeat a nursing course specified by the Nursing Progression Committee to raise the nursing GPA to 2.5 or above. Students who repeat a nursing course to raise their nursing GPA must re-enroll in the course within one year. If the nursing GPA remains below 2.5 after the repeated nursing course, the student will be permanently dropped from the program.
3. All nursing courses are to be completed within a five-year time frame.
4. Students must complete their nursing courses at SWAU unless special permission is granted.
5. Students are allowed only one repeat of a nursing course during their program. Any nursing course that is dropped after mid-semester date on the academic calendar will be treated as a completed nursing course.
6. Students are required to pass dosage calculation tests periodically throughout the program. Failure to achieve a passing score will prevent continuation in nursing courses that semester.

7. Proof of current Health Care Provider CPR certification and proof of current immunizations are required of all nursing students.
8. LVN and RN students must provide the nursing department with proof of current Texas licensure throughout their program.

*Nursing cognate courses:

AS Nursing:
BIOL 101, 102, 220
CHEM 101
PSYC 212, 311
SOCI 111
HLED 216

BS Nursing:
CHEM 101, 103
(CHEM 102 or 104 recommended.)

TERMINATION POLICY

The following situations or conditions may result in termination from the nursing program:

1. Unsafe or unethical nursing practice
2. Nursing GPA less than 2.5 following repeat of one nursing course
3. Failure to pass dosage calculation test
4. Failure to pass exit test
5. Dishonesty

TRANSPORTATION POLICIES

Students are expected to provide their own transportation to and from off-campus clinical labs. Faculty will not provide transportation. Students are advised not to transport clients in their own vehicles under any circumstances. This policy protects both the student and the client. Texas law requires proof of automobile liability insurance.

RESIDENCY REQUIREMENT

Transfer students must complete at least 15 semester hours of nursing courses at SWAU and must fulfill the University residence requirements as stated elsewhere in this bulletin to graduate with an A.S. degree in nursing. The candidate for a B.S. degree in nursing must take 28 semester hours of upper division nursing courses in residence at SWAU and must fulfill the University residency requirements as stated elsewhere in this bulletin.

GENERAL INFORMATION

Students must meet the requirements of the bulletin in effect at the time of acceptance into the nursing program. Prospective students and pre-nursing students, on and off SWAU campus, must work closely with the Nursing Department to ensure readiness to begin nursing classes.

Nursing

GRADUATION REQUIREMENTS

Associate Degree

1. Satisfactory completion of a minimum of 72 semester hours to include 32 semester hours of nursing and 40 semester hours of general education and cognates for nursing.
2. A minimum nursing GPA of 2.5.
3. Upon successful completion of the exit examination, the faculty will recommend the student as a candidate to write NCLEX-RN examination. Students failing the exit examination twice must show evidence of satisfactory completion of a review course before retaking the examination the third time.
4. In compliance with the BNE's policy, completion of the nursing program does not guarantee eligibility for NCLEX-RN. An individual who may be ineligible for licensure due to physical/emotional disabilities or legal encounters regardless of outcome should seek departmental and legal advising and contact the BNE prior to enrolling in any professional nursing program in Texas.

Baccalaureate Degree

1. Satisfactory completion of 130 semester hours including 65 semester hours of nursing courses and 65 semester hours of general education and cognate courses for nursing. Not fewer than seven hours of the electives must be upper division, of which three must be in religion.
2. Fulfillment of the general education requirements for a BS degree. (Students of nursing fulfill the writing component of the English requirements with NRSB 316, and NRSB 435, and the speech component with NRSB 455.)
3. A minimum nursing GPA of 2.5.
4. Successfully pass the exit examination. Three attempts will be allowed.
5. Recommendation by the faculty for graduation.

NURSING DEPARTMENT GRIEVANCE POLICY

Nursing students who wish to appeal an academic issue should refer to the SWAU policy on Student Academic Appeals, and should follow this departmental procedure:

1. The student should discuss his/her grievance with the instructor involved no later than 1-2 University days of the event/evaluation/dismissal in an attempt to resolve the grievance.
2. If a resolution has not been reached, the student should submit his/her grievance in writing to the department chair within 1-2 University days following discussion with the instructor. The Chair has one University day to respond.
3. If a resolution has not been reached, the student should submit his/her grievance in writing to the Nursing Progression Committee within one University day following discussion with the department chair. The Nursing Progression Committee has one University day to respond.
4. If a resolution has not been reached, the student may contact the Academic Vice President within one University day following receipt of the Nursing Progression Committee decision to continue the SWAU process for Academic Appeals. This concludes STEP I of the University appeals process.

ASSOCIATE OF SCIENCE MAJOR REQUIREMENTS

NRSA	115	Fundamentals of Nursing	5
NRSA	118	Nursing Across the Life Span	8
NRSA	225	Child Health Nursing	3
NRSA	235	Mental Health Nursing	4
NRSA	236	Parent/Infant Nursing	4
NRSA	245	Adult Health Nursing	4
NRSA	255	Adult Nursing Role Transition	3
NRSA	260	Nursing Seminar	1
			32

Required Cognate Courses:

BIOL	101	Anatomy and Physiology	4
BIOL	102	Anatomy and Physiology	4
BIOL	220	Microbiology	4
HLED	216	Nutrition	2
PSYC	212	General Psychology	3
PSYC	311	Human Growth and Development	3
SOCI	111	Introduction to Sociology	3
			23

General Education

COLL	101	Freshman Success	1
ENGL	121	Freshman Composition	3
ENGL	220	Technical Writing and Research	3
CSIS		Computer Elective	3
PEAC		P.E. Elective	1
RLGN		Religion Electives	6
			17

BACHELOR OF SCIENCE MAJOR REQUIREMENTS

In addition to the Associate of Science curriculum, the Bachelor of Science includes the following requirements:

NRSB	310	Human Pathophysiology	3
NRSB	316	Issues and Trends in Health Care	2
NRSB	326	Assessment: Birth to Senescence	3
NRSB	350	Community Health Nursing I	4
NRSB	375	Critical Care Nursing	5
NRSB	435	Management/Leadership	3
NRSB	436	Nursing Research	3
NRSB	450	Community Health Nursing II	4
NRSB	455	Advanced Nursing Seminar/Practicum	3
NRSB	491	Selected Topics in Professional Nursing	3
			33

Required Cognate Courses:

CHEM	101	Introduction to Chemistry	3
CHEM	103	Introduction to Chemistry	3
			6

(CHEM 102 or 104 Chemistry Lab Recommended.)

General Education:

ENGL		Literature Elective	3
HIST		History Electives (3-6 hours upper division, 3 hours must be non-American)	6
MATH	241	Intro. to Probability & Statistics	3
PEAC		P.E. Elective	1
RLGN		Religion Electives (3-6 hours upper division)	6
			19

A total of 7 upper division credits is required in addition to the nursing credits.

Nursing

Sample Four-Year B.S. Degree Plan with One Year of Pre-Nursing or Three-Year A.S. Degree Plan with One Year of Pre-Nursing

Fall			
BIOL	101	Anatomy & Physiology +	4
CHEM	101,102	Intro to Chemistry +* (Or Chemistry Competency Placement Test)	(3)(1)
MATH	110	College Algebra + (Or Math Competency Placement Exam)	(3)
NRSA	291	Medical Terminology **	(1)
PSYC	212	General Psychology +	3
PEAC		PE Elective	1
UNIV	101	Freshman Success	1
		TOTAL	9(17)

Spring			
BIOL	101	Anatomy & Physiology +	4
CHEM	103	Intro to Chemistry *	3
CHEM	104	Intro to Chem Lab Recommended *	(1)
ENGL	121	Freshman Composition +	3
NRSA	291	Medical Terminology **	(1)
PSYC	311	Human Growth & Development	3
RLGN		Religion Elective	3
		TOTAL	16(18)

Fall			
CSIS		Computer Elective	3
ENGL	220	Technical Writing	3
NRSA	115	Fundamentals of Nursing	5
RLGN		Religion Elective	3
		TOTAL	14

Spring			
HIST		History Elective*	3
HLED	216	Nutrition ..	2
NRSA	118	Nursing Accross the Life Span	8
SOCI	111	Intro to Sociology	3
		TOTAL	16

Summer			
NRSA	225	Child Health Nursing	3
		TOTAL	3

Fall			
BIOL	220	Microbiology	4
NRSA	235	Mental Health Nursing (or)	4
NRSA	236	Parent/Infant Nursing	(4)
NRSA	245	Adult Health Nursing	4
RLGN		Religion Elective *	3
		TOTAL	15

Spring			
NRSA	235	Mental Health Nursing (or)	(4)
NRSA	236	Parent/Infant Nursing	4
NRSA	255	Adult Role Trans	3
NRSA	260	Nsg Seminar	1
ENGL		Literature Elective *	3
MATH	241	Intro to Prob & Stats *	3
PEAC		PE Elective *	1
		TOTAL	15

+ Admission pre-requisites.

* Required cognate/general education courses for BS may be taken while enrolled in AS program. Some general education/cognate courses can be changed in sequence to meet individual needs.

** Highly recommended for either Fall or Spring Semester, but not required.

A.S. Total Hours = 72
Nursing Hours = 32

A.S. PROGRAM COMPLETED AT THIS POINT.
Students may sit for NCLEX-RN.

Summer			
NRSB	310	Pathophysiology (or)	(3)
NRSB	326	Assessment: Birth-Sens	3
RLGN		Religion Elective (UD)	3
		TOTAL	6

Fall			
HIST		Non-American Hist Elective	3
NRSB	310	Pathophysiology (or)	(3)
NRSB	326	Assessment: Birth-Sens	3
NRSB	350	Community Health I	4
NRSB	435	Manage/Leadership	3
NRSB	436	Nursing Research	3
NRSB	491	Selected Topics in Professional Nsg	1
		TOTAL	17

Spring			
NRSB	316	Issues & Trends	2
NRSB	375	Critical Care	5
NRSB	450	Community Health II	4
NRSB	455	Adv Nursing Seminar	3
NRSB	491	Selected Topics in Professional Nursing	2
		TOTAL	16

B.S. Total Hours = 130
Nursing Hours = 33
Required Upper Division Hours = 40

Nursing

Associate of Science Curriculum for the Advanced Placement Student (LVN)

Spring

CSIS		Computer Elective	3
ENGL	220	Technical Writing	3
HLED	216	Nutrition	2
NRSA	110	Nursing-Life Span LVN	4
NRSA	291	Medical Terminology *	(1)
PSYC	311	Human Growth Development ..	3
		TOTAL	15(16)

Summer

NRSA	225	Child Health Nursing	3
		TOTAL	3

Fall

BIOL	220	Microbiology	4
NRSA	235	Mental Health Nursing (<i>or</i>)	4
NRSA	236	Parent/Infant Nursing	(4)
NRSA	245	Adult Health Nursing	4
RLGN		Religion Elective	3
		TOTAL	15

Spring

NRSA	235	Mental Health Nursing (<i>or</i>)	(4)
NRSA	236	Parent/Infant Nursing	4
NRSA	255	Adult Role Trans	3
NRSA	260	Nsg Seminar	1
PEAC		PE Elective	1
SOCI	111	Intro to Sociology	3
RLGN		Religion Elective	3
		TOTAL	15

* highly recommended

A.S. PROGRAM COMPLETED AT THIS POINT.

Students may sit for NCLEX-RN.

COURSES

NRSA 110 Nursing Across the Life Span - LVN 4 hours
Prerequisites: BIOL 101, 102; ENGL 121; PSYC 212
Corequisites: HLED 216, PSYC 311

The student applies principles of health promotion and the nursing process as a provider of care for individuals and families across the life span. Common conditions of adults and aging requiring medical and surgical interventions are emphasized. Concepts of nutrition, communication, cultural perspectives, spirituality, and pharmacology are covered. 4 Theory.

NRSA 115 Fundamentals of Nursing 5 hours
Prerequisite: BIOL 101, BIOL 102, ENGL 121, PSYC 212 and acceptance into the nursing program.

Introduces the student to fundamental concepts of nursing and beginning skills necessary to implement the nursing process. Physical, mental, sociocultural, and spiritual needs are discussed in relation to adaptation, developmental stage, environment, and health status. Basic pharmacologic concepts are incorporated. 3 Theory. 6 Clinical.

NRSA 118 Nursing Across the Life Span 8 hours

Prerequisites: NRSA 115

Corequisites: HLED 216, PSYC 311

Expands general concepts of nursing practice introduced in NRSA 115. The student applies principles of health promotion and the nursing process as a provider of care for individuals and families across the life span. Common conditions of adults and aging requiring medical and surgical interventions are emphasized. Common pediatric conditions are also included. Concepts of nutrition, communication, cultural perspectives, spirituality, and pharmacology are integrated. Also included are basic principles and applications of pharmacology, dosage calculation, administration of medicines and drug classification. 4 Theory. 12 Clinical.

NRSA 225 Child Health Nursing 3 hours

Prerequisites: NRSA 118 or NRSA 110, HLED 216, PSYC 311

Builds on beginning knowledge of child health problems developed in NRSA 110 or 118. Applies the nursing process to the nursing of children and their families with continued emphasis on growth and development, prevention, and treatment of illness in the hospital and community. Complex health problems of children are examined including congenital and acquired conditions. 1.5 Theory. 4.5 Clinical.

NRSA 235 Mental Health Nursing 4 hours

Prerequisites: NRSA 225

Involves the study of thoughts, emotions, and behavior and the application of mental health principles. The student applies the nursing process to clients with maladaptive behaviors in psychiatric settings. Emphasis is on the promotion of mental health. 2 Theory 6 Clinical.

NRSA 236 Parent/Infant Nursing 4 hours

Prerequisite: NRSA 225

Introduces the maternity cycle as a normal process, followed by obstetrical complications. The student applies the nursing process to the care of parents and infants during prenatal, natal and postnatal periods. Attention is given to the human reproductive system as well as sexually transmitted diseases. 2 Theory. 6 Clinical.

NRSA 245 Adult Health Nursing 4 hours

Prerequisites: NRSA 225

Corequisites: BIOL 220

Builds on selected concepts introduced in first-year courses while focusing primarily on the adult and elderly. The student applies the nursing process to clients with increasingly complex needs across the life span. Concepts of nutrition, communication, cultural perspectives, spirituality and pharmacology are integrated into this course. 2 Theory. 6 Clinical.

NRSA 255 Adult Nursing Role Transition 3 hours

Prerequisites: NRSA 245, BIOL 220

Additional complex medical-surgical nursing content, management and leadership concepts, skills, and professional issues for the associate degree nurse are discussed. Clinical experiences focus on care of groups of clients, collaborative management activities and care of acutely ill clients in emergency or critical care environments. Experiences in both the classroom and clinical settings are designed to assist the student in making the transition from nursing student to graduate. 1.5 Theory. 4.5 Clinical.

Nursing

NRSA 260 Nursing Seminar 1 hour

Prerequisite: All nursing course that are not corequisites
Prerequisite or Corequisite: NRSA 255 and 235 or 236

A capstone course designed to provide structure and guidance in preparation for the NCLEX-RN. A passing grade on the final exit exam is required. 1 seminar credit hour.

NRSA 291 Selected Topics in Nursing 1-3 hours

Subject of study is selected in conference between student and advisor and will consist mainly of guided study and/or preceptored clinical experience. Content and behavioral objectives must be approved by the A.S. Faculty/Curriculum Committee. May be repeated.

NRSB 310 Pathophysiology 3 hours

Prerequisite: Admission to junior standing in nursing or permission of instructor. BIOL 101 and 102.

Prerequisites or corequisites: CHEM 101.

Physiological changes that result from pathological processes are examined within the framework of systems theory. Students are assisted in integrating their knowledge with professional nursing care. 3 Theory.

NRSB 316 Issues and Trends in Health Care 2 hours

Prerequisite: Admission to junior standing in nursing or permission of instructor.

Focus is on recent trends, issues and concerns within professional nursing. The student has the opportunity to explore relevant topics related to clients, professional nursing, and the health care delivery system. 2 Theory. This course meets the upper division writing component for senior year English.

NRSB 326 Assessment: Birth to Senescence 3 hours

Prerequisite: Admission to junior standing in nursing or permission of instructor.

Provides structured learning experiences to enable the student to perform complete nursing assessment, including systematic collection of data, history taking, physical examination and appropriate reporting of findings from infancy through senescence. The course will also include concepts of aging, chronic diseases and aspects of rehabilitation. Teaching/learning approaches include lecture, demonstration, skills laboratory practice and performing assessments for ambulatory clients and for residents of geriatric care facilities. 3 Theory.

NRSB 350 Community Health Nursing I 4 hours

Prerequisites or corequisites: RN licensure.

Introduction to the practice of nursing in community settings. Emphasis is placed on care of families at risk for physical, social, mental and spiritual dysfunction. Interventions for vulnerable individuals, families and groups across the life span are examined and practiced in a variety of community settings. 2.5 Theory. 4.5 Clinical.

NRSB 375 Critical Care Nursing 5 hours

Prerequisites: NRSB 310, 326; RN licensure.

Prerequisites or corequisites: CHEM 103.

Content is selected to increase breadth and depth in medical/surgical nursing with integration of mental health and community health concepts. Students apply the professional roles in the provision of care in progressively complex situations. 3 Theory. 6 Clinical.

NRSB 435 Management and Leadership 3 hours

Prerequisite: RN licensure.

Utilizes theoretical and research models to provide practical applications in today's health-care settings. The student examines concepts including team building, problem solving, decision making, effective communication, managing change and conflict resolution. 2 Theory. 3 Clinical. This course meets the upper division writing component for senior year English.

NRSB 436 Nursing Research 3 hours

Prerequisite: Admission to junior standing in nursing or permission of instructor.

Prerequisite or corequisite: MATH 241.

Focus is on understanding research concepts and the methodology involved in conducting needed research in nursing and health fields. Students learn how to evaluate research reports and how to utilize and participate in research. 3 Theory.

NRSB 450 Community Health Nursing II 4 hours

Prerequisite: NRSB 350 or permission of instructor.

Theory and application of comprehensive and complex community-based nursing services to individuals, families and high-risk groups across the life span. Focus is on health promotion, primary disease prevention and management of chronic health problems in home and community settings. 2.5 Theory. 4.5 Clinical.

NRSB 455 Advanced Nursing Seminar/Practicum 3 hours

Prerequisites: RN licensure and permission of instructor.

Theory and clinical course, under the guidance of faculty and preceptors, in which the student selects an area of interest for in-depth study. Synthesis and application of the professional roles in the provision of nursing care is emphasized. This course meets the general education requirement of speech. 1.5 Theory. 4.5 Clinical.

NRSB 491 Selected Topics in Professional Nursing 1-3 hours

Subject of study is selected in conference between student and advisor and will consist mainly of independent study, preceptored clinical experiences and/or research. Content and behavioral objectives must be approved by B.S. Faculty/Curriculum Committee prior to implementation. May be repeated.

Physical Education, Wellness

Barbara R. Harsany, Chair; Rod Bussey, Rob Gettys, Krystal Hauff,
Michael England
Adjunct: Myra Barber, Brandy Gettys, Kent Tucker

AIMS OF THE DEPARTMENT

The Physical Education Department provides classes and support for Physical Education, Wellness and Exercise Science majors as well as minors in Physical Education, Wellness, and Coaching. Classes to support the general studies students in fitness, wellness and physical education are also provided. In the basic fitness and wellness classes, students are guided through a personal fitness program and encouraged to adopt a proactive wellness lifestyle, consistent with SDA teachings. Infrastructure to the University is provided by the Physical Education Department through the management of an intramural sports program and the operation of a fitness/recreation center that are available to all students and faculty 18 hours a day.

Students may elect courses which prepare them for careers as elementary or secondary physical education teachers. A major in Physical Education will also prepare the student for a career in the public or private sector of recreation. Exercise Science is an excellent pre-professional course of study for exercise physiology, physical therapy or other areas of medicine. A major in Wellness prepares the student to become a certified personal trainer and find a career in the hospital, corporate or private fitness industry. All of the majors prepare students to enter graduate school.

PROGRAMS

B.S. Exercise Science
B.S. Physical Education
B.S. Wellness
A.S. Wellness
Teaching Area - All Level Certification
Minors in Coaching, Physical Education, and Wellness

Exercise Science, B.S.

HLED	111	Health and Wellness	3
HLED	216	Nutrition	2
PEAC	115	Strength Training	1
PETH	241	Care and Prevention of Athletics Injuries	3
PETH	310	Motor Learning	3
PETH	321	Exercise Physiology	3
PETH	331	Human Kinesiology	3
PETH	352	ACSM Certification*	3
PETH	354	Certified Strength & Conditioning Specialist*	3
PETH	460	Applied Social Research Methods	
or HNRS	480	Honors Thesis	4
PETH	480	Exercise Science Internship	6
PEAC		Electives	3
		TOTAL	37

Required Cognates:

BIOL	101	Anatomy & Physiology	4
BIOL	102	Anatomy & Physiology	4
CHEM	111	General Chemistry	4
CHEM	112	General Chemistry	4
MATH	241	Introduction to Statistics	3
PHYS	121	General Physics	4
PSYC	212	General Psychology	3
PSYC	311	Human Growth & Development	3

Physical Education, B.S.

PEAC	115	Advanced Strength Training	1
PETH	110	Fundamentals of Physical Education	3
PETH	131	Officiating I	3
PETH	132	Officiating II	3
PETH	231	Professional Activities I	3
PETH	232	Professional Activities II	3
PETH	241	Care and Prevention of Athletic Injuries	3
PETH	243	Health & PE in the Elementary School	3
PETH	310	Motor Learning	3
PETH	321	Exercise Physiology	3
PETH	331	Human Kinesiology	3
PETH	351	Coaching	3
PETH	354	Certified Strength & Conditioning Specialist	3
PETH	431	Secondary Methods in PE	3
PETH	450	Administration of PE & Athletics	3
PETH	490	Senior Seminar	1

Choose three hours from the following:	3	
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 131 or 133	Swimming or Intermediate Swimming	1
PEAC 141	Badminton	1
PEAC 142 or 342	Tennis or Intermediate Tennis	1
PEAC 143	Racquetball	1
PEAC 334	Lifeguard Training*	1
PEAC 344	Golf*	1
PEAC 429	Gymnastic Team	1
PETH 346	Pro Act/Track & Field	3
	TOTAL	47

Required cognates:

BIOL	101	Anatomy and Physiology	4
HLED	111	Health & Wellness	3

Physical Education Minor

PEAC	115	Strength Training	1
PETH	110	Fundamentals of Physical Education	3
PETH 131 or 132	Officiating I or II	3	
PETH 231 or 232	Professional Activities I or II	3	
PETH	241	Care and Prevention of Athletic Injuries	3
PETH	431	Secondary Methods	3

Choose two hours from the following:	2	
PEAC 112 or 312	Aerobics or Advanced Aerobics	
PEAC 131 or 133	Swimming or Intermediate Swimming	
PEAC 142 or 342	Tennis or Intermediate Tennis	
PEAC	143	Racquetball
PEAC	334	Lifeguard Training*
PEAC	344	Golf*
PEAC	429	Gymnastics Team
	TOTAL	18

*Requires additional fee.

Required cognates:

BIOL	101	Anatomy & Physiology	4
HLED	111	Health & Wellness	3

Physical Education, Wellness

Coaching Minor

PEAC 115	Strength Training	1
PETH 131 or 132	Officiating I or II	3
PETH 231 or 232	Professional Activities I or II	3
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 351	Coaching	3
PETH 354	Certified Strength & Conditioning Specialist	3
Choose two P.E. activity courses:		2
TOTAL		18

Required cognates:

BIOL 101	Anatomy & Physiology	4
HLED 111	Health & Wellness	3

Wellness, B.S.

HLED 111	Health and Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
HLED 280	Health Fitness Internship	2-4
HLED 330	Healthful Living Programs	2-4
PEAC 111	Physical Fitness	1
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115	Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics	1
or PEAC 334	Lifeguard Training	
PEAC 415	Advanced Strength Training	1
PETH 241	Care and Prevention of Athletics Injuries	3
PETH 321	Exercise Physiology	3
PETH 331	Human Kinesiology	3
PETH 352	ACSM Certification*	3
PETH 354	Certified Strength & Conditioning Specialist*	3
TOTAL		33-37

*Requires additional fee.

Required Cognates:

ACCT 211	Accounting Principles I	4
BIOL 101	Anatomy and Physiology	4
COMM 111	Fundamentals of Speech	3
COMM 223	Media Writing	3
PSYC 311	Human Growth and Development	3

Wellness, A.S.

HLED 111	Health & Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
HLED 280	Health Fitness Internship	2-4
PEAC 111	Physical Fitness	1
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115 or 415	Strength Training or Adv. Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics	1
or PEAC 334	Lifeguard Training	
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 352	ACSM Certification*	3
TOTAL		21-23

*Requires additional fee.

Required Cognates:

BIOL 101	Anatomy & Physiology	4
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Wellness Minor

HLED 111	Health and Wellness	3
HLED 151	Introduction to Fitness Management	3
HLED 216	Nutrition	2
PEAC 112 or 312	Aerobics or Advanced Aerobics	1
PEAC 115 or 415	Strength Training or Adv. Strength Training	1
PEAC 116	Fitness Walking	1
PEAC 333	Water Aerobics	1
or PEAC 334	Lifeguard Training	
PETH 241	Care and Prevention of Athletic Injuries	3
PETH 352	ACSM Certification*	3
TOTAL		18

Required Cognates:

BIOL 101	Anatomy and Physiology	4
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TEACHING CERTIFICATION PROGRAM

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

Physical Education, BS - All Level K-12 Teaching Certification Option V (See Education section of Bulletin.)

The student must meet the requirements for a B.S. degree in Physical Education.

Physical Education, Wellness

HEALTH EDUCATION COURSES

HLED 111 Health and Wellness 3 hours

A study of wellness as it relates to personal fitness, nutrition, stress management, substance abuse, communicable diseases, cancer, heart disease, environmental health, and SDA health heritage. Each student participates in a 15 week personal fitness program in which they track their body composition, strength, and oxygen uptake.

HLED 216 Nutrition 2 hours

A study of the nutrients now known to be required in the human diet and how to best obtain these nutrients. The student will learn to correlate dietary practice with physiological consequences and understand basic physiological functions of the nutrients in food.

HLED 280 Health Fitness Internship 2-4 hours

Prerequisite: Approval by department chair.

This course offers the student on-the-job training at an approved fitness center. Rotation of duties is planned so the student will be exposed to a variety of experiences. Admission is limited to seniors with a GPA of 2.5 in wellness. Forty-five hours of experience is required for each hour of credit earned. Pass/fail course.

HLED 291 Selected Topics 1-3 hours

Prerequisite: Approval by department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.

HLED 330 Healthful Living Programs 2-4 hours

There are two options available to the students in this course. Option one involves an internship with an approved wellness facility. Forty hours of work are required for each hour of earned credit. Option two involves organizing and running wellness programs for the community, under the direction of the Physical Education & Wellness Department. Pass/fail course.

HLED 491 Selected Topics 1-3 hours

Prerequisite: Approval by department chair.

Open to Wellness majors for research or special projects. Content and methods of study must be arranged prior to registration. May be repeated once for credit.

PHYSICAL EDUCATION THEORY COURSES

PETH 110 Fundamentals of Physical Education 3 hours

General introduction to physical education teaching and careers. Includes aspects of teaching physical education such as class management, presentation of information, using appropriate drills, feedback to students, lesson planning, and various instructional techniques. Students are introduced to resources such as internet sites, professional organizations, periodicals, and books.

PETH 131 Officiating & Recreational Sports I 3 hours

Theory and practice of officiating flagball, volleyball and floor hockey, including rules, interpretation of rules, officiating techniques and examinations. Part of the class requirements are to officiate college intramurals and to assist in the administration of the recreational sports program.

PETH 132 Officiating & Recreational Sports II 3 hours

Theory and practice of officiating basketball, soccer, and softball including rules, interpretation of rules, officiating techniques and examinations. Part of the class requirements are to officiate college intramurals and to assist in the administration of the recreational sports program.

PETH 231 Professional Activities I 3 hours

Development of skills and teaching techniques of flagball, volleyball, badminton and floor hockey.

PETH 232 Professional Activities II 3 hours

Development of skills and teaching techniques of basketball, soccer, softball and tennis.

PETH 241 Care and Prevention of Athletic Injuries 3 hours

Prerequisite: BIOL 101

An introduction to prevention and management of injuries resulting from athletic activities. Treatment options include: support methods, conditioning exercises, and therapeutic aids. Laboratory work includes bandaging and taping various athletic injuries.

PETH 243 Health and Physical Education in the Elementary School 3 hours

Prerequisite: Admission to teacher education.

The course provides the student with an extensive repertoire of teaching techniques in the elementary physical education program. Emphasis is placed on health-related fitness, skill development, special events, and game development. Students will have the opportunity to develop lesson plans. Includes field experience.

PETH 291 Selected Topics 1-3 hours

Prerequisite: Approval by department chair

A study in an area of student interest under the direction of a faculty member. This study may involve research, laboratory, or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.

Physical Education, Wellness

PETH 310 Motor Learning 3 hours
Prerequisite: BIOL 101

Students will develop the ability to analyze motor behavior in a physical education or clinical setting, create solutions to motor problems, and coach athletes and students to better performance. Class includes laboratory activities, critical readings and a research study. This course meets the upper division writing component for senior year English.

PETH 321 Exercise Physiology 3 hours
Prerequisite: BIOL 101

Emphasizes physiological response and adaptation to exercise with regard to human performance limitations, training effects, and health-related benefits. Class includes laboratory activities and fitness assessments. This course meets the upper division writing component for senior year English.

PETH 331 Human Kinesiology 3 hours
Prerequisite: BIOL 101

This course teaches students to analyze, describe, and understand motion principles of the body that relate to sport and teaching movement skills. Class includes laboratory activities and quantitative research. This course meets the upper division writing component for senior year English.

PETH 346 Professional Activities/Track & Field 3 hours

Development of skills and teaching techniques of the triple jump, long jump, high jump, hurdles, sprints, relays, cross-country, javelin throw, discus and shot-put.

PETH 351 Coaching 3 hours

This course is designed to introduce the student to coaching sports. It will consist of several types of learning activities: reading, lecture, discussion, videotape, and writing. This course meets the upper division writing component for senior year English.

PETH 352 ACSM Health & Fitness Instructor 3 hours
Prerequisite: BIOL 101

Covers an in-depth knowledge of exercise physiology, health appraisal techniques, risk factor identification, sub-maximal exercise testing and exercise prescriptions for various populations. Class includes laboratory activities. *Testing requires additional fee.*

PETH 354 Certified Strength
Conditioning Specialist 3 hours
Prerequisite: PETH 321, 331.

The study of safe and effective strength training, lifting, and spotting techniques. In depth study of anatomy and kinesiology affecting muscle strength and endurance. *Testing requires an additional fee.*

PETH 431 Secondary Methods 3 hours

The study of methods and techniques of teaching physical education in the secondary school, includes individual as well as group activities; students are required to observe and demonstrate in class, should be taken the senior year.

PETH 450 Administration of Physical Education,
Fitness & Sports 3 hours

Students develop basic skills and knowledge necessary to administer daily activities of a physical education department or athletic program. Topics include facility management, intramural activities, adapted physi-

cal education, fiscal managements, leadership, and legal issues related to physical education. This course meets the upper division writing component for senior year English.

PETH 480 Exercise Science Internship 3-6 hours
Prerequisite: Approval by department chair.

The Physical Education Department coordinates placement of students. The nature of the work depends on the student's interest. Possibilities include medical clinic, sports team, athletic training, or physical therapy. Credit earned depends on hours of work. May be repeated for credit. Pass/fail course.

PETH 490 Senior Seminar 1 hour

This is a capstone course where students will study and discuss current issues and concepts within the Physical Education profession. In addition, the students will prepare for employment in the profession. The class also prepares students for the major exit exam.

PETH 491 Selected Topics 1-3 hours
Prerequisite: Approval by department chair.

Open to advanced physical education students for research or special project. Content and method of study must be arranged prior to registration. May be repeated once for credit.

PHYSICAL EDUCATION ACTIVITY COURSES

PEAC 111 Physical Fitness 1 hour

An introduction to personal fitness and application of training principles. Nutrition, weight management, and stress management are also monitored throughout the semester. This course also gives students an opportunity to explore SDA church heritage as it relates to healthful living.

PEAC 112 Aerobics 1 hour

An introduction to basic floor movements, calisthenics, and step aerobics. Students are also introduced to choreography.

PEAC 115 Strength Training 1 hour

An introduction to the development of muscular strength through the use of weighted resistance. Safety procedures are stressed.

PEAC 116 Fitness Walking 1 hour

An introduction to cardiovascular fitness through walking.

PEAC 121 Flag Football 1 hour

This course develops fundamental skills, knowledge of rules, and implementation of strategy in flag football.

PEAC 122 Soccer 1 hour

Students are taught the basic skills in kicking, passing, tackling and goal keeping. Offensive and defensive strategies are introduced.

PEAC 125 Volleyball 1 hour

Students are taught basic skills in passing, setting, serving, and spiking. Offensive and defensive strategies are introduced.

PEAC 130 Baseball/Softball 1 hour

This course develops fundamental skills, knowledge of rules, and implementation of strategy in baseball and softball.

Physical Education, Wellness

- PEAC 131 Beginning Swimming 1 hour
Students are introduced to basic aquatic safety, floating, freestyle, and elementary back stroke.
- PEAC 133 Intermediate Swimming 1 hour
Students are taught elementary rescue and intermediate skills in freestyle, back crawl, and side stroke. The butterfly stroke is introduced.
- PEAC 142 Tennis 1 hour
Students develop skill in the basic strokes (forehand, backhand, serve, volley, and lab). They are also introduced to strategy of play.
- PEAC 143 Racquetball 1 hour
An introduction to the basic strokes, rules, and sportsmanship of the game.
- PEAC 237 Canoeing 1 hour
An introduction to basic skills and safety procedures of recreational canoeing.
- PEAC 243 Snow Boarding 1 hour
An introduction to basic skills of snow boarding. Mountain trip during spring break. *Requires additional fee.*
- PEAC 245 Snow Skiing 1 hour
An introduction to basic skills of downhill snow skiing. Mountain trip during spring break. *Requires additional fee.*
- PEAC 291 Selected Topics 1 hour
Prerequisite: Introductory course or approval of instructor.
A course designed for students who must complete a class independently.
- PEAC 312 Advanced Aerobics 1 hour
High intensity aerobic class. May include step aerobics, kick boxing, or other popular routines.
- PEAC 315 Intermediate Basketball 1 hour
Development of skills in shooting, passing, executing plays and understanding offensive and defensive strategy.
- PEAC 316 Individual Conditioning 1 hour
Designed for special students who, because of physical limitations, cannot mainstream in other physical education classes.
- PEAC 320 SCUBA 1 hour
Development of skills necessary for PADI scuba certification. Check-off dives at Lake Travis. *Requires additional fee.*
- PEAC 333 Water Aerobics 1 hour
An introduction to basic water movements for strength and flexibility.
- PEAC 334 Lifeguard Training 1 hour
Leads to Red Cross certification. Advanced swimming skills required. *Requires additional fee.*
- PEAC 335 Advanced Swimming 1 hour
Prerequisite: Approval by department chair.
Opportunity is given for students to progress to advanced levels of swimming in backstroke, freestyle, breaststroke, and butterfly stroke.
- PEAC 342 Intermediate Tennis 1 hour
Prerequisite: Introductory course or approval of instructor.
For the student who wants to develop advanced skills.
- PEAC 343 Intermediate Racquetball 1 hour
Students have the opportunity to develop advanced skills and play in school or community tournaments.
- PEAC 344 Golf 1 hour
An introduction to the basic strokes in golf (driving, chipping, and putting). Scoring terminology and golf etiquette are also taught. Students play on community golf courses. *Requires additional fee.*
- PEAC 415 Advanced Strength Training 1 hour
Prerequisite: PEAC 115 or Permission by Instructor.
Students enhance their strength training routines with advanced methods of resistance training. Students are introduced to new training techniques and sport-specific routines.
- PEAC 429 Gymnastics Team 1 hour
Students must participate as a team member.
- PEAC 430 Golf Team 1 hour
Students must participate as a team member.
- PEAC 436 Water Safety Instructor 1 hour
Prerequisite: PEAC 334 Lifeguard Training and approval of instructor.
Leads to Red Cross certification.
- PEAC 491 Selected Topics 1 hour
Prerequisite: Approval by department chair.
A course designed for students with intermediate skill level, who must complete a class independently.



Ben Woods, Chris Saldana

Physics

Karl Konrad, Chair; Bill Atkins

AIMS OF THE PROGRAM

Majoring in physics can be a valuable part of a broad education. Students who combine mastery of the basic principles and methods of physics with the outlook and adaptability provided by a liberal Christian education will find themselves well-prepared for a variety of careers. Recent physics graduates have gone into top graduate and professional schools and have successfully entered careers in industry.

The objectives of the physics program are to prepare majors for a professional career or graduate study, provide the training required by other programs and professional schools, and support the general education program of the University by providing courses of instruction for non-science students.

PROGRAMS

B.S. Mathematical Physics (52 hours, 30 u.d.)
 B.S. Physics (36 hours, 25 u.d.)
 B.S. Physical Science -- Secondary Certification
 Physics Minor (18 hours, 6 u.d.)

Mathematical Physics, B.S.

MATH 181	Calculus I	4
MATH 282	Calculus II	4
MATH 283	Calculus III	4
MATH 321	Differential Equations	3
MATH 361	Introduction to Linear Algebra	3
MATH 381	Complex Variables	3
MATH 411	Numerical Analysis	3
MATH 431	Modern Algebra <i>or</i>	
MATH 471	Advanced Calculus	3
MATH 451	Statistical Analysis	3
PHYS 121	General Physics	4
PHYS 122	General Physics	4
PHYS 221, 222	General Physics with Calculus	2
PHYS 311	Modern Physics	3
PHYS 322	Classical Mechanics	3
PHYS 351	Electromagnetic Fields	3
PHYS 411	Quantum Mechanics	3
	TOTAL	52

The B.S. in Mathematical Physics is a composite major, therefore no minor is required.

Physics, B.S.

PHYS 121	General Physics	4
PHYS 122	General Physics	4
PHYS 221, 222	General Physics with Calculus	2
PHYS 291	Selected Topics	1
PHYS 305	Digital Electronics	4
PHYS 311	Modern Physics	3
PHYS 322	Classical Mechanics	3
PHYS 331	Thermodynamics	3
PHYS 351	Electromagnetic Fields	3
PHYS 352	Electromagnetic Radiation	3
PHYS 411	Quantum Mechanics	3
PHYS 412	Advanced Modern Physics	3
	TOTAL (25 u.d.)	36

Required cognates:

MATH 181, 282, 283, 321; CSIS 110; CHEM 111, 112

Physics Minor

PHYS 121, 122	General Physics	8
PHYS 311	Modern Physics	3
PHYS	Electives	7
	TOTAL (6 u.d.)	18

TEACHING CERTIFICATION PROGRAM

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

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

Physical Science with Physics Emphasis, B.S.

Secondary Teaching Area

PHYS 112	Introductory Astronomy	3
PHYS 121, 122	General Physics	8
PHYS 221, 222	General Physics with Calculus	2
PHYS 311	Modern Physics	3
PHYS 322	Classical Mechanics	3
PHYS 351	Electromagnetic Fields	3
PHYS 352	Electromagnetic Radiation	3
PHYS 412	Advanced Modern Physics	3
CHEM 111, 112	General Chemistry	8
CHEM 331, 332	Organic Chemistry	8
CHEM 341	Physical Chemistry	4
	TOTAL (27 u.d.)	48



Jacqueline Navarrette, Dawnanita James
 Vanessa Kahsai

Physics

COURSES

PHYS 101 Introductory Physics 3 hours

A laboratory science course for the student with no previous background in physics. A conceptual, rather than mathematical, approach is emphasized. Topics include mechanics, heat, sound, electromagnetism, light, and modern physics. 2 Lec 3 Lab.

PHYS 112 Introductory Astronomy 3 hours

An introductory study of the solar system; stellar structure and evolution; star clusters, galaxies, quasars, the large scale structure of the universe, and cosmology. A conceptual, rather than mathematical, approach is emphasized, though some arithmetic calculations are required. 3 Lec 3 Lab.

PHYS 121 General Physics 4 hours

Prerequisite: MATH 121 or equivalent.

An introduction to motion in one dimension, vectors in 2 and 3 dimensions, the laws of motion, work and energy, momentum and collisions, uniform curricular motion, gravity, rotational equilibria and dynamics involving torque and angular momentum, solids and fluids, thermal physics and heat, thermodynamical laws, vibrations, waves, and sound. Math level is algebra and trigonometry. 3 Lec 3 Lab.

PHYS 122 General Physics 4 hours

Prerequisite: MATH 121 or equivalent.

Continuation of PHYS 121. Topics include: electric force and electric field, electric potential, capacitance, resistance and resistivity, direct and alternating currents, Kirchhoff Laws, Ohm's Law, magnetism and Ampere's Law, Faraday's Law, electromagnetic waves, reflection and refraction of light, mirrors and lenses, relativity, quantum physics, atomic and nuclear physics, particles. 3 Lec 3 Lab.

PHYS 221 General Physics with Calculus 1 hour

Prerequisite: MATH 181.

Corequisite: PHYS 121.

A one hour addition to the topics of PHYS 121 where the calculus is thoroughly used. A student taking PHYS 121 and PHYS 221 will have the equivalent of a 4-hour university course in calculus-based general physics (topics as in PHYS 121).

PHYS 222 General Physics with Calculus 1 hour

Prerequisite: MATH 181.

Corequisite: PHYS 121.

A one hour addition to the topics of PHYS 122 where the calculus is thoroughly used. A student taking PHYS 122 and PHYS 222 will have the equivalent of a 4-hour university course in calculus-based general physics (topics as in PHYS 121).

PHYS 291 Selected Topics 1 hour

Prerequisite: Approval of department chair.

Study in areas of interest beyond those listed in the bulletin. May include lectures, lab or readings under the direction of staff member. Content and method of study to be arranged prior to registration. May be repeated once for credit.

PHYS 305 Digital Electronics 4 hours

Prerequisite: Permission of instructor.

An introduction to the theory and application of digital logic circuits. Combinatorial and sequential logic design principles and practices. Microcomputer interfacing: I/O programming, system bus structures and I/O interfaces. 3 Lec 3 Lab.

PHYS 311 Modern Physics 3 hours

Prerequisite: PHYS 122, PHYS 222.

Corequisite: MATH 282.

Special relativity and quantum theory applied to atoms, molecules, solids, nuclei and elementary particles.

PHYS 322 Classical Mechanics 3 hours

Prerequisite: PHYS 122, 222.

Corequisite: MATH 282.

The Newtonian dynamics of particles and rigid bodies; central forces, harmonic motion, many particle systems, and an introduction to the formalisms of Lagrange and Hamilton.

PHYS 331 Thermodynamics 3 hours

Prerequisite: PHYS 122, 222.

The laws and application of thermodynamics, kinetic theory, transport theory and statistical mechanics.

PHYS 351 Electromagnetic Fields 3 hours

Prerequisite: MATH 283.

Electric and magnetic fields in the presence of matter, scalar, and vector potentials, multipole expansions, Poisson's and Laplace's equations, and an introduction to Maxwell's equations.

PHYS 352 Electromagnetic Radiation 3 hours

Prerequisite: PHYS 351.

Maxwell's equations and electromagnetic waves; plane waves in infinite media, reflection and refraction, guided waves, and multipole radiation.

PHYS 411 Quantum Mechanics 3 hours

Prerequisite: PHYS 311; MATH 283.

The Schrödinger equation, operators, angular momentum, perturbation theory, scattering theory, and many particle systems. Techniques from the theory of partial differential equations and linear algebra will be introduced as needed.

PHYS 412 Advanced Modern Physics 3 hours

Prerequisite: PHYS 411.

Applications of quantum mechanics to atoms, molecules, solids, nuclei and elementary particles.

PHYS 491 Selected Topics 1-3 hours

Prerequisite: Approval of department chair.

Study in areas of interest beyond those listed in the bulletin. May include lectures, lab or readings under the direction of staff member. Content and methods of study to be arranged prior to registration. May be repeated once for credit.

Psychology

Mark Aldridge, Director; Bonnie Gnadt, Steve Stafford

AIMS OF THE DEPARTMENT

The goals of the department are to serve those who are interested in majoring in psychology and those who wish to pursue advanced degrees in the areas of psychology and counseling. This degree is designed as a basis for graduate work which provides a basic understanding of Christian psychological principles and to provide a background for a wide variety of careers that involve working with people.

PROGRAMS

Psychology, B.S.

PSYC 212	General Psychology	3
PSYC 311	Human Growth & Development	3
PSYC 322	Adolescent Psychology	3
PSYC 326	Exceptional Children	3
PSYC 340	Abnormal Psychology	3
PSYC 344	Courtship, Marriage, and Family	3
PSYC 360	Personality Theory & Development	3
PSYC 450	Psychology of Adulthood and Aging	3
PSYC 460	Applied Social Research Methods	3
PSYC 470	Counseling Theories & Techniques	3
PSYC	Electives	3
	Total	33

Required Cognate:

MATH 241 Intro to Probability and Statistics.

Psychology Minor

18 semester hours (9 hours upper division), which must include PSYC 212, 311, and 340.

COURSES

PSYC 212	General Psychology	3 hours
A beginning course in the basic principles and concepts of psychology. Attention given to the concepts of Christian psychology. Recommended as a preliminary to other courses in the field.		
PSYC 291	Selected Topics	1 hour
Prerequisite: Approval of department chair.		
A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.		
PSYC 311	Human Growth and Development	3 hours
A study of the basic principles of human growth and development. The environmental and psychological functions of human development are examined. Includes case studies.		
PSYC 320	Parenting Skills	3 hours
A study of the care and guidance of the young child. Strategies for handling problems and behaviors are discussed.		
PSYC 322	Adolescent Psychology	3 hours
An overview of the physical, mental and emotional phases of human development during the adolescent years. A study of the environmental and educational problems of the teenager. (May also be taken as EDUC 322.)		
PSYC 326	Exceptional Children	3 hours
A study in understanding educational and psychological problems in all areas of exceptionality. Study will include the characteristics, assessment, admission, review, and dismissal processes for special students requiring individualized or specialized programs. Includes field experience option. (May also be taken as EDUC 326.)		
PSYC 340	Abnormal Psychology	3 hours
Prerequisite: PSYC 212.		
A study of maladaptive and disorganized behavior patterns within a personal and social context, including their development, symptoms, and treatment. Focus on the various etiologies of mental illness and treatment modalities.		
PSYC 344	Courtship, Marriage, and Family	3 hours
Emphasis on dating, engagement, marriage, and successful family life-styles. Good communication and relationship skills are studied.		
PSYC 360	Personality Theory & Development	3 hours
A study of major theories and the development of personality.		
PSYC 445	Deviant Behavior	3 hours
An examination of what deviant behavior is (including specific examples of behavior which is so labeled) and social explanations for its existence.		

Psychology

PSYC 450 Psychology of Adulthood and Aging 3 hours

A study of adult development covering the full range of adult years from 18 to 100 or more. Consideration is also given to death and dying. Biological, social, and psychological forces that govern the process of development are the focus of the course and how adult differences affect the process and pattern of development.

PSYC 460 Applied Social Research Methods 3 hours
Prerequisite: MATH 241.

An introduction to applied research methods and their applications to the disciplines of Social Work, Criminal Justice and Law Enforcement, Physical Education, Psychology, and Sociology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. This course meets the upper division writing component for senior year English. (May also be taken as CJLE, SOCI, or SOWK 460.)

PSYC 470 Counseling Theory & Techniques 3 hours

A study of various theories and techniques used in the counseling process. Study will also include techniques for interviews, administration and interpretation of tests, questionnaires, and records used in guidance work by teachers, ministers, counselors, and psychologists. Study will include the ethics and principles involved in the counseling process as they related to the counselor, as well as the situation.

PSYC 480 Psychology Internship 1-6 hours
Prerequisite: Senior status, cumulative GPA 3.0, and approval of department director.

This course is designed to provide the student with the opportunity for training in practical work situations and areas of interest dealing in the area of psychology. There are 45 clock hours required for each credit hour. Admission is limited to students who have completed at least 24 hours in psychology. The Psychology Internship must be student driven, but will require departmental approval on a case by case basis. Pass/fail grade.

PSYC 491 Selected Topics 1 hour
Prerequisite: Approval of the department director.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. Content and method of study must be arranged prior to registration. May be repeated once for credit.



James The
Dean of Men

Religion

Lloyd Willis, Chair; Willie Hucks, Bill Kilgore, Ingo Sorke
Adjunct: Russ Laughlin, Tim Peterson, Theodore Stewart

AIMS OF THE DEPARTMENT

This department seeks to introduce the student to a personal, vital and living experience with Jesus Christ, and to foster the growth of that experience. By careful examination and analysis of the written Word and its implications, every effort is made to determine the purposes and will of God, as well as His universal truths and ideals. Instruction is designed to provide students with a concept of service as well as to supply the methods which will enable them to share their experience, either in the ministry, or in effective lay witnessing in the church and the world at large, with the objective of advancing the proclamation of God's final message to the world.

PROGRAMS

Besides providing courses designed to develop religious insights and skills in all students of the University, the department offers several programs to meet specific needs:

- B.A. Theology (Professional - for Pastoral Work and Seminary)
- B.A. Religion (for General Study Purposes)
- Minor in Religion
- Minor in Biblical Languages

Religion, B.A.

RLGN 101	Christian Beliefs	3
RLGN 211	Life and Teachings of Jesus	3
RLGN 230	History of the SDA Church	3
RLGN 331, 332	History of Christianity	6
RLGN 313	Prophetic Studies	3
RLGN 410 or 411	Biblical Studies Seminar	3
9 hours from the following:		
RLGN 315, 316	Old Testament I, II	9
RLGN 317, 318	New Testament I, II	9
	TOTAL	30

Theology, B.A.

RLGN 101	Christian Beliefs	3
RLGN 211	Life and Teachings	3
RLGN 220	Christian Witnessing	3
RLGN 230	History of the SDA Church	3
RLGN 313	Prophetic Studies	3
RLGN 323, 324	Homiletics I, II	6
RLGN 320	Ellen White Writings	3
RLGN 331	History of Christianity I	3
RLGN 405	Biblical Theology	3
RLGN 410 or 411	Biblical Studies Seminar	3
RLGN 427	Hospital Ministry	1
RLGN 423	Intro to Pastoral Ministry I	3
RLGN 424	Intro to Pastoral Ministry II	3
9 hours from the following		
RLGN 315, 316	Old Testament I, II	9
RLGN 317, 318	New Testament I, II	9
	TOTAL	49

Required Cognate: HIST 332.

** A Biblical Languages Minor is required to complete the Theology Program and for Seminary entrance.

Religion Minor

RLGN 101	Christian Beliefs	3
RLGN 211	Life and Teachings of Jesus	3
RLGN	Electives	6
Select any two classes from:		
RLGN 313	Prophetic Studies	
RLGN 315, 316	Old Testament I, II <i>or</i>	
RLGN 317, 318	New Testament I, II	6
	TOTAL	18

Biblical Languages Minor

RELL 240, 241	Elements of New Testament Greek	9
RELL 340	Intermediate New Testament Greek	3
RELL 343, 344	Elements of Biblical Hebrew I & II	6
RLGN 314	Origin & Development of the Bible	3
	TOTAL	21

MINISTERIAL PROGRAM

Completion of the major in Theology meets minimal requirements for admission to the seminary or entrance into the ministry.

The department warmly welcomes persons who are moved to offer their lives in full-time service to God and humanity. The faculty is available to assist such applicants who wish to evaluate and deepen their experience as well as to explore the expanding opportunities for service. The department will not recommend to the ministry any student who has not completed the course of study as outlined or who has a GPA of less than 2.5, the minimum required for entrance to the SDA Theological Seminary. It is the student's personal responsibility to plan a course of study that includes all requirements for the degree sought.

B.A. in Theology

This program follows a special two-stage composite sequence, each stage approximately two years in length. During the first stage (freshman and sophomore years), attention is concentrated on fulfilling the requirements of the core curriculum of the University, together with introductory Religion classes. During the sophomore year, students begin the study of New Testament Greek.

The second stage provides for completion of requirements for the bachelor of arts degree including specific professional studies.

Theology students will be guided into an increasing involvement in the practical aspects of church work. Under the direction of the department, they will be given steadily enlarging responsibilities to serve nearby congregations, institutions and evangelistic programs. This area of development is especially catered for in a student pastoral program coordinated by the SWAU Religion department in conjunction with the Texas Conference and the Southwest Region Conference.

Ministerial Profile and Progression

A call to the pastoral ministry, or any related form of ministry, is very personal. The faculty of the Religion Department recognizes that students who come to the department will either have a sense of divine calling, or will be currently wrestling with this issue. The choice of ministry implies a high level of spiritual commitment and an exemplary life style.

Since graduates from the department will desire and need recommendation from the Religion Department in order to be seriously considered for ministerial work, and for admission to the Theological Seminary, a progressive procedure for guidance of prospective ministerial candidates has been set up. At the end of the first semester of the sophomore year, a personality profile inventory test is administered to all those pursuing the theology program. A small fee, in advance, is met by the student. After the test is processed, the department faculty sets up an appointment with each individual student for the purpose of analyzing the results and of providing the student with an opportunity for self-evaluation.

Continuation in the theology program is at all times contingent upon the student's maintaining satisfactory academic progress, exemplary social and cultural development, and dedication to the principles of the Christian faith and practice as taught by the Seventh-day Adventist Church.

In fulfillment of the requirements for the class, RLGN 423 & 424 Introduction to Pastoral Ministry, senior theology students prepare a paper describing their personal call and philosophy of ministry. Each paper is reviewed by the members of the Religion faculty, and followed by a personal exit interview with the combined Religion faculty. The composite results of this paper and interview constitute the basis for departmental recommendation for both ministerial work and the Theological Seminary. Subsequently, arrangements are made for senior theology majors to be interviewed by conference presidents on the University campus.

COURSES

BIBLICAL STUDIES AND THEOLOGY

- RLGN 101 Christian Beliefs 3 hours
A study of the basic concepts of Christian faith and practice with emphasis upon fundamental doctrines held by Seventh-day Adventists.
- RLGN 201 Bible Study Methods 1 hour
This course will teach the student a variety of methods for studying the Bible in order to gain a greater understanding of its message. It will contribute to both skill and confidence in the Bible student.
- RLGN 211 Life and Teachings of Jesus 3 hours
A survey study of the life and teachings of Jesus as outlined in the Gospels. His principles, methods, and teachings are studied in light of their application to modern life.
- RLGN 212 Basic Christian Ethics 3 hours
An introduction to the theory and practice of Christian morality; its Biblical origins, norms, and sources of authority, including Christian approaches to basic issues such as decision-making, church-world relations, war and peace, morality in economics, marriage and divorce, and methods of social change.
- RLGN 291 Selected Topics 1 hour
Prerequisite: Approval of department chair.
A study in an area of interest under the direction of a staff member. This study may involve research laboratory or library work. May be repeated once for credit.
- RLGN 313 Prophetic Studies 3 hours
An introduction to and survey of the books of Daniel and Revelation. The prophetic themes of Daniel and Revelation important to Seventh-day Adventist theology will be a major focal point.
- RLGN 314 Origin and Development of the Bible 3 hours
A careful study of the history and development of the written material and canon of Scripture, covering Old Testament, intertestamental literature and New Testament. It also reviews the development of the English Bible and seeks to assist in the evaluation of modern versions.
- RLGN 315, 316 Old Testament I, II 3, 3 hours
An introduction to the history, literature, and thought of the Old Testament. Study is given to the contemporary objectives of each book and application to life in modern times. Fall topics: Background, Pentateuch, The Writings. Spring topics: Prophets, Historical Books.
- RLGN 317, 318 New Testament I, II 3, 3 hours
The study of the New Testament: its world and literature. Study is given to the theme and purpose of each book and applications to Christian life. Fall topic: Romans to Revelation. Spring topic: Gospels and Acts.

Religion

RLGN 320 Ellen White Writings 3 hours
Prerequisite: RLG 230

A course designed to give experience and guidelines in the study of the writings of Ellen G. White. The four major foci of the course are the historical context of the life of Ellen White, the development of her major literary works, the themes that tie her writings together across time, and principles for sound interpretation and current application of her writings. Recommended for theology majors.

RLGN 405 Biblical Theology 3 hours
Prerequisite: RLG 101 and a RLG 300 level course.

This course in Biblical Theology consists of the study of several selected topics approached from a biblical perspective. Topics for study will be selected from the following: biblical inspiration and interpretation, the doctrine of God, the doctrine of Christ, the doctrine of Salvation, the doctrine of the Church, eschatology, and the doctrine of Man. These studies will focus upon the contributions of several biblical writers to each doctrinal issue. Some attention will also be given to the way in which selected recent writers have handled the biblical material.

RLGN 410, 411 Biblical Studies Seminar 3, 3 hours
Prerequisites: 3 hours from RLG 315, 316, 317 or 318, with an additional prerequisite of RELL 240 for RLG 411 only.

A seminar on a biblical topic, book, or body of literature designed to encourage careful, responsible investigation and interpretation. May be repeated for credit. Fall semester: O.T. topic. Spring semester: N.T. topic. This course meets the upper division writing component for senior year English.

RLGN 419 Philosophy of Science 3 hours

A study of the philosophies and methodologies of science. Includes a review of the history of scientific and religious thought and the role each has played in the development of modern theories of origin. (May also be taken as BIOL 419.)

RLGN 491 Selected Topics 1 hour
Prerequisite: Approval of department chair.

Intensive study of a single approved topic in the field of religion. The course takes the form of a seminar, preparation of a research report, or other guided study as arranged with the department. Content and method of study must be arranged prior to registration.

APPLIED RELIGION

RLGN 210 Introduction to Missions 1-2 hours

Required for all student missionaries prior to service abroad. An introduction to issues and ideas in missions. Examines cultures and religions from the perspective of the national and the student missionary.

RLGN 220 Christian Witnessing 3 hours

A study of the biblical principles of the art and technique of personal evangelism. The student is taught to use the Scriptures effectively, to give specific Bible studies, to meet objections, and to gain decisions for Christ.

RLGN 263 Religion in the SDA School 2 hours

A course designed to acquaint the student with the objectives, methods, and available materials for effective teaching of religion in the elementary school. The student will have opportunity for creative development of materials and lesson planning. (This course does not apply to

religion requirements, but is required for Seventh-Day Adventists Denominational Certification.)

RLGN 323, 324 Homiletics 3, 3 hours
Prerequisite: COMM 111.

A study of the basic concepts of biblical preaching and sermon preparation, including persuasion, human responses, the art of illustration and effective structure. The second semester features actual practice in preparation and delivery.

RLGN 420 Pastoral Practicum 1 hour
Prerequisite: RLG 323, 324 completed or taken concurrently.

Supervised field work in area churches as coordinated by the department. Designed to give practical experience in a wide variety of pastoral situations. May be repeated once for credit upon approval of the religion faculty.

RLGN 355 Music and Worship 1 hour

This course will acquaint the student with the variety of worship structures, musical styles and instruments available for the worship service. Students will be instructed in the purpose and design of worship services, in hymnology, in conducting and in rudimentary part-singing and choral conducting.

RLGN 423, 424 Introduction to Pastoral Ministry 3, 3 hours
Prerequisite: PSYC 212.

For senior ministerial students. Applied studies in church and ministry, leadership, pastoral care, visitation, counseling, organization and finance. The course is enriched by visits of specialists.

RLGN 425 Field Evangelism 3 hours
Prerequisite: RLG 220.

This course provides classroom instruction by a successful professional evangelist, accompanied by actual participation in a three-week series of meetings. All facets of the course are taught in the city where the series is conducted. Taught on an arranged basis.

RLGN 427 Hospital Ministry 1 hour
Prerequisite: Admission to junior or senior-level standing.

This course provides opportunity for students to expand mission focus to include ministry in specialized settings. Emphasis is given to the advancement of communication and assessment skills. Concentration will also be placed on the development of personal and professional identity and their related issues.

RELIGIOUS HISTORY

RLGN 230 History of the Seventh-day Adventist Church 3 hours

A historical study of the Adventist awakening of the 19th century and the subsequent rise, growth, and worldwide expansion of the Seventh-day Adventist Church. Special attention is given to the role of Ellen G. White in the growing church.

RLGN 233 Introduction to Biblical Archaeology 3 hours

A study of the history of archaeology, recent achievements, and archaeological method.

Religion

RLGN 331, 332 History of Christianity 3, 3 hours

A study of the rise and impact of Christianity in the Roman world and western culture. Attention is given to theological and social movements, the influence of Islam, the crusades, expansionism, and religious adaptation to modern life. The second semester traces development from the Reformation through the growth of American religion. (May also be taken as HIST 331, 332.)

RELL 491 Selected Topics 1 hour

Prerequisite: Approval of department chair.

A study in an area of student interest under the direction of a staff member. This study may involve research, laboratory or library work. May be repeated once for credit.

BIBLICAL LANGUAGES

RELL 240 Elements of New Testament Greek 5 hours

RELL 241 Elements of New Testament Greek 4 hours

An introductory study of the elements of New Testament Greek. Emphasis upon the fundamentals of grammar and vocabulary. Translation from the first epistle of John and portions of John's Gospel. One semester may be applied toward general education religion requirements.

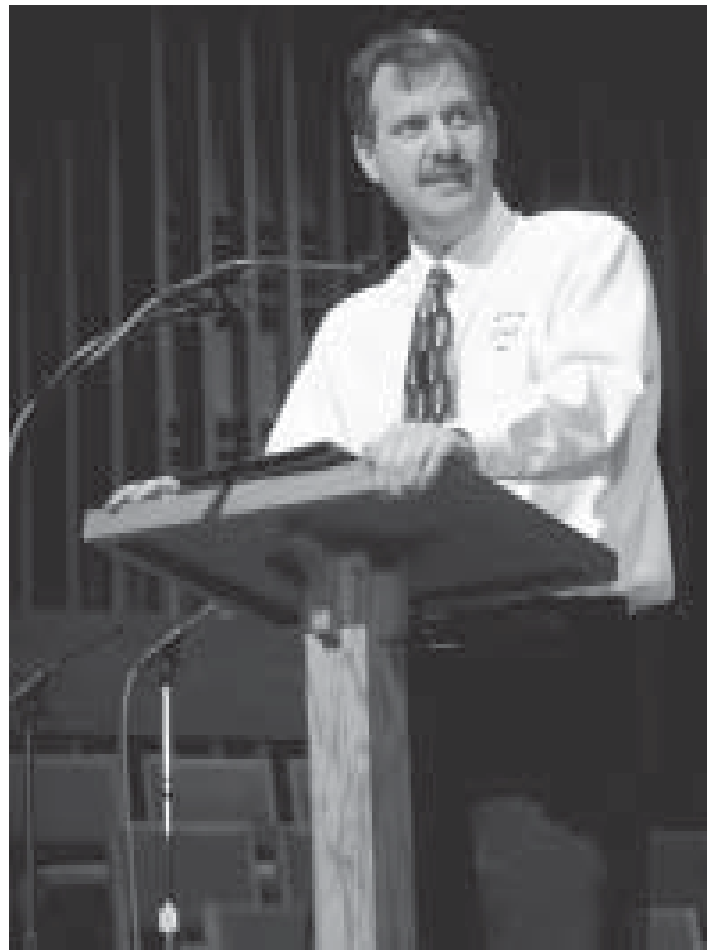
RELL 340 Intermediate New Testament Greek 3 hours

Continued reading in the Greek New Testament with emphasis on grammar and syntax, with interpretive translation of selected portions of the New Testament. This class is taught only in the summer (first module) each year.

RELL 343 Elements of Biblical Hebrew I 3 hours

RELL 344 Elements of Biblical Hebrew II 3 hours

An introductory course in the elements of Biblical Hebrew with emphasis on basic grammar and a working vocabulary. Translation from passages in the Old Testament. The second semester will include grammar review, but will focus upon translation from selected Old Testament passages.



Lane Campbell
SWAU Chaplain

Social Work

Phil Hieger, Chair; Nancy Rodriguez, Director of Field Education

SOCIAL WORK PROGRAM OBJECTIVES

The objectives of the Social Work Program are:

1. To prepare students for professional entry-level generalist social work practice on various levels with sensitivity to the needs of diverse populations;
2. To promote a foundation for future learning including graduate social work education;
3. To provide students with the basic knowledge, values and professional skills for social work, while integrating a liberal arts base consistent with the mission of Southwestern Adventist University.

ACCREDITATION

The Social Work program is accredited by the Council on Social Work Education, a specialized accrediting body recognized by the Council on Postsecondary Accreditation.

ADMISSION

Students seeking admission into the Social Work Program must:

1. Have completed all general admission requirements and be accepted to the University.
2. Have completed SOWK 112, Introduction to the Field of Social Work, SOWK 221, History and Policy of Social Institutions, and SOWK 331, Strength in Diversity with a GPA of 2.5;
3. Submit an application to the Social Work Department. Application forms are available in the Social Work office;
4. Have an overall GPA of 2.5;
5. Submit three reference forms by employers, educators or professional colleagues which attest to the professional competence or scholastic ability, emotional stability and physical health of the student;
6. Have successfully completed the following liberal arts courses: BIOL 104 and 105, ENGL 220, HIST 111 or 112, PSYC 212 and SOCI 111.

For currently enrolled students, these materials must be submitted no later than April 15, the year of admission. The Social Work faculty meets during the last week in April to review all applications to the program.

Transfer students may apply to the program after their enrollment at Southwestern Adventist University during their first semester at the University.

The Admissions Committee uses the following criteria as a basis for acceptance into the Social Work program: a completed application form, transcripts indicating adherence to the GPA standards and completion of prerequisites, and three letters of reference. These forms are available in the Social Work office. Additionally, input from agency supervisors with whom students completed volunteer hours will be solicited.

Students expecting to enroll in field practicum must apply at least one semester prior to enrollment. The Social Work Program requires completion of 500 clock hours of field practicum at an approved agency. Transportation for field practicum is the responsibility of the student. Enrollment in field practicum, seminar, and methods courses are restricted to social work majors.

Further details and information regarding the social work curriculum are available from the Social Work Department.

RETENTION POLICY

Students admitted to the Southwestern Adventist University Social Work Program are retained in the major, subject to the following "Criteria for Retention."

1. Maintaining an overall GPA of 2.5.
2. Adherence to the National Association of Social Worker's Code of Ethics.
3. Maintenance of social functioning that allows for effective beginning level professional social work practice. (*Social functioning refers to the students' ability to cope with the demands generated by their interaction with their environment including areas such as school, work, family, and personal relationships.*)
4. Demonstration of effective verbal and written communication skills.
5. Continued enrollment as a student in good standing at SWAU.

Students who do not conform to the Criteria for Retention may be terminated from the program.

Social Work, B.S.W.

General Education Requirements:

See page 34 for a description of regular General Education requirements. The mathematics, one science course requirement, and two of the social science and humanities requirements are met through the cognate requirements.

Major Requirements:

Social Welfare Policies and Services:

SOWK 112	Introduction to the Field of Social Work	3
SOWK 221	Foundations of Social Welfare Policies	3
SOWK 240	Introduction to Community Services	2
SOWK 334	Applied Social Welfare Policy	3

Human Behavior and the Social Environment:

SOWK 331	Strength in Diversity	3
SOWK 332	Human Behavior and Social Environment I	3
SOWK 333	Human Behavior and Social Environment II	3

Social Research:

SOWK 460	Applied Social Research Methods	4
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Social Work Practice:

SOWK 336	Social Work Intervention I	3
SOWK 337	Social Work Intervention II	3
SOWK 438	Social Work Intervention III	3

Social Work Ethics:

SOWK 222	Social Work Values & Ethics	3
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Field Practicum:

SOWK 470	Integrative Field Seminar I	2
SOWK 474	Field Practicum I	5
SOWK 471	Integrative Field Seminar II	2
SOWK 475	Field Practicum II	5
	Departmentally Approved Electives	2
	TOTAL	52

Social Work

Required Cognates:

Social Work is a composite major and does not require a minor.

BIOL 104	Human Biology	4
BIOL 105	Human Biology	4
ECON 211	Macroeconomics	3
POLS 211	National and Texas Constitution	3
HIST 111		
or HIST 112	American History	3
MATH 241	Intro to Probability & Statistics	3
PSYC 212	General Psychology	3
SOCI 111	Introduction to Sociology	3

Departmentally Approved Electives:

PSYC 311	Human Growth and Development	3
PSYC 320	Parenting Skills	3
PSYC 322	Adolescent Psychology	3
PSYC 326	Exceptional Children	3
PSYC 340	Abnormal Psychology	3
PSYC 344	Courtship, Marriage, and Family	3
PSYC 360	Personality Theory and Development	3
PSYC 450	Psychology of Adulthood and Aging	3
PSYC 470	Counseling Theory and Techniques	3
SOCI 334	Juvenile Delinquency	3
BUAD 261	Principles of Management	3
BUAD 372	Human Resources Management	3
BUAD 423	Organizational Behavior	3

CURRICULUM - SEQUENCE OF COURSES

First Year	1st Sem	2nd Sem
*ENGL 121	Freshman Composition	3
*COLL 101	Freshman Success	1
*RLGN	Religion Elective	3
*COMM	Speech Elective	3
SOWK 112	Intro to Social Work	3
#HLED 111	Health and Wellness	3
+PSYC 212	General Psychology	3
+SOCI 111	Introduction to Sociology	3
CSIS/OFIS	Computer Elective	3
+SOWK 240	Intro to Community Service	2
HIST 111 or 112	American History	3
	Elective	2
	Total Semester Hours	16 15

Second Year	1st Sem	2nd Sem
+ECON 211	Economics	3
+GOVT 211	National and Texas Constitutions	3
+BIOL 104	Human Biology	4
+SOWK 221	Foundations of S. W. Policy	3
*SOWK 222	Social Work Values and Ethics	3
+ENGL 220	Technical Writing and Research	3
*HIST	Non-American History	3
+BIOL 105	Human Biology	4
+SOWK 331	Strength in Diversity	3
RLGN	Religion Elective	3
	Total Semester Hours	16 16

Third Year	1st Sem	2nd Sem
+SOWK 332	HBSE I	3
+SOWK 336	Social Work Intervention I	3
+MATH 241	Statistics	3
*ENGL	Literature Elective	3
*RLGN	Religion Elective	3
*PEAC	P.E. Elective	1
+SOWK 333	HBSE II	3
+SOWK 334	Advanced Social Welfare Policy	3
+SOWK 337	Social Work Intervention II	3
	Electives	6
	Total Semester Hours	16 16

Fourth Year	1st Sem	2nd Sem
+SOWK 438	Social Work Intervention III	3
+SOWK 460	Applied Social Research Methods	4
+SOWK 470	Integrative Field Seminar I	2
+SOWK 474	Field Practicum I	5
*RLGN	Religion Elective (u.d.)	3
+SOWK 471	Integrative Field Seminar II	2
+SOWK 475	Field Practicum II	5
	Electives	9
	Total Semester Hours	16 16
	TOTAL HOURS	129

* College requirement
 + Social Work requirement
 # Recommended course
 Bold = Sequenced course

COURSES

SOWK 112 Introduction to the Field of Social Work 3 hours
 An introduction to the development of the social work profession, intervention services and values. This course introduces the student to the field of generalist social work. Open to non-majors.

SOWK 221 Foundations of Social Welfare Policy 3 hours
 A study of the historical development of social welfare programs, practices, and policies with an emphasis upon pluralism in the American political economy and an explanation of diverse perspectives on America's response to human need.

SOWK 222 Social Work Values and Ethics 3 hours
 An overview of ethical and legal issues related to human services professions. Topics include responsibility, competency, duty to warn, confidentiality, professional relationships, and professional social work licensing standards and procedures.

SOWK 240 Introduction to Community Services 2 hours
 Prerequisite: Permission of department chair.
 Designed as an introduction to community-based social services, this course provides students with the opportunity to gain exposure to the needs and issues of at-risk populations and to be evaluated prior to formal acceptance into the social work program. Students will provide six clock hours per week in a designated local social services setting. A passing grade will be determined by: 1) input from the setting supervisor, 2) completion of the required service hours, 3) and submission of a reaction paper in summary of the student's experience in the service setting. Grade: Pass or Fail.

Social Work

SOWK 291 Selected Topics 1 hour

Prerequisite: Approval of department chair.

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

SOWK 331 Strength in Diversity 3 hours

A study of racial and ethnic groups in American society featuring an examination of their history, cultural heritage, contribution, struggles, and hopes for the future. Emphasis will be placed on a strengths-based analysis of diverse groups. (May also be taken as SOCI 331.)

SOWK 332 Human Behavior and Social Environment I 3 hours

Prerequisite: BIOL 104; PSYC 212; SOCI 111 & 331; SOWK 112.

A study of the biological, psychological, social, cultural, and spiritual foundations of human development; their interrelatedness for normal and abnormal behavior from infancy through adolescence. The life-span is examined using a systems approach and focuses on social and family systems, groups, and communities.

SOWK 333 Human Behavior and Social Environment II 3 hours

Prerequisite: SOWK 112

A continuation of SOWK 332. A study of biological, psychological, social, cultural, and spiritual foundations of development; their interrelationship for normal and abnormal behavior from young adulthood through old age, and social functioning in social environments.

SOWK 334 Advanced Social Welfare Policy 3 hours

Prerequisite: SOWK 112, 221; HIST 111 *or* 112; ECON 211, POLS 211.

An in-depth examination of the formation and administration of federal, state, and local social welfare policies. Emphasis will be given to the impacts of social policy on minorities and at-risk populations. Trends in social policy formation will also be analyzed including the rise of faith-based organizations and initiatives in addressing human need.

SOWK 336 Social Work Intervention I 3 hours

Prerequisite: SOWK 112.

Corequisite: SOWK 332.

An introduction to generalist social work practice with emphasis on individuals and families. Social work with groups, communities and organizations will also be discussed. This is the first practice course in the Social Work Practice Sequence. It introduces the student to beginning intervention methods of the generalist Social Worker. The student is introduced to the process engagement, data collection, assessment, intervention, evaluation and termination. Basic interviewing and communication skills are emphasized.

SOWK 337 Social Work Intervention II 3 hours

Prerequisite: SOWK 336.

Corequisite: SOWK 333.

A continuation of generalist social work intervention methods, with an in-depth study of the problem-solving directed toward groups. The group process is stressed.

SOWK 338 Conflict Resolution: Practical Skills for Peacemaking 3 hours

Courses recommended: PSYC 212, SOCI 111

A study of practical applications of conflict resolution and transforma-

tion within mezzo systems (group interactions) and organizations. The course focuses on developing practical problem solving and decision making skills while exploring issues of self-awareness, identity, culture, power, race, gender, violence, and forgiveness. Workplace disputes are explored and addressed from a perspective emphasizing preventive models.

SOWK 438 Social Work Intervention III 3 hours

Prerequisite: SOWK 337.

Corequisites: SOWK 470, 474.

This is the final course within the practice sequence. Intervention III assists the student in developing a more in-depth knowledge, value, and skill base when working with communities and institutions. Students will be exposed to the impact of these systems on persons most at risk of oppression as preparation for entry into generalist social work practice. Students will interface with Agency/Community/Institutional Personnel through in-class participation and assigned projects.

SOWK 460 Applied Social Research Methods 3 hours

Prerequisite: MATH 241, ENGL 220.

An introduction to applied research methods and their applications to the disciplines of Social Work, Criminal Justice and Law Enforcement, Physical Education, Psychology, and Sociology. Emphasis is on understanding basic terminology, the use of fundamental research tools, and the integration of research and practice. Students will gain experience with single subject designs, program evaluation methods, SPSS-driven data analysis, and case studies in data collection. This course meets the upper division writing component for senior year English. (May also be taken as CJLE, PSYC, or SOCI 460.)

SOWK 470 Integrative Field Seminar I 2 hour

Prerequisites: SOWK 333, 334, 337.

Corequisite: SOWK 474.

Assists students in strengthening and integrating their various field experiences. Examines the dynamics of actual practice while utilizing classroom knowledge.

SOWK 471 Integrative Field Seminar II 2 hour

Prerequisite: SOWK 470.

Corequisite: SOWK 474.

A continuation of SOWK 470 with emphasis on future professional career planning.

SOWK 474 Field Practicum I 5 hours

Prerequisite: SOWK 333, 334, 337.

Corequisite: SOWK 470.

A laboratory course designed to provide the student with supervised field practice in an approved agency selected by the University.

SOWK 475 Field Practicum II 5 hours

Prerequisite: SOWK 474.

Corequisite: SOWK 471 (seminar).

A continuation of SOWK 474, in the same agency. Students demonstrate use of the general problem-solving method with more depth and independence.

SOWK 491 Selected Topics 1 hour

Prerequisite: Approval by department chair.

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

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Donna Morrison Custodial Director
Robby Psencik Director of Housing, Student Employment,
Transportation, Security, Grounds
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Greg Sullivan, B.S. Director of Food Service
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B.S.N., Oakwood College; M.S.N., University of Alabama at Huntsville.

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B.A., Avondale College; M.A., Andrews University; M.A., University of North Texas; A. Mus. A., Australian Music Ex. Board; L.T.C.L., London Trinity College of Music

Lloyd A. Willis, Ph.D. Professor of Religion, 1989
B.A., Pacific Union College, Avondale Campus; M.A., Andrews University; Ph.D., Andrews University.

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B.A., Southern Missionary College; M.A., Andrews University; Ph.D., University of Tennessee.

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Business Administration

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Ken Kelly, M.B.A. Business
L. Jerome McGill, Ph.D. Business
Art White, M.A. Accounting

Communication

Dixil Rodriguez, M.A. Communication

Education & Psychology

Bonnie Gnad, M.S.N. Psychology

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Herbert Roth, Ph.D. English

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Arkansas-Louisiana Conference of Seventh-day Adventists

..... Assistant in Supervision

Oklahoma Conference of Seventh-day Adventists

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Ruth A. Keitz, Ph.D., M.F.A. Art
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Ted Phillips, M.S. Sociology
Gary Reeves, M.C.J. Criminal Justice
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Tim Peterson, D. Min. Religion
Theodore Stewart, M. Div. Religion

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Elizabeth Page, M.S.S.W. Field Instructor
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Jennifer Staples Field Instructor
Harvest House
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Ingred Shadow, M.S.W. Field Instructor
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Dan Petr, Ph.D.
Hoyet Taylor, M.S.

Department of Business Administration

Allen Stembridge, Ed.D.
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Carol Campbell, Ph.D.
Michael England, Ed.D.
Marcel Sargeant, M.A.

Department of English

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John Boyd, D.A.
Mugur Doroftei, Ph.D.
Timothy Scholl, M.A.

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including Modern Languages

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Luz Arauzo, M.A.
Randall R. Butler, Ph.D.
Erwin Sicher, Ph.D.
Edith Willis, M.A.

Department of Mathematics & Physical Sciences
including Chemistry, Physics

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Bill Atkins, Ph.D.
Watson Chin, Ph.D.
Ed Connell, M.S.
Murray Cox, M.A.

Department of Nursing

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Jean Alway, M.S.N.
Carol Dorough, M.S.N.
Meriam Fabriga, M.S.
Bonnie Gnad, M.S.N.
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Department of Physical Education, Wellness

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Rob Gettys, M.S.
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Department of Religion

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Ingo Sorke, M.Div.

Department of Social Work

Phil Hieger, L.M.S.W., C.S.W.M.
Nancy Rodriguez, M.S.W.

Committees

COMMITTEES OF THE FACULTY

For the Academic Year 2003-2004

First name listed is chair. All University officers are ex-officio members of all committees, standing and ad hoc.

Academic Policies

Tom Bunch, David Anavitarte, Randy Butler, Danna Burt, Arthur Chadwick, Renard Doneskey, Randy Gilliams, Barbara Harsany, Phil Hieger, Steve Jones, Karl Konrad, Judy Myers Laue, Robert Mendenhall, Penny Moore, Larry Philbeck, Allen Stembridge, Daryl Thomas, Lloyd Willis, Student Senate President.

Administrative Council

Donald R. Sahly, Tom Bunch, Danna Burt, Larry Garrett, Fred Harder, Charlotte Henderson, David Knight, Patricia Norwood, Larry Turner, Greg Wicklund.

Administrative Services Committee

Donald R. Sahly, Tom Bunch, Randy Butler, Danna Burt, Lane Campbell, Randell Chastain, Larry Garrett, Dale Haaney, David Knight, Patricia Norwood, Steve Stafford, Greg Sullivan, James The, Larry Turner, Greg Wicklund, Janelle Williams, student.

Admissions

Fred Harder, Tom Bunch, Danna Burt, Kevin Heinrich, Patricia Norwood, Ingo Sorke, Glen Robinson, Brenda Schnell, Steve Stafford, James The, Lolita Valdez, Janelle Williams, student.

Adult Degree

Larry Philbeck, Tom Bunch, Danna Burt, Randy Gilliam, Willie Hucks, Lorena Marin, Robert McChesney, Penny Moore, student.

Assembly

David Knight, Lane Campbell, Krystal Hauff, Kevin Heinrich, Joyce Melius, Steve Stafford, Hoyet Taylor, Eudora Williams, student.

Cultural Affairs

Luz Arauzo, Lane Campbell, Watson Chin, Meriam Fabriga, Erwin Sicher, Edith Willis, Lloyd Willis, student.

Discipline

Judy Miles, Rod Bussey, Bonnie Gnadt, Kristen Harrington, Willie Hucks, Nancy Rodriguez, James The, Janelle Williams.

Exceptions

Danna Burt, Lavonne Adams, Tom Bunch, Michael England, Phil Hieger, Steve Jones, Lorena Marin.

Executive Cabinet

Donald R. Sahly, Tom Bunch, Larry Garrett, Fred Harder, Charlotte Henderson, David Knight.

Faculty/Staff Handbook Revision

Tom Bunch, Lavonne Adams, Steve Jones, Daryl Thomas, Andrew Woolley.

Faculty/Staff Social Activities

Administrative Assistant to the President, Rod Bussey, Michael England, Krystal Hauff, Joyce Melius, Judy Miles, Dan Petr.

General Education

Karl Konrad, Tom Bunch, Danna Burt, Michael England, Krystal Hauff, Steve Jones, Robert McChesney, Catherine Turner, Lloyd Willis, student.

Graduate Academic Policies

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Graduate Admissions

Tom Bunch, Danna Burt, Randy Gilliam, Brenda Schnell, Allen Stembridge.

Graduate Council

Randy Gilliam, Tom Bunch, Randy Butler, Michael England, Allen Stembridge, student.

Honors

Renard K. Doneskey, Tom Bunch, Art Chadwick, Watson Chin, Penny Moore, Erwin Sicher, Larry Turner, Andrew Woolley, Current Seminar Faculty, student.

Human Subjects Committee

Richard McCluskey, Watson Chin, Ed Connell, Phil Hieger, Dan Petr, Louie Torres, Catherine Turner, Lolita Valdez, Alan Williams, Lloyd Willis.

Information Services

Larry Turner, Tom Bunch, Danna Burt, Jerry Chi, Watson Chin, Renard Doneskey, Larry Garrett, Ron Macomber, Marcel Sargeant, student.

Institutional Assessment and Effectiveness

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Institutional Planning

Donald R. Sahly, Tom Bunch, Larry Garrett, Dale Haaney, Daryl Knutson, Karl Konrad, Robert Mendenhall, Penny Moore, Larry Turner, Lloyd Willis, student.

Institutional Research and Strategic Planning

Larry Turner, Tom Bunch, Randall Butler, Art Chadwick, Phil Hieger, Bonnie Gnadt, Joyce Melius.

Institutional Safety and Hazardous Materials

Larry Garrett, Randall Butler, Dale Haaney, Karl Konrad, Donna Morrison, Robby Psencik, James The, Janelle Williams.

Committees

Library Advisory

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Nursing Admissions

Penny Moore, Tom Bunch, Danna Burt, Brenda Schnell, Steve Stafford, all Nursing faculty.

Preprofessional

Tom Bunch, Arthur Chadwick, Karl Konrad, Richard McCluskey, Steve Stafford, Hoyet Taylor, James The, Janelle Williams, Lloyd Willis.

Rank and Continuous Appointment

Tom Bunch, Art Chadwick, Robert Mendenhall, Dan Petr, Cathy Turner, Lloyd Willis, Andrew Woolley.

Recruitment

Fred Harder, Debra Battin, Tom Bunch, Lane Campbell, Bill Kilgore, David Knight, Robert Mendenhall, Judy Miles, Patricia Norwood, Glen Robinson, Brenda Schnell, Assistant Recruiters.

Religious Interests

Lane Campbell, Jean Alway, Debra Battin, Steve Jones, William Kilgore, David Knight, Nancy Rodriguez, Ingo Sorke, Lolita Valdez, Student Association Religious VP, two students, Student Chaplain.

Retention

Steve Stafford, Tom Bunch, Rod Bussey, Lane Campbell, Renard Doneskey, Randy Gilliam, Fred Harder, Krystal Hauff, David Knight, Mudy Miles, Patty Norwood, Robbie Pensick, Sharon Potter, Nancy Rodriguez, Donald R. Sahly, Greg Sullivan, James The, Cathy Turner, Janelle Williams.

Scholar Lecture Series

Steve Jones, Lavonne Adams, Tom Bunch, Rod Bussey Randall Butler, Renard Doneskey, Krystal Hauff.

Social Activities

David Knight, Jean Alway, James The, Janelle Williams, SA Social Vice President, three students.

Student Finance

Patricia Norwood, Sandie Adams, Tom Bunch, Danna Burt, Larry Garrett, Fred Harder, Barbara Harsany, David Knight, Jerry Potter, Steve Stafford, Allen Stenbridge, Hoyet Taylor, Greg Wicklund.

Student Life

David Knight, Lane Campbell, Bob Hadley, Steve Stafford, Greg Sullivan, James The, Janelle Williams, Lolita Valdez, Assistant Deans, three students.

Student Missionary Council

Lane Campbell, Tina Bottsford, David Knight, Patricia Norwood, Brenda Schnell, Ingo Sorke, Steve Stafford, James The, Lolita Valdez, Janelle Williams, Student Missionary Club President, Four returning student missionaries.

Teacher Education Council

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Trust Acceptance Committee

Donald R. Sahly, Tom Bunch, Larry Garrett, Charlotte Hnderson.

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