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The Course Catalog is your informational guide to courses, programs, academic policies, degree requirements, faculty teaching credentials and general information about Missouri State University-West Plains. As a key resource, this catalog will guide you along your particular path toward graduation and success. In addition to the information about Missouri State-West Plains and its programs and services, this catalog provides information concerning a select number of undergraduate and graduate degrees from Missouri State University-Springfield that are offered on the West Plains campus through the Missouri State Outreach program.

## Which catalog should I follow?

Missouri State-West Plains issues a new catalog each academic year. The semester and year of the student's first enrollment as a degree-seeking student at Missouri State-West Plains (excluding dual credit or dual enrollment) determines which catalog must be followed in order to satisfy specific degree requirements. PDF versions of prior catalogs, including the 2015-16 catalog, are available in the Catalog Archive. The July 1 version of each catalog is the 'catalog of record' for each respective academic year.

# General Campus Information

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# Mission and Goals

## Mission

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

## Vision Statement

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

## Geographical Focus

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

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

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

## Institutional Background

Missouri State University–West Plains was established in 1963 and is a public, separately accredited two–year branch campus within the three–campus Missouri State University system. In addition to the West Plains campus, the system includes a selective admissions university in Springfield and a research campus in Mountain Grove.

Consistent with the University mission, Missouri State University–West Plains is a teaching and learning

institution of higher education offering two-year associate of arts, associate of science and associate of applied science degrees; certificates; and a variety of continuing education courses as needed by employers and citizens of the area served. The College is accredited by the Higher Learning Commission and is a member of the North Central Association.

## Educational Program Focus

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

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

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

## Goals for Missouri State-West Plains

1. **Purposeful Education** ... Educate students for a lifetime of learning, citizenship, career development and personal enrichment.
2. **Enabling Environment** ... Provide for the diverse academic and life-development needs of students through an educational environment conducive to learning, teaching and working.
3. **Community Leadership** ... Facilitate educational, technological, cultural and economic development through activities that complement the learning environment on campus and in the communities Missouri State University-West Plains serves.

4. **Collaboration** ... As an integral entity of the Missouri State University System, develop programs and services in partnership within the System and with other educational institutions that increase and enhance student educational opportunities.
5. **Performance** ... Ensure the highest quality of instruction and institutional effectiveness through assessment, evaluation and planning.
6. **Stewardship** ... Practice good stewardship of human, programmatic and physical resources for the common good of campus and community.
7. **Faculty and Staff** ... Recruit and retain the highest quality faculty and staff by providing competitive salaries and professional development opportunities and by enhancing the personal work-life experience for all employees.
8. **Funding** ... Increase funding from state, federal and private sources to ensure that Missouri State University-West Plains can continue to provide the highest possible quality instruction and services.

# History of the Campus

## 1963

- July 5, Southwest Missouri State College (SMS) establishes Residence Center in West Plains. The Center opens September 16 with 111 students.

## 1965

- North Central Association of Colleges and Secondary Schools (NCA) grants joint accreditation between SMS and Residence Center.

## 1973

- Southwest Missouri State University (SMSU) Residence Center receives first state funding (\$50,000 for operating expenses).

## 1976

- Enrollment quadrupled since campus' inception with 450 students.

## 1977

- Name changed to the West Plains Campus of SMSU (SMSU-WP)
- Coordinating Board of Higher Education (CBHE) authorizes awarding of Associates of Arts Degree in General Studies.

## 1982

- The State Board of Nursing and CBHE approve awarding of Associate of Science in Nursing.

## 1988

- SMSU-WP Nursing students ranked first in Missouri and fourth in nation by National Council Licensure Examination Summary Profiles.

- Nursing program accredited by National League of Nursing
- SMSU-WP celebrates 25th anniversary with enrollment of 700 students.

## **1992**

- Grizzly Booster Club formed to raise scholarship funds for athletic program including men's basketball and women's basketball. Grizzly Cheer Team also formed.

## **1993**

- Enrollment tops 1,000 mark with 1,016 students enrolled.

## **1995**

- Associate of Applied Science (AAS) degrees established.
- SMSU-WP Mountain Grove Extended Campus opens serving 60 students.

## **1998**

- SMSU begins offering bachelor's and master's degrees on the West Plains Campus

## **2000**

- SMSU-WP opens China branch at Liaoning Teachers University (LTU) in Dalian.
- SMSU-WP offers first online courses.
- Enrollment tops 1,500 mark with 1,525 students. In addition, 193 students were enrolled SMSU bachelor's and master's degree programs.

## **2001**

- After the Grizzly Volleyball team's several appearances in the NJCAA Division I National Volleyball Tournament, the SMSU-WP Grizzly Booster Club are awarded the three-year bid to host the tournament.
- SMSU-WP's first study abroad program established with three students spending the fall semester at the SMSU-WP's LTU campus in Dalian, China.

## 2005

- With system name change from Southwest Missouri State University to Missouri State University campus changes to Missouri State University-West Plains (MSU-WP).

## 2007

- Beginning in fall 2007, the course schedule was restructured to offer most classes on Monday/Wednesday and Tuesday/Thursday. This new format, along with the many online and distance learning opportunities available, gave many students the opportunity to take a full load of courses while only coming to campus two days a week.

## 2008

- The Corps of Opportunity Program was implemented in summer 2008 when six students were selected and started work in campus positions in June. The program combines scholarships and work opportunities on campus for qualified students with substantial unmet financial need.

## 2009

- Enrollment tops the 2,000 mark with 2,162 students.

## 2011

- Missouri State University-West Plains established its first endowed professorship in June 2011 with more than \$250,000 being raised to create the Donna Jones Endowed Professorship of Nursing. The professorship was named in honor of Jones, who has spent 23 years teaching in the nursing program.
- More than 300 students were candidates for graduation from Missouri State-West Plains during the May 14 commencement ceremony. This is the largest graduating class in Missouri State-West Plains history.

## 2012

- Missouri State University-West Plains' students received the largest gift in the campus' history – a \$4 million gift that endowed and expanded the Corps of Opportunity Program and two athletics scholarships. The gift to the Missouri State University Foundation was from the Lorene Thompson Brooks estate. In recognition, the Corps of Opportunity Program was renamed the Ed and Lorene Thompson Brooks Corps of Opportunity Program. It is the largest scholarship gift in the Foundation's history and was announced at a press conference on Feb. 23.



- Missouri State University-West Plains established its second endowed professorship in May 2012 with more than \$250,000 being raised to create the William and Virginia Darr Endowed Honors Professorship. The announcement fulfilled a promise made in 2008 when members of the Philanthropic Women for Education organization pledged an annual gift for five years toward the professorship while University officials sought to fully endow the position.

## 2013

- Missouri State-West Plains was ranked sixth in the nation in the "Best Community Colleges" category of the 2013 Washington Monthly College Rankings. Editors at Washington Monthly based their rankings for community colleges on two sources – The Community College Survey of Student Engagement (CCSSE) and the U.S. Department of Education measures of student retention and completion.
- The William and Virginia Darr Honors Program surpassed the 100-student, single-year enrollment mark for the first time in its 15-year history during the fall semester. More than 470 students have enrolled in the program since its inception. Approximately 90 percent of the program's graduates have transferred to four- year institutions and graduated with a bachelor's degree.

## 2014

- With just over a month to spare, members of the Missouri State University-West Plains community met their goal of giving 50,000 hours of service to area communities as part of the Operation 50K initiative. The year-long community service initiative began following 2013 commencement ceremonies as a way to honor the campus' 50th anniversary. Students, faculty, staff, alumni and others with ties to the University were asked to log their volunteer hours online until 2014 commencement on May 17 with hopes of reaching the 50,000-hour goal by that time. Instead, the goal was surpassed just over a month before the deadline, and University officials were able to announce at the May 17 commencement ceremony that a total of 56,531 hours had been contributed.
- Missouri State-West Plains was recognized as "Business of the Year" at the Greater West Plains Area Chamber of Commerce's annual banquet for the impact that our college has had on this region.

## 2015

- A bonding package worth approximately \$300 million signed by Gov. Jay Nixon in June will fund repairs and renovations to public properties around the state. The legislation included about \$1.7 million in renovations for Missouri State-West Plains. Approximately \$1.5 million in funding will go

toward renovating the building currently occupied by the U.S. Postal Service in West Plains. The building's anticipated use will expand classroom, tutoring and office space for the campus. The project is expected to start in January 2017 and take about one year to complete. An additional \$220,000 will be used to upgrade and improve life safety equipment in the Garnett Library, Putnam Student Center and M.O. Looney Hall. The work will begin in summer 2016.

- Beginning fall 2015, students at Missouri State -West Plains were able to complete all of the credit hours required for the Associate of Arts in General Studies degree completely online. The University received approval last fall from its accrediting agency, the Higher Learning Commission in Chicago, Illinois, to offer the degree online.
- Officials at Missouri State University-West Plains announced in May they have raised the minimum \$250,000 needed in donations and pledges to endow the University's third professorship, the Endowed Professorship of Business. The professorship provides the money needed to support the salary of the chair of the division of business, applied technology and public service. The professorship was awarded at the beginning of the 2015 fall semester, with Missouri State-West Plains funding the interest for the professorship for the first five years while pledges are being met and the professorship reaches its full endowment level.

# Campus Administration

## Governance

Missouri State University-West Plains is under the general control and management of the [Board of Governors](#), which according to statutes of the state of Missouri, possesses full power and authority to adopt all needful rules and regulations for the guidance and supervision of the campus.

The [System president](#) is the chief executive officer of the University, responsible to the [Board of Governors](#) for the administration of institutional policies and operations.

The chancellor is the chief executive officer of the campus and is responsible to the [System president](#) and the Board of Governors for the operation of the campus.

The Administrative Council includes the central administrators who work to develop and implement the goals and priorities of the campus.

The Faculty Senate is the representative body for the full-time faculty that provides a means of collective action of the faculty in dealing with matters of concern to the faculty, including matters of curriculum.

The Staff Senate is the representative body for the full-time staff that addresses concerns related to the staff and functions in an advisory capacity in the development, review and implementation of campus policies.

The Student Government Association is recognized as the official voice of the student body to represent the students of Missouri State University-West Plains. In that capacity, the SGA may exercise the right to investigate general problems of student life and activity in the campus and to report to officials on the local, state, and national levels on matters of student interest.

## Organizational Charts

Click to view the [organizational chart](#) for the West Plains campus.

# University Profile

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

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

Missouri State University-West Plains specializes in providing quality education to students of all ages in the south-central Ozarks region of Missouri. For over 45 years, the college has grown to offer a liberal arts transfer curriculum at the freshman and sophomore levels, selected occupational and technical education programs, and a variety of continuing education courses. Enrollment is approximately 2,200 students per semester.

Missouri State University-West Plains was founded in 1963 as the West Plains Residence Center. In 1977, the Southwest Missouri State University Board of Regents and, subsequently, the Missouri General Assembly, designated the name West Plains campus of Southwest Missouri State University to replace Residence Center. In 1981, the legislature enacted a permanent status bill for the campus. In 1991, the legislature passed House Bill 51 which gave the West Plains campus the authority to offer "one-year certificates, two-year associate degrees and credit and non-credit courses." In 2005, the legislature passed Senate Bill 98 which included changing Southwest Missouri State University's name to Missouri State University, effective August 28, 2005.

The campus consists of four classroom and administrative buildings—Kellett Hall, Looney Hall, Melton Hall and the Lybyer Technology Center. In addition, the campus includes the Garnett Library, the Student Recreation Center, the 60-person Grizzly House residence hall, the Putnam Student Center, the V.H. Drago College Store and Cass Hall, a one-stop shop for student services. Maintenance and custodial operations are located in the Broadway Building, and the Richards House serves as the residence for the Missouri State-West Plains chancellor. A final structure, Gohn Hall, is the future home of the Missouri State University-Springfield outreach program.

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

As part of an educational cooperation project between Liaoning Normal University (LNU) and the Missouri State University System, Missouri State University-West Plains offers the Associate of Arts in General Studies degree at the Missouri State University-LNU branch campus in Dalian, People's Republic of China.

Missouri State University-West Plains offers associate degrees, transfer programs, certificates, and training for immediate employment. Missouri State University-West Plains is accredited by the [Higher Learning Commission](#), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. Phone: (800) 621-7440 / (312) 263-0456, Fax: (312) 263.7462, [info@hlcommission.org](mailto:info@hlcommission.org).

# Institutional Accreditation and Memberships

## Accreditations

- Committee on Accreditation for Respiratory Care (CoARC) - Provisional
- [The Higher Learning Commission](#)
- Missouri State Board of Nursing (Full Approval)
- National League for Nursing Accrediting Commission (NLNAC)

## Memberships

- American Association for Affirmative Action
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Community Colleges (AACCC)
- American College Personnel Association (ACPA)
- American Student Government Association (ASGA)
- Association of International Educators (NAFSA)
- Association of Veterans Education Certifying Officials (AVECO)
- College Reading and Learning Association (CRLA)
- Council for the Advancement and Support of Education (CASE)
- Council of North Central Two-Year Colleges (CNCTYC)
- Educause
- Mid-States Association of College Stores (MSACS)

Midwest Association of Student Financial Aid Administrators (MASFAA)

- Missouri Association of College Admissions Counselors (MOACAC)
- Missouri Association of Collegiate Registrars and Admissions Officers (MACRAO)
- Missouri Association of Financial Aid Personnel (MASFAP)
- Missouri Postsecondary Agriculture Students Organization (MPAS)
- Missouri Campus Compact (MOCC)
- Missouri League for Nursing (MLN)
- Missouri Organization for Associate Degree Nursing (MOADN)
- Missouri Postsecondary Agriculture Students Organization (MPAS)
- National Association of College Stores (NACS)
- National Association of Colleges and Employers (NACE)
- National Association of Developmental Education (NADE)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Council for Marketing and Public Relations (NCMPR)
- National Junior College Athletic Association (NJCAA)
- National League for Nursing (NLN)
- National Organization for Associate Degree Nursing (NOADN)
- National Postsecondary Agriculture Students Organization (NPAS)
- National Student Clearinghouse
- North Central Association (NCA)
- Rural Community College Association (RCCA)
- Service members Opportunity Colleges
- Southwest Missouri Nursing Education Consortium

# Selected University Policies

## Policies

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# Code of Student Rights and Regulations

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Reviewed by Missouri State University Legal Counsel and Student Conduct Office – January 21, 2015  
Approved by Missouri State University-West Plains Administrative Council – January 27, 2015

## Article I: Student Rights

### 1.1

The following enumeration of rights shall not be construed to deny or disparage other rights not in conflict with this Code of Student Rights and retained by students in their capacity as members of the University Community or as citizens of the State or of the United States. This Code shall not be construed in any manner which might run counter to a reasonable construction of the Charter and Bylaws of the University and the direction of the Board of

Governors, nor of the Constitution and Bylaws of the Faculty, nor of the Constitution of the Student Government Association; nor shall it be construed, interpreted, or applied in any manner which would seem detrimental to the privileges, purposes, aims, and goals of Missouri State University-West Plains as a public institution of higher learning.

## **1.2**

Federal and State constitutional guarantees of free inquiry, expression, and assembly are specifically restated as guarantees on this campus.

## **1.3**

Students are free to pursue their educational goals and to have appropriate opportunities for learning in the classroom and on the campus as shall be provided by the University.

## **1.4**

No conduct consequences may be imposed upon any student without following minimal procedural due process, as described in [Article VI](#) of this code.

## **1.5**

Within the limits of its facilities, the University shall be open to all applicants who are qualified according to the admission requirements, which may be adopted and established from time to time. The University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. See [Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct](#) (Referred as Title IX Policy). In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

## **1.6**

Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject only to the responsibility of the instructor to maintain order and a climate conducive to learning, within the stated goals and purposes of the University.

## **1.7**

All students shall have the right to be protected from prejudiced academic evaluations

unrelated to academic performance based on the student's views, opinions, political associations, organizational memberships, or the instructor's biases based on the character of the student. Furthermore, all students shall have the right to appeal a grade to the instructor, the department head, the division chair, the Dean of Academic Affairs, and the Academic Concerns Committee. All grade remedies under other existing policies shall be protected under this Code.

## **1.8**

Discussion and expression consistent with the laws of the State and the United States, and in the manner, time, and place prescribed by University policy, are permitted within the institution. Support of any cause by orderly means is permitted, subject to the paramount rights of the University, the safety and rights of individuals, the protection of property, and the continuity of the educational process.

## **1.9**

The University encourages expression of informative and differing viewpoints on issues and will support the presence on the campus of responsible persons representing various views. The University reserves the right to specify the conditions of time, place, and manner of speakers through the [Public Forum Policy](#).

## **1.10**

Organizations and groups may be established within the University for any lawful purpose. Affiliation with an extramural organization shall not, in itself, qualify or disqualify the University branch or chapter from institutional privileges. A group shall become an organization when formally recognized by the University according to the procedures and regulations established by the Office of Student Life & Development. No group may be so recognized or continue to be recognized if its purposes or programs are in conflict with this Code of Student Rights or with the laws of the State or of the United States.

## **1.11**

A student group or organization may distribute written material on campus without prior approval provided that such distribution is consistent with the University's Advertising, Distribution, and Solicitation Policy, the Facility Usage Procedures, and the laws of the State or of the United States, and provided that it does not disrupt the operation of the University.

## **1.12**

The student press is to be free of censorship. The editors and managers shall not arbitrarily be suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.

### **1.13**

All students shall have the right to be represented in the Student Senate of the Student Government Association, and they further shall have all rights that constituents in democratic societies have including, but not limited to, the right of petition and recall of their representatives.

### **1.14**

Students have limited rights of privacy, which extend to living quarters in residence halls. The following activities shall not be considered to impinge upon such rights of privacy: the entry of a room to provide maintenance inspections or repair services; entry when there is reasonable cause to believe that a health or safety issue exists; entry when there is reasonable evidence of a disruption of peace that substantially interrupts the daily operations of the residence hall and/or floor community; entry of a room when a student permanently vacates the room; entry of a room when a student vacates a room for a break period; the search of student rooms by civil authorities in accordance with local, state, or federal laws; the removal of substances or property in violation of University policy or law during a routine health or safety inspection; the removal of substances or property in violation of University policy or law when in plain view; and the removal of substances or property in violation of University policy or law during a situation when a University Official, in the course of his/her duties, believes an emergency situation exists which poses threat of harm to a member of the campus community or to University property. Students should not expect these limited rights of privacy to extend to computer accounts and electronic mail. The University reserves the right to access student files and accounts as a part of normal routine tasks and for the purposes of investigating alleged wrongdoing.

### **1.15**

All students shall have the right to have their academic and conduct records protected from unauthorized access by any person without the written consent of the student involved, except under compulsion by a University hearing panel or court of law, the University Board of Governors, or as otherwise allowed by state and federal law.

### **1.16**

All students shall have the right to access, according to published University regulations and/or

procedures, all University structures where student fees or fines directly contribute to the upkeep of said buildings, except private offices and other areas where student access could compromise privacy. These buildings shall include, but are not limited to, Putnam Student Center, Garnett Library, and the Student Recreation Center/Community Shelter.

### **1.17**

All students shall have the right to be secure from having their rights infringed upon by University administrators, faculty, support staff, or fellow students.

### **1.18**

All students have a right to be offered reasonable protection from retaliation, intimidation and/or harassment. Students who believe they have experienced retaliation, intimidation, and/or harassment are encouraged to seek assistance from one of a number of campus resources. The Coordinator of Student Life & Development Office, the Dean of Student Services Office, and the MSU Office of Institutional Equity and Compliance have staff and resources available to assist students who believe they may be the victim of retaliation, intimidation, and/or harassment.

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## **Article II: Responsibilities**

Missouri State University-West Plains has a single purpose: to develop educated persons. It is thus committed to the search for knowledge. It recognizes that human curiosity explores unknown intellectual worlds as well as unknown physical worlds. In a world where knowledge can become outdated in less than a decade, the University is committed to the discovery and dissemination of knowledge that serves the future.

Educated persons are developed through the interaction of competent, caring faculty and capable, motivated students, supported by dedicated professional staff. It is assumed that the three components of the University, faculty, students, and staff, come together as a community in pursuit of the single purpose of the University. In joining this community, students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming members of the University community.

### **2.1**

Academic integrity and honesty are the foundation of the University community. Students are expected to practice academic integrity in all assigned work. Students are expected to be honest in all interactions with other students, faculty, and staff.

## **2.2**

The University has the inherent right to promulgate appropriate rules and regulations for the orderly conduct of University business and the protection of the health and safety of the University community. Students are expected to comply with all published and stated rules and regulations.

## **2.3**

Members of the faculty and staff have the authority to properly direct student conduct in concert with the authority stated above. Students are expected to comply with directives of University officials who are acting in performance of their duties. Students must comply with directives even when they disagree with the directives. A student retains the right to appeal an issued directive through the administrative structure that exists for the faculty or staff member who issued the directive, through established policies.

## **2.4**

The search for knowledge can only take place within an atmosphere of open exchange. Open exchange can only take place in an environment of respect and civility. The University has an economically, culturally, and ethnically diverse population. Students are expected to respect differences of culture, lifestyles, and religions as well as to respect freedom of expression. Additionally, students are expected to behave in a manner that is both respectful and civil.

## **2.5**

The campus and its grounds, facilities, and equipment are provided largely by the people of the State of Missouri for the students of the University. Students are expected to protect and guard these resources.

## **2.6**

Individual compliance with University rules and regulations can only partially insure a safe and orderly environment. Being a responsible member of the community also implies encouraging behaviors in others which are consistent with these rights and responsibilities, discouraging behaviors which are inconsistent, and taking positive action

in the face of violations. Minimally, students are expected to participate in the process of adjudicating violations of University expectations, rules, and/or regulations. This implies that students will report violations for which they have knowledge and participate in the conduct process as necessary.

## 2.7

Good Citizen Policy. The welfare of our students is of the highest importance to Missouri State University-West Plains. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. Missouri State University-West Plains hopes that these students will seek help, and that other students will respond to obtain the help that their fellow student needs. To that end, Missouri State University-West Plains intends to minimize any hesitation that students might have in obtaining help due to concern that their own behavior might be a violation of University policy.

While policy violations cannot be overlooked, Student Conduct staff members will consider the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the reporter of the problem should be weighed against the possible negative consequences for the student who needs intervention. At a minimum, Missouri State University-West Plains suggests that a student anonymously report any situation that would put the student in need in touch with professional help. See also Title IX policy on [Bystander Engagement](#).

Examples where the Good Citizen Policy may influence educational consequences are:

- A student is reluctant to report that she/he has been sexually assaulted because she/he was smoking marijuana just prior to the assault;
- A student is reluctant to call an ambulance when a friend becomes unconscious following an excessive consumption of alcohol because the reporting student is under the age of 21 and also was consuming alcohol;
- A member of a student organization is reluctant to report a possible suicide attempt by a prospective member because prospective members have been required to perform activities that may be considered hazing.

In all three of these examples, a student's physical and/or psychological well-being is in serious jeopardy.

## **2.8**

Attending classes becomes a responsibility of students when they are admitted to the University and for as long as they are in good standing. Students are expected to attend class in accordance with the rights and responsibilities afforded them by the [University's Attendance Policy](#).

## **2.9**

The primary interaction between faculty and students, which produces educated persons, is in the classroom in the individual course setting. Requirements of participation in classroom discussion and submission of written exercises are consistent with this document.

## **2.10**

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing good cause and with the concurrence of the department head. A student may appeal the instructor's decision to the division chair and the Dean of Academic Affairs.

## **2.11**

Students may be held responsible for the behavioral acts of their guests when such acts are in violation of the Code and occur on University premises or in conjunction with University-sponsored or supervised activities.

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## **Article III: Authority and Jurisdiction**

### **3.1**

The State of Missouri has delegated, by statute, authority for the governance of Missouri State University-West Plains to the Board of Governors. This includes "full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all students while enrolled as such" and the authority to enforce obedience to those rules and regulations. It also has the power to delegate student conduct



authority.

## 3.2

Generally, jurisdiction and the conduct process shall be limited to behavior which occurs on University premises or at University-sponsored activities, or off campus when it adversely affects the University Community and/or the pursuit of its objectives.

## 3.3

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's behavior even if the student withdraws from school while a conduct matter is pending.

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## Article IV: Proscribed Conduct

Any student found to have committed any of the following misconduct is subject to the consequences outlined in [Article VII](#). The University cannot develop a list of acts of misconduct that can accurately describe or anticipate every possible act of a student. The authority to determine if a specific act is subject to consequences shall be left with the hearing authority working with the specific case.

### 4.1

Acts of dishonesty that are related to a student's academic performance, and any incident of alleged academic dishonesty committed by any student at Missouri State University-West Plains outside of the context of enrollment in any particular course, are governed by the [Student Academic Integrity Policies and Procedures](#). Any one of the following acts constitutes academic dishonesty: cheating, fabrication, plagiarism, or facilitating academic dishonesty. Definitions of these acts are included in [Article X: Definition of Terms](#). When an act of dishonesty is of a non-academic nature, the policies of this Code are in effect. Acts of dishonesty may include, but are not limited to, the following:

- a. Furnishing false information to any University official, faculty member, or office;

- b. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
- c. Tampering with the election of any student organization.

## **4.2**

Disruption or obstruction of teaching, research, administration, conduct proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities.

## **4.3**

Harassment, which is unwelcome conduct toward another person or an identifiable group of persons which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning, working, or living environment (see [section 4.19](#) for sexual harassment information).

## **4.4**

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.

## **4.5**

Hazing, an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation/admission into, affiliation with or as a condition of continued membership in a group or organization. The express or implied consent of the student will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this policy.

## **4.6**

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

## **4.7**

Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises that have restricted access.

## **4.8**

Violation of University policies, rules, or regulations published in University documents: "The Course Catalog", the [Policy Library](#) or in other sources with which a student could reasonably be expected to be familiar.

## **4.9**

Violation of federal, state, or local laws and ordinances on University premises or at University-sponsored or -supervised activities. Violations that occur off campus when the conduct adversely affects the University community and/or the pursuit of its objectives.

## **4.10**

Use, possession, or distribution of narcotics or other controlled substances, or drug paraphernalia except as expressly permitted by law. Also prohibited are prescription medications used outside the directions of a valid prescription as well as other substances used to gain a similar effect as illegal drugs. Recommended minimum consequences for the possession of drug paraphernalia and use or possession of marijuana or other controlled substances are outlined in [section 7.13](#).

## **4.11**

Use, possession, or distribution of alcoholic beverages, or alcohol paraphernalia except as expressly permitted by the law and University regulations, or public intoxication. Alcohol paraphernalia may include such items as empty cans, bottles, or any kind of alcohol bong. Recommended minimum consequences for violations of the alcohol policy are outlined in [section 7.13](#).

## **4.12**

Unauthorized fireworks and unauthorized possession and/or use of firearms, explosive weapons, and other weapons, as defined by Missouri Revised Statutes, on University premises. Authorization to possess such items on University property may be granted by the Chancellor.

## **4.13**

Tampering with fire alarms, extinguishers, and/or other safety equipment.

## **4.14**

Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

## **4.15**

Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.

## **4.16**

Conduct, which is

- a. Unduly disruptive to the University community, lewd, or obscene. Obscene conduct may include conduct that appeals only to a prurient interest and/or depicts/describes sexual acts in a patently offensive way;
- b. A breach of peace;
- c. Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University;
- d. Unauthorized Surveillance: making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized images by any means.

## **4.17**

Abuse of computing resources, including but not limited to:

- a. Sharing a University account password with others, allowing anyone else to use your account, or use someone else's account;
- b. Copying, sharing, uploading, downloading, sending, or knowingly receive copyrighted or trade/service marked materials without authorization;
- c. Fraudulently accessing and interfering with computer systems, resources, data or

other users;

- d. Examining, altering or attempting to examine or alter another computer user's private files or electronic communications without authorization;
- e. Using or altering electronic communications to hide identity or impersonate another party;
- f. Disrupting, attempting to disrupt, or supporting the disruption of University or external information technology services, systems, or users;
- g. Violating Missouri State University's "Information Technology Policies" (can be found at <http://www.missouristate.edu/policy/ComputerPolicies.htm>).

## 4.18

Physical Misconduct, including but not limited to:

- a. inflicting bodily harm or unwanted physical contact upon any person;
- b. taking any action for the purpose of inflicting harm upon any person.

## 4.19

Sexual discrimination, including but not limited to sexual violence, sexual harassment, sexual assault and stalking.

Missouri State University-West Plains is committed to creating and maintaining an environment that is safe and free from sexual violence and sexual harassment, including sexual assault and stalking. ***The University will take immediate action to eliminate harassment, prevent its recurrence, and address its effects.*** This policy also prohibits retaliation against an individual who has brought forward a complaint of sexual harassment and/or taken part in a conduct process as a result of a sexual harassment complaint. For definitions and further explanation of University policy, [see Title IX policy](#) on Sexual Assault, Stalking and Other Forms Of Sexual Misconduct. The recommended minimum consequence shall be Level 2 probation for one semester (a summer semester does not satisfy this requirement). In addition, other consequences will be enacted, as needed (e.g., moving from one location in the residence hall to another or a required change of academic schedule).

## 4.20

Abuse of the Conduct System, including but not limited to:

- a. Failure to obey the summons of a Conduct Officer or University official;
- b. Falsification, distortion, or misrepresentation of information before a Conduct Officer, University official, and/or Hearing Panel;
- c. Disruption or interference with the orderly conduct of a conduct proceeding;
- d. Institution of a conduct proceeding knowingly without cause;
- e. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
- f. Attempting to influence the impartiality of any member of a conduct proceeding prior to, during, and/or after a conduct meeting and/or hearing;
- g. Harassment (verbal or physical), intimidation, and/or retaliation against any person participating in the conduct process;
- h. Failure to comply with consequences imposed under the Code of Rights and Responsibilities;
- i. Influencing or attempting to influence another person to commit an abuse of the conduct system.

## **4.21**

Violations of Missouri State University-West Plains' [Tobacco Use Policy](#).

## **4.22**

Assisting or encouraging, through act or omission, any person or group with committing or attempting to commit a violation of this Code or Federal/State laws and regulations. Failure to leave or report a situation where any person is committing or attempting to commit a violation of this code.

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## **Article V: Violation of Law and University Conduct**

### **5.1**

University conduct proceedings may be instituted against a student charged with conduct that potentially is a violation of criminal law and this Code. For example, if both violations result from the same factual situation, without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceeding off-campus at the discretion of the Dean of Student Services or his/her designee.

Determinations made or consequences imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. In cases involving potential criminal conduct the Dean of Student Services, in conjunction with other appropriate University officials, will determine whether law enforcement shall be notified.

## **5.2**

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the Code, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff members, and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

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## **Article VI: Conduct Policies**

### **6.1**

Any member of the University community (complainant) may file a complaint against any student for misconduct (respondent). The complaint may be prepared in writing or notice may be given in another manner and directed to the Coordinator of Student Life & Development's Office, which is responsible for the administration of the University conduct system. Any charge should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than twelve months from the date the person knew or should have known the facts. In most cases, students will not undergo more than one conduct process within the University for the same incident. For example,

if a student is assigned consequences from their academic department for an incident, the student will not typically face conduct charges for the same incident.

## **6.2**

If the complaint is for sexual violence in violation of the [Title IX Policy](#) on Sexual Assault, Stalking and Other Forms of Sexual Misconduct, the Coordinator of Student Life and Development shall follow the investigative steps outlined in that policy, and in the case of any conflict between Title IX Policy and this policy, Title IX Policy shall control.

## **6.3**

The Coordinator of Student Life & Development will promptly investigate to determine if there is reasonable cause to charge the accused individual and what policy violations may be considered as part of the complaint. In the event of an informal resolution, the Coordinator of Student Life and Development may take appropriate steps to resolve the situation and such disposition shall be final and there shall be no subsequent proceedings. However, in allegations of sexual assault, mediation is not appropriate even on a volunteering basis.

## **6.4**

All charges shall be presented to the respondent in written form. The written notice of charges will contain the following:

- a. The sections of the Code or other University policies allegedly violated;
- b. Date, time, and place, the alleged violation occurred;
- c. A concise summary of the alleged violation;
- d. A list of the witnesses (to be supplemented later if necessary);
- e. A date, time, and location for the respondent to meet with the Coordinator of Student Life & Development. The respondent's class schedule shall be consulted; the respondent may ask the Coordinator of Student Life & Development for an alternate date and time to meet within the deadline listed in the letter. The decision to alter the meeting time and date is at the discretion of the Coordinator of Student Life & Development.

## **6.5**



The respondent accused of violating the Code will meet with the Coordinator of Student Life & Development by the deadline assigned in the letter of charges. At this meeting the following matters will be decided:

- a. The Coordinator of Student Life & Development will review the charges and give a summary of the information to be presented as to allow preparation of refutation;
- b. The Coordinator of Student Life & Development will answer any questions and provide any necessary clarification of the Code and/or its procedures;
- c. The respondent may provide any information they find to be relevant in determining responsibility. He/she shall have an opportunity to present their story, ask questions, give information, present records or documentation pertaining to the incident, present witnesses, and provide explanations to the Coordinator of Student Life & Development.
- d. The Coordinator of Student Life & Development and the respondent will discuss the respondent's level of responsibility in the conduct situation and attempt to reach an agreement regarding responsibility (or no responsibility) and consequences as necessary. If an agreement is reached, an outcomes form will be completed by the Coordinator of Student Life & Development.
- e. In cases where the Coordinator of Student Life & Development and the respondent accused of violating policies are unable to reach an agreement on responsibility for a violation or an appropriate consequence, the respondent shall have the right to request a hearing in front of a hearing authority, which may be either the Dean of Student Services (or designee) or a hearing panel.
- f. Except as set forth in [subsection \(g\)](#) below, if a respondent fails to attend their scheduled conduct meeting, the Coordinator of Student Life & Development may, at his or her discretion, conduct the meeting in the respondent's absence and render a finding of responsibility or no responsibility. In these cases the Coordinator of Student Life & Development will complete the Finding and Outcomes form and provide a copy of the form to the respondent as notification of the decision; the respondent is responsible for fulfilling or upholding the outcomes listed on the form. If the respondent wishes to appeal that conduct decision they may do so by following the appeals processes outlined in [Article VIII](#) of this document.
- g. In cases where the respondent fails to appear for an initial conduct meeting and the potential outcome could be Residence Hall suspension/expulsion, University suspension, or University dismissal, the Coordinator of Student Life & Development will assume a plea of not responsible and set up a hearing with the Dean of Student

Services (or his/her designee) as the hearing authority.

- h. In matters concerning hearings, the Coordinator of Student Life and Development will assist both the respondent accused of violating policies and the member of the University community who is filing charges for the purposes of facilitating and understanding the hearing process.

## 6.6

When a student enrolls at the University, s/he does so voluntarily and in so doing implicitly accepts certain obligations of performance and behavior established by the University, as defined in this Code and other official University publications. The development of self-discipline is a goal of education, and the conduct process is intended to be educational in nature. The conduct system described herein is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. Therefore, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The procedures outlined below are designed to balance the rights and responsibilities of the student accused of wrong doing with the rights of the accuser, other students, members of the academic community, and the public. Hearings shall be conducted in order to provide a fair opportunity for hearing of every participant's position, explanations, and information according to the following guidelines:

- a. Hearings will be conducted in private.
- b. Admission of any person to the hearing shall be at the discretion of the hearing authority. The complainant and the respondent must each inform the Coordinator of Student Life & Development of witnesses who they intend to have provide information at the hearing at least 24 hours in advance of the hearing. The Coordinator of Student Life & Development may determine that there are other relevant persons who know information about the situation and invite them to participate in the hearing to share their information.
- c. The hearing authority may cause to be removed from the hearing any person, including the complainant, respondent or an advisor, who disrupts or impedes the hearing, or who fails to adhere to the rulings of the hearing authority. The hearing authority may direct that persons, other than the respondent or the complainant, who are to be called upon to provide information, be excluded from the hearing except for that purpose. If the Complainant alleges sexual violence, when requested, the Coordinator of Student Life & Development will make arrangements for the Complainant and Respondent not to be in the same room at the same time.

The members of the hearing authority may conduct private deliberations at such times and places as they deem proper.

- d. Unless prior arrangements have been approved by the hearing authority, the complainant must appear in support of the charge(s) before the hearing authority designated. If the complainant fails to appear, charges may be dropped at the discretion of the Coordinator of Student Life & Development. However, if the complainant alleges sexual violence, a Complainant's presence at a hearing is not a prerequisite to proceeding with the hearing.
- e. If the respondent has been properly notified of the hearing, but fails to appear, the hearing may take place in his/her absence and the findings and consequences will be binding on the respondent. Only upon showing of exceptional circumstances (to be determined by the hearing authority) will the respondent be granted a new hearing on the basis of absence. In conduct hearings and/or meetings, it shall be presumed that the notice of a hearing/meeting has been received if the notice is furnished in one of the following ways: notice is sent by campus, regular, registered, or electronic mail to the address provided by the student to the Office of Student Life & Development or that is on record in the Registrar's Office, or, if undeliverable, to the permanent address of record.
- f. In hearings involving more than one accused student, the Coordinator of Student Life & Development, at his or her discretion, may decide to separately conduct the hearings concerning each student.
- g. The complainant and the respondent each have the right to be assisted by any advisor they choose at their own expense. The advisor may be an attorney. The complainant and the respondent are each responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing. It is the responsibility of the complainant and the respondent to notify the Coordinator of Student Life & Development of the identity of the advisor secured no later than three (3) days in advance of the hearing date.
- h. In consideration of the limited role of advisors and of the compelling interest of the university to expeditiously resolve allegations of violations of the Code, the work of a hearing authority will not, as a general practice, be delayed due to the unavailability of an advisor.
- i. Presenting information and challenging presented information at a hearing are rights available to both the respondent and the complainant. However, direct questioning by the complainant or the respondent is not an inherent right and all questions shall be submitted to the hearing authority to ask the questions on their

behalf. Only those questions appropriate and relevant will be allowed. Moreover, the complainant and the respondent shall be afforded similar and timely access to any summary of investigative findings presented by the University consistent with FERPA and other privacy laws.

- j. It is the responsibility of the person desiring the presence of a witness before a hearing to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot reasonably be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee. The work of a hearing authority will not, as a general practice, be delayed due to the unavailability of a witness.
- k. The hearing authority will accept for consideration all information which reasonable persons would accept as having relevance to the allegations. Unduly repetitious, irrelevant, or personally abusive information should be excluded. In cases of alleged sexual violence, questioning about the Complainant's sexual history with anyone other than the Respondent will not be permitted.
- l. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the hearing authority.
- m. All procedural questions are subject to the final decision of the hearing authority.
- n. After the hearing, the hearing authority shall determine (by majority vote if the hearing body consists of more than one person) whether the respondent has violated each of the charged sections of the Code.
- o. The hearing authority's determination shall be made on the preponderance of evidence, on the basis of whether it is more likely than not that the respondent violated the Code.
- p. Any participant in a hearing who has a disability and requires accommodation in order to fully participate in the hearing should arrange accommodations with the Coordinator of Student Life & Development sufficiently in advance of the hearing.
- q. There may be a circumstance, particularly in cases of sexual misconduct, domestic or dating violence, or stalking in which the Complainant may request and be provided screening from the respondent in a hearing situation. Accommodations for this will be considered on a case by case basis and granted at the discretion of the Coordinator of Student Life & Development and the Dean of Student Services.

## 6.7

There shall be a single verbatim record, such as a digital recording, of all hearings. The record shall be the property of the University. The complainant and the respondent shall not be allowed to make a separate recording of any type. The hearing authority will provide the Coordinator of Student Life & Development with a written summary which outlines the findings, what information was considered, the basis for the finding, and the recommended consequences. (see also [section 8.4](#)).

## 6.8

Except in the case of a student charged with failing to obey the summons of a hearing authority or University official, no student may be found to have violated the Code solely because the student failed to appear for a hearing. In all cases, the information in support of the charges shall be presented and considered.

## 6.9

The records of a student may be placed on a hold under this Code when a student:

- a. Is given sufficient notice to respond to a letter of conduct charges and fails to respond;
- b. Does not fulfill a conduct consequence within the deadline established by a hearing authority or by agreement with the Coordinator of Student Life & Development;
- c. Has received a consequence that prohibits future enrollment;
- d. Has indicated a criminal charge or conviction on the application for admission and must provide requested information to the Coordinator of Student Life & Development that is relevant to reaching an admissions decision;
- e. Has been summoned by the Coordinator of Student Life & Development or a designee for a meeting concerning the student's alleged misconduct and will not comply with the request.

The purpose of a hold is to compel a student to fulfill an obligation to the Coordinator of Student Life & Development's Office. A Student Life hold ("J Hold") on records denies the student the right to register for future classes or change class registration until the hold on records is removed by the Coordinator of Student Life & Development when the student fulfills the required conditions. A student receiving a hold may seek relief from the Dean of Student Services. The student shall request relief in writing. Upon review, the

Dean can amend the conditions of the hold or remove the hold.

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## Article VII: Consequences

### 7.1

Once a violation of the Code has been established as taking place, consequences may be determined by agreement with the Coordinator of Student Life & Development or by a Hearing Authority. In determining the consequence(s), recommendations from the respondent and the complainant will be considered. A respondent's past violations and consequences may be relevant to determine action or appropriate consequences.

### 7.2

The following educational consequences may be imposed upon any student found to have violated this Code.

- a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations;
- b. Loss of Privileges – Denial of specified privileges for a designated period of time;
- c. Fines – Fines may be imposed;
- d. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
- e. Discretionary Consequences – Work assignments, service to the University, or other related discretionary assignments which may include, but are not limited to, an apology, restriction upon privileges, a research paper or written statement, a referral for counseling, evaluation for alcohol/drug abuse, a psychiatric evaluation, or other consequences deemed appropriate;
- f. Level One Probation – Serves as both a second chance and a final warning to the student. It is imposed for a specific period of time and affects the student's good standing in the University. While on level one probation, the student may be declared ineligible to campaign for or hold office or other leadership roles in a student organization, or represent the University in any intercollegiate activity. If found responsible for a violation of the Code while on level one probation, this may result in suspension or dismissal;

- g. Level Two Probation – The highest level of probation. It is imposed for a specific period of time and affects the student's good standing in the University. While on level two probation the student shall be declared ineligible to campaign for or hold office or other leadership roles in a student organization. The student shall not represent the University in any intercollegiate activity. If found responsible for a violation of the Code while on level two probation, it shall result in suspension or dismissal;
- h. Denial of Privilege to Re-enroll – This places the student on level two probation, permits the student to complete the current semester barring further violations, but prohibits the individual from enrolling for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. While prohibited from enrolling, the student is denied access to University owned or leased grounds, facilities, and vehicles, and all University planned, promoted, or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization's activities on or off-campus. A hold is placed on the student's records;
- i. Residence Hall Probation – Probation is for a specified period of time and includes the probability of suspension or expulsion from residence hall living if the student is found to be in violation of institutional policies during the probationary period;
- j. Parental Notification – The Family Educational Rights and Privacy Act (FERPA) permits an institution of higher education to disclose to parents or legal guardians the results of conduct hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 will be notified of all violations of University narcotic or other controlled substance policies ([section 4.10](#)) and those alcohol violations ([section 4.11](#)) that result in an assessment for chemical dependency, residence hall probation, or a more severe consequence, as allowed under FERPA regulations;
- k. Residence Hall Suspension – Separation of the student from the residence hall for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. The student may be denied access to the residence hall during the suspension. A permanent conduct record is maintained.
- l. Residence Hall Expulsion – Permanent separation of the student from the residence hall. The student shall be permanently denied access to the residence hall. A permanent conduct record is maintained.
- m. Suspension – Separation of the student from the University for a defined period of



time, after which the student is eligible to return. Conditions for readmission may be specified. While on suspension, the student is denied access to University owned or leased grounds, facilities, equipment, computer networks, and vehicles, and all University planned, promoted, or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization's activities on or off campus. A "J Hold" (Student Life Hold) is placed on the student's records. A permanent conduct record is maintained.

- n. Dismissal – Permanent separation of a student from the University. When dismissed, a student is denied access to University owned, or leased grounds, facilities, and vehicles, and all University planned, promoted, or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending any student organization activity. There is a permanent Student Life (J Hold) hold on the student's records. A notation is made on the student's permanent academic record with removal resulting only from action by the Chancellor of the University. A permanent conduct record is maintained.
- o. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree, or for other serious violations committed by a student prior to graduation.
- p. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all consequences assigned, if any.

### **7.3**

More than one of the consequences listed above may be assigned for any single violation.

### **7.4**

Other than dismissal, conduct consequences shall not be made part of the student's permanent academic record, but shall become part of the student's confidential conduct record, which will be maintained in a specified area of the Coordinator of Student Life & Development's Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA). Conduct records are maintained in the Coordinator of Student Life & Development's Office for 5 years from imposition of the most recent consequence, except in cases where the consequence is residence hall expulsion, suspension, and dismissal. Residence hall expulsion and suspension cases will be kept as a permanent conduct record but will not be noted on the academic transcript. Cases



of dismissal are permanent and, unlike other conduct records, appear as a notation on the academic transcript. The Conduct Records Policy is in compliance with the state's Records Retention Schedule.

## 7.5

Conduct cases that are incomplete, due to factors such as the student's not responding to conduct charges or not fulfilling an educational consequence remain a conduct record until required actions are completed by the student. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.

## 7.6

The following educational consequences may be imposed upon groups or organizations:

- a. Those consequences listed above in sections [7.2.a](#) through [7.2.g](#), as well as sections [7.2.m](#) and [7.2.n](#).
- b. Revocation of University Recognition – Loss of all privileges, including University recognition, for a specified period of time. Conditions for recognition may be imposed.
- c. Dismissal – permanent revocation of University recognition.
- d. All conduct records concerning student organizations are maintained permanently for archival purposes.

## 7.7

In each case in which a hearing body determines that a student or student organization has violated the Code, the consequences shall be determined and assigned by the hearing authority. The Coordinator of Student Life & Development will review the consequences set forth by the hearing authority and may, at his or her discretion, alter the consequences assigned. The Coordinator is not limited to consequences recommended by the members participating in the conduct process. Following the hearing, the Coordinator of Student Life & Development shall advise the accused in writing of their determination and of the consequences enacted, if any. A decision by the Coordinator may be appealed as described in [Article VIII](#). The Coordinator may also determine and assign consequences for students who live in the residence hall. In cases involving sexual misconduct, both the complainant and the accused will be informed, in writing, of the outcome of the complaint.

## **7.8**

Temporary or Provisional Orders – In addition to the authority granted in [section 2.3](#) of this Code, the Coordinator of Student Life & Development is empowered to impose temporary or provisional orders ex parte to preserve the status quo or to prevent the potential endangerment of persons or property. Such temporary or provisional orders are not intended to replace a hearing before a hearing authority. Such an order is intended to place parameters on individual behavior in order to avoid the necessity of a conduct hearing and allow the status quo to be maintained. Generally, such orders should be limited to those circumstances where the Coordinator of Student Life & Development has good cause to believe that the student, or the student's behavior, poses a threat to the status quo of the University community or member(s). A student shall receive a written copy of the order, which specifies the conditions of the order, the duration of the order, the consequence for violation of the order, and how the record of the order will be maintained. During a sexual violence or other Title IX investigation, the Coordinator of Student Life & Development may issue such interim measures as are appropriate to protect a complainant, such as class or resident hall reassignment, no-contact directives or temporary bans from campus property when approved by the Dean of Student Services.

## **7.9**

A student receiving a temporary or provisional order may seek relief from the Dean of Student Services. The student shall request relief in writing. Upon review, the Dean can amend the conditions of the order or remove the order.

## **7.10**

Interim Suspension – In certain circumstances, the Coordinator of Student Life & Development, may impose a University or residence hall suspension prior to a hearing before a hearing authority.

## **7.11**

Interim Suspension may be imposed only:

- a. To ensure the safety and well-being of members of the University community or preservation of University property;
- b. To ensure the student's own physical or emotional safety and well-being;

- c. If the student has violated a provisional order put into effect to ensure the safety and well-being of members of the University community or preservation of University property;
- d. If the student poses a threat of disruption of, or interference with, the normal operations of the University.

## 7.12

- a. During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or computing and networking facilities and resources and/or all other University activities or privileges for which the student might otherwise be eligible, as the Coordinator of Student Life & Development may determine to be appropriate.
- b. The student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the date, time, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat or may contest whether a campus policy was violated.

## 7.13

Violations of University drug and alcohol policies are cumulative over the duration of a student's tenure at the University and a schedule of minimum consequences will be assigned. All monetary fines for alcohol and other drug violations go into an alcohol education account that supports classes, assessments, and other educational efforts.

- a. Use or Possession of Drug Paraphernalia and/or Marijuana:
  - First Violation: Participation in a four-hour drug education class; a fine of \$80.00; Level Two Probation for a period of two years; assessment for chemical dependency; and parental notification, as allowed under FERPA regulations.
  - Second Violation: Suspension from the University for one semester and parental notification, as allowed under FERPA regulations.
- b. Use or Possession of a Controlled Substance Other Than Marijuana:
  - First Violation: Participation in a four-hour drug education class; a fine of \$80.00; residence hall suspension; assessment for chemical dependency;

Level Two Probation for a period of two years; and parental notification, as allowed under FERPA regulations.

- Second Violation: Suspension from the University for one year and parental notification, as allowed under FERPA regulations.

c. Possession of a Controlled Substance with Intent to Sell or Distribute:

- First Violation: Dismissal from the University.

d. Use, Possession, or Distribution of Alcohol or Alcohol Paraphernalia:

- First Violation: Participation in a four-hour alcohol education class and a fine of \$45.00.
- Second Violation: Referral to an educational conference, other discretionary consequences, and a fine of \$90.00. Parental notification, as allowed under FERPA regulations.
- Third Violation: Parental notification, as allowed under FERPA regulations; residence hall suspension; assessment for chemical dependency; Level Two Probation for a period of one year; and a fine of \$135.00.
- Fourth Violation: Suspension for one semester. Prior to readmittance, the student will be required to meet with the Coordinator of Student Life & Development (or designee) to discuss and demonstrate readiness to be at the University. The student may be asked to submit documentation of successful substance abuse treatment.

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## Article VIII: Appeals

### 8.1

Within five (5) University business days of the initial decision letter, the complainant or the respondent may appeal the conduct decision by submitting a written request for appeal to the Dean of Student Services that is signed by the appealing party, dated, and explains the reasons for appeal.

- a. Upon receipt of an appeal request, the Dean of Student Services may choose a designee to review the appeal.

- b. In cases involving complaints of sexual harassment (including sexual violence), the complainant shall have the same appeal rights as the accused student. Appeals shall be in writing, signed and dated by the one appealing the decision, and shall be delivered to the Dean of Student Services for review of the appeal request.

## **8.2**

Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. Procedural Error: To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. Unsupported Conclusion: To determine whether the decision reached regarding the accused student was based upon a preponderance of evidence.
- c. Disproportionate Consequence: To determine whether the consequences assigned were appropriate for the violation(s) of the Code which the student was found to have committed.
- d. New Information: In the event the one appealing a decision or an outcome wishes to review the verbatim record, s/he may make application to the Coordinator of Student Life & Development to do so. The verbatim record will remain in the possession of the University during the review. Under no circumstances will a copy of the recording be released.

## **8.4**

In the event a verbatim recording is not available due to mechanical failure or otherwise, the absence of the verbatim record shall not, in itself, be cause for appeal. In such cases the Coordinator of Student Life & Development will provide the hearing authority record, which will, be considered sufficient for review by an appeal authority.

## **8.5**

The appeal authority reviewing the appeal may do any of the following:

- a. Remand the matter to the original hearing authority for re-opening of the hearing to allow consideration of the original determination and/or consequence(s);
- b. Affirm the finding of responsibility or no responsibility;
- c. Reverse the finding of responsibility or no responsibility;
- d. Modify the consequences that have been assigned;
- e. Deny the appeal because it does not fall within the parameters of or comply with the requirements set forth in this Code; or
- f. If a finding of responsibility or no responsibility is reversed on appeal or if an appeal is dismissed, the matter shall be considered resolved and the decision by the person deciding the appeal shall be considered final and binding upon all involved unless the Chancellor of the University decides to review the decision.

## **8.6**

The Chancellor of the University may, at his/her discretion, review the decision of an appellate authority and has the full range of responses outlined in 8.5.

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## **Article IX: Interpretation & Revision**

### **9.1**

Any question of interpretation regarding the Code shall be referred to the Coordinator of Student Life & Development for final determination, subject to appeal to the Dean of Student Services.

### **9.2**

The Code should be reviewed periodically under the direction of the Coordinator of Student Life & Development. In all cases, review of this document should be done by bodies which include students appointed by the Student Government Association.

### **9.3**

Changes in the Code which are editorial in nature and do not affect the fundamental nature of the document, or are required to insure the code is consistent with state or

federal law, can be made by the Dean of Student Services and become effective upon approval by the Chancellor of the University.

## **9.4**

Substantive changes recommended for the Code as a result of the review process shall be submitted to the Board of Governors for approval and adoption.

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## **Article X: Definition of Terms**

### **10.1**

For purposes of "Academic Dishonesty": Any one of the following acts constitutes academic dishonesty:

- a. Cheating: The term "cheating" refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b. Fabrication: The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise.
- c. Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of the Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.
- d. Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet.

### **10.2**

The term "Appellate Board" means any person or persons authorized by the Dean of Student Services to consider an appeal from a hearing authority's determination that a student has violated the Code or from the consequences assigned by the Coordinator of Student Life & Development.

### **10.3**

The term "Code" refers to the Code of Student Rights and Responsibilities.

### **10.4**

The term "Complainant" refers to any member of the University community who files a complaint for charges against a student or student organization.

### **10.5**

For the definition of "Consent" and other terms related to sexual misconduct, as well as further explanation of University policy, see [Title IX Policy](#) on Sexual Assault, Stalking and Other Forms of Sexual Misconduct.

### **10.6**

The term "explosive weapons" means any explosive, incendiary, or poison gas bomb or similar device designated or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage, or any device designed or adapted for delivering or shooting such a weapon.

### **10.7**

The term "faculty member" means any person hired by the University to conduct classroom or other learning/teaching activities.

### **10.8**

The term "firearms" means any weapon that is designed or adapted to expel a projectile by the action of an explosive.

### **10.9**

The term "hearing authority" means any person or persons authorized to determine whether a student has violated the Code and to recommend educational consequences. The list of conduct bodies includes, but is not limited to, the Chancellor of the University, the Dean of Student Services, the Coordinator of Student Life & Development, and such other bodies as may from time to time be created under the authority of this document.

### **10.10**



The terms "may" and "should" are used in the permissive sense.

### **10.11**

The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined by the Coordinator of Student Life & Development.

### **10.12**

The terms "must" and "shall" are used in the imperative sense.

### **10.13**

The term "organization" means any number of persons who have complied with the formal requirements for University recognition/registration.

### **10.14**

The term "other weapons" is to include, but not be limited to, a blackjack, switchblade knife, other than an ordinary pocketknife with no blade more than four inches in length, brass knuckles, and projectile weapon such as a bow, crossbow, pellet gun, or slingshot.

### **10.15**

The term "paraphernalia" includes any object that contains the residue of alcohol or of an illegal drug and any object that is used in the consumption or distribution of an illegal drug. Examples of the former include, but are not limited to, a marijuana pipe or bong, blow tube, a beer bong, and empty alcoholic containers. An example of the latter is a scale used in measuring quantities of an illegal drug.

### **10.16**

The term "policy" is defined as the written regulations of the University as found in, but not limited to, the "Code of Student Rights and Responsibilities," the Missouri State University-West Plains web pages, the "Guide to University Living," "Course Catalogs," and "Policy Library."

### **10.17**

The term "consequence" or "educational consequence" refers to the outcomes or terms

that a student must fulfill in the event they are found responsible for policy and/or code violations.

## **10.18**

For purposes of the Code the term "student" includes all persons who have been notified of their acceptance for admission. This Student Code applies to all students at Missouri State University-West Plains. A student is further defined as "an individual with respect to whom the university maintains education records or personally identifiable information and who is or who has been in attendance at the University."

## **10.19**

The term "University" means Missouri State University-West Plains.

## **10.20**

The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.

## **10.21**

The term "University official" includes any person employed by the University performing assigned administrative or professional responsibilities. This term specifically includes residence hall Resident Assistants.

## **10.22**

The term "Respondent" refers to any student or student organization of the University community that is charged with violation of the code.

## **10.23**

The "Coordinator of Student Life & Development" is that person designated by the University to be responsible for the administration of the Code.

# Family Educational Rights and Privacy Act (FERPA)

## Policy regarding personally identifiable student records

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, 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. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or 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 educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; 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 or 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 alleged failures by Missouri State University-West Plains to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the office of registration and records, Cass Hall.

## Annual notification

Missouri State University-West Plains publishes a notice of student rights under FERPA annually. Electronic bulletins are sent out to all students with the Consumer and Safety Information Notice, information is distributed to all students attending student advisement and registration (STAR) orientation and a copy of the FERPA notice and references where FERPA notification can be found is included with the Federally Mandated Information notice that is distributed to all students, faculty, and staff. The entire Policy Regarding Personally Identifiable Student Records is available on the Missouri State University-West Plains website or upon request to the office of registration and records. Additionally, information regarding FERPA is published in the undergraduate catalog.

## Records maintained

The personally identifiable educational records of each student and former student maintained by the University are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved, as authorized by law. Personally identifiable records maintained by the University are listed below. Students who wish to inspect and review their records should contact the responsible official at the location indicated.

Type of record	Location	Responsible official
Academic	Office of registration and records - Cass Hall	Registrar
Admission	Office of admissions - Cass Hall	Coordinator of admissions
Career placement	Career services office - Cass Hall	Coordinator of career services
Financial aid	Office of financial aid - Cass Hall	Coordinator of financial aid
Advisement	Advisement and academic coaching center for	Coordinator advisement and academic

center*	empowering student success - Garnett library lower level	coaching center for empowering student success
Disciplinary	Student life and development - Putnam 115	Coordinator of student life and development
Residence	Residence life - Putnam 115	Coordinator of student life and development

\*Advisement records are also maintained in the various departmental and faculty advisor offices.

Notwithstanding the above inclusive list, the University reserves the right to refuse to permit inspection of the following records: Financial records of parents (unless the parents have given written permission for the information to be released to their student/child); confidential letters and statements of recommendation placed in the education records of a student prior to January 1, 1975, if such letters and statements were solicited or provided with an assurance or understanding of confidentiality, and the letters and statements have been used only for the purpose for which they were intended; confidential letters and statements of recommendation placed in the education records of a student after January 1, 1975, respecting admission to an educational institution, application for employment, or receipt of an honor or honorary recognition, provided the student has waived his/her right to inspect and review those letters and statements of recommendation; records of instruction, supervisory, and administrative personnel, and agents which are in the possession of the maker and are not accessible or revealed to any other individual except the maker's temporary substitute; employment records used only in relation to an individual's employment by Missouri State–West Plains which are maintained in the normal course of business, relating exclusively to the individual's capacity as an employee, and are not available for use for other purposes; records which relate to an individual as a person after he or she no longer attends or participates in an educational activity for which Missouri State–West Plains awards a greater credit.

## Records inspection

Records are not maintained in a central location on the campus. Requests to review records must be made separately to the responsible official of each office which maintains records. The responsible official shall comply with a request as soon as possible, but in no case more than 45 days after the request has been made. The request should identify as accurately as possible the specific records the student wishes to inspect and review. The University will respond to reasonable requests for explanations and interpretations of records. When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him/her.

A student has the right to a copy of any educational record to which he/she is permitted access under this policy. The student is responsible for the cost of reproduction. The cost of reproduction shall be the usual rate charged by the administrative unit handling the request, but the charge shall not exceed 10 cents per page.

A student may waive the right to inspect personally identifiable records maintained by Missouri State University-West Plains, but the University may not require such a waiver as a condition of attendance.

## **Request to amend education records**

A student who believes that information contained in his/her education is inaccurate, misleading or violates privacy or other rights may request that the records be amended. The responsible official shall then decide whether or not to amend the record. If the record is not amended, the student will be advised of his/her right to a hearing.

## **Challenge hearing**

In most cases, the decision of the responsible official will be final. However, a student may elect to file an appeal in writing to the chief academic officer in order to challenge the content of the educational record. (This right extends to reviewing grades only where the grade assigned by the professor is allegedly inaccurately entered into a record.) A disinterested hearing officer will be appointed who shall afford the student full opportunity to present evidence in support of the challenge. The hearing shall be held within a reasonable period of time, not to exceed thirty (30) days under normal circumstances, after the institution has received the request, and the student shall be given notice of the date, place and time reasonably in advance of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The hearing officer shall render a decision within a reasonable time after the hearing, not to exceed thirty (30) days, and inform the student in writing of the outcome. The decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision. If the hearing officer decides that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the student shall then have the right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the hearing official. Any such written explanation then becomes a part of the education record. If the education records of the student or the contested portion thereof is disclosed to any party, the explanation shall also be disclosed to that party.

## **Access**

Information contained in a student's records remains confidential between the student and Missouri State University-West Plains and will not be released to third parties without the written consent of the student, with the following exceptions:

1. Releases to the following University faculty, staff, and other designated officials, who, to carry out their responsibilities, have a legitimate educational interest.

- a. Members of the Board of Governors;
- b. A person approved by and under contract or appointment to the University Board of Governors in an academic or faculty position;
- c. University administrators;
- d. A person employed by the University as a temporary substitute for an administrative staff member or faculty member for the period of his or her performance as a substitute; and,
- e. A person employed by the University or under contract to the Board of Governors or otherwise performing a special administrative task. These will be persons such as secretaries, clerks, attorneys, auditors, disciplinary and judicial panel members including appointed students, and consultants, for the period of their performance as an employee or contractor.

University officials who meet the criteria listed above will have access to personally identifiable information contained in student education records if they have a "legitimate educational interest" defined as the need to know in order to:

1. Releases in accordance with lawful subpoena or court order. The University will make a reasonable effort to notify the student before it makes disclosure under this provision, unless such disclosure is in compliance with a federal grand jury subpoena or other subpoena issued for law enforcement purpose and the court or other issuing agency has ordered the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
2. Releases to representatives of agencies or organizations from which the student has received financial aid or to whom the student has applied to receive financial aid in order to: (a) establish the student's eligibility for the aid; (b) determine the amount of the financial aid; (c) establish the conditions for the receipt of the financial aid; or (d) enforce the terms of the agreement between the provider and receiver of the financial aid;
3. Releases to officials of other educational institutions to which the student seeks or intends to enroll may be forwarded on request by the institution. The student may request a copy of records transferred, as well as an opportunity for hearing as described in this policy, upon request by the student;
4. Releases to others specifically exempted from the prior consent requirement by the act (including personally identifiable information contained in a student's educational record which state law adopted prior to November 1974, required the University to disclose to state or local officials, or pursuant to state statute adopted after November 19, 1974, concerning the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released and the officials to whom the records are disclosed shall certify in writing that the information will not be

disclosed to any other party, except as provided under state law, without prior written consent), and in circumstances where the University has entered into a written agreement or contract for an organization to conduct a study on the University's behalf to develop tests, administer student aid or improve instruction, if the study does not permit personal identification of parents and students by individuals other than the representatives of the organization and the information is destroyed or no longer needed for the purposes for which the study was conducted;

5. Releases to accrediting organizations to carry out their accrediting functions;
6. Releases to a court in cases of legal action between the University and a parent or student of education records of the student that are relevant to the legal action;
7. Releases of "directory information"; (see section "directory information," following);
8. Releases to parents of the student if the parents claim the student as a dependent under the Internal Revenue code. The University will exercise this option only on the condition that evidence of such dependencies furnished to the Registrar and all requests for disclosures under this provision are referred to that office;
9. Releases to appropriate parties in connection with a health or safety emergency if the official deems:
  - a. The disclosure to be warranted by the seriousness of the threat to the health and safety of the student or other persons;
  - b. The information is necessary to meet the emergency;
  - c. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and
  - d. Time is an important and limiting factor in dealing with the emergency.
10. Disclosure to authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities (including Veterans Administration programs) in connection with an audit or evaluation of federal or state-supported programs or for the enforcement of compliance with federal legal requirements related to those programs, or to the Attorney General of the United States, provided the information is protected in a manner that it does not permit personal identification of individuals by anyone except the officials, and the information is destroyed when no longer needed for purposes listed in this paragraph;
11. Releases of "criminal investigation and incident reports" of the office of student services pursuant to the order issued by the United States District court, Western District, Southern Division dated March 13, 1991.



12. Releases to an alleged victim of any crime of violence, as the term is defined in Section 16 of Title 18, United States Code, or a non-forcible sexual offense, the final results of any disciplinary proceedings conducted by the University against the alleged perpetrator of that crime with respect to that crime, regardless of whether the institution concluded a violation was committed.
13. Upon appropriate request and pursuant to the Sunshine Law, including payment of appropriate fees and costs, the University will release the final results (defined as the name of the student charged, the violation that the student was found to have committed, and any sanction imposed by the University on that student) of any disciplinary proceeding under the Code of Student Rights and Responsibilities against a student who is an alleged perpetrator of a crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code), or a non forcible sex offense, if the Plaintiff determines as a result of that disciplinary proceeding that a student committed a violation of the University's rules or policies with respect to such crime or offense, as authorized by 20 U.S.C. § 1232g(b)(6)(B) and (C).
14. When the University has determined a student has committed a disciplinary violation with respect to campus rules regarding the use or possession of alcohol or a controlled substance, the University may disclose to parents or legal guardians such information if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 can be notified of such determinations regarding violations of University narcotic or other controlled substance policies and those alcohol violations that result in an assessment for chemical dependency, residence hall probation, or a more severe sanction. Officials of the University may not disclose personally identifiable information contained in the student's education record, except directory information, absent circumstances listed above, except with the student's written consent. The written consent must include, at least: (1) a specification of the information the student consents to be disclosed; (2) the purpose for which disclosure may be made; (3) the person or organization or the class of persons or organizations to whom disclosure may be made; and (4) the date of the consent and, if appropriate, the date when the consent is terminated. Such written consent may be given directly to the University by the parent or eligible student, or by the party seeking the student's educational record having obtained such written consent from the parent or eligible student. The student may obtain a copy of any records the University discloses by the student's written consent.

## **Records of disclosures**

For each request for disclosure of information contained in the student's education record or for access to the record made by persons other than university officials or the student or parent, to disclosures made pursuant to court orders and subpoenas pursuant to paragraph 2 above, to disclosures of directory information, or to those requests accompanied by the student's prior written consent, the University will maintain a record of such requests and disclosures, except for requests for directory information, which

indicates: (1) the parties who have requested or obtained personally identifiable information from the education records of the student; and (2) the legitimate interests these parties had in requesting or obtaining the information. Students are permitted to inspect the record of disclosures. A record of request and disclosure will not be maintained if the student provides written consent prior to the disclosure.

The University will not release information containing any student's education records, except directory information, to any third parties except school officials, to lawfully issued court orders and subpoenas, to parents of students under paragraph 9 or 13, or pursuant to the Sunshine Law under paragraph 12, except on the condition that the party to whom the information is disclosed will not disclose personally identifiable information without the prior written consent of the student (or parent for elementary or secondary students). All such disclosures will inform the party to whom the disclosure is made of this requirement.

## **Directory information**

"Under the Family Educational Rights and Privacy Act (FERPA); the University is required to identify and make available upon request, to those needing such information, directory information which has been so identified. Other non-directory information is available to Missouri State–West Plains faculty and staff who have a "need to know" this information to conduct business and provide service to students, unless that information is prohibited from release by either a Privacy Hold, or a FERPA Hold."

For distribution to the general public, Missouri State University-West Plains has defined the following as directory information:

1. Name
2. Address
3. Telephone number
4. BearPass Email
5. Major field of study
6. Classification (e.g. sophomore)
7. Enrollment status (full-time, part-time, or less than part-time)
8. Participation in recognized activities and sports, including photographs of athletes,
9. Dates of attendance, (including matriculation and withdrawal dates),
10. Degrees and certificates received including date awarded as well as lists of graduates to

newspapers.

11. Awards received, including dean's list and chancellor's list scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and university-funded scholarships (excluding those that are need based)
12. Previous education institutions attended.

With appropriate student approval, indications of religious preference along with name, address and local telephone number can be distributed to the Campus Ministries Association.

Requests for verifications of degrees or enrollment will be directed to the National Student Clearinghouse. Requestors may request this information online at [www.degreeverify.org](http://www.degreeverify.org).

Directory information may be disclosed by the University for any purpose at its discretion, without the consent of a student. However, **A FERPA hold** may be requested by currently-enrolled students. This non-disclosure option means that the university may not release any directory information about the student (except as permitted under the provisions of FERPA). The University may not even acknowledge to third parties that the person is a student at the institution.

The University will give annual public notice to students of the categories of information designated as directory information. Currently-enrolled students have the right to suppress disclosure of their directory information by requesting a FERPA Hold. These holds do apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise.

Any student refusing to have directory information disclosed must file written notification to this effect requesting a Privacy Hold or FERPA Hold with the University during regular business hours. Forms for this purpose are available in the office of registration and records, Cass Hall. The written notification does not apply retroactively to previous releases of directory information (e.g., once the Campus Directory has been published, the directory information contained therein will remain). To prevent publication of directory information in the campus directory, written notification must be filed no later than the second week of classes during the fall semester.

In the event a refusal is not filed, the University assumes that a student does not object to the release of the directory information designated.

## Information

Further information about education records and the process of obtaining access to records may be obtained in any of the offices listed in this document or from the office of registration and records, Cass

Hall.

# Detailed Costs and Fees

## Fall 2016, Spring 2017 and Summer 2017 Required Student Fees

Required student fees are a combination of tuition and student services fees. Following is a summary of the fees approved by the Board of Governors.

See the [General Fees](#) page for additional fee information.

## West Plains Campus Resident and Non-Resident Required Student Fees: Tuition

### Tuition for Fall 2016, Spring 2017 and Summer 2017:

Tuition will be assessed based on the following per credit hour:	Missouri Residents	Non-Residents
Tuition (except for online, NUR and RST prefix courses)	\$119	\$238
Tuition for Online Courses	\$137	\$137
Tuition for NUR (Nursing) <sup>1</sup>	\$154	\$308
Tuition for RST (Respiratory Therapy) <sup>2</sup>	\$144	\$288

<sup>1</sup>Regular tuition rates are charged for NUR 197, NUR 297

<sup>2</sup>Regular tuition rates are charged for RST 120

### Student Services Fees for Fall 2015 and Spring 2016:

Fee	Amount
Capital Projects Fee	\$20
Student Recreation Center Fee	\$25
Professional Services Fee (for 6 credit hours or more)	\$15

Student Activity Fee	\$20
Student Computer and Technology Usage Fee (1 hour-\$5, 2 hours-\$10, 3 hours-\$15, etc.) <sup>3</sup>	\$5 per credit hour

## Student Services Fee for Summer 2016:

Fee	Amount
Capital Projects Fee	\$20
Student Recreation Center Fee	\$25
Student Activity Fee	\$10
Student Computer and Technology Usage Fee (1 hour-\$5, 2 hours-\$10, 3 hours-\$15, etc.) <sup>3</sup>	\$5 per credit hour

<sup>3</sup>The Student Computer and Technology Usage Fee is assessed on all credit hours through 18 hours at \$5 per credit hour for a maximum of \$90.

Courses audited are counted in the same way as courses taken for credit in determining fees.

Courses offered through the off-campus high school dual credit and dual enrollment programs are charged 50 percent of the tuition for a Missouri resident. Dual-credit students are not charged student services fees. Dual enrollment students are charged the Student Computer and Technology Usage fee, and may elect to self-pay other student services fees as outlined below. Both dual credit and dual enrollment students are charged supplemental course fees.

Students taking only online classes only (if enrolled in 6 or more credit hours) are not charged student services fees except for the Student Computer and Technology Usage Fee. Students taking only online classes have the option to self-pay the Professional Services fee and/or the Student Activity fee and/or the Student Recreation Center Fee. Students electing these fees must pay the fee(s) no later than the close of business the second Friday of full semester classes. Students who take a combination of online and on campus courses are assessed the fees; however, in order to qualify for the Professional Services fee, the combination of credit hours must total at least 6 hours. If the Professional Services fee (including Health Services) is refunded because billable hours drop below 6, the student will be given the opportunity to have the service reinstated.

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

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

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

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

Viticulture and Enology students are charged Student Computer and Technology Usage Fee and supplemental course fees.

Senior citizens pay supplemental course fees.

### **Exceptions to the Student Fee Schedule:**

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

# Academic Calendar

Complete academic calendars, including deadlines associated with grading, refunds, etc., will be available no later than one year prior to the selected semester.

April 23, 2016 - Aug. 21, 2016	All Day	<b>Regular Registration</b>
April 23, 2016	All Day	<b>Fall regular registration begins</b>
Aug. 16, 2016	8:30 am - 4:00 pm	<b>Fall Faculty Workshop Part I</b>
Aug. 17, 2016	All Day	<b>Springfield Showcase on Teaching Workshop</b>
Aug. 18, 2016	8:30 am - 4:00 pm	<b>Fall Faculty Workshop Part II</b>
Aug. 19, 2016	8:00 am - 5:00 pm	<b>Senior Citizens Registration</b>
Aug. 20, 2016	9:00 am - 12:00 pm	<b>Extended Office Hours</b>
Aug. 21, 2016	All Day	<b>Registration Deadline</b>
Aug. 22, 2016 - Aug. 26, 2016	All Day	<b>100% Refund Deadline</b>
Aug. 22, 2016 - Aug. 26, 2016	All Day	<b>Change of Schedule Period</b>
Aug. 22, 2016	All Day	<b>Extended Office Hours</b>
Aug. 22, 2016	All Day	<b>First Day of Classes</b>
Aug. 23, 2016 - Aug. 25, 2016	All Day	<b>Extended Office Hours</b>
Aug. 26, 2016	11:00 am - 12:00 pm	<b>Fall 2016 Convocation Ceremony</b>
Aug. 27, 2016 - Sep. 2, 2016	All Day	<b>75% Refund Deadline</b>
Aug. 31, 2016 - Sep. 2, 2016	All Day	<b>Attendance Tracker report</b>
Sep. 3, 2016 - Sep. 19, 2016	All Day	<b>50% Refund Deadline</b>
Sep. 5, 2016	All Day	<b>Labor Day (No Classes/Offices Closed)</b>
Sep. 19, 2016	All Day	<b>Census Day</b>
Sep. 20, 2016 - Oct. 14, 2016	All Day	<b>25% Refund Deadline</b>
Oct. 10, 2016 - Oct. 17, 2016	All Day	<b>Mid-term Grading</b>
Oct. 10, 2016	All Day	<b>Last Day to Drop or Withdraw from 1st eight week session</b>
Oct. 12, 2016	All Day	<b>Mid-semester</b>
Oct. 13, 2016	All Day	<b>Last Day of Classes for 1st eight week session</b>



Oct. 13, 2016	All Day	<b>Final Exam Period for 1st eight week session</b>
Oct. 15, 2016 - Dec. 15, 2016	All Day	<b>0% Refund Deadline</b>
Oct. 17, 2016	All Day	<b>Mid-term Grades Viewable</b>
Oct. 17, 2016	All Day	<b>Second 8-Week Block Classes Begin</b>
Oct. 17, 2016	8:00 am - 12:00 pm	<b>Mid-term Grading Closes at noon</b>
Oct. 20, 2016	All Day	<b>Mid-term 'D' &amp; 'F' Reports</b>
Oct. 31, 2016 - Nov. 1, 2016	All Day	<b>Early Registration for Special Populations</b>
Nov. 2, 2016 - Nov. 11, 2016	All Day	<b>Early Registration</b>
Nov. 21, 2016 - Nov. 22, 2016	All Day	<b>Thanksgiving Holiday (No Classes/Offices Open)</b>
Nov. 23, 2016	All Day	<b>Extra Given Day (No Classes/Offices Closed)*</b>
Nov. 24, 2016	All Day	<b>Thanksgiving Day (No Classes/Offices Closed)</b>
Nov. 25, 2016	All Day	<b>Day After Thanksgiving (No Classes/Offices Closed)</b>
Dec. 1, 2016	All Day	<b>Last Day to Drop or Withdraw</b>
Dec. 8, 2016	All Day	<b>Last Day of Classes</b>
Dec. 12, 2016 - Dec. 15, 2016	All Day	<b>Final Exam Period</b>
Dec. 12, 2016 - Dec. 16, 2016	All Day	<b>Final Grade Entry</b>
Dec. 16, 2016	All Day	<b>Last Day of Semester</b>
Dec. 16, 2016	8:00 am - 12:00 pm	<b>Final Grade Entry due at noon</b>
Dec. 16, 2016	All Day	<b>Semester Grades Viewable</b>
Dec. 16, 2016	All Day	<b>'D' &amp; 'F' Grade Reports Emailed</b>
Dec. 22, 2016 - Dec. 23, 2016	All Day	<b>Extra Given Days (Offices Closed)*</b>
Dec. 26, 2016	All Day	<b>Christmas Day (Observed - Offices Closed)</b>
Dec. 27, 2016 - Dec. 30, 2016	All Day	<b>Extra Given Days (Offices Closed)*</b>
Jan. 9, 2017	All Day	<b>Transcripts Available</b>
Jan. 16, 2017	All Day	<b>Registration Deadline</b>
Jan. 30, 2017	All Day	<b>Transcripts Available</b>
Nov. 14, 2016 - Jan. 16, 2017	All Day	<b>Regular Registration</b>
Jan. 2, 2017	All Day	<b>New Year's Day (Observed - Offices Closed)</b>
Jan. 3, 2017 - Jan. 4, 2017	All Day	<b>Extra Given Days (Offices Closed)*</b>
Jan. 6, 2017	All Day	<b>Senior Citizens Registration</b>
Jan. 9, 2017	All Day	<b>100% Refund Period</b>
Jan. 9, 2017 - Jan. 13, 2017	All Day	<b>Intersession Period</b>
Jan. 10, 2017	All Day	<b>75% Refund Deadline</b>
Jan. 10, 2017	TBA	<b>Spring Faculty Workshop (Part One)</b>
Jan. 11, 2017	All Day	<b>50% Refund Deadline</b>

Jan. 12, 2017	All Day	<b>25% Refund Deadline</b>
Jan. 12, 2017	TBA	<b>Spring Faculty Workshop (Part Two)</b>
Jan. 13, 2017	All Day	<b>0% Refund Deadline</b>
Jan. 13, 2017	All Day	<b>Senior Citizens Registration</b>
Jan. 14, 2017	9:00 am - 12:00 pm	<b>Extended Office Hours</b>
Jan. 16, 2017	All Day	<b>Martin Luther King Jr. Day (No Classes/Offices Closed)*</b>
Jan. 17, 2017 - Jan. 23, 2017	All Day	<b>100% Refund Deadline</b>
Jan. 17, 2017 - Jan. 23, 2017	All Day	<b>Change of Schedule Period</b>
Jan. 17, 2017	7:30 am - 5:30 pm	<b>Extended Office Hours</b>
Jan. 17, 2017	All Day	<b>First Day of Classes</b>
Jan. 17, 2017 - Jan. 30, 2017	All Day	<b>Attendance Tracker Report</b>
Jan. 18, 2017 - Jan. 19, 2017	8:00 am - 6:00 pm	<b>Extended Office Hours</b>
Jan. 24, 2017 - Jan. 30, 2017	All Day	<b>75% Refund Deadline</b>
Jan. 31, 2017 - Feb. 13, 2017	All Day	<b>50% Refund Deadline</b>
Feb. 13, 2017	All Day	<b>Census Day</b>
Feb. 14, 2017 - March 21, 2017	All Day	<b>25% Refund Deadline</b>
Feb. 20, 2017	All Day	<b>Presidents' Day (No Classes/Offices Closed)*</b>
March 6, 2017 - March 13, 2017	All Day	<b>Mid-term Grading</b>
March 8, 2017	All Day	<b>Mid-semester</b>
March 11, 2017 - March 19, 2017	All Day	<b>Spring Break (No classes/Offices open)</b>
March 13, 2017	1:00 pm - 1:01 pm	<b>Mid-term Grades Viewable</b>
March 13, 2017	12:00 pm - 12:01 pm	<b>Mid-term Grading Closes</b>
March 15, 2017	All Day	<b>Mid-term 'D' &amp; 'F' Reports</b>
March 22, 2017 - May 4, 2017	All Day	<b>0% Refund Deadline</b>
April 7, 2017	8:00 am - 1:00 pm	<b>Interscholastic Contest</b>
April 13, 2017	All Day	<b>Spring Holiday (No Classes/Offices Open)</b>
April 14, 2017	All Day	<b>Spring Holiday (No Classes/Offices Closed)*</b>
April 17, 2017	All Day	<b>Early Registration for Special Population</b>
April 18, 2017 - April 21, 2017	All Day	<b>Early Registration</b>
April 24, 2017 - June 11, 2017	All Day	<b>Regular Registration</b>
April 24, 2017 - Aug. 20, 2017	All Day	<b>Regular Registration</b>
May 4, 2017	All Day	<b>Last Day to Drop or Withdraw</b>
May 11, 2017	All Day	<b>Last Day of Classes</b>
May 12, 2017 - May 19, 2017	All Day	<b>Final Grade Entry</b>
May 15, 2017 - May 18, 2017	All Day	<b>Final Exam Period</b>

May 18, 2017	All Day	<b>Last Day of Semester</b>
May 19, 2017	1:00 pm - 3:00 pm	<b>Commencement Practice</b>
May 19, 2017	All Day	<b>Final Grade Entry</b>
May 20, 2017	10:00 am - 1:00 pm	<b>Commencement</b>
May 23, 2017	1:00 pm - 1:01 pm	<b>Semester Grades Viewable</b>
May 24, 2017	All Day	<b>'D' &amp; 'F' Grade Reports Emailed</b>
May 24, 2017	All Day	<b>Transcripts Available</b>
May 29, 2017	All Day	<b>Memorial Day (Offices Closed)</b>
June 6, 2017	All Day	<b>Transcripts Available</b>

# Description of Course Listings

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

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

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

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

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

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

Some courses are listed with the prerequisite of "permission" or "and permission". Courses having the designation "CBE" are available for credit by examination.

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

Offering of courses is subject to sufficient enrollment.

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- Connie Morgan (Deceased)
- **Barbara Nyden \*(2014)**
- **Camilla D. O'Neal \*(1995)**
- Neil Pamperien
- Juanita 'Nita' Roth
- Carol Silvey
- Dale Talburt (Deceased)

\* **Governor's Award for Excellence in Teaching recipient**

## **Emeritus Staff**

- Diane Basom
- Sue Ingram
- Mozella Jett
- Janice Johnson
- Marvin Looney
- Veronica Mays (Deceased)
- Kathleen Morrissey
- Norma Ogletree
- Rita Turpin
- Martha Tuttle

- Roger Tuttle
- Evelyn Vetter

## **Academic Administration**

- Dennis Lancaster
- Teresa Shipley
- Margie Griffin
- Donna Bird
- Janet Surface
- David White
- Jerry Trick
- Amy Ackerson
- Judy Carr
- Cathy Profitt-Boys
- Jay Towell
- Michelle Branton
- Sylvia Kuhlmeier
- Karen Ryburn

# Glossary of Terms

This reference guide is designed to assist in defining terms frequently used at Missouri State University and in the Undergraduate Catalog.

**Academic Advisor** — A University employee who is committed to helping students meet their educational goals and to make informed and responsible decisions.

**Academic Year** — Begins in August with the fall Intersession, continues through the spring semester and concludes with the summer session.

**Alumni** — Individuals who have attended or graduated from a particular college or University.

**Admission to Degree Program** — A process required of students who have a major with specific admission requirements.

**Auditing a Class** — A grading option that allows completion of a course without receiving credit or a traditional grade. An audited course cannot be used to fulfill a degree requirement.

**BearPass Card** — Student's official University identification card.

**Block** — Classes meets for only the first or second half of the term (semester).

**Board of Governors** — Governing body for Missouri State University appointed by the Governor of Missouri.

**Catalog** — University's official publication of academic policies and procedures, programs of study and course offerings for a particular academic year.

**Certificate** — Document representing that the student has completed a University Certificate.

**Change of Schedule Period** — First five days of the fall and spring semester and first two days of summer session in which students can add and drop classes.

**Class Schedule** — An online listing of courses offered for a specific term.



**College Level Examinations Program (CLEP)** — Program that allows students to receive credit by examination instead of completing a course.

**Commencement** — Ceremony held at the end of the spring semester, summer session and fall semester to recognize candidates for graduation.

**Corequisite** — Two or more courses that must be taken during the same semester.

**Credit by Examination (CBE)** — Method of earning academic credit outside of traditional course offerings.

**Credit Hour** — Standard unit of measuring coursework. The unit of credit used at Missouri State is the semester hour.

**Cross-Listed Courses** — Two or more different courses taught in the same room, at the same time, with the same instructor. Students may receive credit toward graduation for only one.

**Darr Honors Program** — Designed to serve the needs of academically talented, high-achieving students accepted into the Honors College Program.

**Dean (academic)** — Highest administrative officer of a college.

**Dean's List** — Published list of students who have achieved a specific level of achievement established by the University. The list is published at the conclusion of each semester and Summer Session.

**Degree Audit** — Advising tool designed to assist in tracking a student's progress towards graduation.

**Department Head** — Administrative officer holding faculty rank; responsible for a primary unit within an academic organization.

**Diploma** — Document provided by the University certifying that the student has earned a degree.

**Division Chair** — Administrative officer holding faculty rank; responsible for a grouping of academic departments and degree programs

**Dual Enrollment** — Typically refers to high school students who are receiving high school credit while also being enrolled in college-level credit. This term can also refer to students who are concurrently enrolled in two or more higher education institutions.

**Enrollment Status** — Terms used for reporting a student's academic load to external agencies. (i.e., full-time, half-time, less than half-time)

**Good Standing** — Academic status of students who are not on probation or under suspension.

**General Education Requirements** — Group of foundation courses required of undergraduate students regardless of the student's major.

**Grade Point** — Numerical value given to grades. For example, four grade points per credit hour is awarded for a grade of "A".

**Grade Point Average (GPA)** — Calculation derived from dividing the grade points earned by the number of credits attempted.

**Hold** — Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to an unpaid financial obligation or failure to complete a required process.

**Honors, Scholastic** — Designation indicated on the graduates' diploma and transcript that reflects outstanding scholarship.

**Identical Courses** — Those courses identified by multiple course codes and/or numbers that are taught in the same classroom, at the same time and by the same instructor. Student may only receive credit toward graduation for one.

**Incomplete Grade** — Assigned when a student has not completed all work for a course and the instructor agrees to allow additional time for completion of the course.

**Internship** — Work at a business or agency related to a student's major and/or career plans for which credit hours are awarded.

**Intersession** — Brief period (typically 1-3 weeks) between semesters when a limited number of courses are offered.

**My Grizzly Den** — Web-based system that provides access to personal student information, email, blackboard, online registration and much more. A BearPass account is required to access the system.

**Non-Resident** — Student who does not meet requirements for classification as a Missouri resident for fee purposes in accordance with the residence policy.

**Non-Traditional Student** — Includes evening students, married students, students with children and students of 22 years of age or older.

**Option** — Subset of courses within a degree program that represent an specialized area of study. Officially approved options appear on the transcript but are not printed on the diploma.

**Overload** — Semester credit hours that exceed the maximum number of hours permitted based on the student level (undergraduate or graduate). Permission is required for an overload.

**Pass/Not Pass** — Grading option that allows students to pursue coursework without affecting their GPA.

**Prerequisite** — Specific requirements that must be met prior to enrolling in a given class. Prerequisites may consist of courses, test scores or enrollment in a specific program of study.

**Probation** — Status that indicates unsatisfactory academic progress. Students may be subject to academic load limitations and other restrictions.

**Program of Study** — All requirements that a student must complete in order to be awarded a degree or University certificate.

**Readmission** — Admission process followed by a student who wishes to enroll after not taking classes for one full calendar year.

**Registration Restriction** — A type of prerequisite that requires student be in a specific program of study in order to take the class

**Reinstatement** — Process by which a suspended student appeals to return to the University.

**Semester** — Instructional period of 15 weeks plus a final examination period offered twice a year (referred to as Fall and Spring semester). Additional instructional periods include intersessions and a summer session.

**Service Learning** — Program which allows students to earn academic credit in selected courses in exchange for meaningful and productive community service.

**Student Services Fees** — Required fees assessed at the time of registration that cover the student's access to a variety of services, programs and activities.

**Suspension** — Status that prevents a student from enrolling in courses unless an exception is granted by the dean of the student's major.

**Syllabus** — Document describing the objectives, outcomes, assessment activities and structure of a course that is made available to students during the first week of classes.

**Term** — Terminology for a semester

**Transcript** — Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions and disciplinary expulsions also appear on the transcript.

**Transfer Credit** — Courses taken at another accredited institution and accepted toward degree requirements at Missouri State.

**Transfer Student** — Student who has completed 24 or more transferable credit hours after high school graduation.

**Tuition** — The amount of money that must be paid for classes. Other fees may be assessed in addition to tuition.

**"W" Grade** — Indicates student withdrew from (dropped) a class without academic penalty.

# Academic Policies and Campus Requirements

## Academic policies

In addition to satisfying all degree requirements below, students should be familiar with the campus' [Academic Policies and Procedures](#). Students are encouraged to consult with their academic advisor or the office of the registration and records if they have questions regarding any of the academic policies.

**Note:** these policies may change from year to year and such changes apply to *all* future, current, continuing and returning students.

## Degrees offered

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

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

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

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

**Associate of Applied Science Degree (AAS):** A specialized degree that is primarily an occupationally oriented degree, the AAS allows recipients of this degree to enter a particular job market. While not designed as transfer degrees, some AAS degrees can be used as the first two years of a Bachelor of Applied Science degree; however, students will need to take additional general education courses, as

well as courses in the major field. Refer to the specific degree program page for information.

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

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

**Bachelor's and master's degrees:** Missouri State University-Springfield offers bachelor's, master's and specialist degree programs on the West Plains campus through the Missouri State Outreach program. By using interactive video and on-site instruction, entire degree programs can be completed on the Missouri State University-West Plains campus. Refer to the specific degree program page for information.

## Components of a degree

### Student Responsibility

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

### Graduation Procedures

In order to graduate, a student must:

- At the time of registration for the semester in which s/he intends to graduate, complete an application for graduation form online or in the registration and records office
- Take a CAAP test in the Capstone course
- Pay a graduation fee of \$55.00 to the business office. (A portion of the graduation fee covers expenses of the CAAP test; an additional fee will be charged for each subsequent repeat of the CAAP test), and
- If desired, arrange for caps, gowns, tassels, announcements, rings, etc., through the Drago College Store.

Before a student may graduate, an audit of the student's record will be made to verify graduation eligibility. A commencement ceremony is held each spring for students completing their degree during the prior fall semester, the current spring semester or the summer session that follows the spring semester during which an application to graduate has been submitted and approved. Students with a 2.0 GPA and completing the last six or fewer remaining degree requirements during the summer semester may apply to walk during the spring commencement ceremony. Students who wish to participate in the ceremony must apply through the registration and records office at the time of spring registration.

## General Degree Requirements & Procedures

- 1. Catalog of Graduation:** Students shall satisfy the general education requirements in effect upon first enrollment at Missouri State University-West Plains. Other special degree requirements in effect at the time the student files a degree program shall be satisfied. If a student re-enrolls after an absence of one calendar year or more from Missouri State University-West Plains, requirements in effect in the catalog at the time of readmission must be satisfied. Missouri State University-West Plains dual enrollment/dual credit students will follow the catalog that is in effect upon first enrollment after high school graduation. Non-degree seeking students shall satisfy the catalog requirements of the catalog in effect when they become degree-seeking students. When students change degree programs (e.g., from the AA in General Studies to the AS in Nursing), they shall satisfy the catalog in effect when the change becomes effective.
- 2. Credits and Grade Point Average:** A candidate for an associate degree is required to make at least a 2.00 grade point average on the degree requirements (excluding electives) and a 2.00 grade point average on all work attempted at Missouri State University-West Plains, as well as a 2.00 grade point average on all college work (Missouri State University-West Plains and transfer combined).
- 3. Residence:** To receive an associate degree from Missouri State University-West Plains, the student must complete at least 15 credits in residence on the West Plains campus, its extended campuses, or via online course offerings through Missouri State-West Plains. Appeals for exemption to this policy should be addressed to the dean of academic affairs.
- 4. Time Limit:** Students must complete their academic program at Missouri State University-West Plains within six years. Any student requiring more than six years to complete the degree must adopt the guidelines of the new catalog.
- 5. Constitution Study:** No student may graduate without complying with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011) which states students must be "given regular courses of instruction in the Constitution of the United States and of the State of Missouri, in American history including the study of American institutions." Students may meet this requirement by completing the American Studies requirements under General Education. Transfer students who have had a course in American government (PLS 101) that did not include a study of the Missouri

Constitution must enroll in a reading course in political science (PLS 103).

6. **Capstone Course and the Student Learning Portfolio:** Effective fall 2005, all students must complete the appropriate capstone course for their degree program, take the Collegiate Assessment of Academic Proficiency (CAAP), and submit a portfolio of work for campus assessment as a condition for graduation. Although students will not earn points for completing the CAAP or the portfolio, participation in them is required. Failure to complete any of them will result in an automatic grade of "F" in this course. If extenuating circumstances exist, students may apply for an incomplete. See the section on Incomplete Grades elsewhere in this catalog for more information.

### **Portfolio Requirements:**

A portfolio is an accumulation of significant work from your college career.

- Effective fall 2005, all first-time degree seeking students are required to compile a portfolio to complete their degree programs;
- The portfolio will be introduced to students in IDS 110 or another course;
- Students should work with their faculty advisors within their degree programs to ensure they prepare the appropriate materials;
- The portfolio is a continuous project to be worked on throughout a student's educational experiences at Missouri State University-West Plains;
- The portfolio will be submitted in the capstone course. Portfolio guidelines for the various degree programs can be found in the IDS 110 text or obtained from the student's academic advisor.

### **Capstone Requirements:**

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

- In this course, students will submit their program portfolio and draw upon a broad cross-section of their coursework to examine global issues.
- The capstone course also provides a place for students to participate in University assessment activities.
- The capstone course requirements can be met by taking one of several courses, but the Associate of Arts degree and some other degree programs require IDS 297 Topics in Globalization.



- Some AAS degrees, the AS in Nursing degree and the Darr Honors Program, have a different capstone requirement.
- Students should work with their faculty advisors and should consult degree descriptions in their academic catalog to determine which course and, in the event of multiple topics offered within a course, which topic is most appropriate for their academic and career goals.

Students must complete the CAAP test and the portfolio in order to complete the capstone course.

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

7. **Advisement:** Each student is responsible for developing a program of study and for selecting courses that will meet the requirements for the student's chosen degree. First-time freshmen will be assigned an advisor as soon as they are admitted. Students should carefully review the requirements for degree completion prior to registering for each semester.

## Philosophy of General Education

A University exists to serve both society and the student. It must foster and enrich the culture of society, as well as provide specific skills to the student. It must maintain and strengthen our democratic society and broaden the knowledge and experience of each student while enhancing the student's ability to think critically, make value judgments, and function competently in the wider world.

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

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

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

## Second Degree

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

1. Must fulfill the general and specific requirements for the second degree.
2. Must complete a minimum of 15 credit hours, which are directly applicable to the second degree and in addition to those presented for the first degree. Multiple use of Courses - Courses may be counted toward meeting the requirements in more than one area of the two degrees (for example, BMS 267 may be used to meet a specific requirement for the AS Nursing degree and four hours of electives on the AA General Studies degree) unless specifically prohibited by the academic departments and so stated in the catalog.
3. Must graduate under the provisions of the Missouri State University-West Plains catalog in effect when the student files a degree program for a second degree.
4. Must comply with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011).  
Transfer students who have had a course in American government (PLS 101) that did not include a study of the Missouri Constitution must enroll in a reading course in political science (PLS 103).
5. Must pay \$20 second-degree graduation fee.

## Transferability

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

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

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

# Academic Policies and Procedures

## Academic Policies

- [Academic Accommodation of Students with Disabilities](#)
- [Academic Freedom](#)
- [Academic Honors](#)
- [Academic Integrity](#)
- [Academic Record and Transcript of Credits](#)
- [Academic Renewal](#)
- [Academic Standings](#)
- [Adding and Dropping a Class](#)
- [Advanced Placement](#)
- [Address \(Local and Permanent\)](#)
- [Attendance](#)
- [Auditing a Course](#)
- [Cell Phones and Electronic Devices in the Classroom](#)
- [Chancellor's List and Dean's List](#)
- [China Program](#)
- [Class Disruption](#)
- [Classification](#)
- [Commencement](#)
- [Correspondence Courses](#)

- [Credit by Examination/CLEP](#)
- [Credit Hours](#)
- [Degree Program: Declaring or Changing](#)
- [Directed Self-Placement](#)
- [Directed Studies](#)
- [Disability Support Services](#)
- [Distance Learning](#)
- [Dual Enrollment](#)
- [Educational Accessibility](#)
- [Education Guarantee](#)
- [Enrollment Deadlines](#)
- [Excess Hours: Permission](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Final Exam Period](#)
- [Full-Time Student](#)
- [Grading and the Credit System](#)
- [Grade Appeals](#)
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- [Grade Point Average](#)
- [Grade Reports](#)
- [High School Dual Credit and Dual Enrollment](#)
- [Incomplete Grades](#)
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- [Intersession Overload](#)
- [Library Policies](#)
- [Non-Discrimination](#)
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- [Repeat Policy](#)
- [Scholastic Probation and Suspension](#)
- [Second Degree](#)
- [Senior Citizen Waiver Program](#)
- [Transfer Programs](#)
- [Variable Content Courses](#)
- [Withdrawal from University](#)
- [Withdrawal from University for Military](#)

# Academic Accommodation of Students with Disabilities

## Accommodation Policy

Missouri State University-West Plains is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students seeking service are responsible for notifying the University of their disabilities, requesting academic accommodation(s), and providing documentation of the disability from a qualified professional. Documentation must include necessary evidence of a disability-related need for the requested accommodation(s). Accommodation(s) cannot be based simply on the student's preferences; students must show a legitimate purpose for requesting an academic accommodation. Such accommodation(s), auxiliary aids, and services cannot alter the fundamental nature of the course or program of instruction. In addition, auxiliary aids and services cannot result in an undue burden to the university. Auxiliary aids and services as defined by law will be provided without cost to a student entitled to such aid. Students generally will not be provided devices or services of a personal nature, such as attendants, individually prescribed devices or readers for personal use or study.

Students requesting academic accommodation(s) should contact the disability services coordinator in the advisement and academic coaching center for empowering student success (AACCESS) at (417) 255-7222 (voice) or (417) 255-7715 (TTY).

# Academic Freedom

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

# Academic Honors

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

- *Summa Cum Laude*: a cumulative GPA of 4.000
- *Magna Cum Laude*: a cumulative GPA of 3.700-3.999
- *Cum Laude*: a cumulative GPA of 3.400-3.699

*With Honors from the Missouri State University-West Plains Honors Program*: Any student enrolled in the Honors Program who completes the requirements of the Associate of Arts degree in General Studies is awarded that degree "With Honors from the Missouri State University-West Plains Honors Program."



# Academic Integrity

## Student Academic Integrity Policies and Procedures

### Declaration of University Community Principles Missouri State University-West Plains

#### *Preamble*

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

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

#### *Principles*

The community of scholars that is Missouri State University-West Plains is committed to developing educated, independent thinking persons. It is believed that educated, independent thinking persons will

accept responsibility to act in accordance with the following principles:

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

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

## Introduction

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

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

## Definitions

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

- **Cheating:** The term cheating refers to using or attempting to use unauthorized technology, materials, information or study aids in any academic exercise.
- **Fabrication or other misconduct in research:** The term fabrication refers to unauthorized

falsification or invention of any information (including research data) or any citation in any academic exercise; misconduct in research refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

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

### **Definition: Academic Integrity Council (AIC):**

*The Academic Integrity Council is charged by the academic dean to:*

- (1) enforce the Missouri State University West Plains academic integrity policy, following the procedures stated herein;
- (2) periodically review and amend these policies and procedures, subject to approval of substantive changes by the academic dean, Faculty Senate, Student Government Association, and/or Board of Governors;
- (3) organize/conduct campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promote a campus-wide climate of academic integrity.

*The 16-member Academic Integrity Council (AIC) consists of:*

- ◦ seven voting student members;
- seven voting ranked faculty members;
- the academic dean (or designee), who is the non-voting Chair of the Council;
- the coordinator of student life and development, *ex officio* (without voting privileges);

Faculty members must not hold administrative appointments during the time of service on the Council.

The Council is charged with overseeing Academic Integrity Proceedings, and the Council may convene an Academic Integrity Proceeding at its discretion. The Council may also undertake other activities intended to foster academic integrity.

Voting members of the Academic Integrity Council are selected by appointment from the Faculty Senate Chair and the SGA President.

**Terms:** Student members of the council are appointed for one-year terms, and may be reappointed a subsequent one-year term. Faculty members are appointed for staggered two-year terms, and may be reappointed for subsequent terms.

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

**Definition: Academic Integrity Council Panel (AIP):** An Academic Integrity Panel consists of five members: five voting panelists drawn from the membership of the AIC, plus the Chair of the AIC, who is a non-voting member of the panel and responsible for assembling the panel and conducting the proceeding. Five voting panelists constitute a quorum for a proceeding, and at least two but no more than three panelists must be students.

## **Reporting Academic Dishonesty**

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

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

## **Academic Dishonesty Not Associated With Enrollment in a Course**

Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly enrolled (For example, taking a test for a duly-enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University-West Plains outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

## **Addressing Alleged Academic Dishonesty And Notifying the AIC of an Alleged Incident**

Ideally, an allegation of cheating, plagiarism or other form of academic dishonesty committed within the context of a particular course is first addressed in a personal meeting between the instructor of the course in which the alleged violation occurred and the student involved in the alleged act. The student is allowed to present relevant evidence at this meeting, and the matter may be resolved by either the instructor dropping the allegation or the student accepting the instructor's sanction(s). If the allegation is dropped, no further actions are taken. If the allegation is not dropped and the student accepts the instructor's sanction(s), with or without admitting guilt, the instructor may impose the sanction(s) directly (refer to section on Instructor Sanctions) and will provide a written description of the incident and the sanction(s) imposed to the student, the department head, and the Chair of the AIC to be maintained as part of AIC records, so that repeat offenders may be more easily detected. When a report of academic dishonesty is received by the AIC, the AIC Chair sends the student a letter informing the student that the AIC has received notice from the instructor of the alleged incident. The student is informed that the notice will be kept on file in the office of academic affairs, and, by itself, will have no impact on the student's academic standing and progress at Missouri State University-West Plains. The student is also informed that should he or she ever be charged with another act of academic dishonesty, the previous notice may be taken into consideration.

If the matter cannot be resolved in the meeting between the instructor and the student (i.e.. e., the student does not accept the sanction(s) and the instructor wishes to pursue the allegation), the instructor must provide to the student a written summary of the alleged incident and intended sanction, with a copy of this written summary to the instructor's department head. The instructor's written summary must include:

- the student's full name and student identification number, the semester and year, the course and section number of the course in which the alleged violation occurred;
- the nature of the alleged violation, the intended sanction and what, if any, effect the sanction will have on the student's grade in the class;
- a statement informing the student of the right of appeal to the department head, and also informing the student that the deadline for appealing to the department head is one calendar week from date of receipt of the written summary of the incident;
- the reason for choosing the assignment of 'XF'.

Within one week of receipt of the instructor's written summary of the allegation, the student who wishes to appeal must submit to the department head his/her own written summary of the grounds for appeal or review. Before rendering a decision, the department head will review the documentation and meet separately with the instructor and the student who initiated the appeal. The department head must advise the instructor and the student in writing of his/her decision, and must also inform the instructor and the student that either has the right to appeal the department head's decision to the AIC. The department head must also send a detailed report of his/her decision along with pertinent documents to the Academic Integrity Council, in care of the office of academic affairs, so that multiple acts of academic dishonesty by the same student in different courses may be more easily detected. The Academic Integrity Council will maintain confidential files related to student academic dishonesty, and the Chair of the AIC can convene a panel to address repeated allegations of academic dishonesty that may accumulate against a particular student.

A faculty member must allow a student who is appealing an allegation of academic dishonesty to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted. If the student drops the class in which academic dishonesty is alleged to have occurred, sanctions for academic dishonesty may still be imposed, including those that involve a revision of the student's transcript (For example, an N grade recorded when the student dropped the course may be revised to 'XF' if that sanction has been upheld).

## **Instructor Sanctions**

The instructor can impose the following sanctions only if those sanctions are specified in the instructor's course policy statement, either by explicitly listing the sanctions or by a direct reference to the academic integrity policy, including directions for obtaining the policy on the web or at the library. The maximum penalty an instructor can impose is a failing grade in the class. The failing grade can, at the instructor's option, indicate failure due to academic dishonesty, as described below. Instructor sanctions that may be specified in course policy statements include:

- denying credit on an assignment and/or examination;
- requiring additional assignments and/or examinations;
- lowering the student's course grade;
- issuing a failing course grade ('F');
- issuing a failing course grade of 'XF', which indicates that this failing grade was due to academic dishonesty. The grade 'XF' shall be treated as an F grade for the purposes of grade point average, course repeatability, and determination of academic standing.
- To issue a course grade of 'XF' the instructor must notify the office of academic affairs in writing that he/she intends to impose this sanction. The office of academic affairs will then notify the Records Office. The instructor will indicate a grade of F on the grade roster.

No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights, or is found in violation after an AIC proceeding. If misconduct is found the faculty member and the student will jointly fill out an Academic Integrity Sanctioning agreement. **If an academic integrity matter is pending at the end of a semester, the faculty member must assign an Incomplete (I) for the course until the matter is resolved.**

If a student accepts the sanction of 'XF' and chooses not to appeal it, the instructor will be asked by the AIC Chair to submit a recommendation on when the "X" part of the grade might be removed (see "Appeal for Removal of 'XF' Grade").

## **Student Request for an Academic Integrity Proceeding**

If the dispute is not resolved at the departmental level to the satisfaction of the student, the student may submit a written request for an Academic Integrity Proceeding to the Academic Integrity Council, in care of the office of academic affairs. Requests must be presented to the AIC within fifteen (15) academic days (days when classes are in session) from the date of the department head's decision. The AIC Chair or designee will select the date, time and place for the Academic Integrity Proceeding, and will make a reasonable attempt to accommodate the student's schedule. The student, the instructor, the instructor's department head and assistant dean will be notified in writing a minimum of fifteen (15) academic days (days when classes are in session) prior to the proceeding, and will be provided with information about the proceeding. In addition, anyone lodging a confidential allegation with the AIC will be notified of the date, time and place of a proceeding to address that allegation.

## **Instructor Request for an Academic Integrity Proceeding**

If a dispute is not resolved at the departmental level to the satisfaction of the instructor, or if the instructor



believes a more severe sanction than those that can be imposed by instructors is warranted, (For example, suspension or expulsion) then the instructor may submit a written request to the Academic Integrity Council, in care of the office of academic affairs, for an Academic Integrity Proceeding. Requests must be presented to the AIC within fifteen (15) academic days (days when classes are in session) from the date of the instructor's imposition of sanction (if the instructor seeks additional sanctions), or from the date of the department head's decision (if the instructor is appealing that decision). The Chair of the AIC will notify the student in writing of the instructor's request for a proceeding. An Academic Integrity Proceeding initiated by instructor request will take place in the same manner as one initiated by a student appeal.

## **Academic Integrity Proceeding**

An Academic Integrity Proceeding is conducted by a five-member Academic Integrity Panel assembled by the Chair of the AIC for that purpose. In keeping with the ultimate premise and justification of academic life, the duty of all persons at an Academic Integrity Proceeding is to assist in a thorough and honest exposition of related facts. The role of the Chair is to exercise impartial control over the Academic Integrity Proceeding in order to achieve an equitable, orderly, timely and efficient process. The Chair is authorized to make decisions and rulings as are necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of documentation.

Fostering academic integrity is best achieved when people confront academic dishonesty openly; however, it is also recognized that doing so can create personal risk in some situations. Therefore, people alleging academic dishonesty against a particular student will be allowed to participate in the proceeding by submitting written statements rather than appearing before the panel, under the condition that at least one person who has alleged academic dishonesty against a particular student is willing to reveal his/her identity to the student. When requested, the written statements may be confidential, and the identity of the person submitting a written statement known only to the AIC Chair. In order for any proceeding to occur, at least one person (usually the course instructor) who has lodged an allegation of academic dishonesty against a student must be willing to participate in the proceeding. Witnesses who have been requested to appear but cannot be present at a proceeding because of scheduling problems may submit written statements. Statements must be signed, dated, and received by the office of academic affairs at least twenty-four (24) hours prior to the time the proceeding is to commence. The contents of submitted written statements will be disclosed during the proceeding and will enter into the deliberations of the panel. The AIP may at its discretion interview a person submitting a confidential written statement in a closed session, but will not be required to do so. A confidential written statement can be used to support other evidence of academic dishonesty, but cannot be used as the sole basis for a finding of dishonesty. A person wishing to maintain confidentiality should recognize that confronting dishonesty openly and directly may have greater impact than a confidential written statement.

The sequence of an Academic Integrity Proceeding is necessarily controlled by the nature of the incident to be investigated and the character of the information to be examined. It thus lies within the judgment of



the Chair to fashion the most reasonable approach. The following steps, however, have been found to be efficient, and are generally recommended:

- Prior to the proceeding, members of the AIP will review all materials submitted by both the instructor and the student, as well as documents presented by other interested parties. The panel may request additional material or the appearance of other persons at the proceeding.
- At the discretion of the Chair, the materials to be reviewed by the AIP may also include information about prior incident(s) of academic dishonesty in which the student has been involved and which have been reported to the Academic Integrity Council if, in the judgment of the Chair, that information is relevant to the current allegation.
- Alternatively, the Chair may withhold from the AIP information about prior incidents until after the panel has reached a decision on the current allegation if, in the judgment of the Chair, the prior incident(s) are not directly relevant to the allegation at hand; however, if the current allegation is upheld and there are prior incidents of academic dishonesty that have been reported to the AIC, the details of the prior incident(s) will be revealed to the AIP at the conclusion of their deliberation. The panel will then determine if it wishes to impose additional sanctions because of the repeated offenses.
- The student against whom an allegation has been lodged may present relevant information or arguments before the panel. If a documented disability prevents the student from speaking, a non-attorney advisor may speak on behalf of the student. This does not preclude the student from being directed to testify and to reply to questions directed to him/her.
- The student against whom an allegation has been lodged may be accompanied by an interpreter. It is the student's responsibility to arrange to have an interpreter present at the proceeding.
- The student against whom an allegation has been lodged may also be accompanied by an advisor, who may be an attorney. The role of the advisor during an Academic Integrity Proceeding will be limited to providing confidential advice to the responding student, provided such advice does not interfere with or disrupt the Academic Integrity Proceeding.
- Even if accompanied by an advisor, the student must take an active and constructive role in the Academic Integrity Proceeding. Specifically, the student must fully cooperate with the AIP and respond to its inquiries without intrusion by an advisor.
- In consideration of the limited role of advisors, and of the compelling interest of the University to expeditiously conclude the matter, the work of an AIP will not, as a general practice, be delayed due to the unavailability of an advisor, except in the case of a documented disability requiring a non-attorney advisor be present.
- If the student against whom an allegation has been lodged has been properly notified of the

proceeding, but fails to appear, the proceeding may take place in his/her absence and the panel's decision will be binding. Only under exceptional circumstances (to be determined by the Chair of the Academic Integrity Council) will a new proceeding be granted on the basis of absence. A student who is unable to attend because he or she is no longer residing in the area may arrange to participate in the proceeding via videoconferencing or other long-distance communication techniques.

- The instructor, the student, and all members of the AIP may question any person giving testimony.
- The instructor, and then the student, may make summary statements of up to five minutes to close the proceeding.
- The presence of others at an Academic Integrity Proceeding lies within the judgment of the Chair. An Academic Integrity Proceeding is a confidential investigation. It requires a deliberative and candid atmosphere, free from distraction. Accordingly, it is not open to the public or other interested persons; however, at the student's request, the Chair will permit a student's parent(s) or legal guardian(s) and/or spouse to observe and may permit a limited number of additional observers. The Chair may cause to be removed from the Academic Integrity Proceeding any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Chair. The Chair may direct that persons, other than the responding student or the instructor, who are to be called upon to provide information be excluded from the Academic Integrity Proceeding except for that purpose.
- Witnesses who have direct knowledge related to the allegation (and who have been approved by the Academic Integrity Council Chair 48 hours prior to the proceeding) may be requested by either the student or instructor. Generally, no more than two witnesses will be approved for either side, and they must be able to provide relevant information/viewpoints. Each witness will be given a few minutes to provide testimony, and then must be willing to answer questions from the panel and others participating in the academic integrity proceeding.
- It is the responsibility of the person desiring the presence of a witness before an AIP to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot or reasonably should not be expected to appear. The work of an AIP will not, as a general practice, be delayed due to the unavailability of a witness.
- At the discretion of the AIC Chair, the proceeding may be extended to an additional meeting.
- After the proceeding, the AIP may meet privately to discuss the case. The panel will reach a finding by a simple majority vote conducted by secret ballot. The Chair is a non-voting member of the panel.
- The AIP will determine a student has engaged in academic dishonesty only when such a conclusion is warranted by compelling, convincing evidence presented at the proceeding. If this is not the case,

the AIP will dismiss the charge of academic dishonesty.

- If the charge is dismissed, the student will suffer no penalties for the alleged infraction, including any prior penalties imposed by the instructor or anyone else in regard to that infraction.
- The AIP Chair shall provide the student, the instructor, the department head, and the assistant dean, if the student's record is affected, the office of registration and records, a written report of the AIP's determination. A copy of the panel's report will be maintained in the office of academic affairs.
- If an allegation is upheld by an AIP, the Chair shall advise the student of his/her right to request a review of the panel's findings of responsibility and/or the sanction(s). (See Review and Appeal Process)
- If an allegation is upheld and the sanction is a grade of 'XF' the AIP (Academic Integrity Panel) will make a recommendation on when the "X" part of the grade might be removed, if appealed by the student. The student will be notified of this recommendation.
- If the allegation is upheld and the sanction is a grade of 'XF' the instructor will also be asked by the AIC Chair to submit a recommendation on when the "X" part of the grade might be removed, if appealed by the student (see "Appeal for Removal of 'XF' Grades).
- An Academic Integrity Proceeding is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation and proceeding and shall not be applied. The Chair will accept for consideration all matters that reasonable persons would accept as having probable value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material will be excluded.

## **Academic Integrity Council Sanctions/Recommendations**

If the AIP finds convincing evidence of an attempted or actual act of academic dishonesty by a student, the panel may impose one or more of the following sanctions. They may also impose any lesser sanction, but should follow the recommended sanctions in situations of multiple offenses.

### 1st Offense

- Failing grade on initial assignment
- Failing grade in course
- Requiring redoing of assignment
- Additional assignments regarding Academic Integrity

Required service to the University and/or required service to the community

- Conference with assistant dean and Instructor

## 2nd Offense

- Required service to the University and/or required service to the community
- Discretionary assignments such as educational programming
- Conference with assistant dean and coordinator of student life and development
- Denial of privilege to hold office in any student organization
- Denial of privilege to represent the University in any intercollegiate activity

## 3rd Offense

- 'XF' grade
- Suspension or expulsion recommendation to the office of student life and development
- Recommendation to the Dean for academic affairs that a degree already granted be revoked, even if all degree requirements are met.

These sanctions may be in addition to sanctions imposed by the instructor. An 'XF' grade imposed by the panel will supersede any grade sanction imposed by the instructor.

In addition, the panel may require a student to complete the eight-hour Multimedia Integrity Teaching Tool (MITT), administered by the office of academic affairs.

Generally, subsequent findings of academic dishonesty or dishonest acts of premeditation, falsification of papers or conspiring with others will merit more severe sanctions, including the possibility of suspension or expulsion.

## Review and Appeal Processes

**Request for Immediate Review:** In cases where an AIC proceeding has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) will be final, unless, within 15 academic days (days when classes are in session) after the AIC's written decision is sent to the student, the student notifies the AIC in writing of a request for review of the panel's deliberations. The student may request review of the panel's decision that academic dishonesty was likely to have occurred, and/or the sanction(s) the panel imposed. The AIC will notify the instructor (or

other person lodging an allegation), department head, and assistant dean of the request for review and will provide the instructor a reasonable opportunity to make a written response to be considered in the review process. Three voting members of the AIC who did not take part in the original proceeding will review the records of the panel's deliberations. Review decisions will be by simple majority vote, based upon the record of the original proceeding and upon the written information submitted by the student and other parties having relevant information. Sanctions imposed by the instructor may not be reduced. No proceedings will be conducted. Sanctions may be reduced only if found to be grossly disproportionate to the offense. Cases may be referred to a new proceeding if procedural errors were so substantial as to effectively deny the accused student a fair proceeding, or if new and significant documentation has become available that could not have been discovered by a diligent respondent before or during the original proceeding. If a new proceeding is initiated, no indication or record of the previous proceeding will be introduced or provided to the members of the new Academic Integrity Panel, except at the discretion of the Chair of the AIC. The new AIP will consist of five voting members of the AIC who did not participate in either the original proceeding or the review.

If the imposed sanction is to suspend or expel a student, a notation will be made on the student's transcript that the suspension or expulsion was for reasons of academic dishonesty. The student may submit a written appeal of a suspension or expulsion sanction to the academic dean within ten (10) academic days (days when classes are in session) of notification of the sanction. Regardless of whether an appeal is filed, suspension requires approval by the Dean of Student Services, and may be altered, deferred, or withheld. Expulsion requires approval by the Dean of Student Services and may be altered, deferred, or withheld. Expulsions may be appealed by the student to the Chancellor of the University. Expulsions may be appealed by the student to the Board of Governors, which may, at its discretion hear the appeal.

**Appeals After One Year for Removal of 'XF' Grade:** After a time period of at least twelve months has elapsed since the grade of 'XF' was imposed, a person who has received a grade of 'XF' (whether or not currently enrolled as a student at Missouri State University-West Plains) may file a written petition to the AIC to have the grade of 'XF' removed from the transcript and permanently replaced with the grade of 'F'. Three letters of reference deemed relevant by the AIC chair must be submitted along with the petition. These letters of reference should be from unrelated individuals who are in a position to evaluate the character of the student, any changes in the student's attitude about academic integrity, and/or the level of remorse. The decision to remove the grade of 'XF' and replace it with an 'F' shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council, which will undertake a review of the record of the case. The AIC will attempt to certify that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at Missouri State University or another institution. Generally, the grade of 'XF' ought not to be removed for acts of academic dishonesty requiring significant premeditation, or involving repeated offenses, or accompanied by illegal, threatening or disruptive behavior. The decision of the AIC at initial review shall not be subject to subsequent AIC review for four years, unless the AIC specifies an earlier date on which the petition may be reconsidered. AIC determinations pertaining to the removal of the 'XF' grade penalty

may be appealed to the academic dean.

## **Academic Integrity Records**

Academic integrity records are subject to the Family Educational Rights and Privacy Act (FERPA) and the Missouri State University West Plains Policy Regarding Personally Identifiable Student Records. Academic integrity records are maintained in the Office of the academic dean. Academic integrity records are records related to a particular student, including but not limited to: allegations and findings of academic integrity violations; appeals by the student or an instructor, and the outcomes of those appeals; confidential statements; reports of Academic Integrity Panel determinations; and notifications of outcomes as described in the *Student Academic Integrity Policies and Procedures*. Academic integrity records that include the sanctions of an 'XF' grade, suspension, or expulsion shall be permanently maintained in the Office of the academic dean. Academic integrity records that include lesser sanctions shall be maintained for seven years from the date of sanction imposition or from graduation/separation from the University, whichever is greater.

## **Revoking a Grade/Degree**

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an F or 'XF' grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with copy to the instructor's department head and the assistant dean. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The written notification from the instructor shall include a detailed description of the alleged academic dishonesty and the intended sanction. The Chair of the Academic Integrity Council will notify the student of the allegation by certified letter with return receipt. The student will be allowed full appeal rights as outlined in the following sections of this policy: Addressing Alleged Academic Dishonesty and Notifying the AIC of an Alleged Incident and Student Request for an Academic Integrity Proceeding. When the appeal process has been concluded, if the allegation is upheld and if it was brought forward within the five-year time limit, the instructor's recommended sanction ('F' or 'XF') will replace the original grade. If the revocation of a course grade affects the student's graduation status because the course was necessary for graduation, a degree that has been granted will be revoked.

The Academic Integrity Council can at any time and at its discretion recommend to the academic dean

that a degree be revoked even if all degree requirements are met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements are met requires an affirmative vote of at least 12 of the 16 voting members of the Council. The Dean of academic affairs' decision to revoke a degree requires the concurrence of the Chancellor of the University. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

## **Summary and Credits**

Consistent with the public affairs mission of Missouri State University-West Plains, these student academic integrity policies and procedures are intended to foster academic integrity at this University. The Academic Integrity Council includes both student and faculty representation, and is responsible for addressing allegations of student academic dishonesty that are not resolved informally between the instructor and the student, and those allegations not resolved upon appeal to the department head, or that involve dishonesty occurring outside the context of enrollment in a particular course. The Council may also undertake other activities to promote a climate of academic integrity at Missouri State University-West Plains.

The introduction to this document is based on *Missouri State University-West Plains Declaration of University Community Principles*, and on the *Missouri State University Faculty Handbook*. The document also includes selected material from the *University of Maryland Code of Academic Integrity*, used with permission from the office of academic affairs, University of Maryland. Also included are concepts from *Synthesis: Law and Policy in Higher Education*, Vol. 9, Number 1, Summer 1997. The document is based on *Missouri State University-Springfield Student Academic Integrity Policies and Procedures* revised policy of May 2004.

Approved by Faculty Senate 2010-12-03.



# Academic Record and Transcript of Credits

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

All students are issued an official copy of their transcript upon graduation. Requests for additional copies must be submitted in writing on a Transcript Request form available at the office of registration and records, at <https://experts.missouristate.edu/display/WP16/Registration+and+Records> or by providing the following information:

1. Student's full name and any former names;
2. Student's ID number or social security number;
3. Student's birthdate;
4. Last semester of attendance;
5. Student's current address and daytime phone number;
6. Address to which transcript is to be mailed; and
7. Student's signature to authorize the release of transcript.

Transcripts will not be released for students who owe \$25 or more to the University. Such debts must be paid in full before the transcript can be released.

No fee is charged for transcripts issued to the student or sent via regular mail. A \$17 fee will be charged for transcripts sent via express or overnight mail.



# Academic Renewal

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

1. A student enrolled at Missouri State University-West Plains after an absence of five years or more from college may elect Academic Renewal. This renewal will affect only those courses taken prior to the five-year absence and may be elected only once in a lifetime.
2. Once elected, Academic Renewal applies to all courses, whether passed or failed, taken prior to the date chosen by the student.
3. Academic Renewal **does not** erase the record; rather the impact of the grades received is removed from the GPA of the student, with an appropriate notation made on the transcript indicating the renewal election. Credit hours affected by Academic Renewal cannot be used to meet any requirements.
4. Any student wanting to invoke the Academic Renewal procedure should consult with the office of financial aid to be sure any future financial aid will not be adversely affected.
5. Academic Renewal is applied to **all grades** that appear on a student's transcript **regardless of origin**.
6. Academic Renewal must be invoked **before** any degree is earned.
7. The dean of academic affairs or his/her designee will process final approval for all Academic Renewals.
8. Academic Renewal is an administrative procedure that does not require committee action and/or decision.
9. Once elected, Academic Renewal is irrevocable.
10. The student should be aware some institutions do not recognize Academic Renewal when evaluating transcripts.

Consult the office of academic affairs for more information.

# Academic Standings

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

## Good Standing:

- A student who has a cumulative grade-point average (GPA) of 2.0 or above at Missouri State University-West Plains is considered to be in good standing. A student must maintain at least a 2.0 cumulative grade point average to graduate.

## Probation:

- The purpose of scholastic probation is to remind students that the quality of their overall academic work is unsatisfactory and to provide support to the student for improvement.
- A student who has maintained a cumulative GPA of 0.00 to 1.99 is placed on academic probation. The student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (excluding summer).

## Admitted on Probation:

- A student who is transferring credits to Missouri State University-West Plains with a cumulative GPA between 0.00 and 1.99 is admitted on probation. A student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (excluding summer).

## Re-admitted on Probation:

- A student who has attended Missouri State University-West Plains and is returning after an absence of more than two semesters with a cumulative GPA of 0.00 to 1.99 will be re-admitted on academic probation. A student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (excluding summer).

## Suspension:

A student who is placed on academic probation but does not maintain a term GPA of at least 2.0 in subsequent semesters, will be suspended for one academic semester (excluding summer).

- A student who has been re-instated from suspension must maintain a term grade-point average of 2.0 or above in subsequent semesters, or the student will be suspended for one academic semester (excluding summer).

### **Appeal of Suspension:**

- A student wishing to appeal a suspension, because of extenuating circumstances, should submit the appropriate form to the office of academic affairs. The Academic Concerns Committee/dean will determine if the appeal is granted.

### **Re-instatement from Suspension:**

- A student suspended for academic reasons is eligible to apply for re-instatement after remaining out of school for a minimum of one semester (excluding summer). The student must meet with the dean of academic affairs or his/her designee to be re-instated.

# Adding and Dropping a class

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of 'F' grades for those classes, as well as a possible financial obligation. Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure described later in this section. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below. Students who wish to add or drop intersession courses, short courses, and other courses that do not meet for a full semester or block should contact the office of registration and records for information on policies, procedures and deadlines. Also refer to the Fee Refund Schedule, the Academic Calendar, Instructor Drop, Auditing a Course, Enrollment Status, Overload Permission and related topics for additional information regarding drops and withdrawals.

**Prior to the beginning of the semester and during the Change of Schedule Period (first five days of fall or spring semesters, first two days of summer session):** Adds, drops and section changes may be accomplished using the *My Grizzly Den* web registration procedures or by contacting the office of registration and records via an Missouri State-West Plains email account or in person. Students who owe additional fees as a result of adding a class are responsible for making arrangements to pay those fees immediately. Failure to do so may result in cancellation of current schedule of classes.

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

## After the Change of Schedule Period: To drop a course:

### On Campus:

1. Students obtain a Change of Schedule form from the office of registration and records and enter the information on the form.
2. Students take the completed form to the office of registration and records. No change of schedule is official until received and processed by the office of registration and records.
3. Students dropping all courses should see the Withdrawal Policy later on in this section.

## **Electronically:**

1. Using a University computer account, the student emails the office of registration and records requesting that they be dropped from a course(s).
2. The office of registration and records posts the change of schedule to the students' record.
3. The office of registration and records emails the instructor and student when the course(s) has been dropped.
4. If you are dropping all courses, see the Withdrawal Policy later on in this section.

## **Web Drop:**

1. Students may drop courses via the Web by using *My Grizzly Den*.
2. If you are dropping all courses, see the Withdrawal Policy.

## **Dalian Branch Campus:**

1. Courses dropped before the end of the change of schedule period will not appear on the transcript.
2. After the change of schedule period, courses dropped before the automatic 'W' grade for drop/withdrawal, pass/not pass, change to audit deadline (see academic calendar for specific dates) for that course will have a final grade of 'W'.
3. After the automatic 'W' grade for drop/withdrawal, pass/not pass, change to audit deadline, courses dropped through the last day to drop or withdraw deadline (see academic calendar for specific dates) will have either a 'W' or an 'F' final grade assigned at the discretion of the instructor. A 'W' indicates the course was dropped without penalty. An 'F' grade is calculated in the grade point average.
4. No drops or withdrawals are allowed after the last day to drop or withdraw deadline for the course.

Students should use the drop procedure judiciously as numerous 'W' grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. Students who drop because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

## **To add a course:**

In general, only courses that have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period for the regular term has ended. In cases of extenuating circumstances, to add a full semester-length class after the Change of Schedule Period for the regular term:

### **On campus:**

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

### **Electronically:**

1. Using a University computer account, the student emails the instructor and assistant dean (one email to both) asking permission to add a class after the Change of Schedule period. Copy the office of registration and records on the email.
2. The instructor makes a decision and forwards the decision to the assistant dean (copy of email to student).
3. The assistant dean makes a decision and replies to both the instructor and the student and copies the office of registration and records.
4. The office of registration and records registers the student for the class if space is available. Students who owe additional fees as a result of adding a class are responsible to make arrangements to pay those fees immediately. Failure to do so may result in cancellation of current schedule of classes.

### **Special note concerning intersession courses:**

Requests to add an intersession course after it has begun will be handled on a case-by-case basis by the dean of academic affairs or his/her designee.

No transaction is considered complete unless received, verified and processed by the office of registration and records.

## **Grading:**

1. Courses dropped before the end of the change of schedule period will not appear on the transcript.
2. After the change of schedule period, courses dropped before the Last Day to Drop/Withdrawal, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates/the last day to drop a Dalian branch campus course is the last day of the 9<sup>th</sup> week of classes.) will have a final grade of 'W'. The deadline is approximately one weeks prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester.
3. No drops or withdrawals are allowed after the Last Day to Drop or Withdraw deadline for the course.

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

## **Administrative Withdrawal:**

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
  - 10<sup>th</sup> class day of the 16-week or longer term
  - 7<sup>th</sup> class day of the 8-week term
  - 4<sup>th</sup> class day of the 5-week and 4-week term
  - 2<sup>nd</sup> class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate pre-requisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Student who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student.



# Advanced Placement

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

# Address (Local and Permanent)

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

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

Change of a permanent address does not affect a student's residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the office of admissions in Cass Hall.

# Attendance

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

# Auditing a Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Records Office to drop the student from the class. Such drops will be graded with a W grade and will be subject to the normal fee refund policy. Regular students may audit courses to the maximum authorized academic load. Individuals not currently enrolled in the University must apply for admission in order to register as an auditor. Courses audited are counted the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. A student cannot change from credit to audit basis after the no penalty drop deadline.

# Cell Phones and Electronic Devices in the Classroom

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

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

# Chancellor's List and Dean's List

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

# **Class Disruption**

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

# Classification

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

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Freshmen	0-29.99 credit hours
Sophomores	30+ credit hours

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# Commencement

A commencement ceremony is held each spring. Students who wish to participate in the ceremony must apply through the office of registration and records at the time of spring registration. If a student will graduate at the end of summer, an appeal may be made to the dean of academic affairs or his designee for the student to participate in the spring graduation ceremony.

# Correspondence Courses

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

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

# Credit by Examination/CLEP

Missouri State University-West Plains is committed to the idea that all learning should be valued, and, where appropriate and feasible, Missouri State University-West Plains will award credits to students with knowledge acquired outside the traditional classroom. Whether that knowledge is acquired through travel or work or self-study, a student must show demonstrable and measureable college-level learning in order to receive college credit.

Missouri State University-West Plains recognizes the following external credit-by-examination programs: the College Level Examination Program (CLEP), Advanced Placement (AP), and DANTES Subject Standardized Tests (DSST). Depending on the field of study, Missouri State University-West Plains may also rely on departmental challenge exams, portfolios, or other assessment measures. Regardless of the measure used, if credit is awarded, the grade assigned will be 'P' (pass.)

A list of the exams which will be accepted for credit, as well as minimum score requirements and Missouri State University-West Plains class equivalencies, will be maintained by the Testing Center and available on the Testing Center website. Individual department assessment/examination options will also be available. This information may be updated without notice. Students who have taken CLEP, AP, and DSST exams must have official score reports sent to the office of admissions to be considered for credit. All other students should contact the Testing Center for more information.

# Credit Hours

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

# **Degree Program: Declaring or Changing**

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

# Directed Self-Placement

## Directed Self-Placement for Writing Classes

Except for student veterans and students enrolling in dual-credit courses, Missouri State University-West Plains no longer uses a placement exam to determine students' eligibility for college English courses. Instead, students complete a Directed Self-Placement Survey assessing their past writing experience and their confidence in their current writing skills. The Directed Self Placement Survey consists of three key parts: course descriptions, survey prompts and individualized recommendations.

The first step in selecting the appropriate entry-level English course is to study the course descriptions listed in this catalog and in the Directed Self Placement Survey.

After completing the survey, students are given a recommendation about which entry-level course to enroll in. Although students are allowed to select the entry-level English course of their choice (however, they must meet a reading requirement to enroll in English 110), it is highly recommended that they follow advice given. Missouri State University-West Plains is committed to providing students with the direction and information they need to make appropriate self-placement decisions, and it is important for students to make informed and wise self-placement decisions. Inappropriate self-placement may increase the time it takes to complete a certificate or degree and may interfere with financial aid.

**Privacy Note:** The survey is anonymous. The record of survey responses does not contain any identifying information. If a student used an identifying token to access this survey, this token will not be stored with her or his responses, and identifying tokens and survey responses cannot be matched.

# Directed Studies

The ranked faculty of Missouri State University-West Plains may offer a directed study course (1-3 credit hours) for a qualified student with extenuating circumstances. A directed study course will be approved only for exceptional or unavoidable situations. Faculty members are not required to offer directed studies but may do so at their own discretion.

Permission for a student to enroll may be granted only after close consultation with the instructor, the appropriate department head and the appropriate division chair. Ranked faculty must teach directed studies unless approved by the appropriate division chair. An approved syllabus for the directed study must be on file in the office of academic affairs.

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

1. Consult their advisor to determine eligibility. (see below)
2. Obtain a Directed Study Application Form from the office of academic affairs and complete sections A and B only.
3. Take the completed form to the appropriate division chair.

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

1. Student must be at least sophomore status (30 hours) and a degree-seeking candidate. First-semester transfer students are not eligible.
2. Student must have at least a 3.00 cumulative GPA.
3. The need for any independent study must be documented and justified on the form provided on the back of the guidelines. The institution feels strongly about the limitations of a directed study course and prefers for students to attend regular classes with classroom discussions, personal contacts and treatments. Only the complete lack of other or better alternatives can justify any directed study.
4. The arrangements for directed studies must comply with the rules and regulations of the University in regard to tests, reading assignments, consultations, etc. The logistics for such procedures are to be determined by the instructor in consultation with the student.

5. Courses with laboratory requirements, such as natural sciences, may not be offered as independent study.

Students who do not meet the above criteria may appeal to the division chair if there are extenuating circumstances



# Disability Support Services

The Disability Service Center helps ensure an equitable college experience for students with disabilities at Missouri State University-West Plains. The student should notify the Disability Services Coordinator as soon as the need for academic accommodations becomes evident. Academic accommodations are at no cost to students who can provide documentation of disability and can demonstrate that the requested accommodations are necessary for the participation in University programs with established guidelines. Any prospective or current enrollment student interested in obtaining information about academic accommodations at Missouri State University-West Plains should contact the Disability Service Coordinator in the Advisement and Academic Coaching Center for Empowering Student Success (AACCESS) at (417) 255-7940 (voice), (417) 255-7940 (TDD).

# Distance Learning

Missouri State University-West Plains provides quality educational opportunities for students throughout south central Missouri. The instructional delivery methods may be "traditional" or distance learning. Distance learning delivery systems such as online courses and extended campus programs all play a key role in providing quality educational opportunities to students in a convenient and cost effective manner. Course offerings and degree programs offered by Missouri State University-West Plains have expanded significantly through the utilization of distance learning programs. For more information, call the office of academic affairs at 255-7272.

# Dual Enrollment

## College

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

## High School

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

# Educational Accessibility

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

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

# Education Guarantee

Fill out the Education Guarantee Form (DOC 40 KB) to apply for the benefit.

*You need viewer similar to Microsoft® Word® to view and print this document.*

## Missouri State-West Plains Promise

Any student at Missouri State University-West Plains can succeed by claiming their education and making a true effort to follow simple proven techniques. If you do these things, mastering the objectives of each course, Missouri State University-West Plains promises you will succeed!

## Education Guarantee

For full-time students in good standing, taking no more than 50 percent of courses online: If you have no more than two absences in each class, turn in all homework and assignments, visit with each of your instructors and your advisor outside of class, and use **our** free tutoring at least three times for each of your classes, Missouri State University-West Plains guarantees you may be allowed (one time only) to retake the class(es) in which you received a 'D' or 'F' tuition **free** the next regular semester in which the course is offered – **if** you earn a term GPA less than 2.0. (Does not apply to Nursing and Respiratory Care degrees due to selective admissions criteria.)

## Student Responsibility

You are a college student now. You own your education. It is your responsibility to get to class, do your homework, seek tutoring when needed and monitor outside activities and their effect on your academic work (whether social events, sports or a job, all take time and energy). We will not send a report card to your parents or call anyone if you don't show up to class. As a college student, **you** are now responsible for **your** academic success.

## It is as easy as A, B, C...

- A. **A**ttend class and tutoring.
- B. **B**ring your **B**rain; be an active, not passive, participant by planning the use of your goals, time and money.
- C. **C**omplete assigned homework and readings, and **C**ommunicate with your instructors and resource

contacts, especially if you need help.

## 10 Steps to Success

1. Make it ***your goal to graduate!*** Commit to your goal. Write it down. Be specific and personal. Post it where you can see it and read it every day. See yourself in a cap and gown receiving your diploma. **You** are the one responsible for achieving your goal.
2. Go to class! Go to every class. Be on time. If you must miss a class, contact the instructor before you miss the class.
3. Do all the homework and assignments and turn them in on time.
4. Do all the reading, write an outline of the main points, keep it and discuss it with someone.
5. Visit each of your instructors and your advisor during their office hours and communicate with them by email or phone.
6. Use the **free** tutoring services – often!
7. Plan your time. Use a planner to schedule and prioritize all assignments and tests, determining when you must complete outlines, research, drafts, study or turn in final projects and papers.
8. Manage your money. Make a budget and create a spending plan. Pay bills promptly. Distinguish between wants and needs. Record your spending and compare your income to your record of expenses.
9. If you need help, **ask** for it! Don't wait! Contact your instructor, advisor, RA (if in student housing), tutor, librarian, coordinator of student life, financial aid office, Student Government Association, TRiO office, veterans office, dean of student services, dean of academic affairs or chancellor. Keep asking for help until you get it.
10. **Go to class!** This is worth repeating. It is the basic building block of a college education. Take responsibility for getting to class and make this a priority!

## Student Resources

**Academic Affairs:** Lybyer Enhanced Technology Center, Room 206, (417) 255-7272,  
[WPAcademicAffairs@MissouriState.edu](mailto:WPAcademicAffairs@MissouriState.edu)

**Advisement and Academic Coaching Center for Empowering Student Success (AACCESS):**  
Garnett Library, Lower Level, (417) 255-7222, [WPAACCESS@MissouriState.edu](mailto:WPAACCESS@MissouriState.edu)

**Business and Support Services:** Cass Hall, (417) 255-7260,  
[WPBusinessOffice@MissouriState.edu](mailto:WPBusinessOffice@MissouriState.edu)

**Career Services:** Cass Hall, (417) 255-7230, [WPCareerServices@MissouriState.edu](mailto:WPCareerServices@MissouriState.edu)

**College-Parent Resource Center (CPRC):** 105. S. Curry, (417) 256-2994,  
[WPCPRC@MissouriState.edu](mailto:WPCPRC@MissouriState.edu)

**Financial Aid:** Cass Hall, (417) 255-7243, [WPFinancialAid@MissouriState.edu](mailto:WPFinancialAid@MissouriState.edu)

**Garnett Library:** (417) 255-7945, [WPGarnettLibrary@MissouriState.edu](mailto:WPGarnettLibrary@MissouriState.edu)

**Grizzly Tutoring Lab:**

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*Writing Lab, Melton Hall, Room 102, (417) 255-7942 or (417) 255-7290*

*Math Lab, Melton Hall, Room 114, (417) 255-7248 or (417) 255-7722*

*Mountain Grove, (417) 547-7575 or*

[WPMathTutors@MissouriState.edu](mailto:WPMathTutors@MissouriState.edu), [WPWritingTutors@MissouriState.edu](mailto:WPWritingTutors@MissouriState.edu)

**Hours:** Monday-Thursday 8 AM-9 PM; Friday 8 AM-5 PM

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**Lybyer Open Lab:**

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*Lybyer Enhanced Technology Center, (417) 255-7995,*

[WPHelpDesk@MissouriState.edu](mailto:WPHelpDesk@MissouriState.edu)

**Hours:** Monday-Thursday 7 AM-10 PM; Friday 7 AM-5 PM; Saturday 9 AM-5 PM

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**My Grizzly Den:** <http://mygrizzlyden.missouristate.edu>

**Registration and Records (R/R):** Cass Hall, (417) 255-7979, [WPRegistration@MissouriState.edu](mailto:WPRegistration@MissouriState.edu)

**Student Life and Development:** Putnam Student Center, (417) 255-7233,  
[WPStudentLife@MissouriState.edu](mailto:WPStudentLife@MissouriState.edu)

**Student Services:** Lybyer Enhanced Technology Center, Room 207, (417) 255-7417,  
[WPStudentServices@MissouriState.edu](mailto:WPStudentServices@MissouriState.edu)

**TRiO Student Support Services:** Garfield Hall, (417) 255-7941, [WPTrio@MissouriState.edu](mailto:WPTrio@MissouriState.edu),  
[WPTrioTutors@MissouriState.edu](mailto:WPTrioTutors@MissouriState.edu)

**Veterans Incentive Program (VIP) Center:** Garnett Library, (417) 255-7720, [WPVeteranServices@MissouriState.edu](mailto:WPVeteranServices@MissouriState.edu)

**See the appropriate office for the following issues:**

**Advising:** *My Grizzly Den* or Advisement and Academic Coaching Center for Empowering Student Success (AACCESS)

**Choosing a Major:** AACCESS or Career Services

**Class Schedule:** *My Grizzly Den*, Lybyer Open Lab, AACCESS or Registration and Records

**College Parents:** College-Parent Resource Center (CPRC)

**Disability Accommodations:** AACCESS

**Faculty Contact Information:** Academic Affairs or <http://faculty.wp.missouristate.edu/>

**Financial Aid:** Financial Aid

**First-Generation, Special-Needs or Low-Income Students:** TRiO

**Health Insurance:** Student Services

**Research:** Garnett Library or <http://library.missouristate.edu>

**Student Organizations:** Student Life and Development or <http://wp.missouristate.edu/studentorg/>

**Technology:** Lybyer Open Lab

**Tutoring:** Grizzly Tutoring Lab

**Veterans:** VIP Center

Note: Students with a term GPA of less than a 2.0 could have additional issues, including academic standing, financial aid, A+ program and scholarship renewals.



# Enrollment Deadlines

## Priority Enrollment for New Students:

Students are encouraged to apply for admission early in order to complete all steps in the enrollment process and to allow time for any financial aid to be processed. Because the process is important and takes a significant amount of time, we **recommend** that students apply for admission by **June 1** for the fall semester, **November 1** for the spring semester and **April 1** for the summer semester.

## Enrollment Process

New students must complete all the following steps **prior to the first day of the semester**:

- Apply for admission
- Provide everything necessary (i.e., high school transcripts, college transcripts, application fee, etc.) to complete the admission process and be formally admitted
- Complete placement testing
- Attend a STAR orientation session (or University-sanctioned equivalent) and meet with an academic advisor
- Register for classes (Registration priority is given to early applicants.)

## If seeking financial aid:

- Complete the FAFSA and scholarship application and submit any required supporting documents as early as possible. (Late applicants should anticipate that financial aid may not be processed prior to the beginning of the semester and be prepared to purchase textbooks with other resources. Tuition and fees can be paid utilizing the University's deferred payment plan).

Students beginning the process later than recommended above may not be able to accomplish the full enrollment process (admission, orientation, registration) before the first day of the semester and may need to wait to enroll for a subsequent semester.

## **Exceptions:**

Students seeking to register after the start of a semester may appeal to the dean of academic affairs. Appeals will only be approved in situations where extenuating circumstances warrant.

Approved by the Administrative Council of Missouri State University-West Plains: October 9, 2012

# Excess Hours: Permission

Permission is required if a student wishes to enroll in 19 or more semester hours in the fall or spring semesters or 11 semester hours in the summer session.\* Upon the recommendation of the advisor and the approval of the Dean of the College or his/her designee, students who have a 3.00 or higher grade point average for a semester in which a minimum of 15 hours is carried may take up to a maximum of 21 hours the following semester (11 hours in the summer session). Permission forms must be obtained from the Dean of the College or his/her designee.

Intersession courses are not counted in determining the number of excess hours for that semester. A student may not be enrolled in courses for college credit at another college while enrolled in this University except by special permission in advance from the Dean of the College or his/her designee. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Permission also is required of students wishing to take two intersession courses during the same week. No more than two intersession courses may be taken in one week. A student must have a minimum of a 2.5 cumulative GPA and have completed 15 credit hours prior to applying for permission.

## ***\*Maximum loads for the summer session:***

*Four-week session: Five hours (permission required for six or more hours).*

*Eight-week session: 10 hours (permission required for 11 hours).*

# Final Exam Period

A two-hour final examination period is scheduled for each course during the last week of the fall and spring semester. This final examination period is used either for administration of final examinations or for other appropriate course terminating activities. If students must reschedule final exams because of extenuating circumstances, they must obtain written approval of the Dean of the College or his/her designee and then of the instructor of the course in advance of the scheduled exam time.

# Full-Time Student

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

# Grading and the Credit System

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

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A (4) = Excellent work.

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B (3) = Superior work.

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C (2) = Satisfactory work.

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D (1) = Minimum passing work.

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F (0) = No credit is given.

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W (0) = Course dropped without penalty.

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

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P (0) = Course passed under the Pass/Not Pass system.\*

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NP (0) = Course not passed under the Pass/Not Pass system.\*

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I (0) = A small portion of a course, such as a term paper or final examination not completed.

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AU (0) = Audited with no credit.

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Z (0) = Deferred grade to be given only to students enrolled in specific courses (such as NUR 203) which may not be completed within a semester. If a Z grade is not removed within two calendar years (whether or not the student is enrolled), the grade becomes a W.

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E (0) = No credit – Academic Renewal.

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XF (0) = No credit is given. Failure due to academic dishonesty.

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# Grade Appeals

A student who believes he/she has reason to request a grade change, has one academic year to file the change, following the term in which the grade was assigned. To request a grade change, the student must:

1. Write a formal letter to the instructor (or to the appropriate division chair if the instructor is no longer on campus) requesting a re-evaluation of his/her performance in the course;
2. Provide the following information in the letter: Name and BearPass number; course number, title and section; semester and year taken; name of instructor; a clear statement of the grade change request and reasons which justify the request.

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

A student may appeal a negative decision of the faculty member to the appropriate department head, division chair and, if necessary, to the dean of academic affairs or his/her designee. The department head, division chair and the dean of academic affairs or his/her designee shall attempt to resolve the issue through mediation, but the responsibility for the student's grade remains with the faculty member.

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

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

## **Requests Based Upon Exceptions to University Policy:**

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

## **Requests for Grade Changes Made After an Extended Period:**

Appeals for changes in a student's academic record must be submitted to the dean of academic affairs or his/her designee prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. Such appeals will be considered by the Academic Concerns Committee only if there were extenuating circumstances.



# Grade Re-Evaluation

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

## ***Requests Based Upon a Re-Evaluation of Performance:***

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

# Grade Point Average

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

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

# Grade Reports

Mid-semester and final grade reports are provided to students on the web through the Grizzly Den at <http://GrizzlyDen.MissouriState.edu> by entering the secure area with their User ID and PIN. Mid-semester and final grade reports are mailed to students who have any type of scholastic action as well as to those who received either a D or F grade on a course. Mid-semester grade reports are mailed to the local address, if available. Final grades are mailed to the permanent address.

# College Credit in High School (Dual Credit/Dual Enrollment)

**Gain an edge by earning college credit while still enrolled in high school!**

## Get a head start on college @ Missouri State-West Plains

Missouri State-West Plains offers several different options for high-school students to get a head start on earning college credit while still finishing up high-school classes and graduation.

There are numerous advantages for students when earning college credit while still in high school and taking classes from Missouri State University-West Plains.

- Studies show that earning college credit during high school increases the likelihood that a student will complete high school and enroll in and persist in college
- Decreases the cost of tuition and fees for students by accelerating time of degree
- New graduates enter the workforce sooner and begin to earn wages, benefiting themselves and the economy
- Earn credit hours that are applicable toward a degree and Missouri State and generally transferable to other accredited colleges and Universities

## Programs for High School Students

Missouri State University-West Plains offers several options for high school students to earn college credit while still attending high school.

- Dual-credit classes are offered in you high school and taught by high-school teachers.
- Dual-enrollment classes are offered on the West Plains campus and at Shannon Hall in Mountain Grove and taught by Missouri State University-West Plains faculty.
- Coming soon - new options for dual credit using online web tools to bring college classes into the high school that would normally not be available.

## Dual Credit

Dual-credit classes earn high-school and college credit. Students who take dual-credit courses do so at their high school with high-school instructors who meet required qualifications for teaching college-level courses and who have been approved by the University to teach those courses.

The courses offered will vary by school but are usually one of the following options:

- AGR 101 – Animal Science – 4 hours
- BIO 101 – Biology in Your World – 3 hours (Lecture)
- BIO 111 – Understanding Biological Systems Through Inquiry – 1 hour (Lab)
- CHM 116 – Fundamentals of Chemistry – 4 hours
- CHM 117 – Fundamentals of Chemistry Lab – 1 hour
- CIS 101 – Computers for Learning – 3hours
- COM 115 – Public Speaking – 3 hours
- ENG 110 – Writing I (Composition I) – 3 hours
- HST 121 – Survey of US History to 1877 – 3 hours
- HST 122 – Survey of US History since 1877 – 3 hours
- MKT 150 – Introduction to Marketing – 3 hours
- MTH 135 – College Algebra – 3 hours
- MTH 138 – Pre-Calculus Mathematics – 5 hours
- PLS 101 – American Democracy – 3 hours
- PSY 121 – Introductory Psychology – 3 hours
- SOC 150 – Principles of Sociology – 3 hours

The fee for students for dual-credit classes is half of the regular tuition for courses offered by Missouri State University-West Plains. Students are not charged any other service fees other than the student technology fee. If applicable, supplemental course fees will be charged in full.

Placement tests are required for CHM 116, ENG 110, MTH 135 and MTH 138. The tests will be arranged for each school through the counselor.

## **Dual Enrollment**

Students who take dual-enrollment courses earn college credit and take courses either on one of the Missouri State University-West Plains campuses or online from University instructors. High-school students must meet any class prerequisites. Tuition and fees for students in dual-enrollment classes are the same as regular tuition and fees. The 2013-14 fee for dual enrollment is \$114 per credit hour plus all required student fees.

## **Dual-Credit/Dual-Enrollment Student Qualifications**

Students may be considered for admission into a dual-credit/dual-enrollment program who have meet the following qualifications:

### **Students in an accredited high school:**

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

### **Students completing high school by alternative means (home school or non-accredited high school):**

- Student is 16 years of age
- Student has an official transcript including courses, credits, date of completion with an overall GPA of 3.00 on a 4.00 scale or higher from:
  - high school or
  - correspondence program vendor or
  - documents from parents required by Missouri State Statute 167.031 and
- Student must have demonstrated their ability to benefit by achieving an ACT composite score of 18 or higher and

- Student has permission from their parents or guardians.

If a student believes extenuating circumstances exist, the above eligibility requirements may be appealed to the assistant dean of academic affairs.

## **Dual-Credit/Dual-Enrollment Contacts**

### **Missouri State University-West Plains Academic Affairs**

Dean Dr. Dennis Lancaster

[DennisLancaster@MissouriState.edu](mailto:DennisLancaster@MissouriState.edu)

(417) 255-7272

Donna Bird

[DonnaBird@MissouriState.edu](mailto:DonnaBird@MissouriState.edu)

(417) 255-7732

128 Garfield Ave.

West Plains, MO 65775

### **Missouri State University-West Plains Admissions**

Coordinator Missi Jett

[MelissaJett@MissouriState.edu](mailto:MelissaJett@MissouriState.edu)

(417) 255-7955

128 Garfield Ave.

West Plains, MO 65775

### **Missouri State University-West Plains Bookstore**

Sharon Holland

[SharonHolland@MissouriState.edu](mailto:SharonHolland@MissouriState.edu)

(417) 255-7227

128 Garfield Ave.

West Plains, MO 65775

### **Missouri State University-West Plains Information Technology Services Help Desk**

[WPHelpDesk@MissouriState.edu](mailto:WPHelpDesk@MissouriState.edu)

(417) 255-7995

128 Garfield Ave.  
West Plains, MO 65775

## **Missouri State University-West Plains Library**

Director Sylvia Kuhlmeier  
[SylviaKuhlmeier@MissouriState.edu](mailto:SylviaKuhlmeier@MissouriState.edu)  
(417) 255-7945  
128 Garfield Ave.  
West Plains, MO 65775

## **Missouri State University-West Plains Placement Testing**

[WPTestingServices@MissouriState.edu](mailto:WPTestingServices@MissouriState.edu)  
(417) 255-7222  
128 Garfield Ave.  
West Plains, MO 65775

## **Missouri State University-West Plains Registration & Records**

### **(Transcripts)**

Registrar Laurie Wall  
[LaurieWall@MissouriState.edu](mailto:LaurieWall@MissouriState.edu)  
(417) 255-7979  
128 Garfield Ave.  
West Plains, MO 65775



# Incomplete Grades

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

An 'I' grade must be removed by the end of the following semester (excluding summer) or earlier as specified by the instructor, otherwise the 'I' automatically becomes the grade the instructor has specified at the time the 'I' grade is given ('A', 'B', 'C', 'D' or 'F'). An extension of time limit or other necessary arrangements to remove an 'I' grade will be made only if a student makes a written request and it is approved by the instructor and the dean or his/her designee. An approved request for extension of time for removal of an 'I' grade must be placed on file in the office of registration and records. The student should make arrangements with the instructor for the completion of work. When the work is completed, the instructor will complete a grade Change Authorization Form in the office of registration and records. The student will be sent a copy of the form with a letter indicating the adjusted point average.

**For Graduates Only:** Students who have incomplete grades as of the end of the semester for which they have applied to graduate must remove those incomplete grades by the beginning of the first day of the following semester (summer for spring graduates, fall for summer graduates and spring for fall graduates) or they will not graduate that semester and must reapply for their future semester of graduation.

# Instructor Drop

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

# Intersession Overload

1. Two credit hours in one week is an overload, and approval by the dean of academic affairs or his/her designee is required.
2. A student must have a 2.5 GPA and have completed 15 credit hours in order to take two intersessions in one week. An overload form is needed and must be approved by the dean of academic affairs or his/her designee.
3. Three intersession classes in one week will not be approved.
4. When two intersession weeks are offered, one credit may be taken in each week without considering it an overload.
5. Students who do not meet the above criteria may appeal to the dean of academic affairs or his/her designee if there are extenuating circumstances.

# Outcomes Assessment

The assessment program at Missouri State University-West Plains is designed to assist in the development and maintenance of high quality programs and services. The information gathered in this process is used by University administrators, division chairs, faculty, and staff to evaluate and improve both academic and non-academic offerings. Because the success of this program requires widespread cooperation from the entire university community, it is the policy of Missouri State University-West Plains that all students are expected to participate in the assessment process, including taking an exit examination which is required of all graduating students. This participation may include, but not be limited to, assessment activities focused on basic skills, general education, major programs, and surveys of student satisfaction.

# Pass/Not Pass Regulations

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

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

1. Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements (elective courses only).
2. Students will enroll for all courses on a regular graded basis. No later than Day 45 of the semester, the student may choose to take a course on a pass/not pass basis.
3. **Note:** A grade of 'C' or better is required in certain courses in order to take a subsequent course. Check course description for specific courses.
4. The pass/not pass option is not available to repeat courses in which the student has earned a 'D' or 'F' grade.
5. No more than six semester hours of pass/not pass credit may be applied toward any associate degree except in situations where agreements are in place for an articulated program/course.
6. No more than one course of pass/not pass may be taken in any one semester.
7. Courses which may be taken only on a pass/not pass basis are exempt from the limitations otherwise imposed upon students by pass/not pass regulations.
8. Students earning grades of 'A', 'B', 'C', or 'D' in courses for which they were enrolled on a pass/not pass basis are given a 'P' except as noted in certain course descriptions. Those failing will receive an 'NP'. Pass and Not Pass grades are not used in calculating the grade point average for a student's transcript.

# Registration

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

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

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

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

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

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

# Repeat Policy

A student may repeat any of the courses taken at Missouri State University-West Plains. All attempts at the course and the grades earned (including those resulting in a 'W', 'I' and 'Z') appear on the transcript. The grade from the most recent attempt at the course, including the repeat of a Pass/Not Pass grade with a standard letter grade, (though not a 'W', 'I' or 'Z') will be the one that counts in GPA calculations. For example, if a student takes the course four times and gets a 'P', 'B', 'C' and 'W', in that order, then the 'C' would be their official grade that would be used when calculating the student's grade point average. Also, a course that has been repeated will only be counted once in the student's total credit hours earned.

A student may only repeat an individual course once without permission; subsequent requests will require permission of the course instructor and the student's advisor.

This policy applies to course repeat attempts taken fall 2015 and subsequent semesters. When the most recent repeat attempt was taken prior to fall 2015, the policy published in the 2015-16 Course Catalog will be applied.

The repeat policy is applicable to transfer credit as well as credit earned at Missouri State-West Plains. For example, if a student earns a 'C' in a course at Missouri State-West Plains and repeats an equivalent course at another institution, the 'C' will be removed from the calculation of the Missouri State-West Plains GPA. The transfer grade, however, will be included only in the transfer and combined grade point averages. See Grade Equivalencies in the "Transfer Credit Policy" section of the catalog for further information.

Students should also be aware that even though a course prefix, number and/or title changes, it is still considered the same course for repeat policy purposes. The office of registration and records maintains the complete listing of course prefix and number changes and should be contacted for such questions.

Students should also be aware that many graduate and professional schools recalculate GPAs taking into account every grade that appears on a transcript.

Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters. While repeated courses are counted when determining a student's enrollment status and annual satisfactory progress, students who fail to progress toward graduation (i.e., by increasing total hours earned) may exhaust their aid eligibility prior to graduation. Repeated courses

for a course with a grade of 'C' or better are not eligible to receive financial aid.

## **Repeat Policy for Dalian branch campus**

A course in which a student has received a grade of 'D' or 'F' may be repeated unless such repetition is specifically prohibited or limited in the course description. Any subsequent repetition is made with the permission of the department head and Division Chair of the division in which the course is to be taken. Each repetition of the course replaces the prior grade(s) in all computations. Each attempt to complete the course will remain on the transcript. A student who repeats a course in which a passing grade has been earned and then receives an 'F' loses credit for the course.

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

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



# Second Degree

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

1. Must fulfill the general and specific requirements for the second degree.
2. Must complete a minimum of 15 (fifteen) credit hours which are directly applicable to the second degree and in addition to those presented for the first degree.
3. Must graduate under the provisions of the Missouri State University-West Plains catalog in effect when the student files a degree program for a second degree.
4. Must comply with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011). Transfer students who have had a course in American government (PLS 101) which did not include a study of the Missouri Constitution must enroll in a reading course in political science (PLS 103).
5. Must pay \$20 second degree graduation fee.

# Senior Citizen Fee Waiver Program

Missouri State University-West Plains offers a fee waiver program to any Missouri resident at least 62 years of age who wishes to take up to 24 credit hours of academic courses offered by the University. Eligible students may register for one class per semester and have the required student fees waived; however, the student will buy textbooks (if required) and pay supplemental course fees. Classes must be taken on an audit basis. Participants in this program must take tuition-free courses on a non-credit basis and must satisfy all course prerequisites of Missouri State University-West Plains. Participants must be fully admitted to the University as non-degree students and must follow the regulations for non-degree students elsewhere in this catalog.

Seniors participating in this program must declare their intent to enroll in the program at the point of admission in order to have all required student fees waived. Seniors may register through the fee waiver program beginning on the last day of regular registration for the term in which the senior citizen wishes to take classes. Registration can only be done on a "seats available" basis. If a degree-seeking student needs a seat in a course occupied by a senior citizen, the degree-seeking student will be given that seat. A minimum of ten students must be registered in a class before a senior citizen can register.

Qualifying students in this classification are:

- At least 62 years of age
- Non-degree-seeking
- Residents of the state of Missouri
- Citizen of the United States
- Not able to apply this waiver to online course offerings, Jail Officer, Law Enforcement Academy classes or any course offered in conjunction with the South Central Career Center.

# Transfer Programs

An associate of arts degree and an associate of science degree are transferable, can be used for baccalaureate programs and generally provide the student with junior standing. An articulation agreement exists with Missouri State University-Springfield for students enrolled in selected associate of applied science degree programs, which may allow students to be admitted to the Bachelor of Applied Science in Technology Management degree and the Bachelor of Applied Science in Agriculture degree. For further information, the student is encouraged to contact either the admissions office, the office of academic affairs, the office of Missouri State Outreach at the West Plains campus or the departments of technology or agriculture at the Springfield Campus.

For more information visit the transfer center's West Plains page.

# Variable Content Courses

Several courses in this catalog are identified in their descriptions as "variable content courses." Variable content courses include any courses, whether or not they can be repeated for additional credit, whose content may be substantially different from one semester to another. Not included in this category are special problems, special projects, readings, and research conducted on a tutorial basis with individual students. Unless otherwise stipulated in the course description, a variable content course may be taken only once for credit.

A student may apply no more than eight hours of variable content courses excluding capstone courses toward an associate degree. For this purpose, variable content is defined as any course having in either its course title or its description any of the following terms: variable content, special topics, issues, mini problems, seminars, projects, independent study or readings.

# Withdrawal from University

Students who wish to withdraw from all courses for a given semester should follow the withdrawal procedure below. Withdrawal means dropping all classes for the term. Students are not withdrawn from classes until they have completed this process.

Students must initiate the withdrawal process either in person or electronically (through University email or by fax) with the registration and records office. Students cannot withdraw from the University through *My Grizzly Den* as the system will not drop a student's last class. Individuals taking only one class who wish to drop that class must withdraw from the University.

If a student withdraws prior to the Last Day to Drop/Withdraw, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates), he or she will have a final grade of 'W'. This deadline is approximately one week prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester. A 'W' indicates the course was dropped without penalty.

The last day for withdrawing from school is one week prior to the last day of the semester (see the Academic Calendar for the specific date). Withdrawal dates for summer and intersession sessions are different. Contact the registration and records office for those dates. Withdrawal is not complete until the registration and records office has processed the paperwork. The date of withdrawal will be the date the withdrawal request is submitted to the registration and records office or the postmark date on a mailed request.

If academic dishonesty is substantiated after a student has withdrawn from the University or after a student has dropped a class, the 'XF' grade can still be assigned.

## Administrative Withdrawal:

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
  - 10<sup>th</sup> class day of the 16-week or longer term
  - 7<sup>th</sup> class day of the 8-week term

- 4<sup>th</sup> class day of the 5-week and 4-week term
- 2<sup>nd</sup> class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate pre-requisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Student who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student.

# Withdrawal from University for Military

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

## Withdrawal Procedure:

Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the office of registration and records in Cass Hall or writing a letter of withdrawal, the University shall accept notification from the student or a family member. All notifications will be verified by the office of registration and records.

## Refunds:

Students will receive 100% of their required student fees when they officially withdraw for required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the office of financial aid for more information. Students drawing Veterans Administration (VA) educational benefits should contact the Veteran Services and notify the VA Certifying Official of their withdrawal and orders to report for duty. Students shall receive a full refund for textbooks purchased at and returned to the Drago College Store. The housing refund will be prorated based on the number of days room and board was actually used.

## Grading of Officially Processed Drops or Withdrawals:

Students who withdraw before a semester begins or during the first week of classes shall not receive a 'W' or any grade on their transcript. Students withdrawing the second week of classes through the automatic 'W' deadline (9th week) shall receive a 'W' grade for each class in which they are enrolled except for completed intersession or first-block courses. Students withdrawing or dropping individual classes after the automatic 'W' deadline (9th week) shall receive a 'W'.

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

## Administrative Withdrawal:

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
  - 10<sup>th</sup> class day of the 16-week or longer term
  - 7<sup>th</sup> class day of the 8-week term
  - 4<sup>th</sup> class day of the 5-week and 4-week term
  - 2<sup>nd</sup> class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate pre-requisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Student who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student.



# Degrees and Certificates Offered

Degree codes are in parenthesis. See [degree abbreviations](#) below.

## Associate Degrees and Certificates

[Agriculture](#) (AAS, AS, Cert) *Options: Agricultural Business, Animal Science, General Agriculture, Horticulture, Natural Resources, Plant Science, Wildlife Management*

[Business](#) (AAS, AS, Cert) *Options: Accounting, Computer Information, Management, Technology Management*

[Child and Family Development](#) (AAS)

[Computer Graphics and Programming](#) (AAS)

[Culinary and Hospitality Management](#) (AAS)

[Enology](#) (AAS, Cert)

[Entrepreneurship](#) (AAS, Cert) *Options: Agricultural Business, Culinary Arts, General Business*

[General Studies](#) (AA, Cert) *Options: Darr Honors Program Specialization, Criminology Transfer Major, Ozarks Studies Certificate*

[Health Information Technology](#) (AAS, Cert) *Options: Electronic Health Records Specialist, Medical Coding, Medical Office Administrative Assistant*

[Health Professions](#) (AA)

[Law Enforcement](#) (AAS)

[Nursing and Allied Health](#) (AS, Cert) *Option: Pre-Nursing*

[Pre-Engineering](#) (AS)

[Respiratory Care](#) (AAS)\*\*

[Teaching](#) (AA)

[Technology](#) (AAS, Cert) *Options: Alternative Energy, General Technology, Manufacturing, Technology Management*

[Viticulture](#) (AAS, Cert)

[Wine Business & Entrepreneurship](#) (AAS, Cert)

[Workplace Employability Skills](#) (Cert)

*\*\*Provisional Accreditation*

## **Earn a Bachelor's and/or Master's Degree in West Plains!**

Earn an associate of arts or associate of science degree from Missouri State-West Plains, transfer those credit hours to Missouri State-Springfield and complete a bachelor's degree, all while living in West Plains!

Missouri State Outreach, housed in Gohn Hall on the West Plains campus, represents Missouri State-Springfield and can provide assistance with your transfer.

## **Bachelor's Degrees Available**

*(BS=Bachelor of Science; BAS=Bachelor of Applied Science)*

- Child and Family Development (BS)
- Communication Studies (BS, online)
- Criminology (BS)
- Elementary Education (BS)
- Finance-Finance Option (BS, online)
- General Agriculture (BAS)
- General Business (BS, online)
- General Studies (BS)
- Health Services-Clinical Services Option (BS, online)
- Hospitality and Restaurant Administration (BAS, online)

Information Technology Service Management (BS, online)

- Nursing (BS, online)
- Professional Writing (BS, online)
- Psychology (BS, online)
- Technology Management (BAS, online)

*Note: Some Missouri State Online degree completion programs may have prerequisite courses (particularly in the sciences) not available online through Missouri State-Springfield. Schedule your advising appointment with Adult Student Services to review program requirements.*

## **Post-Graduate Degrees Available**

- Doctorate in Educational Leadership with the University of Missouri Columbia
- Doctor of Nurse Anesthesia Practice (online)
- Doctor of Nursing Practice (online)
- Master and Specialist in Educational Administration
- Master of Arts in Communication (online)
- Master of Arts in History (online)
- Master of Arts in Teaching (MAT)
- Master of Business Administration (online)
- Master of Science in Administrative Studies (online)
- Master of Science in Counseling in Elementary & Secondary Education
- Master of Science in Criminology and Criminal Justice (online)
- Master of Science in Early Childhood and Family Development (online)
- Master of Science in Education, Educational Technology
- Master of Science in Education, Elementary Education (online)
- Master of Science in Education, Literacy (online)

- Master of Science in Education, Special Education/Blindness & Low Vision Emphasis (online)
- Master of Science in Nursing, Nurse Educator (online)
- Master of Science in Project Management (online)
- Master of Social Work

**Find out more about Missouri State Online.**

## Contact Us

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## Degree abbreviations

- AA – Associate of Arts
- AAS – Associate of Applied Science
- AS – Associate of Science
- BAS – Bachelor of Applied Science
- BS – Bachelor of Science
- BSEd – Bachelor of Science in Education
- BSN – Bachelor of Science in Nursing
- Cert – Certificate
- MAT – Master of Arts in Teaching

- MBA – Master of Business Administration
- MS – Master of Science, Counseling
- MEd – Master of Science in Education
- EdS – Specialist in Education, Educational Administration

## Catalog Resources

- [General Campus Information](#)
- [Academic Policies and Campus Requirements](#)
- [Degrees and Certificates Offered](#)
- [Course Offerings](#)
- [Faculty and Administrative Staff](#)

## Additional Resources

- [Class Schedule](#)
- [Catalog Archive](#)
- [Springfield Undergraduate Catalog](#)
- [Springfield Graduate Catalog](#)

# Agriculture

## Degrees

**General Agriculture (AAS)**

**Agriculture (AS)**

## Certificates

**Agricultural Business (Cert)**

**Horticulture (Cert)**

**Animal Science (Cert)**

**Natural Resources (Cert)**

**Equine Studies (Cert)**

**Plant Science (Cert)**

**General Agriculture (Cert)**

**Wildlife Management (Cert)**

# Associate of Applied Science in General Agriculture

## General Agriculture (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
<ul style="list-style-type: none"> <li>ENG 110 Writing I</li> <li>ENG 100A Writing I</li> </ul>	3
MTH 100 Intermediate Applied Algebra or higher (except MTH 197 or MTH 297)	3
PLS 101 American Democracy and Citizenship	3
IDS 110 Student Success	2
<b>General Education Core Total</b>	<b>14</b>
Major Requirements	Credit Hours
AGR 100 Food Security	3
AGR 101 Animal Science	4
AGR 103 Plant Science	3
AGR 118 Agricultural Leadership	1
<ul style="list-style-type: none"> <li>AGR 297 Global Agriculture and Food Production (capstone course) or</li> <li>IDS 297 Topics in Globalization</li> </ul>	3

AGR 299 Internship in Agriculture 3

- BIO 101 Biology in Your World and BIO 111 Understanding Biology Systems through Inquiry 4
- CHM 116 Fundamentals of Chemistry

CIS 101 Computers for Learning 3

**Major Total Hours 24**

**Agriculture Requirements Credit Hours**

Select **one** of the following groups:

**Agricultural Business Group**

Select 24 credit hours from the following:

- ACC 201 Introduction to Financial Accounting
- ACC 211 Introduction to Managerial Accounting
- AGR 112 Introduction to Agricultural Business
- AGR 115 Sustainable Agriculture and the Environment
- AGR 144 Agricultural Economics I
- AGR 161 Introduction to Horses
- AGR 215 Soils
- EPR 110 Introduction to Entrepreneurship
- EPR 150 Marketing for Small Businesses
- EPR 290 Business Plan Development
- FIN 266 Principles of Real Estate
- INS 211 Insurance
- LAW 231 Legal Environment of Business
- MGT 286 Business Communications
- QBA 237 Basic Business Statistics
- Or other courses approved by the agriculture department

24



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**Animal Science Group**

Select a 24 credit hours from the following:

- AGR 104 Animal Science
- AGR 115 Sustainable Agriculture and the Environment
- AGR 161 Introduction to Horses
- AGR 162 Introduction to Riding
- AGR 191 Evaluation and Performance Appraisals of Horses
- AGR 196 Dairy/Meat Animal Evaluation
- AGR 210 Animal Nutrition
- AGR 215 Soils
- AGR 216 Soils Lab
- AGR 252 Beef Production
- AGR 262 Riding for Horse Training
- AGR 275 Vegetable and Fruit Production
- Or other courses approved by the agriculture department

**24**

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**Animal Science Total****24**

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**General Agriculture Group**

Select 24 credit hours of AGR courses and/or other courses approved by the agriculture department

**24**

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**General Agriculture Total****24**

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**Horticulture Group**

Select a minimum of 24 credit hours from the following:

- AGR 104 Plant Science (lab)
- AGR 112 Introduction to Agricultural Business
- AGR 115 Sustainable Agriculture and the Environment
- AGR 120 Agricultural Recordkeeping
- AGR 170 Introduction to Horticulture

- AGR 171 Controlled Environmental Agriculture
- AGR 172 Greenhouse Management
- AGR 173 Aquaponics and Hydroponics
- AGR 174 Integrated Pest Management
- AGR 175 Vegetable and Fruit Production
- AGR 176 Good Agricultural Practices
- AGR 177 Turf Grass Management
- AGR 178 Landscape Design and Management
- AGR 215 Soils
- AGR 216 Soils (lab)
- EPR 110 Introduction to Entrepreneurship
- EPR 150 Marketing for Small Businesses
- EPR 290 Business Plan Development
- Or other courses approved by the agricultural department

24

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**Horticulture Total**

**24**

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**Natural Resources Group**

Select a minimum of 24 credit hours from the following:

- AGR 115 Sustainable Agriculture and the Environment
- AGR 143 Introductory Forestry
- AGR 144 Agricultural Economics I
- AGR 215 Soils
- AGR 216 Soils Lab
- AGR 240 Wildlife Techniques
- AGR 242 Wildlife Damage Management
- AGR 275 Vegetable and Fruit Production
- ENV 105 Environmental Science
- GLG 110 Principles of Geology
- GRY 135 Atmospheric Science

- GRY 142 Introductory Physical Geography
- Or other courses approved by the agriculture department 24

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**Natural Resources Total** **24**

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**Plant Science Group**

Select a minimum of 15 credit hours from the following:

- AGR 104 Plant Science Laboratory
- AGR 115 Sustainable Agriculture and the Environment
- AGR 143 Introductory Forestry
- - AGR 144 Agricultural Economics I
  - ECO 155 Principles of Macroeconomics and ECO 165 Principles of Microeconomics
- AGR 170 Introduction to Horticulture
- AGR 215 Soils
- AGR 216 Soils Lab
- AGR 275 Vegetable and Fruit Production
- - BIO 121 General Biology I
  - BIO 101 and BIO 111
- - CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab
  - CHM 160 General Chemistry I and CHM 161 General Chemistry I Laboratory
- Or other courses approved by the agricultural department 24

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**Plant Science Total** **24**

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**Wildlife Management Group**

Select a minimum of 24 hours from the following:

- AGR 115 Sustainable Agriculture and the Environment
- AGR 143 Introductory Forestry
- AGR 215 Soils
- AGR 240 Wildlife Techniques

AGR 242 Wildlife Damage Management

- AGR 275 Vegetable and Fruit Production
- BIO 121 General Biology I
- BIO 122 General Biology II
- - CHM 116 and CHM 117
  - CHM 160
- GLG 110 Principles of Geology
- GRY 100 World Regional Geography
- Or other classes approved by the Agricultural Department

24

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**Wildlife Management Total**

**24**

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**Total Degree Hours Required**

**62**

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# Associate of Science in Agriculture

## Agriculture (AS)

### Associate of Science

The required general education courses for the Associate of Science in Agriculture are listed as follows:

Foundations Requirements <sup>£</sup>	Credit Hours
COM 115 Fundamentals of Public Speaking	2
ENG 110 or ENG 110A Writing I and ENG 221 Writing II: Writing for the Professions	6
<ul style="list-style-type: none"> <li>MTH 135 College Algebra</li> <li>MTH 138 Pre-Calculus Mathematics</li> <li>MTH 181 Trigonometry</li> <li>MTH 261 Analytic Geometry/Calculus I</li> </ul>	3
IDS 110 Student Success	3

<sup>£</sup> The **basic skills** block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Public Affairs Requirements	Credit Hours
<b>US and MO Constitutions and American History</b>	
PLS 101 American Democracy & Citizenship	3
<ul style="list-style-type: none"> <li>HST 121 Survey of US History to 1877</li> <li>HST 122 Survey of US History Since 1877</li> </ul>	3
<b>Cultural Competence:</b> Select 1	3

- REL 100 Religion and Human Culture
- GRY 100 World Regional Geography

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**Public Issues:** Select 1

3

- CIS 200 Critical and Creative Thinking Using Information Technology
- COM 110 Critical Thinking
- ECO 101 Economics of Social Issues
- PHI 105 Logic, Language & Argumentation
- PHI 115 Introduction to Ethics
- PLS 205 Countries & Cultures: Comparative Government
- PLS 232 International Relations
- TEC 105 Technology's Impact on Society

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**Human Culture Requirements**

**Credit  
Hours**

**Humanities:** Select 1

3

- LLT 121 Classical Mythology or higher
- ENG 230 Introduction to Reading in Literature
- ENG 231 Major Writers of English
- ENG 235 Critical Approaches to Literature
- ENG 236 Minorities in Literature
- ENG 280 Short Story
- ENG 283 Folklore & Cultural Engagement
- ENG 285 Subjects in Folklore
- ENG 288 Literature of Work: Readings in Professions
- MUS 241 The Language of Music
- MED 274 Understanding Film
- PHI 110 Introduction to Philosophy
- REL 101 Introduction to the Old Testament
- REL 102 Introduction to the New Testament

- HST 103 World History to 1600 C.E.
- HST 104 World History Since 1600 C.E.
- Foreign Language: Any Course

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**Social and Behavioral Science: Select 2**

6

- AGR 100 Food Security Food Security
- AGR 144 Agricultural Economics I Agricultural Economics I
- ECO 155 Principles of Macroeconomics
- ECO 165 Principles of Microeconomics
- PSY 121 Introductory Psychology

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**The Arts: Select 1**

3

- ART 200 Art in Context
- ENG 203 Creative Writing: Poetry
- ENG 205 Creative Writing: Nonfiction
- ENG 215 Creative Writing: Short Story
- MUS 239 Introduction to World Music
- THE 101 Introduction to Theatre and Drama Arts

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**Natural World Requirements**

**Credit  
Hours**

At least one course from each area, two different subject codes, at least one with a lab†

7-9

See Agricultural Requirements section for additional information.

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**Life Sciences**

- BIO 101 Biology in Your World Biology in Your World
- BIO 111 Understanding Biological Systems Through Inquiry<sup>†</sup> Understanding Biological Systems Through Inquiry
- BIO 121 General Biology I<sup>†</sup> General Biology I

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**Physical Sciences**

- CHM 116 Fundamentals of Chemistry Fundamentals of Chemistry
- CHM 117 Fundamentals of Chemistry Lab Fundamentals of ChemistryLab
- CHM 160 General Chemistry I General Chemistry I

GLG 110 Principles of Geology Principles of Geology

- GLG 171 Environmental Geology
- GRY 135 Atmospheric Science† Atmospheric Science
- GRY 142 Introductory Physical Geography† Introductory Physical Geography

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

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<b>Total General Education Block Hours</b>	<b>45-47</b>
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<b>Other Course Requirements</b>	<b>Credit Hours</b>
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CIS 101 Computers for Learning	3
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IDS 297/AGR 297 Global Agriculture and Food Production (Capstone)	3
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<b>Total Other Requirements Hours</b>	<b>6</b>
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<b>Agriculture Requirements</b>	<b>Credit Hours</b>
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A minimum of 12 hours from **one** of the following groups:

#### **Agricultural Business Group**

- ACC 201<sup>¥</sup> Introduction to Financial Accounting
- AGR 101 Animal Science
- AGR 103 Plant Science
- AGR 115 Sustainable Agriculture and the Environment
- AGR 215 Soils
- AGR 161 Introduction to Horses<sup>€</sup> Introduction to Horses
- LAW 231 Legal Environment of Business
- MGT 286 Business Communications
- QBA 237 Basic Business Statistics



***General Education Requirements Include:***

- ○ MTH 135 College Algebra
- MTH 181 Trigonometry
- MTH 261 Analytic Geometry/Calculus I
- MTH 285 Calculus for Business and Social Sciences
- PSY 121 Introductory Psychology
- ○ CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I
- AGR 144 Agricultural Economics I

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**Agriculture Education Group**

- AGR 101 Animal Science
- ○ AGR 103 Plant Science
- AGR 115 Sustainable Agriculture and the Environment
- AGR 104 Plant Science Laboratory
- AGR 143 Introductory Forestry
- AGR 215 Soils
- AGR 216 Soils Lab

***General Education Requirements Include:***

- BIO 101 Biology in Your World
- BIO 111 Understanding Biological Systems Through Inquiry
- AGR 144 Agricultural Economics I
- ○ CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I
- PSY 121 Introductory Psychology

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**Animal Science Group**

- AGR 101 Animal Science
- ○ AGR 103 Plant Science

## AGR 115 Sustainable Agriculture and the Environment

- AGR 104 Plant Science Laboratory
- AGR 215 Soils
- AGR 216 Soils Lab
- AGR 161 Introduction to Horses
- AGR 162 Introduction to Riding
- AGR 191 Evaluation and Performance Appraisal of Horse
- AGR 196 Dairy/Meat Animal Evaluation
- AGR 250 Agricultural Communications
- AGR 262 Riding for Horse Training

### ***General Education Requirements Include:***

- BIO 101 Biology in Your World
- BIO 111 Understanding Biological Systems Through Inquiry
- AGR 144 Agricultural Economics I
- - CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
  - CHM 160 General Chemistry I

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### **General Agriculture Group**

- AGR 101 Animal Science
- - AGR 103 Plant Science
  - AGR 115 Sustainable Agriculture and the Environment
- AGR 104 Plant Science Laboratory
- AGR 144 Agricultural Economics I
- AGR 157 Principles of Agricultural Mechanization
- AGR 215 Soils
- AGR 216 Soils Lab

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### ***General Education Requirements Include:***

- AGR 100 Food Security
- - BIO 101 Biology in Your World & BIO 111 Understanding Biological Systems Through Inquiry

- BIO 121 General Biology I
- ◦ GLG 110 Principles of Geology
- GRY 135 Atmospheric Science
- GRY 142 Introductory Physical Geography
- AGR 144 Agricultural Economics I
- ◦ CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I
- PSY 121 Introductory Psychology

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### **Natural Resources Group**

- AGR 101 Animal Science
- AGR 103 Plant Science
- AGR 104 Plant Science Laboratory
- AGR 115 Sustainable Agriculture and the Environment
- AGR 143 Introductory Forestry
- AGR 215 Soils
- AGR 216 Soils Lab

### ***General Education Requirements Include:***

- ◦ BIO 101 Biology in Your World & BIO 111 Understanding Biological Systems Through Inquiry
- BIO 121 General Biology I
- ◦ GLG 110 Principles of Geology
- GRY 135 Atmospheric Science
- GRY 142 Introductory Physical Geography
- AGR 144 Agricultural Economics I
- ◦ CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I

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### **Plant Science Group**

- AGR 103 Plant Science

- AGR 104 Plant Science Laboratory
- AGR 115 Sustainable Agriculture and the Environment
- AGR 143 Introductory Forestry
- AGR 215 Soils
- AGR 216 Soils Lab
- - AGR 144 Agricultural Economics I
  - ECO 155 Principles of Macroeconomics
- ECO 165 Principles of Microeconomics

***General Education Requirements Include:***

- - BIO 101 Biology in Your World & BIO 111 Understanding Biological Systems Through Inquiry
  - BIO 121 General Biology I
- - AGR 144 Agricultural Economics I
  - ECO 155 Principles of Macroeconomics
- ECO 165 Principles of Microeconomics
- - CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
  - CHM 160 General Chemistry I

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**Wildlife Conservation and Management Group**

- - AGR 103 Plant Science
  - AGR 115 Sustainable Agriculture and the Environment
- AGR 104 Plant Science Laboratory
- AGR 143 Introductory Forestry
- AGR 215 Soils
- AGR 216 Soils Lab
- BIO 121 General Biology I
- BIO 122 General Biology II
- GLG 110 Principles of Geology

***General Education Requirements Include:***

- BIO 121 General Biology I
- GLG 110 Principles of Geology
- GRY 100 World Regional Geography
- - MTH 135 College Algebra
  - MTH 138 Pre-Calculus Mathematics
- - CHM 116 Fundamentals of Chemistry & CHM 117 Fundamentals of Chemistry Lab
  - CHM 160 General Chemistry I

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<b>Total Agricultural Requirements Hours</b>	<b>12</b>
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<b>Total Associate of Science in Agriculture Degree Hours</b>	<b>63</b>
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¥ *Recommended for students interested in Agriculture Finance and Management*

€ *Recommended for students interested in Agriculture Enterprise and Management*

# Certificate in Agricultural Business

## Agricultural Business

### Certificate

The Certificate in Agricultural Business includes the fundamentals of business, accounting and economics with agriculture courses, including an internship experience, to provide a practical knowledge in agriculture business. While the Certificate in Agricultural Business may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Applied Science in Entrepreneurship, Associate of Applied Science in General Agriculture or Associate of Science in Agriculture. Courses included may also be applied toward bachelor degrees at some four-year institutions.

Agricultural Business Certification Requirements	Credit Hours
<ul style="list-style-type: none"> <li>● ACC 201 Introduction to Financial Accounting</li> <li>● EPR 140 Accounting for Entrepreneurs</li> </ul>	3
AGR 101 Animal Science	4
<ul style="list-style-type: none"> <li>● AGR 103 Plant Science</li> <li>● AGR 115 Sustainable Agriculture &amp; the Environment</li> </ul>	3
AGR 112 Introduction to Agricultural Business	3
AGR 120 Agriculture Recordkeeping	1
AGR 144 Agricultural Economics	4
AGR 299 Agricultural Internship	3
Select 6 credit hours from the following: <ul style="list-style-type: none"> <li>● ACC 211 Introduction to Managerial Accounting</li> <li>● AGR 161 Introduction to Horses</li> <li>● AGR 215 Soils</li> </ul>	6

- EPR 110 Introduction to Entrepreneurship
- EPR 150 Marketing for Small Businesses
- EPR 290 Business Plan Development
- FIN 266 Principles of Real Estate
- INS 211 Insurance
- LAW 231 Legal Environment of Business
- MGT 286 Business Communications
- MKT 150 Introduction to Marketing
- PSY 121 Introductory Psychology
- QBA 237 Basic Business Statistics

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**Total Hours Required**

**27**

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# Certificate in Animal Science

## Animal Science

### Certificate

The Certificate in Animal Science provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

### Animal Science Certification Requirements

### Credit Hours

Select 27 credit hours from the following:

AGR 101 Animal Science	4
<ul style="list-style-type: none"> <li>AGR 103 Plant Science</li> <li>AGR 115 Sustainable Agriculture and the Environment</li> </ul>	3
AGR 144 Agricultural Economics I	4
AGR 196 Dairy/Meat Animal Evaluation	2
AGR 202 Reproductive Physiology	3
AGR 206 Veterinary Science	3
AGR 215 Soils	3
AGR 252 Beef Cattle Production	3
AGR 275 Forage Production	3
AGR 299 Agricultural Internship	3





# Certificate in Equine Studies

## Equine Studies

### Certificate

The Certificate in Equine Studies provides with knowledge specific to the equine industry, including equine management, health, nutrition, evaluation and riding. An internship experience is also included to provide practical knowledge in equine science. While the Certificate in Equine Studies may be also included as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

### Equine Studies Certification Requirements

### Credit Hours

Select 27 credit hours from the following:

AGR 101 Animal Science	4
AGR 161 Introduction to Horses	3
AGR 162 Introduction to Riding	1
AGR 163 Introduction to Hunt Seat Equestrian Competition	1
AGR 164 Introduction to Stock Seat Equestrian Competition	1
AGR 191 Evaluation & Performance Appraisal of Horses	2
AGR 202 Reproductive Physiology	3
AGR 206 Veterinary Science	3
AGR 210 Animal Nutrition	3
AGR 262 Riding for Horse Training	2
AGR 263 Intermediate Hunt Seat Competition	1

AGR 264 Intermediate Stock Seat Equestrian Competition

1

AGR 275 Forage Production

3

**Total Credit Hours**

**27**

# Certificate in General Agriculture

## General Agriculture

### Certificate

The Certificate in General Agriculture provides a broad experience to all types of agriculture; an internship experience is also included to provide students with practical knowledge and skills. While the Certificate of General Agriculture may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward the Missouri State University Bachelor of Applied Science in General Agriculture, among other possible degrees at four-year institutions.

General Agriculture Certification Requirements	Credit Hours
AGR 100 Food Security	3
AGR 101 Animal Science	4
<ul style="list-style-type: none"> <li>• AGR 103 Plant Science</li> <li>• AGR 115 Sustainable Agriculture &amp; the Environment</li> </ul>	3
AGR 144 Agricultural Economics	4
AGR 157 Principles of Agricultural Mechanization	3
AGR 215 Soils	3
AGR 299 Agricultural Internship	3
AGR Electives	3
<b>General Agriculture Certification Total</b>	<b>26</b>

# Certificate in Horticulture

## Horticulture

### Certificate

The Certificate in Horticulture provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Horticulture Certification Requirements	Credit Hours
Complete 24 credit hours from the following:	
AGR 103 Plant Science	3
AGR 104 Plant Science (lab)	1
AGR 115 Sustainable Agriculture and the Environment	3
AGR 120 Agricultural Recordkeeping	1
AGR 170 Introduction to Horticulture	3
AGR 171 Controlled Environmental Agriculture	2
AGR 172 Greenhouse Management	1
AGR 173 Aquaponics and Hydroponics	2
AGR 174 Integrated Pest Management	1
AGR 175 Vegetable and Fruit Production	3
AGR 176 Good Agricultural Practices	1

AGR 177 Turf Grass Management	1
AGR 178 Landscape Design & Management	1
AGR 215 Soils	3
AGR 216 Soils Lab	1
AGR 299 Agricultural Internship	3
<ul style="list-style-type: none"> <li>• AGR 112 Introduction to Agricultural Business</li> <li>• EPR 110 Introduction to Entrepreneurship</li> </ul>	3
EPR 130 Sales and Customer Service	3
EPR 150 Marketing for Small Businesses	1
EPR 290 Business Plan Development	3
<b>Total Credit Hours</b>	<b>24</b>

# Certificate in Natural Resources

## Natural Resources

### Certificate

The Certificate in Natural Resources provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

Natural Resources Certification Requirements	Credit Hours
AGR 101 Animal Science	4
<ul style="list-style-type: none"> <li>• AGR 103 Plant Science</li> <li>• AGR 115 Sustainable Agriculture &amp; the Environment</li> </ul>	3
AGR 143 Introductory Forestry	3
AGR 144 Agricultural Economics	4
AGR 215 Soils	3
AGR 299 Agricultural Internship	3
<ul style="list-style-type: none"> <li>• GLG 110 Principles of Geology</li> <li>• GRY 135 Atmospheric Science</li> <li>• GRY 142 Introductory Physical Geography</li> </ul>	3
<b>Total Credit Hours</b>	<b>23</b>

# Certificate in Plant Science

## Plant Science

### Certificate

The Certificate in Plant Science provides a broad exposure to all types of agriculture pertinent to the animal industries, including animal production and nutrition. An internship experience is also included to provide a practical knowledge in animal science. While the Certificate in Animal Science may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or the Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

<b>Plant Science Certification Requirements</b>	<b>Credit Hours</b>
AGR 103 Plant Science	3
AGR 104 Plant Science Lab	1
AGR 115 Sustainable Agriculture & the Environment	3
AGR 143 Introductory Forestry	3
AGR 144 Agricultural Economics	4
AGR 215 Soils	3
AGR 216 Soils Lab	1
AGR 275 Forage Crop Production	3
AGR 299 Agricultural Internship	3
<b>Total Credit Hours</b>	<b>24</b>



# Certificate in Wildlife Management

## Wildlife Management

### Certificate

The Certificate in Wildlife Management provides knowledge and skills pertinent to the field of wildlife conservation and management. A broad range of topics are covered, including animal science, plant science, sustainable agriculture, forestry, soils, geology, geography and an internship are included in this certificate. While the Certificate in Wildlife Management may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the Associate of Science in Agriculture or Associate of Applied Science in General Agriculture. Courses included in this certificate may also be applied toward bachelor degrees at some four-year institutions.

<b>Wildlife Management Certification Requirements</b>	<b>Credit Hours</b>
AGR 103 Plant Science	3
AGR 115 Sustainable Agriculture & the Environment	3
AGR 143 Introductory Forestry	3
AGR 215 Soils	3
AGR 240 Wildlife Techniques	3
AGR 242 Wildlife Damage Management	3
AGR 275 Forage Crop Production	3
GLG 110 Principles of Geology	4
GRY 100 World Regional Geography	3
<b>Total Credit Hours</b>	<b>28</b>

# Business

## Degrees

**Business (AAS)**

**Business (AS)**

## Certificates

**Basic Bookkeeping (Cert)**

**Basic Business Studies (Cert)**

**Basic Office Management (Cert)**

**Technology Management (Cert)**

# Associate of Applied Science in Business

## Business

### Associate of Applied Science

### Accounting Option

General Education Core Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
ECO 155 Principles of Macroeconomics	3
ENG 110 Writing I	3
MTH 103 Intermediate Math	3
PLS 101 American Democracy and Citizenship	3
IDS 110 Student Success	2
<b>Total General Education Core Hours</b>	<b>17</b>
Business Core Requirements	Credit Hours
ACC 201 Introduction to Financial Accounting	3
CIS 101 Computers for Learning	3
MGT 130 Business Math	3
BUS 135 Introduction to Business	3
FIN 280 Introduction to Financial Management	3
BUS 297 International Business (capstone course)	3

MGT 120 Introduction to Management	3
MGT 286 Business Communications	3
QBA 237 Basic Business Statistics	3
LAW 231 Legal Environment of Business	3
<b>Total Business Core Total</b>	<b>24</b>

<b>Accounting Core Requirements</b>	<b>Credit Hours</b>
ACC 201 Introduction to Financial Accounting	3
EPR 121 Accounting Software Applications	3
ACC 211 Introduction to Managerial Accounting	3
ACC 221 Tax Codes, Regulations and Payroll	3
ACC 299 Internship in Accounting	3
CIS 201 Computer Applications in Business	3
CIS 290 Advanced Microcomputer Applications	3
<b>Total General Education Hours</b>	<b>21</b>

<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours Required</b>	<b>65</b>

## **Computer Information Option**

<b>General Education Core Requirements</b>	<b>Credit Hours</b>
COM 115 Fundamentals of Public Speaking	3
ECO 155 Principles of Macroeconomics	3

ENG 110 Writing I	3
<ul style="list-style-type: none"> <li>● MGT 130 Business Mathematics 3</li> <li>● MTH 103 Intermediate Algebra or higher (except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)</li> </ul>	3
PLS 101 American Democracy and Citizenship	3
PSY 121 Introductory Psychology	3
IDS 110 Student Success	2
<b>Total General Education Core Hours</b>	<b>20</b>

<b>Business Core Requirements</b>	<b>Credit Hours</b>
ACC 201 Introduction to Financial Accounting	3
CIS 101 Computers for Learning	3
BUS 135 Introduction to Business	3
BUS 297 International Business (capstone course)	3
MGT 120 Introduction to Management	3
MGT 286 Business Communications	3
QBA 237 Basic Business Statistics	3
LAW 231 Legal Environment of Business	3
<b>Total Business Core Hours</b>	<b>24</b>

<b>Computer Information Core Requirements</b>	<b>Credit Hours</b>
CIS 201 Computer Applications in Business	3
CIS 205 Website Design & Development	3
CIS 229 Fundamentals of Computer Information Systems	3

CIS 260 Application Development I	3
CIS 270 Application Development II	3
CIS 290 Advanced Microcomputer Applications	3
CGP 145 Introduction to Computer Programming	3
<b>Total Computer Information Core Hours</b>	<b>21</b>

<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours Required</b>	<b>65</b>

## Entrepreneurship Option

<b>General Education Core Requirements</b>	<b>Credit Hours</b>
COM 115 Fundamentals of Public Speaking	3
ECO 155 Principles of Macroeconomics	3
ENG 110 or ENG 110A Writing I	3
MGT 130 Business Mathematics	3
PLS 101 American Democracy and Citizenship	3
IDS 110 Student Success	2
<b>Total General Education Core Hours</b>	<b>17</b>

<b>Business Core Requirements</b>	<b>Credit Hours</b>
CIS 101 Computers for Learning	3
BUS 135 Introduction to Business	3
BUS 297 International Business (capstone course)	3
FIN 280 Introduction to Financial Management	3

MGT 120 Introduction to Management	3
MGT 286 Business Communications	3
QBA 237 Basic Business Statistics	3
LAW 231 Legal Environment of Business	3
<b>Total Business Core Hours</b>	<b>24</b>

<b>Entrepreneurship Core Requirements</b>	<b>Credit Hours</b>
ACC 201 Introduction to Financial Accounting	3
CIS 212 Personal Computer Systems in Business	3
EPR 110 Introduction to Entrepreneurship	3
EPR 121 Accounting Software Applications	3
EPR 130 Sales and Customer Service	2
EPR 210 Employee Management and Supervision	3
EPR 290 Business Plan Development	3
MKT 150 Introduction to Marketing	3
<b>Technology Management Core Hours</b>	<b>23</b>

<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours Required</b>	<b>64</b>

## Management Option

<b>General Education Core Requirements</b>	<b>Credit Hours</b>
COM 115 Fundamentals of Public Speaking	3

ECO 155 Principles of Macroeconomics	3
ENG 110 Writing I	3
MGT 130 Business Math	3
PLS 101 American Democracy and Citizenship	3
IDS 110 Student Success	2
<b>Total General Education Core Hours</b>	<b>17</b>
<b>Business Core Requirements</b>	<b>Credit Hours</b>
CIS 101 Computers for Learning	3
BUS 135 Introduction to Business	3
FIN 280 Introduction to Financial Management	3
BUS 297 International Business (capstone course)	3
MGT 120 Introduction to Management	3
MGT 286 Business Communications	3
QBA 237 Basic Business Statistics	3
LAW 231 Legal Environment of Business	3
<b>Total Business Core Hours</b>	<b>24</b>
<b>Management Core Requirements</b>	<b>Credit Hours</b>
ACC 201 Introduction to Financial Accounting	3
ACC 211 Introduction to Managerial Accounting	3
CIS 212 Personal Computing Systems in Business	3
ECO 165 Principles of Microeconomics	3
MGT 299 Internship in Business Management	3



MKT 150 Introduction to Marketing	3
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FIN 266 Principles of Real Estate	3
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<i>Add one from the following electives:</i>	3
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- EPR 110 Introduction to Entrepreneurship
- MGT 210 E-Commerce
- MKT 155 Introduction to Retailing
- PLS 232 International Relations
- INS 211 Insurance
- COM 110 Critical Thinking

<b>Total Management Core Hours</b>	<b>24</b>
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<b>Degree Requirements</b>	<b>Credit Hours</b>
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<b>Total Hours Required</b>	<b>65</b>
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## Technology Management Option

<b>General Education Core Requirements</b>	<b>Credit Hours</b>
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COM 115 Fundamentals of Public Speaking	3
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ECO 155 Principles of Macroeconomics	3
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ENG 110 Writing I	3
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- MGT 130 Business Mathematics
- MTH 103 Intermediate Algebra or higher (except MTH 197 or MTH 297)

PLS 101 American Democracy and Citizenship	3
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PSY 121 Introductory Psychology	3
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IDS 110 Student Success	2
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<b>Total General Education Core Hours</b>	<b>20</b>
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**Business Core Requirements****Credit  
Hours**

ACC 201 Introduction to Financial Accounting

3

CIS 101 Computers for Learning

3

BUS 135 Introduction to Business

3

BUS 297 International Business (capstone course)

3

MGT 120 Introduction to Management

3

MGT 286 Business Communications

3

QBA 237 Basic Business Statistics

3

LAW 231 Legal Environment of Business

3

**Total Business Core Hours****24****Technology Management Core Requirements****Credit  
Hours**

TEC 112 Introduction to Supply Chain Management

3

TEC 205 Principles of Supervision

3

TEC 220 Technology Management

3

TEC 232 Quality Management

3

TEC 250 Safety Management

3

TEC 255 Project Management

3

TEC 299 Technology Internship

3

**Technology Management Core Hours****21****Degree Requirements****Credit Hours**



# Associate of Science in Business

## Business (AS)

### Associate of Science

The required general education courses for the Associate of Science in Business are listed as follows:

Foundations Requirements <sup>£</sup>	Credit Hours
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
<ul style="list-style-type: none"> <li>ENG 210 Writing II: Academic Writing</li> <li>ENG 221 Writing II: Writing for the Professions</li> </ul>	3
MTH 135 College Algebra or higher (Except MTH 197 Introductory Topics in Mathematics and MTH 297 Mathematic Topics in Globalization)	3
IDS 110 Student Success	2
<b>Total Foundations Requirements Hours</b>	<b>14</b>

<sup>£</sup> The **basic skills** block constitutes preparatory courses necessary for completing a college education and should therefore be completed as soon as possible.

Public Affairs Requirements	Credit Hours
<b>US and MO Constitutions:</b> PLS 101 American Democracy & Citizenship	3
<b>American History:</b> <ul style="list-style-type: none"> <li>HST 121 Survey of US History to 1877</li> <li>HST 122 Survey of US History Since 1877</li> </ul>	3

<b>Cultural Competence:</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• REL 100 Religion and Human Culture</li>   <li>• GRY 100 World Regional Geography</li> </ul>	
<b>Public Issues:</b>	<b>3</b>
CIS 200 Critical & Creative Thinking Using Information Technology	
<b>Public Affairs Requirements Hours</b>	<b>12</b>
<b>Human Culture Requirements</b>	<b>Credit Hours</b>
<b>Humanities:</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• LLT 121 Classical Mythology or higher</li>   <li>• ENG 230 Introduction to Reading in Literature</li>   <li>• ENG 231 Major Writers of English</li>   <li>• ENG 235 Critical Approaches to Literature</li>   <li>• ENG 236 Minorities in Literature</li>   <li>• ENG 280 Short Story</li>   <li>• ENG 283 Folklore &amp; Cultural Engagement</li>   <li>• ENG 285 Subjects in Folklore</li>   <li>• ENG 288 Literature of Work: Readings in Professions</li>   <li>• HST 103 World History to 1600 C.E.</li>   <li>• HST 104 World History Since 1600 C.E.</li>   <li>• MED 274 Understanding Film</li>   <li>• MUS 241 The Language of Music</li>   <li>• PHI 110 Introduction to Philosophy</li>   <li>• REL 101 Introduction to the Old Testament</li>   <li>• REL 102 Introduction to the New Testament</li>   <li>• Any Foreign Language</li> </ul>	
<b>Social and Behavioral Science: Select 2</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• ECO 155 Principles of Macroeconomics</li>   <li>• ECO 165 Principles of Microeconomics</li> </ul>	

(See Business Electives for the college of business admission requirements)

- PSY 121 Introductory Psychology

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**The Arts:**

3

- ART 200 Art in Context
- ENG 203 Creative Writing: Poetry
- ENG 205 Creative Writing: Nonfiction
- ENG 215 Creative Writing: Short Story
- MUS 239 Introduction to World Music
- THE 101 Introduction to Theatre & Drama Arts

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**Natural World Requirements**

**Credit  
Hours**

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At least one course from each section, two different course codes, at least one with a lab†

7-9

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**Life Sciences:**

- BIO 100 Biological Science for Educators
- BIO 101 Biology in Your World and BIO 111 † Understanding Biological Systems Through Inquiry
- BIO 121 † Elements of Microbiology
- BMS 110 Introduction to the Biomedical Sciences and BMS 111 † Introductory Laboratory in Biomedical Sciences
- ENV 105 Environmental Science
- GLG 115 Life of the Past

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**Physical Sciences:**

- AST 113 Modern Astronomy
- AST 114 Survey of Astronomy
- AST 115 † Basic Astronomy
- CHM 116 Fundamentals of Chemistry and CHM 117 † Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I
- GLG 110 † Principles of Geology
- GLG 171 Environmental Geology

- GRY 135<sup>±</sup> Atmospheric Science
- GRY 142<sup>±</sup> Introductory Physical Geography
- PHY 101<sup>±</sup> Physics by Inquiry for Educators
- PHY 102<sup>±</sup> Survey of Physics
- PHY 123 Introduction to Physics I

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

<b>Total General Education Block Hours</b>	<b>45-47</b>
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<b>Other Course Requirements</b>	<b>Credit Hours</b>
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CIS 101 Computers for Learning	3
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BUS 297 International Business	3
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<b>Total Other Requirements Hours</b>	<b>6</b>
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<b>Business Electives</b>	<b>Credit Hours</b>
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<i>Choose 4 courses from the 2 lists below: <b>**</b></i>	12
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**Business Core Requirements:**

- ACC 201 Introduction to Financial Accounting
- ACC 211 Introduction to Managerial Accounting
- LAW 231 Legal Environment of Business
- QBA 237 Basic Business Statistics
- ECO 155 Principles of Macroeconomics and ECO 165 Principles of Microeconomics  
(See Social and Behavioral Science)
- MGT 286 Business Communications
- CIS 200 Critical & Creative Thinking Using Information Technology

**Other Business Elective:**

- BUS 135 Introduction to Business

- FIN 266 Principles of Real Estate
- INS 211 Insurance
- CIS 201 Computer Applications in Business
- JRN 270 Introduction to Journalism

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<b>Business Elective Total:</b>	<b>12</b>
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<b>Degree Requirements</b>	<b>Credit Hours</b>
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<b>Total Hours</b>	<b>63</b>
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\*\* While only four business electives are required to satisfy the degree requirements, please note that all six courses listed under Business Core Requirements are required for admission into the Missouri State University College of Business. The five courses listed under Other Business Electives are either other business electives or courses required for the Missouri State University Bachelor of Science in General Business degree offered on the West Plains campus. (see the Bachelor's and Master's Degree Program section)



# Certificate in Basic Bookkeeping

## Basic Bookkeeping (Cert)

### Certificate

The Certificate in Basic Bookkeeping is awarded upon successful completion of the 15 credit hours of business courses. Courses included in this certificate include computers for learning, business math, a survey of financial and managerial accounting, QuikBooks, and individual tax preparation and payroll accounting. Courses required as part of the Certificate in Basic Bookkeeping also satisfy requirements of the Certificate of Basic Office Management and the Associate of Applied Science in Business -- Accounting Emphasis. The Certificate in Basic Bookkeeping equips students with the knowledge and skills needed for an entry-level career in business.

*Not eligible for financial aid*

Basic Bookkeeping Requirements	Credit Hours
CIS 101 Computers for Learning	3
MGT 130 Business Math	3
EPR 121 Accounting Software Applications	3
ACC 221 Tax Codes, Regulations and Payroll	3
EPR 140 Accounting for Small Business	3
<b>Basic Bookkeeping Total</b>	<b>15</b>

# Certificate in Basic Office Management

## Basic Office Management (Cert)

### Certificate

The Certificate in Basic Office Management is awarded upon successful completion of the 33 credit hours of business courses. Courses included in this certificate include introductions to business and management, financial accounting, managerial accounting, payroll accounting, business math, computers for business, QuickBooks, individual tax preparation and business communications. Courses required as part of the Certificate in Basic Office Management also satisfy requirements of the Associate of Applied Science in Business—Accounting Emphasis. The Certificate in Basic Office Management equips students with the knowledge and skills needed for an entry-level career in business.

Course	Hours
ACC 201 Introduction to Financial Accounting	3
ACC 211 Introduction to Managerial Accounting	3
ACC 221 Tax Codes, Regulations and Payroll	3
BUS 135 Introduction to Business	3
CIS 101 Computers for Learning	3
CIS 290 Advanced Microcomputer Applications	3
ENG 110 Writing I	3
EPR 121 Accounting Software Applications	3
MGT 120 Introduction to Management	3
MGT 130 Business Math	3
MGT 286 Business Communications	3
<b>Total Basic Office Management Certificate Hours</b>	<b>33</b>

## Cost:

- Q: How much will this program cost me?
- A: Tuition and fees: \$3,908
  - Books and supplies: \$1,858
  - On-campus room and board: N/A

## Financing:

- Q: What are my financing options to pay for the program?
- A: In addition to any grant and scholarship aid for which they are eligible, 0% of graduates used loans to finance their education. The median debt for program graduates:
  - Federal Loans: \$0
  - Private education loans: \$0
  - Institutional financing plan: \$0

## Success:

- Q: How long will it take me to complete this program?
- A: The program is designed to take 12 months to complete. N/A % of graduates from this program finished in this time.
- Q: What are the chances of getting a job when I graduate?
- A: The job placement rate for students who complete the program is N/A%
- Q: Will I be able to pay back my student loans?
- A: A % of students in this institution who took out federal student loans are successfully repaying them.

# Certificate in Basic Business Studies

## Basic Business Studies (Cert)

### Certificate

*Not eligible for financial aid*

Basic Business Studies Core Requirements	Credit Hours
BUS 135 Introduction to Business	3
MGT 120 Introduction to Management	3
MGT 130 Business Math	3
MKT 150 Introduction to Marketing	3
<b>Basic Business Studies Core Total</b>	<b>12</b>

# Certificate in Technology Management

## Technology Management (Cert)

### Certificate

The Certificate in Technology Management provides broad exposure in the field of technology management, including supply chain management, supervision, quality management, safety management and project management. This certificate is appropriate for students interested in improving job skills and opportunities in manufacturing and technical fields. While the Certificate in Technology Management may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the AAS in Technology-Technology Management or the AAS in Business-Technology Management.

<b>Certificate in Technology Management</b>	<b>Credit Hours</b>
ACC 201 Introduction to Financial Accounting	3
TEC 105 Technology's Impact on Society	3
TEC 112 Introduction to Supply Chain Management	3
EPR 210 Principals of Supervision	3
TEC 220 Technology Management	3
TEC 232 Quality Management	3
TEC 250 Safety Management	3
TEC 255 Project Management	3
MGT 286 Business Communication	3
<b>Total Hours</b>	<b>27</b>

# Child and Family Development

## Child and Family Development (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
CIS 101 Computers for Learning	3
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
IDS 110 Student Success	2
MTH 103 Intermediate Algebra or above (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
PSY 121 Introduction to Psychology	3
<b>General Education Core</b>	<b>20</b>
Child and Family Development Core Requirements	Credit Hours
CFD 110 Health, Safety and Nutrition	3
CFD 150 Introduction to Child and Family Development	1
CFD 155 Principles of Human Development	3
CFD 160 Principles of Development in Early Childhood	3
CFD 163 Relationships in Today's Families	3
<ul style="list-style-type: none"> <li>CFD 204 Management of Early Childhood Programs</li> </ul>	3

• CFD 563 Administration of Programs	
• CFD 234 Assessment Strategies and Techniques in Early Childhood	3
• CFD 562 Prevention of Child Abuse and Neglect	
• CFD 244 Working with Young Children with Special Needs	3
• CFD 560 Family Engagement	
CFD 250 Parenting in Contemporary Society	3
CFD 255 Principles of Development in Infancy	3
CFD 257 Principles of Development in Middle Childhood	3
CFD 260 Supervised Experience in the Child Development Laboratories	4
CFD 261 Play as Development	3
CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers (capstone course)	5
<b>Child and Family Development Core</b>	<b>43</b>
<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours</b>	<b>63</b>

The Family Care Safety Registry, administered by the Missouri Department of Health and Senior Services, provides families and other employers with a method to obtain background screening information. The Registry, through various state agencies, offers several resources to screen child-care, long-term care, and mental health workers:

- State criminal history and sex offender registry records maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Missouri Department of Social Services
- The Employee Disqualification List maintained by the Missouri Department of Health and Senior Services
- The Employee Disqualification Registry maintained by the Missouri Department of Mental Health

- Child-care facility licensing records maintained by the Missouri Department of Health and Senior Services
- Foster parent records maintained by the Missouri Department of Social Services

The University, in conjunction with the partnering laboratory site, will submit all paperwork on behalf of all students declaring the Associate of Applied Science in Child and Family Development degree and/or those enrolled in CFD 160 Principles of Development in Child and Family Development, CFD 255 Principles of Development in Infancy, CFD 260 Supervised Experience in the Child Development Laboratories and CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers to the Family Care Safety Registration for background screening. This program requires registration in the Family Care Safety Registry. Findings that prevent a student from participating in a licensed and accredited childcare center will disqualify the student from completion of this program of study.



# Associate of Applied Science in Computer Graphics and Programming

## Computer Graphics and Programming (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
CIS 101 Computers for Learning	3
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
ENG 221 Writing II: Writing for the Professions	3
IDS 110 Student Success	2
MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
<b>General Education Core Total</b>	<b>20</b>
Computer Graphics and Programming Core Credit Hours	Credit Hours
CGP 110 Game Development I	3
CGP 115 Game Art Drawing I	3
CGP 145 Introduction to Computer Programming	3
CGP 150 Introduction To Digital Graphics	3

CGP 160 Introduction to 3D Modeling and Animation	3
CGP 200 Mobile Game Development	3
CGP 220 Game Development II	3
CGP 250 3D Character Modeling and Animation	3
CGP 255 Graphics Programming I	3
CGP 260 Advanced 3D Modeling and Animation	3
CGP 265 Graphics Programming II	3
CGP 297 Computer Graphics and Programming (Capstone)	3
CIS 205 Website Design & Development	3
CIS 260 Application Development I	3
<b>Computer Graphics and Programming Total</b>	<b>42</b>
<b>Elective (pick one)</b>	<b>Credit Hours</b>
CGP 125 Digital & Physical Sculpting	3
CGP 155 Flash Animation	3
CGP 170 Game Environments	3
CGP 175 Game Design	3
CGP 180 Introduction to Multimedia Audio	3
CGP 210 SQL Database Management	3
CGP 270 Virtual Media Entrepreneurship	3
CSC 125 Introduction to C++ Programming	3
Approved Elective (ART, CGP, CIS, CSC, EPR, TEC, MTH)	3
<b>Elective Total</b>	<b>3</b>

**Degree Requirements**

**Credit Hours**

**Total Hours**

**65**

# Associate of Applied Science in Culinary and Hospitality Management

## Culinary and Hospitality Management (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
ENG 110/ENG 110A Writing I	3
<ul style="list-style-type: none"><li>• MGT 130 Business Math</li><li>• MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)</li></ul>	3
PLS 101 American Democracy and Citizenship	3
IDS 110 Student Success	2
<b>General Education Core Total</b>	<b>14</b>
Hospitality & Restuarant Management	Credit Hours
CFD 130 Essentials of Nutrition	3
CIS 101 Computers for Learning	3
EPR 110 Introduction to Entrepreneurship	3
FCA 150 Culinary Arts I	12
FCA 155 Culinary Arts II	12
FCA 297 World Cuisine and Culinary Cultures	3

HRA 210 Introduction to Hospitality Leadership	3
HRA 218 Safety and Sanitation	3
MKT 150 Introduction to Marketing	3
<b>Total Major Hours</b>	<b>45</b>
<b>Electives</b>	<b>Credit Hours</b>
<b>Select one of the following:</b>	
ACC 201 Introduction to Financial Accounting	3
EPR 290 Business Plan Development	3
GRY 100 World Regional Geography	3
HRA 215 Introduction to Lodging Management	3
VIN 174 Wines of the World	3
<b>Total Elective Hours</b>	<b>3</b>
<b>Total Major Hours</b>	<b>62</b>

*FCA 150 Culinary Arts I and FCA 155 Culinary Arts II are offered in partnership with the South Central Career Center (SCCC). FCA 160 Culinary Arts may be completed in place of FCA 150 Culinary Arts I and FCA 155 Culinary Arts II. Other capstone courses, such as AGR 297, BUS 297 or IDS 297, may be substituted for FCA 297.*

# Enology, Viticulture and Wine Business & Entrepreneurship

## Degrees

**Enology (AAS)**

**Viticulture (AAS)**

**Wine Business &  
Entrepreneurship (AAS)**

## Certificates

**Enology (Cert)**

**Viticulture (Cert)**

**Wine Business &  
Entrepreneurship (Cert)**

# Associate of Applied Science in Enology

## Enology (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
BIO 101 Biology in Your World	3
BIO 111 Understanding Biological Systems Through Inquiry	1
BIO 210 Elements of Microbiology	3
CIS 101 Computers for Learning	3
ENG 110 Writing I	3
IDS 110 Student Success	2
MTH 103 Intermediate Algebra or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
VIN 106* Physics for the Wine Industry	3
Two of the following: <ul style="list-style-type: none"> <li>• COM 115 Fundamentals of Public Speaking</li> <li>• ENG 221 Writing II: Writing for the Professions</li> <li>• MGT 286 Business Communications</li> </ul>	6
<b>General Education Core Total</b>	<b>30</b>
<b>Enology Core Requirements</b>	<b>Credit Hours</b>

VIN 105** Chemistry for the Winemaker	4
VIN 110 Introduction to Wine Microorganisms	3
VIN 146 Introduction to Enology	3
VIN 148 Winery Sanitation	3
VIN 160 Winery Equipment Operation	2
VIN 246 Intermediate Enology - Harvest/Crush	2
VIN 247 Intermediate Enology - Post Harvest	2
VIN 257 Fall Wine Production Internship	3
VIN 259 Cellar Operations Technology	2
VIN 266 Sensory Evaluation	3
VIN 268 Wine and Must Analysis	3
VIN Elective	2-3
• VIN 111 Introduction to Viticulture and Vineyard	
• VIN 211 Integrated Pest Management	
• VIN 293 Soils for Viticulture	
<b>Enology Core Total</b>	<b>33-34</b>
<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours</b>	<b>64</b>

\* Note: PHY 100 Survey of Physics with Laboratory may be substituted for VIN 106 Physics for the Wine Industry.

\*\* Note: CHM 116 and CHM 117 may be substituted for VIN 105 Chemistry for the Winemaker.



# Associate of Applied Science in Viticulture

## Viticulture (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
AGR 157 Principles of Agricultural Mechanization	3
BIO 101 Biology in Your World	3
BIO 111 Understanding Biological Systems Through Inquiry	1
ENG 110 Writing I	3
IDS 110 Student Success	2
MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
QBA 237 Basic Business Statistics	3
VIN 106* Physics for the Wine Industry	3
Select two of the following: <ul style="list-style-type: none"> <li>• COM 115 Fundamentals of Public Speaking</li> <li>• ENG 221 Writing II: Writing for the Professions</li> <li>• MGT 286 Business Communication</li> </ul>	6
<b>General Education Core Total</b>	<b>30</b>
<b>Viticulture Core Requirements</b>	<b>Credit Hours</b>

CIS 101 Computers for Learning	3
VIN 105** Molecular Principles of Grape and Wine	4
VIN 111 Introduction to Viticulture and Vineyard Establishment	3
VIN 112 Botanical Viticulture	4
VIN 211 Integrated Pest Management	2
VIN 212 Winter Viticulture Technology	2
VIN 213 Regional Vineyard Management	2
VIN 214 Spring Viticulture Technology	2
VIN 215 Summer/Fall Viticulture Technology	2
VIN 293 Soils for Viticulture	3
VIN Elective	3
• VIN 146 Introduction to Enology	
• VIN 266 Sensory Evaluation	
<b>Viticulture Core Totals</b>	<b>30</b>
<b>Degree Requirements</b>	<b>Credit Hours</b>
<b>Total Hours</b>	<b>60</b>

\* Note: PHY 100 Survey of Physics with Laboratory may be substituted for VIN 106.

\*\* Note: CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab may be substituted for VIN 105.

# Associate of Applied Science in Wine Business and Entrepreneurship

## Wine Business and Entrepreneurship (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
ACC 201 Introduction to Financial Accounting	3
BIO 101 Biology in Your World	3
BIO 111 Understanding Biological Systems Through Inquiry	1
ENG 110 Writing I	3
IDS 110 Student Success	2
MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
QBA 237 Basic Business Statistics	3
VIN 105** Chemistry for the Wine Industry	4
VIN 106* Physics for the Wine Industry	3
Select two of the following: <ul style="list-style-type: none"><li>• COM 115 Fundamentals of Public Speaking</li><li>• ENG 221 Writing II: Writing for the Professions</li><li>• MGT 286 Business Communication</li></ul>	6
<b>General Education Core Total</b>	<b>34</b>

**Wine Business & Entrepreneurship Core****Credit  
Hours**

VIN 130 New Wine Business Feasibility

3

VIN 132 Finance &amp; Accounting for Wine Business

3

- VIN 111 Introduction to Viticulture and Vineyard Establishment
- VIN 134 Survey of Viticulture & Enology for Wine Business
- VIN 146 Introduction to Enology

3

- VIN 190 Vineyard Safety

1-2

- VIN 290 Winery Safety

VIN 202 Legal Aspects of Vineyard and Winery Operation

3

- VIN 250 Vineyard Equipment Technology for the Entrepreneur
- VIN 260 Winery Equipment Technology for the Entrepreneur

2-3

- VIN 251 Grapes to Market & Grower Relations

2-3

- VIN 271 Advanced Wine Marketing

- VIN 255 Financial Management for the Vineyard

3

- VIN 275 Financial Management for the Winery

- VIN 111 Introduction to Viticulture and Vineyard Establishment

3

- VIN 276 Advanced Tasting Room Management

- VIN 280 Winery Establishment and Design

VIN 285 Addressing Human Resources in a Commercial Vineyard or Winery

3

VIN 295 Developing a Business Plan for a Commercial Vineyard or Winery

3

**Wine Business & Entrepreneurship Totals****29-32****Degree Requirements****Credit  
Hours****Total Hours****63-66**

\* Note: PHY 100 Survey of Physics with Laboratory may be substituted for VIN 106 Physics for the Wine Industry.

\*\* Note: CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab may be substituted for VIN 105 Chemistry for the Wine Industry.

# Certificate in Enology

## Enology (Cert)

### Certificate

The Certificate in Enology provides practical knowledge and skills in the field enology or wine making. The certificate is offered through the Viticulture Enology Science and Technology Alliance (VESTA), a national grape and wine education program that combines the flexibility of online instruction, instructor guided industry professionals and hands on winery experience. While the Certificate in Enology may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the AAS in Enology.

Certificate in Enology	Credit Hours
VIN 105* Chemistry for the Winemaker	4
VIN 110 Introduction to Wine Microorganisms	3
VIN 146 Introduction to Enology	3
VIN 148 Winery Sanitation	3
VIN 160 Winery Equipment Operation	2
VIN 246 Intermediate Enology - Harvest/Crush	2
VIN 247 Intermediate Enology - Post Harvest	2
VIN 257 Fall Wine Production Internship	3
VIN 259 Cellar Operations Technology	2
VIN 266 Sensory Evaluation	3
VIN 268 Wine and Must Analysis	3
VIN Elective	3
<ul style="list-style-type: none"> <li>VIN 111 Introduction to Viticulture and Vineyard</li> </ul>	

- VIN 211 Integrated Pest Management
- VIN 293 Soils for Viticulture

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**Total Hours Required**

**33**

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# Certificate in Viticulture

## Viticulture

### Certificate

The Certificate in Viticulture provides practical knowledge and skills in the field of viticulture, or grape growing. The certificate is offered through the Viticulture Enology Science and Technology Alliance (VESTA), a national grape and wine education program that combines the flexibility of online instruction, instructor-guided education from industry professionals and hands-on winery experience. While the Certificate in Viticulture may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the Associate of Applied Science in Viticulture.

Certificate in Viticulture Requirements	Credit Hours
CIS 101 Computers for Learning	3
VIN 105* Chemistry for the Winemaker	4
VIN 110 Introduction to Wine Microorganisms	3
VIN 111 Introduction to Viticulture and Vineyard Establishment	3
VIN 112 Botanical Viticulture	4
VIN 211 Integrated Pest Management	2
VIN 212 Winter Viticulture Technology	2
VIN 213 Regional Vineyard Management	2
VIN 214 Spring Viticulture Technology	2
VIN 215 Summer/Fall Viticulture Technology	2
VIN 293 Soils for Viticulture	3
VIN Elective	3
<ul style="list-style-type: none"> <li>• VIN 146 Introduction to Enology</li> </ul>	



- VIN 266 Sensory Evaluation

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**Viticulture Core Totals****30**

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\* Note: CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab may be substituted for VIN 105 Chemistry for the Winemaker.

# Certificate in Wine Business and Entrepreneurship

## Wine Business and Entrepreneurship

### Certificate

#### Certificate in Wine Business & Entrepreneurship

Credit  
Hours

VIN 130 New Wine Business Feasibility

3

VIN 132 Finance & Accounting for Wine Business

3

- VIN 111 Introduction to Viticulture and Vineyard Establishment
- VIN 134 Survey of Viticulture & Enology for Wine Business
- VIN 146 Introduction to Enology

3

- VIN 190 Vineyard Safety
- VIN 290 Winery Safety

1-2

VIN 202 Legal Aspects of Vineyard and Winery Operation

3

- VIN 250 Vineyard Equipment Technology for the Entrepreneur
- VIN 260 Winery Equipment Technology for the Entrepreneur

2-3

- VIN 251 Grapes to Market & Grower Relations
- VIN 271 Advanced Wine Marketing

2-3

- VIN 255 Financial Management for the Vineyard
- VIN 275 Financial Management for the Winery

3

- VIN 111 Introduction to Viticulture and Vineyard Establishment
- VIN 276 Advanced Tasting Room Management

3

VIN 280 Winery Establishment and Design

VIN 285 Addressing Human Resources in a Commercial Vineyard or Winery 3

VIN 295 Developing a Business Plan for a Commercial Vineyard or Winery 3

**Wine Business & Entrepreneurship Totals 29-32**

# Entrepreneurship

## Degrees

**Entrepreneurship (AAS)**

## Certificates

**Agricultural Business (Cert)**

**Applied Entrepreneurship (Cert)**

**Public Outreach and Education (Cert)**

**Small Business Management (Cert)**

# Associate of Applied Science in Entrepreneurship

## Entrepreneurship (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
<ul style="list-style-type: none"> <li>ENG 110 Writing I</li> <li>ENG 110A Writing I</li> </ul>	3
IDS 110 Student Success	2
<ul style="list-style-type: none"> <li>MGT 130 Business Math</li> <li>MTH 100 Intermediate Applied Algebra or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)</li> </ul>	3
PLS 101 American Democracy and Citizenship	3
<b>General Education Core Total</b>	<b>14</b>
Major Requirements	Credit Hours
<ul style="list-style-type: none"> <li>AGR 297 Global Agriculture and Food Production</li> <li>BUS 297 International Business (Capstone Course)</li> </ul>	3
<ul style="list-style-type: none"> <li>AGR 299 Agriculture Internship or</li> <li>EPR 299 Internship in Entrepreneurship</li> </ul>	3
CIS 101 Computers for Learning	3

## Agricultural Business Option

Course	Credit Hours
<ul style="list-style-type: none"> <li>• ACC 201 Introduction to Financial Accounting</li> <li>• EPR 140 Accounting for Small Businesses</li> </ul>	3
AGR 101 Animal Science	4
<ul style="list-style-type: none"> <li>• AGR 103 Plant Science</li> <li>• AGR 115 Sustainable Agriculture &amp; the Environment</li> </ul>	3
AGR 112 Introduction to Agricultural Business	3
AGR 120 Agriculture Recordkeeping	1
AGR 144 Agricultural Economics*	4
AGR 215 Soils	3
EPR 121 Accounting Software Applications	3
EPR 130 Sales & Customer Service	3
EPR 150 Marketing for Small Businesses	3
LAW 231 Legal Environment of Business	3
MGT 286 Business Communications	3
AGR or EPR Electives	9
<b>Total Agriculture Business Hours</b>	<b>42</b>

\*ECO 155 and ECO 165 may be substituted for AGR 144

## Culinary Arts Option

Course

Credit Hours

EPR 110 Introduction to Entrepreneurship	3
EPR 121 Accounting Software Applications	3
EPR 130 Sales and Customer Service	2
EPR 290 Business Plan Development	3
FCA 150 Culinary Arts I**	12
FCA 155 Culinary Arts II**	12
LAW 231 Legal Environment of Business	3
MKT 150 Introduction to Marketing	3
Electives	1
<b>Total Culinary Arts Hours</b>	<b>42</b>

\*\*FCA 150 Culinary Arts I and FCA 155 Culinary Arts II are offered in cooperation with the South Central Career Center (SCCC). FCA 160 Culinary Arts may be substituted for FCA 150 Culinary Arts I and FCA 155 Culinary Arts II.

## General Business Option

Course	Credit Hours
ECO 155 Principles of Macroeconomics	3
EPR 110 Introduction to Entrepreneurship	3
EPR 121 Accounting Software Applications	3
EPR 290 Business Plan Development	3
LAW 231 Legal Environment of Business	3
MGT 286 Business Communications	3
MKT 150 Introduction to Marketing	3
Electives	21

Select 21 credit hours of electives, including a minimum of 6 EPR credit hours. Additional Electives shall be selected in consultation with the faculty advisor and should support the student's individual career and educational goals. Electives may not include ENG 100 Introduction to College Composition, MTH 020 Pre-Algebra (Math Lab Class) or MTH 030 Beginning Algebra (Math Lab Class).

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<b>General Business Hours</b>	<b>42</b>
<b>Total Hours Required</b>	<b>62</b>

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# Certificate in Public Outreach and Education

## Public Outreach and Education (Cert)

### Certificate

The Certificate in Public Outreach and Education is a short-term certificate program recommended for students interested in serving as interpretive guides in cultural tourism, agri-tourism, environmental tourism or related fields. Upon successful completion of the interpretive guide certification course, students are eligible to take the National Association for Interpretation's Certified Interpretive Guide exam. While the Certificate in Public Outreach and Education may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the AAS in Entrepreneurship.

*Not eligible for financial aid.*

Public Outreach and Education Core Requirements	Credit Hours
EPR 180 Local Interpretive Implementation	3
EPR 185 Interpretive Guide Certification	3
<b>Intrepretive Electives:</b>	
<i>Select six credits hours from the following:</i>	
• AGR 161 Introduction to Horses	2
• AGR 162 Introduction to Riding	1
• AGR 197 Special Topics in Agriculture (Approved topics: Ozarks Edibles, Ozarks Wildlife)	1-3
• AGR 199 Agriculture in the Ozarks	3
• ART 098 Topics in Art and Design (Approved topics: Watercolor, Sketchbook Journaling, Print Making, Photography)	1-2
• ART 100 Two-Dimensional Design	3

• ART 101 Three-Dimensional Design	3
• ART 115 Drawing I	3
• <a href="#">KIN 135</a> Selected Activities <i>(Approved topics: Rock Climbing, Hiking on Ozarks Public Lands, Daypacking on Ozarks Public Lands)</i>	1

<b>Total Public Outreach and Education Hours</b>	<b>12</b>
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**Note:**

1. First Aid, CPR/AED certification is highly recommended.
2. Additional AGR 197, ART 098 and [KIN 135](#) topics may be approved by the program coordinator.

# Certificate in Applied Entrepreneurship

## Applied Entrepreneurship (Cert)

### Certificate

The Certificate in Applied Entrepreneurship provides practical knowledge and skills in small business management and entrepreneurship. This certificate is recommended for students starting and running their own business. While the Certificate in Applied Entrepreneurship may be completed as a stand alone certificate program, courses in this certificate may also be used to complete the AAS in Entrepreneurship.

<b>Certificate in Applied Entrepreneurship</b>	<b>Credit Hours</b>
EPR 110 Introduction to Entrepreneurship	3
EPR 121 Accounting Software Applications	3
EPR 130 Sales & Customer Service	3
EPR 290 Business Plan Development	3
MKT 150 Introduction to Marketing	3
EPR 299 Internship in Entrepreneurship	3
LAW 231 Legal Environment of Business	3
EPR Electives	6
<b>Total Hours Required</b>	<b>27</b>

# Certificate in Small Business Management

## Small Business Management (Cert)

### Certificate

The Certificate in Small Business Management provides practical knowledge and skills in small business management and entrepreneurship. This certificate is recommended for students interested in starting and running their own business. While the Certificate in Small Business Management may be completed as a stand-alone certificate program, courses in this certificate may also be used to complete the Certificate in Small Business Management or the AAS in Entrepreneurship.

*Not eligible for financial aid.*

<b>Certificate in Small Business Management</b>	<b>Credit Hours</b>
EPR 110 Introduction to Entrepreneurship	3
EPR 121 Accounting Software Applications	3
EPR 130 Sales and Customer Service	3
EPR 290 Business Plan Development	3
MKT 150 Introduction to Marketing	3
<b>Total Hours Required</b>	<b>15</b>

# General Studies

## Degrees

[General Studies \(AA\)](#)

[Honors Program](#)

## Transfer Majors

[Criminology](#)

## Certificates

[Ozarks Studies \(Cert\)](#)

# Associate of Arts in General Studies

## General Studies

### Associate of Arts

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

Foundations Requirements	Credit Hours
<i>Oral Communications</i> COM 115 Fundamentals of Public Speaking	3
<i>Written Communications and Information Literacy</i> ENG 110 Writing I	3
<i>Written Communications and Integrative and Applied Learning (choose one)</i> <ul style="list-style-type: none"> <li>• ENG 210 Writing II: Writing in the Disciplines</li> <li>• ENG 221 Writing II: Writing for the Professions</li> </ul>	3
<i>First-Year Seminar</i> IDS 110 Student Success	2
<i>Quantitative Literacy (choose one)</i> <ul style="list-style-type: none"> <li>• MTH 130 Contemporary Mathematics</li> <li>• MTH 135 College Algebra</li> <li>• MTH 138 Pre-Calculus Mathematics</li> <li>• MTH 181 Trigonometry</li> <li>• MTH 261 Analytical Geometry and Calculus</li> </ul>	3-5
<b>Natural World Requirements</b>	<b>Credit Hours</b>
At least one course from each area, two different course codes, at least one with a lab†	7-9
<b>Life Sciences</b>	

- BIO 100 Biological Science for Educators
- BIO 101 Biology in Your World
- BIO 111 † Understanding Biological Systems Through Inquiry (lab)
- BIO 121† General Biology I
- BMS 110 Introduction to the Biomedical Sciences
- BMS 111 Introduction to the Biomedical Sciences (lab)
- ENV 105 Environmental Science
- GLG 115 Life of the Past

### **Physical Sciences**

- AST 113 Modern Astronomy
- AST 114 Survey of Astronomy
- AST 115 Basic Astronomy
- CHM 116 Fundamentals of Chemistry
- CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry I
- GLG 110 Principles of Geology
- GLG 171 Environmental Geology
- GRY 135 Atmospheric Science
- GRY 142 Introduction to Physical Geography
- PHY 100 Survey of Physics with Laboratory
- PHY 101 Physics by Inquiry for Educators
- PHY 102 Survey of Physics
- PHY 123 Introduction to Physics I

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### **Human Culture Requirements**

**Credit  
Hours**

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### **Social and Behavioral Science** (*choose two*)

6

- AGR 100 Food Security
- AGR 144 Agricultural Economics I

- ANT 125 Exploring Our Human Development
- CFD 155 Principles of Human Development
- CFD 163 Relationships in Today's Families
- ECO 155 Principles of Macroeconomics
- ECO 165 Principles of Microeconomics
- GRY 108 Ecology and Society
- MED 120 Introduction to Mass Communications
- PSY 121 Introductory Psychology
- REL 131 Religion in America
- SOC 150 Principles of Sociology

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**Humanities** (*choose one*)

3

- ENG 230 Introductory Reading in Literature
- ENG 231 Major Writers of English
- ENG 235 Critical Approaches to Literature
- ENG 236 Minorities in Literature
- ENG 280 Short Story
- ENG 283 Folklore and Cultural Engagement
- ENG 285 Subjects in Folklore
- ENG 288 Literature of Work: Readings in the Professions
- HST 103 World History to 1600 C.E.
- HST 104 World History Since 1600 C.E.
- LLT 121 Classical Mythology
- LLT 197 Selected Topics in Language and Literature
- LLT 201 Masterpieces in Modern Continental Literature
- LLT 202 Major Authors in Translation
- LLT 215 Asian Global Studies
- MED 274 Understanding Film
- Foreign Language, any course
- MUS 241 The Language of Music



- PHI 110 Introduction to Philosophy
- REL 101 Introduction to the Old Testament
- REL 102 Introduction to the New Testament

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**The Arts** (*choose one*)

3

- ART 200 Art in Context
- ENG 203 Creative Writing: Poetry
- ENG 205 Creative Writing: Non-Fiction
- ENG 215 Creative Writing: Short Story
- MUS 239 Introduction to World Music
- THE 101 Introduction to Theatre and Dramatic Arts

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**Public Affairs Requirements**

**Credit  
Hours**

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**US and MO Constitutions and American History**

3

PLS 101 American Democracy and Citizenship

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*US History (choose one)*

3

- HST 121 Survey of US History to 1877
- HST 122 Survey of US History Since 1877

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*Cultural Competence (choose one)*

3

- ENG 289 Literature, Culture and Conflict
- GRY 100 World Regional Geography
- LLT 180 The Heroic Quest
- REL 100 Religion and Human Culture

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*Public Issues (choose one)*

3

- CIS 200 Critical and Creative Thinking using Information Technology
- COM 110 Critical Thinking
- CSC 210 Public Affairs in Computing
- ECO 101 Economics of Social Issues
- PHI 105 Logic, Language and Argumentation
- PHI 115 Introduction to Ethics

- PLS 205 International Relations
- PLS 232 Countries and Culture: Comparative Government
- TEC 105 Technology's Impact on Society

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**Other General Education Requirements****Credit  
Hours**

CIS 101 Computers for Learning

3

IDS 297 Topics in Globalization

3

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**Electives****Credit  
Hours****Elective Total:****12**

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**Degree Requirements****Credit  
Hours****Total Hours****63-67**

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# William and Virginia Darr Honors Program

## Specialization in Honors

### Associate of Arts

#### Mission:

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

#### Goals:

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

#### Objectives:

1. Identify students who possess
  - a. A seriousness of academic purpose;
  - b. A desire to be active, rather than passive, learners;
  - c. An intellectual curiosity that supersedes an obsession with grades and
  - d. A demonstrated potential for critical thinking and excellence in oral and written expression.
2. Communicate the mission, goals and objectives of the Honors Program to potential and current students, the Missouri State University-West Plains campus community, and the service area.
3. Offer a unique and innovative curriculum of small courses, offering stimulation, challenge, multidisciplinary perspectives and constant interaction with peers of comparable abilities and outstanding instructors who are willing to learn with their students.
4. Provide special options, opportunities and financial incentives that enhance the undergraduate experience at a two-year higher education institution.
5. Aid students in the development of, the understanding of, and the appreciation for higher education.
6. Encourage and/or enhance a positive learning attitude across the campus.
7. Help clarify students' capabilities and limitations as well as personal values, goals and needs.
8. Develop an atmosphere open to diversity in learning, thought, culture and race.
9. Provide personal attention to each student, including offering information and counseling as each student develops a personal academic and career plan.
10. Coordinate efforts among faculty, staff, and community members so students can develop a network of colleagues (classmates, instructors and community members) for personal support, intellectual interaction and continuing growth.
11. Encourage the creation and presentation of special projects for a public arena that enhances the student's academic program and intellectual and/or artistic development.
12. Establish articulation agreements with area colleges and universities to which Honors Program students are likely to transfer.
13. Submit all program changes and additions through the faculty governance system established by the Missouri State University-West Plains Faculty Senate.

14. Assess annually the effectiveness of the total program in meeting its mission and goals.

## **Enrolling in the Darr Honors Program**

Admission into the Darr Honors Program is based upon successful completion (a grade of B or higher) of HNR 150, Honors I Seminar (or with permission, HNR 250 Honors II Seminar). To be eligible to enroll in the HNR 150 course, the student must meet one of the following criteria:

### **For First-Time Freshmen**

Any first-time freshman student who has an ACT composite of 25 or above may enroll in HNR 150 during the first semester at Missouri State University-West Plains. Registration for HNR 150 can be completed at any regularly scheduled STAR orientation. First-time freshmen who have a composite ACT score of 23 or 24 must have an ACT reading score of 28 or above and be eligible to enroll in ENG 110 and

1. Complete a personal interview with the director of the honors program and
2. Receive approval to enroll in HNR 150 (or HNR 250 under special circumstances) by the director of the honors program.

### **For Currently Enrolled**

Any currently enrolled student at Missouri State University-West Plains who has a 3.5 or higher cumulative GPA after completing at least 12 credit hours at Missouri State University-West Plains (dual-credit courses cannot be a part of the 12 credit hour total) and has completed or is eligible for ENG 110 may enroll in HNR 150 upon

1. The recommendation of a full-time faculty member at Missouri State University-West Plains
2. The completion of a personal interview with the director of the honors program.

### **Continuing in the Program:**

After successfully completing the HNR 150 course (or HNR 250, if taking it as the entry course) with a grade of B or higher, the student may enroll in any HNR course or an approved section of a course with an Honors Component (see the listing of Honors Component Courses in this program description). (The one exception to this stipulation concerns students who are concurrently enrolled in HNR 150 and MTH 261, through which the student may earn honors credit for each of the courses but only if the student successfully completes the HNR 150 or 250 course during that semester.)

Continuance in the honors program is contingent upon the student's success in the HNR core courses

(HNR 150, 250 and 297) and upon his or her academic standing in all coursework. An honors program student is subject to scholastic probation and suspension even though he/she may have successfully completed the HNR core courses. If a student is placed on probation or is suspended, he/she must first satisfy the requirements of the probation or suspension before he/she can take another HNR course or a course with an honors component.

## **Completing the Specialization in Honors**

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

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

1. Earn a grade of A or B in the following:
  - a. 8 hours of these required Honors Core Courses:
    - i. HNR 150, Honors I Seminar: 3 hours
    - ii. HNR 250, Honors II Seminar: 3 hours,
    - iii. HNR 297 Honors Capstone: 2 hours; and
  - b. At least 9 hours in courses with an approved Honors Component (See Honors Component Courses)
2. Public affairs requirement- By the end of their degree program, students must complete at least 32 hours of volunteer service approved by the honors program director
3. Satisfactorily participate in one of the following requirements to satisfy the Darr Honors Program's Bridging Cultures Experience:
  - a. Serve as a one-semester intern while studying at the MSU-West Plains campus at Dalian, China;

- b. Enroll in and complete all requirements associated with a university-sponsored travel abroad course, such as:
    - i. The annual Honors Abroad study tour; or
    - ii. Any University sponsored abroad trips or
    - iii. With approval of the honors program director, abroad trips not sponsored by the University
  - c. Enroll in and complete an Honors Service Learning companion course, completing at least 32 hours of service to approved non-profit organization.
4. Have at the end of his or her degree program, an overall grade point average of 3.5 or higher in all coursework.

*All other University policies apply.*

## **Graduation:**

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

Students who have completed or who are on track to complete the coursework required of the Specialization in Honors and their associate degree program but who fall short of the 3.5 GPA minimum requirement of the Specialization in Honors may, with approval by the director of the honors program and/or the Honors Program Leadership Committee, participate in graduation ceremonies and be noted as a member of the Darr Honors Program in the commencement program and be permitted to wear the Tam O'Shanter. However, such students will not be awarded the Specialization in Honors designation on their transcript, receive a certificate of completion of the Specialization in Honors, or receive entrance into the Order of the Pen and Compass Society.

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

## Honors Component Courses:

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

- AGR 100/TEC Technology's Impact on Society
- BIO 101 Principles of Biological Science and BIO 111 Understanding Biological Systems through Inquiry
- CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab
- CHM 160 General Chemistry
- COM 115 Fundamentals of Public Speaking
- ENG 210 Writing II: Academic Writing (Honors credit not given for both ENG 210 & 221)
- ENG 221 Writing II: Writing for the Professions (Honors credit not given for both ENG 210 & 221)
- ENG 288 Literature of Work: Readings in the Professions
- HNR 292 Directed Study in Honors
- HNR 297 Honors Capstone
- HST 103 World History to 1500 C.E.
- HST 104 World History Since 1500 C.E.
- HST 121 Survey of the United States to 1877
- HST 122 Survey of the United States Since 1877
- MTH 261 Analytic Geometry and Calculus I
- PHI 110 Introduction to Philosophy
- PLS 101 American Democracy and Citizenship



- PSY 121 Introductory Psychology
- SOC 150 Principles of Sociology
- THE 109 Performance Studies

# Criminology Transfer

## Criminology Transfer Major

These four courses directly satisfy degree requirements in the Bachelor of Science in Criminology at Missouri State University-Springfield. These course will be offered at least one semester per year and are also included in the Associate of Applied Science in Law Enforcement.

Criminology Transfer Major Requirements	Credit Hours
<b>Electives:</b> Complete the following 12 credit hours:	
CRM 210 Introduction to the American Criminal Justice System	3
CRM 250 Policing	3
CRM 260 Criminal Law and the Courts	3
CRM 270 Institutional and Community-Based Corrections	3
<b>Total Credit Hours</b>	<b>12</b>

Students considering transferring into the Bachelor's of Science in Criminology should take these twelve elective hours as part of the Associate of Arts in General Studies.

# Certificate in Ozarks Studies

## Ozarks Studies (Cert)

### Certificate

Ozarks Studies Core Requirements	Credit Hours
ENG 232 Ozarks Writers	3
SOC 275 Sociology of Rural Life	3

### Electives

6

An additional 6 hours are required to complete the Ozarks Studies Certificate. Students may select from any of the following as long as the selected topic is the Ozarks. Students should note course credit varies from 1 to 3 hours and courses may be taken during regular semesters or during intersession.

- AGR 199 Agriculture in the Ozarks
- ANT 197 Selected Topics in Anthropology
- ART 098 Topics in Art and Design
- BIO 197 Selected Topics in Biology
- ENG 285 Subjects in Folklore
- GLG 197 Popular Topics in Geology
- GRY 197 Selected Topics in Geography
- HST 197 Selected Topics in History
- LLT 197 Selected Topics in Language and Literature
- MED 197 Selected Topics in Media
- MUS 197 Selected Topics in Music
- OZK 150 Introduction to Ozarks Studies
- REL 197 Topics in Religious Studies
- THE 197 Selected Topics in Theatre

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*\*Not eligible for financial aid*

# Health Information Technology

## Degrees

**Health Information Technology (AAS)**

## Certificates

**Electronic Health Record Specialist  
(Cert)**

**Medical Office Administrative  
Assistant (Cert)**

**Medical Coding (Cert)**

# Associate of Applied Science in Health Information Technology

## Health Information Technology (AAS)

### Associate of Applied Science

The AAS in Health Information Technology is designed as a program for students interested in the field of health care information systems; health information privacy and security; compliance with medical reimbursement laws and regulations; management of health information. Pathways for certification may be completed through the AAPC at this time.

Foundational Courses	Credit Hours
ENG 110 Writing I	3
<ul style="list-style-type: none"><li>ENG 210 Writing II: Academic Writing</li><li>ENG 221 Writing II Writing for the Professions</li></ul>	3
IDS 110 Student Success	2
MTH 100 Intermediate Applied Mathematics or higher (except MTH 197 or MTH 297)	3
PLS 101 Political Science	3
PSY 121 Introduction to Psychology	3
<b>Total Foundational Course Hours</b>	<b>17</b>

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

Computer Information Systems	Credit Hours
CIS 101 Computers for Learning	3

CIS 290 Advanced Microcomputer Applications	3
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<b>Total Computer Information System Hours</b>	<b>6</b>
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<b>Health Information Technology</b>	<b>Credit Hours</b>
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HIT 100 Introduction to Health Information Technology	2
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HIT 110 Diagnosis Coding I	3
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HIT 115 Health Systems	3
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HIT 120 Records Management	1
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HIT 140 Pathopharmacology	3
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HIT 150 CPT/HCPCS Coding I	3
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HIT 170 Electronic Health Records	3
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HIT 180 Anatomy & Physiology for Health Information Technology	3
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HIT 190 Principals of Healthcare Reimbursement	1
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HIT 200 Comparative Health Records	3
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HIT 201 Healthcare Quality Management	3
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HIT 210 Diagnosis Coding II	3
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HIT 250 CPT/HCPCS Coding II	3
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HIT 260 Legal and Ethical Aspects of Healthcare	1
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HIT 297 Professional Practice of Health Information Technology	3
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<b>Total Health Information Technology Hours</b>	<b>38</b>
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<b>Allied Health</b>	<b>Credit Hours</b>
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ALH 116 Medical Terminology	3
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<b>Total Allied Health Hours</b>	<b>3</b>
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Courses taken under the pass/not pass option cannot be used to satisfy general education, professional education or specific degree requirements except as noted in the pass/not pass policy.



# Certificate in Health Information Technology - Electronic Health Records Specialist

## Electronic Health Records Specialist

### Certificate

This certificate of achievement is designed as a program for student's interests in the field of health care information systems, health information privacy and security, compliancy with payment laws and regulations, hospital medical office, doctor's office and the management of health information. The students completing the certificate will be trained as a medical administrative assistant. Your certificate exhibits commitment to your profession and personal growth.

#### General Education Core

#### Credit Hours

MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
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ENG 110 Writing I	3
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<b>Total General Education Core Hours</b>	<b>6</b>
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#### Computer Information Core

#### Credit Hours

CIS 101 Computers for Learning	3
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CIS 290 Advanced Microcomputer Applications	3
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<b>Total Credit Hours</b>	<b>6</b>
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#### Health Information Technology Core

#### Credit Hours

ALH 116 Medical Terminology	3
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HIT 100 Introduction to Health Information Technology	2
HIT 115 Health Systems	3
HIT 120 Records Management	3
HIT 160 Computer Applications for the Medical Office	3
HIT 170 Electronic Health Records	3
HIT 260 Legal and Ethical Aspects of Healthcare	1
HIT 297 (Capstone/Field Experience)	3
<b>Total Credit Hours</b>	<b>21</b>
<b>Total Hours Required</b>	<b>33</b>

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Certificate in Health Information Technology-Medical Coding

## Medical Coding

### Certificate

This certificate of achievement is designed as a program for students' interests in the field of health care information systems, health care information systems, health information privacy and security, compliancy with payment laws and regulations and the management of health information. The students completing the certificate will be trained as a medical coder.

#### General Education Core

#### Credit Hours

MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
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ENG 110 Writing I	3
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<b>Total General Education Core Hours:</b>	<b>6</b>
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#### Computer Information Core

#### Credit Hours

CIS 101 Computers for Learning	3
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CIS 290 Advanced Microcomputer Applications	3
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<b>Total Computer Information Core Hours:</b>	<b>6</b>
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#### Health Information Technology Core

#### Credit Hours

ALH 116 Medical Terminology	3
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HIT 100 Introduction to Health Information Technology	2
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HIT 110 Diagnosis Coding I	3
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HIT 140 Pathopharmacology for Health Information Technology	3
HIT 150 CPT/HCPCS Coding I	3
HIT 170 Electronic Health Records	3
HIT 180 Anatomy and Physiology for Health Information Technology	3
HIT 190 Principles of Healthcare Reimbursement	1
HIT 210 Diagnosis Coding II	3
HIT 250 CPT/HCPCS Coding II	3
HIT 260 Legal & Ethical Aspects of Healthcare	1
HIT 297 Capstone/Field Experience	3
<b>Total Credit Hours:</b>	<b>33</b>
<b>Total Hours Required</b>	<b>45</b>

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Certificate in Health Information Technology-Medical Office Administrative Assistant

## Health Information Technology-Medical Office Administrative Assistant

### Certificate

This certificate of achievement is designed as a program for student's interests in the field of health care information systems, health information privacy and security, compliancy with payment laws and regulations, hospital medical office, doctor's office and the management of health information. The students completing the certificate will be trained as a medical administrative assistant. Your certificate exhibits commitment to your profession and personal growth.

General Education Core	Credit Hours
MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
ENG 110 Writing I	3
<b>Total General Education Core Hours</b>	<b>6</b>
Computer Information Core	Credit Hours
CIS 101 Computers for Learning	3
CIS 290 Advanced Microcomputer Applications	3
<b>Total Credit Hours</b>	<b>6</b>
Health Information Technology Core	Credit Hours
ALH 116 Medical Terminology	3

HIT 100 Introduction to Health Information Technology	2
HIT 115 Health Systems	3
HIT 120 Records Management	3
HIT 160 Computer Applications for the Medical Office	3
HIT 170 Electronic Health Records	3
HIT 190 Principles of Healthcare Reimbursement	3
HIT 201 Healthcare Quality Management	3
HIT 260 Legal and Ethical Aspects of Healthcare	1
HIT 297 (Capstone/Field Experience)	3
<b>Total Credit Hours</b>	<b>27</b>
<b>Total Hours Required</b>	<b>39</b>

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is the course catalog to see if it meets the expectations of the division and curriculum committee.

# Associate of Arts in Health Professions

## Health Professions

### Associate of Arts

#### Foundations Requirements

#### Credit Hours

COM 115 Public Speaking	3
ENG 110 Writing I	3
ENG 221 Writing for the Professions	3
IDS 110 Student Success	2
MTH 135 College Algebra or higher	3
<b>Total Hours</b>	<b>14</b>

#### Natural World Requirements

#### Credit Hours

<i>Life Sciences (choose one)</i> <ul style="list-style-type: none"> <li>• BIO 121 General Biology I</li> <li>• BMS 110 Introduction to the Biomedical Sciences</li> </ul>	4
<i>Physical Sciences</i> CHM 160 General Chemistry I	4
<b>Total Hours</b>	<b>8</b>

#### Human Culture Requirements

#### Credit Hours

#### Social and Behavioral Science

PSY 121 Introduction to Psychology	3
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SOC 150 Introduction to Sociology	3
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**Humanities**

SPN 101 Introduction to Spanish	3
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**The Arts**

General Education Arts elective	3
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<b>Total Hours</b>	<b>12</b>
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**Public Affairs Requirements****Credit Hours**

<i>Cultural Competence (choose one)</i>	3
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- GRY 100 World Regional Geography
- REL 100 Religion and Human Culture

<i>US History (choose one)</i>	3
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- HST 121 Survey of US History to 1877
- HST 122 Survey of US History Since 1877

PLS 101 Political Science	3
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General Education Public Issues elective	3
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<b>Total Hours</b>	<b>12</b>
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**Institutional Requirements****Credit Hours**

CIS 101 Computers for Learning	3
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IDS 297 Topics in Globalization (Capstone course)	2
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<b>Total Hours</b>	<b>5</b>
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**Health Professions Related Courses****Credit Hours**

ALH 116 Medical Terminology	2
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BMS 230 Human Genetics	3
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BMS 267 Human Anatomy	4
BMS 268 Human Physiology	4
CHM 170 General Chemistry II	3
CHM 171 General Chemistry II Lab	1
<b>Total Hours</b>	<b>17</b>
<b>Degree Total</b>	<b>68</b>

## Sample Schedule

### First Year

Fall Semester	Hours
IDS 110 Student Success	2
ENG 110 Writing I	3
CIS 101 Computers for Learning	3
CHM 160 General Chemistry	4
<ul style="list-style-type: none"> <li>• BMS 110 Introduction to Biomedical Science</li> <li>• BIO 121 General Biology</li> </ul>	4
<b>Total</b>	<b>16</b>

Spring Semester	Hours
COM 115 Public Speaking	3
CHM 170 General Chemistry II	3
CHM 171 General Chemistry II (Lab)	1
BMS 230 Human Genetics	3
Public Issues, General Education Choice	3

• GRY 100 World Regional Geography	3
• REL 100 Religion and Human Culture	
<b>Total</b>	<b>16</b>

<b>Summer Session</b>	<b>Hours</b>
MTH 135 College Algebra	3
PSY 121 Introductory Psychology	3
<b>Total</b>	<b>6</b>
<b>Total Year One</b>	<b>38</b>

## Second Year

<b>Fall Semester</b>	<b>Hours</b>
PLS 101 Political Science	3
SPN 101 Introduction to Spanish	3
BMS 267 Human Anatomy	4
• HST 121 Survey of US History to 1877	3
• HST 122 Survey of US History Since 1877	
ENG 221 Writing for the Professions	3
<b>Total</b>	<b>16</b>

<b>Spring Semester</b>	<b>Hours</b>
BMS 268 Human Physiology	4
IDS 297 Topics in Globalization (Capstone Course)	2
Arts, General Education Choice	3
ALH 116 Medical Terminology	2

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SOC 150 Principles of Sociology	3
<b>Total</b>	<b>14</b>
<b>Total Year Two</b>	<b>30</b>
<b>Degree Total</b>	<b>68</b>

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# Associate of Applied Science in Law Enforcement

## Law Enforcement

### Associate of Applied Science

Completion of POST Law Enforcement Academy Training	Credit Hours
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LWE 190* Basic Law Enforcement Academy I	9
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LWE 191* Basic Law Enforcement Academy II	9
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<b>Law Enforcement Academy Total</b>	<b>18</b>
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General Education Core Requirements	Credit Hours
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CIS 101 Computers for Learning	3
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- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• COM 115 Fundamentals of Public Speaking</li><li>• COM 205 Interpersonal Communication Theory and Skills</li></ul> | 3 |
|---|---|

ENG 110 Writing I	3
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IDS 110 Student Success	2
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MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
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PLS 101 American Democracy & Citizenship	3
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LWE 297 Foundations of Public Law (Capstone course)	3
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PSY 121 Introduction to Psychology	3
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**General Education Core Total****23****Law Enforcement Core Requirements****Credit  
Hours**

Select 21 credit hours from the following courses:

CRM 210 Introduction to the American Criminal Justice System

3

CRM 250 Police in American Society

3

CRM 260 Criminal Law and the Courts

3

CRM 270 Institutional and Community Based Correction

3

LWE 110 Criminal Interview and Investigation: The Art of Documentation

3

LWE 197 Special Topics in Law Enforcement

3

LWE 210 Crime Scene Investigation &amp; Photography

3

LWE 250 Police Supervision &amp; Management

3

LWE 299 Law Enforcement Internship

3

**Law Enforcement Core Total****21****Degree Requirements****Credit  
Hours****Total Hours Required****62**

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

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

# Nursing and Allied Health

## Degrees

**Nursing (AS)**

## Certificates

**Pre-Nursing**

# Associate of Science in Nursing

## Nursing

### Associate of Science

Program consists of two academic years and two summer sessions. Students who successfully complete the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Admission to the program is by application and committee selection. Qualified licensed practical nurses (LPNs) may receive 15 hours of nursing credit for NUR 100 Fundamentals of Nursing and NUR 101 Nursing Systems for the Adult Client I. Six hours non-nursing credit may be awarded for CFD 130 Essentials of Nutrition and CFD 155 Principles of Human Development to qualified LPNs. ([See Entrance Requirements for LPN-to-RN Program](#)). The program course progression is distributed as follows:

## Associate of Science in Nursing Curriculum - Regular Track

### Year 1 Schedule

Year 1: Summer	Credit Hours
<ul style="list-style-type: none"> <li>CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab</li> <li>CHM 160 General Chemistry I</li> </ul>	4-5
ENG 110 Writing I	3
<b>Year 1: Summer Total:</b>	<b>7-8</b>
Year 1: Fall	Credit Hours
BMS 267 Human Anatomy	4
BMS 268 Human Physiology	4
IDS 110 Student Success	2

NUR 100 Fundamentals of Nursing	7
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<b>Year 1: Fall Total:</b>	<b>17</b>
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<b>Year 1: Spring</b>	<b>Credit Hours</b>
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BIO 210 Elements of Microbiology	3
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NUR 101 Nursing Systems for the Adult Client I	8
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PSY 121 Introductory Psychology	3
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<b>Year 1: Spring Total:</b>	<b>14</b>
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<b>Year 1: Total Hours:</b>	<b>38-39</b>
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## Year 2 Schedule

<b>Year 2: Summer</b>	<b>Credit Hours</b>
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NUR 201 Nursing Systems for Promotion of Mental Health	3
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<b>Year 2: Summer Total:</b>	<b>3</b>
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<b>Year 2: Fall</b>	<b>Credit Hours</b>
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NUR 202 Pharmacology	3
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NUR 204 Nursing Systems for the Adult Client II	9
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<b>Year 2: Fall Total:</b>	<b>12</b>
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<b>Year 2: Spring</b>	<b>Credit Hours</b>
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NUR 212 Nursing Systems for the Family	9
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NUR 220 Current trends and Issues in Nursing (capstone course)	3
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PLS 101 American Democracy and Citizenship	3
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<b>Year 2: Spring Total:</b>	<b>15</b>
<b>Year 2: Total Hours:</b>	<b>30</b>
<b>Total Degree Hours Required:</b>	<b>68-69</b>

## LPN-to-RN Track

The qualified LPN may begin classes in June if CHM 116 Fundamentals of Chemistry and 117 Fundamentals of Chemistry Lab or CHM 160 General Chemistry I, BMS 267 Human Anatomy and BMS 268 Human Physiology have been completed. The following class sequence for progression through the LPN-to-RN program will allow completion of the program in one summer and one academic year (fall and spring) following admission. (See Entrance Requirements for LPNs.) Qualified licensed practical nurses (LPNs) may receive 15 hours of nursing credit for NUR 100 Fundamentals of Nursing and NUR 101 Nursing Systems for the Adult Client I. Six hours non-nursing credit may be awarded for CFD 155 Principles of Human Development and CFD 130. The LPN-to-RN Track program curriculum is as follows:

## Associate of Science in Nursing Curriculum - LPN-to-RN Track

<b>Year 2: Summer</b>	<b>Credit Hours</b>
NUR 190 Nursing Systems for the Adult Client: LPN-to-RN	3
NUR 201 Nursing Systems for the Promotion of Mental Health	3
<b>Year 2: Summer Total:</b>	<b>6</b>
<b>Year 2: Fall</b>	<b>Credit Hours</b>
ENG 110 Writing I	3
NUR 202 Pharmacology	3
NUR 204 Nursing Systems for the Adult Client II	9
PLS 101 American Democracy and Citizenship	3
<b>Year 2: Fall Total:</b>	<b>12</b>

<b>Year 2: Spring</b>	<b>Credit Hours</b>
BIO 210 Elements of Microbiology	3
NUR 212 Nursing Systems for the Family	9
NUR 220 Current Trends and Issues in Nursing (Capstone course)	3
PSY 121 Introductory Psychology	3
<b>Year 2: Spring Total:</b>	<b>15</b>
<b>Year 2: Total Hours:</b>	<b>30</b>

Credit for qualified LPNs admitted to the program for a total of 15 nursing credit hours. Credit for CFD 130 and CFD 155 awarded to qualified LPNs.

## Essential Abilities

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

1. Fine motor skills sufficient to perform skills such as picking up, grasping, and manipulating small objects with hands and writing with a pen or pencil.
2. Physical mobility and strength sufficient to move about on a nursing unit and participate in client care.
3. Physical stamina sufficient to perform client care for entire length of clinical experience (608 hours).
4. Auditory ability sufficient for assessment of client health.
5. Visual acuity sufficient to see objects up to 20 inches away and distinguish color.
6. Reading ability sufficient to understand the written word at a minimum of a tenth-grade level.
7. Arithmetic competence that would allow the student to read and understand columns of writing, to tell time, to use measuring tools, and to add, subtract, multiply and divide.
8. Emotional stability sufficient to assume responsibility/accountability for actions, to provide client

with emotional support, to adapt to environmental stress and to monitor own emotions.

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

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

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

## **Entrance Requirements for Regular Track Students**

The following listed application information must be on file in the nursing office no later than February 1 annually. The student will receive written notification of admission status – accepted, alternate or not accepted – by the first week in April. All testing can be arranged through the advisement and academic coaching center for empowering student success (AACCESS) [\(417\) 255-7222](tel:417-255-7222) in the Garnett Library.

1. Admission to Missouri State University-West Plains with a non-probationary status.
2. A completed application to the Nursing program.
3. A final official high school transcript or HiSET certificate if required for admission to the University. (High school transcript or HiSET certificate is required for students being admitted with less than 24 credit hours of college level course work.) A partial transcript will be accepted if the applicant is presently enrolled in high school. Upon graduation, a final transcript must be received by the nursing department, if admitted.
4. Official transcripts from all previously attended colleges or universities and nursing programs. Transcripts from other nursing programs should be sent directly to the nursing department.
5. An ACT score less than five years old.

6. A score of 18 or better on the reading portion of ACT or a 'C' grade or better in IDS 150 College Reading & Study Skills
7. Achievement of a minimum Ranking Score of 60 (See Ranking Score Computation).
8. Students accepted into the nursing program must have MTH 130 Contemporary Mathematics (or higher) eligibility established prior to beginning nursing courses. Students will be eligible for MTH 130 Contemporary Mathematics by:
  - a. Placement into MTH 130 Contemporary Mathematics or higher on placement exam (ACT or compass) and taking previous math classes, or
  - b. Previously completing MTH 103 Intermediate Algebra with a passing grade.
9. ENG 110 Writing I eligibility as determined by:
  - a. ACT score and a writing sample; or
  - b. completed college course work.

**Note: Students accepted into the program must have ENG 110 Writing I completed prior to beginning nursing courses.**

## **Admission Eligibility**

The ASN Admissions Committee establishes admission eligibility using the Equal Employment Opportunity and Affirmative Action statements found in the University Policies section of the catalog. To be considered for admission, the applicant must achieve a minimum ranking score of 60 (See Ranking Score Computation). All applicants will be considered competitively on an annual basis.

1. Ranking Score Computation
  - a. To be considered for admission an applicant must achieve a minimum score of 60 using the following formula: GPA (Grade Point Average) multiplied by ACT (American College Test composite score) equals Ranking Score. The four point scale in which an 'A'=4 and 'F'=0 will be used to compute the GPA. The cumulative grade point must equal a minimum of 2.0 (a 'C' grade).
  - b. College GPA will be used to compute the Ranking Score for candidates having 12 or more college credit hours. Applicants may submit a request in writing to the nursing department office for the ASN Admissions Committee to consider using only 12 or more recent hours of college credit to calculate the GPA.

- c. High School GPA will be used to compute the Ranking Score for candidates having less than 12 college credit hours. Scores from the GED will be converted to a four-point scale by dividing the GED by 90. For students taking the High School Equivalency Test (HiSET), a cumulative GPA will be calculated based on the Educational Testing Services crosswalk between HiSET and GED scores.
2. Students seeking admission who have completed support courses within the nursing curriculum will have a competitive edge.
  - a. Applicants will have 2 points added to their ranking score for having successfully completed BMS 267 Human Anatomy or BMS 268 Human Physiology. Applicants who have successfully completed any of the following support courses will have 1 point added per course to their ranking score: BIO 210 Fundamentals of Microbiology, CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab or CHM 160 General Chemistry I, ENG 110 Writing I, IDS 110 Student Success, PLS 101 Political Science and PSY 121 Introductory Psychology. The applicant must first achieve the minimum ranking score of 60 before any points are added for completed support courses. The maximum number of points an applicant may have added to their ranking score is 10.
  - b. Support courses within the nursing curriculum may be repeated only one time. Nursing students who fail any two nursing courses (including failing one course twice) are ineligible for readmission.
  - c. If selected, admission is contingent upon meeting the grade criteria of 'C' or better for past and current enrollment in nursing curriculum support classes.
3. Past academic history and known academic integrity may be used by the committee to determine if an applicant will be admitted into the nursing program.
4. The committee may waive the required ACT score for students who have completed a previous bachelor's degree with a grade point average of 3.0 or better from a regionally accredited U.S. college or university. The applicant will be ranked immediately below the highest ranked student with an equivalent grade point average (GPA).
5. RSMo 660.317 prohibits a hospital, or provider, from knowingly allowing those who have been convicted of, pled guilty to, or nolo contendere in this state or any other state or who have been found guilty of a crime, which if committed in Missouri would be a Class A or B felony violation, to give care to clients in their agency. As defined by state law, these are violations of Chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest). RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services

disqualification list. In addition to these records, an online search will be conducted to determine if a student is on other government sanction lists. These online searches include office of Inspector General (OIG) and the General Services Administration (GSA). As a requirement of the Missouri State University-West Plains Associate of Science in Nursing (ASN) Program application process in response to RSMo 660.317b and 660.315, applicants to the program will be required to consent to release of their criminal history record (RSMo 43.450) solely for the purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the ASN program.

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

## **Entrance Requirements for the LPN-to-RN Track**

The following listed application information must be on file in the nursing office no later than February 1 annually. The student will receive written notification of admission status – accepted, alternate or not accepted, by the first week in April. All testing can be arranged through the advisement and academic coaching center for empowering student success [\(417\) 255-7222](tel:417-255-7222) in the Garnett Library.

### **Candidates must meet the following requirements:**

1. Admission to Missouri State University-West Plains with a non-probationary status.
2. Completed application to the LPN-to-RN track of the nursing program.
3. A final official high school transcript or HiSET certificate if required for admission to the University (High school transcript or HiSET certificate is required for students being admitted with less than 24 credit hours of college level course work.) and official transcripts from all previously attended colleges and universities, including LPN school, must be on file in the nursing office.
4. An ACT score less than 5 years old.
5. A score of 18 or better on the reading portion of ACT, or a 'C' grade or better in IDS 150 College Reading & Study Skills.
6. Achievement of a minimum ranking score of 60. (See Ranking Score Computation).
7. Mathematics 103 Intermediate Algebra eligibility determined by:

- a. ACT score and previous math classes taken, or
  - b. completed college coursework.
  - c. Students accepted into the program must have MTH 130 Contemporary Mathematics eligibility established prior to beginning nursing courses.
8. ENG 110 Writing I eligibility as determined by:
- a. ACT score and a writing sample; or
  - b. completed college course work.
9. A 'C' grade or better in BMS 267 Human Anatomy and BMS 268 Human Physiology, CHM 116 Fundamentals of Chemistry and CHM 117 Fundamentals of Chemistry Lab or CHM 160 General Chemistry I or current enrollment.
10. Proof of active, non-disciplined LPN licensure.

## **Advanced Credit in the ASN Program for Successful LPN Candidates**

Licensed Practical Nurses (LPNs) who are accepted into the LPN-to-RN program may receive credit for CFD 130 Essentials of Nutrition, CFD 155 Principles of Human Development, NUR 100 Fundamentals of Nursing and NUR 101 Nursing Systems for the Adult Client I. Upon meeting all the prerequisites for those courses and successfully completing NUR 190 Transitions Course for the LPN-RN, the credit will be awarded. However, the credit will not appear on the transcript until the student has completed three weeks of the fall semester following NUR 190 Transitions Course for the LPN-RN.

## **Student Progression**

### **In order to progress in the nursing program:**

1. A grade of 'C' or better is required in all nursing courses to receive credit toward graduation. All clinical components not receiving a grade must be evaluated as passing/met.
2. The student must meet all nursing course prerequisites to progress in the nursing program.
3. A grade of 'C' or better is required in all support courses within the program interdisciplinary studies, chemistry, anatomy, physiology, microbiology, psychology, political science, English, and nutrition. Support courses may be repeated only one time.

4. The nursing courses may not be taken on a Pass/Not Pass basis.

5. CLEP credit is available for some support courses (see catalog).

## **Readmission**

Students who interrupt their education for a semester or more must follow University readmission policies. In addition, students seeking readmission to the nursing program will be considered as new applicants. The decision of readmission will be made by the ASN Admission Committee based upon eligibility for readmission (achieve a minimum ranking score of 60. See Ranking Score Computation), available space, and a passing score of 78% or better on a basic skills clinical exam and a content based re-admission exam. Both exams will be reflective of the level of the nursing courses successfully completed (NUR 100 Fundamentals of Nursing, NUR 101 Nursing Systems for the Adult Client I or NUR 204 Nursing Systems for the Adult Client II for the Regular Track program; NUR 190 Transitions Course for the LPN-RN or 204 Nursing Systems for the Adult Client II for the Licensed Practical Nurse-to-Registered Nurse Track Program). Nursing students who fail any two nursing courses (including failing one course twice) are ineligible for readmission. Students who withdraw past the no drop date (see academic calendar) may repeat the course one-time only if readmitted. Support courses within the nursing curriculum may be repeated only one time if applying for readmission. A student who is readmitted to the nursing program will be required to repeat the criminal background checks and drug testing if the student has been out of the program for 12 months.

## **Transfer Students**

Students desiring to transfer into the Associate of Science in Nursing Program at Missouri State University-West Plains may be accepted into the program after successful application to the University and a decision by the Missouri State University-West Plains ASN Admissions Committee. Official transcripts and course descriptions will be reviewed after which a decision regarding admission to the ASN program will be made. Students may enroll in required nursing courses only after admission to the ASN program. Transfer students must complete at least 15 hours of the requirements for the Associate of Science in Nursing Degree in residence on the West Plains campus or its extended campuses. Transfer students will be responsible for meeting objectives of prerequisites to the nursing courses in which they desire to enroll. Credit and course equivalent recommendations related to courses within the nursing program shall be forwarded to the admissions office upon approval by the ASN Admissions Committee. Enrollment is based on space available in class.

## **Procedure**

1. Apply to University for general admission (non-probationary).

2. Apply to the Missouri State University-West Plains ASN Program.



3. Submit catalog course descriptions of transfer courses to Nursing Department.
4. Submit current official transcript(s) from previous nursing program.
5. Students must be eligible for readmission to the nursing program from which they are transferring and will be asked to sign a waiver of inquiry to be sent to the former school.
6. Receive a response from the ASN Admissions Committee regarding application to the program.
7. Recommendation for course/credit equivalencies will be forwarded to the admissions office upon approval of the ASN Admissions Committee.

## **Accreditation**

The Associate of Science in Nursing Program is fully approved by the Missouri State Board of Nursing, PO Box 656, Jefferson City, MO 65102-0656, Phone (573) 751-0681, <http://pr.mo.gov/nursing.asp> and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: (404) 975-5000, <http://www.acenursing.org/>.

## **State Board Examination for R.N. Licensure**

Students who meet educational and other standards for application for a license to practice as a registered nurse (Sect.335.046.1 RSMo) may apply to take the NCLEX-RN examination for RN licensure (4CSR 20004.020 Missouri Code of State Regulations). There is a fee for the examination and license. Successful completion of the nursing program does not guarantee licensure. Applicants may be denied licensure in Missouri for one or any combination of causes stated in the Missouri Nursing Practice Act Sect. 335.066, 2 (10 15) RSMo. A copy of the Missouri Nursing Practice Act Sect. 335.066, 2 (1015) RSMo is available upon request or may be found at the Missouri State Board of Nursing website: <http://pr.mo.gov/nursing.asp>.

# Certificate in Pre-Nursing

## Pre-Nursing (Cert)

### Certificate

This certificate of achievement is designed for the student interested in applying to the Associate of Science in Nursing degree program. This certificate can be obtained prior to application to the nursing program or as a pathway for a student whose application was not previously accepted. While completion of the certificate does not guarantee acceptance into the nursing program, all coursework will apply to the degree. Students wishing to apply to the nursing program upon completion of the certificate must meet with a nursing department advisor to assure all application criteria to the nursing program have been met. this includes passing all nursing degree specific courses (signified by an asterisk\*) with at least a 'C' grade or better. The courses required for the certificate are as follows:

### Certificate in Pre-Nursing Curriculum

Fall	Credit Hours
ALH 100 Certified Nurse Assistant	3
ALH 105 Certified Nurse Assistant Clinical	3
CHM 116* Fundamentals of Chemistry	4
CHM 117* Fundamentals of Chemistry Lab	1
ENG 110* Writing I	3
MTH 103 Intermediate Algebra (Or MTH 135 College Algebra eligibility determined by placement test)	3
<b>Fall Total:</b>	<b>17</b>
<b>Spring</b>	<b>Credit Hours</b>

ALH 116 Medical Terminology	3
BMS 267* Human Anatomy	4
BMS 268* Human Physiology	4
PSY 121* Introductory Psychology	3
<b>Spring Total:</b>	<b>14</b>
<b>Total Hours: (Depending on Mathematics placement)</b>	<b>28-31</b>

\* Indicates nursing degree specific courses

# Associate of Science in Pre-Engineering

## Pre-Engineering (AS)

### Associate of Science

#### General Education Requirements

#### Credit Hours

Complete courses below for total of **17** credits:

- |   |   |
|---|---|
| • COM 115 Fundamentals of Public Speaking         | 3 |
| • ENG 210 Writing II: Academic Writing            |   |
| • ENG 221 Writing II: Writing for the Professions |   |
| • ECO 155 Principles of Macroeconomics            | 3 |
| • ECO 165 Principles of Microeconomics            |   |
| • ENG 110 Writing I                               | 3 |
| • ENG 110A Writing I                              |   |
| • HST 121 Survey of US History to 1877            | 3 |
| • HST 122 Survey of US History since 1877         |   |
| • PLS 101 American Democracy & Citizenship        |   |

IDS 110 Student Success	2
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IDS 297 Topics in Globalization	3
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<b>General Education Total:</b>	<b>17</b>
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#### Humanities & Social Sciences

#### Credit Hours

Select two courses below:

ART 200 Art in Context	3
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FRN 101 Elementary French I	3
FRN 102 Elementary French II	3
GRM 101 Elementary German I	3
GRM 102 Elementary German II	3
GRY 100 World Regional Geography	3
HST 121 History of US to 1877	3
HST 122 History of US since 1877	3
MUS 241 The Language of Music	3
PHI 105 Logic, Language and Argumentation	3
PHI 110 Introduction to Philosophy	3
PSY 121 Introductory Psychology	3
SPN 101 Elementary Spanish I	3
SPN 102 Elementary Spanish II	3
<b>Humanities &amp; Social Sciences Total:</b>	<b>6</b>
<b>Engineering Requirements</b>	
<b>Credit Hours</b>	
Complete all courses below:	
CHM 160 General Chemistry	4
CHM 161 General Chemistry Lab	1
CSC 125 Introduction to C++ Programming	4
EGR 100 Careers in Engineering	1
EGR 110 Introduction to Engineering Design	3
MTH 261 Analytic Geometry & Calculus I	5
MTH 280 Analytic Geometry & Calculus II	5

MTH 292 Multivariate Calculus	3
PHY 203 Foundations of Physics I	5
PHY 204 Foundations of Physics II	5
Elective	3
<b>Engineering Total:</b>	<b>39</b>
<b>Total Hours Required:</b>	<b>62</b>

Note: Additional **humanities electives** may be selected from philosophy, fine art, literature and foreign language with department approval. Additional **social science electives** may be selected from history, economics, political science, sociology and psychology with department approval. **Engineering elective** must be selected with department approval and will depend on the transfer major.

# Respiratory Care

## Degrees

[Respiratory Care \(AAS\)](#)

## Information

[Respiratory Care Admission Eligibility](#)

[Respiratory Care Essential Abilities](#)

[Respiratory Care Accreditation](#)

[Respiratory Care Program Goals](#)

# Associate of Applied Science in Respiratory Care

## Respiratory Care (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
IDS 110 Student Success	2
BMS 110 Concepts in Biomedical Sciences	4
<ul style="list-style-type: none"> <li>• COM 115 Fundamentals of Public Speaking</li> <li>• COM 205 Interpersonal Communication Theory and Skills</li> </ul>	3
ENG 110 Writing I	3
MTH 103 Intermediate Algebra or higher	3
PLS 101 American Democracy and Citizenship	3
PSY 121 Introductory Psychology	3
<b>General Education Core Total</b>	<b>21</b>
Respiratory Care Core Requirements	Credit Hours
RSC 120 Introduction to Respiratory Care/The Respiratory Care Professional	3
RSC 121 Microbiology for Respiratory Care	2
RSC 122 Respiratory Pharmacology	2
RSC 123 Pulmonary Disease I	2
RSC 124 Cardiopulmonary Anatomy and Physiology	3



RSC 132 Mechanical Ventilation I	3
RSC 210 Respiratory Equipment and Therapeutics	4
RSC 223 Pulmonary Disease II	2
RSC 232 Mechanical Ventilation II	3
RSC 245 Cardiopulmonary Diagnostics	4
RSC 250 Neonatal/Pediatric Respiratory Care	3
RSC 260 Respiratory Care Special Procedures	2
RSC 270 Disease Management	2
RSC 280 Clinical Practicum I	5
RSC 281 Clinical Practicum II	6
RSC 282 Clinical Practicum III	2
RSC 283 Clinical Practicum IV	4
RSC 297 Advanced Respiratory Care Theory (capstone course)	4
<b>Respiratory Care Core Total</b>	<b>56</b>
<b>Total Degree Hours Required</b>	<b>77</b>

Although not a requirement, ALH 116 Medical Terminology is highly recommended as well

# Respiratory Care Admission Eligibility

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

1. Ranking score is computed by multiplying the ACT score by the GPA. Incoming freshmen and those with less than 12 college credit hours will have the ranking score computed using their high school GPA. The college GPA will be used for applicants with 12 hours or more. In some cases the admissions committee may elect to use the last 12 hours to compute the ranking score.
2. Applicant must have a minimum of a 2.0 (C) average regardless of ranking score.
3. Complete application instructions and requirements are found in the application packet available in the Respiratory Care Department, the academic affairs office and the admissions office.
4. The application deadline is October 31<sup>st</sup> of each year. Interviews will be held in November with notification of acceptance made the week following interviews. Those accepted start the program in the spring semester following the application cycle if they have finished their general education requirements. \*Note: Until a candidate pool achieves this, we are allowing students to begin the program before meeting these requirements.

# Respiratory Care Accreditation

The Respiratory Therapy program at Missouri State University-West Plains holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (<http://www.coarc.com>). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report (SSR) and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program, 1248 Harwood Road, Bedford, Texas 7602-14244, (817) 283-2835.

# Respiratory Care Essential Abilities

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

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

13. The student must adhere to all confidentiality and HIPAA regulations of the University and of the clinical affiliates.

# Respiratory Care Program Goals

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care

practice as performed by registered respiratory therapists (RRTs).

Upon completion of the program, all students will:

1. Demonstrate the ability to comprehend, apply and evaluate information relevant to the role of the advanced level respiratory therapist.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of the advanced level respiratory therapist (RRT) and
3. Demonstrate personal behaviors consistent with professional and employer expectations for the advanced level respiratory therapist.

# Associate of Arts in Teaching

## Teaching

### Associate of Arts

General Education Core Requirements	Credit Hours
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State wide general education core	42
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General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements and prerequisites, to prepare for the Missouri General Education Assessment (MoEGA) and to address level and area of teacher preparation.

Teacher Education Core Requirements	Credit Hours
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(Courses are currently being developed. Contact an advisor for more information.)

EDU 250 Foundations of Education	3
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PSY 260 Educational Psychology	3
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IMT 265 Technology for Teachers	3
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EDU 202 Teaching Profession with Field Experience	3
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<b>Teacher Educate Core Total</b>	<b>12</b>
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Institutional Requirements:	Credit Hours
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CIS 101 Computers for Learning	3
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IDS 297 Topics in Globalization (Capstone course)	3
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<b>Institutional Total</b>	<b>6</b>
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**Additional Requirements****Credit  
Hours**

Additional electives needed (EDU 150 Introduction to Teaching)

**2**

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

**Other Requirements:**

Students must achieve the minimum MoEGA score required by Missouri State University

**Degree Requirements****Credit  
Hours****Total Hours****62**

Four-year transfer institutions may have additional requirements, including higher GPA or CBASE scores. Students are encouraged to work closely with an advisor from the receiving institution so they may understand and prepare to meet all entrance requirements.



# Technology

## Degrees

**Technology (AAS)**

## Certificates

**Alternative Energy (Cert)**

**Advanced Manufacturing Technology  
(Cert)**

**Technology Management (Cert)**

# Associate of Applied Science in Technology

## Technology (AAS)

### Associate of Applied Science

General Education Core Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
ENG 221 Writing II: Writing for the Professions (ENG 210 Writing II: Academic Writing may be substituted for ENG 221)	3
IDS 110 Student Success	2
MTH 100 Intermediate Applied Mathematics or higher (Except MTH 197 Introductory Topics in Mathematics or MTH 297 Mathematic Topics in Globalization)	3
PLS 101 American Democracy and Citizenship	3
<b>General Education Core Total:</b>	<b>17</b>
Technology Core Requirements	Credit Hours
<ul style="list-style-type: none"> <li>● AGR 297/IDS 297 Global Agriculture &amp; Food Production</li> <li>● BUS 297/IDS 297 International Business</li> <li>● IDS 297 The Balance of our Planet</li> </ul>	3
CIS 101 Computers for Learning	3
TEC 105 Technology's Impact on Society	3
<b>Technology Core Total:</b>	<b>9</b>

## Advanced Manufacturing Technology Option:

Advanced Manufacturing Technology Option requirements	Credit Hours
EPR 210* Employee Management & Supervision	3
TEC 100 Survey of Electronics	3
TEC 111 Manufacturing Materials & Processes	3
TEC 112* Introduction to Supply Chain Management	3
TEC 123 Employment in Manufacturing Occupations	3
TEC 165 Manufacturing Technology	3
TEC 175 Welding Technology	3
TEC 200 Applied Electricity & Electronics	3
TEC 220* Technology Management	3
TEC 245 Mechanical Systems and Fluid power	3
TEC 275 Automated Manufacturing	3
TEC 299 Technology Internship	3
<b>Advanced Manufacturing Technology Option Total:</b>	<b>36</b>

\* Students may substitute other courses for ERP 210, TEC 112 or TEC 220 as approved by the department.

## Alternative Energy Option

Alternative Energy Option Requirements	Credit Hours
AGR 103 Plant Science	3
AGR 112 Introduction to Agricultural Business	3

AGR 115 Sustainable Agriculture and the Environment	3
AGR 143 Introduction to Forestry	3
CHM 116 Fundamentals of Chemistry	4
TEC 100 Survey of Electronics	3
TEC 200 Alternative Energy: Electricity and Electronics	3
TEC 260 Alternative Energy: Biofuels	3
TEC 265 Alternative Energy: Solar	3
TEC 270 Alternative Energy: Wind	3
TEC 299 Technology Internship	3
Electives	2
<b>Alternative Energy Total:</b>	<b>36</b>

## General Technology Option

General Technology Option Requirements	Credit Hours
Select any combination of courses from the following departments to equal 36 credit hours:	36
<ul style="list-style-type: none"> <li>• Agriculture (AGR)</li> <li>• Business (ACC, BUS, EPR, FIN, INS, LAW, MGT, QBA)</li> <li>• Computer (CGP, CIS, CSC)</li> <li>• Engineering (EGR)</li> <li>• Fire Science (FST)</li> <li>• Law Enforcement (LWE)</li> <li>• Mathematics (MTH)</li> <li>• Science (AST, BIO, BMS, CHM, ENV, GLG, GRY, PHY)</li> <li>• Technology (TEC)</li> <li>• Enology and Viticulture (VIN)</li> </ul>	

This includes blocks classes transferred from the South Central Career Center in West Plains, Missouri and the Ozark Mountain Technical Center in Mountain Grove, Missouri. Other courses

may be approved by the department.

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<b>Total General Technology Hours:</b>	<b>36</b>
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## Technology Management Option

<b>Technology Management Option Requirements</b>	<b>Credit Hours</b>
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ACC 201 Introduction to Financial Accounting	3
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ECO 155 Principles of Macroeconomics	3
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EPR 210 Employee Management & Supervision	
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MGT 286 Business Communications	3
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TEC 112 Introduction to Supply Chain Management	3
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TEC 220 Technology Management	3
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TEC 232 Quality Management	3
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TEC 250 Safety Management	3
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TEC 255 Project Management	3
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TEC 299 Technology Internship	3
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Electives	6
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<b>Technology Management Total</b>	<b>36</b>
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<b>Degree Requirements</b>	<b>Credit Hours</b>
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<b>Total Degree Hours</b>	<b>62</b>
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# Certificate in Alternative Energy

## Alternative Energy (Cert)

### Certificate

<b>Certificate in Alternative Energy</b>	<b>Credit Hours</b>
TEC 100 Survey of Electronics	3
TEC 200 Applied Electricity and Electronics	3
TEC 260 Alternative Energy -Biofuels	3
TEC 265 Alternative Energy -Solar	3
TEC 270 Alternative Energy -Wind	3
<b>Total Credit Hours</b>	<b>15</b>

The certificate in Alternative Energy includes a unique combination of electricity, electronics, biofuels, solar, and wind energy courses to provide practical knowledge and experience in the alternative energy field. While the Certificate in Alternative Energy may be completed as a stand-alone program, courses in this certificate may also be used to complete the AAS in Technology-Alternative Energy.

*Not eligible for financial aid.*

# Certificate in Manufacturing Technology

## Advanced Manufacturing Technology (Cert)

### Certificate

Advanced Manufacturing Technology Curriculum	Credit Hours
TEC 100 Survey of Electronics	3
TEC 111 Manufacturing Materials & Processes	3
TEC 123 Employment in Manufacturing Occupations	3
TEC 165 Manufacturing Technology	3
TEC 175 Welding Technology	3
TEC 200 Applied Electricity & Electronics	3
TEC 245 Mechanical Systems and Fluid Power	3
TEC 275 Automated Manufacturing	3
TEC 299 Technology Internship	3
<b>Total Hours</b>	<b>27</b>

# Certificate in Workplace Employability Skills

## Workplace Employability Skills

### Certificate

Workplace Employability Skills Certification Requirements	Credit Hours
Select 12 courses from the following:	
WES 110 Career Preparation	1
WES 115 Introductory Business Communication	1
WES 120 Negotiation and Conflict Resolution	1
WES 125 Interpersonal Skills	1
WES 130 Personal Competency	1
WES 135 Professionalism	1
WES 140 Critical Thinking	1
WES 145 Business Ethics	1
WES 150 Global Business Skills	1
WES 155 Customer Service	1
WES 160 Planning and Organizational Skills for the Workplace	1
WES 165 Practical Math	1
CIS 100/WES 170 Introduction to Computers	1
Up to three of the following:	1-3
<ul style="list-style-type: none"> <li>• CIS 110 Microsoft Office Word I</li> <li>• CIS 111 Microsoft Office Word II</li> </ul>	



- CIS 112 Microsoft Office Excel I
- CIS 113 Microsoft Office Excel II
- CIS 114 Microsoft Office PowerPoint
- CIS 115 Microsoft Office Outlook
- CIS 116 Microsoft Office Access
- CIS 117 Microsoft Office SharePoint

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**Total Credit Hours**

**12**

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Note: Students who are degree-seeking or have completed similar courses may receive credit for the following substitutions:

- COM 115 Fundamentals of Public Speaking or MGT 286 Business Communications for WES 115 Introductory Business Communication
- COM 205 Interpersonal Communication Theory and Skills for WES 125 Interpersonal Skills
- COM 110 Critical Thinking or PHI 105 Logic, Language and Argumentation for WES 140 Critical Thinking
- PHI 115 Introduction to Ethics for WES 145 Business Ethics
- MGT 130 Business Mathematics or MTH 100 Intermediate Applied Mathematics for WES 165 Practical Math

# Course Offerings

## Course codes and disciplines

### A

- [ACC](#) – Accounting
- [AGR](#) – Agriculture
- [ALH](#) – Allied Health
- [ANT](#) – Anthropology
- [ART](#) – Art
- [AST](#) – Astronomy

### B

- [BIO](#) – Biology
- [BMS](#) – Biomedical Science
- [BUS](#) – Business

### C

- [CHI](#) – Chinese
- [CHM](#) – Chemistry
- [CFD](#) – Child & Family Development
- [COM](#) – Communications
- [CGP](#) – Computer Graphics & Programming

- [CIS](#) – Computer Information Systems
- [CSC](#) – Computer Science
- [CRM](#) – Criminal Justice
- [CFS](#) – Consumer & Family Studies

## D

- [DES](#) – Design
- [DMS](#) – Diagnostic Medical Sonography

## E

- [ECO](#) – Economics
- [EDU](#) – Education
- [EGR](#) – Engineering
- [ENG](#) – English
- [EPR](#) – Entrepreneurship
- [ENV](#) – Environmental Science

## F

- [FCA](#) – Food and Culinary Arts
- [FIN](#) – Finance
- [FRN](#) – French
- [FST](#) – Fire Science

## G

- [GRY](#) – Geography

- [GLG](#) – Geology
- [GRM](#) – German

## H

- [HIT](#) – Health Information Technology
- [HLH](#) – Health, Arts & Science
- [HST](#) – History
- [HNR](#) – Honors Program
- [HRA](#) – Hospitality & Restaurant Administration

## I

- [IMT](#) – Instructional Media Technology
- [INS](#) – Insurance
- [IDS](#) – Interdisciplinary Studies

## J

- [JRN](#) – Journalism

## K

- [KIN](#) – Kinesiology

## L

- [LAW](#) – Law
- [LLT](#) – Language & Literature
- [LWE](#) – Law Enforcement
- [LIS](#) – Library Science

## M

- [MGT](#) – Management
- [MKT](#) – Marketing
- [MTH](#) – Mathematics
- [MED](#) – Media
- [MIL](#) – Military Science
- [MUS](#) – Music

## N

- [NUR](#) – Nursing

## P

- [PHI](#) – Philosophy
- [PHY](#) – Physics
- [PLS](#) – Political Science
- [PSY](#) – Psychology

## Q

- [QBA](#) – Quantitative Business Analysis

## R

- [RDG](#) – Reading
- [REL](#) – Religious Studies
- [RIL](#) – Real Estate, Insurance & Law
- [RSC](#) – Respiratory Care

## S

- [SWK](#) – Social Work
- [SOC](#) – Sociology
- [SPE](#) – Special Education
- [SPN](#) – Spanish

## T

- [TEC](#) – Technology
- [THE](#) – Theatre

## V

- [VIN](#) – Viticulture & Enology

## W

- [WES](#) – Workforce Employability Skills

# Accounting Courses

## Accounting (ACC) courses

- **ACC 121 Individual Tax Return Prep**

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

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **ACC 201 Introduction to Financial Accounting**

Prerequisite(s): Eligibility for ENG 110 and eligibility for MTH 103 or higher, or C grade or better in MTH 050 or higher, or C grade or better in MGT 130, or C grade or better in ACC 140, or C grade or better in EPR 140. Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements. Transfer students should be aware that a grade of "B" or above may be required for upper division courses. The student should review the transfer institution's course requirements. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ACC 211 Introduction to Managerial Accounting**

Prerequisite(s): ACC 201 and CIS 101. Methods and procedures employed in managerial accounting with emphasis on the use of accounting data for decision-making. Transfer students should be aware that a grade of "B" or above may be required for upper division courses. The student should review the transfer institution's course requirements. This course may not be taken pass/not pass. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ACC 221 Tax Codes, Regltns & Payroll**

Basic Federal Tax Codes and Regulations and how they apply to individuals, proprietorships, and corporation. Procedures used in computing payroll, payroll deductions and completion of quarterly and annual tax reports. Computerized tax return preparation, payroll procedures and payroll tax return preparation. This course includes software which must be installed on the student's computer in order to complete the Individual Tax Preparation requirements for the course and the purchase of an on-line homework management application access code for the Payroll requirements which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **ACC 241 Intermed Accounting**

Prerequisite(s): ACC 211. This course continues and enhances the discussion of Financial Accounting theory begun in ACC 201, Introduction to Financial Accounting, related to the accounting process. Review and analysis of financial statements; accounting for net income, current and long term assets, liabilities, and equity are covered in this course along with a comparison of F.A.S. B. and I.F.R.S. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ACC 299 Internship in Accounting**

Prerequisite(s): ACC 211 and 24 credit hours or equivalent experience. The Internship in accounting is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer



# Agriculture Courses

## Agriculture (AGR) courses

- **AGR 100 Food Security**

Honors eligible course. An examination of policies and technology that affect food security for the United States in a global setting. This course meets a general education requirement with a focus in Social and Behavioral Sciences.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **AGR 101 Animal Science**

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

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Fall

- **AGR 103 Plant Science**

An introduction to the world of plant science and plant physiology including the areas of food and ornamental crops and sustainable agriculture.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **AGR 104 Plant Science Laboratory**

Prerequisite(s): AGR 103 or concurrent enrollment. Provides opportunities for 'hands-on' application of concepts of plant science through the use of basic plant science research and production practices. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

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## **AGR 112 Introduction to Agricultural Business**

This course introduces students to the requirements for starting and operating a successful agricultural-based business. Students will learn how to assess the business environment and identify potentially viable business opportunities. Business start-up, planning, organization, management, marketing, accounting, and financing are also covered in this practical course. Special emphasis will be placed on agricultural ventures in the Ozarks. Students may not receive credit for both EPR 110 and AGR 112.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered: Fall**

### **• AGR 115 Sustainable Agriculture and the Environment**

This course examines the practice of agro-ecology: the interface of management, biology, and the environment in our effort to produce food, feed, and fiber for a rapidly growing human population. Consequences of historical and current practices, as well as strengths and weaknesses of alternative practices that attempt to employ more knowledge of biology and ecology, will also be evaluated.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered: Fall**

### **• AGR 118 Leadership**

A course for entering freshmen students to examine leadership through the observation and analysis of leaders in various career paths. Demonstrates leadership through class projects.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered: Fall**

### **• AGR 120 Agricultural Recordkeeping**

Basic record keeping including financial, production, compliance with government agencies and labor records. Financial records are needed to file taxes, comply with governmental requirements, apply for loans, and provide information needed to make strategic management decisions.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered: Fall**

### **• AGR 143 Introductory Forestry**

Introduction to field of forestry. In addition to traditional topics of species identification, biology and timber management, this course examines the sociological, environmental, political and industrial influences on domestic and international management of forest resources.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Spring

- **AGR 144 Agricultural Economics I**

Prerequisite(s): ACT Reading score of 18 or greater or a COMPASS reading score of 81 or higher or SAT verbal score of 440 or greater or C or higher in ENG 100 or IDS 150. Characteristics of our economic system and basic economic concepts with applications to agriculture. Effects on agriculture by money and banking systems, monetary and fiscal policies, government policies, and international trade.

Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 2 **Typically offered:** Spring

- **AGR 150 Agr Creer Ctr Varibl Crse Cont**

Prerequisite(s): C grade or better in an approved 700 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. A variable content course resulting from an articulation agreement with the Ozark Mountain Technical Center or other approved career center. The topic will be identified by the career center program title. Approved 700 clock hour programs from the Ozark Mountain Career Center include Agriculture Business and Management, Agriculture Mechanics and Technology, Animal Science Systems, and Plant Science/Horticulture Systems. Other accredited programs will be evaluated on an individual basis. Students must attain a C grade or better in the applicable core competencies. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. The transferability of this course to other institutions must be confirmed with the institution.

Credit hours: 18 Lecture contact hours: 18 Lab contact hours: 0 **Typically offered:** Upon demand

- **AGR 157 Principles of Agricultural Mechanization**

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

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Fall

- **AGR 161 Introduction to Horses**

Scope and role of the horse industry. Responsibilities of ownership; selection, breeds- development and uses; basic care-nutrition, health care, conditioning; and facilities.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Upon demand

- **AGR 162 Introduction to Riding**

This is an introductory course with a focus on safe and effective techniques for both English and Western riding. The course may be repeated for a total of 3 hours. Course fee

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

- **AGR 163 Introduction to Hunt Seat Equestrian Competition**

Prerequisite(s): AGR 162 or permission of instructor. This course is for students who have limited or no experience in equestrian competition in the hunt seat discipline. This course may not be taken concurrently with AGR 263. May be repeated for a total of 2 hours. Course Fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

- **AGR 164 Introduction to Stock Seat Equestrian Competition**

Prerequisite(s): AGR 162 or permission of instructor. This course is for students who have limited or no experience in equestrian competition in the stock seat discipline. This course may not be taken concurrently with AGR 264. May be repeated for a total of 2 hours. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

- **AGR 170 Introduction to Horticulture**

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

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **AGR 171 Controlled Environ Agriculture**

Controlled Environmental Agriculture (CEA) optimizes the use of resources such as water, energy, space, capital and labor. This course investigates the use of high tunnels, low tunnels and row covers and greenhouses to produce food. Hands on experiments in a greenhouse and high tunnel. Course fee.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Spring

- **AGR 172 Greenhouse Management**

Introduction to Greenhouse Management. The course will cover greenhouse construction, heating and cooling, environmental control systems, growing media management, watering, fertilization light and temperature regulation, and insect, pest and disease management. Hands on experience in a greenhouse and high tunnel system. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered: Fall**

- **AGR 173 Aquaponics and Hydroponics**

Introductory course in hydroponics and aquaculture. Covers system location and environment, system design, growbeds and fish tanks, plumbing, grow media and water quality, growing and harvesting fish, growing plants in aquaponics, and sustainability. Hands on experience with an aquaponics system. Course fee.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered: Spring**

- **AGR 174 Integrated Pest Management**

Covers an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Students will obtain a Certified Private Applicator License through the Missouri Department of Agriculture. Course fee.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered: Spring**

- **AGR 175 Vegetable & Fruit Production**

Course topics include breeding and improving vegetables, transplanting and direct seeding, soil management and fertilization, weed management, irrigation, controlling insects and diseases, perennial crops, cole crops, root crops, tomatoes, leafy vegetables, corn and controlled environment vegetable production. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered: Fall**

- **AGR 176 Good Agricultural Practices**

Course designed to guide assessment of risks and implementation of practices to reduce risks on fresh farms. Course fee.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Spring

- **AGR 177 Turf Grass Management**

Course covers turf grass species, cultural practices, pest management, propagation and cultural systems. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **AGR 178 Landscape Design & Management**

Course includes: Inventorying the site, functional principles, the concept plan, design principles, plants and hardscapes, maintaining the landscape. Course fee.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Spring

- **AGR 191 Evaluation and Performance Appraisal of Horse**

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

Credit hours: 2   Lecture contact hours: 0   Lab contact hours: 4   **Typically offered:** Upon demand

- **AGR 196 Dairy/Meat Animal Eval**

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

Credit hours: 2   Lecture contact hours: 0   Lab contact hours: 4   **Typically offered:** Upon demand

- **AGR 197 Spec Topics in Agriculture**

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

Credit hours: 2   Lecture contact hours: 0   Lab contact hours: 4   **Typically offered:** Upon demand

- **AGR 199 Agriculture in the Ozarks**

This course will explore agriculture in the Ozarks, from a historical and modern day perspective.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0 **Typically offered:** Upon demand

- **AGR 200 Mini Agriculture**

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

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0 **Typically offered:** Upon demand

- **AGR 202 Applied Animal Reproduction**

Prerequisite(s): AGR 101 and BIO 101 and BIO 111. Physiological principles of reproductive processes in domestic animals (production and companion) including sperm and ova production, estrus, fertilization, gestation, and parturition. Artificial insemination history and techniques of semen collection and evaluation and insemination techniques. Management for Improved Reproduction. Course Fee.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Spring

- **AGR 206 Veterinary Science**

Prerequisite(s): AGR 101 Functional anatomy and physiology, diseases and parasites of farm animals; sanitation; disease prevention and control. Course Fee.

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **AGR 210 Animal Nutrition**

Prerequisite(s): AGR 101 and CHM 107 or CHM 116 or CHM 160. Key topics include the basic fundamentals of nutrition and comparative nutrition of farm animals. Anatomy and physiology of the digestive system and basic metabolism will also be covered along with the characteristics, digestion and functions of the basic nutrients. Course fee.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Fall

- **AGR 215 Soils**

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

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **AGR 216 Soils Lab**

Laboratory and computer methods for evaluation of the physical, chemical and biological properties of soil. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

- **AGR 240 Wildlife Techniques**

Wildlife management programs must be based on quality scientific investigations that produce objective, relevant information. This quality science is dependent on carefully designed experiments, estimates, comparisons and accurate census techniques. Wildlife Techniques will provide an overview of the fundamental concepts of wildlife research, study design and population determining methods.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **AGR 242 Wildlife Damage Management**

This course presents the challenges of managing human-wildlife conflicts while protecting wildlife populations and their habitat and introduces a variety of wildlife damage management practices and techniques. 3(3-0) 3

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **AGR 243 Indoor Plants**

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

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **AGR 250 Agricultural Communications**

Prerequisite(s): ENG 110 and COM 115. Introduces the scope and applications of communications and journalism as they relate to agriculture.



Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0 **Typically offered:** Upon demand

- **AGR 252 Beef Cattle Production**

Prerequisite(s): AGR 101 Production and management of purebred and commercial beef cattle. Course covers the biological, ecological, financial and marketing issues impacting the beef industry today. Explores the demographics, structure, challenges and segments of the beef industry. Course Fee.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Fall

- **AGR 262 Riding for Horse Training**

Prerequisite(s): AGR 162. This is an intermediate-level riding course with a focus on developing skills necessary for training horses. Students may ride hunt seat, stock seat, or both seats during the semester. Course fee.

Credit hours: 2 Lecture contact hours: 0 Lab contact hours: 4 **Typically offered:** Upon demand

- **AGR 263 Intermediate Hunt Seat Equestrian Competition**

Prerequisite(s): Permission of Instructor. This course is for students who have a moderate amount of experience in equestrian competition in the hunt seat discipline. This course may not be taken concurrently with AGR 163. Completion of AGR 163 is recommended prior to enrolling in this course. May be repeated for a total of 2 hours. Course fee

Credit hours: 1 Lecture contact hours: 0 Lab contact hours: 2 **Typically offered:** Upon demand

- **AGR 264 Intermediate Stock Seat Equestrian Competition**

Prerequisite(s): Permission of Instructor. This course is for students who have a moderate amount of experience in equestrian competition in the stock seat discipline. Events to be covered will include horsemanship and ranch horse events. This course may not be taken concurrently with AGR 164. Completion of AGR 163 or AGR 164 is recommended prior to enrolling in this course. May be repeated for a total of 2 hours. Course fee.

Credit hours: 1 Lecture contact hours: 0 Lab contact hours: 2 **Typically offered:** Upon demand

- **AGR 275 Forage Crop Production**

Prerequisite(s): AGR 103 or AGR 115. Adaptation, production and utilization of the major forage crops for grazing, hay, and silage production, as well as their effects on environmental quality and wildlife. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **AGR 295 Service Learning in Agriculture**

Prerequisite(s) 12 credit hours. This one-hour service learning component course incorporates community service with classroom instruction in agriculture. It provides a service learning experience, addressing the practice of citizenship and promoting awareness of and participation in public affairs. It includes 40 hours of service benefitting an external community organization, agency or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. The course may be repeated for up to three credit hours.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **AGR 297 Global Agriculture and Food Production**

Prerequisite(s): ENG 110, COM 115, and completion of 40 credit hours. This course presents an overview of various agriculture and food production systems around the world, including North America, South America, Asia, the European Union, the #Former Soviet Union, Oceania, and Africa. Students will study these systems based on the cultural, political, economic and scientific factors that influence the countries' production abilities and consumer demands. Students must submit a portfolio in this course. International/Intercultural component. Meets the capstone requirement for the AAS degrees in Enology, General Agriculture, General Technology, and Viticulture.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **AGR 299 Agricultural Internship**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in agriculture is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su

# Allied Health Courses

## Allied Health (ALH) courses

- **ALH 100 Certified Nurse Assistant**

Prerequisite(s): Negative drug screen; clear criminal background check; Co-requisite: ALH 105  
Certified Nurse Assistant training prepares students for employment in a long-term care facility. Course will meet state requirements for CNA training. Upon completion student will be certified to work as a certified nursing assistant and provide patient care under the direct supervision of a registered nurse. Additional state mandated and facility mandated requirements may be required for employment depending on agency regulations. If a student passes ALH 100 but does not pass ALH 105, the student will be required to retake ALH 100 concurrently with the retake of ALH 105.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 4   **Typically offered:** Spring

- **ALH 105 Certified Nurse Assistant Clinical**

Prerequisite(s): Negative drug screen; clear criminal background check; Co-requisite: ALH 100.  
Certified Nurse Assistant training prepares students for employment in a long-term care facility. Course will meet state requirements for CNA training. Upon completion student will be certified to work as a certified nursing assistant and provide patient care under the direct supervision of a registered nurse. Additional state mandated and facility mandated requirements may be required for employment depending on agency regulations. This course meets the state mandated 100 hours of OJT in a training facility with a clinical supervisor. If a student passes ALH 100 but does not pass ALH 105, the student will be required to retake ALH 100 concurrently with the retake of ALH 105.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 9   **Typically offered:** Spring

- **ALH 116 Medical Terminology**

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

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

- **ALH 155 Emergency Medical Technology-Paramedic**

Prerequisite(s): State Licensure as a Paramedic and successful completion of the National Registry for Emergency medical Technicians-Paramedic Exam and completion of 15 credit hours of course work at Missouri State University-West Plains. This course gives State Licensed Paramedics who have passed the National Registry for Emergency Medical Technicians--Paramedic Exam credit toward the AAS in Allied Health degree.

Credit hours: 32   Lecture contact hours: 20   Lab contact hours: 36   **Typically offered:** Upon demand

# Anthropology Courses

## Anthropology (ANT) courses

- **ANT 125 Exploring Our Human Ancestry**

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

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **ANT 226 Cultural Anthropology**

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

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

# Art Courses

## Art (ART) courses

- **ART 98 Topics in Art and Design**

A variable content course consisting of lectures and/or studio projects. May not be used to fulfill a major requirement in the Art and Design Department. Students should consult the registration schedule of classes to determine the specific topic offered. May be repeated to a total of 6 hours. Course fee. (1-2) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ART 100 Two Dimensional Design**

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

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 6 **Typically offered:** Upon demand

- **ART 101 Three Dimensional Design**

Prerequisite(s): ART 100. Elements and principles of three-dimensional design. Experience with a variety of media and subject matter. Course fee.

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 6 **Typically offered:** Upon demand

- **ART 115 Drawing I**

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

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 6 **Typically offered:** Upon demand

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## ART 200 Art in Context

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

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ART 202 Intermediate Design**

Prerequisite(s): ART 100, ART 101, ART 115, ART 215. A presentation in greater depth of major theories of art and design with emphasis on color theory and systems. Structured studio design problems applying and investigating such theories. Course fee.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 210 Introduction to Digital Imaging**

Prerequisite(s): ART 100 or ART 110 and CIS 101 or CSC 101 or CSC 111. Understanding the principles, methods, techniques and vocabulary of the most widely used digital imaging processes with emphasis on visual problem solving.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 212 Ceramics I**

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

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 215 Drawing II**

Prerequisite(s): ART 115. Continuation of drawing fundamentals in greater and exploration of additional media. Course fee.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 223 Metals-Jewelry I**

Prerequisite(s): ART 101. Introduction to non-ferrous metal fabrication processes including piercing, soldering and finishing. Fundamentals of tools, materials, and jewelry concepts.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 225 Painting I**

Prerequisite(s): ART 100, ART 115, and ART 215. Basic investigation of materials, techniques, and visual concepts important to the process of painting. Emphasis on understanding visual elements through work which includes study from the still-life and model.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 226 Watercolor for Non-Art Major**

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

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 235 Sculpture I**

Prerequisite(s): ART 101. Development of fundamental and personal concepts concerning subject matter as related to sculpture. Experience with a wide range of media and techniques.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 242 Printmaking I**

Prerequisite(s): ART 100, ART 115, and ART 215. Beginning problems in printmaking.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 253 Fibers**

Prerequisite(s): ART 100. Introduction to two and three dimensional fiber techniques and structures. Emphasis will be placed on using a variety of techniques in the execution of assigned problems. Experimental use of materials will be encouraged. May be repeated to a total of 9 hours.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 255 Photography I**



Prerequisite(s): ART 100. Basic course in black and white photography. Includes camera controls and darkroom work. Photography as visual expression.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **ART 270 Writing in Art History**

Prerequisite(s): ENG 110 and concurrent enrollment in ART 274. A composition class designed to provide training and experience in writing within the discipline of ART History.

International/Intercultural component.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **ART 274 History of East Asian Art**

Prerequisite(s): ENG 110. A survey of the art objects and cultures which produced them, including those of India, China, and Japan. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Astronomy Courses

## Astronomy (AST) courses

- **AST 113 Modern Astronomy**

An introduction to our present knowledge of the nature of the universe, the galaxies, the stars, and the planets. A description of the natural laws and physical observations which are leading us to an understanding of our place in the cosmos. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **AST 114 Survey of Astronomy**

Prerequisite(s): One year high school algebra or equivalent. Same course as AST 115, except without the laboratory portion. Historical and descriptive aspects of astronomy; topics of current interest related to space science. Students may not receive credit for both AST 114 and AST 115. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **AST 115 Basic Astronomy**

Prerequisite(s): One year high school algebra or equivalent. Historical and descriptive aspects of astronomy; topics of current interest related to space science. Laboratory consists of observations with telescopes and of experiments pertinent to the field. Students may not receive credit for both AST 114 and 115. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Spring

# Biology Courses

## Biology (BIO) courses

- **BIO 100 Biological Science for Educators**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. An introduction to the unifying principles of biology and the processes of scientific investigation using an inquiry approach. Laboratory experiences model inquiry teaching methods appropriate for use in early childhood, elementary, and middle school science lessons. This course is open only to early childhood, elementary, middle school, and special education majors. Will fulfill a natural science component of the general education requirement for the Associate of Arts degree. Does not count for credit towards a major or minor in biology. Students not meeting prerequisite must have permission by department to enroll. Students receive credit toward graduation for only one of BIO 100, BIO 101. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 3   **Typically offered:** Fall, Spring

- **BIO 101 Biology in Your World**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. Unifying principles of biology from the molecular through ecosystems level. Partially fulfills the general education requirements in the natural sciences. (Does not count for major or minor in biology). A student taking BIO 100 or BIO 101 receives credit toward graduation for only one of the courses. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **BIO 111 Understanding Biological Systems Through Inquiry**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. Grade of C or better in BIO

100 or BIO 101 or BIO 121 or BMS 110 or concurrent enrollment in any of those four courses.. Organisms are studied from their behavioral, ecological, hereditary and evolutionary perspectives. Students will develop skills of gathering information about science, reasoning scientifically from that information and synthesizing responses to questions based upon that information in order to explain biological phenomena. Fulfills the required lab credit in the Natural Sciences General Education Portion (Does not count for major or minor in biology.) May be taken concurrently with BIO 101. Students taking BIO 100 or BIO 101 receive credit toward graduation for only one of the courses. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring

## • **BIO 121 General Biology I**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150; and placement in MTH 130 or higher, or C or better in MTH 103; and placement into ENG 110 or C or better in ENG 100. First half of 2-semester introductory biology sequence for biology majors and minors. Introduction to the concepts of structure and function at the molecular and cellular level, genetics, and evolution. Students not meeting prerequisite must have permission by department to enroll. Partially fulfills the general education requirements in the natural sciences. This course may not be taken pass/not pass. A grade of C or better in this course is a prerequisite for enrollment in BIO 122. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 3   **Typically offered:** Fall, Spring

## • **BIO 122 General Biology II**

Prerequisite(s): Recommended completion of BIO 121 with a C or better. Concurrent enrollment in BIO 121 with a C or better in BIO 101, BMS 110; ENG 110, MTH 135. Second half of 2-semester introductory biology sequence for Biology majors and minors. Introduction to the biology of organisms including evolutionary history, diversity, structure and function of major taxa; and ecology. This course may not be taken pass/not pass. A grade of C or better is required to BIO 235, BIO 320, or BIO 369. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 3   **Typically offered:** Spring

## • **BIO 197 Selected Topics in Biology**

Prerequisite(s): Permission of Instructor. Course devoted to a biologic topic current interest. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for

this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (natural sciences) requirement. Supplemental course fee (variable by section)

Credit hours: 1-4   Lecture contact hours:   Lab contact hours: **Typically offered:** Upon demand

- **BIO 205 Life Science for Middle School**

Prerequisite(s): BIO 100 or BIO 101. Processes of science using the inquiry approach with reference to society, technology, and decision-making. Content covers cellular biology, plant and animal structure and function, ecology and environmental biology. Does not count for credit toward a major or minor in biology.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 3   **Typically offered:** Spring

- **BIO 210 Elements of Microbiology**

Prerequisite(s): BIO 102, BIO 121, BMS 110, BMS 267, or BMS 268; and CHM 116 (lecture) and CHM 117 (lab) or CHM 160. Public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, sterilization and disinfection, and food and water bacteriology. Students who take BIO 210 and BIO 310 receive credit toward graduation only for BIO 310. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **BIO 215 Introduction to the Diversity of Life**

Prerequisite(s): BIO 100, BIO 101, BIO 121 or BMS 110. Introduction to the diversity in structure and function of protists, fungi, plants, and animals. This course is designed for B.S.Ed. students and does not count toward a B.A. or B.S. in biology.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 3   **Typically offered:** Upon demand

- **BIO 235 Genetics**

Prerequisite(s): BIO 121, or BMS 110, and CHM 116/117 or CHM 160/161 (recommended) or higher; and MTH 135, MTH 138, MTH 261, or MTH 287. Concepts of classical, molecular and population genetics, genomics, biotechnology and epigenetics. Laboratory emphasis is on the chemical characteristics and "in vitro" manipulation of nucleic acids. Supplemental Course fee..

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Upon demand

# Biomedical Science Courses

## Biomedical Science (BMS) courses

- **BMS 110 Introduction to the Biomedical Sciences**

Prerequisite(s): Eligibility for both ENG 110 and MTH 135. General Education Course (Natural Sciences). An Introduction to concepts and techniques related to human anatomy, physiology, genetics, cellular and molecular biology. Recommended for students in majors within the College of health and Human Services on the MSU Springfield campus and those students interested in preprofessional programs and Allied Health careers. Students will receive credit toward graduation for only one of the following: BMS 100 or 105 or 110. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive Honors designation. May not be taken Pass/Not Pass. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **BMS 111 Introductory Laboratory in Biomedical Sciences**

Prerequisite(s): BIO 101 or BIO 102; and eligibility for both ENG 110 and MTH 135. This course is identical to the laboratory portion of BMS 110 and is designed for students who require intensive introductory laboratory experience to prepare for future work in the biomedical sciences. Cannot receive credit for both BMS 110 and BMS 111. May not be taken pass/not pass.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **BMS 197 Selected Topics in Biomedical Sciences**

Course devoted to a biomedical topic of current interest. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in biology, nor the general education (Natural World) requirement.

Credit hours: 1-4   Lecture contact hours:   Lab contact hours: **Typically offered:** Upon demand

- **BMS 230 Human Genetics**

Prerequisite(s): C grade or better in BMS 110 or BIO 121. A survey of genetic principles in humans with emphasis on molecular genetics and human genetic abnormalities causing diseases and behavioral changes. A portion of this course requires students to read, report on, and discuss current topics in human genetics.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **BMS 231 Human Genetics w/Laboratory**

Prerequisite(s): C grade or better in BMS 110 or BIO 121. A survey of genetic principles in humans with emphasis on molecular genetics and human genetic abnormalities causing diseases and behavioral changes. A portion of the course requires students to research, report on, and discuss current topics in human genetics. The laboratory emphasis is on techniques and skills that expand the understanding of genetic concepts. Cannot receive credit for both BMS 230 and BMS 231. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Spring

- **BMS 232 Human Genetics Laboratory**

Prerequisite(s): BMS 230 This course is identical to the laboratory portion of BMS 231 and is designed for students who require laboratory experience in genetics to prepare for future laboratory work in the biomedical sciences. Cannot receive credit for both BMS 231 and 232. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Spring

- **BMS 267 Human Anatomy**

Prerequisite(s): C grade or better in BMS 110 or BIO 121 or prior acceptance into the West Plains ASN program. Lecture and laboratory study of selected human cells, tissues, organs and organ systems. Mammalian examples of various systems studied in laboratory. Credit will only be awarded once for BMS 267 or 307. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **BMS 268 Human Physiology**

Prerequisite(s): C grade or better in BMS 110 or BIO 121 or prior acceptance into the West Plains ASN program; and C grade or better in CHM 116 and CHM 117; or CHM 160. A lecture and

laboratory study of mechanisms for maintaining homeostasis in the human organism. Topics covered include cellular structure and function, neurophysiology, metabolism, endocrinology, cardiovascular, pulmonary, renal, and gastrointestinal physiology. Emphasis is on cellular and molecular mechanisms of physiology. Credit will only be awarded once for BMS 268 or 308. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring



# Business Courses

## Business (BUS) courses

- **BUS 135 Introduction to Business**

A survey of business which includes an evaluation of the social and economic environment in which it operates, followed by a look at business organization, management, finance, accounting, production, marketing, insurance, law, and data processing. Designed to serve three groups of students--those majoring in other departments who would like to develop a broad understanding of business through a single course; those who are undecided about a major and would like to explore business as a possibility; and those freshman planning a major in some area of business who would like a broad understanding of business in order to make a specific selection of their major. A declared major in the College of Business Administration who has accumulated more than 30 semester hours of credit at the time of enrollment in the course will not receive credit for the course.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **BUS 200 Topics in General Business**

A variable content course with topics that can change from semester to semester. Topics are identified by title in the schedule of classes. Examples are "Personal Budgeting, Residential Home Construction, Insurance for the Family, Personal Credit Management, and Business Ethics." May be repeated to a total of 5 hours. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **BUS 297 International Business**

Prerequisite(s): ENG 110, COM 115 and completion of 40 credit hours. International and cross-cultural study of business decisions, markets, and enterprises, globalization of industries, international business transactions and strategies, international monetary system and currency issues, and international economic policies and issues. This course also includes an instructional component on basic concepts of financial literacy, responsible planning and necessary financial skills. Students must submit a portfolio in this course. International/Intercultural component. Meets

the capstone requirement for the AAS degrees in Business, Computer Technology, Computer Graphics and Programming, Enology, Entrepreneurship, General Agriculture, General Technology, and Viticulture.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

# Chinese Courses

## Chinese (CHI) courses

- **CHI 101 Elementary Chinese I**

CBE. Essentials of grammar through aural-oral practice, dictation, reading, and writing. Course conducted in Mandarin Chinese as far as practicable. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **CHI 102 Elementary Chinese II**

Prerequisite(s): A grade of C or better in CHI 101. Continuation of CHI 101. International/Intercultural component. Students who have not taken CHI 101 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **CHI 201 Intermediate Chinese I**

Prerequisite(s): A grade of C or better in CHI 102. Continuation of CHI 102 with emphasis on reading, conversation, and an introduction to Chinese history and culture. International/Intercultural component. Students who have not taken CHI 102 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course. CBE.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **CHI 202 Intermediate Chinese II**

Prerequisite(s): A grade of C or better in CHI 201. Continuation of CHI 201 with emphasis on reading, conversation, history, and culture. International/Intercultural component. Students who have not taken CHI 101 but have proficient skills in the Chinese language may petition the course instructor for permission to take this course. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **CHI 297 Spec Topics in Chinese Studies**

Topics of selected interest in Chinese studies. Studies including travel-courses to Chinese-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/intercultural component. (1-6) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

# Chemistry Courses

## Chemistry (CHM) courses

- **CHM 80 Chemical Calculation**

Introduction to types of chemical calculations including the metric system, gas laws, pH, percentage, graphing. This is an optional course for students who anticipate having trouble with the chemical calculations in CHM 105, 160, or 170. Does not count toward chemistry major or minor.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CHM 101 Chemical Topics**

For non-science majors: a single topic of contemporary, historical, or theoretical significance. Topics may vary each semester; course may be repeated any number of times provided the same topic is not retaken. Variable Content-Variable Credit Course. Will count toward satisfying the Natural Science requirement when taken for 3 hours. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **CHM 106 Fundamentals of Chemistry**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150; and eligibility for MTH 103 or higher. Same course as CHM 116 (lecture) except it does not include a laboratory component (CHM 117). Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of introductory chemistry. (CHM 106 will not count toward a chemistry major or minor.) Students may not receive credit for both CHM 116 and 106. Students should be aware that CHM 106 may not satisfy the chemistry requirement for other majors.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Upon demand

- **CHM 116 Fundamentals of Chemistry**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or IDS 150; and eligibility for MTH 103 or higher. Concurrent enrollment in CHM 117 is highly recommended. Emphasis on chemical fundamentals and applications. Recommended for students needing only one semester of general chemistry (CHM 116 will not count toward a chemistry major or minor.) Students not meeting prerequisite must have permission by department to enroll. A grade of C or better is required in this course in order to take CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

## • CHM 117 Fundamentals of Chemistry Lab

Prerequisite(s): CHM 116 or concurrent enrollment. Laboratory component emphasizing fundamentals and applications covered in CHM 116. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring, Summer

## • CHM 160 General Chemistry I

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or IDS 150; and eligibility for MTH 135 or higher. Emphasis on fundamental and theoretical concepts of chemistry. Recommended for all science majors, chemistry majors and minors, and most pre-professional students. Concurrent registration in CHM 161 is highly recommended. A grade of C or better is required in this course in order to take CHM 170, CHM 171 or CHM 200. This course may not be taken pass/not pass. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

## • CHM 161 General Chemistry I Laboratory

Prerequisite(s): CHM 160 or concurrent enrollment in CHM 160. An introduction to laboratory chemistry employing principles and techniques that reflect material presented in CHM 160, e.g., synthesis, stoichiometry, physical studies, and data manipulation and interpretation. A grade of "C" or better is required in this course in order to take CHM 171. May not be taken Pass/Not Pass. Course fee.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall

- **CHM 170 General Chemistry II**

Prerequisite(s): C grade or better in CHM 160. Emphasis on reaction kinetics, chemical equilibrium, precipitation reactions, acid-base theory, and oxidation-reduction reactions. Concurrent registration in CHM 171 is highly recommended. A grade of "C" or better is required in this course in order to take CHM 342, 352 or 506. This course may not be taken Pass/Not Pass.

Credit hours: 3    Lecture contact hours: 3    Lab contact hours: 0    **Typically offered:** Spring

- **CHM 171 General Chemistry II Lab**

Prerequisite(s): CHM 170 or concurrent enrollment in CHM 170 and a C or better in CHM 160 and CHM 161. An introduction to laboratory chemistry employing principles and techniques that reflect material presented in CHM 170, e.g., physical studies on kinetics and equilibria of aqueous systems, qualitative and quantitative analysis, and data manipulation and interpretation. A grade of "C" or better is required in this course in order to take CHM 302 or 342. May not be taken Pass/Not Pass.

Credit hours: 1    Lecture contact hours: 0    Lab contact hours: 3    **Typically offered:** Spring

- **CHM 197 Selected Topics in Chemistry**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:    Lecture contact hours:    Lab contact hours:    **Typically offered:**

- **CHM 200 Essentials/Organic Chemistry**

Prerequisite(s): CHM 116 (lecture) and CHM117 (lab). Principles of organic chemistry and biochemistry. Students not meeting prerequisite must have permission by department to enroll. Does not apply toward a chemistry major or minor if the student passes CHM 310. A grade of C or better is required in order to take CHM 350. This course may not be taken pass/not pass.

Credit hours: 5    Lecture contact hours: 4    Lab contact hours: 3    **Typically offered:** Fall

# Child & Family Development Courses

## Child & Family Development (CFD) courses

- **CFD 110 Health, Safety and Nutrition**

Introduces curriculum, regulations, standards, policies, procedures and current trends related to health, safety and nutrition of children and families. Recognize and create safe environments for children, universal precautions and menu planning to meet the nutritional needs of children. Emphasis placed on integrating and maintaining optimal health, safety, and nutritional concepts in every day planning and program development for all children.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CFD 130 Essentials of Nutrition**

Fundamental principles of nutrition and diet for physical fitness. Dietary needs of age group. Cultural aspects of nutrition. May not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CFD 150 Intro Child/Family Development**

The scope of this course is a study of the field of child and family development. Professional opportunities and analysis of personal proficiencies will be the focus.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CFD 155 Prin of Human Development**

CBE. Basic principles that govern human development from the prenatal period to death; developmental tasks and interrelations of family members through the life span. Licensed Practical Nurses who have been admitted to the LPN-to-RN program may receive advanced credit for NUR 101 (See "Licensed Practical Nurse" in the catalog index.)



Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 160 Prin of Develop in Early Chdhd**

Development of the child from conception through 8 years of age including weekly laboratory experience with preschool children. Two hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning, and medical examination report for child care providers required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Upon demand

- **CFD 163 Relationship in Today's Family**

Personal and family living in the early stages of family life cycle. Concepts and methods used in initiating, building, maintaining, and enriching relationships.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 197 Topics in Child Development**

Variable content course for introductory concepts in Child and Family Development. May be repeated to a total of 6 hours when topics change. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **CFD 204 Management of Early Childhood Programs**

Types, purposes and administration of programs for children, youth and families. Emphasizes operation and management of early childhood programs, including issues related to staffing, curriculum and program planning, funding, facilities, public relations, and licensing and accreditation.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 234 Assessment Strategies and Techniques in Early Childhood**

Assessment of young children's strengths, progress, and needs. Use of developmentally appropriate, culturally and linguistically responsive assessment methods to assist in making sound

decisions about teaching and learning.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 244 Working with Young Children with Special Needs**

The historical, philosophical, and legal aspects related to identifying and meeting the needs of diverse learners. Developmentally appropriate curricular and instructional adaptations for young children and their families will be identified.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 250 Parenting in Contemp Society**

Explores parenting and child rearing in today's society.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **CFD 255 Princ of Develop in Infancy**

Child development from conception through two years, including preconception environment. Two hours laboratory experience weekly in an infant-toddler child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning, and medical examination report for child care providers is required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Upon demand

- **CFD 257 Prin of Develop in Mid Chldhd**

Development of the child from 6 through 12 years in cognitive, physical, social, emotional aspects. Contact with groups of children in this age range is arranged.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Summer

- **CFD 260 Supvsd Exper/Chld Dev Labs**

Prerequisite(s): A grade of C or better in CFD 160. Experience in applying the most effective techniques for maximum growth in the physical, social, emotional, and mental development of the

whole child. Influences a safe and healthful environment upon the child's development. Four hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin test, registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning, and medical examination report for child care providers is required. This course required registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course. Course fee.

Credit hours: 4   Lecture contact hours: 2   Lab contact hours: 4   **Typically offered:** Upon demand

## • **CFD 261 Play as Development**

A study of play and its relationship to children's physical cognitive, language, moral, social, emotional, and gender role development, and how environments can be designed to facilitate learning through play. Adults' role in facilitating and enhancing play of typical and atypical children.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers**

Prerequisite(s): ENG 110, COM 115, MTH 103, completion of 40 credit hours and a grade of C or better in CFD 260. Planning and implementing curriculum to meet the cognitive, emotional, physical, creative and social developmental needs of the young child. International and cross-cultural study of curriculum models, diversity, and global issues related to the education of young children. Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Six hours laboratory experience weekly in child development laboratory required. A negative tuberculin skin registration in the family care safety registry, Missouri Accreditation Education #Form, confidentiality statement, biometric time clock scanning, and medical examination report for child care providers required. This course requires registration in the family care registry. Findings that prevent a student from participating in a licensed and accredited child care center will disqualify the student from completion of this course. This course meets the capstone requirement for the AAS degree in Child and Family Development.

Credit hours: 5   Lecture contact hours: 2   Lab contact hours: 6   **Typically offered:** Upon demand

# Communications Courses

## Communications (COM) courses

- **COM 110 Critical Thinking**

This course seeks to enhance the students' skills and abilities in analyzing, synthesizing, and evaluating information and to assess those versatile and fundamental skills that are essential to responsible decision-making. There will be an integration of problem-solving and critical thinking with communication skills.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **COM 115 Fundamentals of Public Speaking**

Honors eligible course. Principles of public speaking. Preparation and delivery of speeches. Emphasis on informing and persuading audiences. The Honors component would be a project prepared by the student that would result in a 30 to 60 minute program to educate the audience on a topic approved by the instructor. The program would be presented to a live audience or over community cable. A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **COM 197 Selected Topics in Communication**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **COM 205 Interpersonal Communication Theory and Skills**

Theory and practice in the principles and skills of interpersonal communication within a variety of contexts. Representative topics include: perception; self-concept development; verbal and nonverbal communication; effective listening techniques; conflict resolution; and sensitivity to cultural and gender differences.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **COM 209 Survey of Communication Theory**

A survey of selected theoretical approaches to understanding mediated and non-mediated human communication.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 1   **Typically offered:** Upon demand

# Computer Graphics & Programming Courses

## Computer Graphics & Programming (CGP) courses

- **CGP 110 Game Development I**

Prerequisite(s): Eligible for MTH 103 and either ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150 or a Math COMPASS score of 81 for higher or departmental permission. Introduction to concepts of video game design and development. Working independently as well as in a team, students will learn to develop and design gameplay for video game production. Students must earn a C or better in CGP 110 to progress into CGP 220. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CGP 115 Game Art Drawing I**

Basic elements and principles of game art drawing. a problematic approach to the process of seeing and drawing through an applied investigation of natural and man-made forms. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CGP 125 Digital & Physical Sculpting**

This course provides an introduction to techniques and processes used in modeling three dimensional characters or other objects. The course is divided into two parts. During the first half of the semester students will complete four projects utilizing polymer clay. During the second half of the semester students will complete four projects utilizing the computer program Mudbox. Each half semester will culminate in a complex project that will require the development and execution of a plan in order to be successful. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CGP 130 Web Development II**

Prerequisite(s): CGP 120, CGP 145, grade of C or better in both or departmental permission. A study of the design and development of web sites using HTML editors (such as Adobe Dreamweaver), graphics packages and multimedia packages. The student will learn to create and deploy professional-grade web sites. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **CGP 145 Introduction to Computer Programming**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading Score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150 or departmental permission. An introduction to and an overview of elementary computer programming. Topics will include variables, calculations and data manipulation, decision-making, loops, printing, and graphics. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

## • **CGP 150 Introduction to Digital Graphics**

Using a variety of software programs, students will explore the creation of materials and textures used in 2D/3D game environments. Images and textures will be created from scratch, scanned and manipulated as needed. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **CGP 155 Flash Development**

Prerequisite(s): Grade of C or better in CGP 145 or departmental permission. A comprehensive introduction to the key concepts of Adobe Flash development using Action Script. Students will learn how to develop interactive applications for deployment to the internet and mobile devices. Course fee. 3(2--2) S

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

## • **CGP 160 Introduction to 3D Modeling and Animation**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150 or departmental permission. Students will explore basic 3D modeling, animation, unwrapping, texturing, and game engine exporting techniques. While completing individual modeling assignments students will develop a theme or collection of objects both static

and animated that will be imported into an industry standard game engine thus developing a final project. Students must earn a C or better in CGP 160 to progress into CGP 250. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **CGP 170 3D Game Environments**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150 or departmental permission. Students learn 3D modeling and texturing concepts as related to 3D game environments. Primarily using Photoshop and 3ds max, students learn to create realistic textures from photo source and a variety of techniques to portray game worlds. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **CGP 175 Game Design**

This is an introductory course to the concepts of game development and design through the use of card and board games. This course will provide practical, hands on experience with game prototyping, mechanics, theme and overall design. Students will design and develop their own card or board game as a final project. No prior experience is required to take this course. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Upon demand

## • **CGP 180 Intro to Multimedia Audio**

Students learn introductory skills needed to create multimedia audio using a variety of software tools. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **CGP 197 Special Topics in Computer Graphics and Programming**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ. credits may count toward any degree. Course fee. (1-6) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

## • **CGP 200 Mobile Game Development**



Prerequisite(s): Grade of C or better in CGP 145 and CGP 110 or CGP 160 or departmental permission. An introduction to the process of mobile game development based upon the Unity game engine. Students learn to develop game applications targeted at mobile operating systems such as Apple's IOS and Google's Android platform. Includes theory, concepts, and hands-on programming. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **CGP 210 SQL Database Management**

Prerequisite(s): Grade of C or better in CIS 260 or CGP 255 or departmental permission. Study of database management concepts and techniques using SQL. Emphasis on important aspects of SQL for retrieving and storing information in a relational database. Additional topics include focusing on the SQL syntax used by Microsoft SQL Server, Oracle Database, and MySQL. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **CGP 220 Game Development II**

Prerequisite(s): Grade of C or better in CGP 110, CGP 250 and CGP 255, or departmental permission. Continued study of concepts of video game design and development. Working independently as well as in a team, students will learn to develop and design game-play for video game production. Additionally, students will work independently or as a team to research and plan the development of their CGP 297 Capstone Project. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **CGP 250 3D Character Modeling and Animation**

Prerequisite(s): Grade of C or better in CGP 160. Students will explore 3D character modeling, animation, unwrapping, texturing, and game engine exporting techniques. While completing individual assignments students will develop a character of their own design that will be imported into an industry standard game engine thus developing a final project. Students must earn a C or better in CGP 250 to progress into CGP 260. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **CGP 255 Graphics Programming I**

Prerequisite(s): Grade of C or better in CGP 145. Introduction to key concepts of graphics programming. Student will create programming projects using 2D & 3D graphics. Students must

earn a C or better in CGP 255 to progress into CGP 265. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CGP 260 Advanced 3D Modeling and Animation**

Prerequisite(s): Grade of C or better in CGP 250. Students will continue exploration of 3D modeling, animation, unwrapping, texturing, and game engine exporting techniques. Students will further refine character modeling and animation techniques to create characters, models and animations that will be imported into an industry standard game engine thus developing a final project. Students must earn a C or better in CGP 260 to progress into CGP 267. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CGP 265 Graphics Programming II**

Prerequisite(s): Grade of C or better in CGP 255. Intermediate concepts of graphics programming. Students will create programming projects using 2D & 3D graphics. Includes an introduction to game engines. Students must earn a C or better in CGP 265 to progress into CGP 267. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CGP 270 Virtual Media Entrepreneurship**

Prerequisite(s): A grade of C or better in CGP 220 or departmental permission. Introduces the concepts of being a virtual media entrepreneur. Students will learn basic marketing and Promotional techniques for selling their virtual media theory, concepts, and hands on projects are a part of the class. This course assumes previous course work in developing virtual media background.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **CGP 297 Computer Graphics and Programming Capstone**

Prerequisite(s): Completion of 40 credit hours including CGP 220, CGP 260, CGP 265, ENG 210 or ENG 221, MTH 100 or higher (except MTH 197), IDS 110. Independent design and development of a Computer Graphics and Programming project in a field of the student's choice, with the instructor's approval. These projects can be individual or team projects. A unit of instruction relating globalization of and to the Video Game Industry will occur. This course provides a culminating experience for the general education program and includes some non-course educational experiences. Students will be required to participate in the CAAP and other university assessment activities and must submit a student learning portfolio. Although no points will be awarded for these

activities, failure to complete any of them will result in an automatic grade of "F" for the course. If extenuating circumstances exist, you may apply for an incomplete. This course may not be taken Pass/Not Pass. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CGP 299 Internship in Computer Graphics and Programming**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in computer graphics and programming is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. This Internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Computer Information Systems Courses

## Computer Information Systems (CIS) courses

- **CIS 100 Introduction to Computers**

This course provides students with an introduction to computers, including basic computer functions; file management; basic troubleshooting; using operating systems; Internet navigation; overview of Microsoft Office Word, Excel, PowerPoint and Outlook. Students may not receive credit for both CIS 100 and WES 170.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 101 Computers for Learning**

Use of the computer including the use of operating systems, e-mail, surfing the Web, word processor software, desktop publishing, presentation software, and spreadsheet software. Course may be waived by proficiency exam.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **CIS 110 Microsoft Office Word I**

This course provides an introduction to Microsoft Office Word. Students will learn how to complete basic tasks using Word, including how to create and manage documents; format text, paragraphs and sections; create tables and lists; apply references; insert and format objects. The course content aligns with the requirements for the Microsoft Office Specialist Word 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 111 Word Processing and Presentation Software**

Prerequisite(s): CIS 110. This course provides an introduction to Microsoft Office Word. Students will learn how to complete basic tasks using Word, including how to create and manage documents;

format text, paragraphs and sections; create tables and lists; apply references; insert and format objects. The course content aligns with the requirements for the Microsoft Office Specialist Word 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 112 Microsoft Office Excel 1**

This course provides an introduction to Microsoft Office Excel. Students will learn how to complete basic tasks using Excel, including how to create and manage worksheets and workbooks; create cells and ranges; create tables; apply formulas and function; create charts and objects. The course content aligns with the requirements for the Microsoft Office Specialist Excel 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 113 Microsoft Office Excel 2**

Prerequisite(s): CIS 112 This course provides an introduction to Microsoft Office Excel. Students will learn how to complete intermediate level tasks using Excel, including how to manage and share worksheets and workbooks; apply custom formats and layouts; create advanced formulas; create advanced charts and tables. The course content aligns with the requirements for the Microsoft Office Specialist Excel 2013 Expert Parts 1 and 2 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 114 Microsoft Office PowerPoint**

This course provides an introduction to Microsoft Office PowerPoint. Students will learn how to complete basic tasks using PowerPoint, including how to create and manage presentations; insert and format shapes and slides; create slide content; apply transitions and animations; manage multiple presentations. The course content aligns with the requirements for the Microsoft Office Specialist PowerPoint 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 115 Microsoft Office Outlook**

This course provides an introduction to Microsoft Office Outlook. Students will learn how to complete basic tasks using Outlook, including how to manage the Outlook environment; manage messages; manage schedules; manage contacts and groups. The course content aligns with the

requirements for the Microsoft Office Specialist Outlook 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 116 Microsoft Office Access**

This course provides an introduction to Microsoft Office Access. Students will learn how to complete basic tasks using Access, including how to create and manage a database; build tables; create queries; create forms; create reports. The course content aligns with the requirements for the Microsoft Office Specialist Access 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 117 Microsoft Office SharePoint**

This course provides an introduction to Microsoft Office SharePoint. Students will learn how to complete basic tasks using SharePoint including how to create and manage content; manage SharePoint sites; participate in user communities; configure and use site search results. The course content aligns with the requirements for the Microsoft Office Specialist SharePoint 2013 certification exam.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 195 Intro to Desktop Publishing**

Introduction to Desktop Publishing concepts and applications.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 197 IntroTopics/Comp Info Systems**

Variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **CIS 200 Critical and Creative Thinking Using Information Technology**

Prerequisite(s): A grade of C or better in CIS 101. Students learn and apply techniques that support critical and creative thinking when solving individual and public policy problems using information

technology. Case studies with applied, real-world examples are used throughout in support of the public affairs mission of the university. Instructional methods include lecture, discussion, demonstration, guided practice, and technology-supported collaboration.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CIS 201 Computer Applications/Business**

Prerequisite(s): Grade of C or better in CIS 101 or departmental permission. A study of the use and applications of computer information systems concepts in business and public organizations. The course emphasizes the use of spreadsheet software to plan, analyze, design, develop and test business solutions. Course Fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CIS 205 Web Site Design & Development**

Prerequisite(s): CGP 145, or CGP 145 concurrently, eligible for MTH 100 or higher and either ACT Reading Score of 18 or greater or COMPASS Reading Score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150 or departmental permission. A study of the design and development of web sites using HTML editors (such as Microsoft Visual Studio or Adobe Dreamweaver), graphics packages and multimedia packages. The student will learn to create and deploy professional-grade web sites. Course Fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CIS 229 Fundamentals of CIS**

Prerequisite(s): Grade of C or better in CGP 145 - Introduction to Computer Programming; or placement into MTH 135 - College Algebra or higher; or departmental permission. Fundamentals of computer hardware, operating systems, networking, security, and troubleshooting. This course follows the CompTIA A+ curriculum.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CIS 242 Database Management**

Prerequisite(s): CIS 101. This course will cover advanced database management software topics such as advanced queries, custom forms, custom reports, integrating the DBMS software with other programs, HTML documents, Data Access Pages, action queries, Briefcase Replication, macros, enhancing the DBMS software with a programming language, and optional topics such as database

design as time permits.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **CIS 260 Application Development I**

Prerequisite(s): Grade of C or better in CGP 145 - Introduction to Computer Programming or placement into MTH 135 - College Algebra or higher or departmental permission. Introduction to the key concepts of object technology and the fundamentals of the Java programming language. Projects using Java involve the development of elementary applications.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **CIS 270 Application Development II**

*Prerequisite: Grade of C or better in CIS 260 or departmental permission.*

This course is a continuation of the study of object technology and the Java programming language. Projects using Java involve the development of standalone and web based applets. Topics include Swing, layout managers, event handling, exception handling, inheritance, arrays, graphics, and file I/O. An introduction to HTML is covered to support web server based applets. 3 (2-2). F.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **CIS 290 Adv Microcomputer Applications**

Prerequisite(s): Grade of C or better in CIS 101 or departmental permission. Emphasis on problem-solving activities using advanced applications such as word processing, desktop publishing, database, graphics, and multimedia. Course Fee.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **CIS 299 Internship/Computer Info System**

Prerequisite(s): 24 credit hours or equivalent experience. The Internship in computer information systems is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su



# Computer Science Courses

## Computer Science (CSC) courses

- **CSC 125 Introduction to C++**

Prerequisite(s): C grade or better in CGP 145 - Introduction to Computer Programming or Placement into MTH 135 - College Algebra or higher. Programming and problem-solving using C++. Language constructs for assignment, flow control, input/output and functions are studied and applied. Techniques of object-oriented programming are introduced.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Upon demand

- **CSC 197 Spec Topics/Computer Science**

A variable content learning module consisting of lecture, discussion, studio projects, and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated for up to 6 credit hours if the topics differ. (1-6) D.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **CSC 210 Public Affairs Issues in Computing**

This course will focus on public affairs in computing. Students will consider the debate between public access to data verses privacy and the rights and responsibilities of government and corporations with regard to data and privacy. Sources of data, open government data initiatives, data and computer system protection will also be investigated. Cultural factors influencing computer use, including technology use by indigenous cultures and how governments view internet control will also be covered in this course.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Criminal Justice Courses

## Criminal Justice (CRM) courses

- **CRM 210 American Criminal Justice Syst**

An overview of the American criminal justice system, it's functions, problems, and potential solutions. This course is a pre-requisite for upper division criminology and criminal justice courses.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **CRM 250 Police in American Society**

This course examines the history, structure and function of law enforcement as a means of addressing behavior which violates the law. Problems faced law enforcement and solutions to those problems are also discussed.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CRM 260 Criminal Law and the Courts**

This course examines the basic principles, processes, and structures found in adult criminal courts in the United States and Missouri. The course also examines the nature and development of criminal law from the Common Law to its current state nationwide, with an emphasis on current Missouri criminal law.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **CRM 270 Instit/Comm Based Corrections**

A course designed to critically examine the various social control responses to delinquent and criminal behavior. Includes the history, philosophies, and practices of American corrections and an evaluation of the advantages and disadvantages of each societal/correctional response. Problems in the field of corrections and related solutions are also examined.

# Consumer & Family Studies Courses

## Consumer & Family Studies (CFS) courses

- **CFS 120 Family Health**

Current trends in family health care and home nursing care; practice in the laboratory. Course Fee

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Upon demand

# Design Courses

## Design (DES) courses

- **DES 202 Graphic Design Systems**

Prerequisite(s): ART 100 and ART 101 and ART 215. Abstract and theoretical applications of design systems including grid information, various symmetries, and printed page formats.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **DES 210 Intro to Computer Graphics**

Prerequisite(s): ART 100, ART 101, ART 115 and ART 215, or CIS 101. An introduction to methods of image creation and visual communication via available computer graphic software packages. Emphasis will be placed on the use of the computer as a production tool for graphic designers.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

# Diagnostic Medical Sonography Courses

## Diagnostic Medical Sonography (DMS) courses

- **DMS 110 Abdominal Sonography I**

Prerequisite(s): BMS 110 or BMS 267; and DMS 101. This course is a study of the cross-sectional anatomy of the abdominal organs and their normal pathological appearance on ultrasound. Scanning techniques, transducer selection and scanning protocols are also a focus of this course. (Online)

Credit hours: 5   Lecture contact hours: 5   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **DMS 115 Practicum I**

Prerequisite(s): DMS 101. Practical workplace training of the various sonographic exams. An individualized learning plan is developed for each student. This is the student's practical externship/internship. Includes 448 hours of practicum.

Credit hours: 7   Lecture contact hours: 0   Lab contact hours: 28   **Typically offered:** Fall

- **DMS 125 Practicum I**

Prerequisite(s): DMS 115. Practical workplace training of the various sonographic exams. An individualized learning plan is developed for each student. This is the student's practical externship/internship. Includes 224 hours of practicum.

Credit hours: 7   Lecture contact hours: 0   Lab contact hours: 28   **Typically offered:** Summer

- **DMS 221 Practicum I**

Prerequisite(s): DMS 215. Practical workplace training of the various sonographic exams. An individualized learning plan is developed for each student. This is the student's practical externship/internship. Includes 448 hours of practicum.

Credit hours: 7   Lecture contact hours: 0   Lab contact hours: 28   **Typically offered:** Spring

- **DMS 225 Practicum I**

Prerequisite(s): DMS 221. Practical workplace training of the various sonographic exams. An individualized learning plan is developed for each student. This is the student's practical externship/internship. Includes 224 hours of practicum.

Credit hours: 7   Lecture contact hours: 0   Lab contact hours: 28   **Typically offered:** Summer

# Economics Courses

## Economics (ECO) courses

- **ECO 101 Economics of Social Issues**

This course focuses on understanding and analyzing major contemporary social issues such as globalization, pollution, poverty, income distribution, taxes, social security, the appropriate role of government, etc. Students will be introduced to the basic tools of economics so that they can develop a general framework within which a variety of political, social and economic issues can be analyzed. Issues will be discussed from a national, regional and local perspective.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ECO 155 Principles of Macroeconomics**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. This course prepares the student to understand the economic structure of the United States and its place in the world economy, to interpret common economic measures, to understand the processes of governmental fiscal and monetary policies, and to evaluate individual decision-making from an economic perspective. A student may not receive credit for more than one of AGR 144 and ECO 155.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ECO 165 Principles of Microeconomics**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS Reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. Basic principles of economics with a particular emphasis on the nature and application of those bearing on decision making within a household, firm or industry: including consideration of problems respecting the composition and pricing of the national output, distribution of income, pricing and output of factors of production and foreign trade.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ECO 170 Mini Economics I**

Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics are limited to those requiring no prior economics training. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **ECO 197 Topics in Economics**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **ECO 200 Consumer Economics**

Economic problems of concern to the individual and the household and practice in the use of consumer aids. This course does not count as an elective towards the Economic Major at MSU-Springfield.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ECO 270 Mini Economics II**

Prerequisite(s): ECO 155. Course devoted to a single contemporary topic that can vary from semester to semester depending upon student and faculty interest. Topics generally are limited to those of macroeconomic nature. Students should check the current registration schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 2 hours credit. Variable Content Course.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand



# Education Courses

## Education (EDU) courses

- **EDU 150 Introduction to Teaching**

May be taken concurrently with EDU 202. An introduction to the teaching profession including an introduction to teaching standards and the professional portfolio process, observations, projects and information designed to aid students entering the teaching profession.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **EDU 202 Teaching Profession/Field Expr**

Prerequisite(s): ENG 110. This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **EDU 250 Foundations of American Education**

This course will examine historical, philosophical, political, economic, and legal foundations of American public education systems. The nature of school environments, design, organization of school curricula, characteristics of effective schools/instruction in grades K-12, educational structures, practices, and projections for the future will be studied.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **EDU 251 Education Practicum/Internship**

This course will involve a field experience whereby the student will observe/assist a teacher in the regular classroom. Workshops, field trips and guest lecturers will complete the fulfillment of the

course.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 4   **Typically offered:** Upon demand

- **EDU 258 Comprehensive School Health Ed**

Methods, activities, materials, and knowledge base necessary to enable classroom teachers to effectively teach and support a comprehensive program of school health.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **EDU 297 Rural Education in a Global Society**

Prerequisite(s): Completion of 40 credit hours including COM 115, ENG 110, ENG 210, or ENG 221, MTH 130 or higher (except MTH 197), and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210, or ENG 221, IDS 110 and concurrent enrollment in MTH 130 or higher (except MTH 197); or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 130 or higher (except MTH 197), and concurrent enrollment in ENG 210 or ENG 221. This is a capstone course for students seeking the Teacher Completion Program or AAT and provides and understanding of rural education and generational poverty essential in the preparation of effective teachers. This course will provide an introduction to the teaching profession, the economics of rural life and rural education, and strategies for effectively dealing with generational poverty as it pertains to education. 1-3 F/S/Su

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Engineering Courses

## (EGR) courses

- **EGR 100 Careers in Engineering**

Exploration of career opportunities in engineering. Professional and ethical expectations for engineers will be covered.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered: Fall**

- **EGR 110 Intro to Engineering Design**

Introduction to engineering design, including problem clarification, concept generation and selection, prototyping methods, engineering ethics, and design communication techniques. Computer aided design tools are introduced to assist in design analysis and process. Students will participate in a group project as part of this course.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered: Fall**

# English Courses

## Directed Self-Placement for Writing Classes

Except for student veterans and students enrolling in dual-credit or dual-enrollment courses, Missouri State University-West Plains no longer uses a placement exam to determine students' eligibility for college English courses. Instead, students complete a Directed Self-Placement Survey assessing their past writing experience and their confidence in their current writing skills. Based on the results of this survey, students receive advice about the entry-level course in which they should enroll. It is highly recommended that students follow given advice. Inappropriate self-placement may increase the time it takes to complete a certificate or degree and may interfere with financial aid. For further information see the [Directed Self-Placement explanation](#).

## English (ENG) courses

- **ENG 100 Introduction to College Composition**

Prerequisite(s): Completion of Directed Self Placement Survey. Required of some students as determined by scores on placement tests. An introduction to the composition sequence: the purpose of whole compositions, the processes that lead to finished compositions, and the parts that combine to create compositions. May be taken Pass/Not Pass (P/NP) . Students who take the course P/NP will receive a P only if their course grades equal a C or higher. Students must earn a C or better in ENG 100 to pass and progress into ENG 110.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ENG 100A Intro to College Composition**

Prerequisite(s): Completion of Directed Self Placement Survey. One of two paired courses that make up ALP, ENG 100A is an introduction to the composition sequence: the purposes of whole compositions, the processes that lead to finished compositions, and the parts that combine to create compositions. Graded Pass/Not Pass only. Students enrolled in ENG 100A must also be concurrently enrolled in ENG 110A.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **ENG 101 Integrated Developmental Reading and Writing**

Prerequisite(s): 17 or below on the ACT Reading sub score or 80 or below on the COMPASS; and placement in ENG 100. English 101 Integrated Reading and Writing will satisfy the requirements for Reading 125 and English 100. The purpose of this course is to prepare students for English 110 and increase their reading proficiency for all other content courses. Students will engage in the reading and writing processes. They will also learn how to independently read and understand academic texts, and critically respond to the ideas presented in those texts via well-organized, coherent written essays. Required of first-year students who score 17 or below on their reading ACT sub score. Students must receive a C or better in this courses in order to progress to ENG 110.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **ENG 110 Writing I**

Prerequisite(s): Completion of Directed Self Placement Survey or a grade of C or better in ENG 100 or ENG 100A or ENG 101 or COMPASS Reading score of 81 or higher or ACT Reading score of 18 or higher or an SAT Verbal score of 430 or higher. An introduction to college-level writing in which students develop critical reading and writing skills. The emphasis in reading has students locating, evaluating, and synthesizing information in an analytical and ethical manner. The emphasis in writing develops students' understanding of the ways writers generate and express ideas of different purposes to various kinds of audiences across a range of context, including social, academic, and professional. Students work on argumentation, rhetorical analysis, and editing for clarity, style, and conventions. A grade of C or better is required in this course in order to take ENG 210 or ENG 221. Students may not receive credit for both ENG 110 and ENG 110A.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **ENG 110A Writing I**

Prerequisite(s): Completion of Directed Self Placement Survey. One of two paired courses that make up ALP (Accelerated Learning Program), ENG 110A is an introduction to college-level writing in which students develop critical reading and writing skills. The emphasis in reading has students locating, evaluating, and synthesizing information in an analytical and ethical manner. The emphasis in writing develops students' understanding of the ways writers generate and express ideas of different purposes to various kinds of audiences across a range of context, including social, academic, and professional. Students work on argumentation, rhetorical analysis, and editing for clarity, style, and conventions. Students enrolled in ENG 110A must also be concurrently enrolled in ENG 100A and must earn a C or better to progress to ENG 210 or ENG 221. Students may not receive credit for both ENG 110 and ENG 110A. .

- **ENG 184 Mini Literature**

Topics in literature, such as detective fiction, Missouri writers, new fiction. Check current registration schedule for topics offered. Course may be repeated, provided topic and title are different, to a maximum of 6 hours. Will satisfy part of the general education requirement in Humanities. Variable Content Course. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ENG 190 Language Skills**

Development of specific writing skills in selected areas of composition, such as sentence grammar and structure, punctuation and capitalization, spelling, diction and dictionary use, outlining and organization. Not a composition course. Check current registration schedule to determine topics being offered. Course may be repeated, provided topic and title are different, to a maximum of 3 hours. Will not satisfy the general education requirement in English. Variable Content Course. (1-3) F,S

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ENG 197 Selected Topics in English**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ENG 200 Introduction to Literature**

Prerequisite(s): ENG 110. General Education Course (Humanities). Investigation of the roles that literature plays in shaping, preserving, and contesting culture and society. Study of literacy in the broadest sense and its impacts over a variety of time periods and cultures.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Fall, Spring

- **ENG 203 Creative Writing:Poetry**

Prerequisite(s): A grade of C or better in ENG 110. Introduction to the theory, technique and terminology of writing poetry, and practical experience in writing in the form. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **ENG 205 Creative Writing: Nonfiction**

Prerequisite(s): A grade of C or better in ENG 110. An introduction to writing creative nonfiction, including critical reading in the genre.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 210 Writing II: Academic Writing**

Prerequisite(s): A grade of C or better in ENG 110 Study practice of the discourse conventions of academic writing about public affairs from the perspective of an educated person. Preparation for writing within disciplines. Additional course work will be required for students taking as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ENG 215 Creative Writing: Short Story**

Prerequisite(s): A grade of C or better in ENG 110. Introduction to the theory, technique, and terminology of short story writing, and practical experience in writing in the form. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **ENG 220 Exposition**

Prerequisite(s): A grade of C or better in ENG 110. Problems in exposition and persuasion; elementary logic, critical reading.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 221 Writing II: Writing for the Professions**

Prerequisite(s): A grade of C or better in ENG 110. (Focus on Written Communication and Integrative and Applied Learning). Students apply discipline-specific knowledge to a variety of writing situations encountered by professionals: correspondence, proposals, documented research reports, abstracts, definitions, product and process descriptions. Projects emphasize developing skills in audience analysis, including multicultural considerations; analytical reading; critical thinking; research methods; and clear writing, with attention to the ethical dimensions of workplace writing. Additional course work will be required for students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **ENG 225 Creative Writing:Playwriting**

Prerequisite(s): A grade of C or better in ENG 110. Problems in playwriting. Students who earned a D in ENG 110 may appeal to the department chair for admission to this course through a portfolio of work.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 230 Intro Reading in Literature**

Prerequisite(s): ENG 110. Reading and enjoying poetry, fiction, and drama written in English. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 231 Major Writers of English**

Prerequisite(s): ENG 110. Study of characteristic writing by important American and/or British authors. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree. Additional course work will be required for students taking this class as an Honors course, and a B grade or higher must be earned in order to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **ENG 232 Ozarks Writers**

Prerequisite(s): ENG 110 or instructor permission. Study of characteristic works by significant Ozarks writers. Writing will be required on the works read. Taught for non-literature majors. Not



open for credit on any English degree. 3(3-0)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ENG 234 Literature/Chldrn & Yng Adults**

Prerequisite(s): ENG 110. Study of various genres-poetry, picture books, traditional stories, fiction and non-fiction appropriate for early childhood and elementary and middle school grades; criteria for selection. Satisfies requirement for Early Childhood and Elementary Certification at Missouri State University, Springfield. 3(3-0)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **ENG 235 Critical Approaches to Lit**

Prerequisite(s): ENG 110. Writing analytical papers employing a variety of critical methods of reading and interpreting poetry, fiction, and drama.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **ENG 236 Minorities in Literature**

Prerequisite(s): ENG 110. Study of characteristic literary works by African American, Hispanic American, Native American, and other minority authors. Variable content course. May be repeated to a total of 6 hours if the topic is different.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **ENG 280 Short Story**

Prerequisite(s): ENG 110. Analysis and appreciation of the short story and the study of its development.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **ENG 283 Folklore & Cultural Engagement**

Prerequisite(s): A grade of C or better in ENG 110. Reading and examination of folklore as national or international cultural holding material will serve to introduce research methods of the discipline and major genres of folklore: folk narrative, folk song, and material culture.

- **ENG 285 Subjects in Folklore**

Prerequisite(s): ENG 110. Reading and examination of folklore, as folk art and as cultural holding material; study may focus on types (such as myths, legend, fairy tales) ; groups (such as miners, cowboys, railroaders) ; or regions (such as Ozarks, New England or Scandinavia) . Student requests will considered. Variable Content Course. May be repeated to a total of 6 hours.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 288 Lit of Work:Readings in Prof**

Prerequisite(s): ENG 110. The use of literary texts to explore the personal, cultural, and philosophical issues raised by work in the professions. This course is reading and writing intensive. An honors component, requiring additional research and writing, is available.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 289 Literature, Culture, Conflict**

This course explores how literature imagines cultural identities, conflicts within and between cultural groups, and efforts to resolve these conflicts. For the purposes of this course, culture will be understood in terms of such categories as nation, region, language, race, ethnicity, religion, social class, family structure, gender, sexuality, age, and disability. Through the critical analysis of literature and through personal reflection on literary texts, students will learn to recognize, describe, and understand their own and others' cultures, the histories of these cultures, and their divergences and convergences. Students will also consider how knowledge of multiple cultures can form a foundation for ethical decision-making and action in a variety of public arenas. Appropriate for students in all majors.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **ENG 296 Introduction to Linguistics**

Prerequisite(s): ENG 110. Introduction to fundamental concepts of linguistic theory as they apply to languages of the world, especially English. Areas covered include phonology, morphology, syntax, and semantics, and some applied areas, such as language variation, change, and acquisition, disorders, and language and culture.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Entrepreneurship Courses

## Entrepreneurship (EPR) courses

- **EPR 110 Introduction to Entrepreneurship**

This course introduces students to the requirements for starting and operating a successful business. Students will learn how to assess the business environment and identify potential viable business opportunities. Business start-up, planning, organization, management, marketing, accounting, and financing are also covered in this practical course.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **EPR 121 Accounting Software Applications**

This course uses QuickBooks Accounting Software. Upon successful completion of this course, a student will be able to use the computer software to create the accounting books for a small business, including a chart of accounts, accounts receivable and payable subsidiary ledgers, transaction journals, general ledgers, financial statements, reports and forecasts. This course includes software which must be installed on an off campus computer accessible to the student in order to complete the requirements for the course.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 4   **Typically offered:** Fall

- **EPR 130 Sales and Customer Service**

This course helps students learn the skills necessary to serve as an effective interface between customers and the organization offering products and/or services. Emphasis is placed on the development of communication skills that enhance and establish long-term customer relationships. Effective sales techniques and presentations will also be covered.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 140 Accounting for Small Business**

This survey of accounting is designed for the entrepreneur who needs an overview of both Financial Accounting, the basic accounting cycle and the creation of the three main financial statements and Managerial Accounting, including capital investing, budgeting, cost analysis, and performance evaluation and for those A.A.S. programs which require only 1 semester of accounting. This course is not designed for students in the A.A.S. Business Management of Business Accounting degree program and cannot be substituted for ACC 201 or ACC 211. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **EPR 150 Marketing for Small Businesses**

This course will present social media marketing strategies for a small or start up business. Students will be introduced to a variety of social media platform and will learn how to use each platform in business and marketing applications.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 160 Legal Issues for Entrepreneurs**

This course will focus on legal issues pertaining to small businesses, including forms of business organization, contracts, intellectual property protection, trademarks, copyrights, patents, and human resource issues.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 170 Business Ethics**

This course will challenge the student to heighten ethical conscience as an individual as well as within an organizational structure. Students will be challenged to develop a personal system of integrity, professionalism, and honesty while understanding the ethical paradigms of others. Through this course, students will examine the importance of developing an ethical structure prior to facing an ethical dilemma. This course will focus on ethics as a lifelong commitment, regardless of environment.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 175 Introduction to Social Entrepreneurship**

Students will learn about social entrepreneurship, how to develop solutions to social problems and

how social entrepreneurship can make an impact on the lives of others.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0 **Typically offered:** Upon demand

- **EPR 180 Local Interpretive Implementation**

This course will introduce students to the history and principles of interpretation, audience assessment and needs, how to correlate goals and measurable objectives, and effectively identify, plan and present thematic programs. Students may select from available service-based learning opportunities with approved community partners. Students use interactive methods to interpret environmental and cultural heritage. Students will explore interpretive career pathways. 3(2-2)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **EPR 185 Interpretive Guide Certification**

Prerequisite(s): EPR 180. This course is a certification program that provides students with the knowledge and experience, cultural and environmental heritage interpretation. Students will gain technical competency of interpretation professionals and study the principles, practices and skills that are the expected standards of professional interpreters. Students will complete the National Certified Interpretive Guide exam and independently create and present a 10-minute oral interpretative presentation in accordance with the strict guidelines of NAI. Certification is contingent upon passing the CIG exam and the interpretative presentation. Course completion does not guarantee certification. Students must be at least 16 years of age in order to apply for CIG certification. Course fee.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Spring

- **EPR 197 Special Topics in Entrepreneurship**

A variable content learning module consisting of lecture, discussion, studio projects, and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ. (1-6) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **EPR 210 Employee Management and Supervision**

An introduction to the leadership skills required for managers and supervisors, including how to effectively establish goals, organize departments, recruit, hire, and train employees, establish and supervise teams, appraise employee performance, make decisions, resolve conflicts, and

communicate.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **EPR 225 Business Technology**

This course covers technological innovation, and how to effectively acquire, utilize, and manage technology to improve the business' competitiveness and opportunities for success.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 240 Family Business Management**

This course explores the unique issues involved in managing and working in a family business. Topics include family dynamics, communications, legal and financial aspects, governance, conflict resolution, non-family member employment, bringing new family members into the business, succession, transfer of leadership and ownership, and sustaining profitability.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 245 Charitable Organizations**

This course will focus on 501(c)(3) charitable organizations with particular attention to the types of organizations which can and cannot qualify for 501(c)(3) status. Further, the course will also outline some of the benefits of 501(c)(3) status, as well as many of the legal requirements for maintaining 501(c)(3) charitable status. Students will become familiar with key legal issues which are critical to 501(c)(3) charitable organizations.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **EPR 260 Funding Acquisition**

This course introduces students to various funding sources for starting or expanding a small business. Students will learn how to evaluate funding opportunities and determine which type is best for their business and how to prepare effective funding requests.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Spring

- **EPR 290 Business Plan Development**

Prerequisite(s): EPR 110 or concurrent enrollment. This course is appropriate for students

interested in starting their own business or students who already own a business and are interested in growing that business. Students interested in starting their own business will learn how to evaluate a business concept, develop a marketing plan, prepare the financial projects for their business concept and develop a sound business plan. Students who already own a business will learn how to make sound business decisions to take their business to the next level of operation. Students will also be able to identify and evaluate various resources available for funding a business.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **EPR 295 Service Learning in Entrepreneurship**

Prerequisite(s): 12 credit hours. This one-hour service learning component course incorporates community service with classroom instruction in entrepreneurship. It provides a service learning experience, addressing the practice of citizenship and promoting awareness of and participation in public affairs. It includes 40 hours of service benefitting an external community organization, agency or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. The course may be repeated for up to three credit hours.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **EPR 299 Internship in Entrepreneurship**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in entrepreneurship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives the students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Environmental Science Courses

## Environmental Science (ENV) courses

- **ENV 105 Environmental Science**

Prerequisite(s): ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 101 or IDS 150. The study of global geological cycles, biodiversity trends, human population dynamics, sustainable land and water usage, pollution impacts, energy challenges, climate change and future predictions for a cooperative global effort toward a habitable planet. The course includes a laboratory component. Partially fulfills the general education requirements in the natural sciences.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring



# Food and Culinary Arts Courses

## Food and Culinary Arts (FCA) courses

- **FCA 150 Culinary Arts**

This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Course fee.

Credit hours: 12   Lecture contact hours: 12   Lab contact hours: 0   **Typically offered:** Upon demand

- **FCA 155 Culinary Arts II**

Prerequisite(s): FCA 150. This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Course fee.

Credit hours: 12   Lecture contact hours: 12   Lab contact hours: 0   **Typically offered:** Upon demand

- **FCA 160 Culinary Arts**

Prerequisite(s): C grade or better in an approved 900-1050 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. This course is the result of an articulation agreement with the South Central Career Center and Ozark Mountain Technical Center. This course provides students with the knowledge and skills required for employment in the food service and hospitality fields. Students will learn the basics of sanitation and food safety, equipment use and maintenance, food display and presentation and catering. Students must attain a C or better in the applicable course work in the 900 clock hour program at the South Central Career Center or the 1050 clock hour program at Ozark Mountain Technical Center.. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. This course may be repeated subsequently or taken concurrently for a total of 24 credits for 900 and 1050 clock hour programs.

Credit hours: 12 Lecture contact hours: 12 Lab contact hours: 0 **Typically offered:** Upon demand

- **FCA 297 World Cuisine/Culinary Cultures**

Prerequisite(s): ENG 110, COM 115, and completion of 40 credit hours. This course is a study of International cuisines and cultures, covering the history, culture, customs, and cuisines from around the world. Course Fee.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Spring

# Finance Courses

## Finance (FIN) courses

- **FIN 266 Principles of Real Estate**

Prerequisite(s): 24 credit hours. An introduction to the study of real estate. Topics covered include legal aspects of real property, real estate, financing, appraisal, brokerage, land-use control, property management, and investing in real estate.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **FIN 280 Introduction to Financial Management**

Prerequisite(s): EPR 140 or ACC 201. Develops a conceptual understanding of investment and financing decisions toward maximizing the business owner's wealth. Exposes the student to the environment in which financial decisions are made and examines the analytical techniques used in finance. It is recommended that a student completes ECO 155 prior to or concurrently with FIN 280. This course requires the purchase of an on-line homework management application access code which can be purchased with the printed textbook or in association with an e-textbook.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

# French Courses

## French (FRN) courses

- **FRN 101 Elementary French I**

CBE. Essentials of French language emphasizing the development of speaking, listening, reading, and writing within a culturally relevant context. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **FRN 102 Elementary French II**

Prerequisite(s): A grade of C or better in FRN 101. Continuation of FRN 101. International/Intercultural component. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **FRN 297 Special Topics in French**

Prerequisite(s): Permission. Topics of selected interest in French studies, including travel-courses to French-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component. (1-6) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Fire Science Courses

## Fire Science (FST) courses

- **FST 102 Haz Materials Awareness & Ops**

Awareness topics include the laws and standards of hazardous materials, identifying placards and containers, recognizing the presence of hazardous materials, understanding material safety data sheets and shipping papers, using the Emergency Response Guidebook. Operations topics include an overview of hazardous materials, risk assessment, basic monitoring, decontamination, estimating likely harm and risks, and determining the options of intervention and non-intervention. Meets NFPA 472 standards. Credit may be awarded to persons who complete the requirements for the Hazardous Materials Awareness and Operations Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **FST 106 Fire Fighter I & II**

Prerequisite(s): FST 102. Topics include orientation, fire fighter safety, fire behavior, building construction, alarm and communication, breathing apparatus, portable fire extinguishers, forcible entry, ladders, ropes, hose, nozzles, appliances, fire streams, water supply, ventilation, salvage and overhaul, sprinkler systems, emergency medical care, rescue, fire control, protecting fire cause evidence, fire prevention and education. Meets NFPA 1001 standards. Credit may be awarded to persons who complete the requirements for the Fire Fighter I and Fire Fighter II Certifications and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

Credit hours: 8   Lecture contact hours: 8   Lab contact hours: 0   **Typically offered:** Upon demand

- **FST 210 Fire Service Instructor I**

This course covers the presentation skills needed by new instructors. Topics include lesson plan preparation, presentation skill, using audiovisual equipment, identifying learning objectives, questions, tests, evaluation instruments, scheduling training sessions, and the supervision/coordination of the activities of other instructors. Meets NFPA 1041 standards. Credit may be awarded to the persons who complete the requirements for the Fire Service Instructor I Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University- West Plains.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **FST 260 Fire Officer I**

Prerequisite(s): FST 210. This course will explore the fire officer's role in effective communication, organization, management, and the management of resources, leadership, personnel safety, fire prevention, investigation, and preplanning and the incident safety officer's role in emergency response situations. Meets NFPA 1021 standards. Credit may be awarded to persons who complete the requirements for the Fire Service Instructor I Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

## • **FST 270 Fire Service Instructor II**

Prerequisite(s): FST 210. Topics include developing lesson plans, learning objectives, instructional aids, and evaluation instruments, how to schedule training sessions and how to supervise and coordinate other instructors. Meets NFPA 1041 standards. Credit may be awarded to persons who complete the requirements for the Fire Service Instructor II Certification and pass the requirement state examinations issued by the Missouri Department of Public Safety, Division of Fire Safety. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

# Geography Courses

## Geography (GRY) courses

- **GRY 100 World Regional Geography**

A survey of the world's geographic regions focusing on the location of Earth's major physical features, human populations and cultures, and their interactions. Topics include natural systems, globalization, ethnic and geopolitical conflicts, and human impacts upon the environment. This course provides both an introduction to geography as a discipline and a basic geographic foundation for those interested in current international issues, politics, history and public affairs. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **GRY 108 Princ. of Sustainability**

Multidisciplinary problem study of population pressures, environmental degradation, and socio-political perils and opportunities, through an integrated approach. Partially fulfills the general education requirements in the social and behavioral sciences for the A.A. degree.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **GRY 110 Economic Geography**

Location, distribution, and extent of world economic activity. Topics include resource extraction, agriculture, manufacturing, retailing and services.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **GRY 135 Atmospheric Science**

An introductory survey of the earth's weather climate. A description of the physical processes of the atmosphere is followed by a survey of the world's varied climatic regions. The laboratory involves the preparation and interpretation of meteorological data and the classification of climates. Partially

fulfills the general education requirements in the natural sciences for the A.A. degree.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Upon demand

- **GRY 142 Introductory Physical Geography**

A study of the earth's natural systems including weather and climate, rocks and minerals, landforms and processes of landform development, biogeography, water resources, and soils. Map fundamentals and the interrelationships of the geographic factors of the natural environment are emphasized. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses. Partially fulfills the general education requirements in the social sciences for the A.A. degree.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **GRY 197 Selected Topics in Geography**

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geography background. Examples: Geography of the Home Community, Geography of Energy Resources, Geography of Sport. Students should check the current class schedule to determine the topic title for any given semester. Since topics will vary, this course may be repeated, with permission, to a total of 5 hours credit. Variable Content Course. Course fee.

Credit hours: 1-3   Lecture contact hours:   Lab contact hours:   **Typically offered:** Upon demand

- **GRY 240 Earth Science for Teachers**

Open to Early Childhood, Elementary, and Middle School Majors. A course designed to give students an understanding of the processes of science and the basic concepts of earth science using the inquiry approach in hands-on laboratory activities. Content includes maps, earth in space, weather and climate, soils and vegetation, rocks and minerals, landforms, processes of landform development, water resources, environmental relationship to the physical setting. Does not apply toward the major in Secondary Education. Students who take GRY 240 and GRY 142 may receive credit for only one of these courses.

Credit hours: 4   Lecture contact hours: 2   Lab contact hours: 4   **Typically offered:** Spring



# Geology Courses

## Geology (GLG) courses

- **GLG 110 Principles of Geology**

How Earth works. The building blocks of Earth: minerals and rocks. Earth's dynamic interior: plate tectonics, earthquakes, volcanism, and mountain building. Surface processes associated with streams, ground water, glaciers, wind and shorelines. Laboratory instruction in identification of common minerals and rocks, the use of topographic maps, and landform identification from topographic maps. Optional weekend field trips. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Spring

- **GLG 115 Life of the Past**

Origin, evolution, and major extinctions of life forms set in the context of 3.5 billion years of earth history. Discussion of plants, invertebrate animals, and vertebrates (emphasizing dinosaurs and mammals) . Laboratory exercises acquaint the student with representatives of the major fossil groups. Optional fossil collecting trip. Credit may not be applied toward any major or minor in geology. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Upon demand

- **GLG 171 Environmental Geology**

Treats those aspects of geology that interface directly with humanity. Past, present, and future of geologic hazards, geologically related environmental health problems, mineral resources, and energy resources. Human dependence on geologic resources is examined and interrelated with the problems of humanity. Field trips required. Partially fulfills the general education requirements in the natural sciences for the A.A. degree.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Upon demand

- **GLG 197 Popular Topics in Geology**

Course devoted to a single topic that can vary from semester to semester depending on student and faculty interest. Topics are limited to those requiring no prior geology background. Examples: Earthquakes and Volcanoes, Rocks and Minerals, Caves and Karst, etc. Students should check the current registration schedule to determine the topic title for an given semester. Because topics vary, this course may be repeated, with permission of the instructor to a total of 5 credits. Credits may not be counted toward any major or minor in Geology. Variable Content Course.

Credit hours: 1-3   Lecture contact hours: Lab contact hours: **Typically offered:** Upon demand

# German Courses

## German (GRM) courses

- **GRM 101 Elem German I**

CBE. The primary goal of GRM 101 is to help students develop proficiency in the four communications skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **GRM 102 Elem German II**

Prerequisite(s): C or better in GRM 101. The primary goal of GRM 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language. Students who have not taken GRM 101 but have proficient skills in the German language may petition the course instructor for permission to take this course. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **GRM 201 Intermediate German I**

Prerequisite(s): C or better in GRM 102. The primary goal of GRM 201 is the systematic review, expansion, and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real life language use, reading, and composition. Credit-by- examination is available. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **GRM 202 Intermediate German II**

Prerequisite(s): C or better in GRM 201. Continuation of the development of the four skills through conversation, composition and readings as a means to access culture.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **GRM 297 Special Topics in German**

Topics of selected interest in German studies, including travel-courses to German-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated as topics change to a maximum of 6 credit hours. Variable content course. (1-6) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

# Health Information Technology Courses

## Health Information Technology (HIT) courses

- **HIT 100 Introduction to Health Information Technology**

This course is a comprehensive study of the health information management profession and the health record. It introduces the student to the development of the HIM profession as well as the history, structure and function of the American Health Information Management Association. The structure, content, and standards of the paper-based and electronic health record are also covered in this course. Emphasis is placed on health care data sets, data collection, storage and retrieval. Specialized health records, indexes and registries will be described and their functionality explained.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HIT 110 Diagnosis Coding I**

Prerequisite(s): C or better in CIS 101; C or better in HIT 100; C or better in MTH 100 or higher; C or better in HIT 180. This course teaches the principles of medical billing, and hospital based medical coding. The course will teach proper claims submission and payment processing as well as beginning coding for hospital and physician based practice.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HIT 115 Health Systems**

This course provides a survey of how healthcare and public health are organized and services delivered in the US. It covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HIT 120 Records Management**

Prerequisite(s): HIT 100. This course provides the Health Information Technology student with an

understanding of management, storage, filing, etc. of health records; paper or electronic. Upon completion of course, the student will be able to apply policies and procedures surrounding issues of access and disclosure of protected health information, privacy, security, confidentiality, and retention and destruction of health records. Additionally, the student will be able to explain current trends and future challenges in health information exchange.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **HIT 140 Pathopharmacology for HIT**

Prerequisite(s): HIT 180 HIT 140 provides the health information technology student an introduction to basic pharmacology concepts and drug categories as related to current coding guidelines. Emphasis is placed on commonly used drugs and their effects on body systems, dosages, and routes of administration. Utilization of drug references included.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **HIT 150 CPT/ HCPCS I**

Prerequisite(s): HIT 110, HIT 140, HIT 180 This course introduces the student to current regulations and established guidelines in clinical classification systems. Determining accuracy of computer assisted coding assignment and recommend corrective action; all based upon the core competencies as defined by the American Health Information Management Association (AHIMA)

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **HIT 160 Comp Apps for Medical Office**

Prerequisite(s): HIT 100 HIT 160 provides the health information technology student with an understanding of computer applications used within the medical office. The student will learn how to register a patient, load insurance, schedule an appointment, bill a claim, refile a claim, post a payment, etc. The student will be utilizing AHIMA/ V-Lab software.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **HIT 170 Electronic Health Records**

Prerequisite(s): A grade of C or better in HIT 100, grade of C or better in CIS 101, grade of C or better in CIS 201. HIT 170 provides the health information technology student with an understanding of electronic health records, confidentiality, privacy, security, and internal/external use and exchange to protect electronic health information. The student will be utilizing EHR

software, which will provide examples of electronic health record set-up, usage, search function, etc.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HIT 180 Anat/Phys for Health Info Tech**

Prerequisite(s): A grade of C or better in HIT 100, grade of C or better in ALH 116. HIT 180 provides the health information technology student an overview to the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and function including how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the course discusses common issues and changes that occur in each body system through the life span. All criteria is based on the core competencies as defined by the American Health Information Management Association (AHIMA).

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HIT 190 Prin of Hlthcare Reimbursement**

Prerequisite(s): HIT 100. HIT 190 provides the health information technology student how to apply policies and procedures for the use of data required in healthcare reimbursement. The student will also evaluate the revenue cycle management processes. Additional topics include payment methodologies and systems, utilization review/management, billing processes and procedures, and case management; all based upon the core competencies as defined by the American Health Information Management Association (AHIMA).

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **HIT 200 Comparative Health Records Sys**

Prerequisite(s): HIT 100. The course investigates health record and information systems in hospitals, alternative care settings, and health related agencies. Roles of the health information administrator in traditional and nontraditional health care settings are investigated and evaluated. Additional topics include: quality and utilization management, data sets, consulting, and managing the information flow in diverse settings ranging from hospital based care to veterinary care.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HIT 201 Healthcare Quality Management**

Prerequisite(s): HIT 100, CIS 101. HIT 201 provides the Health Information Technology student the application of leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools, and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • HIT 210 Diagnostic Coding II

Prerequisite(s): Passing grade in HIT 100; passing grade in HIT 110; passing grade in MTH 100 or higher. This course teaches the advanced principles of medical billing, and hospital based medical coding. The course will teach proper claims submission and payment processing as well as advanced coding for hospital and physician based practice.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • HIT 220 Health Info Field Experience

Prerequisite(s): HIT 100, 110, 210 In this course, the student will examine the use of HIT principles while on site at a health care agency. Classroom hours combined with agency placement will allow the student to practice hands on under the guidance of a clinical preceptor. Student will be on site for a total of 90 preceptored clinical hours. Clinical preceptors to be arranged by internship coordinator.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Upon demand

## • HIT 250 CPT / HCPCS II

Prerequisite(s): HIT 140, HIT 150, HIT 180 This course continues the study of CPT and HCPCS coding used in today's healthcare settings. The course progresses from a general overview to an in-depth study of both the CPT and HCPCS codes; all based upon the core competencies as defined by the American Health Information Management Association (AHIMA)

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • HIT 260 Lgl/Ethical Aspects/Healthcare

Prerequisite(s): HIT 100. HIT 260 provides the Health Information Technology student a study of legal and ethical issues in healthcare with a focus on healthcare legal terminology, use of legal



documents, legal concepts and principles, and the ability to identify potential abuse or fraudulent trends through data analysis.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **HIT 297 Professional Practice in HIT**

Prerequisite(s): HIT 210, HIT 220. This course encompasses a supervised professional practice experience in an affiliated health-related agency providing 90 practicum hours under the direction of a preceptor and is required of all students seeking the AAS in HIT. The course provides a culminating experience for the HIT program and includes some non-course educational experiences. Professional topics related to the field of Health Information Technology and issues in global health policy and leadership will be presented. This course is communications and/or writing intensive and includes instructional components on basic concepts of financial literacy, responsible planning and necessary financial skills. Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of F in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

# Health, Arts & Science Courses

## Health, Arts & Science (HLH) courses

- **HLH 195 Intro to Health Professions**

Designed to familiarize students with a variety of health career opportunities, and to provide guidance in early curriculum planning and alternative career options.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

# History Courses

## History (HST) courses

- **HST 103 World History to 1600 C. E.**

A study starting with the migration of the earliest humans as hunter/gatherers to the 1600's C.E. the age of science and the age of enlightenment.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HST 104 World History Since 1600 C.E.**

A study of World History since 1600 C.E. beginning with the age of science and the Enlightenment's global impact to the most current global history. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HST 121 Survey of US History to 1877**

CBE. Formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European, and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric, and diplomatic experiences. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors "H" designation. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HST 122 Survey of US History Since 1877**

CBE. Modernization of the United States and its role in the world affairs from the late 19th Century to the present, with emphasis on industrialization and urbanization and their impact on socioeconomic and international developments. Additional course work will be required for the

students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **HST 197 Special Topics in History**

This is a variable content course. May be repeated to a total of six hours if topic changes. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **HST 224 US Civil War**

Provides an in-depth examination of the growth of sectionalism, leading to Civil War between the North and the South in the United States. Provides an examination of the motives, efforts, successes, and failure of the war and the Reconstruction.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HST 226 Intro to History of Missouri**

Designed to provide an awareness of the cultural, political, social, and economic developments and contributions of Missouri and Missourians during the evolution of the United States from 1821 to approximately 1990.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HST 232 African-American History**

The purpose of Black History since 1865 is to facilitate student understanding of African-American history from the Civil War and Reconstruction until the present. The course will focus on the evolution of a distinctly Black American culture, on the struggle for civil rights during the 19th and 20th Centuries, and will utilize lectures, readings, discussions, recordings, and videos.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Honors Program Courses

## Honors Program (HNR) courses

- **HNR 150 Honors I Seminar**

Prerequisite(s): Admission to the Darr Honors Program or permission of the Honors Program Committee. A required Honors Program core course. This course provides the opportunity to study some of the world's "great ideas," with primary focus on how these ideas help answer the question of "what it means to be means to be an educated person." Central components of the course will introduce students to the seminar class setting, Socratic method of learning, use of written and oral communication to aid in learning, critical thinking and analysis, and group activity learning. This is a reading, writing, and discussion intensive course. A "B" grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **HNR 250 Honors II Seminar**

Prerequisite(s): Completion of HNR 150 with a grade of B or higher. A required Honors Program core course. This course provides the opportunity for students to continue a study of the world's "great ideas," with primary focus on how humankind has attempted to make or discern meaning out of existence. Central components of the course will engage students through the Socratic method of learning and analysis, and group activity. This is a reading, writing and discussion intensive course. A "B" grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **HNR 292 Directed Study in Honors**

Prerequisite(s): Completion of HNR 150 with a grade of B or higher, permission from a sponsoring instructor, and approval by the Honors Program Committee. An Honors Program elective course. Supervised independent study exploring selected areas determined by the student in consultation

with a sponsoring instructor and the Honors Program Committee. Readings controlled by conferences, progress reports and term papers. may be repeated to a total of 6 hours with permission by the Honors Committee. A "B" grade or higher must be earned in order for the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

## • **HNR 297 Honors Capstone**

Prerequisite(s): Completion of HNR 250 with a grade of B or higher; completion of COM 115, and completion of either ENG 210 or ENG 221. Capstone course for the Darr Honors Program, focusing on research methodology and the application of the honors student's previous studies and explorations in the Honors Program to contemporary writings and issues. Each student will research a topic of his or her choice, preferably in his or her area of career and/or academic interest, and then develop the topic into an original research proposal for possible presentation and/or defense. Student will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio.\* A B grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript. This course may not be taken pass/not pass by the Honors student.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0 **Typically offered:** Spring

# Hospitality & Restaurant Administration Courses

## Hospitality & Restaurant Administration (HRA) courses

- **HRA 210 Intro/ Hospitality Leadership**

This course is designed to examine the leadership processes, concepts, and principles and to improve personal competence in decision-making, problem solving, motivation, and communication as they relate to the hospitality industry.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HRA 215 Intro/Lodging Management**

Prerequisite(s): HRA 210 or concurrent enrollment. A study of the fundamentals of how lodging operations are managed from a rooms perspective. Practical examples are used to familiarize students with the line management aspects of reservations, registration, occupancy, and checkout and the settlement procedures in various lodging market segments.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **HRA 218 Safety and Sanitation**

Prerequisite(s): HRA 210 or concurrent enrollment, or department permission. Introduction to food service sanitation and safety practices pertinent to hospitality management. Emphasis on sanitation requirements, safe food handling, storage practices and accident prevention.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Instructional Media Technology Courses

## Instructional Media Technology (IMT) courses

- **IMT 265 Instructional Apps Tech/Media**

Prerequisite(s): EDU 202 and either CIS 101 or Competency Test. Principles and techniques for selection and utilization of computer and video systems as well as other basic forms of media and technology. The class combines research, instructional design, equipment operation and materials production in lecture and laboratory settings to prepare teachers to be reflective decision makers on proper methods of using technology in teaching.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring



# Insurance Courses

## Insurance (INS) courses

- **INS 211 Insurance**

Prerequisite(s): 24 credit hours. Principles and functions of property, casualty, and life insurance with applications in both personal and business situations.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Interdisciplinary Studies Courses

## Interdisciplinary Studies (IDS) courses

- **IDS 110 Student Success**

The purpose of IDS 110 is to assist the new student in making a successful transition to Missouri State University-West Plains, both academically and socially, and toward the completion of the student's academic goals. This course introduces students to the educational goals of the University and aims to foster a sense of belonging, promote engagement in both curricular and extra-curricular activities, and encourage life-long learning. The course also seeks to help students develop and apply essential study skills, information management, enhance critical thinking and communication skills, explore interests, abilities, values, and connect degree and career planning. Students are challenged to enhance their potential, understand their academic and social responsibilities, and appreciate diversity in an environment that supports their intellectual, personal and social development. 2 or 3(2-0, 3-0) F,S

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **IDS 111 Peer Leadership**

Prerequisite(s): IDS 110 and permission of Coordinator of Interdisciplinary Studies. This course offers experience in working (a) with an IDS 110 instructor to achieve the course objectives, facilitate class discussions, present information, and provide feedback on assignments, and (b) with students to get their feedback, serve as a role model, help students adjust to Missouri State University-West Plains and maximize their potential. May be repeated for a total of 3 hours.

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0 **Typically offered:** Fall, Spring

- **IDS 150 College Reading & Study Skills**

Prerequisite(s): Reading ACT sub score of 16 or higher, or COMPASS Reading score of 68 or higher, or SAT Verbal score of 400 or higher. Designed to equip first-time college students with the reading and study skills necessary to obtain their educational objectives. IDS 150 offers a more in-depth study of these skills than is offered in IDS 110. IDS 150 is required of any student who scores

a 16 or 17 on their Reading ACT sub score or with a COMPASS Reading score between 68 and 81 or a SAT Verbal score between 400 and 441 and is also open to students who want to improve their reading and study skills that have a higher Reading ACT sub score or COMPASS Reading score or SAT Verbal score.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **IDS 187 Tutor Training**

Prerequisite(s): Instructor approval. Study of leading tutoring theory across the curriculum with emphasis on writing and math. Taught for students interested in tutoring in their fields. Students successfully completing the class will attain one levels of College Reading and Learning Association certification through training and hands-on experience in the Tutoring Lab.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 4   **Typically offered:** Fall

## • **IDS 250 Academic Service Learning**

Prerequisite(s): Permission for enrollment must be granted by the Division Chair with a limit of 2 students per division. This course is designed to provide service learning opportunities for students who desire to serve in one of our four academic divisions, or who would like to pursue an approved off-campus academic service learning project. Selected students will receive instructions and assignments that will allow them to serve the division in creative and intellectual ways - they will not be secretaries or lab assistants. Interested students should go to the Academic Affairs Office and pick up an application during the campus' advisement week prior to the semester they wish to serve. This course may be repeated for up to six credit hours. 1(0-2) to

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

## • **IDS 275 Resident Assistant Seminar**

This course is designed to enhance the skills of the current Resident Assistants and to train those who want to be RA's in the future. The course will teach them how to deal with situations that occur in a normal residence hall and prepare them to be RA's at their next institution.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

## • **IDS 280 Student/Life Leadership**

Prerequisite(s): COM 205 or COM 115. This course will focus upon the study and practical application of student and student organization leadership skills and the knowledge of campus and

community resources. Students will become actively involved in leadership as they participate in individual and group learning experiences.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 1   **Typically offered:** Upon demand

## • **IDS 297 Topics in Globalization**

Prerequisite(s): Completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, MTH 130 or higher (except MTH 197) and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210 or ENG 221, IDS 110, or completion of 40 credit hours including COM 115, ENG 110, ENG 210, or ENG 221, IDS 110 and concurrent enrollment in MTH 130 or higher (except MTH 197); or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 130 or higher (except MTH 197), and concurrent enrollment in ENG 210 or ENG 221. Required of all students seeking the AA in General Studies and of selected AAS degree programs (students should review the catalog description of degree programs to see which degree programs require this course) .

This course provides a culminating experience for the general education program and includes some non-course educational experiences. The course is a variable content course which uses an interdisciplinary approach to present topics related to global issues from the perspectives and interactions among multiple fields. This course is communications and /or writing intensive.

Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of "F" in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete. May be repeated a maximum of 6 hours with content change on a space-available basis. 2(2-0)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

# Journalism Courses

## Journalism (JRN) courses

- **JRN 197 Topics in Journalism**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **JRN 270 Introduction to Journalism**

Prerequisite(s): ENG 110. Study of the purposes and forms of journalism. Includes writing the basic types of stories. Typing skills required.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Kinesiology Courses

## Kinesiology (KIN) courses

- **KIN 100 Fitness for Living**

The values of health-related physical fitness; ramifications of a negative health life presented for individuals living in an automated, sedentary society, encouraging students to make intelligent decisions concerning a positive health lifestyle to enhance wellness now and in the future. Laboratory helps the individual discover his/her needs for achieving and maintaining high-level wellness. This course will include a physical fitness component.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **KIN 135 Selected Activities**

A variable content course designed to develop lifetime skills in sports, fitness, and/or leisure activities. Activities selected will vary according to demand. Course may be repeated any number of times provided the same activity is not retaken. Course fee. 1(0-2)

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **KIN 210 Healthy Lifestyles:Prev Approa**

Prerequisite(s): Must have 12 credit hours. Healthy Lifestyles: Preventive Approaches introduces conceptual and practical information relating to the impact of lifestyle choices on the health and wellness of the individual and society. Students in this course study a variety of fitness-wellness topics while initially and summatively garnering personal fitness-wellness data in both academic and laboratory settings. Collected data are synthesized and critically appraised, resulting in the construction of individualized fitness-wellness programs implemented and periodically re-evaluated over the course of the semester via reflective journal writing; and periodic quizzes and examinations that tie lecture theories to laboratory practices in critical thinking-peer teaching contexts. 3 (2-2). F, S.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Law Courses

## Law (LAW) courses

- **LAW 231 Legal Environment of Business**

Prerequisite(s): 24 credit hours. Ethical and legal issues in the domestic and international regulatory environment of business. Foundations of legal reasoning, case analysis, legal dispute resolution and reporting, court systems, and sources of law. Substantive areas of torts, contracts, sales, products liability, and consumer rights and remedies. contemporary legal issues explored in such areas as regulation of environmental practices, deceptive advertising, debt collection, employment, antitrust, and computer law.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered: Fall**

# Language & Literature Courses

## Language & Literature (LLT) courses

- **LLT 100 Elem Survey of Grammar**

An introduction to the basic terminology and concepts of traditional grammar, including analysis of parts of speech, phrases, clauses, and verb transformation. No foreign language is required. Pass/Not Pass only.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **LLT 102 Scientific/Medical Terminology**

A study of technical terminology as derived from Greek and Latin elements. Does not fulfill any language requirement.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **LLT 121 Classical Mythology**

A study of Greek and Roman myths and legends as they appear in art, music, and literature, especially epic and tragedy.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **LLT 180 The Heroic Quest**

Human societies have long used the theme of the quest for self-knowledge as a vehicle to assess their own cultures and to explore ethical situations arising in civic life. This course examines texts from diverse cultural traditions in which protagonists confront their inherited identity of culture and language, providing a broader perspective on self-discovery in our own society.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand



- **LLT 197 Select Topics/Lang. or Lit.**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ, however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **LLT 201 Masterpiece of Continental Lit**

Comparative study in English translation of the prose literature of the continent of the 19th and 20th centuries. Additional course work will be required for students taking this class as an Honors course, and a B grade or higher must be earned in order to receive an Honors designation. 3 (3-0) F, odd years.

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **LLT 202 Mjr Authors in Translation**

A course in comparative literature offered in English translation covering one of the following areas: (a) Germanic, (b) Latin America, (c) Latin and Greek, (d) Romance, (e) Slavic. Variable Content Course; may be taken once under each of the five titles.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **LLT 215 Asian Global Studies**

This course is mainly designed to provide a general overview of the history and culture, and present day China issues. It covers the history, culture, philosophy, literature, education, politics, economy and social and family issues of China. Students are assigned to compare China with Japan in related topics. Through lectures, discussions and assignments, this course will enable students to have a better understanding of China and Japan in different perspectives.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Spring

# Law Enforcement Courses

## Law Enforcement (LWE) courses

- **LWE 110 CII: The Art of Documentation**

This course presents techniques of interviewing and writing the report with legal considerations for criminal interrogation. Basic report forms and records systems are utilized.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **LWE 120 Basic Jail Officer Academy**

Prerequisite(s): Must be admitted into the Missouri Sheriffs' Association Basic Jail Officer Academy Program. The Basic Jail Officer Academy covers a broad range of topics including: state and federal detention laws, jail population management, prisoner rights and privileges; defense tactics, reports, and human relations. A student may not receive credit for LWE 120 and LWE 130 or LWE 131. Course Fee.

Credit hours: 6   Lecture contact hours: 4   Lab contact hours: 4   **Typically offered:** Fall, Spring

- **LWE 130 Basic Jail Officer Academy I**

Prerequisite(s): The student must be admitted into the Missouri Sheriff's Association Basic Jail Officer Academy Program. The Basic Jail Officer Academy covers a broad range of topics including: state and federal detention laws, jail population management, prisoner rights and privileges; defense tactics, reports, and human relations. A student may not receive credit for LWE 120 and LWE 130 or LWE 131. Course Fee. 3(2-2)

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **LWE 131 Basic Jail Officer Academy II**

Prerequisite(s): The student must be admitted into the Missouri Sheriff's Association Basic Jail Officer Academy Program. The Basic Jail Officer Academy covers a broad range of topics including

state and federal detention laws, jail population management, prisoner rights and privileges; defense tactics, reports, and human relations. A student may not receive credit for LWE 120 and LWE 130 or LWE 131. Course Fee. 3(2-2)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **LWE 190 Basic Law Enforcement Academy I**

Prerequisite(s): LWE 130 (may be taken concurrently). The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations, and firearms. Topics are required under Sect. 590.100 et-seq; RSMO. Course fee.

Credit hours: 9 Lecture contact hours: 9 Lab contact hours: 0 **Typically offered:** Upon demand

- **LWE 191 Basic Law Enforcement Academy II**

Prerequisite(s): LWE 190 Must be admitted into the Misosuri Sheriffs' Association Training Academy. The POST Basic Training covers a broad range of topics including: Missouri criminal law, criminal investigation, traffic law, defense tactics, reports, legal subjects, human relations, and firearms. Topics are required under Sect. 590.100 et.seq. RSMO. Course Fee.

Credit hours: 9 Lecture contact hours: 9 Lab contact hours: 0 **Typically offered:** Upon demand

- **LWE 197 Special Topics in Law Enforcement**

A variable content course with topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ, however, no more than six credits may count toward any degree. (1-6) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **LWE 210 CSI and Photography**

Course instructs students in the fundamentals of photography as it relates to investigation of crime scenes and documentation of evidence.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Fall

- **LWE 250 Police Supervision Management**

Students will be instructed in personnel management practices for law enforcement agencies. Subjects to be covered include promotion, discipline, training, evaluation, employee well-being, and problem-solving leadership.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **LWE 297 Foundations of Public Law**

Prerequisite(s): ENG 110 and completion of 40 credit hours. An introduction to the study of US public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on the US Constitution and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international component. Capstone course for the Law Enforcement AAS degree. A student will not receive credit for both LWE 297 and PLS 251.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **LWE 299 Law Enforcement Internship**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in law enforcement is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours. (1-3) F,S,Su

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Library Science Courses

## Library Science (LIS) courses

- **LIS 101 Introduction to the Library**

Introduces the concept of information in its various forms, describes libraries as information storage and retrieval centers, and prepares students to successfully identify, locate, and use information.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

# Management Courses

## Management (MGT) courses

- **MGT 120 Introduction to Management**

CBE. A detailed analysis of management functions including planning, organizing, staffing, directing, and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **MGT 130 Business Mathematics**

Applies math to business situations. Topics include trade and cash discounts, pricing merchandise, depreciation, financial statement analysis, and simple and compound interest. Basic knowledge of math is necessary, and familiarity with business terminology is helpful.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MGT 210 e-Commerce**

This course introduces students to the technology and business requirements of successful e-Commerce ventures. Historical examples of successful and unsuccessful e-Commerce ventures provide the student with a background of what to do and what not to do in the area of e-Commerce. Coverage of e-Commerce technology, web-sites, business models, marketing, ethics, regulations, security, and privacy provide a well-rounded course for anyone desiring to learn about e-Commerce.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MGT 286 Business Communications**

Prerequisite(s): ENG 110. Managerial business communication theory and practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions, and communicating with other cultures and nationalities.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **MGT 299 Intrnshp in Business Mngmt**

Prerequisite(s): 24 credit hours or equivalent experience. The internship in business management is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

# Marketing Courses

## Marketing (MKT) courses

- **MKT 150 Introduction to Marketing**

This course covers the essentials of marketing in distributing goods and services from the seller to the ultimate consumer. Topics covered include marketing's role in the economy, targeting markets, buyer behavior, product planning and development, distributions, promotion, and pricing. Emphasis will be placed on current trends in marketing to relate theory to practical application of marketing principles covered in this course.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MKT 155 Introduction to Retailing**

This course provides students with a basic understanding of retailing strategies, competition, consumer behavior, advertising, merchandise display, pricing, and modern retailing trends. Theory will be related to practical application, and the course will include examples of modern retailing applications.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MKT 252 Introduction to Salesmanship**

Overview of selling as a process that provides benefits to both buyers and sellers. Course includes emphasis on retail and industrial presentations.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **MKT 253 Introduction to Advertising**

Study of advertising industry in relation to our economy--its impact on buying habits, communication styles, and media usage.



Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **MKT 297 Topics in Marketing I**

A variable content course with topics that can change from semester to semester. Selected topics of contemporary interest are identified in the schedule of classes. Examples are: Packaging, product liability, futures market, industrial marketing, and new product development. May be repeated to a total of 4 hours. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

# Mathematics Courses

## Mathematics (MTH) courses

- **MTH 15 Fundamentals of Mathematics**

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. This course is planned primarily for students who need to review basic mathematical processes essential for success in subsequent algebra courses. Calculators will not be used in this course so as to strengthen these necessary basic skills. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements and will not count toward total credit hours for graduation. This course may not be taken pass/not pass.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **MTH 20 Pre-Algebra (Math Lab Class)**

This is a developmental mathematics course designed to strengthen students' basic math skills and prepare them for success in Algebra. Topics studied will include operations with fractions, decimals, integers, and polynomials; evaluating expressions; solving linear equations; and a few applications of linear equations. Various hands-on activities and teaching strategies will be utilized to help students master these concepts. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements and will not count toward total credit hours for graduation. A grade of C or better is required in order to take MTH 030. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **MTH 30 Beginning Algebra (Math Lab Class)**

Prerequisite(s): MTH 020 or placement into MTH 030 or higher. This is a developmental mathematics course designed to strengthen students' basic algebra skills and prepare them for success in other algebra courses. These concepts include operations with Real Numbers, simplifying numeric and algebraic expressions, operations with polynomials, factoring, solving linear

equations and inequalities, solving application problems and an introduction to graphing. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements, and will not count toward total credit hours for graduation. A grade of C or better is required in this course in order to take MTH 100 or MTH 103. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **MTH 50 Introduction to Algebra**

Prerequisite(s): MTH 020 or placement into MTH 050. This is a developmental mathematics course designed to strengthen students' basic algebra skills and prepare them for success in other algebra courses. While MTH 030 allows students to progress at their own pace, MTH 050 utilizes a traditional lecture format to cover a predetermined amount of course material during each class. Topics covered will include: operations with real numbers, solving linear and basic quadratic equations and inequalities, application problems, operations with polynomials, factoring, and an introduction to graphing and rational expressions. Credits for this course will not count toward a major or minor in mathematics, will not satisfy general education requirements, and will not count toward total credit hours for graduation. A grade of C or better is required in this course in order to take MTH 100 or MTH 103. Students who pass MTH 030 should not take MTH 050. However, students who have dropped or failed MTH 030 may take MTH 050 and if a higher grade is earned it will replace the lower MTH 030 grade. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **MTH 100 Intermediate Applied Mathemati**

Prerequisite(s): C grade or better in MTH 030 or MTH 050, or placement into MTH 100 or higher. This course is designed to provide students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. Topics covered will include Ratios/Proportions/Percentages, Statistics, Probability, Finance, Problem Solving, Critical Thinking, Geometry and Basic Trigonometry. Solving linear equations and using formulas will be a common component of this course as will producing and analyzing various data displays, including the graphs of linear equations. A grade of C or better is required in this course in order to take MTH 130. This course does not serve as a prerequisite for MTH 135 and credits for this course will not count toward a major or minor in mathematics and will not satisfy general education requirement. However, credits for this course may be used as electives toward the total credit hours needed for graduation. This course may not be taken pass/not pass. 3(3-0) or 3(2-2) F/S.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

## • MTH 103 Intermediate Algebra

Prerequisite(s): C grade or better in MTH 030 or MTH 050 or placement into MTH 103 or higher. The course will cover order of operations with real and complex numbers; operations with rational exponents and expressions; solutions of equations and inequalities; introduction to basic geometric terms and concepts; linear graphing on a Cartesian Coordinate System; solutions of systems of equations; solving real world applications, including the use of proportions, formulas, and the Pythagorean Theorem. Students not having taken MTH 50 should have one unit of high school algebra and an approved score on a departmental placement test. Credits for this class will not count toward a major or minor in mathematics and will not satisfy general education requirements. A grade of C or better is required in this course in order to take MTH 135, MTH 138, or MTH 130. This course may not be taken pass/not pass. 3(3-0) or

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

## • MTH 103B Intermediate Algebra

Prerequisite(s): C grade or better in MTH 30 or 50 or placement into MTH 100 or higher. The course will cover order of operations with real and complex numbers; operations with rational exponents and expressions; solutions of equations and inequalities; introduction to basic geometric terms and concepts; linear graphing on a Cartesian Coordinate System; solutions of systems of equations; solving real world applications, including the use of proportions, formulas, and the Pythagorean Theorem. Students not having taken MTH 50 should have one unit of high school algebra and an approved score on a departmental placement test. Credits for this class will not count toward a major or minor in mathematics and will not satisfy general education requirements. A grade of C or better is required in this course in order to take MTH 135, MTH 138, or MTH 130. This course may not be taken pass/not pass. 3(3-0) or

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring

## • MTH 130 Contemporary Mathematics

Prerequisite(s): C grade or better in MTH 100 or MTH 103, or placement into MTH 130 or higher. This is a problem solving course centering on the following topics: number theory/algebraic properties and applications, set theory, symbolic logic, geometry, probability, and statistics. Students not having taken MTH 100 or MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. This course will not count toward a mathematic major or minor and may not be taken pass/not pass. A grade of C or better is required in this course in order to take MTH 220.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **MTH 135 College Algebra**

Prerequisite(s): C grade or better in MTH 103 or placement into MTH 130 or higher. Topics include: problem solving, polynomial, rational, exponential, and logarithmic functions, equations, inequalities and their applications; coordinate geometry, including conic sections and systems of equations/inequalities; and an introduction to sequences and series. Students not having taken MTH 103 should have two units of high school algebra and an approved score on a departmental placement test. A student who takes MTH 135 and MTH 138 receives credit toward graduation for only one of the courses. This course will not count toward a mathematics major or minor. A grade of C or better is required in this course to take MTH 181, 285, or 287.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **MTH 138 Pre-Calculus Mathematics**

Prerequisite(s): C grade or better in MTH 103 or placement into MTH 138 or higher. The course includes selected topics in algebra and trigonometry to prepare the student for calculus. Students not having taken MTH 103 should have three years of high school algebra at the level of Algebra I or above and an approved score on the departmental placement test. A student who takes MTH 135 and 138 receives credit toward graduation only for one of the courses. The course will not count toward mathematics major or minor. A grade of C or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass. 5(5-0) F

Credit hours: 5   Lecture contact hours: 5   Lab contact hours: 0   **Typically offered:** Fall

- **MTH 181 Trigonometry**

Prerequisite(s): C grade or better in MTH 135 or placement into MTH 181 or higher. Topics include: circular and triangular trigonometry and applications; trigonometric and inverse trigonometric functions; trigonometric identities and equations; complex numbers; vectors; conic sections; parametric equations; and polar coordinates. Students not having taken MTH 135 should have two units of high school algebra, one unit of high school geometry, and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A student may not receive credit for more than one of MTH 138 and MTH 181. The course will not count toward a mathematics major or minor. A grade of C or better is required in this course in order to take MTH 261 or MTH 287. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **MTH 197 Introductory Topics in Math**

Variable content course of topics that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if a different topic is offered; however, no more than six credits may count toward any degree. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **MTH 220 Found of Math for Teachers**

Prerequisite(s): C grade or better in MTH 130 or MTH 135. This course centers around the structure and properties of the real number system and its subsets. Numeration systems, patterns of numbers, models and algorithms for operations, number theory, probability, and statistics will be studied. Problem solving and communication are continuing themes of this course. Manipulatives (including a Base-10 Blocks, Cuisenaire Rods, number cubes, and colored counters), calculators, and computer software (including a statistical package, spreadsheet and word processor) are used extensively as tools to develop mathematical concepts. Cannot be used as a mathematics elective for mathematics major or minor.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Fall, Spring

- **MTH 240 Statistical Methods**

Prerequisite(s): MTH 130 for higher. This course will cover statistics, elementary probability, estimation and tests of simple hypothesis involving both large and small sample methods, and linear correlation and regression. This course will not count toward a mathematics major or minor. A student may receive credit toward a degree for only one of the following courses: MTH 240, PSY 200, QBA 237.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Spring

- **MTH 260 Found of Geometry for Teach**

Prerequisite(s): C grade or better in MTH 220. This course includes the study of synthetic, analytic, vector, and transformational geometries through properties of geometric figures, measurement, construction, conjecture and proof and tessellations. Problem solving and communication are continuing themes of this course. Manipulatives (including MIRA, Geoboard, Tangrams, attribute blocks and compass) , calculators, and computer software (including Logo, Geometer's Sketchpad and a word processor) are used extensively as tools to develop geometric concepts. Cannot be used as a mathematics elective for the mathematics major or minor.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2 **Typically offered:** Fall, Spring

- **MTH 261 Analytic Geometry and Calculus I**

Prerequisite(s): C grade or better in MTH 138 or C grade or better in MTH 135 and MTH 181, or placement into MTH 261. Topics include: analytic geometry of the plane, limits, continuity, differentiation with applications, introductory integration with applications. Students not having taken MTH 181 or MTH 138 should have a B average or better in high school mathematics, including 2 units of algebra, 1 unit of geometry, and 1/2 unit of trigonometry and an approved score on a departmental placement test. Students not meeting prerequisite must have permission of the instructor to enroll. A grade of C or better is required in this course in order to take MTH 280 or MTH 288. This course may not be taken pass/not pass. A B grade or higher must be earned in order for the Honors Program student to receive the Honors designation on his/her transcript.

Credit hours: 5   Lecture contact hours: 5   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **MTH 280 Analytic Geometry and Calculus II**

Prerequisite(s): C grade or better in MTH 261. Topics include: applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conic sections, parametrization, polar coordinates. This course may not be taken pass/not pass.

Credit hours: 5   Lecture contact hours: 5   Lab contact hours: 0   **Typically offered:** Fall

- **MTH 285 Calc for Bus/Social Sciences**

Prerequisite(s): C grade or better in MTH 135 or MTH 138. Short review of algebra, absolute value and inequalities followed by elements of geometry, limits, the derivative, anti-derivative, and their applications. A student can receive credit for only one of MTH 285 and 287. A student taking MTH 285 and MTH 261 receives credit only for MTH 261.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MTH 292 Multivariate Calculus**

Prerequisite(s): MTH 280. This course is the third course in the Calculus series. Topics will include: vector algebra and calculus, solid analytic geometry, partial differentiation, multiple integration, and vector fields. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **MTH 297 Math Topics in Globalization**

Students will have various opportunities to apply mathematical concepts developed in previous math courses to the real-world and/or a global society. Business, scientific, statistical, medical, and political situations will be among a wide range of topics explored and modeled. This course will also contain substantial communication, critical thinking, and information management components. Students seeking an AA in General Studies may use this course to fulfill their capstone requirement. Additionally, these students must submit their student learning portfolio in this course. This course may be repeated for up to 6 credit hours if different topics are offered. A student may not receive credit for both MTH 297 and IDS 297 if the courses have the same title.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand



# Media Courses

## Media (MED) courses

- **MED 120 Intro to Mass Communication**

Theories and issues related to mass media as agents of social change. Both print and electronic media will be covered, including newspapers, radio, television, and film.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 1   **Typically offered:** Upon demand

- **MED 197 Selected Topics in Media**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **MED 274 Understanding Film**

The aesthetic and technical perspective of all types of motion pictures (narrative, non-narrative, experimental) , using a number of selected domestic and foreign films as examples. Written analyses, reviews, and critiques are required. Viewing of selected films outside of class time is required.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Upon demand

# Military Science Courses

## Military Science (MIL) courses

- **MIL 101 Intro to Military Science**

This course focuses on Army organization, customs and courtesies, leadership and basic pistol and rifle marksmanship. Students will get the opportunity to handle, learn the maintenance and proper way to fire both civilian and U.S. Army small arms weapons, as well as spend one-two weeks learning Army rappelling techniques.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered: Fall**

- **MIL 102 Intro to Basic Military Skills**

Overview leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. You will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered: Spring**

- **MIL 211 Basic Military Skills and Techniques**

Prerequisite(s): Departmental Permission. Introduction to techniques of survival in various situations and climates, and pistol marksmanship.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 1   **Typically offered: Fall**

- **MIL 212 Military Fundamentals Practicum**

Prerequisite(s): Departmental Permission. The class is designed for the military science student who desires accelerated instruction on rifle marksmanship, communications, map reading (to include the compass), and patrolling. The student will be required to wear a military uniform and meet Army appearance standards.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 1   **Typically offered:** Spring

# Music Courses

## Music (MUS) courses

- **MUS 162 Collegiate Choral**

Prerequisite(s): Permission of the departmental head. Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **MUS 172 Small ensemble**

Prerequisite(s): Permission of departmental head. Ensembles may be arranged each semester in piano, voice, strings, wind , and percussion to meet the needs of participating students and the department. May be repeated to a maximum of 4 times for credit.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Upon demand

- **MUS 197 Selected Topics in Music**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **MUS 206 Interrelated & Integrated Arts**

Prerequisite(s): EDU 150 and Instructor Permission. Theory, methodology, and activities for teaching the arts to children, from early childhood through Grade 6. A creative experiential approach, emphasizing how the four primary art forms (drama, movement, music, and art) relate to and enhance on another and facilitate the child's learning in other content areas. Students who

receive credit for this course will not receive credit for THE 306, DAN 306, or ART 306.

Credit hours: 3   Lecture contact hours: 1   Lab contact hours: 4   **Typically offered:** Spring

- **MUS 239 Intro to World Music**

An exploration of music from various cultures and time periods and the ways in which music promotes self- understanding by reflecting recurring patterns of human behavior.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **MUS 241 The Language of Music**

A study of the ways music creatively expresses self-understanding, cultural environment, and aesthetic values from ancient to modern times. Open to all students except music majors. 3(2-2) or

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **MUS 262 Collegiate Choral**

Prerequisite(s): Permission of departmental head. Chorus studies masterpieces of choral literature through preparation and performance of selected compositions: Concert is presented yearly. May be repeated to a maximum 4 times for credit.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring

# Nursing Courses

## Nursing (NUR) courses

- **NUR 100 Fundamentals of Nursing**

Prerequisite(s): Admission to the MSU-West Plains ASN program, placement in MTH 130 or higher, or a C grade or better in MTH 103, MTH 130, MTH 135, or MTH 138; and a C grade or better in CHM 116, CHM 117, and ENG 110. A fundamental course in nursing, founded in evidenced based practice, which introduces the student to the role of the technical nurse in collaborative care and to the nursing process. Emphasis is placed on the evidence-based techniques and technologies that are required in meeting the basic physical and psychosocial needs of adult clients. The students are provided the opportunity for practice in the campus laboratory and the clinical setting. Course Fee.

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **NUR 101 Nursing Systems for the Adult Client I**

Prerequisite(s): A grade of C or better in NUR 100, BMS 267, and BMS 268 or concurrent enrollment in BMS 268. The nursing process is utilized as the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Evidence based nursing techniques and technologies that relate to the common health deviations are studied in this course. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting as well as nursing laboratory. Course Fee.

Credit hours: 8 Lecture contact hours: 4 Lab contact hours: 12 **Typically offered:** Spring

- **NUR 190 Transitions Course for the LPN-RN**

Prerequisite(s): Admission to the Missouri State University-West Plains LPN-to-RN program, or by permission. A course designed for the exploration and discussion of major concepts related to the role of a registered nurse and contemporary nursing practice in a global society including quality, safety, collaboration, delegation, prioritization, and evidence-based practice. The nursing process is utilized as the basis for study of clients in the age group adolescence through senescence with common medical and surgical health deviations. Nursing techniques and technologies that relate to

the common health deviations are studied utilizing various campus laboratory and computer laboratory exercises. Also reinforces basic nursing skills and care- planning skills. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Upon demand

- **NUR 197 Health Topics**

Variable content course of topics of general interest in the health care system and the health professions. Topics may vary each semester; the course may be taken to a maximum of 6 hours provided the same topic is not repeated. (1-3) F,S

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **NUR 201 Nur Sys/Promotn of Mental Hlth**

Prerequisite(s): A grade of C or better in NUR 100 and NUR 101 or NUR 190, or co-requisite of NUR 101 or NUR 190. A grade of C or better in PSY 121 is also required. Emphasis is on the design of nursing systems for clients with mental health and psychosocial health deviations. Opportunities are given to students for application of evidence based nursing knowledge in a clinical setting as well as in the nursing laboratory. A Z grade may be assigned if the student cannot complete the arranged clinical practicum within the designated term. Course Fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 3   **Typically offered:** Spring, Summer

- **NUR 202 Pharmacology**

Prerequisite(s): A grade of C or better in BMS 267, BMS 268 and NUR 190 or co-requisite of NUR 190. Introduction to basic pharmacology, pharmacokinetics, and pharmacodynamics of major drug classifications. Course Fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **NUR 204 Nurs Sys for Adult Client II**

Prerequisite(s): A grade of C or better in NUR 101 or NUR 190. A study of the nursing systems required by clients in the age group adolescence through senescence with complex medically or surgically related health deviations. Collaboration, delegation, and evidence based practice will be addressed. Opportunities are provided for students to make application of theoretical knowledge in a clinical setting. Course fee.

Credit hours: 9   Lecture contact hours: 5   Lab contact hours: 12   **Typically offered:** Fall

- **NUR 212 Nurs Systems for the Family**

Prerequisite(s): A grade of C or better in NUR 204. Emphasis is placed on human growth and development through the life span. Human sexuality and the establishment and support of the family are presented. Opportunities to care for clients from infancy through aging adulthood are provided in a clinical setting. Classroom and clinical components also include community nursing and leadership experiences. Collaboration, delegation, and evidence based practice will be addressed. Course Fee.

Credit hours: 9   Lecture contact hours: 5   Lab contact hours: 12   **Typically offered:** Spring

- **NUR 220 Current Trends/Issues in Nur**

Prerequisite(s): A grade of C or better in NUR 204. A course designed for the exploration and discussion of major trends and issues affecting contemporary nursing practice in a global society including quality, safety, delegation, and evidence based practice. Also thoroughly preps the nursing students to take the NCLEX-RN licensure exam by integrating an online NCLEX-RN review course. Meets the capstone requirement for the ASN degree. Additional course work will be required for the student taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive Honors designation. Course fee.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Spring

- **NUR 221 Preparation for the NCLEX-RN**

Prerequisite(s) NUR 204, NUR 212, "I" in NUR 220. Preparation for the National Council Licensure Examination - Registered Nurse. Includes content review, test-taking strategies, and personal preparation. 1(1-0) Su, Intersession

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **NUR 297 Selected Nursing Topics**

Variable content course of topics of specific interest in the health care system to health professionals and student nurses. Topics will vary; the course may be taken to a maximum of 6 hours provided the same topic is not repeated. The course will require permission or meeting prerequisites established by the instructor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**



# Philosophy Courses

## Philosophy (PHI) courses

- **PHI 105 Logic,Lang/Argumentation**

An evaluation of argument with emphasis on the nature of language, inductive and deductive reasoning, and the development of practical applications of logic.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PHI 106 Elem of Symbolic Logic**

An introduction to the use of symbolic techniques to represent and evaluate arguments from everyday usage. There is an emphasis upon the student's development of an understanding of the methods and concepts of present day logic.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PHI 110 Introduction to Philosophy**

Prerequisite(s): An ACT Reading score of 18 or higher; or completion of IDS 150. This course explores various ways of understanding the human self and its relation to the world. Through a consideration of what can be known, what is worth valuing, what reality is, and what the nature of the Self may be, the course deals with central themes that arise from the human quest for deeper self-understanding. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **PHI 115 Introduction to Ethics**

Prerequisite(s): ENG 110. This course examines ethical principles and theories in relation to contemporary moral issues (e.g. euthanasia, capital punishment, economic justice, environmental

issues, world hunger). Through a consideration of the foundations of ethical philosophy, the course will examine the origins of ethical principles, how the varying ideas compare and contrast with each other, and how these ideas are applicable in a contemporary society.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **PHI 197 Perspectives in Philosophy**

A variable content course designed to explore the philosophical significance of issues of cultural, social, or individual importance. Students should consult the registration schedule to determine the topic to be covered in a given semester, and to see if it has an International/Intercultural component. The course may be repeated to a maximum of 6 hours as topics change.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Physics Courses

## Physics (PHY) courses

- **PHY 100 Survey of Physics with Laboratory**

Prerequisite(s): Eligibility for MTH 130 or higher. Description of nature as seen by physicists; effects this description and new scientific discoveries will have on society. Laboratories consist of discussions of current relations between science and society, demonstrations of precise experimental apparatus, some actual involvement with the experimental method. Students may not receive credit for both PHY 100 and PHY 102. Course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall, Spring

- **PHY 101 Physics by Inquiry for Eductrs**

This course is only open to students planning to enter the BS in Elem. Ed. Completion Program or planning to receive the Child Development degrees. Will fulfill natural science component of the AA in General Studies. Science content includes mechanics, optics, heat, This course will not count toward any AAS degree. electricity and magnetism. Students will increase their understanding of the nature of science. Course fee.

Credit hours: 4   Lecture contact hours: 2   Lab contact hours: 4   **Typically offered:** Fall, Spring

- **PHY 102 Survey of Physics**

Prerequisite(s): Eligibility for MTH 130 or higher. Description of nature as seen by physicists; effects that new scientific discoveries will have on society. Students may not receive credit for both PHY 100 and PHY 102.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PHY 123 Introduction to Physics I**

Prerequisite(s): CIS 101 and eligibility for MTH 261. An introduction to physical theories covering

the content areas of mechanics, fluids, sounds and thermodynamics. Students not meeting prerequisite must permission of the instructor to enroll. A grade of C or better is required in this course to take PHY 124. This course may not be taken pass/not pass. pass/not pass. Course fee. 4(3-2)

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

## • PHY 124 Introduction to Physics II

Prerequisite(s): A grade of C or better in PHY 123. A continuation of PHY 123 in the content areas of electricity and magnetism, electronics, and optics. Course fee.

Credit hours: 4 Lecture contact hours: 3 Lab contact hours: 2 **Typically offered:** Upon demand

## • PHY 197 Topics in Physics

Course devoted to topics of current interest in physics. Provided the topics are different, the course may be repeated to a total of 4 credit hours. Credit for this course cannot be applied to the minimum requirements of a major or minor in physics, nor the general education (natural science) requirement. 1(0-2) or

Credit hours: 1 Lecture contact hours: 1 Lab contact hours: 0 **Typically offered:** Upon demand

## • PHY 203 Foundations of Physics I

Prerequisite(s): Concurrent enrollment or prior credit for MTH 280 or MTH 288 and CIS 101. First two semesters in basic calculus physics. Lecture and laboratory topics covered include mechanics, semesters in basic calculus physics. Lecture and laboratory heat, and sound. A grade of C or better is required in this course to take PHY 204. This course may not be taken pass/not pass. Course fee.

Credit hours: 5 Lecture contact hours: 3 Lab contact hours: 4 **Typically offered:** Upon demand

## • PHY 204 Foundations of Physics II

Prerequisite(s): A grade of C or better in PHY 203 and either MTH 280 or MTH 288. Continuation of PHY 203 with lecture and laboratories covering electricity, magnetism, and optics. Course fee.

Credit hours: 5 Lecture contact hours: 3 Lab contact hours: 4 **Typically offered:** Upon demand

# Political Science Courses

## Political Science (PLS) courses

- **PLS 101 American Democracy and Citizenship**

Prerequisite(s): Placement into ENG 110 or higher or ENG 100 with a grade of C or better. CBE. Honors eligible course. All students enrolling for PLS 101 must be eligible for ENG 110 or higher. This course familiarizes students with the institutions and constitutional framework of the United States and Missouri. The course emphasis is on the values, rights, and responsibilities that shape the public decision making of active and informed citizens and influence contemporary public affairs in a democratic society. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **PLS 102 Intro/American Public Policy**

Prerequisite(s): PLS 102. Second course in American government, dealing with the process of policy formulation and with the historical development of specific public policies in such fields as economics, foreign affairs, health care, crime, education, business and labor, and social welfare.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PLS 103 Missouri Government and Politics**

Special course dealing with functions and organizations of Missouri state and local government. Students may be assigned selected projects on Missouri politics.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **PLS 169 Introduction/Political Science**

An introduction to the contemporary concerns and historical development of political science as a

social science and as a mode of critical thinking about politics and society. Emphasis is upon acquainting students with the scope of intellectual inquiry and the specialized subfields of study of modern political science rather than with the particular characteristics of American Government and politics.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **PLS 197 Topics in Political Science**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

## • **PLS 205 Countries & Cultures:Comp Govt**

An introductory comparative study of the principles, techniques and policy issues of government in constitutional democracies and authoritarian regimes. The course focuses on selected West European (Britain, France, Germany) and non-West European ( Japan, Mexico, Russia, Nigeria and Iran) countries and the evolution of the European Community. Students will not receive credit for both PLS 205 and IDS 297 Introduction to Comparative Government: Topics in Globalization.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

## • **PLS 232 International Relations**

Conflict and cooperation in the national state system. Theories on international organization, power politics, international integration/disintegration, nationalism, terrorism, trade and war. Problems of developing areas such as the Middle East, Africa, Asia, Latin America. International/ Intercultural Component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **PLS 251 Foundations of Public Law**

An introduction to the study of U.S. public law. Covers major concepts of law, legal reasoning and the legal process; provides a comparative and historical perspective on the U.S. Constitution and public law. Highlights the basic issues of law, administration, enforcement and social policy. Has an international/global component. Capstone course for the Law Enforcement AAS degree. A student

will not receive credit for both PLS 251 and LWE 297.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring (odd-numbered years)

- **PLS 255 Public Administration**

American administrative organization and activities; centralization, decentralization, and relation between the administration and other branches of government.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Psychology Courses

## Psychology (PSY) courses

- **PSY 121 Introductory Psychology**

CBE. Principles of human behavior; human growth and development; motivation; behavior organization; related research methods. Additional course work will be required taking this as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **PSY 197 Topics in Psychology**

Selected topics especially appropriate for lower division students. (Examples: Meaning of death, preparation for marriage, child rearing practices, etc.) May be repeated for a maximum of 4 hours.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **PSY 200 Psychological Statistical Methods**

Prerequisite(s): PSY 121 and MTH 130 or higher. Principles and methods of statistics used in psychology; understanding and interpreting psychological data. This course cannot be credited toward a degree if the student has taken any of the following: QBA 237, and MTH 240.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PSY 201 Experimental Psychology**

Prerequisite(s): PSY 121 and PSY 200. Psychological methodology; major emphasis on experimentation.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Upon demand



- **PSY 203 Introduction to Research**

Prerequisite(s): PSY 121 and MTH 135. This course will provide an integrated approach to elementary research design and statistical methods. Students will review research and develop small projects for which statistical methods will be selected and applied. This course cannot be substituted for PSY 200 and/or PSY 201 and will not count toward the Psychology major. This course is not designed to prepare students for graduate work in Psychology.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PSY 250 Analysis/Interpersnl Behavior**

Prerequisite(s): PSY 121. Ongoing processes of interpersonal behavior. Observation and experience as participant of a self-analytic group in the human relation laboratory.

Credit hours: 3   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Upon demand

- **PSY 260 Educational Psychology**

Prerequisite(s): PSY 212. This course is designed as an introduction to theory and research in educational psychology. Topics include cognitive and social development, learning, memory, cognition, intelligence, motivation, measurement, and individual differences.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

- **PSY 274 Abnormal Psychology**

Prerequisite(s): PSY 121. A survey of abnormal/deviant behavior with emphasis on theories, causes, treatment, and prevention.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **PSY 280 Student Development**

Prerequisite(s): PSY 121 and permission. Student development concerns life-span development, with a strong emphasis on grades K-12. Cognitive, social, and emotional development is covered, as well as developmental issues such as the impact of divorce, child abuse, substance abuse, sexuality, and peer pressure. This course also includes learning and motivation theory. This course will not count toward the major or minor in Psychology.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Spring

- **PSY 285 Dev Early Chldhd & Elem Sch Ch**

Prerequisite(s): PSY 121. This course focuses on life span development with a strong emphasis on preschool through sixth grade. Coverage includes developmental issues such as divorce, child abuse, substance abuse, and peer pressure. Also includes learning and motivation theory.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

# Quantitative Business Analysis Courses

## Quantitative Business Analysis (QBA) courses

- **QBA 237 Basic Business Statistics**

Prerequisite(s): MGT 130; or MTH 103 or higher except MTH 197 and MTH 297. Collection, analysis, interpretation, and presentation of data related to business, measures of central tendency and dispersion, elementary probability, probability distributions, sampling, standard error, interval estimation, hypothesis testing. Computer statistical packages will be utilized in analysis of a variety of applications problems. A student may not receive credit toward a degree for more than one of the following courses: QBA 237, MTH 240, PSY 200.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

# Reading Courses

## Reading (RDG) courses

- **RDG 170 Student Literacy Corps**

Prerequisite(s): Concurrent enrollment with RDG 171 and permission. Available to students who wish to develop the skills needed to teach adults to read.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **RDG 171 Lab for RDG 170**

Prerequisite(s): RDG 170 or concurrent enrollment. Students practice the skills needed to teach adults to read. Lab may be repeated up to 3 hours.

Credit hours: 1   Lecture contact hours: 0   Lab contact hours: 2   **Typically offered:** Fall, Spring

# Religious Studies Courses

## Religious Studies (REL) courses

- **REL 100 Religion and Human Culture**

To discover what religion is and does; place of religion in human thought and action.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **REL 101 Intro to the Old Testament**

Literature of the Old Testament including the historical backgrounds and major concepts of these books.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **REL 102 Intro to the New Testament**

Literature of the New Testament including the historical backgrounds and major concepts of these books.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **REL 103 History of the English Bible**

The ancient manuscript of the Bible; early versions; evaluation of recent translations.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **REL 131 Religion in America**

Recounts the development of American religious life and the influences of religion on American institutions and its people.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **REL 197 Topics in Religious Studies**

Topics of general interest in the area of Religious Studies. Examples: Fundamentalism, Muslim Spain, Heresy and Holiness, Hell and the Devil, the Shroud of Turin. May be repeated, as topics change, to a maximum of 6 hours. Variable content course. (1-3) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

# Real Estate, Insurance & Law Courses

## Real Estate, Insurance & Law (RIL) courses

- **RIL 232 Debtr/Creditr Rghts & Remedies**

Prerequisite(s): LAW 231. Legal aspects of financial transactions. The rules of law governing financial transactions in today's business and personal affairs. Topical areas include commercial paper, secured transactions, and bankruptcy.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Spring

- **RIL 235 Bus Entrprses, Rghts/Liablties**

Prerequisite(s): LAW 231 Legal alternatives in the structuring of the business enterprise and its relationship with employees. Topical areas include personal property, bailments, real property, leaseholds, intellectual property rights, franchises, sole proprietorships, partnerships, corporations, and agency and employment law.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Spring

# Respiratory Care Courses

## Respiratory Therapy (RSC) courses

- **RSC 122 Respiratory Care Pharmacology**

Prerequisite(s): RSC 120 A course that presents the principles of pharmacology, pharmacology of the respiratory system, modes of medication delivery and drugs used in the treatment of respiratory diseases.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Summer

- **RSC 123 Pulmonary Disease I**

Prerequisite(s): RSC 120, RSC 121, RSC 122. A course that presents the etiology, pathophysiology, treatment, and management of restrictive and obstructive pulmonary diseases.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall

- **RSC 124 Cardio Anatomy/Physiology**

Prerequisite(s): RSC 120, RSC 121, RSC 122. A course intended to support the learning of the structure and function of the heart and lungs and the impact they play on patient welfare in clinical practice.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **RSC 132 Mechanical Ventilation I**

Prerequisite(s): RSC 120, RSC 121, RSC 122 A course that introduces the theory of invasive and non-invasive mechanical ventilation, and a foundation course for terminology and concepts related to mechanical ventilation application. This course has a lab component and a course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall



- **RSC 210 Resp Equipment & Therapeutics**

Prerequisite(s): RSC 120, RSC 121, RSC 122 A course that presents to the student the ways in which medical gases are manufactured, stored and delivered; the administration and management of oxygen; hyperbaric oxygen; humidity and aerosol therapy; secretion clearance techniques and airway management. This course has a lab component and a course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall

- **RSC 223 Pulmonary Disease II**

Prerequisite(s): RSC 123, RSC 124 A course that presents the etiology, pathophysiology, treatment, and management of restrictive and obstructive pulmonary diseases. Emphasizes the methods used to prevent/diagnose, treat/reduce effects of pulmonary diseases in order to improve the patient's daily functioning.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Spring

- **RSC 232 Mechanical Ventilation II**

Prerequisite(s): RSC 123, RSC 124, RSC 132 A course that presents special topics in mechanical ventilation, its application in neonatal, pediatric, and adult patients, and management of the patient/ventilator system.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **RSC 245 Cardiopulmonary Diagnostics**

Prerequisite(s): RSC 123, RSC 124, RSC 132, RSC 210 A course that presents pulmonary function analysis, arterial blood gases, pulse oximetry, capnography, diagnostic imaging, electrocardiography, and review of the patient history and assessment. This course has a lab component and a course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **RSC 250 Neonatal/Ped Respiratory Care**

Prerequisite(s): RSC 123, RSC 124, RSC 132, RSC 210 A course that presents the theory and application of the physiology, pathophysiology, monitoring and care of the neonatal/pediatric patient, including laboratory values and physical examination.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

- **RSC 260 Resp Care Special Procedures**

Prerequisite(s): RSC 210, RSC 245 A course that presents the theory and application of the physiology, pathophysiology, monitoring and care of the neonatal/pediatric patient, including laboratory values and physical examination.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Summer

- **RSC 270 Disease Management**

Prerequisite(s): RSC 123, RSC, 223, and RCS 260. A course that presents the importance of early identification of disease processes, daily monitoring, and adherence to treatment protocol, The benefit of patient education and special programs such as cardiopulmonary rehabilitation is covered,

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall

- **RSC 280 Clinical Practicum I**

Prerequisite(s): RSC 120, RSC 122, RSC 132, RSC 210 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction, Clinical practicum allows students to perform clinical procedures while being supervised in order to become a safe and proficient respiratory professional.

Credit hours: 5   Lecture contact hours: 0   Lab contact hours: 15   **Typically offered:** Fall

- **RSC 281 Clinical Practicum II**

Prerequisite(s): RSC 280 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction, The clinical practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting,

Credit hours: 6   Lecture contact hours: 0   Lab contact hours: 18   **Typically offered:** Spring

- **RSC 282 Clinical Practicum III**

Prerequisite(s): RSC 280, RSC 281 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical

practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting,

Credit hours: 2   Lecture contact hours: 0   Lab contact hours: 6   **Typically offered:** Summer

- **RSC 283 Clinical Practicum IV**

Prerequisite(s): RSC 280, RSC 281, RSC 282 The integration of theoretical knowledge and psychomotor skills designed to unite classroom instruction with laboratory and clinical instruction. The clinical practicum provides the student with clinical experiences and supervised application of concepts/skills learned in the classroom and laboratory setting.

Credit hours: 4   Lecture contact hours: 0   Lab contact hours: 12   **Typically offered:** Fall

- **RSC 297 Adv Resp Care Theory(Capstone)**

Prerequisite(s): RSC 210, RSC 232, RSC 245, RSC 260 A course that presents the essential skills to develop a respiratory care treatment plan including patient/family education, sleep apnea diagnostics, respiratory care in the home, and respiratory protocols using evidence-based medicine, This course will be conducted concurrently with Clinical Practicum IV during which the student will be required to prepare patient case studies, Students must be able to pass secure self-assessment exams, a mock therapist-multiple choice exam and assigned clinical simulations. This course has a lab component with a course fee.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 2   **Typically offered:** Fall

# Social Work Courses

## Social Work (SWK) courses

- **SWK 212 Introduction to Social Work**

Prerequisite(s): SOC 150. The historical development, philosophy, and values of the profession of social work. Examines practice interventions with individuals, families, groups, and communities. Introduction to various social agency settings and types of clientele served. A grade of C or better is required in this course in order to be considered for into the Social Work Program and to enroll in SWK 309, 410, 420 or 430. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **SWK 219 Human Diversity**

Prerequisite(s): SWK 212, PSY 121, and SOC 150. Content and skill development pertinent to working with diverse racial, cultural, ethnic, and other populations such as persons with physical disabilities and mental illnesses. This course is designed primarily to inform and sensitize individuals for effective interventions with a heterogeneous society. SWK 300 may be taken concurrently.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **SWK 222 Human Behavior and the Social Environment**

Prerequisite(s): SOC 150. Factors associated with the person environment system from the perspective of human biology, developmental and personality theory, small group theory, and the large societal context. A grade of C or better is required in this course in order to be considered for admission into the Social Work Program and to enroll in SWK 309, 410, 420, or 430. This course may not be taken pass/not pass.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

# Sociology Courses

## Sociology (SOC) courses

- **SOC 150 Principles of Sociology**

CBE. An introduction to the study of society, its structure and processes. Emphasis upon the sociological perspective, method, and findings. Additional course work will be required for the students taking this as an Honors course, and a B grade or higher must be earned in order to receive Honors designation.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **SOC 152 Social Problems**

Prerequisite(s): SOC 150. Sociological perspectives on contemporary social issues and problems in American society.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **SOC 271 The Community**

Prerequisite(s): SOC 150. The range and structure of territorially based social systems such as neighborhoods, towns, hamlets, prisons, and utopias.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **SOC 275 Sociology of Rural Life**

Prerequisite(s): SOC 150. Rural life in America, as it existed traditionally and as it has been changed by the processes of modernization. Special emphasis upon rural life in the Ozarks.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

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## **SOC 276 Sociology of Aging**

Prerequisite(s): SOC 150. The aging process and its implications for our society and the individual. The focus includes social, psychological, economic, and demographic aspects of aging.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **SOC 284 Social Movements**

Prerequisite(s): SOC 150. The evolution of large and diffuse groups which promote or resist social change and their consequences for society. Examples might include the labor movement, the women's movement, new religious or political movements.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **SOC 290 Sociology of Gender Roles**

Prerequisite(s): SOC 150. A study of gender roles, focusing on the effects of socialization, role stereotyping, and rapid social change on adult gender role identity, life choices and family patterns.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **SOC 297 Special Topics**

*Prerequisite: Permission.*

Selected topics of contemporary interest in sociology, offered when resources and demand allow. May be repeated to a total of 6 hours when topic changes. Variable content course. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

# Special Education Courses

## Special Education (SPE) courses

- **SPE 250 Education of Exceptional Learners**

Prerequisite(s): 2.50 minimum GPA. Pre-service teachers are introduced to the special education process as mandated by state and federal guidelines. Legislation, litigation, and service options pertaining to diverse populations will be stressed including those with disabilities, culturally diverse, and gifted. Emphasis will be placed on current issues in the field of special education. Students will participate in observations in appropriate elementary, middle, and secondary school and agency settings.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

# Spanish Courses

## Spanish (SPN) courses

- **SPN 101 Elementary Spanish I**

CBE. The primary goal of SPN 101 is to help students develop proficiency in the four communication skills: listening, reading, speaking and writing. These skills are essential to effective communication in the target language. International/Intercultural component.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Fall

- **SPN 102 Elementary Spanish II**

Prerequisite(s): A grade of C or better in SPN 101. The primary goal of SPN 102 is to help students develop additional proficiency in the four communication skills: listening, reading, speaking, and writing. These skills are essential to effective communication in the target language. International/Intercultural component. Students who have not taken SPN 101 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Spring

- **SPN 201 Intermediate Spanish I**

Prerequisite(s): A grade of C or better in SPN 102. The primary goal of SPN 201 is the systematic review, expansion, and synthesis of the four skill areas. Communicative skills will be enhanced by providing a thorough review of fundamentals of grammar through real-life language use, reading and composition. International/Intercultural component. Students who have not taken SPN 102 but have proficient skills in the Spanish language may petition the course instructor for permission to take this course. CBE

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Upon demand

- **SPN 202 Intermediate Spanish II**



Prerequisite(s): A grade of C or better in SPN 201. Continuation of the development of the four skills through conversation, composition, and reading as a means to access culture.

International/Intercultural component.

Credit hours: 3    Lecture contact hours: 3    Lab contact hours: 1    **Typically offered:** Upon demand

- **SPN 297 Special Topics in Spanish**

Prerequisite(s): Permission of instructor and department head. Topics of selected interest in Spanish studies, including travel-courses to Spanish-speaking countries. The specific subject matter and/or international component may change from semester to semester according to resources and demand. May be repeated, as topics change, to a maximum of 6 credit hours. Variable content course. International/Intercultural component. (1-6) D

Credit hours:    Lecture contact hours:    Lab contact hours:    **Typically offered:**

# Technology Courses

## Technology (TEC) courses

- **TEC 100 Survey of Electronics**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS reading score of 81 or greater or SAT verbal score of 440 or greater or C or higher in ENG 100 or IDS 150 or departmental permissions. A survey of electronics including electrical and electronic safety. Ohms Law, passive and active devices, amplifiers, digital fundamentals, and communications systems.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

- **TEC 105 Technology's Impact on Society**

Technological progress of agriculture and industry and its socio-economic impact in a global environment.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **TEC 111 Manufacturing Materials and Processes**

Prerequisite(s): Eligible for MTH 100 or higher and either ACT Reading score of 18 or greater or COMPASS reading score of 81 for greater or SAT verbal score of 440 or greater or C or higher in ENG 100 or IDS 150 or departmental permission. An introduction and survey of the materials, such as ferrous and nonferrous alloys, ceramics, plastics, wood and composite materials, machines and tools such as lathes, drill presses, milling machines, welding, and processes employed in manufacturing industries. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

- **TEC 112 Introduction to Supply Chain Management**

Covers objectives and processes of supply chain management activities including procurement,

manufacturing, forecasting, planning inventory management, capacity requirements management, material control, and logistics.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

## • **TEC 120 Tec Career Center Variable Cont**

Prerequisite(s): C grade or better in an approved 525, 900 or 1050 clock hour career center program and completion of 12 credit hours of course work at Missouri State University-West Plains. A variable content course resulting from an articulation agreement with the South Central Career Center, Ozark Mountain Technical Center or other approved career center. The topic will be identified by the career center program title. Approved programs from the South Central Career Center include Auto Body and Collision Repair, Automotive Mechanics Technology, Carpentry, Commercial and Advertising Art, and Welding Technology. Approved programs from the Ozark Mountain Career Center include Auto Body Repair 1 & 2, Auto Mechanics 1 & 2, Carpentry 1 & 2, Computer Installer & Repair 1 & 2 and Welding Technology 1 & 2. Other programs will be evaluated on an individual basis. Students must attain a C grade or better in the applicable core competencies. Similar courses at other institutions will be evaluated on an individual basis. Credit for this course will be transcribed upon completion of 12 credit hours of course work at Missouri State University-West Plains. The transferability of this course to other institutions must be confirmed with the institution. This course may be repeated subsequently or taken concurrently for a total of 24 credits. A total of 12 credit hours will be assigned for 900 and 1050 clock hour programs.

Credit hours: 12   Lecture contact hours: 12   Lab contact hours: 0   **Typically offered:** Upon demand

## • **TEC 123 Employment in Manuf Occupation**

An introduction to shop safety, new hire best-practices, communications skills, manufacturing tools, maintenance practices, work stations and equipment rigging & lifting. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

## • **TEC 165 Manufacturing Machine Technology**

Prerequisite(s): Grade of C or better in TEC 111 or concurrently, or departmental permission. This course provides students with an introduction to manufacturing technology. Students will learn about shop safety, print reading, operation and programming of computer numerically controlled (CNC) machine tools, including lathes, plasma cutters, milling and grinding machines. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **TEC 175 Welding Technology**

This course provides instruction in welding theory, principles, and applications. Topics covered in this course include shop safety, shielded metal arc welding, gas welding, gas metal arc welding, gas tungsten arc welding, ox fuel cutting, plasma cutting, math for welders, blueprint reading, and metallurgy. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall, Spring, Summer

## • **TEC 197 Special Topics in Technology**

A variable content learning module consisting of lecture, discussion, studio projects, and/or field projects that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated for up to 6 credit hours if the topics differ. (1-6) D.

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

## • **TEC 200 Alternative Energy-Electricity and Electrons**

Prerequisite(s): Grade of C or better in TEC 100 or concurrently, or departmental permission. An introduction to the production and use of electrical energy in motors, generators and electronic circuits. Students learn the construction and operation of motors, generators and electronic control circuits. Includes electrical and mechanical safety, theory, concepts, and hands-on-operation of electrical equipment associated with various power systems. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Fall

## • **TEC 220 Technology Management**

Covers technological innovation, and how to effectively acquire, utilize, and manage technology to improve the business' competitiveness and opportunities for success.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **TEC 232 Quality Management**

A study of quality and lean management in business and industry. Topics include leadership and strategic planning, human resource practices, customer service and satisfaction, process management, performance measurement, Six Sigma principles, and principles of lean production.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring

## • **TEC 245 Mech Systems & Fluid Power**

Prerequisite(s): Grade of C or better in TEC 165 or departmental permission. An introduction to shop safety, design, implementation, and troubleshooting of mechanical and fluid power systems. Includes mechanical equipment alignment, balancing and leveling as well as calculations for gears, gearboxes and motor sheaves. Additionally, includes pump and valve operations as well as fluid contamination and control. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **TEC 250 Safety Management**

Accident causes and effects, OSHA, workers' compensation, accident investigation, safety audits, safety promotion and training, and safety hazards and their prevention.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall

## • **TEC 255 Project Management**

Focuses on how projects contribute to the goals of the organization. Students will examine a project manager's role in an organization, project management tools/techniques, and the interpersonal skills needed to complete the project. Students may not receive credit for both TEC 255 and CTC 255.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **TEC 260 Alternative Energy-Biofuels**

Prerequisite(s): TEC 200 or departmental permission. An introduction to the production of energy from various forms of wood gasification technology. Students learn the construction and operation of wood gasification technology systems. Includes theory, concepts, and hands-on-operation of wood gasification technology and energy efficiency. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

## • **TEC 265 Alternative Energy-Solar**

Prerequisite(s): TEC 200, or departmental permission. An introduction to the production of energy using various forms of solar technology. Students learn the construction and operation of passive and active solar technology systems. Includes theory, concepts, and hands-on-operation of solar technology and energy efficiency. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **TEC 270 Alternative Energy-Wind**

Prerequisite(s): TEC 200, or departmental permission. An introduction to the production of energy from various forms of wind turbine technology. Students learn the construction and operation of wind turbine technology systems. Includes theory, concepts, and hands-on-operation of wind turbine technology and energy efficiency. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **TEC 275 Automated Manufacturing**

Prerequisite(s): Grade of C or better in TEC 165 or departmental permission. An introduction to shop safety, motor controllers, discrete input/output devices, programmable logic controllers (PLCs) including basic ladder logic, communications and troubleshooting as well as robotics applications. Course fee.

Credit hours: 3   Lecture contact hours: 2   Lab contact hours: 2   **Typically offered:** Spring

- **TEC 299 Technology Internship**

Prerequisite(s): 24 credit hours or equivalent experience. The technology internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. This internship course gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This course may be repeated for a total of six credit hours.

Credit hours: 1-3   Lecture contact hours:   Lab contact hours: **Typically offered:** Fall, Spring, Summer

# Theatre Courses

## Theatre (THE) courses

- **THE 101 Introduction to Theatre and Drama Arts**

The creative processes of transforming drama to stage, film and television. A study of the collaborations and contributions that the various artists make to the process. Intended to increase the audience's ability to think critically about the artistic experience. Buying tickets to and attendance at local productions required.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **THE 109 Performance Studies**

Exploration of the social, cultural, and aesthetic aspects of performance through an examination of self and society. Course combines lecture, readings, and individual student performances of oral and literary texts selected for their humanities-related content and their performance and literary values.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **THE 111 Theater in Education**

Educational Theater teaches students how to prepare a program that deals with a social or historical issue and then to take the program into area schools for presentation. Sometimes the students will use a written script by a professional author and sometimes they create their own.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **THE 112 Performance Project**

Theatre group will present a theater performance to various groups, or for multiple showings in the geographical area. This may include travel to locations including schools, day cares or event venues. (Check with the instructor if travel is an issue.) May be repeated for up to 3 hours.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **THE 197 Selected Topics in Theater**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more than six credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor. (1-3) D

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **THE 205 Speech for the Elementary Classroom**

Speech activities in the elementary grades, correlating story telling, choral reading, creative dramatics, and speech correction.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Spring (odd-numbered years)

- **THE 210 Performance of Literature**

Individual performance of poetry, prose, and drama. Designed for students who wish to develop skills in theatrical performance, oral interpretation, aesthetic communication, and literary study through performance.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand



# Viticulture Courses

## Viticulture (VIN) courses

- **VIN 105 Molecular Prin.in Grape & Wine**

This course puts emphasis on chemical fundamentals, organic, biochemistry, and applications with a focus on the grape and wine industry. It is recommended for students needing one semester of general chemistry as a prerequisite for VIN 268 Wine and Must Analysis.

Credit hours: 4   Lecture contact hours: 4   Lab contact hours: 0   **Typically offered:** Fall, Spring

- **VIN 106 Physics for the Wine Industry**

Prerequisite(s): MTH 103 An introduction to physical theories covering the content areas of mechanics, fluids, sounds, thermodynamics and their relationship to the grape and wine industry.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 108 Spanish for the Wine Industry**

This is a Beginners/Intermediate Spanish course designed for the wine industry with a strong emphasis on oral and written communication. It covers basic grammar, as well as, vocabulary and situations pertinent to vineyard and winery operations. Topics include soil preparation, irrigation, planting, pruning, canopy management, disease and pest control, harvesting, crushing and pressing the fruit, winery sanitation, filling out paper work, safety, and awareness of cultural differences.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 110 Introduction to Wine Microorganisms**

This course is an introduction to the variety of microorganisms frequently encountered in the wine making process, both beneficial and harmful. Topics include identification, physiology, morphology, and biochemistry of various wine microorganisms.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **VIN 111 Introduction to Viticulture and Vineyard**

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

## • **VIN 112 Botanical Viticulture**

This course is designed to provide students with an overview of the plant kingdom and to examine grapevine form and function from a botanical perspective. Topics to be covered include the specific characteristics of plants that distinguish them from other forms of life, divisions within the plant kingdom with representative members of each, and plant classification. Plant cells, tissues, life cycles, structures and functions, especially as applied to grapevines will also be discussed, along with various aspects of plant and grapevine physiology, such as photosynthesis, respiration, nutrition, cold acclimation and hardiness, and dormancy.

Credit hours: 4   Lecture contact hours: 3   Lab contact hours: 1   **Typically offered:** Fall, Spring

## • **VIN 117 Cold Climate Viticulture/Enology**

Prerequisite(s): VIN 111 or VIN 146. This course offers a practical understanding of the obstacles and promise of growing grapes and making wine in cold climates. Topics relating to cold climate production include history, physical limits of grapes, successful varieties, viticulture and enology methods for producing quality cold climate wine, the state of cold climate research, a review of resources, and marketing strategies in cold climate regions.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **VIN 130 New Wine Business Feasibility**

This course provides a systematic look at the different components of a successful wine or vineyard brand and assists students in creating a plan for a profitable business. Students will be exposed to key aspects of the business, including the regulatory climate for making and selling wine or grapes, financial frameworks to develop a vineyard and/or winery or to create a virtual brand, and different

models for profitability. Every student will be given the tools and frameworks to critically evaluate this competitive landscape and make decisions on a course of action.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **VIN 132 Finance and Accounting for Wine Businesses**

This course focuses on the financing decisions faced by entrepreneurs. During the first section of this course students will learn the basics of financial accounting and planning, including financial statements and pro forma preparation and analysis. In the second section, students are introduced to the concepts of financial management, including the time value of money, profitability and break-even analysis, capital budgeting and management, and cash flow analysis. The third section of the course focuses on analyzing capital funding and financing options and needs, including business valuation models and raising capital through debt, equity, and community resources.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **VIN 134 Survey of Vitic/Enol/Wine Bus.**

This course will review basic grape growing and wine making principles. An overview of viticulture, fermentation, winery operations, the physiology of wine consumption, wines produced in major wine-producing regions and the sensory evaluation of wine will be covered. The goal of this course is to provide the student with basic viticulture and enology education that can be applied to the business aspects of a wine business.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring

## • **VIN 146 Introduction to Enology**

This course is based on the fundamentals of the science and technology of winemaking. Introduction to Enology targets the home winemaker and those interested in exploring winemaking as a career, either as a cellar worker or as a new winery owner. During this course, students will build a basic understanding of winemaking, including making wine from a kit. This course is part of VESTA's viticulture and enology program with emphasis on the practical aspects of winemaking.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Fall, Spring, Summer

## • **VIN 148 Winery Sanitation**

Prerequisite(s): VIN 146 or permission. This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all

methods used for winery sanitation including premises, tanks, pumps, filters, oak barrels and sampling equipment, including but not limited to chemical agents, reagents, and thermal treatments leading to sterile bottling. Environmental issues and compliance are also addressed. The course will include lectures, demonstrations and field based projects.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **VIN 160 Winery Equipment Operation**

Prerequisite(s): VIN 146 or permission. This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations and field based projects. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

## • **VIN 174 Wines of the World**

This is a course intended for those individuals who wish to further their understanding of wine styles and builds on the knowledge developed in VIN 266, Sensory Evaluation. It is appropriate for commercial winemakers who wish to understand how the wines that they produce compare and contrast with the most popular and important wine styles around the globe. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation and an understanding of global benchmarks. Students will practice sensory analysis at home to further their sensory evaluation skills and techniques.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **VIN 190 Vineyard Safety**

This course provides an introduction to safety and procedures specific to viticulture (grape growing). This course will include general history of agriculture safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Spring

## • **VIN 197 Spcl Tpcs/ Viticulture & Enology**

This is a variable content course that can change from semester to semester. Topics will be identified by title in the schedule of classes. The course may be repeated if the topics differ; however, no more than six credits may count toward any degree. (1-6) D

Credit hours: Lecture contact hours: Lab contact hours: **Typically offered:**

- **VIN 202 Legal Aspects/Vin & Winery Ops**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard and winery. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard/winery ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the vineyard/winery owner or manager, identify and discuss governmental agencies and regulations affecting vineyard/winery ownership and management, introduce and analyze employment relationships, and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **VIN 211 Integrated Pest Management**

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0 **Typically offered:** Upon demand

- **VIN 212 Winter Viticulture Technology**

Prerequisite(s): VIN 111 or permission. This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

Credit hours: 2 Lecture contact hours: 1 Lab contact hours: 2 **Typically offered:** Upon demand

- **VIN 213 Regional Vineyard Management**

Prerequisite(s): VIN 111 or 113 or VIN 114 or VIN 115 or permission. This course is a study of commercial grape growing in representative regions of the United States. Topics include cultivars, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping and cold injury.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 214 Spring Viticulture Technology**

Prerequisite(s): VIN 111 or permission. This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Upon demand

- **VIN 215 Summer/Fall Viticulture Techno**

Prerequisite(s): VIN 113 (recommended) or VIN 114 (recommended) or permission. This course is designed to provide students initiated in the field of viticulture practical experience in summer/fall vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course that will serve as work experience for those seeking employment in commercial viticulture. Course fee.

Credit hours: 2   Lecture contact hours: 1   Lab contact hours: 2   **Typically offered:** Upon demand

- **VIN 246 Intermed Enology-Harvest/Crush**

Prerequisite(s): VIN 146 or permission. This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended. Students are required to partner with an approved winery to participate in the required field experience portion of the course. Prior completion of VIN 105 is recommended. Course Fee.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall

- **VIN 247 Winter/Spring Intermediate Enology**

Prerequisite(s): VIN 146 or permission. This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended. Students are required to partner with an approved winery to participate in the required field experience portion of the course. Prior completion of ViN 105 is recommended. Course fee.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Spring

- **VIN 250 Vin Equipmnt Tech/Entrepreneur**

Prerequisite(s): VIN 130, VIN 132, and VIN 134, or VIN 111 or VIN 146. This course covers equipment and technologies used in vineyard establishment and management systems used in modern commercial vineyards. An overview of vineyard establishment technologies will include soil mapping and preparation; irrigation set-up; planting systems; and vineyard trellis construction. Management equipment includes herbicide and air blast sprayers; irrigation and frost control equipment; cultivators; mechanisms used to bury the graft unions or vines for winter protection; equipment for either mechanical or manual pruning, shoot thinning, shoot positioning, fruit thinning, leaf removal and harvesting; soil mapping technology; climate monitoring equipment; fertilizer and lime application; and work place safety.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 251 Grapes-Market/Grower Relations**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course explores how to market wine grapes. During the course the students will learn how to identify markets for their grapes, how to develop and nurture relationships with wineries and other buyers, how to develop grower and winery marketing opportunities, how to write contracts, how to negotiate contracts and how to set prices and how to forecast grape demand by watching market trends in this constantly changing environment.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 255 Financial Management/Vineyard**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. Vineyard Management explores the interconnectedness between vineyard inputs, the dollars spent, and how to maximize profits. The class will help you to recognize and develop your own personal system to measure your inputs versus outputs in relationship to your vineyard health and performance, grape quality, and your buyers' expectations. The class will also give you examples on how to negotiate and write



grape purchase agreements and planting contracts, and how to develop a seasonal budget.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0 **Typically offered:** Upon demand

- **VIN 257 Fall Wine Production Internshp**

Prerequisite(s): VIN 146, VIN 148, VIN 160, VIN 246, VIN 247 or permission. This course is designed for the individual anticipating a career in the wine industry. This course (internship) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences, sufficient to equip him/her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season internship at a supporting winery, and are expected to use the time and opportunities to further their understanding of the winemaking process and common winery operations. Course fee.

Credit hours: 3 Lecture contact hours: 0 Lab contact hours: 6 **Typically offered:** Fall

- **VIN 259 Cellar Operations Technology**

Prerequisite(s): VIN 257 or permission. This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the passive vineyard periods associated with winter. The student is expected to improve his understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology. Course fee.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0 **Typically offered:** Upon demand

- **VIN 260 Winery Equip Tech/Entrepreneur**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course covers process technologies and process systems that are used in modern commercial wineries. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contracting systems, cleaning and sanitation systems, process control systems refrigeration systems, air conditioning and humidity systems, electrical systems, waster water systems, solid waste handling and work place safety.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0 **Typically offered:** Upon demand

- **VIN 266 Sensory Evaluation**



Prerequisite(s): VIN 146 or permission. This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. The course will include lectures, demonstrations and two day workshop. Students must be at least 21 years of age to enroll in this course. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **VIN 268 Wine and Must Analysis**

Prerequisite(s): VIN 146 and VIN 105 or CHM 116 and CHM 117 or permission. Principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands on experiences at participating wineries. Course fee.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

## • **VIN 270 Marketing for the Small Winery**

This course explores the marketing strategies for small wineries. During the course, students will build a basic understanding of different aspects of marketing such as label design and packaging, tasting room promotion, and general marketing principles. It will also introduce various marketing channels including, social media, e-mail, word of mouth, and winery web sites.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Fall

## • **VIN 271 Advanced Winery Marketing**

Prerequisite(s): VIN 130, VIN 132 and (VIN 134 or VIN 111 or VIN 146). This course explores the strategies and tactics that a winery would utilize to develop a strong marketing program. The students will develop a marketing plan, incorporating online technology, social media, including the application of blogs and social networking accounts to market both winery retail and wholesale markets. The course will conclude with a student presentation of a marketing package directed at a specific target market.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 272 Winery Tasting Room Management**

This course will explore all aspects of managing a winery tasting room. It will cover topics such as tasting room "look and feel," merchandizing, customer service, customer relationships, sales opportunities, sensory evaluation, staff training and the importance of leadership. The focus will be on customer service and customer loyalty.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Spring

- **VIN 275 Financial Management/Winery**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course integrates wine production with the management of a winery and its strategic business units. Wine marketing, financial management, strategic winery business management, legal structures, leadership, organization development and the breadth of the value chain are all examined as these relate to an actual winery.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 276 Advanced Tasting Room Managmnt**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course explores the key components needed to optimize sales and profitability for tasting room management. The class will focus on direct sales and tasting room activities, wine club management, direct shipping, inventory control, promotions and merchandising, customer relationship management, winery events management, employee compensation issues and employee training.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 280 Winery Establishment & Design**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course will discuss the major aspects of winery establishment and design, including the legal and regulatory process, layout, design and building; economics; cash flow; marketing and investment generation.

Credit hours: 2   Lecture contact hours: 2   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 285 HR Issues/Commercial Vin/Winry**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. The course will explore the different specialties that fall under the broad heading "Human Resources" and the skills necessary

to succeed in them. Topics such as labor relations, global HR, executive compensation, employee development, employee law, organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities employee manual, and communications will be covered.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 290 Winery Safety**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. This course provides an introduction to safety and procedures specific to enology (wine making). This course will include general history of food and beverage safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns specific to the winery. D 2(2-0)

Credit hours:   Lecture contact hours:   Lab contact hours:   **Typically offered:**

- **VIN 293 Soils for Viticulture**

The course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

- **VIN 295 Dev Bus. Plan/Comm Vnyrd,Wnry**

Prerequisite(s): VIN 130, VIN 132 and VIN 134 or VIN 111 or VIN 146. Students will use the knowledge and skills gained from the previous courses in the business and entrepreneurship track to create a wine Industry business plan. The primary course outcome is a major project in the form of a realistic and fully-integrated 5-year strategic business plan including a financial model and supporting materials.

Credit hours: 3   Lecture contact hours: 3   Lab contact hours: 0   **Typically offered:** Upon demand

# Workplace Employability Skill Courses

## Workplace Employability Skills (WES) courses

- **WES 110 Career Preparation**

This course will prepare students for a job search and interview. Topics will include how to find job openings, how to research companies and jobs, resume writing, creating online portfolios, how to prepare for interviews, how to dress for interviews, and what to do before, during and after an interview. Students will also learn how to manage their online presence. As part of this course, students will take the WorkKeys Career Readiness Certification Test.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 115 Introductory Bus. Communicatn**

This course provides students with the skills needed to clearly express ideas through verbal and written communication. Topics will include interpersonal communications, verbal communication, written communication, written communication using electronic tools such as email, texting and social media. Students will also learn techniques to improve listening skills, public speaking skills and how to deliver effective presentations.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 120 Negotiatng & Conflct Resolutn**

This course provides students with negotiating and conflict resolution skills needed for success in the workplace. Students will also learn how to improve their interpersonal sensitivity by respecting different perspectives, views and ideas of others in the workplace.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 125 Interpersonal Skills**

This course prepares students for the workplace by developing teamwork and leadership skills.

Students will learn how to present a positive, professional image.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

## • **WES 130 Personal Competency**

This course will prepare students for the workplace by improving their personal competency. Specific skills that will be covered include initiative, self-motivation, drive, flexibility, independence, self-awareness, and stress tolerance. Students will have an opportunity to increase their self-awareness through a personality assessment tool. Students will also learn how to increase their commercial awareness.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

## • **WES 135 Professionalism**

This course prepares students to behave professionally in the workplace. Topics covered in this class include business etiquette, how to dress for the workplace, online professionalism and how to project a professional image when working in office, on the job or customer site, or remotely, such as from home.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

## • **WES 140 Critical Thinking**

This course prepares students to reach better decisions and solutions by improving their critical thinking skills. Students will learn the principles and process of critical thinking and how to apply them in the workplace.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

## • **WES 145 Business Ethics**

This course will challenge the student to heighten ethical conscience as an individual as well as within an organizational structure. Students will be challenged to develop a personal system of integrity, professionalism, and honesty while understanding the ethical paradigms of others. Through this course, students will examine the importance of developing an ethical structure prior to facing an ethical dilemma. This course will focus on ethics as a lifelong commitment, regardless of environment. Students may not receive credit for both EPR 170 and WES 145.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 150 Global Business Skills**

This course prepares students for work in the global business environment. Students will learn cultural differences in business practices, international business etiquette, and how to overcome language barriers. Students will learn how to understand and appreciate differences in other cultures.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 155 Customer Service**

This course helps students learn the skills necessary to serve as an effective interface between customers and the organization offering products and/or services. Emphasis is placed on the development of communication skills that enhance and establish long-term customer relationships. Students may not receive credit for both EPR 145 and WES 155.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 160 Plnng/Orgnztnl Skills/Workplace**

This course provides students with resources to better develop their planning and organizational skills. Students will learn time management and action planning techniques to work more effectively. Project management techniques will also be covered.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 165 Practical Math/Workplace**

This course provides students with basic math skills needed for success in the workplace. Topics include math fundamentals; interpretation of graphs and tables; calculating ratios, percentages, dilution calculations, load equations, tolerances; time calculations; unit conversions; basic statistics; basic algebra; using calculators; using measurement devices.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

- **WES 170 Introduction to Computers**

This course provides students with an introduction to computers, including basic computer functions; file management; basic troubleshooting; using operating systems; internet navigation; overview of Microsoft Office Word, Excel, PowerPoint and Outlook. Students may not receive credit for both CIS 100 and WES 170.

Credit hours: 1   Lecture contact hours: 1   Lab contact hours: 0   **Typically offered:** Upon demand

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