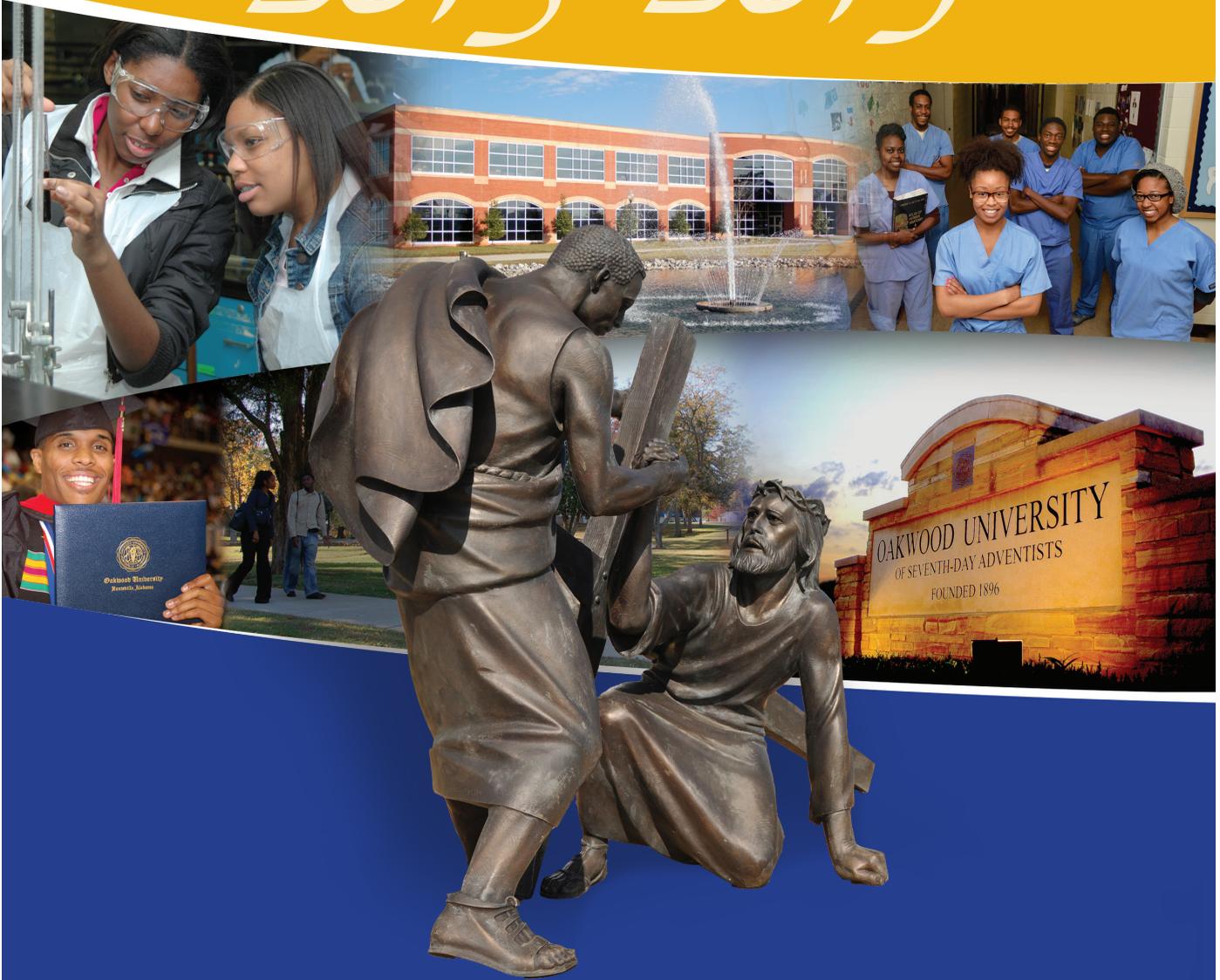




OAKWOOD UNIVERSITY

BULLETIN

2013-2015



ENTER TO LEARN - DEPART TO SERVE

OAKWOOD
UNIVERSITY
BULLETIN
2013-2015



Education, Excellence, Eternity

GENERAL INFORMATION

Accreditation

Regional Accreditation

Oakwood University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Oakwood University.

(The Commission is to be contacted only if there is evidence that appears to support significant noncompliance by Oakwood University with a requirement or standard.)

Denominational Accreditation

Oakwood University is accredited by the Adventist Accrediting Association of the Department of Education of the General Conference of Seventh-day Adventists.

Oakwood University offers programs accredited by:
Association of Collegiate Business Schools and Programs

Commission on Accreditation for Dietetics Education
Council on Social Work Education
National Council for Accreditation of Teacher Education
National League for Nursing Accrediting Commission

Oakwood University offers programs approved by the:
Alabama Board of Nursing
Alabama State Department of Education

Accreditation documents may be viewed in the office of the Vice President for Academic Affairs.

Policy Revisions

Oakwood University reserves the right to make changes relating to the *Bulletin*. A summary of any changes, including fees and other charges, course changes, and academic requirements for graduation, shall be published cumulatively in the yearly class schedule. Said publication of changes shall be considered adequate and effective notice for all students. Detailed information on changes will be maintained in the Registrar's Office and in the Office of Academic Affairs. Each student is responsible for keeping informed of current graduation requirements in the appropriate degree program.

Equal Opportunity Commitment

Oakwood University is committed to providing equal opportunity for all qualified persons. It does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap in the administration of its educational and admissions policies, financial affairs, employment policies and programs, student life and services, or any other college-administered program.

Address: Oakwood University
7000 Adventist Boulevard, NW
Huntsville, AL 35896
Telephone: (256) 726-7000
FAX: (256) 726-7404

Directory:

Enrollment Mgmt. 800-358-3978
In Alabama 256-726-7356
FAX 256-726-7154
Credit and Collections 256-726-7379
FAX 256-726-7461
Financial Aid 800-824-5321
In Alabama 256-726-7210
FAX 256-726-7474

Direct Correspondence Accordingly:

President General Administration
VP for Academic Administration Academic Policies
VP for Student Services Residence Information
Dir. of Enrollment Mgmt. Admissions/Application
Registrar Transcripts, Grade Reports
Dir. of Financial Aid Federal Financial Aid
Dir. of Credit and Collections Student Accounts
Dir. of Alumni Affairs Alumni Concerns

Table of Contents

A Message From the President	3
Mission Statement	4
UNDERGRADUATE STUDIES	
Academic Calendars	7
Admission Standards	11
Financial Policies	17
Student Services and Student Life	32
Academic Policies	38
Academic Support Services	55
Requirements for Degrees	58
SCHOOL OF ARTS AND SCIENCES	65
Department of Biological Sciences	66
Department of Chemistry	74
Department of Communication	80
Department of English and Foreign Languages	98
Department of Mathematics and Computer Science	108
Department of Music	122
Department of Psychology	135
SCHOOL OF BUSINESS AND ADULT AND CONTINUING EDUCATION	145
Department of Business and Information	146
Adult and Continuing Education	165
SCHOOL OF EDUCATION AND SOCIAL SCIENCES	181
Department of Education	182
Description of Courses	195
Department of History and Political Science	198
Department of Social Work	208
SCHOOL OF NURSING AND HEALTH PROFESSIONS	217
Department of Allied Health	218
Department of Health and Physical Education	233
Department of Nursing	242
SCHOOL OF RELIGION	253
Department of Religion and Theology	254
GRADUATE STUDIES	
Academic Calendars	267
Admission Standards	269
Financial Policies	271
Academic Policies	276
Academic Support Services	280
Program Description	281
Board of Trustees	289
Administration	290
Deans and Academic Department Chairs	290
Administrative Staff	291
Faculty	293
Index	304

A MESSAGE FROM THE PRESIDENT

Greetings and welcome to Oakwood University! For more than 100 years, Oakwood University has been a place where dreams are born, memories are made, and where the professional formation of students for dedicated service to the world has been held as sacred.



For too many people, in too many institutions of learning, education has been seen as a path to greater material acquisition, as a vehicle to greater social or professional status, or as a method of securing greater monetary benefit. But at Oakwood University, education is viewed as vital preparation for service--first in this world, and then as preparation for the next. One hundred years ago, our founder, Mrs. Ellen G. White, wrote in a revolutionary treatise that true education "...is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come" (Education 13). At Oakwood, we see education in the same dual perspective. It is the continuation and extension of God's work in the lives of young people--a work that begins with their personal redemption.

I suppose that "sacred" is the word that best summarizes our Oakwood University approach to educating students. Our sacred responsibility is to provide a high-quality educational experience that takes seriously the ministry of integrating faith and learning. As you have chosen to study at Oakwood, we also regard your commitment as a sacred trust. We believe that our motto--"Enter to Learn, Depart to Serve"--is a cherished stewardship that must be passed on to you, just as it has been implanted within the hearts of thousands of other Oakwood students since our founding in 1896.

Therefore, on behalf of our highly-motivated administrators, our exceptionally-educated faculty, our conscientious and service-minded staff, and our creative, passionate, and mission-focused students, welcome to the Oakwood experience. And if I can be of service to you in any way, please do not hesitate to call on me.

Yours in shared service to the mission of Christ,

Leslie N. Pollard, Ph.D., D.Min., M.B.A.
President

Mission Statement

Oakwood University, a historically Black Seventh-day Adventist institution of higher learning, provides quality Christian education that emphasizes academic excellence; promotes harmonious development of mind, body, and spirit; and prepares leaders in service for God and humanity.

Strategic Goals

Spiritual Vitality: Promote a Christ-centered, Seventh-day Adventist worldview.

Educational Excellence: Demonstrate academic excellence in teaching and learning.

Nurturing Environment: Facilitate a supportive environment that is sensitive to the needs of students and all other constituents.

Operational Efficiency: Ensure efficient service and resource management.

Resource Development: Provide sufficient financial resources to support all aspects of the institution.

Institutional Relations: Enhance the reputation and relationships of the institution.

Technology Leadership: Maintain a technologically progressive campus.

Vision

Oakwood University graduates are leaders in service to God and humanity.

Oakwood Facts

Location

Oakwood University is located five miles northwest of downtown Huntsville, a cosmopolitan city of approximately 175,000 people. Situated in north central Alabama, in the beautiful Tennessee Valley, and at the foot of the Appalachian Mountains, Huntsville is home to the Redstone Arsenal and a thriving space industry. Oakwood property consists of over 1,185 acres at an elevation of 1,100 feet above sea level. Approximately 105 acres comprise the university campus, and another 500 acres are under cultivation.

Student Body

Cultural diversity abounds on the campus of Oakwood University, where the 3-year average enrollment of 1,980 students come from as many as forty states and thirty countries. The residential facilities house more than 60 percent of the student body. Family housing is also available for approximately 15 families.

Faculty

A dedicated and committed faculty of approximately one hundred-seven relate to students in a caring and family-like atmosphere that emphasizes academic excellence. More than 60 percent of the faculty hold doctoral degrees. Motivation and academic stimulation characterize the “one-on-one” interaction of faculty with students, as they share and model Christian ideals.

Religious Institution Exemption

Oakwood reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment. The university believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and practices of the Seventh-day Adventist Church. Oakwood expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The university claims exemptions from the provisions of Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with church teachings and practices of morality, deportment, and appearance.

Sexual Harassment

Sexual harassment is prohibited by the university. All students have the right to report and are encouraged to report acts of sexual harassment. Contact the Office of Student Services for reporting procedures.

Disability Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973, the university assists and makes reasonable accommodations for students who have disabilities. For assistance students should contact the Disability Office at (256) 726-7149.

Campus Buildings

East Hall, the oldest building, houses the Division of Advancement and Development. Initial work on the building began in 1907 and was completed in 1909.

The J. L. Moran Hall, completed in 1944, houses faculty offices and classrooms for the Department of History and the Department of English and Foreign Languages. It also has an auditorium with a seating capacity of 500.

The E. I. Cunningham Hall, completed in 1947 and renovated in 2012, houses the Center for Academic Success, Enrollment Management, Financial Aid, Student Accounts, Career Services and Testing, Registrar's Office, Health Services and Faculty Development.

The Teachers' Cottages, completed in 1947, currently house the Art Program, the Chaplain's Office, the Literature Evangelist Training Center, the Office of Student Employment, New Beginnings, and Public Safety.

The W. H. Green Hall, completed in 1952, houses faculty offices and classrooms for the Departments of Psychology and Social Work.

The H. E. Ford Hall, completed in 1954, houses the Student Center, student leadership offices, and the Student Services Office.

The F. L. Peterson Hall, completed in 1955, is an overflow residence hall.

The N. E. Ashby Auditorium, constructed in 1956, is the gymnasium.

The Oakwood Market-Post Office Building was completed in 1957.

The Physical Plant Building was completed in 1959 and also houses the Mailroom and Copy Center.

The Anna Knight Hall, completed in 1960 and renovated in 1992, houses the Department of Education.

The G. E. Peters Hall, completed in 1964, houses faculty offices and classrooms for the Department of Music, and the fine arts auditorium.

The Bessie Carter Hall, completed in 1966, is the residence hall for freshman women.

The W. J. Blake Memorial Center, completed in 1968 and renovated in 2008 and 2009, contains the administrative offices of the university, student dining hall, meeting rooms and presidential dining suite.

The O. B. Edwards Hall, completed in 1969, is the residence hall for upperclass men.

The Eva B. Dykes Library, completed in 1973, is a learning, resource, and research center. It houses a media area with audiovisual equipment and resources, the college archives and recently renovated museum (2010), the Technology Center, the Ellen G. White Estate Branch Office, group study rooms, and classrooms.

The J. T. Stafford Building, completed in 1974, is an educational center consisting of classrooms, laboratories, and offices for the Oakwood Academy.

The W. R. Beach Natatorium, completed in 1974, houses an Olympic-size swimming pool, classrooms, and offices for the Department of Physical Education.

The Oakwood University Church, completed in 1977, has a seating capacity of 2,700.

The Moseley Complex, completed in 1977, houses faculty offices and classrooms for the Department of Religion and Theology, and the C. T. Richards Chapel.

The E. A. Cooper Science Complex, completed in 1981, houses laboratories, classrooms, offices, and storage space for the Departments of Biological Sciences, Chemistry, Family and Consumer Sciences, Mathematics and Computer Science, and Nursing.

The Natelka E. Burrell Hall, renovated in 1982, houses offices and classrooms for the Department of Communication.

The Millet Activity Center (formerly Oakwood University Skating Rink) was completed in 1986 and renovated in 2010. It houses Student Activities offices, an ice cream parlor, a TV room, and a game room, in addition to the skate floor and adjoining racquetball courts.

The Trula E. Wade Residence Hall, completed in 1991, is the residence hall for upperclass women.

The Business and Technology Complex, completed in 2001, houses faculty offices and classrooms for the Business and Information Systems Department, four computer labs, an auditorium that seats more than 300 people, a Board of Trustees meeting room, and a faculty resource area. The facility is fully networked, Internet and audiovisual ready, with cutting-edge technology.

West Oaks Apartments, completed in 2002, consists of six two-story apartment buildings, three for male residents and three for female residents. The West Oaks Clubhouse was completed in 2004 and features ground floor and basement lounges, a kitchen, laundry facilities and administrative offices.

The Morningstar House, donated by the Harris Home Foundation, was relocated to campus and restored in 2002 by the Alumni Association.

Oakwood University Industries (OUI) building, located at 4920 University Square on the southernmost part of the campus, was acquired in 2003. It houses institutional support services such as WJOU Radio Station, the Office of Grants and Contracts, and the Community Development Center. It also houses businesses that network with and/or employ Oakwood students and employees. Contact information for the OUI facility is available through the Office of Grants and Contracts.

The Bradford-Cleveland-Brooks Leadership Center (BCBLC), a 10,000 square foot extension to the Calvin E. Moseley Religion Complex completed in 2007, houses the graduate program and continuing education in ministry. The extension includes an auditorium, four classrooms, a learning research lab, and four offices.

Holland Hall, a 256-bed facility completed in 2008, is the residence hall for freshman and sophomore males. It provides multiple amenities including: suite-style living, complete with kitchenettes; single/double-occupancy bedrooms with wireless and cable television access; study rooms; laundry facilities on each floor; a multipurpose worship room; and an activity center with exercise, game and entertainment areas.

UNDERGRADUATE STUDIES

ACADEMIC CALENDAR 2013-2014

Events

Fall Semester

Online/Web Registration for New, Transfer and Re-Admit Students	Jun. 10-Jul. 25
Faculty/Staff Colloquium.....	Aug. 1-2
ACT Residual Testing	Aug. 13
Orientation for New & Transfer Students begins	Aug. 14
Registration for New & Transfer Students	Aug. 14-15
Freshmen Consecration	Aug. 16
Regular Registration for Re-Admitted Students/Late Registration for Students Enrolled Spring Semester	Aug. 19-20
Instruction Begins/Late Registration for All Students.....	Aug. 21
Drop/Add Fee Begins	Aug. 22
First Chapel/Academic Convocation	Aug. 22
Last Day for Final Acceptance.....	Aug. 26
Last Day to Enter Classes for the First Time	Aug. 28
Late Registration Ends	Aug. 28
Last Day for Health Insurance Charge Refund.....	Aug. 28
Last Day to Waive Insurance Charges	Aug. 28
Last Day to Change Meal Plan.....	Aug. 28
Last Day to Add a Class to Existing Schedule.....	Aug. 28
Last Day to Financially Clear.....	Aug. 28
Last Day for 100 Percent Tuition Refund, Less \$100 Assessment Fee	Aug. 30
Last Day to Drop a class without receiving a "W"	Aug. 30
Labor Day Observed	Sept. 2
Classes Organized [Seniors, Juniors, Sophomores].....	Sept. 4
Last Day for 90 Percent Tuition Refund.....	Sept. 6
Last Day to Register for English Proficiency Examination.....	Sept. 12
English Proficiency Exam	Sept. 15
Last Day for 75 Percent Tuition Refund.....	Sept. 20
Last Day for 50 Percent Tuition Refund.....	Sept. 27
Last Day to Submit Incomplete Grades for Spring 2013 Semester.....	Sept. 30
Midterm Grades Due	Oct. 14
Advising/Regular Registration for Spring Semester begins.....	Oct. 14-18
Financial Aid 60 Percent Marking Period.....	Oct. 18
Last Day to Drop a Class With a "W"	Nov. 1
Last Day to Register for English Proficiency Examination.....	Nov. 7
English Proficiency Examination	Nov. 10
Last Day to Process Incomplete/Terminal Leave	Nov. 22
Thanksgiving Break	Nov. 25-29
Classes Resume	Dec. 2
Instruction Ends.....	Dec. 4
Freshmen Comp. Exit Exam.....	Dec. 5
Study Day	Dec. 6
Final Exams.....	Dec. 8-11
All Grades Due	Dec. 16
Christmas/New Year's Recess	Dec. 16-Jan. 3

**These dates are subject to change without prior notification*

ACADEMIC CALENDAR 2013-2014

Events

Spring Semester

Online/Web Registration for New, Transfer & Re-Admit Students.....	Oct. 14-Dec. 6
ACT Residual Testing	Jan. 6
Registration for New, Transfer & Re-Admitted Students	Jan. 6
Late Registration for Students Enrolled Fall Semester.....	Jan. 6
Orientation for New & Transfer Students.....	Jan. 7
Instruction Begins/Late Registration for All Students.....	Jan. 8
Drop/Add Fee Begins	Jan. 9
Late Registration Ends	Jan. 15
Last Day to Enter Classes for the First Time	Jan. 15
Last Day for Health Insurance Charge Refund.....	Jan. 15
Last Day to Waive Insurance Charges	Jan. 15
Last Day to Change Meal Plan.....	Jan. 15
Last Day to Add to Existing Schedule.....	Jan. 15
Last Day to Financially Clear.....	Jan. 15
Last Day for 100 Percent Tuition Refund, Less \$100 Assessment Fee	Jan. 17
Last Day to Register for English Proficiency Examination.....	Jan. 17
Last Day to Drop a class without receiving a "W"	Jan. 18
English Proficiency Exam	Jan. 19
M. L. King Birthday Observed.....	Jan. 20
Spring Convocation	Jan. 23
Last Day for 90 Percent Tuition Refund.....	Jan. 24
Last Day for 75 Percent Tuition Refund.....	Feb. 7
Last Day for 50 Percent Tuition Refund.....	Feb. 14
Last Day to Submit Incomplete Grades for Fall 2013 Semester	Mar. 3
Midterm Grades Due	Mar. 3
Spring Break	Mar. 4-8
Financial Aid 60 Percent Marking Period.....	Mar. 6
Classes Resume	Mar. 10
Advising/Regular Registration for Fall Semester begins	Mar. 10-14
Last Day to Drop a Class With a "W"	Mar. 21
Last Day to Process Incomplete/Terminal Leave	Mar. 31
Tentative Graduation List 2014 to Chairs	Apr. 5
Honors Convocation	Apr. 11
Alumni Weekend	Apr. 17-20
Instruction Ends.....	Apr. 23
Freshman English Composition Exit Exam	Apr. 24
Study Day	Apr. 26
Final Exams.....	Apr. 27-May 1
All Grades Due	May 5
Consecration	May 9
Baccalaureate/Commencement	May 10
Summer Session I	May 12-20
Summer Session II	Jun 2-20

**These dates are subject to change without prior notification*

ACADEMIC CALENDAR 2014-2015

<u>Events</u>	<u>Fall Semester</u>
Online/Web Registration for New, Transfer and Re-Admit Students	Jun. 9-Jul. 25
Faculty/Staff Colloquium.....	Aug. 4-5
ACT Residual Testing	Aug. 12
Orientation for New & Transfer Students Begins.....	Aug. 13
Registration for New & Transfer Students	Aug. 13-14
Freshmen Consecration	Aug. 15
Regular Registration for Re-Admitted Students/Late Registration for Students Enrolled Spring Semester	Aug. 18-19
Instruction Begins/Late Registration for All Students.....	Aug. 20
Drop/Add Fee Begins	Aug. 21
First Chapel/Academic Convocation	Aug. 21
Last Day for Final Acceptance.....	Aug. 27
Last Day to Enter Classes for the First Time	Aug. 27
Late Registration Ends	Aug. 27
Last Day for Health Insurance Charge Refund.....	Aug. 29
Last Day to Waive Insurance Charges	Aug. 27
Last Day to Change Meal Plan.....	Aug. 29
Last Day to Add a Class to Existing Schedule.....	Aug. 29
Last Day to Financially Clear	Aug. 29
Last Day for 100 Percent Tuition Refund, Less \$100 Assessment Fee	Aug. 29
Last Day to Drop a Class Without a "W"	Aug. 29
Labor Day Observed	Sept. 1
Last Day for 90 Percent Tuition Refund.....	Sept. 5
Classes Organized (Seniors).....	Sept. 10
Last Day to Register for English Proficiency Examination.....	Sept. 12
English Proficiency Examination	Sept. 14
Classes Organized (Juniors, and Sophomores).....	Sept. 17
Last Day for 75 Percent Tuition Refund.....	Sept. 19
Last Day for 50 Percent Tuition Refund.....	Sept. 26
Last Day to Submit Incomplete Grades for Spring 2014 Semester.....	Sept. 29
Midterm Grades Due	Oct. 13
Advising/Regular Registration for Spring Semester begins.....	Oct. 13-17
Financial Aid 60 Percent Marking Period.....	Oct. 17
Last Day to Drop a Class With a "W"	Oct. 31
Last Day to Register for English Proficiency Examination.....	Nov. 6
English Proficiency Examination	Nov. 9
Last Day to Process Incomplete/Terminal Leave	Nov. 21
Thanksgiving Break	Nov. 24-28
Classes Resume	Dec. 1
Instruction Ends.....	Dec. 3
Freshmen Comp. Exit Exam.....	Dec. 4
Study Day	Dec. 5
Final Exams.....	Dec. 7-11
All Grades Due	Dec. 15
Christmas/New Year's Recess	Dec. 15-Jan. 2

**These dates are subject to change without prior notification*

ACADEMIC CALENDAR 2014-2015

Events

Spring Semester

Online/Web Registration for New, Transfer & Re-Admit Students.....	Oct. 13-Dec. 7
ACT Residual Testing.....	Jan. 5
Registration for New, Transfer & Re-Admitted Students.....	Jan. 5
Orientation for New & Transfer Students.....	Jan. 6
Late Registration for Students Enrolled Fall Semester.....	Jan. 6
Instruction Begins/Late Registration for All Students.....	Jan. 7
Drop/Add Fee Begins.....	Jan. 8
Late Registration Ends.....	Jan. 14
Last Day to Enter Classes.....	Jan. 14
Last Day for Health Insurance Charge Refund.....	Jan. 14
Last Day to Waive Insurance Charges.....	Jan. 14
Last Day to Add to Existing Schedule.....	Jan. 14
Last Day to Change Meal Plan.....	Jan. 14
Last Day to Financially Clear.....	Jan. 14
Spring Convocation.....	Jan. 15
Last Day to Register for English Proficiency Examination.....	Jan. 15
Last Day for 100 Percent Tuition Refund, Less \$100 Assessment Fee.....	Jan. 16
Last Day to Drop a Class Without a "W".....	Jan. 16
English Proficiency Exam.....	Jan. 18
M. L. King Birthday Observed.....	Jan. 19
Last Day for 90 Percent Tuition Refund.....	Jan. 23
Last Day for 75 Percent Tuition Refund.....	Feb. 6
Last Day for 50 Percent Tuition Refund.....	Feb. 13
Last Day to Submit Incomplete Grades for Fall 2014.....	Feb. 23
Spring Break.....	Mar. 2-6
Midterm Grades Due.....	Mar. 4
Financial Aid 60 Percent Marking Period.....	Mar. 5
Classes Resume.....	Mar. 9
Advising/Regular Registration for Fall Semester begins.....	Mar. 9-13
Last Day to Drop a Class With a "W".....	Mar. 20
Alumni Weekend.....	Apr. 2-5
Last Day to Process Incomplete/Terminal Leave.....	Apr. 3
Tentative Graduation List 2015 to Chairs.....	Apr. 6
Honors Convocation.....	Apr. 9
Instruction Ends.....	Apr. 22
Freshman English Composition Exit Exam.....	Apr. 23
Study Day.....	Apr. 24
Final Exams.....	Apr. 26-Apr 30
All Grades Due.....	May 4
Consecration.....	May 8
Baccalaureate/Commencement.....	May 9
Summer Session I.....	May 11-29
Summer Session II.....	Jun 1-19

**These dates are subject to change without prior notification*

ADMISSION STANDARDS

General Information

Oakwood University welcomes applicants regardless of race, color, nationality, ethnicity, sex, or physical challenges. Students who meet the academic requirements and character expectations of the university and are willing to adjust to and to be comfortable within its religious, social, and cultural atmosphere may be admitted subject to available space.

Oakwood University is sponsored and financed primarily by the Seventh-day Adventist Church, of which the majority of its students are members. Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the university as outlined in the *University Bulletin* and in the *Student Handbook*. Applicants are required to sign a pledge agreeing to the Code of Student Conduct prior to completing registration.

The university reserves the right to refuse admission to any applicant who purposely supplies wrongful information or deliberately omits pertinent information. Such deception, if discovered later, may cause a student to be subject to dismissal.

Admission to the university does not guarantee admission to a specific department or program. Applications for general admission will be kept on file for one year. The University Board of Trustees, upon recommendation by the president, approves all admission policies.

Application and Acceptance

Where to Write: Inquiries about admission and acceptance should be addressed to:

Oakwood University

Admission Office

7000 Adventist Boulevard

Huntsville, AL 35896

Telephone: (256)726-7356

Fax: (256)726-7154

E-mail: admission@oakwood.edu

Admission of New Students

Admission of new students (U.S. citizens and permanent residents) to Oakwood University is either **Regular** or **Conditional**. International, transfer, and adult and continuing education students should refer to guidelines as listed under Admission of International Applicants, Admission of Transfer Applicants and Admission of Adult and Continuing Education Applicants.

Regular Status

1. Completed application form signed and dated along with a nonrefundable \$25 fee. (NO PERSONAL CHECKS)
2. Official high school transcript verifying graduation with a cumulative grade point average (GPA) of at least 2.00 on a 4.00 grading scale (home school applicants see the Home School section).
OR
General Education Diploma (GED)

Recommended core curriculum for entrance to the undergraduate program (unit = 1 year):

- | | |
|---------------------|--|
| a. English | 4 Units |
| b. Mathematics | 2 Units (Including algebra) |
| c. Social Studies | 2 Units (Including American and World History) |
| d. Science | 2 Units (Including one laboratory course) |
| e. Keyboarding | 1 Unit (Including typing or computer literacy) |
| f. Foreign Language | 2 Units (Any single modern language)* |
| g. Religion | 2 Units |

3. American College Test (ACT) or the Scholastic Aptitude Test (SAT) results.
 Minimum ACT composite score of 17.
 Minimum SAT combined score of 840. (Critical Reading and Math only)
 Results used only for placement and/or academic advising.
4. One character reference, preferably sent from a principal, counselor, teacher, or pastor familiar with the student. Respondents should not be relatives.

*For deficiencies see the general education requirements

Conditional Status

Conditions	Requirements
Student in high school who has completed at least six semesters and has a cumulative GPA of at least 2.00	The student must submit final official high school transcript and all required documents before registering for classes.
*Student who has not forwarded final official transcript	Final official transcript must be received before registering for the following semester.
*Student who has not taken the ACT or SAT test	The student must take the ACT before permission to register is granted by the Enrollment Management Office. The test is given on campus the day before freshman orientation; however, it is advisable for the student to take the test before arriving.
*Student with ACT/SAT results below the minimum	Remedial course placement is required during the first semester of enrollment.
*Student with a high school GPA of 1.70 to 1.99	Must submit an essay of 100 words or more explaining choice of major, career goals, past accomplishments, and academic difficulties encountered during academic year. Must register under the requirements for Academic Probation as listed in the bulletin.
Student with cumulative GPA below 1.70	Must submit an essay of 100 words or more explaining choice of major, career goals, past accomplishments, and academic difficulties encountered during academic career
	Must receive special approval from the vice president for Academic Administration. Applicants approved are given a one semester probationary acceptance. Students are limited to 13 credit hours and must receive a minimum cumulative grade point average of 2.00 at the end of the first semester to continue enrollment
	Must register under the requirements for Academic Probation as listed in the bulletin.

***All conditions must be removed by the end of the first semester.**

Special Conditions

1. **Postbaccalaureate.** A student with a bachelor's degree who is enrolled for part-time or full-time study. Applicant must complete an application and submit official transcripts.
2. **Nondegree.** A student who desires to take a course or courses but has no present plans to pursue a degree. Credit hours are limited to six hours per semester. Student can take

- up to a maximum of 24 hours as a nondegree student. Student must reapply for admission each semester.
3. **Transient.** A student submitting evidence that he or she is in good and regular standing in an accredited college or university but who desires temporary admission to Oakwood University for one semester. Applicant must complete an application. All other processes are completed through the Registrar's Office.
 4. **Visiting student.** Refer to the Cooperative Programs section in the bulletin for details.

Home School Applicants

Transcripts from home school graduates who have completed their academic courses through Griggs University or another regionally accredited program are accepted for regular admission. The General Education Diploma (GED) is required from students who do not graduate from accredited programs.

Room Damage Deposit/Intent-to-Enroll

Once accepted, students should immediately send in the room reservation deposit/dorm fees with the housing application and the medical forms. All new students are required to submit evidence of a recent physical examination along with current immunization history (must meet Alabama state requirements) to the Office of Health & Counseling.

A one-time \$200 intent-to-enroll deposit, which is non-refundable, is required for all first-time freshmen and transfer students. Students enrolling for the Fall semester must pay by May 1. Students enrolling for the Spring semester must pay by November 1.

Admission of International Applicants

Acceptance deadline is 30 days prior to the beginning of the semester.

Oakwood University is approved by the U.S. Office of Immigration and Naturalization Service for the admission of nonimmigrant students. Applicants should not leave their country with the intention of enrolling at Oakwood University without a letter of acceptance and an I-20 A-B Form from the Office of Enrollment Management. To be considered for admission, an international student must submit:

1. An application form completed, signed, and dated along with a \$30.00 (U.S. currency) nonrefundable fee.
2. Official/certified academic records of all secondary, preparatory, government exams and university courses as applicable. High school credentials will be evaluated according to the guidelines of the American Association of Collegiate Registrars and Admissions Officers. College transcripts may be required to be sent to the World Education Services for evaluation. All documents must be submitted in the original language together with an English translation if the original is not English.
3. TOEFL paper-based scores/minimum of 500 and TSWE of 4.0 or Internet-based scores/minimum of 60 or computer-based scores/minimum of 173 from non-English speaking countries.
4. One character reference, preferably sent from the principal, counselor, teacher, or a pastor familiar with the student. Respondents should not be relatives.
5. ACT/SAT scores. (These must be submitted before permission to register is granted. The test is given on campus during freshmen orientation; however, it is advisable for the student to take the test before arriving if it is offered in their country.)

To obtain the Form I-20 A-B, the international student must submit an Affidavit of Support (the U.S. sponsor must submit Form I-134), medical form, and an advance security deposit of \$1,000 in U.S. currency. The security deposit is refundable upon graduation or withdrawal from Oakwood University. It can only be used for an emergency, such as travel for death or sickness of an immediate family member, and must be replaced before readmission the following semester.

After acceptance students should immediately send in the room/damage deposit and the housing application form.

Please note the following immigration regulations:

Nonimmigrant students applying for admission to the United States for the first time after being issued an F-1 student's visa will not be admitted unless they intend to attend the school specified in that visa. Therefore, if before they depart for the United States students decide to attend another school, they should communicate with the issuing American consular office for the purpose of having the other school specified in the visa. Any other nonimmigrant students will not be admitted to the United States unless they intend to attend the school as specified in the Form I-20 or Form I-94, which they present to the immigration officer at the port of entry.

Nonimmigrant students who do not register at the school specified in their temporary entry permit (Form I-94), or whose school attendance is terminated, or who register for less than a full course of study, or who accept unauthorized employment and fail to maintain their F-1 status will not be allowed to enroll or continue enrollment until proper documentation has been received from the Immigration Naturalization Service (INS).

International students must report to the Enrollment Management Office each semester after registration so that INS clearance can be processed for immigration purposes. All students must be registered within 30 days, starting with the first day of classes. Copies of the passport, visa, I-94, and registration clearance forms must be submitted. Students who do not register during this time period may have their immigration status terminated by INS. Students with terminated records will have to reapply to INS and pay additional fees to have their files reinstated. Reinstatement is neither automatic nor guaranteed.

After Enrollment

Services available to international (F-1) students include the following:

1. Advisement in the areas of immigration regulations and documentation, financial concerns, health insurance, housing and residential life, employment, institutional policies, and matters of social and cultural adjustment.
2. Orientation session for new international students on F-1 visas.
3. Workshops, seminars, and campus programs to enhance student development, adjustment, and success.

Admission of Veterans

Oakwood University is approved as an institution qualified to offer education to veterans under the provisions of the Veterans Readjustment Act of 1966. Veterans who have completed high school or passed the GED are admitted under regular admissions standards for freshmen. Veterans transferring must meet the requirements for transfer students.

Once enrolled, the veteran must present the Certificate of Eligibility for Educational Benefits to the coordinator of veterans affairs in the Registrar's Office to ensure receipt of educational benefits.

Physical education/activity credit and equivalent Oakwood University credit completed while in the armed services of the United States of America will be considered for those veterans who submit official documentation of military service and educational credit earned. Credit will be

determined based on the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Admission of Former Students

Students who have not been enrolled for at least one or more semesters must complete a Returning Student Application Form from the Registrar's Office. A fee of \$15 is required.

Advanced Placement Courses

High School students who take Advanced Placement (AP) courses and the accompanying College Entrance Examination Board AP tests are given credit toward graduation for the examinations listed below if the required score is earned. Credit will be recorded without grades and will not be included in the calculation of the grade point average. Students interested in obtaining AP credit must forward an official score report to the Registrar's Office prior to initial enrollment. AP courses not listed are subject to review by the appropriate academic department.

AP Examination	Score	OU Course Equivalency-Credit
Art History	3 or above	AR 217 (3 hours)
Studio Art: 2-D Design	3 or above*	AR 101 (3 hours)
Studio Art: 3-D Design	3 or above*	AR 102 (3 hours)
Studio Art: Drawing	3 or above*	AR 111 (3 hours)
Biology	4 or 5	BI 101 & BI 102 (8 hours)
Calculus AB	3	MA 211 (3 hours)
Calculus AB	4 or 5	MA 171 (4 hours)
Calculus BC	3	MA 171 (4 hours)
Calculus BC	4 or 5	MA 171 & MA 172 (8 hours)
Chemistry	4 or 5	CH 141 & CH 142 (8 hours)
English Language & Comp.	3 or above	EN 111 (3 hours)
English Literature & Comp.	3 or above	EN 201 or EN 211 (3 hours)
Foreign Languages:		
Chinese Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
French	3 or above	FR 101 & FR 102 (6 hours)
Italian Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
German	3 or above	Mod. Lang. requirements (6 hours)
Japanese Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
Russian Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
Spanish	3 or above	SP 101 & SP 102 (6 hours)
United States History	3	HI 211 (3 hours)
United States History	4 or 5	Hi 211 & HI 212 (6 hours)
World History	3	HI 103 (3 hours)
World History	4 or 5	HI 103 & HI 104 (6 hours)
Music Theory	3	MU 211 (3 hours)
Music Theory	4 or 5	MU 211 & MU 212 (6 hours)
Physics B	3	PH 103 (4 hours)
Physics B	4 or 5	PH 103 & PH 104 (8 hours)
Physics C-Elec. & Magnet.	3 or above	PH 121 (4 hours)
Physics C-Mechanics	3 or above	PH 122 (4 hours)
Statistics	3 or above	MA 321 (3 hours)

*Must include portfolio; portfolio must be approved by Communication Department.

Advanced Level Examination

The following credit toward graduation may be granted to a student who has passed an Advanced Level Examination (British): six semester hours for each A, B, or C pass and three semester hours credit for each D or E pass.

Admission of Transfer Students/Credits

Students wishing to transfer to Oakwood University from another regionally accredited college or university must follow the same application procedure as other new students (see Admission Categories—Regular and Conditional). Transfer students must also submit official transcript from all schools attended. A high school transcript must also be submitted. A maximum of 64 semester hours may be accepted from a junior college. A student transferring work from another college will be given credit only for work completed with grades of C- or above, and only grades of C or higher are accepted in a student's major or minor field.

The ACT or SAT requirement will be waived if the applicant has completed one quarter or semester each of college-level English and mathematics with a grade of C (2.00) or above. Otherwise, the ACT must be taken before the student is allowed to register.

Admission for Adult and Continuing Education (LEAP)

Applicants are required to be at least 25 years of age and have two years of work experience to be accepted into the program. To be considered for admission into the program, the applicant must:

1. Submit an application directly to the LEAP office.
2. Request transcripts from all postsecondary institutions and have them sent directly to the LEAP office.

For more information or to request an application packet, visit www.OakwoodLeap.com or contact the LEAP office at (256) 726-7098. See also the Adult and Continuing Education section of this bulletin.

Academic Scholarship Program

Academic scholarships are available to entering freshmen whose cumulative GPA is 2.00 or higher and who have completed the ACT/SAT requirements. National Merit scholars (finalists, semi-finalists, commended) are given tuition and/or residence hall discounts.

Academic scholarships are for a maximum of four years for all bachelor degrees. Engineering students completing the dual degree program will be awarded for a maximum of three years. All scholarship recipients must successfully pass a minimum of 15 hours per semester and maintain required scholarship grade point average, in order to continue receiving their scholarship.

Scholarships are also available to transfer students whose cumulative GPA is 2.50 and above. Awards will be prorated according to the admissions classification of transferable hours.

Students that participate in the Adventist Colleges Abroad (ACA) program will continue to receive their academic scholarship(s) while abroad.

All academic awards are posted to the student's account after the last day to drop a course has occurred. For details regarding academic scholarships, see the *Scholarship Brochure* provided by the Enrollment Management Office. Students cannot receive refunds based on over awarding of institutional funds.

FINANCIAL POLICIES

Schedule of Charges for 2013-2014 Academic Year [SUBJECT TO CHANGE]

Tuition Package Per Semester

The Tuition package is available to resident and nonresident students taking 12 to 16 hours per Semester. The package includes:

Tuition

Resident students	\$7,628
Nonresident students	\$7,628

ROOM (for Resident Students) *All room choices are subject to availability.*

Wade Hall (double occupancy)*	2,177
Huntsville Place - Single Room w/Suite Style Living	2,800
Edwards Hall (double occupancy)****	1,589
Edwards Hall (single occupancy)	2,122
Room - Annex	2,550
Holland Hall (double w/private bath-A&D Rooms)	2,371
Holland Hall (double w/private bath)	2,346
Holland Hall (single w/private bath)	3,086
Peterson Hall Double Room	1,389
Peterson Hall Single Room	1,989
West Oaks Upstairs (small/balcony)	2,877
West Oaks Upstairs (large/bath/balcony)	3,677
West Oaks Downstairs or Upstairs (small)	2,860
West Oaks Downstairs or Upstairs (large)	2,903
West Oaks Downstairs (large/bath)	3,614

*All private rooms-by occupant's choice-are double the above rate

**All students who reside in OU designated housing must purchase a meal plan (Carter Hall will be closed during Academic Year 2013-2014)

Note: A&D rooms available in Holland Hall, Edwards Hall and Wade Hall. Contact Student Services for stipulation and pricing.

MEAL PLANS

Plan A - Fourteen meals per week with 300 Flex Dollars	2,479
Plan B - Twelve meals per week with 350 Flex Dollars	2,474
Plan C - Ten meals per week with 400 Flex Dollars	2,341
Plan D - Eight meals per week with 500 Flex Dollars	2,234
Community Meal Plan - 200 Dining Dollars	200

MATRICULATION FEE

All Students	489
--------------	-----

TOTAL CHARGES PER SEMESTER FOR TUITION PACKAGE

Nonresident students (no meal plan)	8,117
Resident packages vary depending on room and meal plan choices	\$12,773 - 14,273

Tuition Rates per Semester

12-16 Hours	\$7,628
8-11 Hours	\$6,943
1-7 Hours	\$658 per hour
Over 16 Hours	\$474 per additional hour

Other Expenses

Room damage deposit/Activity fee: \$250 (one-time refundable fee of \$200; dorm fee of \$50)

Intent to Enroll Deposit: \$200

Books and supplies: \$500 per semester (approximately) - Book store line of credit: \$500

Health insurance: \$625 per semester for U.S. citizens and international students

Testing: \$40.00 - \$140

Course/Laboratory fees: \$15-\$140 per lab

Late registration: \$167.00

Graduation fee: \$232.00

Drop/add: \$10 up until last day for a refund

Remittance

Personal checks are not accepted. Please make all payments in the form of bank drafts, cashier's checks, certified personal checks, traveler's checks, money orders, American Express, Visa, or MasterCard. Include the student's I.D. number on all payments to ensure proper credit. Online payments via MYOakwood is strongly encouraged. (ID and password required)

Resident Students are required to pay 100 percent of tuition, fees, room and board costs at the time of registration. A minimum of 70 percent of tuition, fees, room and board costs is accepted with an approved payment plan. The amount varies depending on room and meal plan choices. An **example** follows:

Tuition and Fees	\$8,117 (Based on 12-16 hours)
Room and Board	\$4,656
Totals	\$12,773 X 70% = \$8,941

Balance due in the following installments:

<i>Fall Semester</i>	%	Amount
September 30, 2013	10	\$1,277
October 31, 2013	10	\$1,277
November 30, 2013	10	\$1,278

Spring Semester

January 31, 2014	10	\$1,277
February 28, 2014	10	\$1,277
March 31, 2014	10	\$1,278

Nonresident Students are required to pay a minimum of 100 percent of tuition and fees at the time of registration. A minimum of 70 percent of tuition and fees is accepted with an approved payment plan.

Tuition and fees	\$8,117 X 70% =	\$5,682
------------------	-----------------	---------

Balance due in the following installments:

<i>Fall Semester</i>	%	Amount
September 30, 2013	10	\$812
October 31, 2013	10	\$812
November 30, 2013	10	\$811
<i>Spring Semester</i>		
January 31, 2014	10	\$812
February 28, 2014	10	\$812
March 31, 2014	10	\$811

Financial Clearance Policy

Oakwood University requires payment in full (100 percent of tuition and related fees) on or before the first day of the current semester. The estimated bill will be calculated at 100 percent of tuition and fees and automated financial clearance will occur at the 100 percent mark. For Financial Clearance purposes, Oakwood University will accept the payment of 70 percent of tuition and fees as a deposit with a mandatory payment plan to ensure 100 percent of the balance is paid before the end of the fiscal year (June 30 of each year)

Oakwood University offers two Installment Payment programs, available online, in which students can defer payment of a portion (remain 30 percent) of their tuition and fees to be paid in monthly installments during the course of the semester. Past due balances are not eligible for deferment and must be paid in full. The Installment Plan Contract is calculated AFTER financial aid and third party sponsorships are deducted with a non-refundable Installment Plan fee.

Payment Plan Option 1

Complete an Installment Plan Contract for the remaining balance of tuition and fees with Tuition Management Systems (TMS) at afford.com.

Payment Plan Option 2

Complete an Installment Plan Contract for the remaining balance of tuition and fees with SallieMae (AMS) at tuitionpay.com

Refer to the following link for other important Student Account Policies www.oakwood.edu/campus-services/student-accounts.

Policy Governing the Refund and Repayment of Title IV Funds**Refund Policy**

Institutional charges (tuition and fees, room and board on campus) are refunded appropriately as follows for drop/withdrawal:

week 1*	100%	less \$100 down payment
week 2	90%	
weeks 3 - 4	75%	
weeks 5	50%	
week 6+	0%	

*First week being the first 4-day week of classes.

Tuition and fees refunded for the summer term are as follows for drop/withdrawal:

first 2 class days	100%	less \$50 down payment
next 4 class days	10%	less each day
after 6 class days	0%	

Return of Funds Policy

Refund and repayment requirements apply when a student who is the recipient of financial assistance (financial aid/scholarships) makes changes in course load, withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, or is expelled. Scholarships are charged back at the same rate that tuition is refunded.

Repayment of Title IV Federal Financial Aid is based on the U.S. Department of Education's Return of Title IV Funds Policy. If a recipient of Title IV aid (ex. Stafford loans, PLUS loans, Pell grants, SEOG, etc.) withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV grant or loan assistance the student earned as of the withdrawal date. The unearned portion must be returned to the Title IV programs in accordance with Federal Regulations. In certain instances, the student may also be required to return Title IV funds to the Department of Education in addition to that which the school is required to return [CFR 668.22]. If withdrawal occurs after the specified sixty percent (60%) point of the semester calendar, no adjustment to the initial Title IV award will be made.

The effective date for refund or repayment of financial assistance is determined by the date the student notifies Oakwood University and completes a withdrawal form. If the student fails to officially withdraw or appropriately notify Oakwood University, the last recorded date of class attendance by the student, documented by Oakwood University, will be the effective date.

Students receiving financial aid should consult with the Financial Aid Office concerning the possible effect of withdrawal or change in course load on awards received. Any remaining balance on the account must be paid at the time of withdrawal or dismissal.

Department Course Fees

Biological Sciences

BI 111-112	Human Anatomy and Physiology	each	\$15.00
BI 131-132	General Biology.....	each	15.00
BI 221	Microbiology		30.00
BI 230	Plant Biology		15.00
BI 241	General Microbiology		30.00
BI 316	Biology Instrumentation.....		15.00
BI 321	Genetics		15.00
BI 380	Comparative Vertebrate Anatomy		15.00
BI 422-423	General Physiology.....	each	15.00
BI 425	General Ecology.....		15.00
BI 440	Parasitology		15.00
BI 451	Special Topics		15.00
BI 455	Immunology.....		15.00
BI 460	Cellular and Molecular Biology.....		15.00
BI 471	Molecular Genetics		15.00
BI 481-482	Human Gross Anatomy.....	each	30.00
BI 484	Mycology.....		15.00

Business and Information Systems*

AC 221	Principles of Accounting II/Lab	\$20.00
IS 120	Microcomputer Applications	40.00
IS 200	Management Information Systems	20.00
IS 345	Information Security and Policy.....	20.00
IS 415	Web Design and Development	20.00

*All majors in the department will be charged \$45.00 each semester of their junior and senior years and not the course fee.

Chemistry

CH 101	Introduction to Inorganic Chemistry	\$15.00
CH 102	Introduction to Organic Chemistry.....	15.00
CH 141-142	General Chemistry	each 15.00
CH 201	Qualitative Analysis	15.00
CH 211	Analytical Chemistry.....	15.00
CH 311L-312L	Lab for Organic Chemistry	each 15.00
CH 341L-342L	Lab for Physical Chemistry	each 15.00
CH 401L-402L	Lab for Biochemistry	each 15.00
CH 410	Applied Chemistry.....	15.00
CH 411	Instrumental Methods.....	15.00
CH 490-491	Research and Independent Study.....	each 15.00

Communication

AR 101-102	Basic Design	each \$35.00
AR 111	Fundamentals of Drawing	50.00
AR 121	Fundamentals of Painting	50.00
AR 141	Fundamentals of Photography	35.00
AR 204	Desktop Publishing for Graphic Design	50.00
AR 235	Photoshop/Digital Design Imaging	35.00
AR 241	Digital Photography.....	35.00
AR 261	Sculpture	15.00
AR 311-312	Advanced Drawing	each 50.00
AR 321-322	Advanced Painting	each 35.00
AR 341	Advanced Photography.....	35.00
AR 342	Advanced Photography.....	75.00
AR 374	Studio Photography.....	35.00
CO 146	Fundamentals of Audio and Video Production	35.00
CO 201	Fundamentals of Public Speaking.....	20.00
CO 300	Introduction to Video Editing	35.00
CO 342	Radio and TV Broadcasting	35.00
CO 343	Fundamentals of Audio Production	15.00
CO 346	Television Production	75.00
CO 365	Fiction and Dramatic Film and TV Production.....	35.00
CO 401-402	Practicum in Communications.....	each 15.00

Family and Consumer Sciences

FS 111	Food Preparation	\$15.00
FS 231	Developing Creativity in Young Children	15.00
FS 301	Experimental Foods	15.00
FS 321	Advanced Nutrition	15.00
FS 360	Vegetarian Cuisine	15.00
FS 441	Management of Family Resources Practicum	15.00

Health and Physical Education

PE 101	Physical Conditioning	\$15.00
PE 205	Standard First Aid and CPR	20.00
PE 210	Lifeguard Training	20.00
PE 222, 247	Racquetball	each 20.00
PE 245, 249	Tennis	each 20.00
PE 260	Golf	20.00

Mathematics and Computer Science

CM 210	Computer Science with C++	15.00
CM 220	Computer Sci. Data Structures with C++	15.00
CM 340	Computer Logic Design	15.00
CM 350	Introductory Computer Architect	15.00
CM 352-353	Operating Systems	each 15.00
CM 367	Programming Languages	15.00
CM 381	Computer Networks	15.00
CM 480	Selected Topics Computers	15.00
CM 490-491	Research and Independent Study	each 15.00

Music

MU 101	Class Piano	\$15.00
MU 102	Class Voice	15.00
MU 103	Class Instrument	15.00
MU 161-164	Piano Proficiency Class	each 15.00

All the following individual instruction courses are \$200 per credit hour for nonmusic majors and \$130 for music majors (\$65 per hour after two hours): MU 100, MU 165-166, MU 265-266, MU 300, MU 365-366, MU 465-466, and MU 499.

Nursing

NU 210	Fundamentals and Skills	\$15.00
NU 211	Assessment and Skills	15.00
NU 214	Nursing Performance I	120.00
NU 333	Nursing Performance II	120.00
NU 338	Nursing Performance III	120.00
NU 413	Nursing Performance IV	120.00
NU 414	Nursing Performance RN I	15.00
NU 417	Nursing Performance V	120.00
NU 418	Nursing Performance RN II	15.00

Psychology		
PY 431	Black Psychological Perspectives.....	\$25.00

Religion & Theology

RG 203	Foundations in Biblical Spirituality.....	\$75.00
RL 211 -212	Greek I, II each	15.00
RL 311-312	Hebrew I, II..... each	15.00

Financial Aid

Applying for Financial Aid

Students applying for the Federal Student Aid Program (known as Title IV) must comply with the following procedures in a timely manner. Failure to complete the process may result in a reduction of the funds for which you may be eligible.

1. Complete the Free Application for Federal Student Aid (FAFSA). Once the FAFSA has been processed, a Student Aid Report (SAR) will be emailed to you. When you receive your SAR, check it for accuracy. The Financial Aid Office (FAO) will also receive a copy of your SAR as long as you include our school code (001033) on your application.
2. If the SAR states that you have been selected for verification, you must submit the following documents:
 - a. A Dependent/Independent Verification Worksheet.
 - b. Parent's tax transcript.
 - c. Student's tax transcript.
3. Students and parents who may be interested in applying for federal loans may do so online at www.studentloans.gov. Additionally, all new students must complete the entrance counseling and master promissory note found at the same website.

To receive aid from federal aid programs, you must:

1. Have financial need.
2. Have a high school diploma or a General Education Development (GED) certificate.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate or bachelor's degree program and appear on your class schedule.)
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid Social Security number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a statement that you are not in default or not owe money back on a federal grant (both found on the Free Application for Federal Student Aid [FAFSA]).
8. Register with Selective Service, if required.

Available Funds

Federal Pell Grant: A need-based grant program for undergraduate students only, which does not need to be repaid unless the student withdraws. Pell Grant awards vary in amount each year and are based on financial need and hours of enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG): A need-based, grant program which does not need to be repaid unless the student withdraws. Awards are made to early applicants who demonstrate the greatest financial need.

Federal Work Study: A need-based student employment program through which the federal government pays for hours worked in special student employment positions.

Alabama Student Assistance Program (ASAP): State funded grants in varying amounts available to Alabama residents who demonstrate financial need.

Federal Subsidized Stafford Loan: A subsidized loan, which means the federal government will pay the interest on the loan while the student is in school and during specified deferments. The student must demonstrate financial need to receive this loan.

Federal Unsubsidized Stafford Loan: A loan that students may borrow regardless of need but will have to pay all interest charges. Interest continues to accrue while the student is enrolled in school.

Federal PLUS Loan: A loan that the parents of a dependent student may obtain to pay for the student's education.*

Entrance/Exit Interview

First-time borrowers at Oakwood University must complete an entrance counseling and are also required to wait for 30 days before receiving any loan proceeds. This federally mandated requirement is to ensure that the students have received loan counseling and understand their responsibilities as borrowers. Exit counseling is required of all students who have received loan proceeds during their matriculation at Oakwood and must be completed prior to graduation or termination of enrollment.

Loan Limits

Annual Loan Limits						
Dependent				Independent		
Classification	Subsidized	Unsubsidized		Classification	Subsidized	Unsubsidized
Freshman	\$3,500	\$2,000		Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$2,000		Sophomore	\$4,500	\$6,000
Junior	\$5,500	\$2,000		Junior	\$5,500	\$7,000
Senior	\$5,500	\$2,000		Senior	\$5,500	\$7,000

*For dependent students whose parents are denied under the PLUS program, the additional amount a student can borrow under the unsubsidized program is either \$4,000/\$5,000 depending on classification.

Financial Aid Policies

Verification

Verification is a process by which certain required data reported on the FAFSA is reviewed for accuracy and completeness. Applications are subject to verification by the Department of Education based on conflicting information on a student's FAFSA.

Documentation Deadlines and Consequences

Students who have been selected for verification are required to submit the documents within two weeks from the notification date. Once the Financial Aid office receives and Institutional Student Information Record (ISIR) for an accepted student, the students is sent an electronic Documentation Tracking Letter to inform them of the documents required to complete their files.

Verification Documents

- IRS data retrieval process
- IRS Transcript
Request online Phone: (800) 908-9946
Form 4506T-EZ
- IRS Tax Return - limited conditions

Definition of Terms for Satisfactory Academic Progress (SAP)

Financial Aid Satisfactory Progress: The student has met SAP requirements and is eligible for federal student aid.

Financial Aid Unsatisfactory Progress: The student has not met SAP requirements and is ineligible for federal student aid.

Financial Aid Probation: The student has successfully appealed an Unsatisfactory Satisfactory Academic Progress (SAP) status and is eligible for federal student aid for one semester.

Cumulative GPA: In general, undergraduate students must maintain a minimum GPA of 2.0 or higher.

Completion Rate (67% Rule): Undergraduate and graduate/doctoral students must earn 67% of their attempted credit hours.

Maximum Timeframe (150% Rule): Students must complete their program of study within 150% of the standard timeframe required to earn their degree.

Reasons for SAP Ineligibility

- Student was on SAP probation the last semester of attendance.
- Student's GPA was below a 2.0 for the last two semesters.
- Student failed to complete at least 67% of all credits attempted.
- Student is in his/her second academic year and his/her GPA is below 2.0 (current/overall).

Satisfactory Academic Progress Policy

Federal regulations require Oakwood University to establish reasonable standards for measuring academic progress. The university must monitor participants in student financial aid programs to ensure that those academic standards are met, and that students make real progress toward completing their degrees. Progress is measured using three components:

- Qualitative Component - the grade point average (GPA) that must be maintained
- Quantitative Component - the percentage of attempted credits completed (earned/attempted credits) should be over 67 percent.
- Time Frame Component - 150 percent of the standard timeframe required to earn the degree.

Qualitative Component: The university's current academic standards are the qualitative standards for this policy. If you have attempted 0-29 hours, you are required to maintain a cumulative GPA of 1.70 (see chart below). All other undergraduates are required to maintain a cumulative GPA of 2.00 in order to continue to be eligible for financial aid. Graduate students

must maintain a cumulative GPA of 3.00 by the end of 12 attempted credit hours to continue to be eligible for financial aid.

Hours Attempted	Required Cumulative GPA
0-29	1.70
30-60	2.00
61-92	2.00
93-128	2.00

Quantitative Component: To maintain financial aid eligibly, a student's cumulative hours earned must be at least 67 percent of their cumulative hours attempted. For example, a student who enrolled for 15 hours in the fall, would be required to pass a minimum of 11 hours and if he/she also enrolled for the same number of hours in the spring, the cumulative number of hours earned should be a minimum of 21 hours.

Overall Time Frame: Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Oakwood University, whether or not financial aid was received. Credits transferred and accepted toward your program from all other institutions will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students are no longer eligible to receive Title IV federal financial assistance after attempting 150 percent of the published academic program hours. For undergraduate students, if the published length of an academic program is 128 hours, the maximum time frame established by the university must not exceed 192 attempted credit hours (that is, 128 x 1.5). For graduate students, if the published length of an academic program is 36 hours, the maximum time frame established by the university must not exceed 54 attempted credit hours (that is, 36 x 1.5)

Students whose attempted credits, including transfer credits, exceed the 150 percent timeframe for any reason will no longer be eligible to receive financial aid unless the student has made an appeal to the Financial Aid Appeals Committee and the appeal is granted. If the student fails to meet the standards for any one of the three components of the progress measurement, they are ineligible for Financial Aid but are entitled to appeal.

Withdrawals, Incompletes, and Repeated Courses: Students who withdraw from school and/or from classes, will have withdrawals counted as attempted hours in determining their aid eligibility if they are enrolled on the census date or after the drop/add date. A return of Title IV funds calculation must be completed for students who withdraw from ALL of their classes before completing the payment period or period of enrollment. Withdrawals will affect the student's GPA and Financial Aid cannot be awarded if the GPA falls below the required level unless the student is eligible for an appeal and has successfully completed the appeal process. Hours enrolled but not completed will affect the student's completion rate and if the student falls below the required number of hours which must be completed, he/she will be ineligible for further aid until the deficiency has been corrected or an appeal approved.

Incomplete coursework will not be considered as being successfully completed. An incomplete grade will count as credits attempted and credits not earned until the grades have been changed to a passing grade. Grades of "F", "I" (Incomplete), "W" (Withdrawals), "WP" (Withdrawal while passing), or "FA" (Failure due to absences), will not be considered as successful completion of a course, but will be included in hours attempted.

It is important to note that the financial aid course repeat policy is different from the Oakwood University course repeat policy as it relates to courses previously passed. Financial Aid will only

pay for a repeated course (that was previously passed with any grade higher than an “F”) one time. However, if the student fails the class, Financial Aid will pay for them to repeat it more than once subject to the regular SAP policy. Additionally, repeated courses will be counted as hours attempted but not earned when calculating the percentage of courses completed.

Transfer, Summer, Consortium, Transient Hours, and Remedial Courses: Students transferring to the university are assumed to be maintaining reasonable academic progress. All hours transferred from prior or concurrent attendance at other schools will be considered in establishing the class standing for financial aid, and are integral in determining the overall time frame allowed for financial aid eligibility. GPA's from other colleges/universities will not factor into the cumulative GPA at Oakwood University. This method will also be applied to former Oakwood students if there is a change of major when they are readmitted.

Credits taken at other institutions under a consortium agreement will be considered as transfer credits in the Satisfactory Academic Progress calculation. Remedial courses are allowed and will be funded. This includes classes in English as a Second Language. These courses are subject to review under all aspects of the Satisfactory Academic Progress policy.

Study Abroad, Grades for Test-Based Credits and Audited Courses: Courses approved by the University for academic credit towards a student's degree taken in a study abroad program are counted as attempted and completed credits.

Grades for test-based credits count toward the student's program and the grades for those credits count in the student's GPA for all Federal Student Aid (FSA) purposes.

Audited courses are not taken for credit and are not funded by the federal student aid program. Therefore, audited courses are not considered in the Satisfactory Academic Progress calculation.

Academic Amnesty/Renewal, Change of majors: There is no provision for the concept of academic amnesty/academic renewal in Federal Financial Aid Policies. All courses must be included when evaluating a student's satisfactory progress.

For students who change majors, credits and grades that do not count toward the new major will not be included in the satisfactory progress determination and students may change majors once in four years.

Grades: Courses with nonassigned grades, including withdrawals, are considered in determination of the percentage of hours completed toward the degree. Refer to the *University Bulletin* for the regulations concerning the effect on cumulative hours attempted. Acceptable grades are A, B, C, D, and P. Unacceptable grades are: F, I, W, NC, FA, AU, DG, and U. All of these grades are considered in evaluating the qualitative, quantitative, and overall timeframe components.

Loss of Aid Eligibility: According to federal regulations, a student is not allowed to receive further aid from Title IV Student Financial Aid if he or she does not meet the university's standards of satisfactory progress. Additionally, certain state and institutional scholarships may be rescinded because of failure to make reasonable progress. Certain scholarships awarded by the Office of Enrollment Management will be forfeited immediately when the grade point average or cumulative earned credit hours fall below a prescribed minimum, which may be stricter than the minimums cited for federal purposes. Students who become ineligible to receive further federal aid will be notified at the address listed on the most recent Student Aid Report (SAR) obtained by the Office of Financial Aid, or a more recent one, if provided by the student prior to the last day of the semester. Students receive first notice of grades and are held responsible to regularly monitor their cumulative grade point average. All other notices are a courtesy of the university.

Financial Aid Appeals

- Students may submit an appeal for funding to the Financial Aid Office. Applications may be obtained from the Financial Aid Office or the Financial Aid website page under Forms.
- Students with approved appeals may be placed on “probation” with the Financial Aid Office for “one payment period”.
- During a probation period, students will continue to receive financial aid.

Acceptable Conditions to File an Appeal

- Death of a family member
- Student’s own serious illness
- Serious illness or injury of a family member
- Student received an approved medical withdrawal
- Extreme change in financial or legal circumstances
- Compulsory military duty

The following procedure has been established for those who lose federal Title IV financial assistance eligibility due to failure to maintain satisfactory academic progress. The procedure must be followed precisely and without exception. Failure to adhere to the procedure as prescribed may result in an automatic denial. **NO PERSONAL APPEARANCES WILL BE GRANTED** before the Financial Aid Appeals Committee. (Note: This appeal is for determining the eligibility for Federal Financial Aid.)

- You must submit an application for appeal and an accompanying letter, indicating the reason(s) why you failed to complete the necessary hours, or attain the required GPA during the prior academic period.
- You must submit legitimate documentation supporting your claim or rationale (i.e., CURRENT physician/counselor’s statement outlining ailment, clergy statement, family death certificate, obituaries, court documents). Furthermore, you MUST outline the plan for improving your academic performance
- Students with non-mitigating circumstances (e.g. return to school after extended leave, change of major etc) are required to document what has changed in their situation that will now enable them to meet SAP requirements.
- In addition, students who did not meet the Maximum Timeframe SAP requirement are required to meet with their academic advisors to complete the SAP Appeal “Maximum Timeframe Form”.
- Students who successfully appeal will be placed on Financial Aid probation for one semester and must agree to an academic progress plan by the semester’s academic progress plan deadline.
- For all appeals, students may attach other supporting documents that further validates their situation.
- The review time for appeals may take a minimum of 4-6 weeks.
- Students awaiting a response are responsible for paying their tuition and will receive the appeal determination by mail.
- All applications for appeal must be submitted to Oakwood University; Center for Academic Success; 7000 Adventist Blvd., NW; Huntsville, AL 35896, by July 15th for Fall Semester.
- The Financial Aid Appeals Committee will meet as needed.

Condition of Approved Status: Students are expected to participate in no less than six MANDATORY in office academic counseling sessions throughout the current probationary semester with an assigned CAS Advisor. A minimum of six counseling sessions will be required and the attainment of a 2.00 current GPA in order to maintain eligibility of Federal Title IV financial aid

(ex. Stafford Loan Program, Pell grant, Federal Work Study, SEOG, etc.). These sessions are available and designed to assist students in improving their academic standing, and to provide needed assistance while monitoring progress toward reaching a minimum GPA of 2.00. **FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN FORFEITURE OF RECEIVING ANY FUTURE FINANCIAL AID.**

The general deadline for submitting the appeal is June 30, unless modified by the Executive Director of Student Enrollment Services. All applications for appeal must be submitted to:

Oakwood University
Center for Academic Success
7000 Adventist Blvd., NW
Huntsville, Alabama 35896

Reinstatement: Students who lose eligibility for Title IV financial assistance because of failure to maintain reasonable progress toward a degree may reapply. No reapplication will be considered until the student clears the deficiency or attains the minimum grade point average.

Verification of Enrollment

Students who require enrollment verification for student loan deferment purposes must bring a deferment form or a written request to the Registrar's Office. When a student is enrolled full-time, freshman and senior verification will be for one year, junior for two years, and sophomore for three years.

Transfer Students Eligibility for Aid

Transfer students are eligible for federal aid during their first semester of attendance at Oakwood University. Refer to the *Satisfactory Academic Progress* brochure obtainable from the Office of Financial Aid or the Enrollment Management Office.

Return to Title IV

When a student withdraws from the institution, they become subject to the U.S. Department of Education's return to Title IV policy. If a recipient of Title IV aid (ex. Stafford loans, PLUS loans, Pell grants, SEOG, etc.) withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV grant or loan assistance the student earned as of the withdrawal date. The unearned portion must be returned to the Title IV programs in accordance with Federal Regulations. In certain instances, the student may also be required to return Title IV funds to the Department of Education in addition to that which the school is required to return [CFR 668.22]. If withdrawal occurs after the specified sixty percent (60%) point of the semester calendar, no adjustment to the initial Title IV award will be made.

The effective date for return to Title IV is determined by the date the student notifies Oakwood University and completes a withdrawal form. If the student fails to officially withdraw or appropriately notify Oakwood University, half of their federal financial aid may be returned to the Department of Education. Students receiving financial aid should consult with the Financial Aid Office concerning the possible effect of a withdrawal or a change in course load on awards received.

Academic Plan

An Academic Plan provides a framework that would allow a student to meet SAP standards by a particular point in time. A school-defined academic plan may be part of a school's SAP

appeal process. If during the appeal process, it is determined that a student cannot meet SAP standards by the end of the probationary period (one payment period), an academic plan would be required to approve the student's appeal. The goal of a successful academic plan is that the student meets SAP (or completes the program) at a particular point in time.

Office of Student Employment

Purpose. The Office of Student Employment at Oakwood University is committed to assisting our students with their employment needs. The Student Employment Program serves three purposes:

- To provide employment opportunities for students enabling them to earn a portion of their expenses and funds while pursuing a university degree;
- To enhance the educational development and growth of students by providing employment-related learning experience;
- To provide academically related employment experience which may be of value vocationally in post-college years.

Employment Time Frame. Each semester the employment period begins the first official day of classes and ends the last day of final exams.

Campus Employment and OSE Requirements. A student establishes eligibility for participation in the Work-Study Program by completing the Free Application for Federal Student Aid (FAFSA) each year. All Work-Study jobs are posted at <http://www.oakwood.edu/ou-life/student-employment/student-jobs>.

- All students must have a cumulative grade point average of 2.0 or better in order to receive Federal Work Study funds
- All students must have a resume and cover letter. (Office of Student Employment has provided a template on our website.)
- It is mandated that all students must have Direct Deposit; NO exceptions.

Students must have the following items complete in order to receive Student Employment

- Financial Clearance verification
- Completed I-9
- W-4 (federal tax form)
- A-4 (state tax form)
- Payroll Deduction Authorization form

General Guidelines:

- Work-Study is a part-time job.
- Fringe benefits such as sick leave, vacation pay, and holiday pay are not part of your compensation.
- You will not be paid to study.
- You will not be paid Work-Study funds for hours worked in excess of the maximum semester amount listed on your contract or after the semester ends.
- You and your supervisor are responsible for keeping up with the number of hours you are authorized to work. If you exceed your total award for a term, part of your other aid for the academic year may be canceled.

- Students who accept Work-Study jobs are expected to work the entire period of the assignment, to be punctual, and to perform efficiently. Student should notify supervisors in advance when illness or unforeseen circumstances prevent attendance.
- You must terminate your Work-Study employment immediately upon withdrawal from Oakwood University.
- You must maintain a minimum of six credit hours to prevent cancellation of your Work-Study position.

STUDENT SERVICES AND STUDENT LIFE

Some Facts You Should Know

The focus of the Division of Student Services is the facilitation of learning outside the classroom for building a community in which students are encouraged to be responsible citizens. The division consists of nine departments including: Non-coed housing (residence halls, annex apartments, Huntsville Place, and West Oaks Complex), Intramurals, Food Services, Student Activities, Health & Counseling Services, Athletics, New Beginnings, and the United Student Movement (USM).

All other information concerning the Division of Student Services and student life can be found in the current Student Handbook and the Residential Life Guide. For more information contact the Office of Student Services at (256) 726-7400.

Spiritual

Oakwood University is committed to the spiritual nurture and character development of each student with the goal of developing servant leaders'. The Office of Spiritual Life, in conjunction with the Oakwood University Church, the USM, and the residence halls, offers numerous programs and services for spiritual enrichment including weekly chapel services, Sabbath church service, Adventist Youth Society, residence hall worships, student missionary program, and club and outreach activities. The institution extends to each student the opportunity to participate in the Literature Evangelism Training Center (LETC) program. This program is designed to assist in helping students acquire scholarships for tuition and spread the Gospel in print to a world in need of a Savior. The Office of Spiritual Life offers spiritual counseling in a sensitive confidential atmosphere. For more information contact the Office of Spiritual Life at (256) 726-7109.

Assembly/Chapel

During the school year, distinguished guest speakers address the student body at the weekly chapels/assemblies. Registered students carrying 6 or more credit hours are required to attend weekly chapel/assemblies on Thursday mornings from 10:00 A.M. to 11:15 A.M.

Convocations, the Arts and Lecture Series

The Arts and Lectures Series brings to the campus each year several outstanding lecturers and artists. In addition to these, many other programs of significance are sponsored by the university. It is expected that all students will attend the Arts and Lectures programs and special convocations.

Student and Social Activities

Student Activities contributes to the mission of the University and Student Services by providing a variety of co-curricular programs and services, which encourage student involvement in the campus community and enhance the educational aspects of the Oakwood community. The cultural, social, recreational and educational programs supported and developed by Student Activities are designed to create a positive learning experience that provides opportunities for students to engage in experiences that enrich the value of their education; assisting students in developing leadership and life skills in order to empower them to advocate for their needs and interests; and creating awareness and promoting understanding in order to educate students about student, community and social issues.

The Student Activities office also serves in an advisory capacity to the United Student Movement and over 30 student clubs and organizations. The office provides student groups with information, leadership, and guidance to support their efforts.

Extracurricular Activities Participation

There are over 30 recognized student clubs and organizations on campus. Student groups unite around an interest or activity. They create and facilitate programs, speakers, concerts, trips, etc., that educate their members and the campus community about various cultures, lifestyles, art forms, and perspectives.

Students who are involved with a student club or organization enrich their Oakwood experience by increasing their opportunities for meeting new people, discovering an untapped interest or passion, enhancing their educational experience by applying knowledge in new or unexpected places, and contributing to the Oakwood, Huntsville, and global community. Students holding office in any organization must have a cumulative GPA of 2.5 or better. Members on academic probation may be limited in the degree to which they may participate in the activities of their organizations and/or intramural sports.

Membership in the academic departmental clubs, including Varsity Athletics, is a distinct honor and will be based on academic performance. A student must have a minimum GPA of 2.00 to participate in academic clubs and Varsity Athletic activities and a GPA of 2.50 to hold office. **GREEK SOCIAL CLUBS ARE NOT ALLOWED TO RECRUIT, ORGANIZE OR FUNCTION ON CAMPUS.**

Student Association

The United Student Movement (USM) of Oakwood University is the major student organization of the university. This organization seeks to promote a more perfect relationship among all sectors of the university community; to enhance the religious, academic, cultural, and social programs of the university; and to emphatically support the aims and objectives of Oakwood University. Each matriculating student of Oakwood University taking 3 or more hours is a member of the United Student Movement. The United Student Movement finances its own programs through payment of individual membership dues. With the help and approval of faculty sponsors, the United Student Movement carries out such programs along with the Department of Student Activities:

Class Organizations

Freshman Class	Junior Class
Sophomore Class	Senior Class

Residential Housing Clubs

Carter Hall	Huntsville Place
Edwards Hall	Wade Hall
Holland Hall	West Oaks Apartments

Intramural Sports

The university sponsors a program of intramural sports for men and women through the department of Health and Physical Education.

Varsity Athletics

The university offers opportunity for male and female students to participate in non-scholarship athletics in the following sports:

Baseball (Men)	Soccer (Men & Women)
Basketball (Men & Women)	Tennis (Men & Women)
Softball (Women)	Volleyball (Men & Women)

Health and Counseling Services

Oakwood University Department of Health and Counseling Services provides quality physical and mental health care in a nurturing environment while preserving confidentiality. The department plays an active role in the health and lifestyle of its students and the university.

The Department of Health and Counseling Services is open Monday through Thursday, 8:30 a.m. to 4:30 p.m. and Friday, 8:30 a.m. to 11:30 a.m. to meet the basic health needs of the campus community. Health and Counseling Services staff include a physician, licensed counselors and licensed registered nurses. The physician may be seen by appointment. Counseling is available every day during regular business hours. When Health Services is closed, all medical needs and emergencies may be handled by any of the hospital emergency rooms and/or outpatient clinics in the local community. A basic health fee is charged to all students each semester which covers basic services. Laboratory fees and transportation costs to off campus medical facilities are the responsibility of the student. Charges for medical services will be billed to the student account for those using private insurance. Health Services will not process claims for private insurance. Students may request a statement for services rendered in order to file their own insurance. Health Services will submit claims for those using Oakwood's insurance.

The health of each student is important. To assist Health and Counseling Services in providing the care needed, the student's medical history, which includes laboratory testing, a physical examination within the last 12 months, and a TB test within the last 12 months is required. A record of immunizations is also required by Oakwood University and the state of Alabama. This record includes documentation of polio, tetanus, diphtheria, measles, mumps, rubella (2 MMR) and hepatitis B series and meningococcal. All students born after January 1957 must show proof of two doses of live vaccine measles. Be sure this information arrives before registration.

All students entering Oakwood University must have medical insurance coverage. Insurance for students without medical coverage may be acquired through the school. The cost for the year is divided into two premiums which are paid in August and January. Students **MUST** go online yearly during Fall Registration to enroll in Oakwood University Student Health Insurance. The fee is part of the student's bill each semester. If a student wishes to use his/her own personal medical insurance, they must go online to decline Oakwood University Student Health Insurance during the fall registration period. If there are any changes in insurance coverage, students should indicate such change at the beginning of the Spring semester, otherwise their insurance coverage indicated for the Fall will remain the same in the Spring semester. A card or a copy of membership is to be carried by each student in case of an emergency. **All international students are required to accept the insurance offered by the school.** For further information contact the Department of Health and Counseling Services at (256) 726-7840.

Governing Standards

Oakwood University, a Seventh-day Adventist institution of higher education, is committed to providing quality education in the context of the Adventist faith. Modeled after the school of the prophets in the Bible, it integrates faith and learning in a modern-day setting. It offers its students the opportunity to acquire knowledge, behaviors, skills, and wholesome attitudes. Such

development will equip them to provide the highest service in this life and in the life to come. The driving principles of Oakwood University are “Education, Excellence, Eternity.”

Oakwood University is committed to achieving a high level of spiritual development and academic excellence. Its teaching and practicing morals, values, and standards will result in a distinctive outcome—the Oakwood man and the Oakwood woman. Therefore, the students of Oakwood University are expected to exhibit high degrees of honor, integrity, and morality.

It is also expected that the Oakwood student will deal with others with compassion and sensitivity. In light of this, the University provides the context for the Oakwood man and the Oakwood Woman to develop in their use of judgment, in personal maturation, and in their spiritual journey. Any student desiring counsel and/or additional information concerning the Code of Student Conduct may contact the Chaplain, Residence Hall Directors and Deans, or the Office of the Vice President for Student Services.

Student Handbook

In every community there are rules and regulations. It is the responsibility of every student to secure the *Student Handbook* and read the rules and regulations governing student life at Oakwood University, preferably before registration. The *Student Handbook* is available online at www.oakwood.edu. Familiarity with and acceptance of the requirements set forth in this book will make life at Oakwood University more interesting and certainly more enjoyable.

A student’s standing in a Christian school is based not alone on his/her scholastic attainment but also upon his/her general conduct and attitude toward the community in which he/she lives. As a citizen of the university community, the student must realize that he or she has been admitted to a privileged group and that he or she has no right to work against that group. Any student who violates the rules of the university may be asked to withdraw (see sections Student Citizenship, below, and Withdrawal from the University due to Disciplinary Actions, in the *Student Handbook*).

Student Citizenship

Listed among the governing policies of the institution are infractions which are considered cause for suspension and may be cause for dismissal or serious disciplinary action for the first offense. Since no student who makes a habit of indulging in any of these practices would knowingly be accepted at Oakwood University, the first infraction may result in dismissal from school.

A student whose progress or conduct is unsatisfactory or whose influence is detrimental may be asked to withdraw at any time.

Any student dismissed from school withdraws immediately from the campus and may be subjected to charges of trespassing should he or she return without permission from the administration. A student suspended for disciplinary reasons may not be allowed to make up class work assigned and done during his/her absence. Missed work may incur a grade of “F” and will be computed in the student’s final grade.

Weekend/Overnight Leaves

Permission for an overnight or weekend leave from the campus may be obtained from the appropriate residential housing office for students who live in residential housing. For traveling, written permission from the parent or guardian must be on file for every student who is not of legal age (19 years of age in Alabama).

Use of Vehicles

Since the ownership and use of an automobile frequently militate against success in university, students are not encouraged to bring automobiles with them unless absolutely necessary.

Freshmen are not permitted to operate, store, or otherwise have a vehicle in their possession on campus. Freshmen are also prohibited from operating and possessing vehicles on campus owned by other individuals. Exceptions may be made for freshmen residing off-campus and for freshmen who reside in residential halls, but who are gainfully employed off-campus; such exceptions must first be approved by the Vice President for Student Services.

All students, whether living in the residence halls or in the community, who own or operate any type of motor vehicle (e.g., car, motorcycle, scooter) must register it with the Department of Public Safety at the time of registration for the fall semester, or within 24 hours of his/her arrival should arrival be after registration has been concluded, or within 24 hours of its procurement within any semester of the school year.

Students who operate vehicles on campus are required to have in their possession a valid student identification card, a valid driver's license, current vehicle registration documentation, and proof of insurance coverage that meets or exceeds state liability limits. This documentation is to be produced when requested by Public Safety officers. For further information, contact Public Safety at (256) 726-7371.

Residential Housing

Oakwood University is a boarding institution. As such, all students are required to live on campus and participate in one of the three meal programs (exception: nontraditional housing residents can opt out of a meal plan). Students who wish to live off campus must meet one of the following criteria:

- * live with parent(s)/legal guardian(s) or grandparent(s) who maintain primary residence in the Huntsville area.
- * live with sibling(s) or blood related aunt/uncle 23 years of age or older who maintain primary residence in the Huntsville area (proof of Alabama residency required of a year or more).
- * married or single custodial parent.
- * at least 22 years of age or current/previous military service and not currently under disciplinary probation.
- * taking six hours or fewer.

Non-Coed Residential Housing Facilities

Edwards Hall	(upper-class men)	ext. 7180
Wade Hall and Female Annex Apartments	(upper-class women)	ext. 8207
Holland Hall	(male freshmen and sophomores)	ext. 7304
Carter Hall	(female freshmen)	ext. 7094
West Oaks Apartments	(upper-class men/women)	(256) 890-5000

Room Reservations

Room reservation will be based on at least 70 percent financial clearance, which includes tuition, room and board, room damage deposit, residence hall activity fee, general health fee, general student fee and medical insurance fee (when applicable).

Housing Damage Deposit and Activity Fee

New and returning students must have a room damage deposit of \$200.00 and a nonrefundable residence hall activity fee of \$50.00 on file to be eligible for housing. Students who qualify to live in the nontraditional West Oaks Apartment Complex are required to pay a damage/rent deposit of \$250.00.

Apartments (Married or single parents)

The university owns 30 units of one- and two-bedroom apartments which are available to married or single parent students. These apartments rent for reasonable amounts. There are also approved apartments in the community, furnished and unfurnished, in which married students may live. For information, write the Vice President for Finance.

Career Services and Testing Center

The Career Services and Testing Center is dedicated to maximizing career development and academic support. It provides career skills development and programming, along with assessment and counseling that encourage and guide individuals toward success.

A variety of career development services and programs are also available to students throughout the school year including resume writing workshops, mock interview sessions with critique, career interest modules, dress for success seminars, and other like services. Additionally, the department annually provides the opportunity for students to interact with alumni and other professionals through our Youth Motivational Task Force (YMTF) and Black Executive Exchange Program (BEEP).

The Testing center's goal is to serve students, faculty, staff and community members by administering exams and assessments in a safe, secure, ethical and supportive environment. These services include administration of admission, placement, credit by exam, psychological, career batteries, correspondence examinations from other universities, and professional certification and licensing examinations.

The center offers a technologically advanced computer testing lab with 20 testing stations, as well as a traditional paper and pencil testing facility. The university Testing Center is a non-Saturday testing center which provides an alternative day for students and community members whose religious convictions preclude Saturday testing. In addition, the center offers several interest inventories for those students who may not have declared a major.

For information on these and other available services, please contact the Career Development and Testing Services office at (256) 726-7134.

ACADEMIC POLICIES

Curriculum

The curriculum at Oakwood University reflects very distinctly the educational philosophy, purposes, and needs of the Seventh-day Adventist Church. From its earliest history, Seventh-day Adventist education has been multipurpose—a combination of theory and practice. Strong emphasis has been given to providing students with an undergraduate program that would grant them job entry and provide opportunities for the development of a personal code of moral and social values for Christian living in contemporary society. It is for this reason that the curricular offerings at Oakwood University have a very pragmatic character. This is true in the humanities, social sciences, applied sciences, and natural sciences. Because of the needs of the Seventh-day Adventist Church, as well as society at large, Oakwood University has developed some disciplines that are almost exclusively professional. However, regardless of the amount of vocational emphasis, all baccalaureate and associate degree programs have been so organized that there is a common core of general education studies required of all students.

The mission of the university strongly emphasizes health, the importance of service to the world, the integration of spiritual instruction and understanding as a part of intellectual growth, and the facilitation of cultural and personal affirmation. The general education core curriculum includes courses in the philosophy of Christian education, basic computer literacy, health and recreation, the humanities, foreign languages, mathematics, natural sciences, religion and theology, and social sciences. Masters, baccalaureate and associate degree programs also are designed to harmonize with the key elements of the university's mission.

Oakwood has fifteen academic departments offering the following degrees: Associate of Science, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Social Work, Bachelor of Music and Masters of Arts. About fifty majors and twenty-seven minors are included.

Department	Degree	Major	Minor
Adult & Continuing Ed.	B.S.	General Studies	
Allied Health	B.S.	Clinical Laboratory Science	
	B.S.	Pre-Occupational Ther.	
	B.S.	Pre-Physical Therapy	
	B.S.	Pre-Physician Assistant	
	A.S.	Pre-Speech Pathology	
	B.S.	Dietetics	Food and Nutrition
Biological Sciences	B.S.	Biology	Biology
	B.S.	Biomedical Science	
Business and Information Systems	B.S.	Accounting	Accounting
	B.B.A.	Business Administration	
	B.S.	Management Info. Systems	Management
	B.S.	Finance	Management Info. Sys.
	B.S.	Organizational Mgmt.*	Marketing
Chemistry	B.S.	Biochemistry	
	B.S.	Chemistry	Chemistry

Department	Degree	Major	Minor
Communication	A.S.	Art	Art
	B.A.	Communication	Communication
	B.A.	Communication Media	Communication Media
Education	B.S.	Elementary Education	
	B.S.	Biology Education	
	B.S.	English Language Arts Ed.	
	B.S.	Health/Physical Ed. Teaching	
	B.S.	Mathematics Education	
	B.S.	Music Education	
	B.S.	Religious Education	
	B.S.	Social Science Ed.	
English and Foreign Languages	B.A.	English	English
	B.A.	English/Professional Writing	
	B.A.	Spanish	Spanish
Health and Physical Education	B.S.	Fitness and Wellness	Fitness and Wellness
	B.S.	Health Science	Health/Physical Education
History and Political Science	B.A.	History	History
	B.A.	International Studies	Black World Studies
	B.A.	Political Science	Political Science
	B.A.	Pre-Law	
Mathematics and Computer Science	B.S.	Applied Mathematics	Mathematics
	B.A.	Computer Networks	
	B.S.	Computer Science	Computer Science
	B.S.	Information Technology	Physics
	B.A., B.S.	Mathematics	
Music	B.A.	Music	Music
	B.M.	Music Comp. & Rec. Arts	Recording Arts
	B.M.	Vocal Performance and Pedagogy	
Nursing	B.S.	Nursing	
Psychology	B.A., B.S.	Psychology	Psychology
	B.S.	General Psychology*	Correctional Sci. Sociology

Department	Degree	Major	Minor
Religion and Theology	B.A.	Biblical Studies & Languages	Biblical Languages
	B.A.	Ministerial Theology	Theology
	B.A.	Pastoral Care & Pre-Chaplaincy	
	B.S.	Church Leadership*	
	M.A.	Pastoral Studies	
Social Work	B.S.W.	Social Work	
Non-departmental	B.S.	General Studies	
	B.A.	Interdisciplinary Studies	

**Adult and Continuing Education degree programs.*

The Academic Year

The academic year usually starts in late August. It consists of two semesters, each of which covers a period of approximately fifteen weeks. Provision may be made for mini sessions during the summer break.

Schedule of Classes

Each year the University publishes a schedule of classes which lists the courses offered, the time of meetings, the rooms, and the instructors. The University reserves the right to set limits on class size, when necessary, and to cancel any course offering for which there are fewer than six students.

Course Numbers and Symbols

Courses of instruction are classified as remedial, lower division, and upper division. Remedial courses, numbered 090 through 099 (not counted for graduation credits), are courses which may be required of certain students. Lower division courses are numbered 100 through 299; upper division courses are numbered 300 through 499. Students should take each level in turn to avoid scheduling problems. Courses with (W) are designated writing courses. Code to course abbreviations are:

AC Accounting	FR French
AE Adult Education	LD Leadership
AH Allied Health	MA Mathematics
AR Art	MK Marketing
BA Management	MU Music
CH Chemistry	NU Nursing
CM Computer Science	OM Organizational Management
CO Communications	OU (Not discipline specific)
EC Economics	PE Health and Physical Education
ED Education	PH Physics
EG Engineering	PS Political Science
EN English	PY Psychology
FN Finance	RB Biblical Studies

FS	Family and Consumer Sciences	RG	Religious Education
GE	Geography	RL	Biblical Languages
HC	Health Care Administration	RP	Practical Studies
HI	History	RT	Theological and Religious Studies
IN	Interdisciplinary Studies	SO	Sociology
IS	Management Information Systems	SP	Spanish
IT	Information Technology	SW	Social Work

Credit

The unit of credit is the semester hour. A semester hour is the amount of credit earned for the satisfactory completion of one hour a week lecture or recitation or at least two hours a week laboratory practice throughout one semester.

Hyphenated courses (e.g., 101-102) indicate that the sequence of courses should be taken in order. Commas separating courses (e.g., 101, 102) indicate that the courses may be taken out of sequence. The designation 3-3 indicates that the course carries three semester hours of credit each semester for two semesters, and that the courses should be taken in sequence.

Study Load

Class load is governed by classification and previous academic performance as follows:

Classification	Cum. GPA	Maximum Load
Academic probation	below 2.00	13 hours
All regular students	2.00	17 hours
Sophomores and juniors	3.00	18 hours
Seniors	3.00	20 hours

The class load for any situation includes incompletes, online courses, and courses by cooperative arrangement (neighboring colleges). All online courses and courses taken by cooperative arrangement must be pre-approved by the Registrar's Office. Courses taken without authorization and courses taken that exceed the maximum study load limit will not be accepted by the University.

A class load of 12 credit hours is considered full-time and will satisfy the following authorities:

1. Immigration and Naturalization Service
2. Selective Service
3. Veterans Administration
4. Health, Education, and Welfare
5. U.S. Department of Labor

Classification of Students

New students are classified upon acceptance by the Office of Enrollment Management. Returning students' classification for the year is determined by the amount of credit they have earned at the beginning of the academic year. A student who may meet the hour requirement, but whose cumulative grade point average is below 2.00, will be listed in the next lower class until the cumulative grade point average is raised to 2.00 or better. Student classes are organized early in the fall semester according to the following levels of academic achievement (remedial courses are not included).

Classification	Minimum Cum. GPA	Number of Semester Hours
Freshman	1.70	0 - 29
Sophomore	2.00	30 - 60
Junior	2.00	61 - 92
Senior	2.00	93+

Special Students

Special students accepted to the university fall in one of the following categories:

1. Postbaccalaureate refers to a student with a bachelor's degree who is enrolled for part-time or full-time work.
2. Unclassified applies to any student who meets admission standards but who has no present plans to pursue a degree or to a student whose classification cannot be determined at the time of admission.
3. Nondegree refers to a student enrolled in the traditional undergraduate courses and who desires to take a course or courses for personal development. Courses are limited to three semester hours or one course per semester.
4. Transient admission applies to a student submitting evidence that he or she is in good and regular standing in an accredited college or university but who desires temporary admission to Oakwood University for one semester, the grades and credits of which will be transferred to his or her original institution.
5. Visiting student (refer to the Cooperative Programs section in this bulletin for details).

Class Standing

Freshmen are limited to lower division courses except by permission of the head of the department in which the course is being taught. The lower division courses are open to freshmen and sophomores and should be completed before the student progresses to the junior and senior years.

A student entering the third year of university work who lacks any of the prescribed courses of the lower division must first register for such prescribed courses of the lower division and then complete the program from the upper division.

Beginning freshmen on academic probation will not be allowed to advance to regular academic standing until all academic deficiencies have been removed and at least 12 hours of other college credit have been earned with a minimum cumulative GPA of 2.00.

Permanent Student Records

The student's permanent academic record is the transcript. The transcript contains biographical, geographical, and academic information regarding courses taken and grades earned. This information is taken from application for acceptance forms, registration forms, teachers' grade sheets, drop/add forms, and teachers' change-of-grade forms.

Retention and Disposal of Student Records

The retention and disposal of student records is in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers, as published in the guide entitled *Retention of Records: A Guide for Retention and Disposal of Student Records*.

Family Educational Rights and Privacy Act

Oakwood University complies with the Family Education Rights and Privacy Act of 1974 (FERPA). A student's record is regarded as confidential, and release of this information is regulated by the FERPA Act. Students have the right to inspect their records by scheduling an appointment with the Registrar's Office. Parents of students termed "dependent" for income tax purposes are entitled to receive information relating to the students' educational records upon request. A copy of the act is on file in the Registrar's Office.

Student ID Verification for Online Coursework

In order to verify that students who register in a distance education course at Oakwood University is the same student who participates in and completes the course and receives credit, the following system is used:

1. All OU students are issued a secure, personal ID number and password when first admitted to the University.
2. Students are instructed to change, utilizing the provisions available within the University's administrative software system, the original password to a personal password.
3. Students receive written instructions to protect the identity of their password at all times.
4. Students receive written instructions to change their password if they have concerns that it has been compromised.
5. Students are instructed to use their personal ID number and password when accessing the distance education course management platform--Desire to Learn (D2L).
6. Students are unable to participate in distance education courses without a valid OU approved ID number and password.
7. Faculty must register a student into a distance education course using the student's valid OU ID number.
8. The administrative software system will not accept a student ID number if it is not currently valid.

Registration

Registration includes advising, selection of courses, and payment of fees. Students are required to register on the designated registration dates as announced in the bulletin. Information on registration is available at the University/registration website. Students are not officially registered for courses until they have been financially cleared.

Late Registration

Students failing to register during the scheduled registration periods are assessed a late registration fee of \$153 (fees are subject to change without notice). Class periods missed because of late registration are counted as absences from the class. Students registering late may be required by the advisor and the vice president for Academic Administration to reduce their class load. Late registrants are required to make up course work already missed.

Drop/Add Process

If students want to add or drop a class or change a section after having completed registration of credit or audit, they should follow these procedures:

1. **Drop.** By the published deadline: (a) obtain the form from the Record's Office, (b) secure proper signatures, (c) pay the appropriate fee, and (d) return the form to the Registrar's Office. Expect a W for the class if dropped between the last day for a 50 percent refund

and the deadline. Forgetting or failure to drop officially through processing a form will result in a final grade of FA.

2. **Add.** By the published deadline, follow the same steps (a-d) as listed above under “Drop.”

A charge of \$10 is made for each change of schedule until the last day for any tuition refund, except when the change is made necessary by the cancellation of a scheduled class or the change of class time which renders it impossible for students to maintain their original schedule.

Withdrawal From University

Students who choose to discontinue a course of study, must complete a Terminal Leave form at least one week before final examinations begin. The form may be secured from the Office of Financial Aid. (See Refund and Repayment Policy in the Financial Aid section of the bulletin).

Withdrawal due to Disciplinary Action. A student suspended for disciplinary reasons will not be allowed to make up class work assigned and done during his/her absence. Missed work will incur a grade of “F” and will be computed in the student’s final grade.

Final Examinations

Should the final examination schedule require a student to complete four examinations in one day, arrangements may be made with the department chair to complete one of the examinations at another time. Otherwise, all students must take the final examination in each course at the time listed in the official time schedule. Exceptions may be made only by the vice president for Academic Administration.

English Proficiency Examination

Each student is required to take a proficiency examination in English during the junior year. Upper division transfer students who have completed Freshman Composition are required to take the English Proficiency Examination during the first semester in which the examination is offered. This examination is administered as scheduled in the calendar. Students who fail to pass the examination twice are required to enroll in and pass EN 250 English Fundamentals in order to qualify for graduation. Students who take EN 304 at Oakwood University and receive at least a B (3.00) are exempt from this examination. A fee of \$30 is charged for this examination. See the Department of English and Foreign Languages for details.

Exit Examination

All seniors are required to pass a departmental exit examination in their major area of study prior to graduation. Exit examinations may be internal or external, written by the department or obtained from an external source such as the Educational Testing Service.

Life Experience Policy

Life experience credit is granted upon the evaluation of accomplishments and competencies not ordinarily considered part of the traditional classroom experience. The policy is geared toward the mature adult who has had a minimum of ten years experience in a given area. Credit, however, is not applicable until the student has completed a minimum of 16 semester hours with a minimum GPA of 2.00 at Oakwood University. It is the student’s responsibility to prove to the satisfaction of the academic department that from experience he/she has developed competencies that are equivalent to classroom learning. Academic departments may require a challenge exam.

Students should follow procedures outlined by the department which may include the following:

1. Describe learning experiences believed to translate into academic credit.
2. Suggest what courses are applicable.
3. Review documents with academic advisor.
4. Submit documentary evidence that may be used to verify the experiences identified (this would include testimonials from former employers and/or supervisors).
5. Pass challenge examinations in areas for which credit is expected.

The following evaluation formula will be used:

1. Three hours will be given for each year of full-time work approved for credit by examination.
2. Not more than 25 percent of the 128 hours required for graduation shall be earned through life experience.
3. Not more than 25 percent of the requirements for the major may be met through life experience credit.

The charge for life experience credit is \$282 per credit hour.

College Level Examination Program (CLEP)

A student who presents satisfactory evidence of having competence or exposure in a certain area covered by a required course may meet an academic requirement by passing a CLEP test. The following policies apply to the program:

1. The recommended maximum number of CLEP credits a student may apply toward graduation is 32 semester hours.
2. In each major the maximum number of CLEP subject examination credits a student may earn is determined by the major department.
3. In the case of the general education requirements, the Academic Policies Committee will determine which courses can be taken by CLEP and how much credit a student may earn from the basic general education requirements without overlapping in the subject area.
4. The minimum scores listed below must be acquired before credit can be granted. Changes in scores by ETS (Educational Testing Services) may change acceptable scores by Oakwood University.
5. Acceptable CLEP scores shall earn corresponding course credit, but no letter grade shall be assigned or quality points considered.
6. Once CLEP credit is placed on the transcript, a student may not repeat, for a grade, the course for which credit was given by examination.
7. If a student does not pass a CLEP test, no record is placed on the transcript. A subject exam may be retaken six months after initial testing.
8. Incoming students wishing to take the CLEP test before entering Oakwood University must have the approval of the Registrar's Office before the test is taken.
9. All CLEP scores previously obtained at another school are subject to review by the Registrar's Office.
10. A fee covering the cost of the examination and its administration will be charged each student desiring to take the CLEP examination at Oakwood University.
11. CLEP examination is administered by the Career Development and Testing Center.
12. The student must complete and submit an Academic Request form to the Registrar's Office to take a CLEP test.

The following table lists the CLEP subjects, corresponding courses and minimum scores acceptable by Oakwood University:

CLEP subject	Score	Course Equivalent	
American Government	50	PS 211	(3 hours)
American Literature	50	EN 301, 302	(6 hours)
Biology	50	BI 101-102	(6 hours)
Calculus	50	MA 171	(4 hours)
General Chemistry	50	CH 141-142	(6 hours)
College Algebra	50	MA 108	(3 hours)
College Composition	50	EN 111	(3 hours)
College Mathematics	50	MA 101	(3 hours)
English Literature	50	EN 211, 212	(6 hours)
French Language (Level I and II)	50	FR 101-102	(6 hours)
History of the United States I and II	50, 50	HI 211, 212	(6 hours)
Human Growth and Development	50	FS 355	(3 hours)
Introduction to Educational Psychology*	50	ED 200	(3 hours)
Financial Accounting	50	AC 220-221	(6 hours)
Introductory Business Law	50	BA 475	(3 hours)
Introductory Psychology	50	PY 101	(3 hours)
Introductory Sociology	50	SO 101	(3 hours)
Precalculus	50	MA 121	(3 hours)
Principles of Macroeconomics	50	EC 283	(3 hours)
Principles of Microeconomics	50	EC 282	(3 hours)
Principles of Management	50	BA 310	(3 hours)
Principles of Marketing	50	MK 301	(3 hours)
Spanish Language	50	SP 101-102	(6 hours)
Western Civilization I and II	50, 50	HI 103, 104	(6 hours)

*Not acceptable for education majors.

Grading System

The grading system utilizes the four-point scale. The grade point values are outlined as follows:

Grade	Grade Point Per Hour
A (superior).....	4.0
A-.....	3.7
B+.....	3.3
B (above average).....	3.0
B-.....	2.7
C+.....	2.3
C (average).....	2.0
C-.....	1.7
D+.....	1.3
D (below average).....	1.0
D-.....	0.7
F (failure).....	0.0
FA (failure due to absences).....	0.0

AU	(audit)	
DG	(deferred grade)	
I	(incomplete)	0.0
WB	(Academic Bankruptcy)	
WIP	(work in progress)	
NC	(noncredit)	
NR	(no report)	
P/U	(pass/unsatisfactory)	
W	(withdrew)	

Grade Point Average

The cumulative grade point average and the grade point average (GPA) for the semester are computed by totaling quality points earned in all courses attempted and dividing by the quality hours attempted ($GPA = QP/QHA$). Credits are included in calculating the GPA for grades of F, FA and I. The symbols AU, NC, DG, IP, NR, W, and P/U are disregarded in computing the grade point average. Transfer work is not included in the cumulative GPA (except for repeated courses).

The academic progress record allows for repeated courses without GPA penalty. However, the GPA used to determine the eligibility for financial aid includes all work attempted.

Pass/Unsatisfactory Procedures

To qualify for taking courses on a pass/unsatisfactory basis, a student must be a sophomore, junior, or senior, and must not be on academic probation. No more than 16 hours may be taken on this basis. The pass/unsatisfactory system applies to elective courses only. A pass is equivalent to a C, although some graduate and professional schools treat the pass as a D.

Approval for the P/U option should be obtained at the Registrar's Office before the close of late registration. Registration changes in the process are final as of the last day to drop without academic penalty.

Non-credit Courses

Oakwood University does not award academic credit for courses taken on non-credit basis. Non-credit courses do not impact the GPA and are not calculated in the number of credits earned.

Deferred Grades

A deferred grade (DG) is assigned when an instructor determines that instructional obstacles, not the student, are responsible for incomplete work. This may be the result of books or research materials arriving late, equipment failure, or insufficient time. A statement of outstanding requirements, including deadlines for their completion, shall be made available to the student.

ADG will be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, except in cases of research courses, even when the student is not registered for the next semester. In the case of research courses, the deadline for completion will be the end of the following semester. The DG automatically converts to an "F" if not removed within the prescribed time. Before the deadline expires, the instructor may submit a request for an extension of the time to the Vice President for Academic Administration. The request must be in writing and must be adequately justified.

Incomplete Work

When at the end of a semester students are behind in their class work, the teacher does not automatically grant a grade of "I" for more time to complete the requirements. However, because of interruptive illness or other unavoidable circumstances, students may request the privilege of receiving a grade of "I" to allow more time to fulfill class requirements. They must apply in time so that a final decision is made before the beginning of final examination week. The procedures to be followed are:

1. Obtain and fill out a "Request and Authorization for Incomplete" from the Office of Academic Administration.
2. Attach a physician's statement if the reason is medical.
3. Obtain the appropriate signatures.
4. Return the form to the Office of the Vice President for Academic Administration at least five working days before the beginning of final examinations.

An "I" may be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks (at the discretion of the instructor), but no longer than the sixth week of the next semester, even when the student is not registered the next semester. The "I" automatically converts to an "F" if not removed within the prescribed time. Should more time, because of further illness or unavoidable circumstances, be needed to remove the incomplete, the student may, before the deadline expires, request in writing an extension of time from the Academic Policies Committee.

Repeated Courses

A student may select to repeat a course. In all cases, the best grade for the repeated course will be accepted for credit and used to calculate the cumulative GPA. Some departments place a limit on the number of courses and/or the number of times a course may be repeated. Please review the requirements for individual departments in the section of this bulletin entitled, "Departments of Instruction".

Auditing Courses

A student who is interested in auditing a course should request this status from the Registrar's Office during regular registration. Permission to audit the course is at the discretion of the course instructor. Audited courses receive no credit and do not impact the GPA nor the number of credits earned. The course will appear with an "AU" on the student's transcript. The tuition charged for auditing is one-half the regular charge for courses receiving credit. A course started on an auditing basis cannot be changed to a credit basis after the first week of instruction.

Correspondence Courses

Oakwood University recognizes and accepts credit for courses taken with Griggs University and International Academy, which is the extension division of the Associated Colleges of Seventh-day Adventists.

A maximum of 12 semester hours of correspondence work may apply toward a baccalaureate degree program and 8 semester hours toward an associate degree. All requests for correspondence work must be approved by the Registrar's Office and /or the Academic Policies Committee.

While enrolled at Oakwood, a student will not be permitted to carry correspondence if the course is available at the university.

It is not recommended that seniors do any correspondence or extension work. When such

work is done as an absolute necessity, the official transcript for the work completed must be in the Registrar's Office by the first business day in March for spring graduation.

A correspondence course with a D grade or below is not acceptable for credit. No correspondence credit will be entered on the student's record until a minimum of 16 hours in residence with a cumulative GPA of at least 2.0 has been earned. Griggs University courses do not meet the Alabama State Certification requirements for education majors.

Grade Reports

Grade reports are issued to the student via the Internet at the end of each semester.

Errors and Corrections

The student should carefully review grades for correctness as to the courses, credits, and grades recorded. Requests for corrections must be initiated within one month.

Dean's List

To qualify for the Dean's List, students must have a minimum grade point average of 3.50, carry a minimum of 15 semester hours with no grade below a B (3.00), and have no incompletes.

Honor Roll

Students who carry a minimum of 12 hours during a given semester, maintain a grade point average of 3.00 or above with no grade below a C (2.00), and have no Incompletes shall be considered honor students for the semester.

Honors Convocation

To give formal and public recognition for outstanding scholastic achievement, loyalty to university standards, and exemplary citizenship, the university conducts an annual Honors Convocation. To be eligible for participation the student must have a cumulative GPA of not less than 3.50 for a minimum of 24 hours earned at Oakwood University or a cumulative GPA of 3.25 and a minimum of 33 hours earned at Oakwood University. All grades must be posted by the end of January.

Graduation With Distinction

Students are graduated with honors under the following conditions:

Honorable Mention	Minimum cumulative GPA of 3.25
Cum Laude	Minimum cumulative GPA of 3.50
Magna Cum Laude	Minimum cumulative GPA of 3.75
Summa Cum Laude	Minimum cumulative GPA of 3.90

Academic Probation, Suspension, and Dismissal

A student whose cumulative GPA is less than 2.00 is placed on academic probation. This status requires the student to take part in the academic improvement program conducted by the Center for Academic Success (CAS). Failure of a student on academic probation to take part in this program may result in dismissal from the university. A student who fails to make acceptable

academic progress according to the established policies and procedures of the institution will be suspended. A first suspension because of poor academic performance will result in the student being ineligible for readmission or reacceptance consideration for a period of one semester from the date of suspension. When suspended a second time, the student becomes eligible for readmission or reacceptance after one calendar year from the suspension date, providing that during that time he/she has attended another accredited institution for at least one semester, carrying a minimum of 12 semester hours with no grade lower than C. In both cases, to be so considered, the student must apply for readmission through the Registrar's Office.

Any student who after four academic semesters or 61 semester hours has not attained a cumulative GPA of 2.00 will be recommended for suspension. During the suspension, the student must attend another accredited college carrying a minimum class load of 12 hours and passing with no grade lower than C. Class schedules must include courses previously taken at Oakwood where grades of D or lower were received. Application for readmission must be submitted to the Registrar's Office at Oakwood University.

Students recommended for suspension will receive (from the Academic Administration Office) an official notification of dismissal that includes an Academic Suspension Appeal Form. Once the student is notified, the following guidelines apply:

1. The form must be completed and returned to the Academic Risk Management Office (ARM) of CAS/Freshman Studies within one week of receiving the notification.
2. A copy of either the Appeal Approval Form or Appeal Denial Form signed by the chairperson will be forwarded to the student within two weeks after receipt of the appeal form.
3. Academic approval for readmission does not mean that a student meets financial aid guidelines. (Contact the Financial Aid Office for assistance).

A student whose cumulative GPA is below 2.00 is denied the opportunity and permission to represent the university in any official capacity or to hold office in any student organization, or to be employed in any academic administrative area involving records and confidentiality. Some social restrictions involving leave requests may also apply.

The following is a list of requirements for students on academic probation:

1. Must limit registration to a class load of 13 hours per semester.
2. Must be advised by the CAS academic advisors for class schedule approval during registration.
3. Must include in the class load courses in which the student received a D or F.
4. Must register for remedial courses when the following conditions exist: ACT English score is less than 16 or SAT English score is less than 410; student must register for EN 095 and EN 099. ACT mathematics score is less than 16 or SAT mathematics score is less than 440; students must register for MA 095. ACT composite is less than 17 or SAT composite is less than 840; students must take OC 097.
5. Must successfully pass remedial courses with at least a C before registering for classes in English or mathematics.
6. Must receive weekly tutorial assistance at the CAS.
7. Must attend weekly advising sessions with the CAS academic advisor.

Students on academic probation should expect to take more than two years to complete the requirements for an associate degree and more than four years to graduate with a bachelor's degree.

Cooperative Programs

Cooperative programs are made available at Oakwood University for visiting students. A visiting student arrangement exists with Alabama A & M University, Athens State College, John C. Calhoun State Community College, the University of Alabama in Huntsville, and Oakwood University. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall C (2.00) average.
3. The course desired must be unavailable at the student's home institution.
4. The student's request must be approved by the advisor and other appropriate personnel.
5. Permission of the institution teaching the course is dependent upon availability of space for the visitor after its own students are accommodated.

Any student interested in participating in the Visiting Student Program should complete and submit to the Registrar's Office a Cooperative Education Application form.

Adventist Colleges Abroad

Adventist Colleges Abroad (ACA) is a consortium of Seventh-day Adventist colleges and universities in North America under the auspices of the Board of Higher Education, General Conference of Seventh-day Adventists, Maryland.

The ACA consortium provides opportunities to qualified undergraduate students for study in other countries, such as Argentina, Austria, France, Kenya, and Spain, while completing the requirements of their programs at their home colleges. This allows students to be immersed in the culture and life of another country while becoming conversant in its language. Through such experiences students also may gain an appreciation of, and perhaps an inspiration for, mission or other multicultural service (see English and Foreign Languages department for details).

Student Missionary Program

Each year several Oakwood students go to foreign lands to serve as missionaries. The range of their responsibilities include religious leadership, teaching, and industrial/vocational work. For details, contact the Department of Campus Ministries, Oakwood University.

Following are the academic requirements for student missionaries:

1. Applicants must have attained at least sophomore standing (minimum 30 semester hours) with a cumulative grade point average of C or above, and no grade below C in all English composition and grammar courses.
2. Applicants must have a B average or above in the subject area that they are expected to teach as student missionaries.

Students who have received BA or BS degrees are not considered Oakwood students.

Other Academic Information

Writing Emphasis Courses

Two upper-division writing emphasis courses of at least two hours each are required of all students. Each department will designate and supervise at least one required course for its majors which will emphasize essay type tests and/or written reports or a term paper. A (W) after a course title designates a writing course.

Summer School

The university offers a limited number of brief intensive courses and workshops. Undergraduate courses in the teacher certification program are also offered.

Transient Letters

Students desiring to register at another college or university with the intent of returning must obtain a transient letter from the Registrar's Office, which recommends the student for temporary admission to the other school without the student having to go through normal admission requirements. Transient letters, however, are not granted for attendance at colleges or universities within a fifty-mile radius of Huntsville during the fall or spring semesters.

Transient credit with grades below C- is not accepted. Acceptable credit is recorded as transfer credit. Students from other schools desiring transient admission to Oakwood must provide an official letter of support from the home institution. Oakwood students must make the request to have an official transcript forwarded to Oakwood University once the course work is completed.

Transcripts

The Registrar's Office releases an official or unofficial transcript of a student's work at Oakwood upon the student's request. Students may request an official transcript online or by mail. The instructions and fees for each can be found online at www.oakwood.edu/records under Transcript Request Information. Official transcripts must be sent directly to the recipient indicated on the student's request.

Requests for unofficial transcripts must be made directly to the Registrar's Office. The fee for an unofficial transcript is \$2.00. Requests by mail should be accompanied by cashier's check or money order. Requests in person should be accompanied by a receipt for payment from the Student Accounts Office. NO PERSONAL CHECKS OR CASH will be accepted by the Registrar's Office.

Currently enrolled students may obtain a printout of their academic history for personal use by accessing MyOakwood using the student ID and password.

The University reserves the right to withhold all information concerning the record of any student who has unpaid accounts or other charges, or who is delinquent or in default status in the payment of student loans.

Official transcripts from other institutions which have been presented to Oakwood for admission and evaluation of credit become the property of the University and are not reissued or copied for release.

Class Absences

Attendance with punctuality is required at all classes and laboratory appointments. Absences are counted from the first official day of classes. If for any reason the total hours of absences

are double the number of credit hours of the course per semester, credit may, at the discretion of the instructor, be forfeited and a grade of FA be recorded.

Authorized leaves of absence from campus do not excuse the student from required class work. The student, however, must make arrangements with the teacher for every anticipated school trip and other authorized leaves at least 72 hours before the beginning of such anticipated schedules. All makeup work involving examinations and other class requirements must be made up within seven days after the absence occurs.

It is the responsibility of students to keep a record of their absences, to keep themselves informed of the requirements of the instructor, to take all examinations at the time prescribed by the instructor, and to turn in all assignments when they are due.

Academic Honesty

Oakwood University is dedicated to scholastic integrity. Consequently, students of the university are required to maintain high Christian standards of honesty. If students are found or suspected of engaging in any of the following types of academic misconduct, the procedures set forth in this policy will be implemented.

Types of Academic Dishonesty:

1. Dishonesty in testing (e.g., copying from another student's paper, using unauthorized materials, or collaborating with any other person without authority from the instructor during an examination; stealing test materials; obtaining test information prior, during, or after an administered examination; or any other form of test dishonesty).
2. Plagiarism—defined as unacknowledged use of another's work (e.g., submitting any written, oral, aesthetic, computer, or laboratory work prepared totally or in part by another person; such work need not be copyrighted).
3. Any other practice deemed by the university as academic misconduct not listed above.

Procedures for Handling Academic Dishonesty

If a teacher finds irrefutable evidence of academic dishonesty, the teacher should immediately speak with the student and issue zero credit for the particular examination, assignment, or project.

If academic misconduct is suspected by a teacher, that teacher must follow certain steps.

1. The teacher must first speak with the student about the question of dishonesty. If the student acknowledges engaging in academic misconduct, the student will be given no credit for the particular examination, assignment, or project.
2. If the situation cannot be resolved between the teacher and student, then it must be brought to the attention of the teacher's department chair.
3. If the department chair is unable to resolve the matter, the Vice President for Academic Administration must then be consulted, and may refer the issue to the Academic Appeals Committee.
4. Subsequent incidents of academic dishonesty make a student eligible for dismissal from the university. Students are, however, given the option of appealing this decision to the Academic Appeals Committee.
5. Each established incident of academic misconduct shall be departmentally documented and submitted to both the student, the student's major department chair, the vice president for Academic Administration, and the vice president for Student Services.

Academic Grievance

Any student who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding within or without the classroom is encouraged to confer first with the teacher of the class and, if deemed necessary, with the teacher's department chair. If the matter is not resolved satisfactorily at the first two levels, the student should contact the vice president for Academic Administration.

The vice president for Academic Administration will review the matter to (a) make a final determination of the matter, or (b) refer the matter to the Academic Appeal Committee for further review and recommendation. In either case, the final decision is the responsibility of the vice president for Academic Administration.

The Academic Appeal Committee receives referrals directly from the vice president for Academic Administration. Cases are referred to this committee if the vice president for Academic Administration determines more information is needed to make an equitable decision. The process is as follows: (a) the vice president for Academic Administration notifies the chair of the Academic Appeal Committee of the student's concern, (b) the aggrieved student submits a written report of the complaint to the chair of the Academic Appeal Committee, and (c) a recommendation is made to the vice president for Academic Administration.

Students or faculty members have the option to appear in person before the Academic Appeal Committee, bringing documentation to support their views; however, it is not required that they appear in person. It should be understood that the purpose of the appeals process is to peaceably resolve issues which have not been resolved through other means. Therefore, the approach to problem resolution in the appeals process is through consensus, so far as is possible.

The membership of the Academic Appeal Committee consists of six individuals: the USM academic vice president (chair), two elected student representatives, two full-time teaching faculty, and one full-time staff member. The vice president for Academic Administration or designee may choose to sit with the Academic Appeal Committee for purposes of hearing the discussion or for clarification of issues, but not for voting purposes.

Bulletin Selection

Students may meet degree requirements under the bulletin of initial registration or any bulletin in effect during the time of continuous residence at Oakwood. Selecting the senior year bulletin must be done prior to the final semester of the graduating year. Students who discontinue enrollment must meet the following bulletin requirements:

1. If not enrolled for one calendar year or less, students may return under any bulletin in effect during their previous continuous residence. Transfer credit will be accepted provided that a transient letter request has received prior approval from the Registrar's Office.
2. Students not enrolled for more than one calendar year must meet the requirements of the current bulletin.
3. Seniors with 9 hours or less remaining at the time of spring graduation have a maximum of two calendar years to complete their requirements and remain under the bulletin they selected during their senior year.
4. All transfer students must fulfill the requirements of the current bulletin.

Double Major

Students may enroll for a double major provided they meet all of the requirements for both majors. Pursuing a double major will require more than 128 hours and take longer than four years to complete.

Medicine

Biology and chemistry are the most frequently chosen majors at Oakwood for students preparing for a career in medicine. However, students from every academic major are accepted into medical school. Diversity is actually encouraged by many medical schools which have come to realize that students who pursue majors in art, literature, mathematics, engineering, psychology, and other areas of liberal arts study tend to become well-rounded, and highly competent physicians. To prepare for medical school admission test (MCAT), students must take general biology, general chemistry, organic chemistry, biochemistry, psychology, and sociology. Most medical schools also require one calculus course.

ACADEMIC SUPPORT SERVICES

Center for Academic Success

The mission of the Center for Academic Success (CAS) is to assist students in gaining the skills necessary to do university-level work. The program, in collaboration with the Departments of Mathematics and Computer Science, and English and Foreign Languages, offers Introduction to College Math, Composition Skills Review, College Reading Strategies and Strategies for Academic Success, to select groups of students who need to develop basic skills. In addition to attending regular lecture classes, students must attend a laboratory as prescribed by the instructor. However, all labs are available to any self-motivated students and provide assistance across the curricula through tutorials, exercises, applications, and reviews.

The laboratory component provides opportunity for individualized instruction consistent with students' needs and desires. This also gives students the opportunity to assess their deficiencies, work to correct them, and receive instant feedback. Upgraded tutorial services supplement the developmental laboratories through the cooperative efforts of specialists and the tutor supervisor.

Freshman Studies. The Freshman Studies Program is a composite of diagnostic, instructional, and supportive services to first-year students. Its purpose is to increase each student's potential for academic success and personal adjustment to the demands of university life. All entering first-year students and lower division transfer students are required to take OU 101 Freshman Seminar a semester-long course in addition to the week-long orientation.

All new students admitted to Oakwood University on academic probation and/or having a composite score of less than 17 on the ACT or less than 840 on the SAT test are required to take OU 097 the first semester.

Orientation. Freshmen Orientation commences each year during the fall semester one week prior to the first day of instruction. New students are expected to report as notified and, upon arrival participate in all of the scheduled activities of the week. These include orientation to the academic and residential requirements of the university and the resources that are available to assist all students in meeting them successfully. Developmental guidance and instruction regarding tasks, skills, and attitudes that are essential for academic and personal success are also presented.

Monitoring Students' Academic Progress (MSAP). The Committee on Monitoring Students' Academic Progress (MSAP), which consists of a consortium of university administrators, departmental chairs, faculty, and staff, ensures students' compliance to the academic policies of the institution. Qualitative and quantitative data of students, such as GPAs, class reports, class failures, remediation, withdrawals, incompletes, and maximum time frames for academic work completion, are all used to determine a student's chances of successfully completing his/her major course of study.

This committee meets to review the academic progress of students whose academic standing is in jeopardy. Recommendations are made based on the data presented. The student may be warned, retained, or suspended.

The committee considers a student's academic progress to be in jeopardy when the first semester's current GPA is less than 1.00, or after two semesters, the cumulative GPA is less than 1.50, or after four semesters or a total of 64 hours, the cumulative GPA is less than 2.00. Students in these categories are subject to academic suspension.

Under certain conditions, students are granted academic appeals. If a student is successful with an academic appeal, the university reserves the right to suspend any student 7 weeks into the semester if it is determined that the student is not making satisfactory academic progress.

PASSport Program. The PASSport retention initiative was created as a need to retain students who are in academic jeopardy or who would have been previously suspended. Its focus is to reconnect the student to the school and its purpose to educate them academically, spiritually, and emotionally.

The objective of this program is to provide strategies that provide student success, term-to-term persistence and retention. The program would require that the student attend a one hour session for five weeks where administrators, faculty, and departmental directors present on topics relating to their specific areas. At the end of the five week, the students graduate with certificates and are encouraged to use the information assimilated during this program in hopes of being successful during his/her matriculation at Oakwood University.

Remedial Courses. Beginning freshmen entering Oakwood University on academic probation must pursue a prescribed course of remedial studies during their first year, which may include any of the following: EN 095, EN 099, MA 095 (mandatory lab attendance is required), and OU 097 which supports the academic development of Oakwood students by assisting students to develop time management and study skills. In addition, students who have scored less than 500 on the TOEFL must take EN 090 and EN 091 during the first year.

These remedial courses, which are in addition to the 128 hours needed for graduation, must each be passed with a minimum grade of C. Any course failed must be repeated until passed. Grades and hours received from remedial courses will not be computed for graduation purposes in the cumulative GPA.

Diagnostic Testing. During Freshman Orientation Week, the American College Test (ACT) Residual will be administered to international, home schooled, transfer students, and freshmen who have not already taken the ACT or the Scholastic Aptitude Test (SAT). Students who have taken the ACT or SAT are **not** eligible to take the ACT Residual Test.

Results are used for placing students in appropriate courses of study, fulfilling Alabama state requirements for entrance into special programs and assisting advisors and counselors in their work of helping students to plan their academic programs, evaluate their academic progress, and set realistic personal and career goals. Accumulated data will help the university to determine what areas of its programs and services need strengthening and/or modification in order to effectively fulfill its commitment to the success of its students. Test scores are to be used for institutional purposes and cannot be released to another college.

Disability Services. The Office of Disability Services is committed to the principle of providing reasonable accommodations for students with disabilities by eliminating barriers and providing access to academic opportunities at Oakwood University. New students with disabilities who need special accommodations should contact the Disability Coordinator once they have received their letter of final acceptance and provide documentation of their disability and academic recommendations. Currently enrolled students with disabilities should contact the Disability Coordinator at the beginning of each semester to ensure continuity of services.

The Eva B. Dykes Library
<http://www.oakwood.edu/library>

Mission Statement: The Eva B. Dykes Library promotes academic excellence by supporting the University's curriculum. It provides the Oakwood University community and constituents with access to quality resources and services that enhance teaching, learning, research, and the integration of faith.

Goals:

1. Provide and promote access to resources and services at the time and place of need.
2. Prepare an information literate graduate.
3. Enrich teaching, learning and research through collections, access, and content management.
4. Promote the physical and virtual library's role in supporting teaching, learning, and scholarship.
5. To employ and support current and emerging technologies, allowing users and staff to accomplish their goals.
6. Recruit, support, and retain qualified and competent staff.
7. To enhance the reputation and relationships of the institution through outreach to the community.

The Eva B. Dykes Library offers a variety of print, electronic, archival, and multimedia materials and services to meet your information and research needs. Your current Oakwood University ID card is your library card. Services include access to more than 50 networked computers in the Computer Lab and throughout the library; wireless internet connection; interlibrary loans from libraries worldwide; and class or individual instruction. In addition to the print book collection, resources include thousands of e-book and electronic journals that are accessible on and off campus; and hundreds of print periodicals. Media Resources makes available to library users 9,000 plus videos and DVDs, audio-books, e-readers (Kindles/Kindles HD), laptops, digital cameras, LCD projectors, and other equipment. Librarians and staff are ready to assist users in identifying, locating, evaluating, and using resources ethically.

The Eva B. Dykes Library is also the home of the University Archives, a research collection of historical monographs, documents, photographs, and media materials about the history of Oakwood University and Black Seventh-day Adventists. The Clara Peterson-Rock Museum offers a visual story of Oakwood University and Black Seventh-day Adventism in the context of American and Adventist history.

Oakwood University students, faculty, and staff may also borrow books directly from the Learning Resource Center at Alabama A&M University and from Athens State University Library and the J.F. Drake Community and Technical College Library. Simply present your OU ID prior to checking out items.

The Library is an affiliate member of the Network of Alabama Academic Libraries (NAAL), a member of the Adventist Libraries Cooperative (ALICE) and LYRASIS. The consortia provide electronic resources at reduced cost and offer on-going professional development and training for library faculty and staff. The Library is also a member of the HBCU Library Alliance and participates in the Alabama Virtual Library (AVL) which makes over 40 databases available to residents and students of Alabama.

The Ellen G. White Estate Oakwood Branch Office

The Ellen G. White Estate Oakwood Branch Office is a research center located on the lower floor of the library. It houses several complete sets of Ellen White's published writings, duplicates of her original letters and manuscripts (1844-1915), books about Ellen White and other Seventh-day

Adventist pioneers, denominational histories, and other related documents. Microfiche, microfilm, and Ellen White research software are available.

Department Curriculum Laboratories

Individual departments of the university may have centers or laboratories for the practical use of their students. For instance, the Mathematics Department has a mathematics/computer science laboratory, located in the Cooper Science Complex, Building B, designed as a center for the reinforcement of biology, chemistry, and physics. The Department of Music has a music laboratory, located in the Center for Academic Success, designed to help the prospective music student overcome deficiencies. The Departments of Psychology and Social Work share a computer laboratory located in Green Hall. The Department of Nursing has a clinical skills laboratory that provides simulated clinical practice, and a computer laboratory with test item databanks that assist students to prepare for the exit examination and the National Council Licensure Examination for Registered Nurses. Other departments have seminar rooms and places where students may use computers or get special assistance.

DEGREE REQUIREMENTS

Requirements for Baccalaureate Degrees

General

1. A candidate for a degree must have a satisfactory academic record and be of good moral character. In addition, the candidate must possess personal attributes which will reflect well upon Oakwood University. The university reserves the sole and final right to determine whether the candidate possesses such personal attributes.
2. The student is responsible at all times for knowing his or her scholastic standing and for fulfilling all requirements of the university by referring to published academic policies, regulations and standards and by consulting with the appropriate dean, department chair or advisor. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing and any other requirements of the university.

Quantitative

1. The satisfactory completion of required remedial courses and removal of admission deficiencies. This may add to the total hours required to complete the degree.
2. The satisfactory completion of the general education requirements.
3. The satisfactory completion of a major of at least 36 hours, including a minimum of 16 hours of upper division courses, except in Interdisciplinary Studies.
4. The satisfactory completion of a minor, if required (see individual departments). A minor must be between 18-21 hours, of which 8 hours must be upper division.
5. The satisfactory completion of the oral and written proficiency requirements (English Proficiency Examination and CO 201 Fundamentals of Public Speaking).
6. The satisfactory completion of two upper division writing emphasis courses of at least 2 hours each, one of which must be in the major. A (W) after a course title designates a writing course.
7. The satisfactory completion of a minimum of 128 semester hours (remedial credits not included in total credits), including 40 hours at the upper division level and not more than

70 total hours in the major and minor (exclusive of general education requirements). Remedial courses are not included in the total credits.

8. The satisfactory completion of the major departmental exit examination.

Qualitative

1. The attainment of a minimum cumulative GPA of 2.00
2. The attainment of a minimum overall GPA of 2.25 in the major and 2.00 in the minor fields. No grade below C (2.00) may apply toward the major or minor. No grade below C- (1.70) for EN 111 and EN 112, and no grade below D (1.00) in other courses may apply toward the general education requirements.

Residence

At least 25% of the credit hours required for a degree must be earned through instruction offered by Oakwood University, and include:

1. Satisfactory completion of at least 24 semester hours earned during the senior year.
2. Satisfactory completion of at least 20 semester hours at the upper division level.
3. Satisfactory completion of at least 8 upper division hours in the major field.
4. Satisfactory completion of at least 3 upper division hours in the minor field, if a minor is selected or required.

Second Bachelor's Degree

Two different bachelor's degrees may be conferred at the same time if the candidate has met the requirements of both degrees and has completed a total of 160 semester hours of credit. The university does not grant two degrees of the same kind to any one person at the same time, such as two B.A.'s or two B.S.'s. Students may, however, earn a second degree after one degree has been conferred by completing an additional 32 semester credits, meeting the basic degree requirements of both degrees and the requirements of a second major.

GENERAL EDUCATION

Rationale

The general education curriculum of Oakwood University equips the student to be a Christ-centered, servant leader, liberally educated and professionally prepared from the perspective of Christian faith and thought. The curriculum encourages a diversity of interests. Through the general education course of study, the Oakwood student is given the opportunity to develop holistically in spiritual maturity and independence of thought and action. The program assists in the transition from the academic to the work environment by preparing the student to think logically and critically; to communicate effectively with diverse audiences; and to incorporate spiritual, ethical, empirical, and aesthetic knowledge in their consideration of life choices.

General Education Student Learning Outcomes

Students who complete the general education requirements will demonstrate proficiency in the following competencies:

African-American Culture

1. Describe and evaluate the impact of specific contributions of African Americans to the American culture.

Religion

2. Apply Biblical knowledge, spiritual values, and Christian attitudes to current issues and decision-making.

Humanities and Fine Arts

3. Communicate effectively to various audiences using multiple formats.

Social and Behavioral Sciences

4. Apply critical thinking skills in their assessment of historical and current issues.

Mathematics and Science

5. Demonstrate knowledge of basic principles of science and methods of scientific inquiry.
6. Apply basic principles of mathematics appropriately and accurately in problem solving.

Personal Development

7. Demonstrate the ability to apply critical thinking skills through the writing process.
8. Utilize technology effectively for accessing information, word processing, spreadsheets, presentations, and databases.
9. Demonstrate or articulate the basic principles of a healthy mental, physical, and social lifestyle.

General Education Requirements for all Bachelor's Degrees

All bachelor's degrees require a minimum of 128 semester hours composed of: general education requirements (50 hours); major requirements; and electives, as necessary, outside the major. Variations in the total hours required for degree completion or in the general education requirements are noted in the bulletin sections of the appropriate departments. In those instances where the credits for general education, the major, and electives within the major are less than

128 hours, additional electives are required. Please consult the appropriate academic advisor for details.

African-American Culture: A 3-hour course in African-American culture is required and may be selected from the following history or cultural arts courses: HI 267, HI 268, EN 221, or MU 323.

Personal Development 9 hours

Required: OU 101

Technological Skills: Choose one: IS 120, CM 210 or MU 170

Health: Choose one: PE 211 or FS 131

2 life-time PE activity classes: Choose two: PE 101, PE 102, PE 120, PE 122, PE 126, PE 128; PE 150, PE 155; PE 207; PE 215; PE 222; PE 224; PE 245; PE 247; PE 249, PE 260, PE 261, PE 275 or PE 280

Humanities and Fine Arts 12 hours

Required: EN 111-EN 112, CO 201

Cultural Arts: Select from literature, music, art, or drama: Choose one: AR 111, AR 121, AR 141, AR 217, EN 201, EN 211, EN 212, EN 221, EN 301, EN 302, EN 305, EN 355, MU 200, MU 323 or MU 328

Foreign language entrance requirement must be met. Two semesters of the same language is required for all B.A. degrees unless a foreign language minor is chosen. Some majors in other degree programs may require a foreign language.

Social and Behavioral Sciences 8 hours

Required: ED 250

History: Choose one: HI 103, HI 104, HI 211, HI 212, HI 267, or HI 268

Behavioral Sciences: Choose one: PY 101, SO 101, or SW 201

Science and Mathematics 9 hours

Biological Science: Choose one: BI 101, BI 102, BI 111, BI 112, BI 131, BI 132

Chemistry/Physical/Environmental Sciences: Choose one: CH 100, CH 101, CH 102, CH 141, PH 101, PH 102, PH 103, PH 104, PH 121, PH 122, BI 201, or BI 202

Mathematics: Choose one: MA 101, MA 108, MA 121, MA 122, MA 123, MA 211, MA 251, or MA 171

Religion..... 12 hours

Required: RG 102, RG 202, and RG 301.

Religion Elective: Choose one: RG 101, RG 203, or RT 321.

Total for B.A. Degrees 50-56 hours

Total for other Baccalaureate degrees 50 hours

Requirements for Associate Degrees

1. The satisfactory completion of required remedial courses and removal of admission deficiencies. This may add to the total hours required to complete the degree.
2. The satisfactory completion of the general education requirements for Associate Degrees.
3. The satisfactory completion of a minimum of 64 semester hours with a minimum cumulative GPA of 2.00.
4. The attainment of a minimum overall GPA of 2.25 in the major. No grade below C may apply toward the major.

5. A minimum of 24 semester hours in residence at Oakwood University.
6. The satisfactory completion of the major departmental exit examination.
7. A maximum of 32 semester hours in the major (exclusive of general education requirements).

General Education Requirements for Associate Degrees

All associate degrees require a minimum of 64 semester hours, composed of: general education requirements (31); major requirements; electives, as required, in the major; and electives, as necessary, outside the major. Variations in the total hours required for degree completion or in the general education requirements are noted in the bulletin sections of the appropriate departments. In those instances where the credits for general education, the major, and electives within the major are less than 64 hours, additional electives are required. Please consult with the appropriate academic advisor for details.

Personal Development 8 hours

Required: OU 101

Technological Skills: Choose one: IS 120, CM 210, or MU 170

Health: Choose one: PE 211 or FS 131

1 life-time PE activity classes: Choose one: PE 101, PE 102, PE 120, PE 122, PE 126, PE 128; PE 150, PE 155; PE 207; PE 215; PE 222; PE 224; PE 245; PE 247; PE 249, PE 260, PE 261, PE 275 or PE 280

Humanities and Fine Arts 9 hours

Required: EN 111-EN 112, CO 201

Social and Behavioral Sciences 5 hours

Required: ED 250

Behavioral Sciences/History: Choose one: HI 103, HI 104, HI 211, HI 212, HI 267, HI 268, PY 101, SO 101, or SW 201

Science and Mathematics 3 hours

Choose one: BI 101, BI 102, BI 111, BI 112, BI 131, BI 132, BI 201 or BI 202, CH 100, CH 101, CH 102, CH 141, PH 101, PH 102, PH 103, PH 104, PH 121, PH 122, MA 101, MA 108, MA 121, MA 122, MA 123, MA 211, MA 251 or MA 171

Religion..... 6 hours

Required: RG 102 and RG 301

Total for Associate Degrees 31 hours

Degree Candidacy

To be eligible to begin the degree candidacy process and participate in spring commencement, a student must have no more than 36 hours to complete in their senior year, including both fall and spring semesters. Students are considered degree candidates when the following have been satisfactorily met:

1. Approval of Application for Graduation and Final Year Schedule through the major advisor to the department chair (September 15), and the Senior Program Coordinator (October 1), for students enrolled during the fall semester.

2. Payment of the required graduation fee of \$219 and \$35 extra for each additional degree by October 15 (\$10 late fee).
3. CLEP, incompletes, and transfer credit results must be in the Registrar's Office by the first business day in March for spring graduation.
4. Enrollment in Home Study courses must be completed by the end of regular registration for the graduation term.

No application for spring graduation will be accepted after February 1.

Graduation Diplomas

Diplomas for degree candidates are ordered for those qualified to participate in the senior presentation program. Diplomas are only issued to graduates who have fulfilled all academic and financial obligations with the university. Diplomas are issued at the following times:

- by the end of June for spring semester completion
- by the end of August for summer completion
- by the end of December for fall semester completion

Graduation in Absentia

All spring semester degree candidates are expected to participate in the Commencement exercises. Requests to graduate in absentia must be sent to the Registrar's Office accompanied by a \$40 fee (this is in addition to the \$219 graduation fee).

OU DESIGNATED COURSES

OU designated courses are not related to any specific degree program or major, but are applicable to all programs. Courses currently available with this designation include Freshman Studies and service learning courses.

Description of Courses

Freshman Studies

OU 097 Strategies for Academic Success

2 hours

The course is designed to effectively guide new students toward academic success through the utilization of cutting edge study and learning strategies. All new students admitted to Oakwood University on academic probation and/or having a composite score of less than 17 on the ACT or less than 840 on the SAT are required to take OU 097 the first semester.

OU 101 Freshman Seminar

2 hours

This course is a general education requirement for all freshmen and any new student entering with less than 30 semester hours of transfer credit. The seminar is designed to provide pertinent information to help new students to make the most of university life. As part of the Quality Enhancement Plan (QEP) this course will introduce and emphasize the critical thinking process through writing. It will also focus on challenges that integrate the academic, social, and spiritual facets of life, therefore, placing an emphasis on opening the doors to "Education, Excellence, Eternity." Students are strongly recommended to take this course during their first semester at Oakwood University.

Community and Service Learning

OU 201 Community and Service Learning

1 hour

This is a seminar course designed to allow the student to gain a better understanding of community service, leadership development, citizenship, community awareness, global awareness, and ethical/legal considerations involved in volunteerism in the community. It is designed to help students come to a personal understanding of community service and leadership through learning based on volunteer service experience, readings, group discussion, interaction and critical reflection. The course builds on the premise that individual citizens have both an opportunity and a responsibility to be involved in the life of the community and in addressing community problems.

SCHOOL OF ARTS AND SCIENCES

Dean: Kathleen Dobbins, M.S.

Purpose Statement

The School of Arts and Sciences supports the mission of Oakwood University through its commitment to create an academic environment where faculty teaching, scholarship and service enhance the academic, spiritual, social and physical development of its students. The school seeks to equip all students with the skills necessary for success in a rapidly evolving environment: critical thinking, effective oral and written communication, research, and computer competency.

Departments

Biological Sciences

Safawo Gullo, Chair

Chemistry

Kenneth LaiHing, Chair

Communication

Rennae Elliott, Chair

English and Foreign Languages

Benson Prigg, Chair

Mathematics and Computer Sciences

Kathleen Dobbins, Chair

Music

Wayne Bucknor, Chair

Psychology

Cherryl Galley, Chair

Department of Biological Sciences

Professors:

Safawo Gullo, Ph.D., (**Chair**)
Onesimus Otieno, Ph.D.
Anthony Paul, Ph.D.
Alexandrine Randriamahefa, Ph.D.
Londa Schmidt, Ph.D.
Yoedono Sovyanhadi, Ph.D.

Associate Professors:

Juliet Bailey-Penrod, Ph.D.
Juliet Durant, Ph.D.
Solomon Hamilton, Ph.D.
Elaine Vanterpool, Ph.D.

Regular Part-time Instructors:

Stanton Dulan, M.D.
David Grandison, M.D., Ph.D.

Majors: Biology (B.S.)
Biology Education (B.S.)
Biomedical Sciences (B.S.)

Minor: Biology

Purpose

It is the purpose of the Department of Biological Sciences to develop in its students a thorough understanding and an appreciation of the principles underlying the basic functions of living organisms. The curriculum is designed for those students wishing to enter graduate, medical, dental, veterinary, or allied health schools, as well as for those planning to teach in elementary or secondary schools. Opportunity is also available for laboratory research for those planning to enter research careers.

High School Preparation

Courses in biology, chemistry, general science, and mathematics are all highly desirable, and it is strongly recommended that all high school students wishing to pursue a career in the sciences take these classes.

Exit Examination

All senior biology majors are required to take one of the following exit examinations: Departmental Exit Exam, which must be passed by one standard deviation below the mean; the ETS Major Field Test (MFT), which must be passed by one standard deviation below the national score mean or the GRE Advanced Biology Test which must be passed with a score of at least 850.

Career Opportunities

Biology remains the major of choice for students who desire to become medical doctors. However, biology, the study of living things, is a science that encompasses many specialties and opportunities for rewarding careers. Modern biology pursues the quest for a full understanding, at the molecular level, of the basic mechanisms underlying life processes, while also concerning itself with current social issues related to human health, behavior, overpopulation, and the impact made on the earth's natural, life-sustaining environment. Many trained biologists and health professionals will be needed in the search for effective answers to such dilemmas as AIDS, cancer, autoimmune disorders, and inborn errors of metabolism.

Graduates from this department may also pursue careers in agriculture, allied health professions, environmental sciences, dentistry, medicine, and teaching.

Bachelor of Science in Biology

The biology program is a four-year full time course of study requiring the successful completion of 128 approved semester credits and leads to a Bachelor of Science (BS) degree in Biology. Students in this program must maintain a minimum cumulative science GPA of 2.25. This degree is designed to equip the students in such a way that they have the wide spectrum of careers in Biology open to them.

Students who complete the B.S. in Biology will be proficient in the following student learning outcomes:

1. Integrate knowledge and make links among biological courses
2. Critically read, interpret, evaluate, and effectively communicate biological concepts
3. Apply, design, and implement the scientific method to biological questions and everyday problems
4. Describe a number of inconsistencies in philosophical and scientific beliefs
5. Review scientific literature and relate to specific undergraduate courses
6. Design, analyze and evaluate scientific hypotheses
7. Design, gather, and properly organize experimental data for statistical analysis
8. Construct and interpret figures, graphs, and tables that accurately depict research data
9. Demonstrate mastery of the metric system of units of measurement
10. Demonstrate proper care and appropriate use of equipment
11. Identify and appropriately use the various methods, techniques, and instrumentation needed to perform biological investigation
12. Demonstrate an understanding of the relationship between chemistry and biology
13. Describe the interrelationships among organic molecules
14. Describe the relationship between molecular shape and function
15. Use mathematical models to explain function at the molecular level
16. Use types of reasoning and function of variables to solve biological problems
17. Demonstrate effective use of different system units and their relationship to molecular interactions in the cell

Major Requirements:

BI 132 General Biology	4 hours
BI 204 Introduction to Research	1 hour
BI 230 Plant Biology.....	3 hours
BI 321 Genetics	3 hours

BI 323 Undergraduate Research	1 hour
BI 403 Biology Seminar	1 hour
BI 430 Philosophy of Science	2 hours
BI 460 Cell and Molecular Biology	3 hours
BI Electives*	18 hours
PH 103-104 General Physics (with laboratory).....	8 hours
CH 142 General Chemistry.....	4 hours
CH 311-312 Organic Chemistry I-II (with laboratory)	8 hours
Total.....	56 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 131 General Biology and Lab	4 hours
CH 141 General Chemistry and Lab.....	4 hours
MA 171 Calculus I or MA 211 Survey of Calculus	3 or 4 hours
(MA 121, 122, or 123 may be required first)	

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

*Premedical students should include BI 331 Histology, and BI 388 Developmental Biology, BI 481-482 Human Gross Anatomy as part of their biology electives; premedical students may wish to take CH 401-402 Biochemistry, and to discuss requirements for medical school with their advisors by the first semester of their junior year.

Bachelor of Science in Biology Education

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program qualifies a person to teach secondary school biology. After graduation, students may apply for the Alabama Class B Certificate: Biology, grades 7-12; and the SDA Basic Teaching Certificate: Biology, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: O. Otieno.

Bachelor of Science in Biomedical Sciences

The biomedical sciences program is a four-year, full time intensive course of study requiring the successful completion of 128 approved semester credits and leading to a Bachelor of Science (BS) degree in Biomedical Sciences. For continued enrollment in the program, a student must maintain a cumulative science GPA of 3.20. First-year applicants must have: 1) a SAT combined score of at least 1100, with a mathematics score of at least 500 or an ACT score of at least 23; 2) an overall grade point average of B or higher in the sciences; 3) research or outreach experience; and 4) AP and Honors courses.

Students who complete the B.S. in Biomedical Science will be proficient in the following student learning outcomes:

1. Integrate knowledge and make links among biological courses
2. Read, interpret, evaluate, and effectively communicate biological concepts

3. Apply, design, and implement the scientific method to biological questions and everyday problems
4. Describe a number of inconsistencies in philosophical and scientific beliefs
5. Review scientific literature and relate to specific undergraduate courses
6. Design, analyze, and evaluate scientific hypothesis.
7. Design, gather, and properly organize experimental data for statistical analysis
8. Construct and interpret figures, graphs, and tables that accurately depict research data.
9. Demonstrate mastery of the metric system of units of measurement
10. Demonstrate proper care and appropriate use of equipment
11. Identify and appropriately use the various methods, techniques, and instrumentation needed to perform biological investigation
12. Demonstrate an understanding of the relationship between chemistry and biology
13. Describe the interrelationships among organic molecules
14. Describe the relationship between molecular shape and function
15. Use mathematical models to explain function at the molecular level
16. Use types of reasoning and function of variables to solve biological problems
17. Demonstrate effective use of different system units and their relationship to molecular interactions in the cell
18. Demonstrate an understanding of the scientific relationship between health, lifestyle behaviors, diet, and disease risk
19. Demonstrate Christian ethical and moral principles in the practice of science

Major Requirements:

BI 132 General Biology	4 hours
BI 204 Introduction to Research	1 hour
BI 215 Introduction to Biostatistics	2 hours
BI 241 General Microbiology.....	4 hours
BI 316 Biological Instrumentation	2 hours
BI 321 Genetics	3 hours
BI 323 Undergraduate Research	1 hour
BI 388 Developmental Biology.....	3 hours
BI 430 Philosophy of Science	2 hours
BI 460 Cellular and Molecular Biology	3 hours
BI 481-482 Human Gross Anatomy I-II	8 hours
BI Elective	
Select from: BI 230 Plant Biology, BI 331 Histology, BI 422 or 423 General Physiology, BI 455 Immunology, or BI 471 Molecular Genetics	3 hours
CH 142 General Chemistry	4 hours
CH 311-312 Organic Chemistry I-II (with laboratory)	8 hours
CH 401 Biochemistry I (with laboratory)	4 hours
CH 402 Biochemistry II	3 hours
PE 450 Epidemiology.....	3 hours
PH 103-104 General Physics (with laboratory).....	8 hours
RT 321 Christian Ethics	3 hours
Total.....	69 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 131 General Biology and Lab	4 hours
CH 141 General Chemistry and Lab	4 hours
MA 171 Calculus I (MA 121, 122, or 123 may be required first)	4 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Minor in Biology

BI 131-132 General Biology.....	8 hours
BI 230 Plant Biology.....	3 hours
BI 430 Philosophy of Science	2 hours
BI Electives (upper division).....	6 hours
Total.....	19 hours

Description of Courses

BI 101, 102 The Life Sciences **3,3 hours**

This course is designed for non-science majors. It is a basic study of biological principles involving various plants and animals. A major objective is the presentation of the concept of man in his biological background, as well as his environment and his responsibility to it.

BI 111-112 Human Anatomy and Physiology **4-4 hours**

This course is designed for those not majoring in the biological sciences such as nursing and allied health majors. It is a basic study of the structure and function of the human organism, including the cells, tissues, organs, and organ systems. Three hours of laboratory are required each week. Does not apply toward a major or minor in biology.

BI 131-132 General Biology **4-4 hours**

A study of the fundamentals of living organisms with emphasis on zoology and botany and their biochemistry, physiology, genetics, systematics, behavior, and ecology. Three hours of laboratory are required each week.

BI 201, 202 Principles of Environmental Science **3,3 hours**

A course designed to study the applications of ecological principles to human activities from a global perspective. Current class discussions deal with contemporary environmental issues, maintaining a sustainable environment, and developing positive environmental ethics. The laboratory period includes field trips, guest speakers, films, debates, and more in-depth discussions of specific current issues. May be applied to general education science requirement for non-science majors and to meet certain state education requirements.

BI 204 Introduction to Research **1 hour**

This course is designed to provide the student with the opportunity to study various methods and techniques related to and/or necessary for the development of a research protocol. The student will prepare a research proposal, which will form the basis for his/her undergraduate research. Directed study. Prerequisites: BI 132, CH 142, and MA 211 or MA 171.

BI 215 Introductory Biostatistics **2 hours**

This is an introductory course on probability theory and statistics. Special emphasis is given to biological applications for sampling, tests of central tendency and dispersion, and experimental design. Prerequisites: BI 132 and MA 211 or MA 171.

- BI 221 Microbiology** **4 hours**
The nature of bacteria and disease-producing organisms with their habits and methods of reproduction and the relationship of these organisms to disease in the human body are studied. Three hours of laboratory are required each week. Does not apply toward a major or minor in Biology. Prerequisite: BI 112
- BI 222 Introduction to Bioinformatics** **3 hours**
This course introduces the student to the core principles and tools of bioinformatics, databases, and alignment of sequences and structures. Two hours of laboratory are required each week. Prerequisites: BI 132, CH 312, and IS 120.
- BI 230 Plant Biology** **3 hours**
A study of phylogeny, structure, reproduction, and photosynthesis, beginning with simple unicellular and proceeding through various levels of complexity to the flowering plant. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 235 Introduction to Cellular and Molecular Biology** **3 hours**
This is a study of subcellular structures as related to the metabolic and functional capabilities of cells. The basic structures and properties of macromolecules will be studied. Prerequisite: BI 132.
- BI 241 General Microbiology** **4 hours**
A study of microorganisms as they affect our environment, their relationship to disease in man, plants, and animals, microbial metabolism and genetics, symbiotic associations, and the control of microorganisms where needed. Three hours of laboratory are required each week. Prerequisites: BI 132 and CH 142.
- BI 316 Biological Instrumentation** **2 hours**
This course is intended to introduce students to a variety of laboratory instrument and experimental techniques used in some classical experiments that played key roles in the development of modern understanding of the field of biological science. One hour lecture and one hour laboratory demonstration per week. Prerequisites: BI 132, CH 312, and MA 211 or MA 171.
- BI 321 Genetics** **3 hours**
A study of principles of inheritance in all living organisms will be undertaken. Classical, molecular, and non-Mendelian genetics will be studied. Three hours of laboratory are required each week. Prerequisites: BI 132 and CH 312 or BI 241 and CH 311.
- BI 323 Undergraduate Research** **1 hour**
Directed independent research in which topics will be chosen, discussed, and approved by the instructor as proposed in Introduction to Research, BI 204. Prerequisites: BI 204 and BI 235.
- BI 331 Histology** **3 hours**
The student will undertake the study of the microscopic anatomy of vertebrate tissues and organs, including references to their functions. Three hours of laboratory are required each week. Prerequisite: BI 132.

- BI 380 Comparative Vertebrate Anatomy** **3 hours**
A study of the comparative anatomy of the chordates, with emphasis on the vertebrates. Detailed dissections of the shark, necturus, and cat are made in the laboratory. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 388 Developmental Biology (W)** **3 hours**
This course is designed to explore developmental mechanisms of animals. Sea urchin, frog, and chick embryos are used as model animals. Emphasis is on human prenatal development. Topics covered include gametogenesis, fertilization, implantation, transcription factors and gene regulation of developmental induction, and other mechanisms of body systems development. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 403 Biology Seminar** **1 hour**
Oral and written reports on both historical and current biological work as found in the biological literature. The instructor will assign topical readings and the student will be required to present their reports. Prerequisites: BI 132 and senior standing or permission of the instructor.
- BI 422, 423 General Physiology** **3, 3 hours**
This course is a study of the function, interaction, and regulation of the major organ systems of the human body, with emphasis on biochemical and biophysical processes. Three hours of laboratory are required each week. Prerequisites: BI 132, BI 331, and PH 104.
- BI 425 General Ecology** **3 hours**
A study of the interrelationships between organisms and their environment will be undertaken. Laboratories and field trips are designed to introduce the student to techniques used in basic ecological research. Three hours of laboratory are required each week. Prerequisites: BI 132.
- BI 430 Philosophy of Science (W)** **2 hours**
A careful, critical study and discussion of both biblical and scientific evidence on origins. Particular emphasis will be given to rational, philosophical, and theological insights as a basis for arriving at a comprehensive understanding of the origins of all things. Prerequisites: BI 132 and senior standing or permission of the instructor.
- BI 440 Parasitology** **3 hours**
A study of the parasitic forms of protozoan, helminthes, and arthropods, their life cycles, controls, and economical, social, and health significance. This course will place emphasis on the molecular mechanisms of parasitic invasion and host-parasite interactions. Three hours of laboratory are required each week. Offered alternate years. Prerequisite: BI 241.
- BI 451 Special Topics in Biology** **2 hours**
The instructor, on approval of the department chair, at the time of registration will specify the special topics and prerequisites. Topics include, but are not limited to, contemporary issues in basic biology and biomedical fields such as preventive oncology, neurobiology, plant pathology, environmental pollution, gene therapy, and global ecology. Prerequisites: BI 132 and senior standing.
- BI 455 Immunology** **3 hours**
This course is a study of the function of the immune system and its response to antigens, allergens, and self-molecules. Both the humoral and cell-associated systems will be studied. Three hours of laboratory are required each week. Prerequisites: BI 241, BI 321, and CH 312.

BI 460 Cellular and Molecular Biology (W)**3 hours**

This course entails a study of cell ultrastructure and physiology as related to the metabolic and functional capabilities of cells. The structure and properties of macromolecules will be studied. Three hours of laboratory are required each week. Prerequisites: BI 321 and CH 312.

BI 471 Molecular Genetics**3 hours**

A study of genetics at the molecular level, with emphasis on the interaction of genes, the mechanisms of gene expression and their control, gene mutations and the modes of genetic material repair. Genome mapping and methods of studying genomes will be scrutinized. Three hours of laboratory are required each week. Prerequisites: BI 321 and CH 312.

BI 481-482 Human Gross Anatomy I, II**4-4 hours**

Regional human anatomy with emphasis on cadaver dissection. Primarily for pre-medical and pre-dental students. Human Gross Anatomy I covers the upper limb, thorax, and abdomen; Human Gross Anatomy II covers the pelvis and perineum, lower limb, head and neck. It is suggested that courses be taken in sequence. Exceptions will be made for dental students in their last semester. Prerequisites: senior status with GPA of 3.0 or better in the sciences, BI 388 and either BI 280 or BI 380; or permission of instructor.

BI 484 Mycology**3 hours**

The study of fungi—their morphology, physiology, social and economic importance—is undertaken in this course. Three hours of laboratory are required each week. Prerequisite: BI 241. Offered alternate years.

BI 490-491 Research and Independent Study**1-1 hour**

The laboratory or field project must be chosen following consultation with a faculty member who will help the student in preparing the research protocol to be approved by the department's research committee. A minimum of six hours per week in laboratory or fieldwork is required. Approval of the research topic by both the instructor and the research committee must be completed prior to registration for this course. Laboratory or field performance, a written report, and an oral presentation of the findings to the entire faculty will determine course grade. Prerequisites: BI 132, cumulative GPA of at least 3.00 in science and non-science subjects, consent of the instructor, and approval of the research topic by the department's research committee at least one semester before research is initiated.

Department of Chemistry

Professors:

Kenneth LaiHing, Ph.D., **(Chair)**
Rufus Ranatunga, Ph.D.
Marlon Rhem, Ph.D.
Alexandre Volkov, Ph.D.

Associate Professor:

Glenn Phillips, Ph.D.

Assistant Professor:

Kevin Anderson, Ph.D.

Majors:

Biochemistry (B.S.)
Chemistry (B.S.)
Chemistry/Chemical Engineering (B.S.)

Minor: Chemistry

Purpose

The purpose of the Department of Chemistry is to provide students with quality Christian education that integrates faith with science, technology and learning. The Department prepares graduates to serve humanity as chemists, biochemists and health care professionals. Also, the department prepares them for graduate or professional school in fulfillment of their educational objectives.

High School Preparation

Students planning to study chemistry at Oakwood should include as many science and mathematics courses as possible in high school, and they should endeavor to make superior grades in these courses. The following courses are strongly recommended: Algebra I, Algebra II, Precalculus, Geometry, Biology, Chemistry, and Physics.

Application for Admission

To be admitted as a major in the Department of Chemistry, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition, and have an overall minimum GPA of 2.25.

Exit Examinations

Chemistry majors will be required to take an exit examination prepared by the American Chemical Society that will be administered in the junior year. The examination is designed to ascertain the student's general knowledge of the subject areas of general, organic, analytical, physical chemistry, instrumental methods and biochemistry. A minimum of 45 percent is required for passing, and if failed, the student may repeat the examination in the senior year.

Career Opportunities

Ask an old chemist what he would like most, and his answer would be, "a young chemist." This statement describes the atmosphere of enthusiasm about chemistry and chemical research that permeates the department. Indeed, chemistry at Oakwood is an exciting confrontation of the student with the theories and the methods of modern chemistry and biochemistry. Many of the graduates of this department have earned doctoral degrees in science, medicine, and dentistry from some of the most prestigious universities in this country and in Europe. Others have achieved successful careers in the laboratories of government and industry as chemists, biochemists, and engineers. Oakwood has been listed as one of the 23 historically Black colleges that are most productive of Black scientific talent.

Bachelor of Science in Biochemistry

This program is designed to meet the needs of those students who are primarily interested in preparing for careers in such areas as biochemistry, biotechnology, pharmacology, neurochemistry, medicine, dentistry, or pharmacy.

Students who complete the B.S. in Biochemistry will be proficient in the following student learning outcomes:

1. Complete laboratory report using standard writing protocol
2. Recognize ethical issues
3. Demonstrate Christian values awareness
4. Demonstrate proficiency in chemical concepts and applications related to matter
5. Demonstrate proficiency in molecular structure, properties, nomenclature and reactions of various families of bioorganic molecules

Major Requirements:

CH 142 General Chemistry and Laboratory.....	4 hours
CH 211 Analytical Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory.....	8 hours
CH 341 Physical Chemistry and Laboratory.....	4 hours
CH 350 or 351 Chemistry Seminar.....	1 hour
CH 401-402 Biochemistry and Laboratory.....	8 hours
CH 410 Applied Chemistry and Laboratory.....	4 hours
CH 411 Instrumental Methods and Laboratory.....	4 hours
CH 490 or CH 491 or CH 492 Research & Independent Study.....	2 hours
BI 132 General Biology and Laboratory.....	4 hours
BI 321 Genetics.....	3 hours
BI 481 Human Gross Anatomy I or BI 460 Cell and Molecular Biology.....	4 hours
MA 172 Calculus II.....	4 hours
PH 103-104 General Physics and Laboratory.....	8 hours
Total.....	62 hours

Minor is not required

General Education Requirements: Students must select the following:

Mathematics & Science

BI 131 General Biology and Laboratory.....	4 hours
--	---------

CH 141 General Chemistry and Laboratory.....	4 hours
MA 171 Calculus I (MA 121-122 may be required first)	4 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Chemistry/Chemical Engineering

This is a five-year program in collaboration with the University of Alabama in Huntsville where the student spends three years at Oakwood and two years at the University of Alabama in Huntsville. After successful completion of all requirements, the University of Alabama in Huntsville will grant the degree of B.S. in Chemical Engineering and Oakwood will grant the degree of B.S. in Chemistry.

Students who complete the B.S. in Chemistry/Chemical Engineering program will be proficient in the following student learning outcomes:

1. Complete laboratory report using standard writing protocol
2. Recognize ethical issues
3. Demonstrate Christian values awareness
4. Demonstrate proficiency in chemical concepts and applications related to matter
5. Demonstrate proficiency in molecular structure, properties, nomenclature and reactions of various families of inorganic and organic molecules
6. Demonstrate chemistry laboratory skills that are transferable to solving chemical engineering design problems

Major Requirements:

CH 142 General Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory	8 hours
CH 211 Analytical Chemistry and Laboratory.....	4 hours
CH 341 Physical Chemistry and Laboratory	4 hours
MA 172 Calculus II	4 hours
MA 271 Calculus III	4 hours
MA 311 Differential Equations	3 hours
MA 321 Probability and Statistics	3 hours
PH 121-122 General Physics (Calculus based) and Laboratory.....	8 hours
Total	38 hours

General Education Requirements: Students must select the following:

Mathematics & Science

CH 141 General Chemistry and Laboratory.....	4 hours
MA 171 Calculus I (MA 121-122 may be required first).....	4 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Chemistry

This program is designed to meet the needs of those chemistry majors who are primarily interested in a professional career in chemistry or graduate studies. This program prepares the student either for work in the chemical industry or for advanced studies in graduate school.

Students who complete the B.S. in Chemistry will be proficient in the following student learning outcomes:

1. Complete laboratory report using standard writing protocol
2. Recognize ethical issues
3. Demonstrate Christian values awareness
4. Demonstrate proficiency in chemical concepts and applications related to matter
5. Demonstrate proficiency in molecular structure, properties, nomenclature and reactions of various families of organic molecules

Major Requirements:

CH 142 General Chemistry and Laboratory	4 hours
CH 211 Analytical Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory.....	8 hours
CH 341-342 Physical Chemistry and Laboratory.....	8 hours
CH 350 or CH 351 Chemistry Seminar	1 hour
CH 401 Biochemistry and Laboratory	4 hours
CH 410 Applied Chemistry and Laboratory.....	4 hours
CH 411 Instrumental Methods and Laboratory	4 hours
CH 490 or CH 491 or CH 492 Research & Independent Study	2 hours
MA 172-271 Calculus	8 hours
MA 308 Linear Algebra.....	3 hours
MA 311 Differential Equations	3 hours
PH 103-104 General Physics and Laboratory.....	8 hours
Total	61 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 131 General Biology and Laboratory.....	4 hours
CH 141 General Chemistry and Laboratory.....	4 hours
MA 171 Calculus I (MA 121, 122, or 123 may be required first)	4 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Minor in Chemistry

CH 141-142 General Chemistry and Laboratory.....	8 hours
CH 211 Analytical Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory.....	8 hours
CH 350 or CH 351 Chemistry Seminar	1 hour
Total	21 hours

Description of Courses

- CH 100 Chemistry in Society** **3 hours**
A nonmathematical study of chemical principles. Discusses the role of chemistry in society, how molecules are built, react, and affect our lives. Topics covered will include current problems such as acid rain, global warming, and ozone depletion.
- CH 101 Introduction to Inorganic Chemistry and Lab** **3 hours**
A survey of the fundamental principles of inorganic chemistry. Three hours of lecture and two hours of laboratory each week. Does not apply to a major or minor in chemistry.
- CH 102 Introduction to Organic and Biochemistry and Lab** **3 hours**
A survey of fundamental principles of organic and biochemistry. Three hours of lecture and two hours of laboratory each week. Does not apply to a major or minor in chemistry. Prerequisite: CH 101 or equivalent.
- CH 105 Pregeneral Chemistry** **3 hours**
A survey of chemical calculations that are basic to an understanding of general chemistry. Required of students who are not prepared to enter general chemistry.
- CH 141-142 General Chemistry and Lab** **4-4 hours**
A survey of the fundamental laws and theories of chemistry, with special emphasis on the working of problems and the relationship between atomic structure and the chemistry of the elements. Three hours of lecture and three hours of laboratory each week. Prerequisite: high school chemistry and high school precalculus. Corequisite: MA 121.
- CH 211 Analytical Chemistry and Lab** **4 hours**
The fundamental principles of quantitative analysis using gravimetric, volumetric, and spectrophotometric measurements. Prerequisite: CH 142
- CH 311-312 Organic Chemistry** **3-3 hours**
A survey of organic chemistry, which includes a general treatment of the mechanisms of organic reactions, resonance theory, the molecular orbital theory, the physiochemical basis of synthetic reactions, and an introduction to spectroscopy. Prerequisite: CH 142.
- CH 311L-312L Laboratory for Organic Chemistry (W)** **1-1 hour**
312L emphasizes qualitative organic analysis.
- CH 331 Nutritional Biochemistry** **3 hours**
A study of metabolism, macronutrition, vitamins, trace elements, food additives, and processing. Does not apply to a major in biochemistry. Prerequisite: CH 312. Offered when required.
- CH 341-342 Physical Chemistry** **3-3 hours**
A study of the fundamentals of chemical thermodynamics, chemical kinetics, and quantum mechanics. Prerequisites: CH 142, PH 104, and MA 172 or equivalent.
- CH 341L-342L Laboratory for Physical Chemistry** **1-1 hour**

- CH 350-351 Chemistry Seminar** **1-1 hour**
This course is designed to acquaint the students with current research. Extramural research experience is also discussed. Open to all students interested in research.
- CH 401-402 Biochemistry** **3-3 hours**
The chemistry of carbohydrates, lipids, proteins, nucleic acids, intermediary metabolism. Biochemistry is the study of the biology and chemistry of the human body. It is the chemistry of life. It explains, for example, why and how muscles grow during exercise and how the body uses carbohydrates to produce energy. Biochemistry seeks to explain the rationale and reasons for chemotherapy, control of blood pressure, diabetes, and cancer. Prerequisite: CH 312.
- CH 401L-402L Laboratory for Biochemistry (W)** **1-1 hour**
- CH 410 Applied Chemistry and Lab** **4 hours**
A study of analytical instrumental techniques, with application to solving practical chemical problems. Prerequisite: CH 312.
- CH 411 Instrumental Methods and Lab** **4 hours**
Basic theory of instrument design and parameter optimization in the operation of scientific instrumentation, with application to thermal and electrical instrumentation methods. Prerequisite: CH 211, 312.
- CH 421 Special Topics in Chemistry (W)** **3 hours**
Exact topics will be listed in the schedule. Topics may include quantum chemistry, instrumental analysis, qualitative organic analysis, and biochemistry. Offered when required. Prerequisite: junior or senior standing.
- CH 441 Inorganic Chemistry and Lab** **4 hours**
This course will focus on the molecular structures and properties of inorganic complexes and compounds. It will cover concepts in bonding, trends in periodic properties, molecular symmetry and its relationship to spectra, solid-state, reaction mechanisms, coordination chemistry and descriptive chemistry of selected elements. Prerequisite: CH 312.
- CH 490-491-492 Research and Independent Study (W)** **each 1-3 hours**
An original investigation in chemistry or biochemistry under the guidance of the faculty. Prerequisite: CH 142.

Department of Communication

Associate Professors:

Patrice Conwell, APR, M.A.
R. Rennae Elliott, Ph.D., **(Chair)**
Bobby Harrison, M.S.
Janice Watson, Ph.D.

Assistant Professors:

Dwyane Cheddar, M.A.
Kyna Hinson, M.A.

Majors Offered: Art (A.S.)
Concentrations: Commercial Art, Photography
Communication (B.A.)
Concentrations: Communication Arts, Public Relations
Communication Media (B.A.)
Concentrations: Broadcast Journalism, PhotoJournalism, Print
Journalism

Minors Offered: Art
Communication
Communication Media

Purpose

The Department of Communication exists to prepare students for careers in the areas of broadcast journalism, commercial art, communication arts, photojournalism, print journalism, and public relations. The department provides high quality programs grounded in a Christian perspective. These programs equip students with skills that allow them to compete effectively in today's marketplace.

Introduction

The Department of Communication serves a dual purpose. First, it provides general education courses for a large segment of the student population; second, it offers majors in three distinct areas.

Service Department

The department provides general education course offerings in public speaking and art, thus serving most students.

Majors

The department offers three majors: communication, communication media, and art.

Communication: This major allows students to pursue one of two concentration tracks: communication arts or public relations.

- The **communication arts** concentration provides students with expertise applicable to people-oriented careers, including the ability to organize and communicate ideas effectively

in a variety of contexts such as law, medicine, politics, management, etc.

- For those students who enjoy fast-paced excitement, the **public relations** concentration facilitates the development and use of skills in a variety of areas, including event planning, corporate communication, media relations, and crisis management.

Communication Media: This major allows students to pursue one of three concentration tracks: broadcast journalism, photojournalism, or print journalism.

- The **broadcast journalism** concentration focuses on providing students with a high degree of competency and knowledge enabling them to obtain entry-level positions in a broad spectrum of radio and television information programming.
- The **photojournalism** concentration provides the student with theories and practice in both photography and writing. The two arts combined become a powerful means of conveying concepts and ideas.
- Graduates with emphasis in **print journalism** have built successful careers in newspaper and broadcast journalism, web design, technical writing, education, governmental public service, and law.

Art: This major allows students to pursue one of two concentrations: commercial art or photography.

- **Commercial art** prepares students to make rapid application of their skills in the world of visual communication.
- **Photography** has very broad and practical uses such as photojournalism, portraiture, documentation, illustration, and fine art.

Students are encouraged to continue their preparation by completing a four year degree after earning the A.S. degree at Oakwood University.

High School Preparation

Students wishing to major in communication or art should follow the college preparatory program in high school. Students should endeavor to read widely and learn to express themselves clearly and correctly in speech and in writing.

Admission Requirements

Admission to Oakwood University does not guarantee admission to the Department of Communication. Freshmen intending to major in the department receive provisional admission upon arrival or declaration of the major.

Any student may apply for admission to this department after meeting the following requirements:

- Completion of 32 credit hours with a cumulative GPA of 2.5 or higher;
- Completion of EN 111: Freshman Composition with minimum grade of C;
- Completion of CO 201: Fundamentals of Public Speaking with a minimum grade of C;

and

- Completion of the Departmental Diagnostic Exam

Exit Requirements

During their final year, all majors are required to:

- pass an exit examination with a minimum passing grade of C.
- complete a senior project specific in their area of concentration. Projects may include activities such as portfolio presentations, participation in art shows, and research papers.

Career Opportunities

Students in communication are prepared for professional careers in broadcasting, journalism, and public relations, or for media-related positions in education and industry. Other opportunities include graduate school, consulting, law, library science, public affairs, and teaching. Artists find employment in a variety of professions in thousands of organizations around the world. For more detail on career opportunities, refer to the departmental website.

Bachelor of Arts in Communication

Designed to prepare students for work in the corporate world and/or graduate school and beyond, the Bachelor of Arts in Communication provides both strong theoretical foundations and opportunities for practical application.

Students who complete the core requirements for the B.A. in Communication will be proficient in the following student learning outcomes:

1. Deliver effective oral presentations
2. Write and document papers correctly, free of grammatical, spelling and syntax errors
3. Develop and demonstrate research abilities
4. Analyze content of written and oral communication
5. Clearly identify problems and issues
6. Choose or create appropriate solutions or responses to problems and issues
7. Choose appropriate technology for communication tasks
8. Use technology effectively
9. Use communication terminology appropriately
10. Demonstrate understanding of communication processes
11. Demonstrate knowledge of discipline foundations
12. Demonstrate understanding of legalities related to various communication entities
13. Recognize ethical considerations for professional communicators and behave ethically

Core Requirements:

CO 221 Introduction to Mass Communication	3 hours
CO 231 Beginning Reporting	3 hours
CO 330 Communication Theory.....	3 hours
CO 395 Communication Research Methods	3 hours
CO 477 Senior Seminar	1 hour
Total.....	13 hours

Concentration: **Communication Arts**

Students who complete the concentration in Communication Arts will be proficient in the following student learning outcomes:

1. Effectively analyze an audience and determine presentation needs for that audience
2. Create and present effective public speeches or presentations
3. Effectively evaluate public presentations
4. Read and correctly summarize articles in communication journals
5. Analyze and apply communication theories to everyday and workplace communication
6. Articulate the function of communication in organizations

7. Display appropriate interpersonal skills in mono-cultural and multicultural contexts
8. Demonstrate knowledge and skill in group communication
9. Gather and utilize appropriate information using primary and secondary sources
10. Conduct basic original communication research

Concentration Requirements:

CO 320 Voice and Diction or CO 301 Effective Presentations	3 hours
CO 325 Interpersonal Communication.....	3 hours
CO 345 Small Group Communication.....	3 hours
CO 415 Organizational Communication or CO 425 Intercultural Communication	3 hours
CO 421 Persuasion.....	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
Concentration Electives	15 hours
Total.....	33 hours

General Education Requirements:

Students must make a minimum grade of C in EN 111-EN 112 Freshman Composition and CO 201 Fundamentals of Public Speaking

Elective Options for Communication Arts:

CO 232 Writing Non-fiction for Electronic Media.....	3 hours
CO 241 Principles and Practices of Public Relations	3 hours
CO 301 Effective Presentations	3 hours
CO 315 Mass Media Law.....	3 hours
CO 320 Voice and Diction.....	3 hours
CO 333 Feature Writing	3 hours
CO 342 Radio and Television Broadcasting	3 hours
CO 415 Organizational Communication	3 hours
CO 425 Intercultural Communication.....	3 hours
CO 435 Editing.....	3 hours
CO 490 Research and Independent Study	1-3 hours
BA 302 Business Communication.....	3 hours
EN 341 Professional Writing.....	3 hours

Total hours in major **46 hours**

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Concentration: **Public Relations**

Students who complete the concentration in Public Relations will be proficient in the following student learning outcomes:

1. Identify how advertising, marketing, and public relations work separately and together
2. Use principles of persuasion to influence publics
3. Determine target audiences for any given situation
4. Gather appropriate information using primary and secondary sources
5. Select appropriate sample groups(s) using formal & informal methods
6. Create, implement & interpret a survey instrument

7. Use SWOT analysis to determine needs and create plans
8. Construct and implement a PR campaign or program using the correct PR model, mission, goals, objectives, and tactics
9. Incorporate proper use of new technologies when appropriate
10. Use correct sentence structure, grammar, punctuation, and style
11. Use PR principles of readability and listenability
12. Create a message statement
13. Demonstrate knowledge of effective managerial skills
14. Exhibit sound decision-making skills
15. Create a program budget

Concentration Requirements:

AR 204 Desktop Publishing for Graphic Design	3 hours
CO 241 Principles and Practices of Public Relations	3 hours
CO 311 Principles of Advertising.....	3 hours
CO 315 Mass Media Law	3 hours
CO 331 Public Relations Planning and Case Studies	3 hours
CO 332 Writing for Public Relations.....	3 hours
CO 332 Writing for Public Relations Lab.....	0 hour
CO 371 Public Relations Management.....	3 hours
CO 373 Working with the Media in Public Relations.....	3 hours
CO 401 Practicum in Communication or CO 403 Internship in Communication.....	3 hours
Concentration Electives	6 hours
Total.....	33 hours

General Education Requirements:

Students must make a minimum grade of C in EN 111-EN 112 Freshman Composition and CO 201 Fundamentals of Public Speaking

Elective Options for Public Relations:

AR 141 Fundamentals of Photography.....	3 hours
CO 232 Writing Non-fiction for the Electronic Media.....	3 hours
CO 301 Effective Presentations	3 hours
CO 325 Interpersonal Communication.....	3 hours
CO 333 Feature Writing	3 hours
CO 401/402 Practicum in Communication or	
CO 403 Internship in Communication	1-3 hours
CO 421 Persuasion.....	3 hours
CO 425 Intercultural Communication	3 hours
CO 435 Editing.....	3 hours
CO 490 Research and Independent Study	1-3 hours
EN 341 Technical Writing.....	3 hours
MK 301 Principles of Marketing	3 hours

Total hours in major 46 hours

Minor required for each concentration..... 18-21 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Arts in Communication Media

Media is a multifaceted field ranging from the written word to the still and moving image. The Bachelor of Arts in Communication Media prepares students for stimulating careers in broadcasting, photojournalism, and print journalism through theory, hands on assignments, and practical experiences.

Students who complete the core requirements for the B.A. in Communication Media will be proficient in the following student learning outcomes:

1. Demonstrate understanding of design principles and elements
2. Implement design concepts
3. Demonstrate effective oral communication skills
4. Demonstrate effective written communication skills

Core Requirements:

AR 101 Basic Design	3 hours
CO 221 Introduction to Mass Communication	3 hours
CO 231 Beginning Reporting	3 hours
CO 315 Mass Media Law.....	3 hours
CO 325 Interpersonal Communication.....	3 hours
CO 401 Practicum in Communication or CO 403 Internship in Communication.....	3 hours
CO 477 Senior Seminar	1 hour
Total	19 hours

Concentration: **Broadcast Journalism**

Students who complete the concentration in Broadcast Journalism will be proficient in the following student learning outcomes:

1. Demonstrate strong written & oral competencies
2. Organize effectively, efficiently and practice punctuality
3. Pay attention to detail and show initiative
4. Write effectively and creatively for the electronic media
5. Create outlines and treatments and edit writing of others
6. Meet with customers and determine needs
7. Allocate resources to accomplish tasks and make creative input
8. Describe the roles of various technical categories (director, camera , sound, gaffer, grip, special effects, video editor, graphics, etc.)
9. Create work in various technical categories

Concentration Requirements:

CO 146 Fundamentals of Audio and Video Production	3 hours
CO 232 Writing Non-fiction for Electronic Media.....	3 hours
CO 300 Introduction to Video Editing.....	3 hours
CO 342 Radio and Television Broadcasting	3 hours
CO 346 Television Production.....	3 hours

CO 350 Production Management	3 hours
CO 360 Fiction and Dramatic Screen Writing	3 hours
CO 365 Fiction and Dramatic Film/TV Production	3 hours
Concentration Electives	3 hours
Total.....	27 hours

General Education Requirements:

Students must make a minimum grade of C in EN 111-EN 112 Freshman Composition and CO 201 Fundamentals of Public Speaking

Elective Options for Broadcast Journalism:

AR 141 Fundamentals of Photography.....	3 hours
CO 211 Media Writing.....	3 hours
CO 242 Mass Communication and Society	3 hours
CO 310 Advanced Reporting	3 hours
CO 333 Feature Writing.....	3 hours
CO 410 Broadcast Advertising.....	3 hours
CO 316 Mass Communication Ethics	3 hours
CO 490 Research and Independent Study.....	1-3 hours

Total hours in major **46 hours**

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Concentration: **PhotoJournalism**

Students who complete the concentration in PhotoJournalism will be proficient in the following student learning outcomes:

1. Identify and demonstrate comprehension of compositional principles and elements
2. Demonstrate an understanding of fundamental black and white film and print development
3. Demonstrate an understanding of analog and digital camera operation, meter operation and evaluation
4. Demonstrate understanding of portrait and commercial lighting techniques
5. Demonstrate an understanding of photography as it relates to print journalism, and print/web design
6. Demonstrate an understanding of image manipulation and image filing software
7. Demonstrate a basic understanding of newspaper, magazine, book and newsletter layout as related to photographic imaging

Concentration Requirements:

AR 141 Fundamentals of Photography.....	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
AR 235 Photoshop/Digital Design Imaging.....	3 hours
AR 241 Digital Photography.....	3 hours
AR 341 Advanced Photography.....	3 hours
AR 374 Studio Photography	3 hours

AR 431 Photojournalism	3 hours
CO 333 Feature Writing	3 hours
Concentration Elective (must be upper division).....	3 hours
Total	27 hours

General Education Requirements: Students must select the following:

Humanities & Fine Arts: Cultural Arts

AR 217 Art Appreciation	3 hours
-------------------------------	---------

Students must make a minimum grade of C in EN 111-EN 112 Freshman Composition and CO 201 Fundamentals of Public Speaking

Elective Options for PhotoJournalism:

AR 315 Visual Design Media	3 hours
AR 342 Advanced Photography.....	3 hours
AR 401/AR 402 Practicum in Art/Photography	3 hours
AR 403 Internship in Art/Photography.....	3 hours
AR 405 Special Projects	3 hours
CO 310 Advanced Reporting	3 hours
CO 316 Mass Communication Ethics	3 hours
CO 332 Writing for Public Relations.....	3 hours
CO 415 Advanced Reporting	3 hours
CO 435 Editing.....	3 hours
AR 490 or CO 490 Research and Independent Study.....	1-3 hours

Total hours in major 46 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Concentration: **Print Journalism**

Students who complete the concentration in Print Journalism will be proficient in the following student learning outcomes:

1. Organize thoughts clearly
2. Solve problems effectively with editing skills
3. Demonstrate use of Associated Press style
4. Demonstrate interviewing and research abilities
5. Develop news writing abilities for print
6. Analyze news content
7. Clearly identify strengths and weaknesses in news content
8. Clearly identify editorial strengths and weaknesses in print news content

Concentration Requirements:

CO 211 Media Writing	3 hours
CO 310 Advanced Reporting	3 hours
CO 316 Mass Communication Ethics	3 hours
CO 333 Feature Writing	3 hours

CO 435 Editing.....	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
Concentration Electives	6 hours
Total	24 hours

General Education Requirements: Students must select the following:

Humanities & Fine Arts

AR 141 Fundamentals of Photography.....	3 hours
---	---------

Students must make a minimum grade of C in EN 111-EN 112 Freshman Composition and CO 201 Fundamentals of Public Speaking

Elective Options for Print Journalism:

AR 341 Advanced Photography.....	3 hours
AR 431 Photojournalism	3 hours
CO 242 Mass Communication and Society	3 hours
CO 320 Voice and Diction.....	3 hours
CO 325 Interpersonal Communication.....	3 hours
CO 330 Communication Theory.....	3 hours
CO 332 Writing for Public Relations.....	3 hours
CO 490 Research and Independent Study	1-3 hours
BA 302 Business Communication.....	3 hours
EN 341 Professional Writing.....	3 hours

Total hours in major..... 46 hours

Minor is required for each concentration 18-21 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Associate of Science in Art

Concentration: **Commercial Art**

This two-year program is designed to prepare students to make rapid application of their skills. The students concentrate on creating posters, banners, murals, and other publicity-type productions. Designs and layouts for books, magazines, advertisements, and other printed materials are studied in a practical manner to produce camera-ready art for printing.

Students who complete the concentration in Commercial Art will be proficient in the following student learning outcomes:

1. Identify and demonstrate comprehension of compositional principles and elements
2. Demonstrate a basic understanding of newspaper, magazine, book and newsletter photography as related to layout and design
3. Demonstrate understanding of layout and design principles using compositional design elements and principles
4. Demonstrate understanding of computer layout and design programs, and image manipulation programs as related to newspaper, magazine, book and newsletter layout

- Demonstrate drawing techniques with various media: pencil, charcoal, pen and ink as related to newspaper, magazine, book and newsletter layout

Major Requirements:

AR 101 Basic Design 2D.....	3 hours
AR 102 Basic Design 3D.....	3 hours
AR 111 Fundamentals of Drawing or AR 121 Fundamentals of Painting	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 217 Art Appreciation	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
AR 235 Photoshop/Digital Design Imaging	3 hours
AR 315 Visual Media Design	3 hours
AR 311 Advanced Drawing or AR 321 Advanced Painting.....	3 hours
AR Electives (must be upper division)	6 hours
Total.....	33 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Concentration: **Photography**

This two-year program provides theory and practical experience with analog and digital cameras as well as professional light equipment that will prepare the individual to begin a rewarding career in the many facets of photography.

Students who complete the concentration in Photography will be proficient in the following student learning outcomes:

- Identify and demonstrate comprehension of compositional principles and elements
- Demonstrate understanding of black and white film and print development, camera operation and metering techniques
- Demonstrate understanding of portrait and commercial lighting, and studio metering techniques
- Demonstrate an understanding of advanced photographic techniques
- Demonstrate an understanding of image manipulation and image filing software
- Demonstrate a basic understanding of newspaper, magazine, book and newsletter layout as related to photographic imaging

Major Requirements:

AR 101 Basic Design 2D.....	3 hours
AR 102 Basic Design 3D.....	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
AR 217 Art Appreciation	3 hours
AR 235 Photoshop/Digital Design Imaging	3 hours
AR 241 Digital Photography.....	3 hours
AR 341 Advanced Photography	3 hours
AR 374 Studio Photography.....	3 hours
AR Electives (must be upper division)	6 hours
Total.....	36 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Minor in Art

AR 101 Basic Design	3 hours
AR 111 Fund. of Drawing or AR 121 Fund. of Painting	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 204 Desktop Publishing for Graphic design	3 hours
AR 311 Advanced Drawing, AR 321 Advanced Painting, or AR 341 Advanced Photography	3 hours
AR Electives (must be upper division)	6 hours
Total	21 hours

General Education Requirements: Students must select the following:

Humanities & Fine Arts

AR 217 Art Appreciation	3 hours
-------------------------------	---------

Elective Options for AS degrees and Minor in Art:

AR 312 Advanced Drawing	3 hours
AR 235 Photoshop	3 hours
AR 342 Advanced Photography	3 hours
AR 374 Studio Photography.....	3 hours
AR 401 Practicum in Art/Photography.....	3 hours
AR 403 Internship in Art/Photography.....	3 hours
AR 431 Photojournalism	3 hours
AR 490 Research and Independent Study.....	1-3 hours

Minor in Communication

CO 231 Beginning Reporting	3 hours
CO 325 Interpersonal Communication.....	3 hours
CO 421 Persuasion.....	3 hours
Electives (in one concentration; at least 9 upper division).....	12 hours
Total	21 hours

Minor in Communication Media

AR 101 Basic Design	3 hours
CO 221 Introduction to Mass Communication	3 hours
CO 231 Beginning Reporting	3 hours
Electives (in one concentration; at least 9 hours upper division)	12 hours
Total	21 hours

Description of Courses

Art

- AR 101-102 Basic Design** **3-3 hours**
Basic Design is a study of the basic principles and elements of representational and nonrepresentational design. Two- and three-dimensional design is explored. The course emphasizes understanding of line, color, shape, texture, and balance in spatial relationships. Courses must be taken in sequence. Lab fee required.
- AR 111 Fundamentals of Drawing** **3 hours**
The course explores the fundamentals of rendering based on the principles and elements of design and spatial organization. Natural forms are approached to develop the powers of observation, self-expression, and technical skills. Various black-and-white media are used. Lab fee required.
- AR 121 Fundamentals of Painting** **3 hours**
This class focuses on the fundamentals of painting in oils and/or acrylics designed to develop the proper use of equipment, media, and color in landscape, still-life, and figure subjects. Lab fee required.
- AR 141 Fundamentals of Photography** **3 hours**
This class offers the fundamentals of using the camera as an instrument of creative expression. The course is a hands-on experience in camera handling, black-and-white negative and print developing, contact printing, and enlargements. Special emphasis is placed on materials, lighting, exposure, and photography as a means of creative aesthetic self-expression. Students must have a 35mm camera. Rentals are available. Lab fee required.
- AR 204 Desktop Publishing for Graphic Design** **3 hours**
The study and use of lettering, type styles, graphics, page layout design and desktop publishing are explored. The course is designed to study the advancement and refinement of graphic art techniques, with emphasis on the proper use of mechanical tools and computer-aided (Macintosh) desktop publishing systems, as they relate to the commercial art industry.
- AR 217 Art Appreciation** **3 hours**
Art Appreciation is a general survey of art from prehistory to contemporary times. By means of lectures, Powerpoint, and video presentations, the course is designed to engender an appreciation of visual expression and show how the art of cultures throughout the ages has shaped modern Western culture.
- AR 235 Photoshop/Digital Design Imaging** **3 hours**
This course is an introduction to Photoshop techniques for digital image manipulation and image creation. Emphasis is placed on program operation, scanning techniques, and equipment usage for digital image manipulation for photographic, print, and electronic media. Lab fee required.
- AR 241 Digital Photography** **3 hours**
Students are introduced to digital photography through the use of the digital SLR and photo quality printers to explore the technical and artistic issues involved in the process of

shooting and making digital prints. Topics covered include technical skills, data management, visual composition, and creative solutions to digital imaging problems and digital darkroom techniques. Lab fee required. Prerequisite: AR 141 for art and photojournalism majors or permission of the instructor.

AR 311-312 Advanced Drawing

3-3 hours

Students learn advanced development of competent graphic expression by drawing from the model, with emphasis on line, mass, gesture, and structure. Students manipulate various media and materials, developing an individual method and style. Lab fee required. Prerequisite: AR 101 (for Art majors) and AR 111.

AR 315-316 Visual Design Media

3-3 hours

Visual Design Media is an advanced study of computer-generated graphic art design and page layout with emphasis on publication, advertising, packaging, and corporate design. Projects give students practical experience in graphic design and computer applications. Lab fee required. Prerequisites: AR 101, AR 204, and AR 235.

AR 321 Advanced Painting

3 hours

The course offers a continued study in the advancement of personal style and skill through the study of form and color in portrait and figure painting using oils and acrylics. Lab fee required. Prerequisite: AR 101 (for Art majors) and AR 121.

AR 341-342 Advanced Photography

3-3 hours

The course explores advanced applications in black-and-white/digital photography, print production, and enlargements, with emphasis on personal expressions and creative use of photography for illustration, fine art and photojournalism. Individual experimentation is highly recommended. Lab fee required. Offered alternate years. Prerequisite: AR 101 (for Art majors) and AR 141 or permission of instructor.

AR 374 Studio Photography

3 hours

Students are offered a survey of lighting techniques used in the studio, ranging from portraiture to still life, to be able to understand the reasons for using various types of lighting equipment and some of the techniques employed in using them. The class hours are devoted to lighting demonstrations in the studio, lectures, and critiquing of assignments. Laboratory consists of planning assignments, gathering props, shooting assignments, printing, and mounting for class critiques. Lab fee required. Offered alternate years. Prerequisite: AR 101 (for Art majors) and AR 141 or permission of instructor.

AR 401-402 Practicum in Art/Photography

1-3 hours

Student gains practical experience in commercial art, photography or photo journalism. The student works under the cooperative direction of professionals and the art faculty. Student becomes familiar with ongoing tasks and techniques in commercial art, photography, or photo journalism concentration. Practicum of 10-12 hours each week is required. Prerequisites: junior standing or consent of the instructor.

AR 403 Internship in Art/Photography

1-3 hours

The student must work full-time in the commercial art, photography or photo journalism industry and perform ongoing tasks and practices of professionals in the student's area of concentration. Student must apply to the employing organization and be accepted to work six to eight weeks under the direction of a professional. Prerequisites: junior standing and consent of the instructor.

AR 405 Special Projects **3 hours**
Course covers specific topic areas in art, graphic design, and photography based on student's area of special interest. Prerequisite: Permission of program director.

AR 431 Photojournalism **3 hours**
Students will gain knowledge of photographing for the media, general news, sports, and illustrating feature articles. Topics covered will include photographing to illustrate the written content, lighting on location, use of flash, posing and stop action techniques. Lab fee required. Prerequisites: AR 141 and AR 241.

AR 490 Research and Independent Study **1-3 hours**
Individual research under the guidance of an instructor. Limited to senior Communication Media majors. Prerequisite: Prior approval of department chair.

Communication

CO 146 Fundamentals of Audio and Video Production **3 hours**
This class is a hands-on introductory production course that builds skills and applies the knowledge of video production in a class project. The student is expected to demonstrate proficiency with the operation of audio and video equipment, grammar of the visual medium, and proper procedures of production. Laboratory and lab fee are required.

CO 201 Fundamentals of Public Speaking **3 hours**
This course is a study of the fundamental principles of oral communication and includes effective application of these principles through classroom speeches and constructive criticism. Lab fee required. Prerequisite: EN 111.

CO 211 Media Writing (W) **3 hours**
This survey course is designed to introduce the student to converged media environments, and to develop writing skills for multiple communication disciplines. Writing proficiency is required in this W-designated course. Prerequisite: EN 111 with minimum grade of C.

CO 221 Introduction to Mass Communication **3 hours**
This course explores the history, structures, functions, responsibilities, and impact of mass media in society. It includes an overview of the print and electronic industries and how they relate to each other, their roles in technological advances, and how they influence society's formation of knowledge, attitudes, and behavior. Prerequisite: EN 111 with minimum grade of C.

CO 231 Beginning Reporting (W) **3 hours**
Course presents fundamentals in news gathering, reporting, and news writing. Students conduct live interviews in completing multiple news assignments. Writing proficiency is required in this W-designated course. Prerequisites: CO 221, EN 112 with minimum grade of C and IS 120 or type 45 wpm.

CO 232 Writing Non-fiction for Electronic Media (W) **3 hours**
Principles and techniques for script writing for non-fiction radio and TV productions are explored. Besides simulated exercises, students also write a final documentary script targeted for use by students enrolled in CO 346 as part of their productions. Prerequisite: CO 231; concurrent enrollment is acceptable.

- CO 241 Principles and Practices of Public Relations** **3 hours**
This course offers an overview of the practice of public relations. Students study the field's history and current techniques used by practitioners to build two-way relationships with their publics and influence public opinion. Prerequisite: CO 221.
- CO 242 Mass Communication and Society** **3 hours**
This class provides an analysis of the relationships between mass communication and society, including institutional functions and socioeconomic, structural-cultural, and other factors affecting mass communication processes. Offered alternate years. Prerequisite: CO 221.
- CO 300 Introduction to Video Editing** **3 hours**
This class is a hands-on introductory video editing course. The student learns the principles and techniques of video editing, cuts, dissolves, sound effects, and special effects used in completing a television/video production. This course explores techniques that can be applied in a range of non-linear editing programs, including final cut and ADOBE premiere. Lab fee required. Prerequisite: CO 146
- CO 301 Effective Presentations** **3 hours**
Students learn advanced principles and skills in public speaking including analysis of issues, persuasive argumentation, computer assisted/aided presentations, team presentations, and special occasion speaking. Particularly useful for students in fields such as business, behavioral sciences, pre-law, education, and theology or students interested in becoming leaders in any area. Lab fee required. Prerequisite: CO 201 or permission of instructor.
- CO 310 Advanced Reporting (W)** **3 hours**
In this course, students become reporters and designers for their own individual news publications. They produce their work on the Department of Communication laboratory computers. Extensive interviewing, field reporting and writing proficiency is required in this W-designated course. Prerequisites: CO 231, AR 204.
- CO 311 Principles of Advertising** **3 hours**
Principles of Advertising is an institutional and functional study of persuasion, consumer motivation and behavior, and application of the principles of advertising to electronic media. Students prepare a media campaign for a product or service in a simulated market environment. Prerequisite: CO 221.
- CO 315 Mass Media Law** **3 hours**
This course is an overview of legal aspects of the media and First Amendment issues, with emphasis on libel, privacy and intrusion, copyright, FCC laws, advertising, and marketing. Prerequisite: CO 221 and junior standing or permission of instructor.
- CO 316 Mass Communication Ethics (W)** **3 hours**
This course will encompass case studies of media practices, offering students a panoramic view from the historical to the contemporary. They will produce original case studies in turn. Philosophy, theories in ethics, Christian integrity and standards are deliberately interwoven to lead from academics to solid, professional choices. Writing proficiency is required in this W-designated course. Prerequisite: CO 231.

- CO 320 Voice and Diction** **3 hours**
Voice and Diction trains for improvement in the use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation, with individual help in the correction of faulty speech habits. Prerequisite: CO 201.
- CO 325 Interpersonal Communication** **3 hours**
This course is a study of interpersonal communication skills such as listening, conflict management, and nonverbal communication. Practical applications of skills are emphasized. Prerequisite: CO 201.
- CO 330 Communication Theory (W)** **3 hours**
This course is designed to provide students with an introduction to general theoretical perspectives and related theories in the field of communication. Students will gain a firm understanding of how theory helps us to understand communication phenomenon and will develop further skills in evaluating theories, as well as applying abstract theoretical concepts to their own lives and research. Prerequisite: CO 201 and junior status or permission of the instructor.
- CO 331 Public Relations Planning and Case Studies** **3 hours**
CO 331 is a study of the science of planning public relations events and campaigns, through analyzing relative PR cases and practical application of theory learned. Prerequisites: CO 241 and CO 395
- CO 332 Writing for Public Relations (W)** **3 hours**
The course examines the various styles and formats used in public relations writing and how they impact target audiences, message strategies, and channel selection. Laboratory is required. Prerequisite: CO 221 and AR 204 (for communication majors and minors).
- CO 333 Feature Writing (W)** **3 hours**
The course builds more skills for use in the converged media environment, for publication in multiple formats. Students conduct interviews on location, write news features and profiles, choosing from an array of story components. Writing proficiency is required in this W-designated course. Prerequisite: CO 231.
- CO 342 Radio and TV Broadcasting** **3 hours**
This is a course designed to help the student acquire the skills that lead to competent performance as a media announcer. Study is given to the speech techniques that are required in preparation, announcing, and narration of various types of material. Prerequisites: CO 201 and junior standing.
- CO 345 Small Group Communication** **3 hours**
In this hands-on, practical class, students learn theories and principles of communicating in small groups. In addition to becoming familiar with research in the area, students actually experience working with others, producing the ability to function more effectively, comfortably, and competently within such units. Prerequisite: CO 201.
- CO 346 Television Production** **3 hours**
This class is a hands-on production course that builds skills, and applies the knowledge of on-location studio and control room procedures for video production, beginning with routine exercises. Emphasis is on the application of concepts, tools and techniques essential for the

student to complete a video production from the initial concept of a program to its delivery to a client/distributor/end-user in a simulated market environment. Laboratory and lab fee are required. Prerequisites: CO 146 and concurrent enrollment in CO 350.

CO 350 Production Management **3 hours**

This class is a hands-on production management course that provides each student an opportunity to learn planning techniques for the pre-production, production and post-production phases of program development. Lab fee required. Prerequisites: CO 232, CO 146 and concurrent enrollment in CO 346.

CO 360 Fiction and Dramatic Screen Writing (W) **3 hours**

The principles and techniques of script writing for dramatic and fiction film and television productions are explored. In this course, students develop and write a major screenplay suitable for production and pitching to potential producers and or investors. Prerequisite: CO 346 and CO 232.

CO 365 Fiction and Dramatic Film and TV Production **3 hours**

This class is a hands-on production course that builds skills and applies the knowledge of how to develop a successful narrative script with actors. It utilizes industry-oriented tasks and skills from idea development to final master. The student is expected to demonstrate proficiency with the operation of audio and video equipment, grammar of the visual medium, and proper procedures of production as a producer-director and/or a professional technician. Laboratory and lab fee are required. Prerequisite: CO 346 and CO 360.

CO 371 Public Relations Management **3 hours**

Students are exposed to all elements involved in managing a public relations office. Specific focus is given to strategic planning, time management, creating budgets, staffing, working with clients and service providers, and personnel training. Prerequisites: CO 241 and CO 330.

CO 373 Working With the Media in Public Relations **3 hours**

Studies focus on how to build media relationships that promote credibility and news coverage, techniques that generate positive publicity, crisis management, and integration of new media technologies into public relations practice. Prerequisites: CO 241 and CO 332.

CO 395 Communication Research Methods **3 hours**

Communication Research is an introductory course that prepares students to be competent consumers and amateur producers of research. The course introduces students to a range of research methods (qualitative and quantitative) employed in social sciences in general and communication studies in particular. It also provides students with the knowledge base and practical experience to pursue more advanced studies in research methods. Prerequisites: CO 201, grade of 'C' or above in MA 101 or equivalent.

CO 401-402 Practicum in Communication **each 1-3 hours**

Students gain practical experience in journalism, communication arts, public relations, audio/video production or photojournalism. Students work under the cooperative direction of professionals and the communication faculty and become familiar with the ongoing tasks and routines required in their areas of concentration. Practicum of 10 to 12 hours each week is required. Prerequisites: adequate background and consent of the instructors.

- CO 403 Internship in Communication** **1-3 hours**
Students must work full-time and perform ongoing tasks and practices of professionals in the student's area of concentration. Students must apply to the employing organization and be accepted to work six to eight weeks under the direction of a professional. Prerequisites: adequate background, junior standing, and consent of the instructor.
- CO 410 Broadcast Advertising** **3 hours**
In addition to acquiring an overview of how the advertising, broadcasting and media-buying industries work in a synergic environment, students learn to write and produce effective commercials for radio, TV, and the Internet. They also explore sales and marketing aspects of the broadcast advertising industry. Each student simulates an advertising campaign which includes at least three commercials/PSAs. Laboratory and lab fee are required. Offered alternate years. Prerequisite: CO 346.
- CO 415 Organizational Communication** **3 hours**
This course helps students to understand and analyze organizations and gives them practice in the skills of communicating within and for an organization. Prerequisite: CO 201.
- CO 421 Persuasion** **3 hours**
Persuasion is an advanced communication course in which students learn theories and principles of persuasion, social influence, and compliance gaining. The course emphasizes practical application of concepts learned. Prerequisite: CO 201 and junior standing or permission of instructor.
- CO 425 Intercultural Communication (W)** **3 hours**
In this course, students examine the relationship between culture and communication and the ways culture influences values, perceptions and behaviors. Discussion and activities help students to develop analytic and communication skills which enable them to interact with cultural sensitivity and communicate more effectively in intercultural, interracial and interethnic contexts. Particularly useful for students in fields such as business, behavioral sciences, pre-law, education and theology. Prerequisite: CO 201.
- CO 435 Editing (W)** **3 hours**
This course builds skills for use in the converged media environment, for publication in multiple formats. Students must master line editing for accurate copy, and conduct news analysis over a range of contemporary ethical, legal, social, political and religious issues. Writing proficiency is required in this W-designated course. Prerequisites: CO 231 and CO 333.
- CO 477 Senior Seminar** **1 hour**
This final semester class is designed to help prepare graduating seniors for entrance into the workforce. Resume, portfolio, and mock interview are required.
- CO 490 Research and Independent Study** **1-3 hours**
This class provides individual research under the guidance of an instructor. Limited to senior Communication or Communication Media majors. Prerequisite: Approval of department chair.

Department of English and Foreign Languages

Professors:

Derek Bowe, Ph.D.
Cecily Daly, Ed.D.
Lela Gooding, Ph.D.
Rehana Whatley, Ph.D.

Associate Professors:

Dorothy Patterson, D.A.
Benson Prigg, Ph.D., (Chair)
Chandra Mountain, Ph.D.

Assistant Professors:

Francisco Burgos, M.Ed.
Karen Tucker, M.S., M.Ed.

Instructor:

Joshua Williams, M.A.

Majors Offered:

English (B.A.)
English Language Arts Education (B.S.)
English/Professional Writing (B.A.)
Spanish (B.A.)

Minors Offered:

English
Spanish

Purpose

The Department of English and Foreign Languages purpose is to produce students with a Christ-like character who use the study of literature and languages to serve humanity by implementing a service-learning faith while carrying out the gospel commission in public and private spaces of existence. To prepare students with an SDA perspective to enter graduate school, educational field, judicial field or mission field.

Introduction

The Department of English and Foreign Languages serves a dual purpose. On the one hand, it functions as the university's largest service department, and on the other, it offers majors in two distinct programs.

A. Service Department

The department provides a major segment of the liberal arts curriculum through its general education offerings in writing, literature, and foreign languages; and it provides remedial courses in reading, writing, and English as a second language. Through general education and remedial course offerings, the department thus serves every student.

B. Majors

- The **English program** is intended to meet the needs of students desiring a strong liberal arts background and/or superior writing skills for the job market, offering the traditional English major as well as a major in professional writing. Graduates pursue advanced studies in English and related fields, and English is also a major of choice for law school aspirants.
- The **Spanish language program**, in conjunction with Adventist Colleges Abroad (ACA), provides students with an opportunity to acquire knowledge of the geography, culture, and language of a particular country. The program meets prerequisites for graduate school, and bilingual students find unlimited opportunities for service in the corporate world.

High School Preparation

Students wishing to major in English or Spanish should follow the college preparatory program in high school. Students should endeavor to read widely and learn to express themselves clearly and correctly in speech and in writing.

Exit Examinations

All majors in English and Spanish are required to take an exit examination during their senior year with a minimum 70 percent passing grade.

Career Opportunities

English is an excellent degree for students desiring to enter general service areas of the business world where skills such as editing, grant proposal writing, and speech writing are always in high demand. Other opportunities include graduate school, law, library science, medicine, and teaching. Foreign language majors with their bilingual skills find unlimited opportunities for work and graduate school.

Bachelor of Arts in English

This degree is intended to meet the needs of students desiring a strong liberal arts background or of students planning to enter graduate or professional school.

Students who complete the B.A. in English will be proficient in the following student learning outcomes:

1. Identify representative works
2. Identify the dominant types of literary criticism
3. Identify the types and characteristics of creative writing
4. Master the various modes of professional or business writing
5. Identify current problems and developments in English language and literature
6. Organize ideas to support a position
7. Write grammatically
8. Answer questions objectively
9. Demonstrate research competency in support of a given position
10. Develop an argument in support of a given position
11. Present ideas clearly
12. Demonstrate competence in writing skills
13. Demonstrate competent knowledge of subject areas

14. Use learning as a practical force for life's problems and challenges
15. Increase the understanding of one's ethnicity

Major Requirements:

EN 211, 212 Survey of English Literature	6 hours
EN 301, 302 Survey of American Literature.....	6 hours
EN 304 Advanced Composition	3 hours
EN 311 Literary Criticism.....	3 hours
EN 320 and EN 321 African American Literature.....	6 hours
EN 341 Professional Writing, EN 351 Creative Writing, CO 211 Media Writing, or CO 231 Introduction to Journalism	3 hours
EN 413 Descriptive English Grammar	3 hours
EN 431 Elizabethan Literature	3 hours
EN 470 Seminar in English	1 hour
EN Electives.....	6 hours
Total.....	40 hours

General Education Requirements: Students should select the following:

Cultural Arts

EN 201 World Literature.....	3 hours
------------------------------	---------

Minor is required 18-21 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Arts in English/Professional Writing

Technical and professional writing majors are in demand both nationally and internationally. Students who major in technical and professional writing work in almost every field of industry and public life, including high-technology industries, business, government, and research.

Students who complete the B.A. in English will be proficient in the following student learning outcomes:

1. Master the various modes of professional or business writing
2. Identify current problems and developments in English language and writing
3. Organize ideas to support a position
4. Write grammatically
5. Answer questions objectively
6. Demonstrate research competency in support of a given position
7. Present ideas clearly
8. Demonstrate competency in writing skills
9. Write grammatically, clearly, and analytically
10. Use learning as a practical force for life's problems and challenges
11. Increase the understanding of one's ethnicity

Major Requirements:

Literature Elective (English Lit., American Lit., African American Lit., Lit. of African Peoples)	3 hours
EN 304 Advanced Composition	3 hours
EN 413 Descriptive English Grammar	3 hours
EN 341 Professional Writing	3 hours
EN 470 Seminar.....	1 hour
CO 231 Introduction to Journalism and Media Writing.....	3 hours
CO 435 Editing.....	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
IS 250 Business Applications in Excel and Access	3 hours
IS 430 Web Design and Development	3 hours
BA 302 Business Communication	3 hours
EN 490 Professional Writing Internship (Research).....	3 hours
Select two courses from EN 351 Creative Writing, CO 332 Writing for Public Relations, CO 333 Feature Writing, or CO 232 Writing Non-fiction for Electronic Media.....	6 hours
Total.....	40 hours

General Education Requirements: Students should select the following:

Cultural Arts

EN 201 World Literature.....	3 hours
------------------------------	---------

***Minor is required**

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in English Language Arts Education

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program qualifies persons to teach secondary school English or language arts. After graduation, students may apply for Alabama Class B Certificate: English Language Arts, grades 7-12; and SDA Basic Teaching Certificate: English Language Arts, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program Advisor: English Department's Chair.

Bachelor of Arts in Spanish

Students intending to use ACA classes to major or minor in Spanish must be advised by the program director before registering for classes. Program Director: English Department's Chair.

Students who complete the B.A. in Spanish will be proficient in the following student learning outcomes:

1. Master the fundamentals of language acquisition
2. Write grammatically
3. Answer questions objectively
4. Present ideas clearly

5. Demonstrate excellence in spoken Spanish
6. Demonstrate competency in written Spanish
7. Increase the understanding of various cultures/ ethnicities

Major Requirements:

SP 201-202** Intermediate Spanish	6 hours
SP Electives (Offered at ACA campuses)	27 hours
SP 490-491-492 Research and upper division electives***	9 hours
Total	42 hours

Minor is required 18-21 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

**Students are encouraged to take two intermediate foreign language courses before enrolling in an ACA school. Otherwise, they must take 33 hours of electives instead of 27 hours at the ACA campus.

***To be completed upon return from ACA campus

Minor in English

EN 201 World Literature.....	3 hours
EN 211, 212 Survey of English Literature	6 hours
EN 301, 302 Survey of American Literature	6 hours
EN 304 Advanced Composition	3 hours
Elective.....	3 hours
Total	21 hours

Minor in English (Writing Emphasis)

EN 201 World Literature.....	3 hours
EN 304 Advanced Composition	3 hours
EN 413 Descriptive English Grammar	3 hours
EN Literature Elective	3 hours
CO 231 Introduction to Journalism and Media Writing.....	3 hours
Select two courses from: EN 341 Professional Writing, CO 333 Feature Writing, CO 431 Writing for Public Relations, or CO 435 Editing	6 hours
Total	21 hours

Minor in Spanish

SP 201-202** Intermediate Spanish	6 hours
SP Electives (Offered at ACA campus)	9 hours
SP upper division electives***	6 hours
Total	21 hours

**Students are encouraged to take two intermediate foreign language courses before enrolling in an ACA school. Otherwise, they must take 15 hours of electives instead of 9 hours at the ACA campus.

***To be completed upon return from ACA campus

Description of Courses

English

- EN 090-091 English as a Second Language** **2-2 hours**
A course designed for students whose native language is not English. Study and practice of English in its written form. Laboratory is required. **(Not counted in hours required for graduation).**
- EN 095 Composition Skills Review** **2 hours**
This course is required of all beginning freshmen during their first semester if the ACT enhanced English score is below 16 or the SAT English score is below 410. **Laboratory is required.** An exit examination is given before the completion of EN 095. **(Not counted in hours required for graduation).**
- EN 099 College Reading Strategies** **2 hours**
This course is designed to help students achieve success in reading purposefully, skillfully, and critically and thereby gain confidence in their ability to meet the demands of university, the workplace, and our information-filled society. Students will practice active reading strategies to develop comprehension, vocabulary, and concentration. **(Not counted in hours required for graduation).**
- EN 111-112 Freshman Composition I, II** **3-3 hours**
A study of rhetoric designed to teach students effective writing, reading, speaking, and listening. In EN 111, emphasis is placed on the short theme, and close study is given to expository and argumentative writing. In EN 112, students are introduced to literature, methods of research using the library, the Internet, and CD-ROM, and to writing a research paper. An exit examination is given before the completion of EN 111, and the requirements for EN 112 may not be met by CLEP.
- EN 201 World Literature** **3 hours**
A survey of selected world masterpieces of literature—some in translation. Emphasis is placed on the ancient, medieval, and Renaissance periods, and on major African-American authors. Prerequisite: EN 112.
- EN 204 Effective Reading Strategies for College Students** **2 hours**
A course designed for college students to increase their rate of comprehension. Speed drill, vocabulary, and comprehension exercises are covered.
- EN 211, 212 Survey of English Literature I, II** **3,3 hours**
A study of English literature from Anglo-Saxon to modern times. Historical and biographical backgrounds are important, but major emphasis is placed on a critical and evaluative analysis of the literature. Prerequisite: EN 112.
- EN 221 Literature of African Peoples** **3 hours**
This course introduces students to the literature of sub-Saharan Africans, African Americans and West Indians. Prerequisite: EN 112.

- EN 250 English Fundamentals** **2 hours**
A course designed for students who did not pass the English Proficiency Examination required in their junior year. In it, the basic mechanics of sentence and paragraph structure will be reviewed until the student can demonstrate the ability to write acceptable standard English. Only students who have taken the English Proficiency Examination may register for EN 250. The requirements of this course may not be met by special examination. **This course may not count toward a major or minor in English.**
- EN 301, 302 Survey of American Literature (W)** **3,3 hours**
A study of major American poets and prose writers and main currents of thought to which they contributed. Prerequisite: EN 112.
- EN 304 Advanced Composition (W)** **3 hours**
An intensive study designed to develop the writing skills of students through advanced rhetorical strategies. Prerequisites: EN 112, junior standing, and completion of at least one of the literature requirements (EN 201, EN 211, EN 212, EN 301 or EN 302).
- EN 305 Biblical Literature (W)** **3 hours**
A study of selected books from the Old and New Testaments, with emphasis on their literary value and with consideration of the place of the Bible in world literature. Prerequisite: EN 112.
- EN 311 Theory and Practice in Literary Criticism (W)** **3 hours**
An introduction to literary theory from Plato to Foucault. Emphasis is placed on the relationship between literature and other disciplines in the humanities and the social sciences, and how these disciplines influence the production, canonization, interpretation, and analysis of texts. The reading includes adolescent literature to illustrate Plato's views on the literary education of young minds. Prerequisites: EN 201 and any two of EN 211, EN 212, EN 301, or EN 302 or the instructor's permission.
- EN 320, 321 African-American Literature I, II (W)** **3, 3 hours**
A survey designed to introduce the student to literature written by Black writers. EN 320 covers the period up to 1945; EN 321 covers 1945 to the present. Prerequisites: EN 112, junior standing and completion of at least one of the literature requirements (EN 201, 211, 212, 301, or 302).
- EN 323 Twentieth Century American Literature (W)** **3 hours**
An introduction to major American writers of the twentieth century, with emphasis on modernism and post-modernism, and their implication for Christian morality. Prerequisites: junior standing and at least one of the following--EN 211, EN 212, EN 301, or EN 302.
- EN 324 Twentieth Century British Literature (W)** **3 hours**
An introduction to major British writers of the twentieth century, with emphasis on the impact of the politics of social change on the literature of the period. Prerequisites: junior standing and at least one of the following--EN 211, EN 212, EN 301, or EN 302 .
- EN 341 Professional Writing (W)** **3 hours**
A course designed to meet the demands of writing in industry. Writing of reports, proposals, and memoranda, with emphasis on organization and clarity. Prerequisites: EN 112 and junior standing.

- EN 351 Creative Writing** **3 hours**
 Designed to meet the needs of those interested in developing skills in creative writing, fiction, nonfiction, and poetry. Prerequisites: EN 112 and junior standing.
- EN 353 Fundamentals of Play Directing** **3 hours**
 Theories of direction and production. Producing and directing a one-act play or one act from a longer play for public performance. Prerequisite: CO 201.
- EN 355 Creative Drama** **3 hours**
 Philosophy and techniques involved in improvised drama, including drama for children. Prerequisite: CO 201.
- EN 370 Literature of Film** **3 hours**
 A survey of diverse literary texts as seen through their cinematic adaptations. Discussion of selected novels, stories and plays in relation to the film versions of the same works will generate appreciation of the differences involved in the transposition to film. Prerequisites: EN 112 and junior standing.
- EN 413 Descriptive English Grammar** **3 hours**
 An intensive study of English grammar from both the traditional and the linguistic points of view. Prerequisite: EN 112 and junior standing.
- EN 421 Milton (W)** **3 hours**
 A study of *Paradise Lost* and *Paradise Regained*, with some attention given to Milton's minor poems. Offered alternate years. Prerequisite: EN 211 or 212.
- EN 431 Elizabethan Literature (W)** **3 hours**
 A study of major authors and works of the period. Prerequisite: EN 211 or 212.
- EN 441 Nineteenth Century British Authors** **3 hours**
 A specialized course of study in English poetry and prose between 1798 and 1900. Emphasis is placed on the major Romantic and Victorian poets and the rise of the novel during the Victorian period.
- EN 470 Seminar in English (W)** **1 hour**
 A seminar and capstone course in which senior English majors make a brief, comprehensive review of the body of knowledge that comprises the English program at Oakwood University, and study current problems and developments in the broad field of English language and literature. Prerequisites: senior status and 27 upper division English hours or permission of the instructor.
- EN 490-491 Research and Independent Study (W)** **each 1-3 hours**
 Individual research under the guidance of an instructor. Limited to senior English majors. Prerequisite: prior approval of the department chair.

French

- FR 101-102 Beginning French** **3-3 hours**
 Study of the fundamentals of grammar, with elementary conversation and reading of simple material on French culture. Accurate pronunciation is stressed. Laboratory is required.

Students who have successfully completed two or more years of high school French within two years before resuming study of the language at Oakwood University must enroll in Intermediate French.

FR 201-202 Intermediate French

3-3 hours

A general review and continuation of grammar and vocabulary building, with special emphasis on the spoken language. Selected readings on French-American life and culture. Laboratory is required. Prerequisite: FR 102.

Spanish

SP 101-102 Beginning Spanish

3-3 hours

A study of the fundamentals of grammar, with elementary conversation and reading of simple material on Spanish and Hispanic-American culture. Accurate pronunciation is stressed. Laboratory is required. Students who have successfully completed two or more years of high school Spanish within two years or less before resuming study of the language at Oakwood University must enroll in Intermediate Spanish.

SP 201-202 Intermediate Spanish

3-3 hours

A general review and continuation of grammar and vocabulary building, with special emphasis on the spoken language. Selected readings on Spanish and Hispanic American life and culture. Laboratory is required. Prerequisite: SP 102.

SP 490-491-492 Research and Independent Study (W)

3-3-3 hours

Individual research under the guidance of an instructor. Prerequisite: senior Spanish major who has completed one year on an ACA campus.

Courses offered at Colegio Adventista de Sagunto (in quarter hours)

AP 201-202-203 Spanish Folklore

2-2-2 hours

Insight on the customs, traditions, holidays, costumes, music, songs, and dances of the Spanish people, with an in-depth study on individual regions.

SP 251-252-253 Intermediate Spanish Grammar

4-4-4 hours

Review of grammar combined with oral and written practice at the intermediate level.

SP 261-262-263 Intermediate Spanish Composition

3-3-3 hours

Written Spanish, with special emphasis on grammar, orthography, and syntax at the intermediate level. At least one composition due each week based on everyday topics.

SP 271-272-273 Intermediate Spanish Conversation

2-2-2 hours

Oral practice in class, with emphasis on grammar, phonetics, and syntax at the intermediate level. Laboratory required.

SP 312-313 Spain and its Culture

2-2 hours

Lectures and readings on Spanish culture—its history, politics, arts, and literature—with special emphasis on the Spanish way of thinking.

- SP 331-332-333 History of Spanish Literature** **3-3-3 hours**
 A general study of Spanish literature from the Middle Ages to contemporary times. Recommended for students with advanced Spanish language skills.
- SP 351-352-353 Advanced Spanish Grammar** **4-4-4 hours**
 An in-depth study of Spanish grammar and syntax combined with both oral and written practice.
- SP 361-362-363 Advanced Spanish Composition I** **3-3-3 hours**
 Written Spanish, with special emphasis on reading comprehension and compositions which incorporate the usage and understanding of studied grammatical structures. Compositions will be related to themes studied in class.
- SP 371-372-373 Advanced Spanish Conversation I** **2-2-2 hours**
 Attainment of a strong basic Spanish vocabulary, with special emphasis on grammatical structures and idioms, and an understanding of the different speaking levels that exist within the language. Emphasis will also be placed on being able to understand and participate fluently and with self-confidence in a colloquial Spanish conversation. Laboratory is required.
- SP 399 Readings in Spanish Literature** **1-3 hours**
- SP 422-423 Translation and Interpretation** **2-2 hours**
 Translation methodology and its application to translations of Spanish texts into English and vice versa. Attention is given to the idiomatic expressions in both languages.
- SP 451-452-453 Advanced Spanish Grammar II** **4-4-4 hours**
 Review of grammar, with emphasis on difficult points of grammar, orthography, syntax, and style, combined with the study of expressions, idioms, and an increase in vocabulary.
- SP 461-462-463 Advanced Spanish Composition II** **3-3-3 hours**
 Written Spanish, with special emphasis on difficult points of grammar, orthography, syntax, and style, combined with the study of expressions, idioms, and an expanded vocabulary.
- SP 471-472-473 Advanced Spanish Conversation II** **2-2-2 hours**
 Discussion at all levels of the language: colloquial, technical, and philosophical. Some of the discussions will be taken from newspapers and/or magazines. Special emphasis on syntax, style, phonetic accuracy, and vocabulary. Two hours of laboratory required each week.

Department of Mathematics and Computer Science

Professors:

A. John Osei, Ph.D.
Darayas Patel, Ph.D.

Associate Professors:

Kathleen Dobbins, M.S., **(Chair)**
Lisa James, Ph.D.

Assistant Professors:

John Davis III, Ph.D.
Joseph Jeries, M.S.
Tara Young, M.Ed.

Professor Emeritus:

John Blake, Ed.D.

Majors:

Applied Mathematics (B.S.)
Computer Networks (B.A.)
Computer Science (B.S.)
Mathematics (B.A. and B.S.)
Mathematics Education (B.S.)

Minors:

Computer Science
Mathematics
Physics

Purpose

The Department of Mathematics and Computer Science seeks to provide students with experiences that will assist them in defining their life and career objectives. Course offerings, advising, and day-to-day contact with faculty and other students contribute to this goal. The courses provide the necessary background to allow students to pursue graduate work, teach secondary school, obtain employment in government and industry, and acquire mathematical tools for use in the physical, social, life, and management sciences. The Department also functions as a service unit for the entire University, teaching such mathematics courses as other departments deem necessary for their programs. In addition to the students' academic development, the Department provides an intellectual environment for fostering personal development, interpersonal skills, and self-understanding. These goals reflect the Department's philosophy that our primary reason for being is to foster the intellectual growth and development of the students.

High School Preparation

Potential mathematics majors should follow the college preparatory program in high school. Students should take as many mathematics courses as possible to acquire the knowledge and skills in algebra, geometry, and trigonometry needed for college calculus.

Application for Admission

To be admitted as a major in the Department of Mathematics and Computer Science, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition. Students must also have completed MA 171-172 Calculus if a mathematics major, or CM 210-220 if a computer science major. Applicants must have an overall minimum GPA of 2.00 and a minimum GPA of 2.25 in mathematics or computer science. Application forms must be obtained from and returned to the department.

Exit Examination

Majors in the Department of Mathematics and Computer Science are required to pass an exit examination with a minimum passing grade of C. The exit examination is administered during both the fall and spring semesters. See the exit examination policy and procedures in the departmental curriculum guide.

Career Opportunities

Since mathematical scientists use mathematics to solve real-world problems, a degree in mathematics and computer science prepares a student for a variety of positions in business, government, industry, and education (teaching K-12). The types of exciting and rewarding careers available include actuary, cryptologist, computer programmer, computer systems analyst, information scientist, mathematician, numerical analyst, operations research analyst, and statistician.

Bachelor of Science in Applied Mathematics/Engineering

This is a cooperative dual degree program in which the student spends approximately three years at Oakwood University and approximately two years at the University of Alabama in Huntsville (UAHuntsville). Following the successful completion of all requirements, the student will be awarded the Bachelor of Science degree in Applied Mathematics from Oakwood University. The student will also receive the Bachelor of Science degree in Engineering from UAHuntsville in one of the following areas: aerospace engineering, civil engineering, computer engineering, electrical engineering, industrial and systems engineering, mechanical engineering, or optical engineering.

Students who complete the B.S. in Applied Mathematics/Engineering will be proficient in the following student learning outcomes:

1. Effectively communicate verbally and orally
2. Use information resources/technology effectively
3. Apply knowledge of mathematics (including multivariate calculus, differential equations, and linear algebra) to solve quantitative problems
4. Demonstrate competency in chemistry and calculus-based physics
5. Apply descriptive geometry, drafting, and graphical techniques to design problems
6. Use basic engineering software tools such as AutoCAD and MATLAB
7. Possess sufficient general knowledge to work and function in an ever-changing technical and diverse society

Major Requirements:

CH 142 General Chemistry and Lab.....	4 hours
EC 283 Macroeconomics.....	3 hours
EG 111 Introduction to Engineering.....	2 hours
EG 112 Engineering Graphics.....	3 hours
EG 211 Statics.....	3 hours
MA 321 Statistics.....	3 hours
MA 172-271 Calculus.....	8 hours
MA 308 Linear Algebra.....	3 hours
MA 311 Differential Equations.....	3 hours
PH 121-122 General Physics (calculus based).....	8 hours
Total.....	40 hours

General Education Requirements: Students must select the following:

Mathematics & Science (no grade below C)

BI 131 General Biology and Laboratory.....	4 hours
CH 141 General Chemistry and Laboratory.....	4 hours
MA 171 Calculus (may need MA 121, 122 or MA 123 first).....	4 hours

Personal Development (no grade below C)

CM 210 Computer Science with C++.....	3 hours
---------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Arts in Computer Networks

This curriculum is appropriate for students planning a career in industry in the computer networking field. It provides computer networks majors with a broad based knowledge in areas such as computer programming, algorithm design and analysis, computer architecture, and computer networks. The courses provide a deep knowledge in various computer topics and especially in the field of computer networks. Students who successfully complete the program will be ready for industry jobs in computer networks fields as a network engineer.

Students who complete the B.A. in Computer Networks will be proficient in the following student learning outcomes:

1. Demonstrate ability to analyze and generate steps to solve problems
2. Demonstrate knowledge of programming algorithms to implement computer solutions to problems
3. Demonstrate knowledge of how to use research tools to solve problems
4. Write computer code using basic and advanced programming language constructs
5. Demonstrate knowledge of computer networks and computer network design
6. Demonstrate knowledge of how computers work, perform computations, and execute at the hardware level

Major Requirements:

CM 220 Computer Science II Data Structures with C++.....	3 hours
CM 340 Computer Logic Design.....	3 hours
CM 350 Introductory Computer Architecture.....	3 hours

CM 352 Operating Systems I.....	3 hours
CM 353 Operating Systems II.....	3 hours
CM 367 Programming Languages.....	3 hours
CM 381 Computer Networks.....	3 hours
CM 401 Discrete Structures.....	3 hours
CM 402 Design and Analysis of Algorithms.....	3 hours
CM 480 Selected Topics.....	3 hours
CM 481 Advanced Computer Networking.....	3 hours
CM 490 Research and Independent Study.....	3 hours
MA elective (MA 171 or above) or IS elective (IS 345, IS 415, or IS 430).....	3 hours
Total	39 hours

General Education Requirements: Students must select the following:

Personal Development (no grade below C)

CM 210 Computer Science with C++.....	3 hours
---------------------------------------	---------

Minor required 18-21 hours

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Science in Computer Science

This curriculum is appropriate for students planning a career in industry or graduate study in computer science. It provides computer science majors with a broad based knowledge in areas such as computer programming, algorithm design and analysis, computer architecture, and computer networks. The program includes adequate courses from mathematics to provide the quantitative tools required for problem solving in computer science.

Students who complete the B.S. in Computer Science will be proficient in the following student learning outcomes:

1. Demonstrate ability to analyze and generate steps to solve problems
2. Demonstrate knowledge of programming algorithms to implement computer solutions to problems
3. Demonstrate knowledge of how to use research tools to solve problems
4. Write computer code using basic and advanced programming language constructs
5. Demonstrate knowledge of how to represent mathematical concepts in computer data structures
6. Demonstrate knowledge of how computers work, perform computations and execute at the hardware level

Major Requirements:

CM 220 Computer Science II Data Structures with C++.....	3 hours
CM 340 Computer Logic Design.....	3 hours
CM 350 Introductory Computer Architecture.....	3 hours
CM 352 Operating Systems I.....	3 hours
CM 367 Programming Languages.....	3 hours

CM 401 Discrete Structures.....	3 hours
CM 402 Design and Analysis of Algorithms	3 hours
CM 490 Research and Independent Study.....	3 hours
Select three courses from:	
CM 353 Operating Systems II, CM 381 Computer Networks, CM 480 Selected Topics in Computer Science, CM 481 Advanced Computer Networking, or CM 491 Research and Ind. Study.....	9 hours
MA 172-271 Calculus (may need MA 121-122 or MA 123 first)	8 hours
MA 308 Linear Algebra.....	3 hours
MA 312 Numerical Analysis	3 hours
MA 321 Probability and Statistics.....	3 hours
Total.....	50 hours

General Education Requirements: Students must select the following:

Mathematics & Science (no grade below C)

MA 171 Calculus (may need MA 121, 122 or MA 123 first)	4 hours
--	---------

Personal Development (no grade below C)

CM 210 Computer Science with C++.....	3 hours
---------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Arts in Mathematics

This program is designed to prepare students for employment by the private sector or by government agencies requiring high-level quantitative skills and the ability to think critically and logically. It provides the background required to enter graduate school in mathematics or related areas.

Students who complete the B.A. in Mathematics will be proficient in the following student learning outcomes:

1. Able to read, communicate, and interpret mathematical ideas making use of numerical, graphical, and symbolic viewpoints
2. Construct proofs
3. Analyze the validity of arguments and problems
4. Use technology for conceptual understanding, significant computations, and creating simple programs
5. Express natural laws in mathematical language to analyze, model, and solve real world phenomena
6. Demonstrate a strong grasp of the fundamental concepts necessary for advanced coursework

Major Requirements:

MA 171,172, 271 Calculus (may need MA 121-122 or MA 123 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations.....	3 hours
MA 321 Probability and Statistics.....	3 hours
MA 401 Advanced Calculus	3 hours
MA 411 Introduction to Modern Algebra.....	3 hours

MA 419 Introduction to Real Analysis	3 hours
MA Electives (upper division; only 3 hours from the MA 490-491 sequence)	6 hours
CM 220 Computer Science II Data Structures with C++	3 hours
Total	39 hours

General Education Requirements: Students must select the following:

Mathematics & Science:

BI 131 General Biology (Recommended)	4 hours
MA 251 Geometry (Recommended)	3 hours

Personal Development (no grade below C)

CM 210 Computer Science with C++	3 hours
--	---------

Minor Required 18-21 hours

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Science in Mathematics

This program is designed to prepare students for graduate school in Mathematics or a career in mathematical research. In order to prepare students for the intense focus on mathematical proofs in graduate school mathematics, the BS degree in mathematics program requires students to complete a variety of courses that will give them the foundation needed to be successful in any graduate program in mathematics. Students in the BS degree program are required to take a minimum of 44 hours of mathematics courses. Also, students in the BS program must complete a minimum of 22 hours of courses in the areas of computer science, physics, chemistry, and biology.

Students who complete the B.S. in Mathematics will be proficient in the following student learning outcomes:

1. Able to read, communicate, and interpret mathematical ideas making use of numerical, graphical, and symbolic viewpoints
2. Interpret and construct mathematical proofs
3. Demonstrate understanding of diverse areas in mathematics such as analysis, algebra, applied mathematics, and probability and statistics and recognize their interdependency
4. Recognize the connections between mathematics and other disciplines (computer science, physics, chemistry, and biology)
5. Use technology for conceptual understanding, significant computations, and creating simple programs
6. Use mathematical language to analyze, model and solve real-world problems and to conduct research

Major Requirements:

MA 172-271 Calculus (may need MA 121-122 or MA 123 first)	8 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
MA 321 Probability and Statistics	3 hours
MA 401 Advanced Calculus I	3 hours
MA 411 Introduction to Modern Algebra	3 hours

MA 419 Introduction to Real Analysis	3 hours
MA Elective (Choose 18 hours)	
MA 305 Applied Mathematics.....	3 hours
MA 312 Numerical Analysis	3 hours
MA 322 Probability and Statistics II.....	3 hours
MA 402 Advanced Calculus II	3 hours
MA 420 Real Analysis II	3 hours
MA 421 Topology.....	3 hours
MA 422 Complex Analysis	3 hours
CM 220 Computer Science II Data Structures with C++.....	3 hours
PH 121-122 General Physics I & II with Calculus and Labs	8 hours
Total.....	55 hours

General Education Requirements: Students must select the following:

Mathematics & Science (no grade below C on required courses):

BI 131 General Biology and Laboratory (Recommended).....	4 hours
CH 141 General Chemistry and Laboratory (Required).....	4 hours
MA 171 Calculus (may need MA 121-122 or MA 123 first) (Required)	4 hours

Personal Development (no grade below C)

CM 210 Computer Science with C++.....	3 hours
---------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Mathematics Education

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program qualifies a person to teach secondary school mathematics. After graduation, students may apply for the Alabama Class B Certificate: Mathematics, grades 7-12; and the SDA Basic Teaching Certificate: Mathematics, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: L. James.

Minor in Computer Science

CM 210 Computer Science I with C++	3 hours
CM 220 Computer Science II Data Structure with C++	3 hours
CM 340 Computer Logic Design	3 hours
CM 367 Programming Languages	3 hours
CM electives (upper division).....	6 hours
Total	18 hours

Minor in Mathematics

MA 171-172-271 Calculus (may need MA 121-122 or MA 123 first).....	12 hours
MA 308 Linear Algebra	3 hours

MA 311 Differential Equations	3 hours
MA elective (upper division)	3 hours
Total	21 hours

Minor in Physics

PH 121-122 General Physics I & II with Calculus and Labs	8 hours
PH 301 Theoretical Mechanics	3 hours
PH 305 Mathematical Methods of Physics	3 hours
PH 311 Electricity and Magnetism	3 hours
EG 211 Statics	3 hours
Total	20 hours

Description of Courses

Computer Science

- CM 210 Computer Science I with C++** **3 hours**
 An introduction to computers and structured programming using the C++ programming language. Topics will include problem-solving methods and algorithms, data types, loops, arrays, functions, structures, character strings, pointers, operations on bits, files, and computer network sockets programming. Program design and program styles will be emphasized.
- CM 220 Computer Science II Data Structures with C++** **3 hours**
 A continuation of the study of data representation and algorithm design using C++. Principles of good programming style and step wise refinement will be emphasized. Topics will indicate string processing, searching and sorting, recursion, and dynamic data structures, and computer network sockets programming. Prerequisite: CM 210.
- CM 340 Computer Logic Design** **3 hours**
 Introduction to formal methods in design of computer logic circuits and systems, contemporary design practices, and devices used in the synthesis of digital logic systems. Topics will include combinational and sequential systems, gates, memory elements, registers, bus structure, timing and control, arithmetic and logical unit, I/O units and computer network layering design. Prerequisite: CM 220.
- CM 350 Introductory Computer Architecture** **3 hours**
 An introduction to the organization and structuring of major hardware components of digital computers. Includes a study of the following topics: information transfers and transformations which occur inside a computer; architecture-instruction sets; instruction formats; addressing modes; register usage; organization computer units—ALU, CPU, memory; I/O hardware description methodologies; and taxonomy of computer architectures. Studies of an assembly language and network architecture will be the case studies of the course. Prerequisite: CM 340.
- CM 352 Operating Systems I** **3 hours**
 Introduction to concepts and algorithms incorporated in operating systems. Examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and time-sharing operating systems. Process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and

memory systems are studied. Management of networking components and concepts by the operating systems. Prerequisite: Junior standing.

CM 353 Operating Systems II **3 hours**

Continuation of CM 352. Introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms, security, and queuing theories. Comparison of existing operating systems for client-server. Networking of operating systems will be a case study in the course. Prerequisite: Junior standing.

CM 367 Programming Languages **3 hours**

Organization of programming languages, especially routine behavior of programs; formal study of programming language specification and analysis; study, comparison, and evaluation of commercially available programming. BNF and syntax diagrams, grammars, program constituents, scoping rules, precedence, binding, parameter passing, and compile-versus interpretation. Prerequisite: CM 210.

CM 381 Computer Networks **3 hours**

This course will introduce data communication, base-band and broad-band local area networks, logical link control, Internet protocol, broad case protocol, and distributed processing. Prerequisite: CM 340 or CM 401.

CM 401 Discrete Structures **3 hours**

Mathematical basis for students of computer science. Propositional logic and proof, set theory, algebraic structures, groups and semigroups, graph theory, lattices and Boolean algebra, and finite fields. Prerequisite: CM 210.

CM 402 Design and Analysis of Algorithms **3 hours**

Topics studied includes: Analysis tools-Turing and Markov algorithms, complexity measures, computational techniques; bound analysis of algorithms. Algorithms for internal and external searching/sorting. Network stack analysis. Optimality. Prerequisite: CM 220.

CM 480 Selected Topics in Computer Science **3 hours**

Students will study special topics of interest which are not normally included in their major courses. Prerequisite: Approval of instructor.

CM 481 Advanced Computer Networking **3 hours**

Students will study advanced computer networking topics. Topics include Networking Protocols (RIP, IGRP, EIGRP, MPLS, and OSPF), Subnetting designs, LAN Switching and VLANS, and Spanning Tree Protocol. Prerequisite: CM 381.

CM 490-491 Research and Independent Study (W) **each 1-3 hours**

Formulation and solution of a selected problem in computer science. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: Junior or senior status

Engineering

EG 111 Introduction to Engineering **2 hours**

Introduces the profession of engineering and its various disciplines. Reviews selected mathematical concepts in Algebra, Plane Geometry, and Trigonometry and applies them to

solving selected engineering problems using graphical techniques. Includes engineering units/standards/scales of measure and design concepts. Introduces the organization and construction of freehand drawings/sketches. Students will learn how to analyze, formulate, and solve selected engineering problems.

EG 112 Engineering Graphics

3 hours

Encompasses the field of engineering design graphics and its application to the design process. Designed to develop a student's imagination and to devise methods of creating innovative solutions. Major course content includes: design and creativity, computer graphics, engineering drawing, descriptive geometry, and problem solving using two-dimensional computer graphics by AutoCAD. Assignments will emphasize design techniques. Prerequisite: EG 111.

EG 211 Statics

3 hours

The study of physical systems that remain at rest under the action of a set of forces. Topics include: forces, resultant forces, moments, couples, equivalent systems, rigid body equilibrium, 2-D and 3-D force bodies, distributed loads, trusses, frames, machines, shear and bending moment diagrams, static and kinematic friction, wedges, belt friction, and moments of inertia. Prerequisite: MA 271 and PH 121.

Mathematics

MA 095 Introduction to College Mathematics

2 hours

A review of arithmetic and algebraic operations. Course topics include integers and rational numbers, solving and graphing equations, polynomial factoring and simplification of expressions involving radicals and negative exponents. This course is required of all freshmen whose mathematics ACT score is below 16 or mathematics SAT score is below 440, and it must be taken before any other mathematics courses, if needed. No grade below C.

MA 100 Introduction to Elementary Mathematics

3 hours

A study of the language and structure of mathematics, including numeration, integers, rational and real numbers, concepts related to consumer mathematics, plane and spherical geometry, elementary probability theory, and the introduction to the use of computers and simple statistics. This course is open to elementary education majors only and cannot be used to fulfill the general education requirements in mathematics.

MA 101 Fundamental Concepts of Mathematics

3 hours

Course topics include critical thinking skills, sets, number theory, the real number system, algebra, graphs, consumer mathematics, geometry. Does not count toward a mathematics major or minor.

MA 108 Introductory College Algebra

3 hours

A review of the fundamental ideas of algebra. Course topics include linear and quadratic equations and inequalities, rational expressions and function, polynomials, factoring, systems of equations and graph. This course does not count towards a mathematics major or minor.

MA 121 Precalculus Algebra

3 hours

The algebra of polynomial, rational, exponential, and logarithmic functions; graphing; linear and quadratic equations; linear and quadratic inequalities will be studied. Additional topics may include matrices and determinants. Prerequisite: Two years of high school algebra or MA 108.

- MA 122 Precalculus Trigonometry** **3 hours**
 The study of trigonometric and inverse trigonometric functions and their graphs; trigonometric identities; and solving trigonometric equations. Additional topics may include vectors and complex numbers. Prerequisite: MA 121 or equivalent.
- MA 123 Precalculus Algebra & Trigonometry** **4 hours**
 Course topics include elementary functions, their graphs and applications, including polynomial, rational, algebraic, exponential, logarithmic, and trigonometric functions. A fast-paced course designed as a review of the algebra and trigonometry needed in calculus. A student may not receive credit for both MA 123 and the MA 121-122 sequence. Prerequisite: A semester of precalculus or trigonometry in high school.
- MA 171 Calculus I** **4 hours**
 A study of limits, continuity, derivatives, differentials, chain rule, implicit differentiation, applications of the derivative, antidifferentiation, definite integrals, fundamental theorem of calculus, exponential and logarithmic functions. Prerequisite: MA 122 or MA 123 or high school calculus or by placement test.
- MA 172 Calculus II** **4 hours**
 Topics include inverse trigonometric functions, hyperbolic functions, techniques of integration, l'Hopital's rule, improper integrals, applications of the integral, sequences and series, polar coordinates and vectors. Prerequisite: MA 171.
- MA 211 Applied Calculus** **3 hours**
 An introduction to differential and integral calculus with applications to problems in the life sciences, business, economics and the social sciences. Does not apply toward a mathematics major or minor. Prerequisite: MA 122 or MA 123 or equivalent.
- MA 251 Geometry** **3 hours**
 An informal summary of elementary Euclidean geometry, a formal modern development of the basic concepts of elementary geometry, noneuclidean geometry, and a selection of topics in advanced Euclidean geometry. Offered spring semester of even numbered years. Prerequisite: MA 121 or equivalent.
- MA 271 Calculus III** **4 hours**
 Topics include vector-valued functions, partial differentiation, directional derivative, gradient, tangent plane, extreme values and Lagrange multipliers, iterated integrals, double integrals, vector fields, line and surface integrals, curl and divergence. Prerequisite: MA 172.
- MA 305 Applied Mathematics** **3 hours**
 This course is designed to expose the mathematics major to the working environment of industry and to give the student an opportunity to apply knowledge of mathematics to solve problems in the physical, biological, and social sciences. Offered as needed. Prerequisite: MA 172.
- MA 308 Linear Algebra** **3 hours**
 Course topics include systems of linear equations, matrices, matrix operations, determinants, vectors and vector spaces, bases, inner product, linear transformations, change of basis, eigenvalues and eigenvectors, diagonalization, and applications. Prerequisite: MA 172 or consent of instructor.

- MA 311 Differential Equations** **3 hours**
A study of first-order differential equations, linear differential equations with variable and constant coefficients, systems of linear differential equations, Laplace transform methods, series solutions, boundary value problems, and applications. Prerequisite: MA 172 or consent of instructor.
- MA 312 Numerical Analysis** **3 hours**
A study of numerical methods as they apply to computers. Topics include roots of equations, linear and non-linear simultaneous equations, polynomials, numerical integration, ordinary differential equations, interpolation, and curve-fitting. Prerequisite: MA 172.
- MA 321 Probability and Statistics** **3 hours**
This course is a calculus-based introduction to probability and statistics. Topics include descriptive statistics, continuous and discrete random variables, conditional probability, expectation and moments, inference, point and interval estimation, testing hypotheses, regression and correlation, and applications. Prerequisite: MA 171.
- MA 322 Probability and Statistics II** **3 hours**
A continuation of MA 321 Probability and Statistics. Topics include multivariate distributions, functions of random variables, sampling distributions, more estimation methods, Neyman-Pearson, likelihood ratio test, goodness of fit, and analysis of variance. Prerequisites: MA 271 and MA 321.
- MA 401-402 Advanced Calculus I-II** **3-3 hours**
Vector Calculus: vectors and curves, functions of several variables, limits and continuity, vector functions of a vector, differentiability and the Jacobian matrix, transformations, multiple integrals, line and surface integrals. Theory of Convergence: infinite series, sequence and series of functions, improper integrals and integral representations of functions. Prerequisite: MA 308 and MA 311.
- MA 411 Introduction to Modern Algebra (W)** **3 hours**
Topics include algebra of sets, equivalence relations, mappings, order relations; discussion of natural, rational, real, and complex number systems; study of the abstract systems: groups, fields, rings, and integral domain. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 271.
- MA 419 Introduction to Real Analysis I (W)** **3 hours**
A theoretical treatment of the real number system, topological properties of the real line, sequences of real number, and properties of continuous functions. Course topics include logical connectives, quantifiers, techniques of proof, cardinality, the completeness property, compact sets, metric spaces, and continuity in metric spaces. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 271.
- MA 420 Real Analysis II (W)** **3 hours**
A continuation of MA 419 Real Analysis I. Topics will include the Mean Value Theorem, Riemann integration, convergence tests for sequences and series, pointwise and uniform convergence of continuous functions, analytic functions, and compactness properties of continuous functions. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 419

MA 421 Introduction to Topology**3 hours**

An introduction to the basic concepts of modern topology. Topics include: metric spaces, topological spaces, connectedness, compactness, completeness, quotient spaces, manifolds, and classification of surfaces. This course is designed to expose students to concepts in topology and to provide a foundation for a graduate course in topology. Prerequisites: MA 308 and MA 411

MA 422 Introduction to Complex Analysis (W)**3 hours**

Functions of a complex variable: integration, sequences and series, the calculus of residues and conformal mapping are studied. In this course students are required to demonstrate their ability to write, using standard English. Offered spring semester alternate years. Prerequisite: MA 271.

MA 490-491 Research and Independent Study (W)**each 1-3 hours**

An independent study or an original investigation in mathematics by the student under the guidance of the faculty. In this course students are required to demonstrate their ability to write, using standard English. Prerequisites: Departmental senior and prior approval by the department chair.

Physics**PH 101,102 The Physical Sciences****3,3 hours**

This course introduces the general principle of physics, chemistry, geology and astronomy. Topics include measurements, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, periodic law, chemical principles, chemical reactions, atmosphere, hydrosphere, and some topics in geology and astronomy. Prerequisite: MA 101.

PH 103-104 General Physics**3-3 hours**

This course is designed to cover general physics at a level that assumes previous exposure to college precalculus and trigonometry. Topics include kinematics, vector physics, Newton's law of motion, work, energy, momentum, rotational motion, equilibrium, periodic motion, waves, light, sound, and electromagnetism. Prerequisite: MA 122 or equivalent.

PH 103L-104L General Physics Lab**1-1 hour**

The laboratory component of PH 103-104. Prerequisite: Must be taken concurrently with PH 103-104.

PH 121-122 General Physics With Calculus**3-3 hours**

This course is designed for science and engineering students. Topics covered in Physics 121 include vectors, Newtonian mechanics, heat and thermodynamics. Physics 122 deals with light, electricity, magnetism, and a brief introduction to modern physics. Laboratory is required. Prerequisite: MA 171.

PH 121L-122L General Physics with Calculus Lab**1-1 hour**

The laboratory component of PH 121-121. Prerequisite: Must be taken concurrently with PH 121-122.

PH 301 Theoretical Mechanics**3 hours**

An intermediate course covering the basic principles of vector mechanics and the statics and dynamics of particles and rigid bodies. Offered when required. Prerequisites: One year of college physics and one year of calculus.

PH 305 Mathematical Methods of Physics**3 hours**

This course is an introduction to some advanced mathematical topics required in physics. Topics include infinite sequences and series, vector calculus, systems of linear equations, Fourier series, integral transforms, complex analysis and partial differential equations. Offered when required. Prerequisite: PH 122 and MA 271.

PH 311 Electricity and Magnetism**3 hours**

In this course the theory of electric and magnetic phenomena is studied. The following are some of the topics that are included: electrostatic and magnetic fields, introduction and use of vector analysis, circuit elements, electromagnetic effects of currents, radiation and Maxwell's equation. Offered when required. Prerequisites: One year of college physics and one year of calculus.

Department of Music

Professors:

Lucile Lacy, Ph.D.
Eurydice Osterman, D.M.A.

Associate Professors:

Wayne Bucknor, D.M.A., **(Chair)**
Audley Chambers, Ph.D.
Jason Ferdinand, M.A.
Sung Jun Kim, Ph.D.
Adriana Perera, M.M.

Assistant Professors:

Julie Moore Foster, D.M.A.

Instructor:

Makeda Hampton, M.M.

Majors: Music (B.A.)
Music Composition and Recording Arts (B.M.)
Music Education: Instrumental (B.S.)
Music Education: Choral (B.S.)
Vocal Performance and Pedagogy (B.M.)

Minor: Music

Purpose

The Music Department supports the mission of the university by providing students with access to quality music instruction, opportunities, and services. The Department prepares students for graduate school and employment by offering curricula leading to a Bachelor of Arts in Music, Bachelor of Science in Music Education, a Bachelor of Music in Music Composition and Recording Arts, and a Bachelor of Music in Vocal Performance and Pedagogy. Students who are committed to developing their musical talent for service to God and to humankind are encouraged to apply.

Application for Admission

Music majors must fulfill all the general admission requirements of the University. Acceptance to the University, however, does not guarantee admission to the Music Department as a music major. Students who want to major or minor in music at Oakwood University will need to audition on their instrument or voice. The Admission Audition for the music faculty can be either in person or by audio/video tape. This audition must be accompanied by three letters of recommendation. Students must take placement examinations.

How to Prepare for Auditions

Naturally, study and practice on an instrument or voice are very important. While it is not a requirement for admission as a music major, most students auditioning for acceptance as music majors have had private lessons. All music majors at Oakwood, regardless of performance area, are required to reach a basic proficiency in piano, so piano study before attending the university is useful. If a deficiency is found in this area at the Admission Audition, the student will be required to take the Piano Proficiency course MU 161-164. Failure to accomplish this task by the end of the sophomore year may prolong the time for fulfilling the degree requirements. Foreign language study is also helpful particularly for voice majors; French, German or Italian is required.

Music Ensemble Participation

Majors and minors must participate in a departmental ensemble eight consecutive semesters (except when student teaching or doing internship) . Students may enroll in more than one ensemble, but must remain for the entire year. Large ensembles include Aeolians, University Choir, Wind Ensemble, and Orchestra. Small ensembles include composition, piano, chamber ensembles, vocal, string and instrumental.

Recital Requirements

Every student majoring in music is required to enroll in and successfully complete a recital class every semester of residence. Graded on a pass/fail basis, this course receives zero (0) hours credit. A passing grade is based on the attendance of seven approved recitals, forums, or master classes per semester. This requirement is prorated for part-time students according to hour load. The requirements for transfer students are determined on an individual basis by the department chairperson.

Examinations

Placement. All entering students into the music department are required to take written and aural placement examinations in music theory, piano proficiency, and in the applied area. The results of these exams are used to place students in classes appropriate to their level of ability. To obtain Freshman standing as a music major, the student must qualify for MU 211, Theory I and MU 165, applied area.

Piano Proficiency. All music majors must demonstrate keyboard proficiency by passing a piano proficiency examination. Students who fail the exam will be required to take piano proficiency courses until the exam can be passed. This must be completed by the sophomore year. Keyboard proficiency includes the ability to play hymns, scales, triads, several moderately easy compositions and accompaniments, and harmonize simple folk melodies.

Solo Recital. Solo recitals are required for junior and senior music majors and minors. Individual instruction is required and must be preceded by a pre-recital four weeks prior to the recital date.

Exit Examinations. All majors in the Music Department are required to take a written exit examination, administered during the fall and spring semesters of the student's senior year, and pass with the minimum score of 70 percent.

Career Opportunities

Study in the field of music offers a general creative education as well as skills in communication and analysis that are essential in most careers. Some students pursue careers closely related to music, such as performers, educators, songwriters, church musicians, conductors, arrangers, composers, musicologists and music business attorneys. Others choose to work behind the scenes, or in the business area of music in careers such as producers, engineers, managers, agents, and in publishing and sales. Many careers do not require a specific major but rather a wide range of demonstrated skills and accomplishments. Thus, some graduates pursue careers in fields quite unrelated to music. Regardless of your career choices, increasing your marketability to employers through internships, responsible work experience, good grades, and involvement in university activities is important. A bachelor's degree is sufficient for many entry-level positions, but for advancement in an area of specialization, an advanced degree may be required.

Bachelor's Degrees

The following core courses are required of all music students as part of their major.

NOTE: Timely progression in the music core is contingent upon the passing of all aspects of one's entrance audition. To eliminate conditional music admission, we strongly recommend early (pre-college) piano and instrumental studies especially for prospective Music Teacher Education majors. Such studies should include sight reading, sight singing, sight playing, and accompanying. Early serious study minimizes one's conditional music acceptance.

Students who complete the core requirements for the Bachelor's degree in Music will be proficient in the following student learning outcomes:

1. Demonstrate the ability to perform and/or produce a varied repertoire of music
2. Demonstrate a basic proficiency in oral skills and notation
3. Demonstrate the ability to conduct a variety of musical works
4. Demonstrate the ability to describe and evaluate musical styles and music performances
5. Compose and arrange melodies for solo and instrumental combinations using music software such as Finale and Sibelius
6. Define, describe, and identify various musical styles and literature of Western and non-Western culture

Music Core Curriculum:

MU 090 Music Recital Class-every semester of residence	0 hours
MU 165, 166, 265, 266, 365, 366, 465, 466 Individual Instruction and Laboratory	16 hours
MU 211-212 Theory I and Laboratory**	6 hours
MU 217, 218 Sight Singing, Ear Training, and Dictation	2 hours
MU 220 Music Repertoire	3 hours
MU 311-312 Theory II and Laboratory***	6 hours
MU 315 Form and Analysis	3 hours
MU 317, 318 Sight Singing, Ear Training, and Dictation	2 hours
MU 320, 321, 322 Music History I, II, III	9 hours
MU 360 Conducting	3 hours
MU Ensemble (MU 201, MU 202, MU 204, MU 205, MU 207)	8 hours

MU 499 Recital	0 hours
Total.....	58 hours

- **Must be taken concurrently with MU 217, 218
- ***Must be taken concurrently with MU 317, 318

Minor is not required

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Arts in Music

This degree offers a broad-based study of music within a liberal arts curriculum. Students interested in general music as a double major are encouraged to pursue this degree. In addition to the core requirements, students can elect one of five areas of concentration: general music, piano, voice, instrument, or composition.

Students who complete the B.A. in Music will be proficient in the following student learning outcomes:

1. Demonstrate the ability to perform standard repertoire at a required level
2. Demonstrate the ability to interpret standard repertoire with appropriate performance practice
3. Demonstrate the ability to analyze, notate, sightread, and conduct various repertoire related to their instrument

Major Requirements:

Music Core	58 hours
MU 328 Church Music and Worship	3 hours
Music elective (upper division).....	3 hours
Total.....	64 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Music in Music Composition and Recording Arts

A professional degree designed to prepare undergraduate music composition and recording arts majors to meet the entrance requirements for graduate schools, schools of music, conservatories, and professional pursuits.

Students who complete the B.M. in Music Composition and Recording Arts will be proficient in the following student learning outcomes:

1. Compose and arrange music within specific guidelines
2. Analyze various musical scores and identify the contrapuntal devices that are used
3. Record and produce music with major music software and hardware
4. Demonstrate the knowledge of using microphones for live or studio recording projects
5. Score and produce music using music notation programs and virtual instruments
6. Score music for common orchestral instruments

7. Demonstrate the knowledge of the basic theory of musical acoustics
8. Demonstrate the knowledge of the applied theory of musical acoustics

Major Requirements:

Music Core Curriculum.....	58 hours
MU 270 Music Acoustics	2 hours
MU 314 18th Century Counterpoint	3 hours
MU 316 Orchestration	3 hours
MU 328 Church Music and Worship.....	3 hours
MU 371 Digital Orchestration	2 hours
MU 470 Audio Workstation I.....	3 hours
MU 471 Audio Workstation II.....	3 hours
MU 472 Virtual Instruments.....	2 hours
Total.....	79 hours

General Education Requirements: Students must select:

Personal Development:

MU 170 Introduction to Music Technology	3 hours
---	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

**Bachelor of Science in Music Education
Choral or Instrumental Major**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE) and qualifies a person to teach either vocal/choral or instrumental music. After graduation, students may apply for the Alabama Class B Certificate: Vocal/Choral or instrumental music, grades preschool-12; and the SDA Basic Teaching Certificate: Music, grades preschool-12.

Refer to the Department of Education section in this bulletin for program outline. Program advisor: L. Lacy.

Bachelor of Music in Vocal Performance and Pedagogy

This is a professional degree and is designed to better prepare undergraduate vocal music majors to meet the entrance requirements for graduate schools, schools of music, and conservatories, or to teach studio voice.

Students who complete the B.M. in Vocal Performance and Pedagogy will be proficient in the following student learning outcomes:

1. Demonstrate through teaching practicum the understanding of the breath cycle, phonation, the vocal tract, and vocal health to a party inexperienced in the art of singing
2. Demonstrate the ability to pronounce English, German, French, Italian, and Latin with correct phonemes
3. Demonstrate knowledge of operatic literature for beginning voice students with appropriate libretto and character study
4. Demonstrate ability of teaching private lessons though a supervised practicum
5. Demonstrate an understanding of representative composers, poets, and works, with extensive listening and performing in class

Major Requirements:

Music Core Curriculum.....	58 hours
MU 140 English and Italian Diction	3 hours
MU 141 French and German Diction	3 hours
MU 326 Vocal Literature - Song Repertoire	2 hours
MU 362 Opera Workshop I or MU 363 Opera Workshop II.....	2 hours
MU 383 Anatomy for Singers	3 hours
MU 384 Vocal Pedagogy.....	3 hours
*Modern Foreign Language	6 hours
Total	80 hours

*Two semesters of same language (French, German, Spanish or Italian).

General Education Requirements: Student must select the following:

Personal Development

MU 170 Introduction to Music Technology	3 hours
---	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Minor in Music

MU 090 Music Recital Class	0 hours
MU 165-466 Individual Instruction and Laboratory (three hours must be upper division).....	6hours
MU 211-212 Theory I and Laboratory	6 hours
MU 217, 218 Sight Singing, Ear Training, and Dictation	2 hours
MU 320 or MU 321 or MU 322 Music History	3 hours
MU 360 Conducting	2 hours
MU Ensemble (MU 201, MU 202, MU 204, MU 205, MU 207)	2 hours
MU 499 Recital.....	0 hours
Total	21 hours

NOTE: Music fees, in addition to tuition, are assessed for certain courses (see department course fees).

Minor in Recording Arts (Only offered to music majors)

MU 270 Music Acoustics	2 hours
MU 371 Digital Orchestration	2 hours
MU 470 Audio Workstation I.....	3 hours
MU 471 Audio Workstation II.....	3 hours
MU 472 Virtual Instruments.....	2 hours
MU 165 CMP, MU 166 CMP, MU 265 CMP	6 hours
Total	18 hours

NOTE: Music fees, in addition to tuition, are assessed for certain courses (see department course fees).

General Education Requirements: Student must select the following:

Personal Development

MU 170 Introduction to Music Technology	3 hours
---	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Description of Courses

- MU 090 Music Recital Class** **0 hour**
A class designed to expose students to various types of music in the vocal, instrumental, and keyboard genres. This course is required of all music majors for eight semesters on a pass/fail basis and all music minors for four semesters on a pass/fail basis.
- MU 100 Individual Instruction** **1-2 hours**
Designed for the beginner and/or intermediate student. Not available for credit toward degree requirements. Students are expected to practice five hours per one credit hour. Repeatable credit. Limited enrollment. Prerequisite: audition.
- MU 101 Class Piano** **1 hour**
Introduction to the fundamentals of piano playing. Especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit.
- MU 102 Class Voice** **1 hour**
Introduction to the fundamentals of singing. Designed especially for the beginner. Not available for credit toward degree requirements. Repeatable credit.
- MU 103 Class Instrument** **1 hour**
Introduction to the fundamentals of playing an instrument. Especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit.
- MU 104 Class Organ** **1 hour**
An introduction to the fundamentals of organ playing. This course is especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit. Offered alternate years.
- MU 111 Basic Musicianship** **3 hours**
This course is a study of the rudiments of music. It is designed for the general university student or the music major and minor whose pre-university music skills are deficient. Not available for credit toward degree requirements. Repeatable credit. Music majors must take this concurrently with MU 101 or MU 161-164.
- MU 140 English and Italian Diction for Singers** **3 hours**
Principles of pronunciation and articulation for sung and spoken English and Italian through the use of the International Phonetic Alphabet (IPA). Emphasis is placed upon correct articulation, stress, and inflection for singing of each language.
- MU 141 German and French Diction for Singers** **3 hours**
Principles of pronunciation and articulation for sung and spoken French and German through the use of the International Phonetic Alphabet (IPA). Emphasis is placed upon correct articulation, stress and inflection for singing of each language.

MU 161-164 Piano Proficiency I-IV**1, 1, 1, 1 hour**

This class is especially designed to prepare music majors for the piano proficiency examination given at the end of each academic year. The piano proficiency exam must be successfully completed by the end of the sophomore year. Audition/permission of the instructor. Music majors must take this concurrently with MU 111.

MU 165-166 Individual Instruction and Laboratory**1-2 hours**

This course is designed for majors and minors in the study of primary and secondary areas of concentration. Students are expected to practice five hours a week per one hour credit. The laboratory consists of a weekly forum that provides an opportunity for performing in a low-stress situation in preparation for juries and recitals. Students must enroll every semester, except during internships, until the senior recital is passed. Limited enrollments. Prerequisite: audition/jury.

MU 170 Introduction to Music Technology**3 hours**

An introduction to audio recording technique based on Pro Tools, including survey of popular music software and hardware. Software applications, such as word processing, spreadsheets, database, and PowerPoint is included. Assignments include vocal recordings, creating short film soundtracks and practical use of software tools. Prerequisite: Permission of instructor.

MU 200 Music Appreciation**3 hours**

An introduction to the music of the Western world from the Middle Ages to the present time. Consideration is given to the various political, social, and religious factors that have caused changes in musical style from one art period to another. Representative compositions from each art period will be studied. Out-of-class listening and concert and recital attendance are also a part of class activities.

MU 201 University Choir**0-1 hour**

A large ensemble ranging from 80 to 100 plus voices. Membership in this ensemble is by audition and/or consent of the director. This ensemble will prepare students for the smaller ensemble, the Aeolians, MU 202. Choral literature from the classical, romantic, and modern art periods will be performed. In addition, larger choral works will be sung, and when possible, these works will be performed with orchestra. Repeatable credit.

MU 202 Aeolians**0-1 hour**

This ensemble is a midsize ensemble (40-55 members) of select voices primarily made up of music majors and minors. Membership into this ensemble is by audition and/or consent of the director. The ensemble performs for civic, religious, academic and cultural events. Repertoire spanning from early baroque to contemporary gospel music is performed. Members joining this ensemble must demonstrate the ability to sing in various musical genres with ease. The Aeolians will join with the University Choir for certain civic, academic, and or religious events as needed. Repeatable credit.

MU 204 Wind Ensemble**0-1 hour**

A large ensemble that rehearses and performs standard band repertory. Membership by audition. Repeatable credit.

MU 205 Chamber Ensemble**0-1 hour**

A variety of small ensembles that rehearse and perform literature appropriate for the ensemble (composition, vocal, piano, instrumental, hand bells, etc.). Limited membership by audition. Repeatable credit.

- MU 207 Orchestra** **0-1 hour**
A large ensemble that rehearses and performs standard orchestral literature. Membership by audition. Repeatable credit.
- MU 211, 212 Theory I and Laboratory** **3, 3 hours**
A study of the structural and harmonic materials of diatonic music, with examples drawn from standard classical literature. Written, aural, and keyboard work are an integral part of this course. Prerequisite: MU 111 or placement test.
- MU 217, 218 Sight Singing, Ear Training, and Dictation** **1, 1 hour**
Concentration on development of rhythmic, melodic, and harmonic ear training skills. Concurrent registration in MU 211, 212. Prerequisite: basic musicianship
- MU 220 Music Repertoire** **3 hours**
Guided listening to standard works of the Western classical repertoire. The list of works is determined by the entire music faculty and is revised periodically. Prerequisite: MU 211 or permission of instructor.
- MU 230 Principles of Teaching Music Education** **2 hours**
A basic survey course designed to give the prospective teacher an understanding of the principles of music teaching and learning. The procedures employed will be the organization, motivation, and management of preschool-12 instrumental, vocal/choral, and general music. Opportunities are provided by observing, assisting, conducting, playing, singing, and participating in laboratory activities.
- MU 231 Survey of Woodwind Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on woodwind instruments. Offered alternate years, pending enrollment.
- MU 232 Survey of String Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on string instruments. Offered alternate years, pending enrollment.
- MU 233 Survey of Percussion Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on percussion instruments. Offered alternate years. Prerequisite: MU 212.
- MU 234 Survey of Brass Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on brass instruments. Offered alternate years, pending enrollment.
- MU 265, 266 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisite: audition/jury. Limited enrollment.
- MU 270 Music Acoustics and Microphone Technique** **3 hours**
This course provides a scientific appreciation of musical acoustics as it relates to the physical properties of sound, analysis of sound production by musical instruments, the human voice and how our ears and brain analyze musical events. Prerequisite: MU 170.

- MU 300 Individual Instruction** **1-2 hours**
 Not available for credit to majors and minors. Limited enrollment. Students are expected to practice five hours a week per one credit hour. Repeatable credit. Junior level. Prerequisite: audition.
- MU 311, 312 Theory II and Laboratory** **3, 3 hours**
 The study of structural and harmonic materials of chromatic music, with examples drawn from standard classical literature. Written, aural, and keyboard work are integral parts of this course. Prerequisite: MU 212.
- MU 314 18th Century Counterpoint** **3 hours**
 A study of 18th century two-, three-, and four-voice counterpoint. Offered alternate years, pending enrollment. Prerequisite: MU 212.
- MU 315 Form and Analysis** **2-3 hours**
 A detailed analysis of structure, harmonic, and contrapuntal forms in tonal music. Offered fall semester, odd years only. Prerequisite: MU 212.
- MU 316 Orchestration** **3 hours**
 The study of range, techniques, timbre, and transportation of orchestral and band instruments. Written exercises are an integral part of the course. Offered spring semester, even numbered years only. Prerequisite: MU 212.
- MU 317, 318 Sight Singing, Ear Training, and Dictation** **1, 1 hour**
 Advanced concentration on development of rhythmic, melodic, and ear training skills. Concurrent registration in MU 311, 312. Prerequisite: MU 217, 218.
- MU 320 Music History and Literature I Chant to Chorale, 600-1600 (W)** **3 hours**
 An in-depth study of the development of Western music from the monophonic chants of the early church and continuing to the growth of polyphony, to the appearance of secular forms and to the music of the Reformation. Compositions will be studied, analyzed, and listened to. Attention will be drawn to the political, religious, philosophical, and social events that shape the arts of any given time. Out-of-class listening and concert and recital attendance are also part of the class activities. Offered fall semesters. Prerequisites: junior standing and MU 212, MU 220, EN 112, or permission of the instructor.
- MU 321 Music History and Literature II Monteverdi to Mozart (W)** **3 hours**
 The development of major musical styles in the baroque and classical periods. Compositions will be studied, analyzed, and listened to. Attention will be drawn to the political, religious, philosophical, and social events that shape the arts of any given time. Out-of-class listening and concert and recital attendance are also part of the class activities. Offered spring semesters. Prerequisites: junior standing and MU 212, EN 112, or permission of the instructor.
- MU 322 Music History and Literature III Beethoven to the Present (W)** **3 hours**
 A study of the development of musical styles in the nineteenth and twentieth centuries. Consideration will also be paid to the influence of African-American composers and their music. Compositions will be studied, analyzed, and listened to. Attention will be drawn to the political, religious, philosophical, and social events that shape the arts of any given time. Out-of-class listening and concert and recital attendance are also part of the class activities. Prerequisites: junior standing and MU 212, MU 220, EN 112 or permission of the instructor.

- MU 323 History of African-American Music (W)** **3 hours**
A study of the history of African-American music from 1619 through the present day. Focuses upon the socio-historical context in which popular music, folk music, classical music, and religious music evolved. Topics include the spiritual, blues, gospel, jazz, rhythm and blues, and contemporary music, as well as women in music. Open to non-music majors. No technical knowledge required. Offered spring semester.
- MU 324, 325 Piano Literature I, II** **3, 3 hours**
A comprehensive study of teaching methods and piano literature from all art periods. Stylistic tendencies as well as performance practices will be studied. Offered alternate years, pending enrollment. Prerequisite: MU 265
- MU 326 Vocal Literature - Song Repertoire** **2 hours**
A survey of song literature from 1600 to the present day. Study of representative composers, poets, and works, with extensive listening and performance required. Emphasis will be placed on German Lieder, French Melodie, Italian Canzone, and the British and American art song. An analysis of performance practices of the various musical periods, styles, and representative composers of each genre. Offered alternating odd years, pending enrollment. Prerequisite: MU 140, MU 141, MU 265. Offered fall semester, odd numbered years only.
- MU 328 Church Music and Worship (W)** **3 hours**
The study of the development of church music literature from antiquity to the present. Emphasis will be placed upon hymnology, church music practice, and Biblical principles governing music ministry. Prerequisite: junior standing, and/or permission of the instructor. Offered fall semester, even numbered years only.
- MU 329 Instrumental Literature** **3 hours**
A comprehensive study of teaching methods and literature for various instruments from all art periods. Stylistic tendencies as well as performance practices will be considered. Offered alternate years, pending enrollment. Prerequisite: MU 265.
- MU 330 Literature of School Music** **3 hours**
A critical study of school music literature pertaining to American multiculturalism. Appropriate for P-12 in public and private settings. A practicum is required. Prerequisite: MU 230.
- MU 331 Diction for School Music** **1 hour**
The study of the International Phonetic Alphabet as it pertains to romantic and Germanic languages to aid in effective communication with students of diverse backgrounds in public and private school settings. Offered alternate years. Prerequisite: MU 230.
- MU 332, 333 Methods and Materials of Teaching** **2, 3 hours**
A two-part course in methods, materials, and techniques of teaching school music from preschool-grade 12. Emphasis is placed on the planning and implementation of learning activities in simulated and/or clinical settings. A practicum is required. Offered alternate years, pending enrollment. Prerequisite: ED 300.
- MU 360 Conducting** **2-3 hours**
The study of basic conducting techniques and patterns and their application in solving musical problems of tempo changes, dynamics, fermatas, cuing, and the development of the left hand. Offered alternate years. Prerequisite: MU 212.

- MU 362 Opera Workshop I** **2 hours**
A survey of operatic literature from the Baroque to the Romantic Period. This course will emphasize the performance and staging of representative works of important composers from these musical periods culminating with a staged production. Prerequisites: MU 140, MU 141, and MU 265. Offered spring semester, even numbered years only.
- MU 363 Opera Workshop II** **2 hours**
A survey of operatic literature and musical theatre literature from the 20th century to the present day. This course will emphasize the performance and staging of representative works of important composers from this time period, culminating with a staged production. MU 140, MU 141, MU 265. Offered spring semester, odd numbered years only.
- MU 365, 366 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisites: audition/jury. Limited enrollment.
- MU 371 Digital Orchestration and Music Notation** **2 hours**
A study of construction, timbre, and characteristic of MIDI and digital instruments for soundtrack creation, with advanced study in music notation programs. Prerequisite: MU 170.
- MU 380 Piano Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and physiological and technical problems involved in teaching piano. Students will have supervised experiences in the teaching of private lessons. Offered alternate years. Prerequisite: MU 265.
- MU 382 Instrument Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and physiological and technical problems involved in teaching various instruments. Students will have supervised experiences in the teaching of private lessons. Offered alternate years or as needed. Prerequisite: MU 265.
- MU 383 Anatomy for Singers** **3 hours**
A study of the anatomical structure of the human body as it relates to the art of singing. Attention will be given to the function and structure of organs, muscles, cartilage, and bones involved in the respiratory and phonation process needed for singing. Offered fall semester, even numbered years only. Prerequisite: MU 265.
- MU 384 Vocal Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and sequence for teaching voice. Emphasis is placed upon proper voice development and methods of vocal production and maintenance. Students will have supervised experiences in the teaching of private lessons. Offered alternate years. Prerequisite: MU 265.
- MU 411 Modern-Day Arranging** **3 hours**
A study of the art of arranging for voice and instruments using conventional and twentieth-century techniques. Offered alternate years, pending enrollment. Prerequisite: MU 315.
- MU 412 19th and 20th Century Analytical Technique** **3 hours**
This course is a continuation of MU 315 Form and Analysis and includes the study and analysis of nineteenth- and twentieth-century scores and compositional techniques. Students will analyze different types (orchestral, keyboard, vocal, etc.) and write a paper on each piece. Prerequisites: MU 312, 314, 315.

- MU 465, 466 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisite: MU 365, 366. Limited enrollment.
- MU 470 Audio Workstation I** **3 hours**
An advanced study of digital recording and editing based on computer-based recording systems on live and studio recording projects. Prerequisite: MU 170.
- MU 471 Audio Workstation II** **3 hours**
An advanced study of audio mixing and MIDI and film soundtrack composition. Prerequisites: MU 170, MU 470.
- MU 472 Virtual Instruments** **2 hours**
A study of software (plug-in) and re-wired virtual instruments in Pro Tools sessions, and Garageband including Reason and Live. Prerequisite: MU 470
- MU 490-491 Research and Independent Study** **each 1-3 hours**
An individual investigation into the art/science of music. A major research project is required. Prerequisite: MU 321.
- MU 499 Recital** **0-2 hours**
Attendance at all departmental recitals and concerts is required of all majors and minors. All solo recitals are preceded by a pre-recital six weeks prior to the recital date. Individual instruction is required. The Bachelor of Arts degree requires one 30-minute junior recital and one 60-minute senior recital. Senior status begins after the completion of the junior recital. The Bachelor of Science degree requires one 40-minute recital. The Bachelor of Music degree requires one 30-minute recital and one 60-minute recital. The minor in music requires one 30-minute recital. All recitals must be given in the same medium and be memorized according to traditional protocol. Repeatable credit. Prerequisites: MU 366. Permission from instructor required.

Department of Psychology

Professor:

Garland Dulan, Ph.D.
Howard Weems, Ph.D.

Associate Professors:

Pamelea Cook, Ph.D.
Cherryl Galley, Ph.D., (Chair)
Pauline Sawyers, Ph.D.

Assistant Professors:

Martin Hodnett, Psy.D.

Regular Part-time:

Malcolm Cort, Ph.D.
Helen Kessio, M.S.
Nearl Phillips, Ph.D.

Majors: Psychology (B.A. and B.S.)

Minors: Correctional Science
Psychology
Sociology

Purpose

It is the purpose of the Department of Psychology to provide a liberal arts, undergraduate foundation with a basic understanding of the theories, principles, facts, approaches, and methods of research in psychology. The goal of the department is to aid the student in (1) acquiring knowledge and developing skills for entry-level professional service, (2) understanding and embracing the scientific nature of the field, (3) preparing for entry into graduate programs, (4) receiving a Christian perspective of psychology, and (5) expanding an understanding of self and others with an appreciation of the origin and nature of individual differences from the psychological viewpoint.

High School Preparation

A strong academic background will be valuable for the potential psychology major, with emphasis on biology, computer skills, mathematics, and social sciences.

Application for Admission

Students seeking a Bachelor of Arts or Bachelor of Science degree in the Department of Psychology will be admitted upon completion of the following admission criteria:

- Submission of departmental application in the fall semester of the student's sophomore year. Applications must be obtained from and returned to the department.
- A cumulative college GPA of at least 2.50. This GPA must be maintained until graduation.

Exit Examination

All majors in psychology are required to take an exit examination during their senior year with a minimum 70 percent passing grade. If a passing score is not achieved the first time, students may apply to take the exam again after completing remediation recommended by the department. Only two retakes will be approved by the Psychology Department.

Career Opportunities

Human understanding and service constitute great needs among people today. Psychology graduates are entering a multiplicity of occupations including business, law, government, private practice or mental health agency employment, and education. The bachelor's degree in psychology is a flexible and versatile way to prepare for a career in human services and diverse lines of work. Psychology graduates are upwardly mobile, but their advances are strongly correlated with training beyond the bachelor's degree.

Bachelor's Degrees

Psychology Core Curriculum:

All psychology majors are required to complete the following courses as part of their program:

PY 101 Principles of Psychology	3 hours
PY 201 Psychology of Religion	3 hours
PY 280 Seminar in Psychology	2 hours
PY 307 Statistical Methods	3 hours
PY 321 Abnormal Behavior	3 hours
PY 371 Biological Psychology.....	3 hours
PY 411 Principles of Research.....	3 hours
PY 460 Experimental Psychology	3 hours
PY 460L Experimental Psychology Lab	1 hour
Total.....	24 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences

SO 101 Principles of Sociology.....	3 hours
-------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Arts in Psychology

The B.A. degree in Psychology offers a broad study of behavior and provides the academic preparation required for graduate training.

Students who complete the B.A. in Psychology will be proficient in the following student learning outcomes:

1. Demonstrate information competence and the ability to use computers and other technology
2. Communicate effectively in a variety of formats within the major

3. Recognize, understand and respect the complexity of sociocultural and international diversity
4. Demonstrate insight into students' own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement
5. Demonstrate realistic ideas about how to implement their psychological knowledge, skills and values in occupational pursuits in a variety of settings
6. Utilize the concepts and theories of the discipline to explain psychological phenomenon and its relevance to the history of psychology
7. Distinguish between the major perspective of psychology (e.g., behavioral, biological, social, etc.)
8. Identify major treatment methods for abnormality
9. Apply psychological concepts, theories, and research findings to everyday life
10. Utilize psychological principles to explain personal and social issues

Major Requirements:

Psychology Core Curriculum	24 hours
PY 401 History and Systems of Psychology	3 hours
Select from: PY 301 Social Psychology, PY 319 Theories of Personality, PY 325 Developmental Psychology, and PY 345 Adolescent Psychology	6 hours
PY Electives	9 hours
Total	42 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences

SO 101 Principles of Sociology	3 hours
--------------------------------------	---------

Minor is recommended

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Psychology

The B.S. Psychology degree is designed around the American Psychological Association (APA) guidelines for the undergraduate psychology major. Students will develop an understanding of human learning, emotions, and behaviors. Learners will also develop skills in research, writing, problem solving, and critically synthesizing and evaluating information, which are valued in a wide range of professions beyond psychology. Successful graduates of this program are prepared to continue their studies at the graduate level or pursue careers in a variety of fields that employ psychological knowledge and skills, including public service, law enforcement, business, sales, market research, health care, and social services.

Students who complete the B.S. in Psychology will be proficient in the following student learning outcomes:

1. Utilize the concepts and theories of the discipline to explain psychological phenomena
2. Distinguish between the major perspectives of psychology (e.g. behavioral, biological, social, etc.)

3. Identify types, causes, and treatment methods of abnormal behavior
4. Apply psychological concepts, theories, counseling skills and methods, and research findings to everyday life
5. Utilize psychological principles to explain personal and social issues
6. Demonstrate knowledge of behavior analysis, communication skills in counseling and ability to apply counseling methods in practicum experiences
7. Apply the scientific method to solving problems in psychology
8. Demonstrate successful hypothesis formation and testing
9. Apply critical thinking skills in a variety of contexts
10. Examine methods and issues in the scientific study of religious experience and behavior from a lifespan perspective
11. Demonstrate awareness of and commitment to ethical behavior
12. Apply spiritual principles to psychological concepts and issues
13. Demonstrate qualitative and/or quantitative research skills in behavioral science.
14. Implement appropriate APA writing format
15. Articulate strengths and limitations of various research designs

Major Requirements:

Psychology Core Curriculum	24 hours
Select two from: PY 301 Social Psychology, PY 319 Theories of Personality, PY 325 Developmental Psychology, or PY 345 Adolescent Psychology	6 hours
Select one from:	
PY 331 Group Dynamics, PY 351 Organizational Psychology, or PY 430 Psychological Testing	3 hours
PY 421 Counseling Skills or PY 423 Counseling Theories	3 hours
PY 422-424 Counseling Practicum	4 hours
Select one from:	
PY 340 Behavior Disorders in Children, PY 431 Black Psychological Perspectives, or SO 361 Marriage and the Family	3 hours
PY or SO Electives.....	15 hours
Total.....	58 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences

SO 101 Principles of Sociology.....	3 hours
-------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives

Bachelor of Science in Psychology-Adult and Continuing Education (LEAP)

This degree program is designed specifically for the adult learner and offered in a nontraditional format. Refer to the Adult and Continuing Education section of the bulletin for the program outline and description of courses.

Minor in Correctional Science

PY 101 Principles of Psychology	3 hours
PY 321 Abnormal Behavior.....	3 hours

PY 398 Psychology and the Law	3 hours
PY or SO Electives.....	6 hours
SO 398 Probation	3 hours
Total.....	18 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences

SO 101 Principles of Sociology	3 hours
--------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Minor in Psychology

PY 201 Psychology of Religion	3 hours
PY 321 Abnormal Behavior	3 hours
Select from: PY 301 Social Psychology, PY 319 Theories of Personality, and PY 331 Group Dynamics	6 hours
PY 421 Counseling Skills or PY 423 Counseling Theories	3 hours
PY Elective	3 hours
Total.....	18 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences

PY 101 Principles of Psychology	3 hours
---------------------------------------	---------

Minor in Sociology

SO 101 Principles of Sociology.....	3 hours
SO 231 Social Problems.....	3 hours
SO 241 Race Relations	3 hours
SO Electives (upper division).....	12 hours
Total.....	21 hours

Description of Courses

Psychology

PY 101 Principles of Psychology **3 hours**
 An overview of the science of psychology, including such concepts as emotion, motivation, adjustment, perception, learning, personality, abnormal behavior, therapies, intelligence, measurement, and experimental methods.

PY 201 Psychology of Religion **3 hours**
 A study of the psychological aspects of religion and an analysis of several systems in psychology from a Christian perspective, utilizing the writings of Ellen G. White along with other Christian authors.

- PY 280 Seminar in Psychology** **2 hours**
 In-depth examination of particular topics of current interest in the field of psychology. Critical evaluation of current research. The course also reviews the graduation, admission, and employment searching processes. Prerequisite: PY 101 and sophomore standing.
- PY 301 Social Psychology (W)** **3 hours**
 The study of group affiliations, group standards, social perceptions, and other social factors influencing the behavior of individuals and interaction among groups. Prerequisite: PY 101.
- PY 303 Psychology of Women** **3 hours**
 This course provides an overview of the events/issues that have served to shape the psychology that women adopted with reference to themselves and others toward them, and how that has changed over the years. The dynamics of the psychology of womanhood across cultures will also be examined.
- PY 307 Statistical Methods** **3 hours**
 An introduction to statistical procedures used in research. Topics include preparation and use of graphs and tables, measures of central tendency and dispersion, probability and sampling, and statistical tests including chi-square, t tests, correlation, regression, and analysis of variance. Prerequisites: PY 101 and MA 101.
- PY 319 Theories of Personality (W)** **3 hours**
 A study of the main theories of personality structure, with consideration of the essential ingredients of healthy attitudes and behavior patterns. Prerequisite: PY 101.
- PY 321 Abnormal Behavior** **3 hours**
 Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research. Prerequisite: PY 101.
- PY 325 Developmental Psychology** **3 hours**
 A study of current psychological theories relating to psychological development throughout the entire life span. Prerequisite: PY 101.
- PY 331 Group Dynamics** **3 hours**
 A study of the dynamics of groups, with special emphasis being placed upon patterns of leadership, solidarity, cohesion, conflict, accommodation, and cooperation. Prerequisite: PY 101.
- PY 340 Behavior Disorders in Children** **3 hours**
 This course is designed to give the student a descriptive and theoretical survey of the major forms of child psychopathology, with a detailed analysis of behaviors of children, methods of identification, and present methods of prevention and treatment. Prerequisite: PY 101.
- PY 345 Adolescent Psychology** **3 hours**
 This course is designed to give the student a descriptive and theoretical survey of the developmental period of adolescence, to include a critical examination of the biological, cognitive, socio-emotional and socio-cultural factors impacting adolescent development. Prerequisite: PY 101.

- PY 351 Organizational Psychology** **3 hours**
Application of psychology to the study of personnel problems, including such areas as human relations, selection, training, employee motivation, and morale. Prerequisite: PY 101.
- PY 357 Health Psychology** **3 hours**
An introduction to the subfield of psychology, which investigates the psychological and behavioral aspects of physical health. Mental functioning as a causative factor in physical illness/wellness will be explored. Prerequisite: PY 101.
- PY 361 Marriage and the Family** **3 hours**
The ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage. Prerequisite: SO 101.
- PY 371 Biological Psychology** **3 hours**
Physiological correlates of behavior, with special emphasis on the physiology and anatomy of the nervous system as a basis for relating behavior to its physiological components. Development of competence in reading and interpreting scientific data. Prerequisite: PY 101.
- PY 398 Psychology and the Law** **3 hours**
This course examines the U.S. legal system through the use of psychological concepts, methods, and findings. It offers coverage of topics relevant to understanding how psychology interfaces with the law. Prerequisite: PY 101.
- PY 401 History and Systems of Psychology** **3 hours**
A study of the theoretical systems, experiments, and personalities involved in the development of psychology. Prerequisite: PY 101.
- PY 411 Principles of Research (W)** **3 hours**
An introduction to research in the behavioral sciences. Topics include problem definition and hypothesis formation; observation, definition, and measurement; design and control of basic types of experimental and quasi-experimental designs; and explanation and interpretation of results. Students conduct individual projects that involve gathering new data, SPSS data analysis, completion of a professional paper using current APA standards, and in-class presentation of the study. Prerequisite: PY 307 (minimum grade of C).
- PY 421 Counseling Skills** **3 hours**
This course acquaints the student with the practical applications of communication, helping skills, and counseling. Prerequisite: PY 101.
- PY 422-424 Counseling Practicum** **2-2 hours**
Fifty-four hours each semester of supervised practical experience in a community mental health agency. Prerequisite: completion of or concurrent enrollment in PY 421 or PY 423, BS Psychology majors and junior standing..
- PY 423 Counseling Theories** **3 hours**
This course involves a study of the major counseling theories. Prerequisite: PY 101.

- PY 430 Psychological Testing** **3 hours**
 A course designed to familiarize students with the history of the development of psychological testing, the theory behind it, and the various objective and projective instruments used to assess intellectual and personality functioning. Prerequisite: PY 101.
- PY 431 Black Psychological Perspectives** **3 hours**
 This course is designed to introduce the student to the issues and concerns regarding psychological development from a Black perspective. A fee of \$25.00 is required for this class. Prerequisite: PY 101.
- PY 460 Experimental Psychology** **3 hours**
 A survey course acquainting the student with the experimental analysis of behavior. The scientific method is used to investigate basic behavioral phenomena and principles. Students will also develop competence in reading, writing, and interpreting reports. Prerequisite: PY 411.
- PY 460L Experimental Psychology Lab** **1 hour**
 Controlled laboratory experiences will be provided to investigate verbal learning, individual differences, operant and classical conditioning, and other processes. Computer programs will be used to facilitate some of the laboratory exercises.
- PY 490-491 Research and Independent Study (W)** **each 1-3 hours**
 Majors in psychology desirous of getting an independent course of research are encouraged to do so under the direction of an advisor. Prerequisites: PY 307, junior standing, and GPA of 3.00. Consent of the department chair is required.

Sociology

- SO 101 Principles of Sociology** **3 hours**
 An introduction to the field of sociology, terms and concepts related to human behavior, and the influences of social and cultural factors upon human behavior.
- SO 211 Introduction to Cultural Anthropology** **3 hours**
 An introduction to the study of humankind as total being, culture and social organization, interrelationships with habitat, and biophysical nature.
- SO 231 Social Problems** **3 hours**
 An analysis of areas of social behavior considered to be problems in contemporary American society. Prerequisite: SO 101
- SO 241 Race Relations** **3 hours**
 A scientific approach to the study of racial elements in the population of the United States, with particular emphasis on White and African-American groups. Prerequisite: SO 101.
- SO 320 Social Psychology** **3 hours**
 The study of group affiliations, group standards, social perceptions, and other social factors influencing the behavior of individuals and interaction among groups. Prerequisite: PY 101.

SO 361 Marriage and the Family**3 hours**

The ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage. Prerequisite: SO 101.

SO 398 Probation and Parole**3 hours**

A study of the role of the probation officer in the social rehabilitation of juvenile and adult offenders. Theory of probation and parole in relation to actual case histories. Techniques of counseling and guiding the adult and juvenile offender in and out of the correctional institution. Prerequisite: SO 101.

SCHOOL OF BUSINESS AND ADULT AND CONTINUING EDUCATION

Dean: Hyacinth Burton, M.S.

Purpose Statement

The School of Business and Adult and Continuing Education is made up of the department of Business and Information Systems and Adult and Continuing Education. Its purpose is to provide traditional students and adult learners with a quality Christian education, enabling them to meet the challenges of the global competitive market.

Departments

Business and Information Systems

Hyacinth Burton, Chair

Adult and Continuing Education

Cheri Wilson, Director

Department of Business and Information Systems

Professor:

John Anderson, Ph.D., M.B.A.
Leslie Pollard, Ph.D., M.B.A.
Prudence Pollard, Ph.D., M.P.H., SPHR

Associate Professors:

Faye Brathwaite, D.B.A., M.B.A.
Theodore Brown, Sr., Ph.D., M.B.A.
Habtalem Kenea, Ph.D., M.B.A.
Japheth Kessio, Ph.D., M.B.A.
Moges Selassie, M.B.A.

Assistant Professors:

Hyacinth Burton, M.S.M., (Chair)
Vern Gohanna, M.Acc., M.B.A.
Ruth Gunn, M.B.A.
Christopher Howard, M.B.A., M.P.H.
Jean LaiHing, M.S.
Shaunda Roach, M.B.A.
Monica Sudeall-Hawkins, M.B.A.

Majors: Accounting (B.S.)
Business Administration (B.B.A.)
 Emphasis in: Health Care Administration, Management,
 Marketing
Finance (B.S.)
Management Information Systems (B.S.)
Organizational Management (B.S.)

Minors: Accounting
Management
Management Information Systems
Marketing

Purpose

The purpose of the Department of Business and Information Systems is to provide students with a quality Christian education in business and information systems, enabling them to meet the challenges of the global competitive market.

Accreditation

Oakwood University, through its Business and Information Systems Department, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the

following business degrees: The Bachelor of Science (B.S.), with majors in Accounting, Finance, Management Information Systems and Organizational Management; the Bachelor of Business Administration (B.B.A.) with concentrations in Health Care Administration, Management, and Marketing.

Application for Admission

To be admitted as a major in the Department of Business and Information Systems, students must have completed at least 30 hours of course work including EN 112 Freshman Composition, and have an overall minimum GPA of 2.00.

Any Business and Information Systems courses taken without prior satisfactory completion of all catalog prerequisite courses will not be counted toward fulfillment of graduation requirements.

Exit Examinations

All majors in the Business and Information Systems Department are required to successfully pass an exit examination, administered during the fall semester of the student's senior year. There will be a charge of \$35 for the exit exam.

Students who take the departmental exit exam (Fall Semester) and do not pass must enroll in BA 250 Business Review (Spring Semester). The ETS Exit Exam will be given as the final exam for BA 250. The exam will be at the expense of the department.

Internships

Every business major may choose to do an internship in his/her respective major area with the exception of Health Care majors who are required to do a practicum as an internship. Internships must have a minimum of 150 hours. All Internships MUST be applied for and approved by the department chair prior to deployment for internship. In order to receive credit/grade, students must register for the Internship in their respective discipline.

Bachelor's Degrees

Students who complete the core requirements for a Bachelor's degree in Business will be proficient in the following student learning outcomes:

1. Demonstrate the ability to create and effectively execute written and oral reports using appropriate software
2. Utilize analytical software tools for decision making
3. Formulate and make business decisions in a team environment
4. Demonstrate the ability to apply business knowledge and skill through the internship program
5. Demonstrate the ability to evaluate and interpret financial data
6. Identify the economic forces that impact business operations

The following core courses are required of all business students as part of their major.

Business Core Curriculum:

AC 220-221 Principles of Accounting	6 hours
BA 302 Business Communication	3 hours
BA 310 Principles of Management	3 hours

BA 371 Production Management*	3 hours
BA 375 Business Law	3 hours
BA 460 Business Ethics	3 hours
BA 495 Business Policy	3 hours
EC 282 Principles of Microeconomics	3 hours
EC 283 Principles of Macroeconomics	3 hours
FN 311 Principles of Finance	3 hours
IS 200 Management Information Systems**	3 hours
PY 307 Statistical Methods	3 hours
MK 301 Principles of Marketing	3 hours
Total	42 hours

*Not needed by management information systems or marketing majors

**Not needed by accounting majors.

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications (no grade below a C for IS majors).....3 hours

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....4 hours

or

MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Accounting

This degree is designed to offer an institutional program with an emphasis on the principles and concepts of accounting relating to measuring, recording, classifying, summarizing, and interpreting financial transactions. It prepares students for accounting careers in business, government, not-for-profit organizations, and graduate school.

Students who complete the B.S. in Accounting will be proficient in the following student learning outcomes:

1. Demonstrate and execute planning and control skills
2. Master the use of reporting system
3. Demonstrate the transaction cycle for a business
4. Design internal controls that validate financial information
5. Prepare and present financial reports in accordance with GAAP

Major Requirements:

Business Core Curriculum	39 hours
AC 325-326 Intermediate Accounting	6 hours
AC 341 Cost Accounting	3 hours
AC 350 Federal Taxation	3 hours
AC 351 Corporate Taxation	3 hours
AC 380 Accounting Information Systems	3 hours
AC 420 Governmental and Non-Profit Accounting	3 hours

AC 421 Advanced Accounting.....	3 hours
AC 431 Auditing	3 hours
AC 432 Auditing II	3 hours
IS 250 Business Applications in Excel and Access	3 hours
Total.....	72 hours

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications.....	3 hours
--	---------

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....	4 hours
or	
MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....	3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Business Administration

This is a professional degree, with concentrations in Health Care Administration, Management, and Marketing.

Major Requirements:

Business Core Curriculum	39-42 hours
Concentration in Health Care Administration, Management, or Marketing*	24-27 hours
Total.....	63-69 hours

***Health Care Administration concentration:**

This concentration provides a broad understanding of health care management and hands-on experience in applying learned principles. It is designed for those persons interested in a career in health care administration. Graduates will be prepared for careers in health care organizations, including hospitals, public agencies, health care networks, group practices, long-term care, and managed-care settings.

Students who complete the concentration in Health Care Administration will be proficient in the following student learning outcomes:

1. Demonstrate the knowledge, skills, and abilities that it takes to be an Administrator in the field of healthcare
2. Appraise the operational and resource responsibilities of today's healthcare administrators and the utility of products and services offered by healthcare organizations
3. Identify provider organizations and settings through which healthcare services are offered and describe the US Health Care system is evaluated & regulated
4. Assess the current Health Care system based on historical development, financing fragmentation, and regulatory auspices
5. Evaluate the rationale for a healthcare system oriented to chronic care
6. Analyze the various ethical and legal issues prevalent in healthcare today

Concentration Requirements:

Business Core Curriculum	42 hours
AH 350 Medical Terminology.....	3 hours
HC 325 Introduction to Health Services Administration	3 hours
HC 330 Legal Aspects and Ethics of Health Care.....	3 hours
HC 340 Health Technology and Human Diseases	3 hours
HC 454 Long Term Care Administration.....	3 hours
HC 495 Health Services Management Problems and Research	3 hours
HC 497 Practicum in Health Care Management.....	6 hours
FN 411 Insurance and Risk Management.....	3 hours
Total.....	69 hours

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications.....	3 hours
--	---------

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....	4 hours
or	
MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....	3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

*Management concentration:

This concentration focuses on people and productivity. Management is the process of planning, organizing, leading, and controlling the efforts of organizational members, of making decisions, and of using all other organizational resources to achieve stated organizational goals. Students learn how to be productive managers in their study of such fundamental professional skills as leadership, team building, project coordination, performance evaluation, resource allocation, and strategy formulation.

Students who complete the concentration in Management will be proficient in the following student learning outcomes:

1. Apply the various functions of management to the internal and external organizational environment
2. Demonstrate leadership and ethical management practices
3. Demonstrate sound decision-making and problem-solving skills to adapt to a changing market
4. Present oral presentations and written communication, effectively presenting ideas and facts
5. Utilize electronic devices to enhance the communication process
6. Apply management principles and leadership to various international markets

Concentration Requirements:

Business Core Curriculum	42 hours
BA 383 Human Resource Management.....	3 hours
BA 385 International Business	3 hours
BA 415 Organizational Behavior	3 hours
BA 487 Negotiations.....	3 hours

BA 488 Leadership and Organizational Climate	3 hours
BA 492 Internship	3 hours
AC 330 Managerial Accounting	3 hours
FN 401 Financial Decision-Making	3 hours
MK 480 Supply Chain Management	3 hours
Total	69 hours

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications	3 hours
---	---------

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....	4 hours
---	---------

or

MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....	3 hours
---	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

***Marketing concentration:**

This concentration emphasizes the facilitation of exchanges between one business and another, as well as between businesses and consumers. Key marketing activities include designing and modifying products, pricing, selling, and sales management, and gathering market information. Career opportunities include sales, retail management and buying, advertising account executives, and marketing research associates.

Students who complete the concentration in Marketing will be proficient in the following student learning outcomes:

1. Know marketing practices and developments within the field
2. Assess problem-situations and be able to make recommendations and provide solutions
3. Demonstrate a systematic approach to marketing
4. Demonstrate ability to use creativity and artistry to achieve project goals and objectives
5. Work with cross-functional teams for designated projects
6. Establish decision-making processes and systematic approaches

Concentration Requirements:

Business Core Curriculum	39 hours
MK 301 Principles of Marketing	3 hours
MK 342 Marketing Research.....	3 hours
MK 343 Consumer Behavior	3 hours
MK 345 Advertising Management	3 hours
MK 350 Sales Management.....	3 hours
MK 448 International Marketing	3 hours
MK 468 Retail Merchandising and Design Management	3 hours
MK 480 Supply Chain Management	3 hours
MK 492 Internship	3 hours
IS 315 Multimedia Applications	3 hours
Total	69 hours

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications3 hours

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....4 hours

or

MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Finance

The degree in Finance focuses on the financial sectors of the modern economy. Students are taught the concept of value: the creation of wealth. Students will be challenged to be critical thinkers and to master fundamental financial management tools used in analyzing and executing the financial aspects of managerial decisions. Graduates majoring in Finance will be prepared to find employment in financial institutions such as banks, insurance companies, and brokerage firms; and with government agencies, and in church institutions.

Students who complete the B.S. in Finance be proficient in the following student learning outcomes:

1. Demonstrate comprehension of key finance concepts and principles.
2. Demonstrate knowledge of the global perspective in making financial decisions.
3. Apply basic security analysis techniques to evaluate investment alternatives.
4. Analyze and manage an investment portfolio project.
5. Demonstrate knowledge of financial instruments, markets and institutions, including the Federal Reserve.
6. Evaluate credit and loan applications.

Major Requirements:

Business Core Curriculum42 hours

FN 321 Money and Banking.....3 hours

FN 381 Investments3 hours

FN 401 Financial Decision-Making3 hours

FN 411 Insurance and Risk Management3 hours

FN 426 Financial Markets and Institutions3 hours

FN 436 Management of Financial Institutions.....3 hours

FN 481 Portfolio Management and Security Analysis3 hours

FN 486 International Finance.....3 hours

Total.....66 hours

General Education Requirement: Students must select the following:

Personal Development

IS 120 Microcomputer Applications3 hours

Mathematics and Science (no grade below C)

MA 171 Calculus (MA 121-122 may be required first).....4 hours

or

MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Management Information Systems

The purpose of the Management Information Systems (MIS) major is to prepare students for a career in information systems. This program is designed to build a bridge between management and technology. Graduates will be prepared to assume major roles in information systems within business, industry and government in support of organizational objectives.

Students who complete the B.S. in Management Information Systems will be proficient in the following student learning outcomes:

1. Create and maintain a database in a secure environment
2. Manage information system projects efficiently
3. Learn to install, configure, and secure computer network hardware/software
4. Design computer programs in various programming languages
5. Demonstrate the ability to use selected software application packages
6. Apply information technology skills to analyze and solve business problems

Major Requirements:

Business Core Curriculum.....	39 hours
IS 250 Business Applications in Excel and Access	3 hours
IS 285 Business Application Programming in C++.....	3 hours
IS 290 Advanced Business Application Programming in C++.....	3 hours
IS 315 Multimedia Applications	3 hours
IS 325 Web Design and Development	3 hours
IS 330 Network Management and Telecommunications	3 hours
IS 340 Advanced Business Networks	3 hours
IS 415 Database Management	3 hours
IS 425 Information Security and Policy	3 hours
IS 440 Systems Analysis and Project Management.....	3 hours
IS 450 Information Resource Management	3 hours
Total	72 hours

General Education Requirement: Students must select the following:

Personal Development:

 IS 120 Microcomputer Applications (no grade below a C for IS majors).....3 hours

Mathematics and Science (no grade below C):

 MA 171 Calculus (MA 121-122 may be required first).....4 hours

 or

 MA 211 Applied Calculus (MA 122 or MA 123 may be required first).....3 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Organizational Management

This degree program is designed specifically for the adult learner and offered in a nontraditional format. Refer to the Adult and Continuing Education section of the bulletin for the program outline and description of courses.

Minor in Accounting

AC 220-221 Principles of Accounting	6 hours
AC 325-326 Intermediate Accounting	6 hours
AC Electives	9 hours
Total	21 hours

Minor in Management

BA 310 Principles of Management.....	3 hours
BA 383 Human Resource Management	3 hours
BA Electives (6 hours must be upper division).....	9 hours
AC 220-221 Principles of Accounting.....	6 hours
Total.....	21 hours

Minor in Management Information Systems

IS 200 Management information Systems	3 hours
IS 250 Business Application in Excel and Access.....	3 hours
IS 315 Multimedia Applications	3 hours
IS 325 Web Design and Development.....	3 hours
IS 440 Systems Analysis and Project Management	3 hours
BA 302 Business Communications	3 hours
Total.....	18 hours

Minor in Marketing

BA 310 Principles of Management.....	3 hours
MK 301 Principles of Marketing	3 hours
MK 343 Consumer Behavior.....	3 hours
MK 350 Sales Management.....	3 hours
MK 448 Global Marketing	3 hours
MK 468 Retail Merchandising and Design.....	3 hours
Electives (Marketing or Communication/Art; must be approved by advisor)	3 hours
Total.....	21 hours

Description of Courses

Accounting

- AC 220-221 Principles of Accounting I-II** **3-3 hours**
This course presents fundamental accounting concepts, theories, and procedures. Both accounting principles and practice are emphasized so that students can obtain an understanding of the sources of financial information and the uses of such information. Lab required.
- AC 325-326 Intermediate Accounting I-II** **3-3 hours**
Further in-depth analysis and discussion of intermediate financial accounting theories, concepts, and procedures. Emphasis is also placed on recent developments in accounting evaluation and reporting practices. The course material is preparatory for the CPA examination. Lab required. Prerequisite: AC 221.
- AC 330 Managerial Accounting** **3 hours**
This course is designed to show students how accounting can help to solve problems that confront those who are directly responsible for the management of an enterprise. Students learn to interpret and apply accounting data in planning and controlling business activity. Lab required. Prerequisite: AC 221.
- AC 341 Cost Accounting** **3 hours**
Emphasis is placed on the determination and control of costs. Students learn to assemble and interpret cost data for the use of management in controlling current operations and planning for the future. The course presents the theory and practice for job order, process, and standard cost systems. Prerequisite: AC 221.
- AC 350 Federal Taxation I** **3 hours**
This course is an analysis of the federal income tax law as it applies to individuals and a survey of the law applicable to new regulations, cases, and tax issues. Prerequisite: AC 325.
- AC 351 Corporate Taxation** **3 hours**
This course is an analysis of partnership and corporate tax laws and an introduction to tax research and planning as a means of gaining an understanding of the role of tax practitioner. Prerequisite: AC 326 and AC 350.
- AC 380 Accounting Information Systems** **3 hours**
Students learn about the accounting system as an information system. Computer-related issues and controls are identified, discussed, and integrated in the overall discussion of accounting concepts, principles, and controls. Prerequisite: IS 120.
- AC 420 Governmental and Non-Profit Accounting** **3 hours**
A thorough study of the accounting principles and practices involved in budgeting, recording, and reporting for state and local governments, hospitals, colleges/universities, and voluntary and welfare organizations. Prerequisite: AC 326.
- AC 421 Advanced Accounting** **3 hours**
Emphasizes financial accounting concepts utilized in business combinations, the preparation of consolidated financial statements, accounting for investments, branch accounting, segments

and interim reporting, foreign transactions, corporate reorganizations and liquidations, and consignment transactions. Accounting for partnerships is also covered. Prerequisite: AC 326.

AC 431 Auditing I

3 hours

The purpose of this course is to help the student to understand the auditing part of the work of the public accountant, and to help him/her apply the methods and procedures followed in conducting an audit for a small or medium-sized concern. The procedures for the effective auditing of cash, receivables, inventories, other assets, liabilities, and proprietorship are studied with an above-average degree of care. The procedures to be followed in carrying out detailed audit systems are also considered in the course. Prerequisite: AC 326.

AC 432 Auditing II

3 hours

An advanced study of auditing theory and practice, with emphasis given to the function of detecting and preventing fraud. Prerequisites: AC 326 and AC 431 (lacking these prerequisites may have a detrimental effect on your ability to obtain a passing grade in this class).

AC 451 CPA Review

3 hours

This is an elective course. Intensive practice in the application of accounting theory to problems of the caliber contained in CPA examinations. Prerequisite: permission of the instructor.

AC 492 Internship

3 hours

A work experience program offered in cooperation with business and industry to provide on-the-job training intended to link the theoretical concepts with practical application. Students must apply and be approved through the department.. Prerequisite: junior standing.

Management

BA 100 Principles of Business Mathematics

3 hours

This course is a basic math review that is designed to help students acquire computation skills required in the office. Through a variety of business-oriented exercises and realistic consumer and job applications, students explore the important role math plays on the job. Contents include: mathematics of accounting and records management, mathematics of financial and office management, mathematics of marketing and retailing, and the metric (SI) system. Offered alternate years.

BA 101 Business English

3 hours

Business English offers a thorough coverage of the principles of grammar, punctuation, capitalization, spelling, usage, and style. Required of all business students falling below 14 on the English ACT.

BA 105 Introduction to Business

3 hours

Introduction to Business offers an introduction to the principles and practices of business and an overview of the functional areas. (Designed for non-business majors/minors and prospective business teachers).

BA 250 Business Review

2 hours

A course designed for students who did not pass the Business Departmental Exam (Major Field Test) required in their senior year. The course consists of a review of the major theories and concepts for making sound business decisions. A variety of activities will be used to

reinforce these principles, and students will exhibit this understanding through case analysis, completion of study guides, class discussions and written exams. The requirements of this course may not be met by special examination. This course may not count toward a major or minor in Business. **Only students who have taken the Business Departmental Exit Exam may register for BA 250.**

BA 302 Business Communication (W) 3 hours

This course is a composite of theory, practices, and technologies essential to the development and refinement of written communication skills in business. Prerequisite: Completion of EN 111 and EN 112.

BA 310 Principles of Management 3 hours

This is an introductory course designed to familiarize students with the knowledge, roles, responsibilities, and skills required of modern managers. Prerequisites: junior standing.

BA 371 Production/Operations Management 3 hours

Creative management of the production and operation function of the organization can lead to competitive advantage. This course examines what production and operations managers do, as well as investigates the latest tools and concepts they use to support key decisions. Prerequisites: BA 310 and junior standing.

BA 375 Business Law 3 hours

This course is designed to familiarize the student with the fundamental principles of the laws of business so they act intelligently and understand their rights, duties, and liabilities in ordinary business transactions. Contracts, bailment, sales, creditors' rights and bankruptcy, and agency and employment relationships are covered. Emphasis is given to the Uniform Commercial Code. Prerequisites: junior standing.

BA 383 Human Resource Management 3 hours

A study of the issues, trends, and problems involved in the strategic management of personnel including recruitment, motivation, evaluation, compensation, and employee development. Prerequisites: BA 310 and junior standing.

BA 385 International Business 3 hours

A study of the international business environment, with emphasis on commercial policies and treaties, export/import operations, government regulations affecting international business, internal international business activities, and study of cultural issues. Prerequisites: EC 282, EC 283, and BA 310

BA 415 Organizational Behavior 3 hours

People are the common denominator of all organizational endeavors, regardless of organizational size or purpose. This course examines theory and research regarding the behavior of individuals and groups in organizations. Topics include motivation, communication, group dynamics and decision making, leadership, and organizational change. Prerequisites: BA 310 and junior standing.

BA 460 Business Ethics 3 hours

Emphasis is placed on the ethical concepts that are relevant to resolving moral and legal issues in business, the reasoning and analytical skills needed to apply ethical concepts to business decisions, and the social and natural environments within which moral issues in business arise. Prerequisites: BA 310 and junior standing.

- BA 487 Negotiations** **3 hours**
 This course focuses on the problems and possibilities of effectively negotiating workable agreements in organizational and interpersonal situations. Emphasis is placed on intellectual understanding and practical skills in everyday business negotiations. Cases and exercises are used to build skills in thinking strategically and analytically when negotiating organizational problems. Prerequisites: BA 310 and junior standing.
- BA 488 Leadership and Organizational Change** **3 hours**
 This course examines the knowledge and skills relevant to the development of appropriate leadership behavior in various organizational contexts as well as effective influence in interpersonal relations. Prerequisites: BA 310 and junior standing.
- BA 490-491 Research and Independent Study** **1-3 hours each**
 This course is designed to allow students to participate in supervised directed research on practical organizational issues. Prerequisites: Consent of the department chair and senior standing.
- BA 492 Internship** **3 hours each**
 A work experience program offered in cooperation with business and industry to provide on-the-job training intended to link the theoretical concepts with practical application. Students must apply and be approved through the department.. Prerequisite: junior standing.
- BA 495 Business Policy and Strategy (W)** **3 hours**
 This course is designed to develop an understanding of policy formation and strategic planning as related to current business practices. Integration of business fundamentals (marketing, finance, accounting, production, economics) into a balanced analysis of the whole business system is emphasized. Open to seniors only.

Economics

- EC 282 Principles of Microeconomics** **3 hours**
 An analysis of the basic concepts which describe how individuals choose what to consume and how entrepreneurs choose what to produce. The pricing mechanism and the determination of output level in the various market structures.
- EC 283 Principles of Macroeconomics** **3 hours**
 An analysis of the basic concepts of the national income, including such various components as consumption, investment, government expenditures, and the export-import sector. An introduction to the general theories of inflation, growth, and employment.

Finance

- FN 311 Principles of Finance** **3 hours**
 Nature and scope of business finance. Emphasis on financial planning, forecasting, analysis, corporate valuation, capital budgeting and risk assessment, cost of capital structure, short-term and long-term financial management, and international finance. Prerequisites: AC 221.
- FN 321 Money and Banking** **3 hours**
 An analysis of the interrelated financial system, central banks, private banks, and other sources and users of financial capital. Theoretical and empirical policy and institutional issues are

analyzed using economics and finance methodologies. Topics include the theory of money demand and supply. Prerequisites: EC 282 and EC 283.

FN 381 Investments **3 hours**
Introductory survey course focusing on the process and instruments of investment. Emphasis on security market structure, characteristics and valuation of securities, approaches to investment analysis, and international investments. Prerequisite: FN 311

FN 401 Financial Decision-Making **3 hours**
Advanced financial management course geared toward the finance major and directed toward exploring the linkage between current finance theory and practice. Emphasis on capital budgeting theory and techniques, risk adjustment, capital structure and financial policy, and mathematical programming approaches to project selection. Prerequisites: FN 311.

FN 411 Insurance and Risk Management **3 hours**
This course is designed to provide and familiarize students with Insurance and Risk Management processes and methods of treating personal and business risk exposures within the corporate and institutional environment. Focus is given to assisting students in becoming more efficient consumers of insurance and providing a necessary foundation to those who will pursue further study in insurance and related areas. Prerequisite: FN 311.

FN 426 Financial Markets and Institutions **3 hours**
Develops an understanding of the structure and functioning of our monetary-financial system. Emphasis on the institutional process of financial intermediation in the financial marketplace and the role that specific institutions and instruments play. Prerequisite: FN 321.

FN 436 Management of Financial Institutions **3 hours**
Development of fundamental concepts and principles of sound institutional management. Includes the financial environment, strategy, performance measures, and asset/liability management topics within an overall decision framework. Prerequisite: FN 321.

FN 481 Portfolio Management and Security Analysis **3 hours**
Rigorous course geared toward the senior finance major. Emphasis on integrating portfolio theory with practical approaches to investment analysis and management. Topics include efficient diversification and portfolio choice, capital asset pricing theory, arbitrage pricing theory, and bond portfolio management, options pricing, and financial futures. Prerequisites: FN 381 and MA 171.

FN 486 International Finance **3 hours**
Focus is on business operations in the framework of the growing field of international finance. Exploration of how American business can work with and use international finance in foreign manufacturing and marketing operations. Prerequisite: senior standing.

FN 492 Internship **3 hours**
A work experience program offered in cooperation with business and industry to provide on-the-job training intended to link the theoretical concepts with practical application. Students must apply and be approved through the department. Prerequisite: junior standing.

Health Care Administration

HC 325 Introduction to Health Services Administration **3 hours**

A broad orientation to the health delivery system. Orientation to the role of the health services manager and/or supervisor. Provides organizational theory and practical information about health administration. Students will investigate the organizational and environmental contexts within which a health manager works. Laboratory is required where students will visit various community health facilities. Prerequisite: junior standing.

HC 330 Legal Aspects and Ethics of Health Care **3 hours**

Presentation of the historical perspectives, current status, and future projections in the field. Concepts of corporate liability, malpractice, and professional negligence. Informed consent, incident reporting, and the importance of accurate and complete records stressed. Emphasis on the prevention rather than the defense of legal actions. Examination of the role of ethics and moral decision-making in the everyday life of the health service manager, with special emphasis on the various professional codes of ethics. Prerequisite: HC 325.

HC 340 Health Technology and Human Diseases **3 hours**

The purpose of this course is to examine advances in health technology as they relate to human diseases. As future health care administrators, students will assess the impact of cutting-edge technologies on administrative functions and have a framework for understanding and applying this knowledge to diagnostic tests and procedures determined by different diseases of the human body. The course also provides the administrator with in-depth knowledge about specific diseases which aids in the analysis of research data necessary for success in the critical functions of supervision. Prerequisite: HC 325.

HC 454 Long Term Care Administration **3 hours**

This course is designed to familiarize the student with the long-term health care delivery system to give the students a working knowledge of the wholistic approach to the care of the elderly and long-term care individuals. It will give an overview of some of the emotional and physiological needs of individuals who require long-term care. Other areas of concentration will be financing, managing, standards, and compliance for quality. Prerequisite: HC 325.

HC 495 Health Services Management Problems and Research **3 hours**

Seminar type course where selected health service management problems such as the current and emerging challenges in financing, organizational changes, and managerial functions will be identified, studied, and evaluated, . Prerequisite: HC 330.

HC 497 Practicum in Human Care Management **6 hours**

An on-the-job experience provided in selected institutions and agencies related to the student's career interest. Students obtain firsthand knowledge of the operational world of work by devoting full-time effort to observing and participating in the management functions. Depending on the student's background and interest, the internship may be in one specific department or rotate among many departments. Routine written reports are required. A major management project will be completed. Faculty direction provided by telephone and on-site visitations. Students return to campus periodically for group sharing of their experiences with each other. Students put in a minimum of 250 work hours. Prerequisite: HC 454.

Management Information Systems

IS 120 Microcomputer Applications

3 hours

This course is designed to give students basic computer concepts and practical experience in the use of the computer. Using software applications packages such as word processing, electronic spreadsheets, graphics, and database management, students will learn to input and output data useful in professional and personal pursuits.

IS 200 Management Information Systems

3 hours

Students are introduced to the use of information systems and technology in organizations, including the manner in which these add value to organizational processes and products. Topics covered include concepts of decision-making, role of information systems, typology of systems, hardware and software, and management of organizational support systems. Student will use computerized tools such as decision support features of Microsoft Excel and Access. Prerequisite: IS 120.

IS 250 Business Applications in Excel and Access

3 hours

This course assumes that students are familiar with the fundamentals of Microsoft Windows and the Microsoft Office Suite. It offers a comprehensive presentation of Microsoft Office Excel and Microsoft Office Access, and introduces students to the concepts of processing information using computing technology. Intermediate and advanced concepts of spreadsheets and database processing are required using the Microsoft Office Suite of software. Once these skills are mastered, students learn computer-based business problem solving using Excel and Access. Prerequisite: IS 120

IS 285 Business Application Programming in C++

3 hours

An introduction to ANSI C programming is presented. Concepts are explained in a clear, understandable manner using modern business applications. Important programming definitions, concepts, and rules are addressed. Upon completion of the course, students will be proficient in designing, coding, debugging, testing, and distributing applications. Coding of applications will include but not be limited to detailed descriptions of algorithms to perform common programming tasks such as sorting, searching, and hashing. Prerequisite: IS 120.

IS 290 Advanced Business Application Programming in C++

3 hours

C++ concepts and rules are explained in a clear, understandable manner and applied to modern business applications. Important programming definitions, concepts, and rules are addressed. Students should enter the course with a strong C programming background as this course will focus on such object-oriented elements of C++ as classes, methods, constructors, overloaded functions and operations, templates, virtual functions and the STL. Prerequisite: IS 285.

IS 315 Multimedia Applications

3 hours

The goal of this course is to teach students the basic tools for Multimedia authoring and production. Students will use and become familiar with multimedia software packages including Microsoft Office PowerPoint, Adobe PhotoShop, and Macromedia Flash. During the semester students will learn to create and then present their own interactive presentations, and they will also learn design concepts and processes. Prerequisite: IS 250.

IS 325 Web Design and Development

3 hours

This course introduces students to techniques used to design and develop professional websites. Students will get hands-on instruction in various web authoring languages such as HTML and CSS. They will use common industry tools such as Dreamweaver to learn

how to develop and publish their own attractive websites. Students will learn how to link databases to their sites for creating, updating, querying and storing business data through various platforms. Prerequisite: IS 315.

IS 330 Network Management and Telecommunications **3 hours**

This course introduces the managerial and technical aspects of business networks, including the hardware and software mechanisms that allow access from one computer to files and services provided on other computers. An overview of local area nets (LAN) and Wide Area Nets (WAN) is provided, as also those of software protocols, routers, bridges, and firewalls. On the practical side, the student learns about the network services provided by the operating system (Windows/NT), network analyzers, and the management of security and reliability. The student also learns to install, configure, and test network hardware/software, and use such facilities in practical applications, including e-mail, remote file access, client/server hook-ups, and dial-up design of security technologies are reviewed and case studies presented. Prerequisite: IS 290

IS 340 Advanced Business Networks **3 hours**

This course provides an advanced skill level with the concepts and terminology of computer intercommunications and networking. The course relies on a hands-on approach as the primary teaching method for focusing on organizational enterprise networking and for studying specific network protocols. Prerequisite: IS 330.

IS 415 Database Management **3 hours**

This course provides an introduction to database management systems, including data modeling, relational algebra, and Structured Query Language (SQL). Topics such as integrity rules, normalization, entity relationship diagrams (ERD) are also discussed. Student will additionally be exposed to database administration, policy and security concepts. Prerequisite: IS 340.

IS 425 Information Security and Policy **3 hours**

This course provides a broad approach to computer-related crime, electronic commerce, corporate networking, and Internet security, topics that have become increasingly important as more and more threats are made on our internet environment. This course is oriented toward the average computer user, business professional, government worker, and those within the education community, with the expectation that readers can learn to use the network with some degree of safety and security. Emphasis is placed on the numerous vulnerabilities and threats that are inherent in the Internet environment. Efforts are made to present techniques and suggestions to avoid identity theft and fraud. Students will gain a clear insight into the many security issues facing the e-commerce, networking, web, and internet environments, as well as what can be done to keep personal and business information secure. The course also introduces basic concepts of computer and network security with an emphasis on the threats and countermeasures relevant to Internet and web service. Students are prepared to evaluate the security needs of organizations, and to develop strategies to address these needs. The requirements and design of security technologies are reviewed and case studies presented. Prerequisite: IS 340.

IS 440 Systems Analysis and Project Management **3 hours**

This course introduces the student to the techniques of developing an information system. Students will study the system development life cycle, system analysis methodologies and system design. This course will also examine information systems project management,

including tools used to improve productivity. Topics include concepts of project management, task scheduling, cost estimation models, risk assessment, and software maturity framework. Prerequisites: IS 415 and IS 425.

IS 450 Information Resource Management **3 hours**

This course is the capstone for Information Systems and emphasizes critical issues, analyses, and problem solving faced by today's information technology professional. It consists of an overview and critical analysis of the role and importance of information technology in today's fast-paced organizational environments. Students will use the case approach to investigate emerging technologies, and examine associated behavioral issues. Each student is required to critically analyze a current technology, and prepare an in-depth analysis on its use, benefits, and drawbacks to organizations, academia, and society in general. Prerequisites: IS 415 and IS 425.

IS 492 Internship **3 hours**

A work experience program offered in cooperation with business and industry to provide on-the-job training intended to link the theoretical concepts with practical application. Students must apply and be approved through the department. Prerequisite: junior standing.

Marketing

MK 301 Principles of Marketing **3 hours**

Principles and methods involved in the movement of goods and services from producers to consumers; strategies the firm may use to take advantage of market opportunities; how the social, political, technological, and economic environments affect these market opportunities.

MK 342 Marketing Research **3 hours**

The nature and role of information in the decision-making process; identification and discussion of the elements and relationships that constitute the research process; planning and conducting a research project; the role and nature of a marketing information system. Prerequisites: MK 301 and PY 307.

MK 343 Consumer Behavior **3 hours**

This course is intended to help students understand the motivation and behavior of buyers and consumers. Consumer behavior will be discussed within a marketing framework and will be related to the task of marketing management. Prerequisite: MK 301

MK 345 Advertising Management **3 hours**

Focuses upon one area of the marketing mix—advertising. Experiential learning is emphasized, and students are required to develop an advertising campaign for a client. Small groups form advertising agencies, with students assuming the roles of account executive, creative director, research director, media director, and promotion director. Each agency competes for the client's account. Prerequisite: MK 301.

MK 350 Sales Management **3 hours**

A multidisciplinary approach to the study of sales force management. The topic areas of major concern focus on the total sales process: selection, training, motivation, and compensation of personnel, sales forecasting, sales territory management, and analysis. The basic objectives are to provide the student with a management perspective to plan, organize, and direct a sales force. Prerequisite: MK 301.

MK 448 Global Marketing**3 hours**

This course is designed around the analysis of international marketing competition in the foreign market context. The objectives of the course are to provide the student with the necessary background to evaluate foreign environments, to evaluate the influence of international marketing competition on the domestic marketing mix, and to design multinational business strategies. Prerequisite: MK 301.

MK 468 Retail Merchandising and Design Management**3 hours**

This course introduces the basic elements of design related to promoting merchandising. Topics include exterior and interior display, their coordination with other related departments, the use of color, equipment and display materials, lighting and sources of supply. Store fixtures, design fundamentals, and display principles are studied for analysis of interior and exterior displays, and to give shape and substance to the planning, installation and evaluation of displays. Prerequisite: MK 343

MK 480 Supply Chain Management**3 hours**

Supply chain management entails managing the flow of goods and information through a production or distribution network to ensure that the right goods are delivered to the right place in the right quantity at the right time. Supply chain management encompasses a wide range of activities – from strategic activities, such as capacity expansion or consolidation, make/buy decisions and initiation of supplier contracts, to tactical activities, such as production, procurement and logistics planning, to, finally, operational activities, such as operations scheduling and release decisions, batch sizing and issuing of purchase orders. Prerequisites: MA 171 or MA 211 and PY 307.

MK 492 Internship**3 hours**

A work experience program offered in cooperation with business and industry to provide on-the-job training intended to link the theoretical concepts with practical application. Students must apply and be approved through the department.. Prerequisite: junior standing.

Leadership**LD 300 Foundational Theories of Leadership Principles****3 hours**

This course explores a range of historical and contemporary theories of leadership. It engages the students in acquiring knowledge of leadership principles in the area of the definition and meaning of leadership, expectations for and functions of a leader, and qualifications and skills essential for effective leadership.

LD 310 Communication Strategies in Leadership**3 hours**

Effective communication is one of the most important aspects of successful leadership in any organizational context or venue in society. In this course, emphasis is placed on a knowledge and understanding of communication models, practices, strategies and techniques illustrating and referencing historical and contemporary leaders in the context of leadership.

LD 320 Applied Leadership in Organizational Change**3 hours**

This course focuses on the expectations and implementations of the leader's role and responsibility in facilitating and managing organizational change and the organizational climate with application in business, community, government, or religious or social organizations. Topics explored include diversity, ethics, organizational behavior, power and influence, motivation, politics and stake holder relationships.

Adult and Continuing Education

Executive Director: Hyacinth Burton, M.S.

Director: Cheri Wilson, M.A.

Majors: Church Leadership (B.S.)
General Psychology (B.S.)
General Studies (B.S.)
Information Technology (B.S.)
Organizational Management (B.S.)

Purpose

It is the purpose of the Office of Adult and Continuing Education to meet the needs of working adults who are twenty-five years or older and have one or more years of college credit. Typically, these individuals are employed full-time and are unable to meet their educational needs through the traditional method.

The Office of Adult and Continuing Education offers the Adult Degree Completion Program [LEAP (Leadership Education for the Adult Professional)] which is designed to enable adult students to earn a bachelor's degree by attending class one night a week or partially online on a year-round basis. The LEAP program allows students, with 65 or more semester hours of credit, an opportunity to complete the program in approximately 18 months. Students who have previously earned 30 to 64 hours of credit should expect a more lengthy completion path.

Application for Admission

To be admitted into the Adult and Continuing Education degree completion program, students must:

1. Have completed a minimum of 30 semester hours from a regionally accredited college/post-secondary institution.
2. Be at least 25 years old.
3. Have a GPA of 2.00 or better on a 4.00 scale on prior academic work.
4. Complete an application form and pay a \$30 application fee.
5. Have official transcripts sent from all colleges and universities previously attended.

Academic Year for LEAP

The academic year starts in July. It consists of two semesters, each of which covers a period of six months.

Schedule of Classes

Each semester the Office of Adult and Continuing Education publishes a schedule of classes which lists the courses offered, the time of meetings, the rooms, and the instructors. The University reserves the right to set limits on class size, when necessary, and to cancel any course offering for which there are fewer than six students.

Drop/Add Process for LEAP

If students want to drop a class or change a section after having completed registration of credit or audit, they must follow one of these procedures:

1. Drop online by the Monday after the date of the first class meeting; no grade will appear on the transcript; or
2. Obtain a drop/add form from the Office of Adult and Continuing Education, secure the proper signatures, pay the appropriate fee, and return the completed form to the Office of Adult and Continuing Education by the Monday following the third class meeting to receive a W grade; or
3. Forgetting or failure to drop officially after the Monday following the third class meeting will result in a final grade of FA.

If students want to add a class after having completed registration, they must follow one of these procedures:

1. Add online by the first day of class; or
2. Obtain a drop/add form from the Office of Adult and Continuing Education, secure the proper signatures, pay the appropriate fee, and return the completed form to the Office of Adult and Continuing Education; students may not add a course after the course has begun.

A charge of \$10 is made for each change of schedule until the last day for any tuition refund, except when the change is made necessary by the class cancellation of a scheduled class or the change of class time which renders it impossible for students to maintain their original schedule.

Incomplete Work

Because of the compressed format of Adult and Continuing Education courses, the policy for a grade of "I" (incomplete) varies from the traditional program. Please follow the policy as written below.

When at the end of a course students are behind in their class work, the teacher does not automatically grant a grade of "I" for more time to complete the requirements. The procedures to be followed are:

1. Obtain and fill out a "Request and Authorization for Incomplete" from the Adult and Continuing Education Office.
2. Attach a physician's statement if the reason is medical.
3. Obtain the appropriate signatures.
4. Return the form to the Office of the Vice President for Academic Administration at least five working days before the last class meeting.

An "I" may be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks (at the discretion of the instructor), but no longer than 12 weeks after the end of the course, even when the student is not currently registered for classes. The "I" automatically converts to an "F" if not removed within the prescribed time. Should more time, because of further illness or unavoidable circumstances, be needed to remove the incomplete, the student may, before the deadline expires, request in writing an extension of time from the Academic Policies Committee.

Credit for Prior Learning

Credit for Prior Learning (CPL) is granted upon the evaluation of accomplishments and competencies not ordinarily considered part of the traditional classroom experience. The policy is geared toward the mature adult who has been accepted into the LEAP program, who has

successfully completed a minimum of 65 semester hours from a regionally accredited college or university (both transfer and Oakwood credits); who has been evaluated by the LEAP office and received a degree-audit assessment applied for CPL, and paid the fee required for assessment. Credit, however, is not applicable until the student has completed a minimum of 30 semester hours with a minimum GPA of 2.00 at Oakwood and is only applied to elective courses. It is the student's responsibility to prove to the satisfaction of the academic department that from experience he/she has developed competencies that are equivalent to classroom learning. Students should follow procedures outlined by the degree department which may include the following:

1. Pay applicable fee.
2. Meet with the CPL academic advisor to determine eligibility for earning credit for prior learning.
3. Meet with the academic advisor in the Office of Adult and Continuing Education.
4. If eligible for CPL, submit documentary evidence that will be used to verify the experiences identified.

The following evaluation formula will be used:

1. Not more than 30 hours of the 128 credit hours required for graduation shall be earned through CPL experience.
2. The charge for CPL credit is the same as the current tuition per credit hour charge.

Academic Bankruptcy Policy

The Adult and Continuing Education (LEAP) Academic Bankruptcy policy provides a second chance to adults, who, since their tenure at Oakwood, have proven through their subsequent work record and/or academic success that they can successfully matriculate through the program.

1. A LEAP applicant who was enrolled at Oakwood University five or more years ago, may petition the Academic Administration department to have a maximum of three complete semesters of coursework exempted from their Oakwood University grade point average calculation.
2. Students may not select individual courses; all work for each semester selected will be excluded from the GPA calculation.
3. A record of coursework taken and the grades earned will remain on the transcript, but the quality point values will be removed from the cumulative quality point average. A notation on the transcript will indicate which courses have been bankrupted.
4. Implementation of academic bankruptcy at Oakwood University does not guarantee that other institutions will approve the action. This determination will be made by the representative transfer institution.
5. A student may request and be granted academic forgiveness only once over their academic lifetime at Oakwood University.

A successful petition for academic bankruptcy has no retroactive effect on any academic determinations made prior to bankruptcy, including but not limited to: academic probation, suspension, or dismissal; determinations of ineligibility to pursue application to upper division/professional phase of College programs; Dean's List eligibility; financial aid eligibility; or tuition liability. A student with bankrupted course work is eligible for graduation and other honors which are based on cumulative GPA.

NOTE: *Unless otherwise noted, all undergraduate policies, located in the undergraduate studies section, are also applicable to Adult and Continuing Education students.*

General Education Requirements for all Majors

Adult Education Orientation Seminar.....	1 semester hour
Computer and Health.....	5 semester hours
Humanities.....	15 semester hours
Natural Science and Math.....	9 semester hours
Religion.....	6 semester hours
Required: RG 102 Life and Teachings; RT 321 Christian Ethics	
Social and Behavioral Sciences.....	9 semester hours
Total General Education Requirements.....	45 semester hours

Total Degree Requirements for Graduation..... 128 hours

Bachelor of Science in Church Leadership

Church Leadership is designed to enable those whose lives and interests are intertwined with church and religious pursuits to obtain a 4-year degree in their area of primary interest. Furthermore, the strategic thinking and planning skills they develop in the program can be invaluable in other areas of work and professional life.

Students who complete the requirements for the B.S. in Church Leadership will be proficient in following student learning outcomes:

1. Apply leadership within organizational contexts
2. Apply principles of group and organization dynamics
3. Develop a personal philosophy of spirituality
4. Apply concepts of ethical behavior
5. Identify unique characteristics of major world religions
6. Demonstrate understanding of various theological perspectives, including SDA beliefs
7. Prepare a basic Bible study
8. Identify, based on historical and biblical knowledge of the use and practice of music in liturgy, appropriate music for the church worship service
9. Construct a sermon manuscript
10. Develop a layman's plan for evangelism or for church growth

Major Requirements:

LD 300	Foundational Theories of Leadership Principles.....	3 hours
LD 310	Communication Strategies in Leadership.....	3 hours
OM 305	Group & Organizational Dynamics.....	3 hours
RG 203	Foundations in Biblical Spirituality.....	3 hours
Total Semester One	12 hours
PY 201	Psychology of Religion.....	3 hours
PY 331	Group Dynamics.....	3 hours
RB 411	Old Testament I.....	3 hours
RT 322	World Religions.....	2 hours
RT 421	Christian Theology.....	3 hours
RG 202	Fundamentals of Seventh-day Adventist Beliefs or	
	HI 314 History of the SDA Church.....	3 hours
Total Semester Two	17 hours

LD 320	Applied Leadership in Organizational Change	3 hours
RP 231	Personal Evangelism	2 hours
RP 341	Biblical Preaching I	3 hours
RP 431	Christian Ministry I	3 hours
RP 442	Public Evangelism and Church Growth	3 hours
Total Semester Three	14 hours

Total..... **43 hours**

Exit Examination

All students in Church Leadership are required to take an exit examination during their final semester. A minimum of 70 percent is required for passing, and a student who fails must retake the examination.

Bachelor of Science in General Psychology

It is the purpose of the Adult and Continuing Education Department to provide the adult student a liberal arts, undergraduate foundation with a basic understanding of the facts, principles, approaches and methods in psychology.

Human understanding and service constitute great needs among people today and as a result, psychology graduates are entering a variety of occupations in business, government, teaching, and private human-services agencies. The bachelor's degree in psychology is a flexible and versatile way to prepare for a career in human services and diverse lines of work.

Students who complete the requirements for the B.S. in General Psychology will be proficient in following student learning outcomes:

1. Utilize psychological principles to explain personal and social issues
2. Demonstrate knowledge of experimental analysis of behavior
3. Apply the scientific method to solving problems in psychology
4. Demonstrate successful hypothesis formation and testing
5. Apply critical thinking skills in a variety of contexts
6. Examine methods and issues in the scientific study of religious experience and behavior from a lifespan perspective
7. Demonstrate awareness of and commitment to ethical behavior
8. Apply spiritual principles to psychological concepts and issues
9. Demonstrate qualitative and/or quantitative research skills in behavioral science
10. Implement appropriate APA writing format
11. Articulate strengths and limitations of various research designs

Major Requirements:

PY 201	Psychology of Religion	3 hours
PY 280	Seminar in Psychology	2 hours
PY 301	Social Psychology	3 hours
PY 319	Theories of Personality	3 hours
PY 321	Abnormal Behavior	3 hours
PY 371	Biological Psychology	3 hours
Total Semester One	17 hours

PY 307 Statistical Methods	3 hours
PY 325 Developmental Psychology	3 hours
PY 361 Marriage and the Family.....	3 hours
PY 411 Principles of Research.....	3 hours
Total Semester Two.....	12 hours

PY 331 Group Dynamics.....	3 hours
PY 401 History and Systems of Psychology	3 hours
PY 421 Counseling Skills.....	3 hours
PY 460 Experimental Psychology and PY 460L Experimental Psy. Lab.....	4 hours
Total Semester Three.....	13 hours

Total **42 hours**

Exit Examination

All Psychology students are required to take an exit examination during their final semester. The minimum passing score is 70 percent. If a passing score is not achieved the first time, students may apply to take the exam again. All retakes must be approved by the Psychology department.

Bachelor of Science in General Studies

Oakwood University has developed its Bachelor of Science in General Studies program to meet the needs of students with two or more years of accumulated college credit (70 credits). The General Studies format allows students the ability to complete the degree in a manageable amount of time and at a manageable pace. No majors or minors are required.

Major Requirements:

Electives* 83 hours

*Electives must include:

- Two upper division writing-emphasis courses of at least 2 hours each
- 40 upper-division semester credit hours
- 32 hours of credit earned from Oakwood University (includes LEAP course offerings)

Total Hours for degree **128 semester hours**

Students who complete the requirements for the B.S. in General Studies will be proficient in following student learning outcomes:

1. Present content, whether verbally or in writing, in a coherent organized fashion
2. Express ideas and information logically in various formats
3. Support ethical judgements with clear cogent reasons
4. Describe specific areas of personal responsibility in society
5. Demonstrate competency in fundamental concepts, methods, and techniques used in various fields
6. Describe how at least one area of study applies to the broader picture of human knowledge

Bachelor of Science in Information Technology

Careers in information technology/computer information systems-related areas are among the high-earning, fast-growing, and high-demand fields in many areas of the country. Professionals who hold the proper certifications and degrees can make tremendous advancement in their careers.

Oakwood University's Information Technology degree was developed for people with existing knowledge of the field to be able to earn both an undergraduate degree and certification in one or more areas of specialization through an intense training program. Applicants are expected to have either a minimum of 10 hours of IT-related coursework or one year of experience in an IT-related field.

The degree is offered in a blended online format in order to combine the benefits of onsite learning with the convenience and flexibility of online learning.

Students who complete the requirements for the B.S. in Information Technology will be proficient in following student learning outcomes:

1. Demonstrate ability to generate steps to solve problems
2. Write computer code using advanced programming language constructs
3. Demonstrate knowledge of how computers perform computations and execute at the hardware level
4. Develop skills in securing networks using various operating systems
5. Demonstrate the ability to efficiently install, configure, and maintain active directories and services
6. Demonstrate ability to install, configure, and secure computer network hardware/software
7. Demonstrate an understanding of micro-computing and programming
8. Identify end-user technologies that can help organizations operate more efficiently and effectively
9. Demonstrate the ability to diagnose technology needs for organizations

Major Requirements:

CM 210	Computer Science I with C++	3 hours
CM 220	Computer Science Data Structures II with C++	3 hours
CM 340	Computer Logic Design	3 hours
CM 350	Computer Architecture	3 hours
CM 367	Programming Languages	3 hours
IS 300	Information Systems Development and Organization	3 hours
Total Semester One	18 hours
IS 335	Modern Database Design & Implication	3 hours
IS 341	Management of Business Networks (Lab).....	3 hours
IT 305	Information Technology Management.....	3 hours
IT 320	Web Design & Multimedia.....	3 hours
Total Semester Two	12 hours
IS 342	Advanced Business Networks (Lab).....	3 hours
IS 343	Information Security.....	3 hours

IS 405	Information Policy (7-week class)	3 hours
IS 420	Project Management for Information Systems	3 hours
Total Semester Three		12 hours

IT-related Electives 4 hours

Total..... **46 hours**

Exit Examination

Students majoring in Information Technology are required to pass an exit examination with at least a grade of C.

Bachelor of Science in Organizational Management

The bachelor's degree in Organizational Management is designed to help students reach their business-focused career goals and develop the management skills necessary to excel within many business arenas. It equips them to become an effective manager, supervisor, leader, or entrepreneur.

The Organizational Management degree track has been redesigned to combine in-class and online learning. Students have the opportunity to take a portion of the courses in the classroom like traditional students but complete much of the work online.

Students who complete the requirements for the B.S. in Organizational Management will be proficient in following student learning outcomes:

1. Prepare written reports and business correspondence using appropriate language, grammar and sentence structure
2. Demonstrate the ability to create and effectively execute written reports using appropriate analytic tools
3. Demonstrate the ability to conduct basic research
4. Demonstrate knowledge of the legal environment of business and professional duties as responsible business leaders
5. Demonstrate an understanding of how to balance the varied and conflicting roles faced at work
6. Formulate and make responsible decisions in a team environment
7. Demonstrate the ability to apply decision-making processes to collect and analyze pertinent data to arrive at correct solutions
8. Demonstrate the ability to obtain, analyze and interpret data for decision making
9. Demonstrate knowledge and application of basic finance concepts and principles
10. Prepare and interpret financial statements for managerial decisions
11. Identify the economic forces that impact global business operations

Major Requirements:

OM 301	Adult Development and Life Assessment	3 hours
OM 304	Principles of Business Writing (W).....	3 hours
OM 303	Foundations of Management	3 hours
OM 305	Group & Organizational Dynamics	3 hours
Total Semester One	12 hours

OM 308	Marketing for Managers	4 hours
OM 309	Accounting for Managers	4 hours
OM 330	Economics for Managers	4 hours
OM 340	Finance for Managers	4 hours
Total Semester Two	16 hours

OM 350	Personnel Management.....	3 hours
OM 413	Legal & Social Environment in Business	3 hours
OM 430	Research Design & Analysis.....	3 hours
OM 440	Career Management Seminar	1 hour
Total Semester Three	10 hours

Business-related Electives..... 6 hours

Total..... **44 hours**

Exit Examination

All OM students are required to successfully pass a written examination, administered near the end of the student's final semester. There is a charge of \$35 plus a handling fee for the exit exam. Student who take the departmental exam and do not pass must enroll in OM 250 Business Review. An exit exam will be given as the final exam for OM 250. The student is not billed for this final exam.

Description of Courses

AE 101 Adult Education Orientation Seminar **1 hour**

This course is required of all new students enrolled in the Adult Degree Completion program. The seminar is designed to provide pertinent information to effectively guide students toward academic success through various presentations that focus on scholarship skills, American Psychological Association writing style and format, D2L and MyOakwood technology, and the history and mission of Oakwood University. In support of the Quality Enhancement Plan (QEP), this course will also introduce and emphasize the critical thinking process through writing.

Information Technology

CM 210 Computer Science I with C++ **3 hours**

An introduction to computers and structured programming using the C++ programming language. Topics will include problem-solving methods and algorithms, data types, loops, arrays, functions, structures, character strings, pointers, operations on bits, and files. Program design and program styles will be stressed.

- CM 220 Computer Science II Data Structures with C++** **3 hours**
A continuation of the study of data representation and algorithm design using C++. Principles of good programming style and step wise refinement will be stressed. Topics will indicate string processing, searching and sorting, recursion, and dynamic data structures.
- CM 340 Computer Logic Design** **3 hours**
Introduction to formal methods in design of computer logic circuits and systems, contemporary design practices, and devices used in the synthesis of digital logic systems. Topics will include combinational and sequential systems, gates, memory elements, registers, bus structure, timing and control, arithmetic and logical unit, I/O units.
- CM 350 Introductory Computer Architecture** **3 hours**
An introduction to the organization and structuring of major hardware components of digital computers. Includes a study of the following topics: information transfers and transformations which occur inside a computer; architecture-instruction sets; instruction formats; addressing modes; register usage; organization computer units—ALU, CPU, and memory; I/O hardware description methodologies; and taxonomy of computer architectures. A study of an assembly language will be the case study of the course. Prerequisite: CM 340.
- CM 367 Programming Languages** **3 hours**
This course addresses organization of programming languages, especially routine behavior of programs; formal study of programming language specification and analysis; study, comparison, and evaluation of commercially available programming. Topics include BNF and syntax diagrams, grammars, program constituents, scoping rules, precedence, binding, parameter passing, and compile-versus interpretation.
- IS 300 Information Systems Development and Organization** **3 hours**
IS 300 is an introductory course that reviews solid programming concepts and practices and the use of information systems and technology in organizations.
- IS 335 Modern Database Design and Implementation** **3 hours**
This course provides an in-depth discussion of the new tools and technologies that are shaping modern database management. Detailed coverage of client/server and distributed databases, including trends toward architectural downsizing, redefining the role of mainframes, the increased emphasis on LANs, and end-user computing. Case studies are used to illustrate the role of database analysis and design concepts in the total systems development process. The student will become proficient in the utilization of Oracle and Microsoft-Access database management systems.
- IS 341 Management of Business Networks (Lab)** **3 hours**
This course introduces the managerial and technical aspects of business networks, including the hardware and software mechanisms that allow access from one computer to files and services provided on other computers. An overview of local area nets (LAN) and Wide Area Nets (WAN) is provided, as also those of software protocols, routers, bridges, and firewalls. On the practical side, the student learns about the network services provided by the operating system (Windows/NT), network analyzers, and the management of security and reliability. The student also learns to install, configure, and test network hardware/software, and use such facilities in practical applications, including e-mail, remote file access, client/server hook-ups, and dial-up networking.

- IS 342 Advanced Business Networks (Lab)** **3 hours**
This course provides an advanced skill level with the concepts and terminology of computer intercommunications and networking. The course relies on a hands-on approach as the primary teaching method for focusing on organizational enterprise networking and for studying specific network protocols.
- IS 343 Information Security** **3 hours**
This course introduces basic concepts of computer and network security with an emphasis on the threats and countermeasures relevant to Internet and web service. Students are prepared to evaluate the security needs of organizations, and to develop strategies to address these needs. The requirements and design of security technologies are reviewed and case studies presented.
- IS 405 Information Policy (7-wk class)** **3 hours**
This course will introduce students to information policies focusing on issues that involve conflicts among proprietary rights, privacy rights and information access rights. Issues and challenges faced in developing and implementing policies within organizations and companies including the protection and use of intellectual property, first amendment concerns, access to public information, security and the protection of privacy of personally identifiable information will be discussed. Policy issues in the areas of information systems, communications, computing, and media will be presented.
- IS 420 Project Management for Information Systems** **3 hours**
This course focuses on models used in a software development project, including tools that improve project productivity. Topics include concepts of project management, task scheduling, cost estimation models, risk assessment, and software maturity framework. Students will be using tools and cases to gain depth in software project management principles and practice.
- IT 305 Information Technology Management** **3 hours**
This course emphasizes critical issues, analysis, and problem solving by today's end-user professional. The course consists of an overview and critical analysis of the role and importance of end-user computing in today's organization. Students will use the case approach to investigate emerging information technologies, and examine associated behavioral issues.
- IT 320 Web Design and Multimedia Applications** **3 hours**
The role of information technology in securing competitive advantage for organizations is introduced in an environment that combines conceptual lessons in Web design and multimedia applications. Students learn Internet and Web design concepts using Microsoft FrontPage, Web editors, and multimedia tools.

Leadership

- LD 300 Foundational Theories of Leadership Principles** **3 hours**
This course explores a range of historical and contemporary theories of leadership. It engages the students in acquiring knowledge of leadership principles in the area of the definition and meaning of leadership, expectations for and functions of a leader, and qualifications and skills essential for effective leadership.
- LD 310 Communication Strategies in Leadership** **3 hours**
Effective communication is one of the most important aspects of successful leadership in any organizational context or venue in society. In this course, emphasis is placed on a knowledge

and understanding of communication models, practices, strategies and techniques illustrating and referencing historical and contemporary leaders in the context of leadership.

- LD 320 Applied Leadership in Organizational Change** **3 hours**
This course focuses on the expectations and implementations of the leader's role and responsibility in facilitating and managing organizational change and the organizational climate with application in business, community, government, or religious or social organizations. Topics explored include diversity, ethics, organizational behavior, power and influence, motivation, politics and stake holder relationships.

Organizational Management

- OM 250 Business Review** **2 hours**
A course designed for students who did not pass the Business Departmental Exam (Major Field Test) required in their senior year. The course consists of a review of the major theories and concepts for making sound business decisions. A variety of activities will be used to reinforce these principles, and students will exhibit this understanding through case analysis, completion of study guides, class discussions and written exams. Only students who have taken the Business Departmental Exit Exam may register for OM 250. The requirements of this course may not be met by special examination. This course may not count toward a major or minor in Organizational Management.

- OM 301 Adult Development and Life Assessment (W)** **3 hours**
Students examine a number of adult development theories and link these concepts to life through a process of individual psychometric assessment and reflection. Both classical and contemporary adult development theories are examined. Writing skills are developed through the application of the Kolb's writing model.

- OM 303 Foundations of Management** **3 hours**
The course focuses on management control functions, strategic planning, and organizational structure and design. Furthermore, it investigates motivational theory, leadership styles, negotiation concepts and skills, and total quality management.

- OM 304 Principles of Business Writing (W)** **3 hours**
This course, especially designed for the non-traditional student, is a composite of theory, practices, and technologies essential to the development and refinement of written communication skills in business. Students are expected to apply correct basic grammar and English skills necessary for success in the 21st century.

- OM 305 Group and Organizational Dynamics** **3 hours**
OM 305 is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and conflict resolution. Students develop strategies for effective and productive group management and for determining which tasks are best handled by a group or an individual.

- OM 308 Marketing for Managers** **4 hours**
This course is designed to provide students with an understanding of how the marketing system has evolved over time, how it presently functions, and how it is likely to develop in the future. Basic marketing theory and terminology are studied and applied to analyzing real-world cases involving domestic and international marketing opportunities and problems.

- OM 309 Accounting for Managers** **4 hours**
OM 309 enables students to gain a managerial understanding of accounting and finance as reflected in financial statements, the relationship between accounting and finance, and the way in which data in financial statements are used in evaluation, planning, and control in an organization.
- OM 330 Economics for Managers** **4 hours**
This course focuses on the use of economics in managerial decisions both within an organization and in the larger market area. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money income, business cycles, and international trade are explored.
- OM 340 Finance for Managers** **4 hours**
The course is designed to provide the adult learner a basic foundation in finance that includes the nature and framework of financial markets and their use by investors, corporations, and related institutions. The student learns modern valuation techniques and capital asset pricing, including but not limited to the arbitrage pricing, market efficiency, and portfolio theory. This foundational course emphasizes corporate finance along with investment essentials to help the student gain an understanding of core finance principles.
- OM 350 Personnel Management** **3 hours**
OM 350 provides an exploration of the values and perceptions of an organization that affect social and economic life. This is done through an analysis of policies and procedures relating to recruitment, selection, training, development, and compensation of employees.
- OM 413 Legal and Social Environment in Business** **3 hours**
This course offers a study of the ethical concepts that are relevant to resolving moral issues in business and focuses on the development of reasoning and analytical skills for applying these concepts to business decisions. It includes an exploration of history, ethics, social responsibilities, policy, economics, and law.
- OM 430 Research Design and Analysis(W)** **3 hours**
Students enrolled in OM 430 gain an appreciation and understanding of the research process that leads to new knowledge. Students learn to analyze obtained data, interpret it, and reach conclusions that the data seem to warrant. This course guides students from problem selection to completed research report with practical suggestions for conducting future business-related and graduate school research projects.
- OM 440 Career Management Seminar** **1 hour**
This course is designed to guide the adult student through successful career transitions. Career patterns and goals are reviewed. Future trends are viewed in relation to changing careers and lifestyles, also networking concepts are explored.

General Psychology

- PY 201 Psychology of Religion** **3 hours**
A study of the psychological aspects of religion and an analysis of several systems in psychology from a Christian perspective, utilizing the writings of Ellen G. White along with other Christian authors.

- PY 280 Seminar in Psychology** **2 hours**
In-depth examination of particular topics of current interest in the field of psychology. Critical evaluation of current research. The course also reviews the graduation, admission, and employment searching processes.
- PY 301 Social Psychology (W)** **3 hours**
The study of group affiliations, group standards, social perceptions, and other social factors influencing the behavior of individuals and interaction among groups.
- PY 307 Statistical Methods** **3 hours**
An introduction to statistical procedures. Topics include preparation and use of graphs and tables, measures of central tendency and dispersion, probability and sampling, and tests of significance and association.
- PY 319 Theories of Personality (W)** **3 hours**
A study of the main theories of personality structure, with consideration of the essential ingredients of healthy attitudes and behavior patterns.
- PY 321 Abnormal Behavior** **3 hours**
A study of the types, natures, and causes of abnormal behavior; the effects of maladaptive behavior on individuals, families, and communities; and methods of treatment.
- PY 325 Developmental Psychology** **3 hours**
A study of current psychological theories relating to psychological development throughout the entire life span.
- PY 331 Group Dynamics** **3 hours**
A study of the dynamics of groups, with special emphasis being placed upon patterns of leadership, solidarity, cohesion, conflict, accommodation, and cooperation.
- PY 361 Marriage and the Family** **3 hours**
The ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage.
- PY 371 Biological Psychology** **3 hours**
Physiological correlates of behavior, with special emphasis on the physiology and anatomy of the nervous system as a basis for relating behavior to its physiological components. The student will develop competence in the reading and interpreting of scientific reports and professional journals.
- PY 401 History and Systems of Psychology** **3 hours**
A study of the theoretical systems, experiments, and personalities involved in the development of psychology.
- PY 411 Principles of Research (W)** **3 hours**
An introduction to research in the behavioral sciences. Topics include problem definition and hypothesis formation; observation, definition, and measurement; design and control of basic types of experimental and quasiexperimental designs; and explanation and interpretation of results.

PY 421 Counseling Skills**3 hours**

This course acquaints the student with the practical applications of communication, helping skills, and counseling.

PY 460 Experimental Psychology and Lab (PY 460L)**4 hours**

A survey course acquainting the student with the experimental analysis of behavior. The scientific method is used to investigate basic behavioral phenomena and principles. Students will also develop competence in reading, writing, and interpreting reports. Students must register concurrently for PY 460 and PY 460L.

History**HI 314 History of the Seventh-day Adventist Church (W)****3 hours**

A survey course of the rise and progress of the Seventh-day Adventist Church.

Religion**RB 411 Old Testament I (W)****3 hours**

This is an introductory survey of the Old Testament books from Genesis to Esther. The messages of each book are explored in light of their historical, geographical, literary, and theological contexts. Special attention is given to issues of interpretation and methodological approaches, laying the groundwork for the Christological interpretation of the Old Testament.

RG 102 Life and Teachings of Jesus**3 hours**

A review of the life of the Master Teacher and a study of the principles and parabolic representations of Christian life and faith as revealed in the Gospels

RG 202 Fundamentals of Seventh-day Adventist Beliefs**3 hours**

An introductory course exploring selected fundamental Christian doctrines as believed and taught by the Seventh-day Adventist Church. The teachings follow the traditional dogmatic categories: theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. The course explores these teachings from a Christ-centered perspective for individual spiritual formation using the Bible as the basis of authority.

RG 203 Foundations in Biblical Spirituality**3 hours**

An introductory course exploring a personal relationship with God and developing a meaningful Christian witness. Emphasis is given to a strong devotional life not only on the personal but also spirituality on corporate and social levels.

RP 231 Personal Evangelism**2 hours**

An introduction to Christian discipleship. With an emphasis on developing skills for practice, students examine biblical and theological foundations of discipleship as demonstrated in the ministry of Christ. Emphasis is given to the development of interpersonal skills for witnessing. Students learn to prepare and present Bible studies and train laity for discipleship. Field education is required.

RP 341 Biblical Preaching I**3 hours**

An introduction to the biblical and theological foundations, principles, and methods of Christ-centered preaching. Students review biblical hermeneutics for application to preaching. Attention is also given to personal preparation, sermon development and delivery, and biblical

preaching in the Seventh-day Adventist and Black traditions. Special emphasis is placed on Christ as the content of biblical preaching.

RP 431 Christian Ministry I

3 hours

An examination of biblical, theological, and historical foundations of Christian ministry and their relevance to professional issues in ministry. The course is designed to lead students from critical reflection to informed practice. This course utilizes a case-study approach to develop the role of the minister as grounded in the ministry of Christ. Emphasis is placed on servant-leadership, ministerial ethics, life management, denominational polity, and strategic planning. Field education and personality testing are required.

RP 442 Public Evangelism and Church Growth

2 hours

An introduction to public evangelism and church growth. With an emphasis on developing skills for practice, students examine the biblical and theological foundations of public evangelism and church growth as demonstrated in the ministry of Christ. Traditional and non-traditional approaches are explored. Special emphasis is given to the role of the laity in successful public evangelism and church growth. Field education is required. Prerequisites: RB 211 and RP 231.

RT 321 Christian Ethics

3 hours

Understanding the meaning of Christian ethics and how this discovery impacts the life of the Christian business professional is the emphasis of this course. Students examine the role ethics plays in a postmodern world and explore how today's Christians might address these ethical concerns. A survey of moral theories provide the foundation for addressing complex social issues and understanding the role of a business person facing ethical concerns in leadership, planning, and controlling of the work environment.

RT 322 World Religions

2 hours

A survey of the development, beliefs, worldviews, and practices of the religions of the world, including African and Caribbean traditions as well as modern religious movements. Special emphasis is placed on their relationship with Christianity.

RT 421 Christian Theology I (W)

3 hours

An introductory survey of the development of Christian thought from A.D. 100 to 1300. Treatment is given to the task of theology, theological principles and methods, and biblical critique of theological ideas. Dogmatic categories include theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. Students explore the relevance of theological reflection for modern church and society.

SCHOOL OF EDUCATION AND SOCIAL SCIENCES

Dean: James Mbyirukira, Ph.D.

Purpose Statement:

The purpose of the School of Education and Social Sciences is to provide quality Christian education that challenges each student to set higher expectations for his/her intellectual and professional growth and to help each student to expand his/her understanding of society and human behavior.

Departments

Education

James Mbyirukira, Chair

History and Political Science

Samuel London, Chair

Social Work

Octavio Ramirez, Chair

Department of Education

Professor:

Timothy McDonald, Ed.D.

Associate Professors:

James Mbyirukira, Ph.D., (Chair)

Ingrid Enniss, Ed.D.

Assistant Professors:

Olivia Beverly, Ph.D.

Donaldson Williams, Ph.D.

Deril Wood, Ph.D.

Regular Part-time:

Jeannette Dulan, Ph.D.

Roy Malcolm, Ph.D.

Marilyn Schenck, M.S.

Cheri Wilson, M.A.

Majors Offered (B.S.):

Biology Education

Elementary Education

English Language Arts Education

Health/Physical Education Teaching P-12

Mathematics Education

Music: Instrumental Education P-12

Music: Vocal/Choral Education P-12

Religious Education

Social Science Education

Purpose

The purpose of the Department of Education is the “holistic preparation of teachers for service in a multicultural society.” The programs are designed to prepare teachers for certification in Seventh-day Adventist church schools and in public school systems, as well as for graduate study in education and related fields. The unit’s conceptual framework is built on the theme--”Holistic Preparation of Teachers for Service in a Multicultural Society” and provides the framework for the teaching and assessment systems. The fifteen conceptual framework outcomes are clearly identified in every aspect of teaching and of the assessment system to help students gain knowledge, skills, and dispositions to become effective teachers (see Conceptual Framework outcomes on unit website, Internship Handbook, and Policy Handbook).

Accreditation

The Teacher Education Program is a member of the American Association of Colleges for Teacher Education and it is approved by the Alabama State Department of Education, the General Conference of Seventh-day Adventist Department of Education, and the National Council for Accreditation of Teacher Education (NCATE).

Elementary Education

The elementary education curriculum prepares students for elementary school teaching, graduate studies, employment in supervision, and related services. The curriculum qualifies students to apply for Alabama Class B Certification: grades K-6; certification in other states; and SDA Basic Teaching Certification: grades K-8.

Secondary Education

The following teaching areas are offered in secondary education: Biology Education, English Language Arts Education, Mathematics Education, Religious Education, and Social Science Education. Religious education majors are certified by the church. However, if state certification is desired, a second teaching field (state approved) must be pursued in order to be eligible for state certification (see education advisor).

Students pursuing secondary education must have earned an academic major in the appropriate discipline except Physical Education and Religion.

P-12 Programs

The following teaching areas are offered in pre-school through grade 12 programs: music education instrumental (P-12), music education vocal-choral (P-12), and physical education teaching (P-12).

These curricula allow students, upon graduation, to apply for Alabama Class B Certification: P-12; and SDA Basic Teaching Certification: K-12. The certification requirements for the North American Division states that “an applicant for denominational teaching certificate must be a member of the Seventh-day Adventist Church as outlined in the employment policies of the union conference education code.” (See Certification Requirements K-12 for North American Division Seventh-day Adventist Schools.)

The North American Division of Education and the Alabama State Board of Education periodically revise the requirements governing certification. Therefore, requirements for degrees leading to certification are subject to change from those published in this catalog. The student is required to seek advisement from the Education Department at the beginning of his/her program of study to ensure that both degree requirements and certification requirements are met.

Application for Admission

Admission to Oakwood University does not mean admission to a teacher education program. Criteria for admission into teacher education include the following:

1. A formal written application for admission to teacher education submitted after completion of at least 60 semester hours, including 48 hours of general education.
2. No candidate may take more than five professional courses before admission into the program. The courses are the following: ED 130, ED 200, ED 240, ED 275, and ED 254.
3. A cumulative GPA of 2.50 and no grade below C in the teaching field or professional core.
4. A passing score on the Alabama Prospective Teacher Testing Program (APTTP) test.
5. Satisfactory recommendations from advisor(s) including content area advisors for secondary candidates only, an employment supervisor (if applicable), and a residence hall dean (if applicable).
6. First Portfolio Review Checkpoint.
7. An acceptable disposition assessment rating.

8. No incompletes.
9. A satisfactory interview by members of the Teacher Education Council.
10. Criminal background check and fingerprinting.

Additional Guidelines

Students who wish to receive credit for study at institutions outside the United States must obtain an evaluation of the credits from a state, federal, or private foreign credential evaluation service recognized by the Teacher Certification Office of the Alabama Department of Education.

All correspondence work in general studies or work taken off campus must have prior approval by the department.

Students desiring a career in secondary education must consult the secondary education program advisor no later than the first semester of the sophomore year in order to plan an appropriate course of study.

The exact course requirements may differ from candidate to candidate depending on the precise time a candidate enrolls in teacher education. This curriculum is based on denominational, state, and institutional policies and is thereby subject to change.

The Teacher Education Council (TEC) reserves the right to admit persons to teacher education who, in the judgment of the council, are most likely to profit from the teacher education program of study offered at Oakwood University. The TEC has the responsibility and authority to administer, evaluate, and revise all professional education programs.

Application to Internship

Prior to the student teaching semester/year, the candidate must submit an application for internship (student teaching) to his/her respective advisor and review the following criteria with his/her advisor to ensure that these requirements have been met.

1. Cumulative, professional, and teaching field GPA of 2.5
2. Passing score in all three sections of the APTTP test.
3. A grade of C or higher in every course in each of the following: professional courses, teaching field courses, religion courses, and health principles.
4. Recommendations (advisor, education faculty)
5. Passing score on the English Proficiency Exam
6. An acceptable disposition assessment rating
7. A grade of C or higher in Praxis II content courses
8. Satisfactory Second Portfolio Review Checkpoint (See Portfolio Handbook)
9. Passing PRAXIS II test

It is the candidate's responsibility to prepare and submit to the Education Department the following items: application for graduation (which includes the final year schedule), transfer credit form with the required signatures (if applicable), completed four-year checksheet, university transcript, applications for SDA and Alabama State certifications information for graduate registry, and confirmation of registration with Career Services.

Consult your education advisor about courses in general studies that may also be counted in the teaching field for P-12 and secondary education programs. (For additional information, see unit website, Internship Handbook, and Policy Handbook.)

Due Process - Field Experience Program

At the recommendation of a cooperating teacher, a student can be placed on probation for two or more weeks. During the probationary period, the student will be closely observed by the college supervisor and the coordinator of student teaching. Any infraction during the probationary period is cause for immediate removal from the program. The student will be notified in writing.

Any student removed from student teaching (internship) for any cause, is automatically removed from the student teaching (ST) program. To be readmitted the student is required to reapply and to submit a letter of intent that addresses his/her problem. The letter and the application will be reviewed by the Teacher Education Council (TEC). The student will be notified in writing of the recommendation from the TEC.

A student who wishes to appeal any grievance arising during internship or any other field experience, should follow the steps outlined in the unit's website, Internship Handbook, and Policy Handbook.

Grievances other than those related to field experiences follow Oakwood University Student Handbook policies.

Exit Examination

Exit examinations are administered in three sections. The candidate is assessed in the professional studies, writing proficiency, and in the teaching field. Exit examinations are offered once per semester. The teacher education faculty also conducts an exit interview with each candidate to observe readiness for the teaching profession. (See Policy Handbook for additional information.)

PRAXIS II replaces the departmental exit examination for all secondary programs except Religious Education.

State Certification

Alabama state certification requires: (1) a completed application; (2) an application fee; (3) an official transcript (submitted by the candidate); (4) completed program checksheet; and (5) a criminal background check with a set of fingerprints (a fee is required).

Candidates are encouraged to apply for Alabama certification within one (1) year of their graduation date.

Graduate Deficiency

The Education Department will provide remediation, free of charge, to any graduate whose performance is found to be deficient in his/her area of specialization within two years of the program's completion.

Bachelor's Degrees

Students who complete the core in Education will be proficient in the following student learning outcomes:

1. Use multiple approaches in teaching
2. Integrate technology in his/her teaching field as a tool to enhance learning
3. Assess student progress
4. Be sensitive to student needs
5. Utilize research to improve instruction

The following core courses are required of all education students as part of their major:

Professional Studies Core Curriculum:

ED 130 Orientation to Teaching	2 hours
ED 200 Educational Psychology.....	3 hours
ED 240 Principles of Teaching: P-12.....	2 hours
ED 254 History, Philosophy, and Foundations of Education.....	2 hours
ED 275 Instructional Technology.....	3 hours
ED 300 Classroom Organization and Management: P-12.....	3 hours
ED 350 Introduction to Special Education.....	3 hours
ED 370 Tests and Measurements.....	3 hours
ED 400 Praxis II Preparation	1 hour
ED 420 or 430 or 440 Internship.....	11-12 hours
FS 355 Human Development.....	3 hours
Total.....	36-37 hours

Bachelor of Science in Biology Education

Students who complete the B.S. in Biology Education will be proficient in the following student learning outcomes:

1. Critical analysis of experimental data
2. Proficiency in general, organic, physical, analytical chemistry, biochemical, biological and mathematical concepts
3. Critical thinking skills in the practice of philosophical and scientific inquiry
4. Quantitative skills in describing genetic characteristics in populations
5. Understand and apply scientific principles in describing the diversity of life
6. Understand and apply basic scientific principles at the Ecosystem level
7. Quantitative analytical skills in analyzing ecological phenomena
8. Demonstrate critical thinking skills in the practice of philosophical and scientific inquiry
9. Demonstrate proper care and appropriate use of equipment

Professional Studies:

Professional Studies Core Curriculum.....	36 hours
ED 335 Methods in Teaching Science	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total.....	41 hours

Academic Major: General Biology

BI 131-132 General Biology.....	8 hours
BI 204 Introduction to Research	1 hour
BI 215 Introduction to Biostatistics.....	3 hours
BI 221 Microbiology	4 hours
BI 230 Plant Biology.....	3 hours
BI 316 Biological Instrumentation	2 hours
BI 321 Genetics	3 hours
BI 403 Biology Seminar	1 hour

BI 422 General Physiology	3 hours
BI 425 General Ecology	3 hours
BI 430 Philosophy of Science	2 hours
BI 451 Special Topics in Biology	2 hours
BI 490 Research and Independent Study	1 hour
CH 142 General Chemistry	4 hours
Total	40 hours

Total hours required for the degree are 131.

General Education Requirements: Students must select the following:

Mathematics & Science:

BI 111 Human Anatomy and Physiology and Laboratory	4 hours
CH 141 General Chemistry and Laboratory	4 hours
MA 211 Applied Calculus	3 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Elementary Education

Students who complete the B.S. in Elementary Education will be proficient in the following student learning outcomes:

1. Developmental stages of writing and spelling including the writing process
2. The phonology and grapheme-phoneme correspondences of the English spelling system
3. Effective reading instruction and practices including those identified in the Alabama Reading Initiative publication: Essential Skills of Teachers of Reading
4. Facilitate children’s development and skills in communication, inquiry, creative expression, reasoning, and interpersonal relationships
5. Teach Mathematics concepts
6. Teach Language Arts concepts
7. Teach Physical Education concepts
8. Teach Social Sciences concepts
9. Teach Music concepts
10. Teach science concepts

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 341 Foundations of Reading	3 hours
ED 342 Reading Diagnosis	3 hours
Total	42 hours

Teaching Field:

ED 311 Methods in Teaching Science and Health: K-8	3 hours
ED 312 Methods in Teaching Music: K-8	3 hours
ED 313 Methods in Teaching Lang. Arts and Children’s Literature: K-8	3 hours
ED 315 Methods in Teaching Mathematics: K-8	3 hours
ED 316 Methods in Teaching Art: K-8	3 hours

ED 318 Methods in Teaching Social Studies and Bible: K-8	3 hours
PE 330 Methods in Teaching Physical Education: P-12	3 hours
Total	21 hours

Total hours required for the degree are 140.

General Education Requirements: Students must select the following:

Humanities & Fine Arts (Cultural Arts)

Literature: EN 201, 211, 212, 221, 301, or 302	3 hours
--	---------

Additional State Requirements:

English elective	3 hours
Mathematics electives.....	9 hours
Natural Science electives.....	6 hours
Social Studies electives	9 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in English Language Arts Education

Students who complete the B.S. in English Language Arts Education will be proficient in the following student learning outcomes:

1. The writing process including the stages of prewriting, drafting, revising, editing, publishing, and the role of writing across the curriculum
2. Appropriate communication tasks consistent with the developmental levels of students and the inter-relatedness of listening, speaking, reading, and writing
3. Use various patterns and research competency, support of a given view
4. Identify subjects, thesis statements, types and characteristics of creative writing
5. Present ideas clearly and persuasively in support of given viewpoints and write analytically and grammatically
6. Teach students to explore and relate personal experiences and develop interpretations
7. Teach students to structure and expand ideas into coherent writing

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 332 Methods in Teaching Language Arts	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total	41 hours

Academic Major: English

CO 221 Introduction to Mass Communication	3 hours
CO 231 Introduction to Journalism and Media.....	3 hours
EN 211-212 Survey of English Literature	6 hours
EN 301-302 Survey of American Literature I, II	6 hours
EN 304 Advanced Composition	3 hours
EN 311 Theory and Practice in Literary Criticism.....	3 hours
EN 320-321 African-American Literature I, II	6 hours

EN 323 Twentieth Century American Literature	3 hours
EN 353 Fundamentals of Play Directing	3 hours
EN 355 Creative Drama	3 hours
EN 413 Descriptive English Grammar	3 hours
EN 431 Elizabethan Literature	3 hours
EN 470 Seminar in English	1 hour
Total	46 hours

Total hours required for the degree are 137.

General Education Requirements: Students must select the following:
Humanities & Fine Arts (Cultural Arts)

EN 201 World Literature.....	3 hours
------------------------------	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Mathematics Education

Students who complete the B.S. in Mathematics Education will be proficient in the following student learning outcomes:

1. Basic calculations, number systems and algebraic operations to solve problems
2. Problems using the properties of geometric figures
3. Basic concepts, principles, theories and results in calculus
4. Basic properties of functions and their graphs and use these to solve problems
5. The relationship between discrete and continuous representations and how they can be used in problem solving
6. Mathematical reasoning, manipulation and calculation
7. Unit analysis, approximate error and limit for problem situations involving measurement
8. The ability to summarize, analyze and interpret data sets
9. Compute the probability of simple and compound events
10. Using matrix properties to solve systems of linear equations

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 334 Methods in Teaching Math	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total	41 hours

Academic Major: Mathematics

MA 172-271 Calculus II, III	8 hours
MA 251 Geometry	3 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
MA 321 Probability and Statistics	3 hours
MA 401 Advanced Calculus	3 hours
MA 411 Introduction to Modern Algebra	3 hours
MA 419 Introduction to Real Analysis	3 hours
MA upper division electives (only 3 hours from MA 490 or MA 491)	6 hours

CM 220 Computer Science II Data Structures with C+.....	3 hours
Total.....	38 hours

Total hours required for the degree are 129.

General Education Requirements: Students must select the following:

Mathematics & Science:

MA 171 Calculus I.....	4 hours
------------------------	---------

Personal Development

CM 210 Computer Science I with C+.....	3 hours
--	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Music Education-Instrumental

Students who complete the B.S. in Music Education will be proficient in the following student learning outcomes:

1. Defining, describing, and identifying music
2. Reading and notating music
3. Performing and or producing a varied repertoire of music
4. Planning lessons appropriate for teaching general music, choral or instrumental class (K-12)
5. Performing in vocal or instrumental ensemble
6. Conducting a choral or instrumental work
7. Performing at an advanced level a 40 minute recital
8. Performing a variety of large and small ensemble

Professional Studies:

Professional Studies Core Curriculum.....	36 hours
MU 230 Principles of Teaching Music Education	2 hours
MU 332 Methods and Materials of Teaching I.....	2 hours
MU 333 Methods and Materials of Teaching II.....	3 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total	46 hours

Academic Major: Music Instrumental

MU 165, 465, 466 Individual Instruction.....	6 hours
MU 204 Wind Ensemble (repeatable).....	5 hours
MU 205 Chamber Ensemble or MU 207 Orchestra (repeatable).....	2 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 231 Survey of Woodwind Instruments	1 hour
MU 232 Survey of String Instruments	1 hour
MU 233 Survey of Percussion Instruments.....	1 hour
MU 234 Survey of Brass Instruments	1 hour
MU 311-312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 320, 321 or 322 Music History and Literature I, II, or III	6 hours
MU 330 Literature of School Music.....	3 hours

MU 360 Conducting	3 hours
MU 499 Recital	0 hour
Total	44 hours

Total hours required for the degree are 140.

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Music Education-Choral

Students who complete the B.S. in Music Education will be proficient in the following student learning outcomes:

1. Defining, describing, and identifying music
2. Reading and notating music
3. Performing and or producing a varied repertoire of music
4. Planning lessons appropriate for teaching general music, choral or instrumental class (K-12)
5. Performing in vocal or instrumental ensemble
6. Conducting a choral or instrumental work
7. Performing at an advanced level a 40 minute recital
8. Performing a variety of large and small ensemble

Professional Studies:

Professional Studies Core Curriculum	36 hours
MU 230 Principles of Teaching Music Education	2 hours
MU 332 Methods and Materials of Teaching I.....	2 hours
MU 333 Methods and Materials of Teaching II.....	3 hours
ED 340 Methods in Teaching Secondary Reading.....	3 hours
Total.....	46 hours

Academic Major: Music Choral

MU 165, 465, 466 Individual Instruction.....	6 hours
MU 201 University Choir (repeatable).....	5 hours
MU 205 Chamber Singers (repeatable).....	2 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 311-312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 320 Music History and Literature I.....	3 hours
MU 321 or 322 Music History and Literature II, or III	3 hours
MU 330 Literature of School Music.....	3 hours
MU 331 Diction for School Music.....	1 hour
MU 360 Conducting	3 hours
MU 499 Recital	0 hour
Total	41 hours

Total hours required for the degree are 137.

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Health/Physical Education Teaching

Students who complete the B.S. in Health/Physical Education Teaching will be proficient in the following student learning outcomes:

1. Explain basic fundamental movements of the human body over the life-span
2. Demonstrate understanding of living organisms as they relate to movement
3. Identify current health and safety problems that affect people in the United States and abroad
4. Develop a fitness protocol for various training programs

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
PE 330 Methods in Teaching Physical Education	3 hours
Total.....	42 hours

Teaching Field:

PE 207 Intermediate Swimming.....	1 hour
PE 226 Team Sports	3 hours
PE 275 or 276 Gymnastics Team.....	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 301 Individual and Dual Sports	3 hours
PE 305 Officiating Athletics Contests.....	2 hours
PE 310 Athletic Injuries	2 hours
PE 315 Motor Learning	2 hours
PE 335 Physical Education Tests and Measurements.....	3 hours
PE 340 Administration of Physical Education	2 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education.....	2 hours
PE 415 Kinesiology	3 hours
PE Electives from: 101, 102, 120, 122, 126, 128, 150, 155 210, and 422	3 hours
BI 111 Human Anatomy and Physiology and Laboratory	4 hours
Total.....	36 hours

Total hours required for the degree are 128.

General Education Requirements: Students must select the following:

Mathematics & Science:

BI 101 Life Science	3 hours
---------------------------	---------

Personal Development:

PE Electives from: 101, 102, 120, 122, 126, 128, 150, 155 210, and 422 (cannot be the same classes for the major).....	2 hours
---	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Religious Education

Students who complete the B.S. in Religious Education will be proficient in the following student learning outcomes:

1. Interpreting the message of Scripture employing sound hermeneutical and exegetical principles that are compatible with a Christo-centric and SDA worldview.
2. Interpreting the history of the Christian Church, including Seventh-day Church, in light of God's guidance in the establishment of his kingdom and the fulfillment of his plan of salvation through history.
3. Practicing a personal Spirit-led relationship with Christ through a regular devotional life based on the spiritual disciplines to facilitate spiritual formation and maturation.
4. Critiquing the dogmatic categories of theology and humanistic philosophies in light of biblical theology.
5. Developing, from a Christ-centered perspective, a theology of social responsibility through structured service learning projects that meet community needs.

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 331 Methods in Teaching Bible	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total	41 hours

Academic Major: Religious Education

RB 311-312 New Testament I, II	3-3 hours
RB 411-412 Old Testament I, II	3-3 hours
RB 417 Studies in Daniel	3 hours
RB 418 Studies in Revelation	3 hours
RP 351 Introduction to Religious Education	3 hours
RP 431 Christian Ministry I.....	3 hours
RT 221 Biblical Hermeneutics.....	2 hours
RT 321 Christian Ethics	3 hours
RT 322 World Religions	2 hours
RT 421 Christian Theology I	3 hours
HI 314 History of the Seventh-day Adventist Church.....	3 hours
Total	37 hours

Total hours required for the degree are 128.

General Education Requirements: Students must select the following:

Religion Elective:

RG 203 Foundations in Biblical Spirituality	3 hours
---	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Social Science Education

Students who complete the B.S. in Social Science Education will be proficient in the following student learning outcomes:

1. Key concepts, generalizations, and methods of inquiry appropriate to the study of the target social science.
2. American federal, state, and local governments; domestic and international issues facing the United States; governments of other nations; and basic characteristics of international relations.
3. Human behavior and social relationships.
4. The interrelationships of economic, political, social, psychological, and technological forces in the shaping of societies and cultures.
5. Analyzing the origins and evolution of the history of the United States from the dawn of history to the present.
6. Analyzing the origins and evolution the history of the world from the birth of history to the present.
7. Analyzing the American federal, state, and local government.

Professional Studies:

Professional Studies Core Curriculum	36 hours
ED 333 Methods in Teaching Social Studies	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
Total.....	41 hours

Academic Major: History

GE 302 Regional Geography	3 hours
HI 104 World Civilizations II	3 hours
HI 267 African American History I or HI 268 African History II	3 hours
HI 211, 212 United States History	6 hours
HI 265 Minorities in America	3 hours
HI 319 Colonial Latin America or HI 320 Recent Latin America/Caribbean.....	3 hours
HI 314 History of the Seventh-day Adventist Church.....	3 hours
HI 321 or HI 322 History of England I or II	3 hours
HI 327 African History I or HI 328 African History II	3 hours
HI 459 Recent American History or HI 460 America in the Industrial Age	3 hours
HI 469 Modern Europe.....	3 hours
HI 480 Research Seminar.....	3 hours
HI 490 Independent Study	3 hours
HI upper division electives	3 hours
PS 211 American Government.....	3 hours
Total.....	45 hours

Total hours required for the degree are 136.

General Education Requirements: Students must select the following:

Social & Behavioral Sciences:

HI 103 World Civilizations I	3 hours
------------------------------------	---------

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Description of Courses

- ED 130 Orientation to Teaching (W) 2 hours**
An introductory course that includes an overview of the American school system and the preparation and qualities essential for successful teaching in public and private schools. Students will engage in classroom observation and participation in public school classrooms. Prerequisite for admission to teacher education.
- ED 200 Educational Psychology (W) 3 hours**
A study of the nature of teaching and learning, which addresses the fundamentals involved in the expected developmental progression of the learning process. The course focuses on ways in which psychological knowledge is applied to teaching at each domain (physical, social, emotional, and cognitive) as individual characteristics that influence instructional decisions. Additionally, it includes an investigation of theories of learning and motivation and their instructional applications in educational settings. Prerequisites: PY 101 or SO 101, and ED 130.
- ED 240 Principles of Teaching P-12 2 hours**
A course designed to give the prospective teacher an understanding of the principles and procedures of teaching. Opportunity is provided for observing, assisting, and instructing in laboratory classroom activities, including required experiences in a multigrade classroom. Prerequisite: ED130
- ED 250 Fundamentals of Christian Education 2 hours**
A study of the fundamental principles, concepts, and aims of Christian education. Prerequisite: EN 112.
- ED 254 History, Philosophy, and Foundations of Education (W) 2 hours**
A study of historical, philosophical, and sociological foundations of education. Special emphasis will be placed on ways of addressing the challenges posed by the cultural diversity in American schools. Prerequisite: ED 130.
- ED 275 Instructional Technology 3 hours**
A course designed to provide the prospective teacher with a functional knowledge of the computer and how to infuse technology in the classroom. It also encompasses a variety of current technologies and media applications for specific instructional designs in curriculum development and classroom presentations as well as the evaluation, selection, and use of technological materials and equipment. Additionally, a working knowledge of programming and software applications, such as word processing, spreadsheets, database, and PowerPoint is included. Prerequisite: one unit of high school typing.
- ED 300 Classroom Organization and Management 3 hours**
Analysis and implementation of effective classroom organization in self-contained, nongraded and multigraded settings. Strategies for effective discipline, flexible grouping patterns, and healthy classroom climate are investigated. Prerequisites: ED 130 and 240 and admission to teacher education.

ED 311-318 Methods and Materials of Teaching: K-8

A series of courses in methods and materials used in teaching subject matter to elementary students. Emphasis is placed on technology infusion as well as planning and implementing unit activities in simulated and field experiences. Prerequisites: ED 200 and 240 and admission to teacher education.

ED 311 Methods in Teaching Science and Health: K-8 **3 hours**

ED 312 Methods in Teaching Music: K-8 **3 hours**

ED 313 Methods in Teaching Language Arts and Children's Literature: K-8 **3 hours**

ED 315 Methods in Teaching Mathematics: K-8 **3 hours**

ED 316 Methods in Teaching Art: K-8 **3 hours**

ED 318 Methods in Teaching Social Studies and Bible: K-8 **3 hours**

ED 331-338 Methods and Materials of Teaching in the Secondary Schools

A series of courses in methods and materials used in teaching subject matter to students in the high school and intermediate grades. Emphasis is placed on planning and implementing specific learning activities in simulated and clinical settings. Prerequisite: ED 240, 300 and admission to teacher education.

ED 331 Methods in Teaching Bible in the Secondary School **2 hours**

ED 332 Methods in Teaching Language Arts in the Secondary School **3 hours**

ED 333 Methods in Teaching Social Studies in the Secondary School **2 hours**

ED 334 Methods in Teaching Mathematics in the Secondary School **2 hours**

ED 335 Methods in Teaching Science in the Secondary School **2 hours**

ED 340 Methods in Teaching Secondary Reading **3 hours**

A content area reading course designed to acquaint the pre-service teacher with reading and study strategies needed to address content assignments with understanding. Prerequisite: admission to teacher education.

ED 341 Foundations of Reading **3 hours**

A course designed to examine the current trends and strategies used in teaching reading. Students are required to develop teacher-made materials and participate in teaching children to read as part of the field practicum activities. Prerequisite: ED 240.

ED 342 Reading Diagnosis and Remediation **3 hours**

This course investigates current practices, trends, techniques, and materials for diagnosis and remediation of reading difficulties. Prerequisite: ED 341.

ED 350 Introduction to Special Education (W)**3 hours**

This course acquaints prospective teachers and professional workers with the characteristics and problems of exceptional children and youth, including: the mentally retarded and advanced; the emotionally maladjusted; and those having visual, hearing, speech, or other physical handicaps. Prerequisite: ED 130

ED 370 Educational Tests and Measurements**3 hours**

A course designed to provide functional knowledge of the meaning, use, and operation of tests and measurements in education. Use of measurement procedures in collecting data and applying appropriate statistical procedures in interpreting the results is presented. The role of evaluation in classroom instruction, the development of standardized tests, teacher-made tests, and other types of tests, as well as the grading system, are studied. Prerequisites: ED 200 and ED 240.

ED 400 Praxis II**1 hour**

This course will provide teacher candidates systematic and meaningful assistance in their preparation for the Praxis II examination.

ED 420/430/440 Internship (420-Elementary; 430-Secondary; 440-P-12)**11 hours**

This course is offered each semester in cooperation with selected area schools. The student teacher will be assigned to a cooperating teacher at the beginning of the semester and will be expected to spend a minimum of 16 weeks full-time internship in the area school. Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned. University transportation is provided for a fee. The course requires weekly attendance at the student teaching seminars. Application to student teaching should be made during the spring semester prior to the beginning of the academic year in which student teaching is planned. Prerequisite: must pass the English Proficiency exam; senior standing.

ED 490 Research and Independent Study**1-3 hours**

A major research project which contributes to the knowledge base of the field of education. The project is tailored to the student's area of professional interest. Prerequisite: admission to teacher education and permission of the department chair.

Department of History and Political Science

Professor:

Ciro Sepulveda, Ph.D.

Associate Professor:

Alfonzo Greene Jr., Ph.D.

Samuel London, Ph.D., **(Chair)**

Assistant Professor:

Anne Smith-Winbush, M.A .

Majors:

History (B.A.)
International Studies (B.A.)
Political Science (B.A.)
Pre-Law (B.A.)
Social Science Education (B.S.)

Minors:

Black World Studies
History
Political Science

Introduction

The Department of History and Political Science comprises areas of study in various fields of history, pre-law, political science, and geography. Courses are designed to meet the questions of the past and the problems of the contemporary world in areas of American, Latin American, European, African, and Christian church history. Political science courses are built around the various structures and concepts of politics, government, diplomacy, and international relations. Three survey courses are offered in geography.

Purpose

It is the purpose of the Department of History and Political Science to prepare students to use the disciplines of history, political science, and international studies as analytical tools to understand the dynamics of today's ever-changing and complex society. Courses in American history, Latin America, Europe, Africa, political science, and church history, along with student-teacher interaction, will provide ethical values and a knowledge base that will meet the department's purpose. The course offerings provide graduates with the skills needed to be competitive in graduate school, law school, and research. The knowledge gleaned from the courses taught in the department will promote a sound academic background and both spiritual and moral values. In addition, the student will learn to appreciate the diversity of a growing multicultural global society.

Application for Admission

To be admitted as a major in the Department of History and Political Science, students must have completed 30 hours of course work, including EN 112 Freshman Composition and

at least two courses in the Department. Applicants must also have an overall minimum GPA of 2.00 and a minimum GPA of 2.25 in the history courses. Applicants to the Pre-Law major must have a GPA of 3.00.

Exit Examinations

Candidates for the B.A. degree must pass a departmental essay exit examination in their senior year with a minimum grade of C+, or take one of the national standardized tests (e.g., the GRE, LSAT).

Career Opportunities

Many graduates in history and/or political science attend law school; others choose graduate school for careers in teaching and research. They may also find rewarding careers in governmental agencies such as the Department of State, the Diplomatic Corps, private industry, foundations, archives, and criminal justice organizations.

Bachelor of Arts in History

This program is designed to train students in a wide variety of fields, American, Latin American, and European history, with the intent of preparing the student for graduate school or giving students a perspective on society that will lead to a variety of jobs.

Students who complete the B.A. in History will be proficient in the following student learning outcomes:

1. Identify a problem and formulate a thesis in History
2. Identify complex problems and evaluate their components
3. Recognize and identify ethical problems in History
4. Use a Methodology to document sources in History
5. Write coherently on issues relating to History
6. Demonstrate the ability to use appropriate technology in doing research and making presentations in History

Major Requirements:

HI 104 World Civilizations II	3 hours
HI 211 U.S. History I.....	3 hours
HI 212 U.S. History II	3 hours
HI 267 African American History I or HI 268 African American History II	3 hours
HI 319 Colonial Latin America or HI 320 Recent Latin America.....	3 hours
HI 321 History of England I or HI 322 History of England II.....	3 hours
HI 327 History of Africa I or HI 328 History of Africa II	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age.....	3 hours
HI 468 Age of Revolution or HI 469 Modern Europe.....	3 hours
HI 480 Research Seminar.....	3 hours
HI 490 Independent Study	3 hours
HI Electives (3 hours must be upper division).....	9 hours
PS Elective.....	3 hours
Total	45 hours

General Education Requirement: Students must select the following:

Social & Behavioral Sciences:

HI 103 World Civilization I3 hours

Minor Required..... 18-21 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Arts in International Studies

This program is designed to prepare students in the field of politics in an international setting. Special emphasis is given to a second language, International history and politics, and an understanding of the world we live in.

Students who complete the B.A. in International Studies will be proficient in the following student learning outcomes:

1. Identify a problem and formulate thesis in the world of International Studies
2. Identify complex problems and evaluate their components
3. Recognize and identify ethical problems in International Studies
4. Demonstrate familiarity with International Studies Courses
5. Write coherently on issues related to International Studies
6. Use a methodology to do research in International Studies
7. Demonstrate the ability to use appropriate technology in doing research and making presentation in the area of International Studies

Major Requirements:

GE 202 Cultural Geography or GE 302 Regional Geography	3 hours
HI 212 U.S. History II	3 hours
HI 319 Latin America or HI 320 Recent Latin America.....	3 hours
HI 327 History of Africa I or HI 328 History of Africa II	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age.....	3 hours
HI 469 Modern Europe.....	3 hours
HI 480 Research Seminar or PS 480 Research Seminar.....	3 hours
HI 490 Independent Study or PS 490 Independent Study	3 hours
PS 120 Introduction to Political Science	3 hours
PS 200 Comparative Governments.....	3 hours
PS 351 or PS 352 Public Policy.....	3 hours
PS 440 International Relations.....	3 hours
PS 450 American Diplomacy	3 hours
BA 385 International Business	3 hours
EC 282 Microeconomics or EC 283 Macroeconomics.....	3 hours
FR 201-202 Intermed. French or SP 201-202 Intermed. Spanish	6 hours
RT 322 World Religions	2 hours
SW 307 International Social Work	3 hours
Total.....	56 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences:

HI 104 World Civilizations II3 hours

Minor Required 18-21 hours
(Minor recommended: history, political science, or foreign languages)

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Arts in Political Science

This major is designed to prepare students for the world of politics in the United States. Special emphasis is given to state and local governments, the federal government, and the customs of politics in our society.

Students who complete the B.A. in Political Science will be proficient in the following student learning outcomes:

1. Identify a problem and formulate a thesis in the world of politics
2. Identify complex problems and evaluate its components
3. Recognize and identify ethical problems
4. Demonstrate familiarity with Political Science sources
5. Use methodology to do research in Political Science
6. Write coherently on issues related to the world of politics
7. Demonstrate the ability to use appropriate technology in doing research and making presentations in the politic of the African American experience

Major Requirements

PS 120 Introduction to Political Science3 hours
PS 200 Comparative Governments3 hours
PS 211 American Government.....3 hours
PS 300 State and Local Government.3 hours
PS 351-352 Public Policy I-II6 hours
PS 440 International Relations3 hours
PS 450 American Diplomacy3 hours
PS 471-472 U. S. Constitutional Law I-II6 hours
PS 480 Research Seminar3 hours
PS 490 Independent Study3 hours
HI 319 Colonial Latin America or HI 320 Recent Latin American History3 hours
HI 327 African History I or HI 328 African History II3 hours
HI 468 Age of Revolution or HI 469 Modern Europe.....3 hours

Total45 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences:

HI 104 World Civilizations II3 hours

Minor Required..... 18-21 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Arts in Pre-Law

Concentration: **Political Science**

This major is designed to prepared students for law school. Special emphasis is given to Pre-Law internships, courses that lead to passing the LSAT (Law School Admissions Test), and critical thinking activities so that the student will be familiar with the world of law and lawyers.

Students who complete the B.A. in Pre-Law with a concentration in Political Science will be proficient in the following student learning outcomes:

1. Identify a problem and find a solution
2. Identify complex problems and evaluate its components
3. Recognize and identify ethical problems in politics and law
4. Identify major issues in the fields of politics and law
5. Critically analyze issues in problem solving
6. Demonstrate the ability to use technology in doing research

Major Requirements:

HI 319 Colonial Latin America or HI 320 Recent Latin America.....	3 hours
HI 321 History of England I or HI 322 History of England II.....	3 hours
PL 101 Logic I.....	1 hour
PL 201, 202 Logic II, III.....	2 hours
PL 301-302 Critical Thinking I-II.....	2 hours
PS 120 Introduction to Political Science.....	3 hours
PS 200 Comparative Governments.....	3 hours
PS 211 American Government.....	3 hours
PS 300 State and Local Government.....	3 hours
PS 351-352 Public Policy I-II.....	6 hours
PS 440 International Relations.....	3 hours
PS 471-472 Constitutional Law I-II.....	6 hours
PS 480 Research Seminar.....	3 hours
PS 490 Independent Study.....	3 hours
BA 375 Business Law.....	3 hours
PY 398 Psychology and the Law.....	3 hours
Total.....	50 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences:

HI 212 U.S. History II.....	3 hours
-----------------------------	---------

Minor Required..... 18-21 hours

Each course taken by the student may be applied to one program: general education, major, minor or free electives.

Bachelor of Science in Social Science Education

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The degree provides a comprehensive secondary school social science program, including economics, history, geography, political science, psychology, and sociology. After graduation, students may apply for the Alabama Class B Certificate: Social Science, grades 7-12; and the SDA Basic Teaching Certificate: Social Science grades 7-12.

Refer to the Department of Education section of this bulletin for the program outline. Program advisor: C. Sepulveda.

Minor in Black World Studies

HI 267 African American History I or HI 268 African American History II	3 hours
EN 320 or 321 African American Literature	3 hours
HI 327 History of Africa I or HI 328 History of Africa II	3 hours
Select from: HI 267 or HI 268, HI 327 or HI 328 (see above), HI 265 Minorities in America, EN 320 or 321 (see above), MU 323 African American Music, and PY 431 Black Psychological Perspectives	12 hours
Total	21 hours

Minor in History

HI 211 or HI 212 U.S. History I or II.....	3 hours
HI 327 History of Africa I or HI 328 History of Africa II	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age.....	3 hours
HI 468 Age of Revolution or HI 469 Modern Europe.....	3 hours
HI Electives (3 hours must be upper division, not 480 or 490)	6 hours
Total	18 hours

General Education Requirements: Students must select the following:

Social & Behavioral Sciences:

HI 103 or HI 104 World Civilization	3 hours
---	---------

Minor in Political Science

PS 120 Introduction to Political Science	3 hours
PS 440 International Relations	3 hours
PS 211 American Gov't. or PS 300 State and Local Gov't.	3 hours
PS 351 or PS 352 Public Policy I or II	3 hours
PS 450 American Diplomacy	3 hours
PS 471 or PS 472 U. S. Constitutional Law I or II.....	3 hours
PS Electives (12 hours upper division are required, not 480 or 490).....	3 hours
Total	21 hours

Description of Courses

Geography

- GE 201 Physical Geography** **3 hours**
A survey course designed to help the student understand the vital relationship between man and the physical environment.
- GE 202 Cultural Geography** **3 hours**
An anthropological and environmental study of the interaction between humans and their environment, dealing with the origin and diffusion of man, race, and culture. The evolution of man's institutions from the earliest times to the present. Problems of urban growth, population explosion, pollution, food shortages, and environmental concerns.
- GE 302 Regional Geography** **3 hours**
A study of the world's major geopolitical regions and the interaction of their cultures with the climate, resources, industrial development, and environment.

History

- HI 103 World Civilizations I** **3 hours**
A survey course that investigates the great movements of history from ancient times to A.D. 1650.
- HI 104 World Civilizations II** **3 hours**
A survey course that investigates the great movements of history from the era of A.D. 1650 to the present time.
- HI 211 United States History I** **3 hours**
A survey of modernizing, pluralist American society and America in the international community, 1607 to 1877.
- HI 212 United States History II** **3 hours**
A survey of modernizing, pluralist American society and America in the international community, 1877 to the present .
- HI 265 Minorities in America** **3 Hours**
An examination of the struggles and contributions of women and such minorities as African-Americans, Native Americans, Hispanics and Asians in the United States.
- HI 267 African American History 1** **3 hours**
A survey of African American history, with an emphasis on the origins of the ancient kingdoms of Egypt, Kush, Meroe, Axum, and West Africa and including the slave trade, slavery, the beginnings of black culture in the North and South, slave resistance and rebellions, and sectional differences. Northern free blacks will be studied along with the Civil War and the Reconstruction period of 1868.
- HI 268 African American History II** **3 hours**
A survey of the problems and experiences of African Americans from the period of Reconstruction in 1868 to 1877, with an emphasis on the inner dynamics of the black community and the sociopolitical efforts of the black community to the present. The relationship

of blacks to the wider society will be studied with the internal migration of African Americans, and the political impact of cultural exhibitions.

- HI 314 History of the Seventh-day Adventist Church (W)** **3 hours**
A survey course of the rise and progress of the Seventh-day Adventist Church. Prerequisite: junior standing or permission of instructor.
- HI 319 Colonial Latin America (W)** **3 hours**
A survey of Spanish and Portuguese America from the arrival of Columbus to 1820. The Caribbean region will also be studied. Prerequisite: HI 104.
- HI 320 Recent Latin America/Caribbean** **3 hours**
An analysis of Latin America's authoritarianism and economics, and the U.S. and Soviet influence in the region from 1820 to the present. The decline and end of European/British rule in the Caribbean over the same period. Prerequisite: HI 104.
- HI 321 History of England I (W)** **3 hours**
A study of the development of England from the Roman conquest to 1660, with emphasis on the Tudors and early Stuarts period. Prerequisite: HI 103.
- HI 322 History of England II (W)** **3 hours**
A study of the development of England and the British Empire from the Civil War to the present. Prerequisite: HI 104.
- HI 327 African History I** **3 hours**
A study of ancient Africa of Egypt, Nubia, Ethiopia, etc., the savannah and forest kingdoms, the expansion of Islam, African trading cities, contacts with Europe, and the slave trade. African History I will introduce students to issues in African history to 1800.
- HI 328 African History II** **3 hours**
A study of the slave trade from 1800 to the end of the slave trade and the growth of non-slave commerce; Islamic renewal and revolution; the European partition and the colonial era; the growth of nationalism and the reemergence of independent Africa.
- HI 444 History of Christianity in the World I** **3 hours**
A survey of the historical development and growth of the Christian Church throughout the World until the thirteenth century with emphasis on Africa, Asia and Europe. Prerequisite: junior standing.
- HI 445 History of Christianity in the World II** **2-3 hours**
A survey of the historical development of the Christian Church in the World from the thirteenth century to the present. Special attention will be given to development of the Church in Africa, the Americas, Asia, Europe, and the South Pacific. Prerequisite: junior standing.
- HI 459 Recent American History (W)** **3 hours**
A pluralist study of modern American society and America in the international community, 1930 to the present. Offered alternate years. Prerequisite: HI 211 or 212.
- HI 460 America in the Industrial Age (W)** **3 hours**
A pluralist study of modern American society and America in the international community, 1877 to 1930. Offered alternate years. Prerequisite: HI 211 or 212.

- HI 468 The Age of Revolution (W)** **3 hours**
 A study of the main events in European history from 1789-1848, with emphasis on the French Revolution and Napoleon. Prerequisite: HI 104.
- HI 469 Modern Europe (W)** **3 hours**
 A study of the main events in European history from 1900 to the present, with emphasis on England, France, Germany, Russia, imperialism, and the two World Wars. Prerequisite: HI 104.
- HI 480 Research Seminar (W)** **3 hours**
 A major research paper in history under the supervision of the professor specializing in that area. Required of all history majors in their senior year. Prerequisite: senior history major.
- HI 490-491 Independent Study** **each 1-3 hours**
 A reading and study course in selected history topics. May be taken only once from the same professor. Prerequisite: upper division history major.

Political Science

- PS 120 Introduction to Political Science** **3 hours**
 An examination of the standard essentials of political science in which are considered certain contemporary political doctrines, systems of government, political organization and behavior, and a look at various worldwide governmental policies.
- PS 200 Comparative Governments** **3 hours**
 A study of selected nation-states in relation to their location on the globe as well as their capacity to provide their peoples with the economic, social, and political goods and services associated with human dignity.
- PS 211 American Government** **3 hours**
 A course of study concerning the organization of the United States government in regard to various branches at federal and state levels.
- PS 300 State and Local Government (W)** **3 hours**
 The study of the structure of state and local governments, including the historical development of local and regional governments in America. Prerequisite: PS 120.
- PS 351, 352 Public Policy I, II (W)** **3,3 hours**
 An examination of the economic, political, social, and institutional factors which influence the policy making process in the United States. Case studies will be reviewed in the areas of economics, health, welfare, civil rights, defense, criminal justice, education, and environmental issues. Prerequisite: PS 120.
- PS 440 International Relations (W)** **3 hours**
 A study of critical factors affecting the conduct of international relations. Emphasis is placed on nation-states, global and regional international organizations, multinational corporations, individuals in the international arena, and the forces they bring to bear on the international political system. Prerequisite: PS 120.

- PS 450 American Diplomacy (W)** **3 hours**
A study of the key characteristics of U.S. foreign relations, what shapes them, the relationship between our nation's domestic setting—ideology, core values, politics, geography, social structure, and economy—and its foreign relations. Prerequisite: PS 120.
- PS 471, 472 United States Constitutional Law I, II (W)** **3,3 hours**
A study in the growth and development of the American constitutional system, with emphasis on the policy-making role of the Supreme Court. Prerequisite: HI 211 or 212.
- PS 480 Research Seminar** **3 hours**
A major research paper under the supervision of the professor specializing in that area. Prerequisite: senior political science or international studies major.
- PS 490 Independent Study** **3 hours**
A reading and study course in selected international studies topics. Prerequisite: senior political science or international studies major.

Pre-Law

- PL 101-201-202 Logic I-II-III** **1-1-1 hours**
Introduces the student to the science of reasoning. Special emphasis is given to the use of arguments and methods of reasoning. All this is done in the light of the Law School Admissions Test (LSAT).
- PL 301-302 Critical Thinking I-II** **1-1 hours**
The class uses graphical methods to display the structure of reasoning and argumentation with the intention of advancing critical thinking. Most of the material used in this course will be designed to help the student become more proficient at doing questions found on the Law School Admissions Test. (LSAT).

Department of Social Work

Professors:

George Ashley, Ph.D., M.S.W.
Octavio Ramirez, Ph.D., M.S.W., (Chair)

Associate Professor:

Samson Chama, Ph.D., M.S.W.

Assistant Professors:

Helen Fischle, M.S.W., (Director, Field Instruction)
Lorraine Frye, M.S.W.

Major: Social Work (B.S.W.)

Purpose

It is the purpose of the Department of Social Work to prepare students for entry-level, generalist practice for service to individuals, groups, families, organizations, and communities. This preparation includes an emphasis on personal, spiritual, and professional introspection and growth through a liberal arts foundation and core curriculum of social work values, ethics, knowledge, and skills. This prepares students to: meet the changing need of clients; be advocates for underserved populations; promote a global perspective; promote social and economic justice; advance human rights; promote the elimination of poverty; and improve conditions for all people regardless of race, ethnicity, culture, economic status, religion, sexual orientation, and physical or mental capability. The core curriculum and field education provide students with the knowledge, skills, and values necessary to assess, plan, intervene, evaluate, and terminate service to diverse populations within the micro, mezzo, and macro systems.

Accreditation

The social work program is accredited by the Council on Social Work Education.

Council on Social Work Education
1701 Duke Street, Suite 200
Alexandria, VA 22314-3457
USA
Phone: + 1.703.683.8080
Fax: + 1.703.683.8099
E-mail: info@cswe.org

High School Preparation

High school students who anticipate entering the field of social work should take as many college preparation courses as possible. Courses in the social sciences and those relating to marriage and family and to the problems of society will be helpful, as well as basic computer courses designed to enhance student software application skills. At least two years of foreign language is encouraged.

Application for Admission

To be admitted as a major in the Department of Social Work, students must have:

1. Completed the application form
2. Completed at least 30 hours of course work, including EN 112 Freshman Composition
3. Completed SW 202 Introduction to Social Work, with a minimum grade of C
4. A minimum Social Work GPA of 2.50, and maintain a Social Work GPA of 2.50 throughout their tenure in the program
5. Successfully completed a criminal background check in SW 202 Introduction to Social Work
6. Purchase and maintain a Taskstream Assessment account subscription throughout their tenure in the program.

The application process occurs during SW 202. Applicants must submit an autobiography, a resume, a disposition form, self-evaluation form, an unofficial transcript, professional references, a criminal background check and complete a series of personality tests. Each student is required to complete a professional interview with the Social Work faculty. The interview consists of a review of the required application package; the student responding to nine questions based on social work knowledge, values, and skills; a written and oral critical thinking case scenario exercise related to the profession of social work. Students must also confirm their reading and understanding of the *Social Work Admissions Handbook*, *Social Work Student Handbook*, and *NASW Code of Ethics* as part of the admissions procedure. Students must also purchase and maintain the Taskstream Assessment account subscription at www.taskstream.com throughout their tenure in the Social Work program. The Taskstream subscription is nonrefundable. Students are notified in writing concerning the department's decision regarding their admission to the Social Work Department. Transfer students who have already completed SW 202 may acquire the application information from the departmental office and are subject to the same admission requirements. Admission to the program is a prerequisite for taking the following courses: SW 334, SW 350, SW 380, SW 400, SW 420, SW 451, SW 452, SW 453, SW 454, SW 455, and SW 480.

Field Education Practicum and Service Learning

Social Work majors are required to complete field education practicum and service learning projects for the integration of theoretical knowledge, values, and skills acquired in the classroom with practice. Required field education and service learning hours are as follows: SW 202 Introduction to Social Work, students complete 15 hours of service learning; and in SW 454 and 455 Field Instruction and Seminar I and II, students are required to complete 450 hours (225 in each course) of field education in an assigned social service agency. Transportation is the student's responsibility.

Students who qualify to enter the senior field education courses are required to enroll in the course SW 350 Pre-Field Orientation during the spring semester of their junior year. The orientation course includes the completion of the field application package and individual interviews with each potential senior field student to review his or her preparedness for field, and 50 hours in pre-field internship at a local social service agency. Students must complete a background check, become a member of the National Association of Social Workers (NASW), and purchase liability insurance. Students must show evidence of their completion of all lower division classes and required foundation social work courses in order to be approved for enrollment in the senior field education course SW 454. Students must also successfully complete SW 400 and SW 451 in order to gain admittance to SW 454.

Detailed information on the social work major is outlined in the *Social Work Admissions Manual*, *Social Work Student Handbook*, and *Field Instruction Manual* available on the departmental website (see the Oakwood University website, Academic link).

Exit Examination

The exit examination process for social work seniors includes three major components: the completion of a professional portfolio, an oral interview, and a review of the student's field practicum performance. An Exit Exam Committee will assess each of these areas to determine the student's readiness for social work practice. Students must successfully complete each of these stages with a minimum score of 80% in each area to pass the exit exam process.

Portfolio. All Social Work majors are required to develop, maintain, and complete a professional portfolio designed to measure their progress in achieving the program competencies and disposition expectations. The portfolio serves as a key instrument used to assess the student's progress in their personal character and professional growth within the program. The completed portfolio will be reviewed by members of the Exit Exam Committee comprised of social work faculty and members of the Social Work Advisory group. The portfolio process is outlined in the *Portfolio Handbook*, and is available to students online.

Oral Interview. Students will present their written Portfolio before an Exit Exam Committee consisting of faculty and Social Work Advisory Board practice professionals. The Committee will assess the student's progress toward achieving the program competencies based on the quality of the completed portfolio and the student's interview scores during an oral evaluation.

Field Education Practicum. The field education practicum experience is the signature component in the general curriculum in which a student is able to demonstrate their ability to integrate theory and practice. The Exit Exam Committee will review the student's field evaluations as a part of assessing the student's readiness for professional practice.

Career Opportunities

Students having a bachelor's degree in social work (BSW) may find employment in a large assortment of agencies. Some examples are: business sector (i.e. employee assistance programs), child welfare services, correctional facilities, counseling, gerontology, hospitals, law offices, addictions (drug, alcohol) programs, private practice, mental health centers, nursing homes, public health agencies, public welfare agencies, substance abuse, and the school system. Also, employment may be found in public relations with public and private non-profit organizations, administrative areas where relationship skills are valuable, personnel areas, where a knowledge of human relations is essential, and/or research with various organizations.

Bachelor of Social Work

Detailed information on the social work major is outlined in the *Social Work Student Handbook* and is available to all majors on the departmental web page. Additional information concerning the requirements for the field instruction courses are outlined in the *Field Instruction Manual* which is also available on the departmental web page.

Students who complete the requirements for the Bachelor of Social Work will be proficient in the following student learning outcomes:

1. Apply appropriate means of intervention using the problem solving methods with individuals, families, groups, organizations and communities
2. Recognize and apply a variety of communication skills (i.e. verbal, nonverbal, written) for utilization with clients, colleagues, and consistent groups within the community

3. Identify the historical role of systematic privilege and develop strategies to work within the system for positive change
4. Understand, respect, and develop an appreciation for diversity while demonstrating the ability to practice effective social work skills with clients of diverse background, lifestyle, and values
5. Apply knowledge of human behavior and social development in an effort to empower and effect change on a macro systems level for social and economic justice with systems of all sizes
6. Develop the ability to assess their own practice skills and become self-evaluating professional social workers
7. Demonstrate an ability to integrate professional ethics and values from a Christian perspective.
8. Demonstrate an ability to accurately understand oneself through support and guidance of supervision
9. Develop and demonstrate an ability to think critically, facilitating the continual process of professional growth and knowledge expansion
10. Demonstrate a working knowledge of a variety of research methods and evaluation procedures, and understand their application to social work practice
11. Analyze the historical evolution of the social welfare system as a framework for understanding its impact on social policy development and service delivery
12. Identify and describe the relationship between social welfare, resource availability and allocation, research opportunities, and service delivery
13. Identify, assess, and develop the ability to employ the skills necessary to function within an organizational structure

Major Requirements:

SW 201 Introduction to Social Welfare	3 hours
SW 202 Introduction to Social Work	3 hours
SW 330 Human Behavior and Social Environment I	3 hours
SW 331 Human Behavior and Social Environment II	3 hours
SW 334 Understanding Diversity and Oppression.....	3 hours
SW 340 Modern Social Work Theories and Practice	3 hours
SW 350 Pre-field Orientation	1 hour
SW 380 Welfare Policies.....	3 hours
SW 400 Generalist Skills and Practice	3 hours
SW 420 Research in Social Work.....	3 hours
SW 451 General Methods of Micro Social Work	3 hours
SW 452 General Methods of Mezzo Social Work	3 hours
SW 453 General Methods of Macro Social Work.....	3 hours
SW 454 Field Instruction and Seminar I	7 hours
SW 455 Field Instruction and Seminar II	6 hours
SW 480 Career Preparation.....	2 hours
BI 102 Life Sciences	3 hours
EN 304 Advanced Composition	3 hours
Select from the following:	
HI 211 U.S. History I, HI 212 U.S. History II, HI 267 African American History I or HI 268 African American History II	3 hours
Select from the following:	
PS 120 Introduction to Political Science, PS 200 Comparative Governments, or PS 211 American Government	3 hours
PY 307 Statistical Methods	3 hours
PY 411 Principles of Research	3 hours

RG 390 Ethics in the Professions	3 hours
SO 101 Principles of Sociology.....	3 hours
Total.....	76 hours

General Education Requirements: Students must select the following:

Social and Behavioral Science

PY 101 Principles of Psychology	3 hours
HI 211 U.S. History I, HI 212 U.S. History II, HI 267 African American History I or HI 268 .. African American History II.....	3 hours

Mathematics and Science

BI 101 Life Sciences	3 hours
----------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Description of Courses

SW 201 Introduction to Social Welfare 3 hours

An introductory study of the historical development of social welfare problems in the United States and the programs, practices, and policies designed to address them. The course also introduces students to global perspectives of welfare for marginalized populations including the black Diaspora and global development and role of human rights and social and economic justice. The course will include the development of social work and the profession’s role as a change agent for social welfare policies in America and globally. Open to all non-majors.

SW 202 Introduction to Social Work 3 hours

An introduction to the historical development of the social work profession including its purpose, global context, professional social work values and ethics. The course will also explore the breadth of social work practice and introduce students to the types of practice skills utilized by social workers. Students are introduced to the: department goals and competency expectations of the program, and general expectation of social work majors. This class is used as the key orientation course that introduces students to the department’s mission, curriculum, and department disposition and scholarly expectations from students. Students are also required to successfully complete the department admission requirements as outlined in the Admissions Handbook to become an official social work major. Students are required to participate in a 15 hour service learning project to familiarize themselves with social service agencies and how volunteers and social workers function within these agencies. Prerequisite: SW 201.

SW 307 International Social Work 3 hours

This course focuses on most of the key economic, political, and social issues that shape human welfare, social development, and the role that social work plays in addressing these issues in an international context. Open to nonmajors. Offered alternate years. Prerequisite: PY 101 or SO 101.

SW 330 Human Behavior and Social Environment I (W) 3 hours

The first component of a two-part series study of human development across the lifespan. The course examines the variety of social systems that people encounter and how these encounters may enhance or impede their health and well-being. The course explores a wide breadth of developmental theories including but not limited to bio-psycho-social-cultural-spiritual, racial, and identify formation as the context for individual, family, and group development from infancy to adolescence. Prerequisites: BI 101, PY 101, and SO 101.

SW 331 Human Behavior and Social Environment II (W) **3 hours**
The second component of a two-part series study of human development across the lifespan. The course examines the variety of social systems that people encounter and that may enhance or impede their health and well-being. The course continues the exploration of developmental theories including but not limited to bio-psycho-social-cultural-spiritual, racial, and identify formation development theory as the context for individual, family, and group development from young adulthood to old age. Prerequisites: SW 330 or consent of instructor.

SW 334 Understanding Diversity and Oppression **3 hours**
An analysis of the nature of oppression from a historical and social structural perspective. The social and interpersonal contexts of oppression, identity formation issues, difference, racism and discrimination, and powerlessness among diverse groups will be explored. Implications for social work practice on the micro, mezzo, and macro levels will be examined and analyzed for effective intervention and contemporary analysis. Open to non-majors. Prerequisites: SW 330 and SW 331.

SW 340 Modern Social Work Theories and Practice **3 hours**
This foundational course provides students with opportunities to learn, examine, and assess social work theories that are implemented in practice. These theories are used as lenses when analyzing client interactions and help student understand how social work theory and practice can inform one another in an integrated fashion. Prerequisites: SW 202 and SW 330.

SW 350 Pre-field Orientation **1 hour**
This course is designed to orient and prepare students for the senior field practicum experience. Students will learn about agency expectations and procedures, and complete the administrative documentation, agency and field preparation interviews, course work and a 50 hour internship necessary to enter their field agency. Students are required to do a criminal background check and purchase liability insurance. Prerequisite: junior standing.

SW 380 Welfare Policies **3 hours**
An introduction to the study of social welfare policy including its purpose and how policy is formulated and implemented, and its impact at the local, state, federal, and global levels. The course will examine the link between welfare policy and social work practice with individuals, groups, families, and communities. The course will review relationships between social policies, human rights, and issues of social and economic justice. The course will also provide students with an opportunity for mock policy development, critical analysis, and a class trip to meet with policy makers. Finally, this course will promote the development of the leadership skills needed to be proactive in the design and implementation of policies within various systems. Prerequisites: SW 201 and PS 120 or PS 211, HI 212.

SW 382 Human Sexuality **3 hours**
This elective course will study and analyze selected areas of human sexuality from a Christian perspective. This course will equip students with a broader understanding of the personal, social, emotional, and physical nature of this complex and sensitive area. The course will also provide insight concerning the spiritual and psychological components of sexuality. The latitude in human sexual behavior and sexual dysfunctions will also be discussed. Course curriculum is designed to enhance the courtship, marriage, and family experience. Course

includes societal sexuality issues that pertain to the Black diaspora. Students must have permission of the instructor for this course. Open to nonmajors. Prerequisites: BI 101 and PY 101 or SO 101.

SW 400 Generalist Skills and Practice

3 hours

This course introduces students to the principles, activities, and skills used by social workers in direct practice. The course includes interviewing and relationship building skills and diverse clientele, and introduces students to the relationships between values, practice, and practice skills. Students are required to complete role playing assignments that demonstrate their mastery of the assigned topic area, demonstrate the ability to think critically, utilize ethical principles in their decision making, possess sound judgment, and communicate planned intervention in an effective professional manner. Students are also required to demonstrate leadership initiative by participation in classroom discussions and completion of interactive assignments. This is a preparation course for senior-level practice experience. Prerequisites: SW 202, SW 331, and SW 340.

SW 420 Research in Social Work

3 hours

This course is designed to enable students to learn and develop critical thinking skills required in scientific inquiry. Students are expected to utilize principles of logic, scientific inquiry, social work ethics, and judgment to: distinguish and appraise problems; utilize scholarly literature to understand and direct their study; devise and employ an appropriate research strategy; organize, evaluate, and integrate relevant research data; and develop relevant resolutions to presented problems for the client systems being studied. The course curriculum includes an overview of the basic social research methodologies utilized within the social sciences. Students are required to complete research projects with systems of varying sizes. Students will also be better able to recognize the impact that diversity (i.e. race, culture, gender, etc.) has on the research process as well as identify the rationale for advancing human rights and social economic justice within their practice, based on their own research observation. Prerequisites: PY 307 and PY 411.

SW 451 General Methods of Micro Social Work

3 hours

This course is the first in a series of practice courses. It is designed to introduce students to the General Intervention Method (GIM) of social work practice small client systems. The course will focus on the theories, principles, and skills necessary to engage, assess, intervene, and evaluate clients for micro social work practice. Students are also required to demonstrate leadership initiative by participation in classroom discussions, completion of interactive assignments, role-play, and simulation activities. Students officially begin the portfolio collection process in this course in preparation for the senior year portfolio. Prerequisites: SW 331, SW 340, and SW 380, or consent of instructor.

SW 452 General Methods of Mezzo Social Work

3 hours

This course is the second in a series of practice courses and builds on the knowledge and skills acquired in SW 451. The course equips students with knowledge, values, and practice skills necessary for effective intervention with families and groups from diverse backgrounds. Students will learn how to apply family and group behavior theories, the GIM, and social work values and ethics in order to engage, assess, intervene, and evaluate families and groups. The course values the direct practice experience for knowledge and skill development of generalist social workers. Students are provided with several opportunities to develop their practice skills in group leadership dynamics, by facilitating: community-based projects that

addresses a specific group issue; in-class group development and leadership scenarios and family intervention knowledge; and practice skills through the use of field-based assignments, role plays, case studies, and other classroom exercises. Prerequisite: SW 451

SW 453 General Methods of Macro Social Work

3 hours

This course is the third and final segment of a three-part series of practice courses. The course utilizes the GIM, theories, principles, skills, and techniques necessary to engage, assess, intervene, and evaluate effectiveness in working with organizations and communities. Students are required to engage in a variety of macro level projects that are designed to demonstrate their understanding of macro practice; exhibit leadership and competence in initiating positive change at the macro level of practice using evidence based interventions; and demonstrate how their intervention can promote social and economic justice within diverse population groups. The course includes community needs assessment, program evaluation and grant writing. Students will also engage in resource development skill activities. Prerequisite: SW 452.

SW 454 Field Instruction and Seminar I

7 hours

The first of the two part field education course series. This is the department's signature pedagogy course that is designed to help students integrate into the professional role of being a social work practitioner. The course allows students to connect social work theory, knowledge, values, and skills acquired throughout the social work curriculum with actual practice within an agency setting. Along with assigned coursework, students receive supervised field practice within an approved agency selected by the department. Students are expected to demonstrate growth in their progress towards the achievement of the course competencies, which are based on the program goals. Students are required to complete 225 field practicum hours. Students are required to have liability insurance for both SW 454 and SW 455. Prerequisites: SW 350, SW 400 and SW 451 (SW 420 and SW 454 must be taken concurrently).

SW 455 Field Instruction and Seminar II

6 hours

A continuation of SW 454, the department's signature pedagogy course designed to aid students' integration into the role of professional generalist practitioner. The course allows students to connect social work theory, knowledge, values, and skills learned within the classroom environment with actual practice within an agency setting. Students will continue to receive assigned coursework designed to aid their understanding of the connection between social work theories, knowledge, values and skills learned in the classroom and actual social work practice. Students will continue to receive supervised field practice within their approved agency. Students are expected to demonstrate achievement of the course competencies, which are based on the departmental goals. Students are required to complete 225 field practicum hours. Prerequisite: SW 454.

SW 480 Career Preparation

2 hours

This course is designed to equip students with the skills and knowledge to prepare them for a professional career in social work. Students are required to investigate and complete assignments designed to aid them in their transition to professional generalist practice and encourage graduate school entrance. The course incorporates strategies that will prepare students for professional networking, job search skills, interviewing skills, social work licensure, employment skills, and preparation for graduate school. Students are required to develop a professional track career plan and time line and a plan for pursuing life-long learning as well as attend a professional etiquette interview. Students must also demonstrate how self-evaluation has improved their behavior, appearance, and communication skills. The course

includes a review of social work career options available in faith-based institutions and Afro-centric agencies. Students are required to complete the second segment of the professional portfolio requirement for the Department's exit examination process. Prerequisite: senior standing.

SW 490 Research and Independent Study

1-3 hours

A major research project or independent activity and course work that will contribute to the knowledge base of the field of social work. This course is offered under the direction of an advisor. Prerequisite: Permission of the departmental chair.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

Dean: Flora Flood, DNP

Purpose Statement

The School of Nursing and Health Professions provides Christ-centered education for future healthcare professionals that promotes excellence in character, achievement of professional goals, leadership and service to a multicultural community.

Departments

Allied Health

Maxine Garvey, Chair

Marta Sovyanhadi, Dietetics Internship Director

Claudia Follette, Diadactic Program in Dietetics Director

Health and Physical Education

Howard Shaw, Chair

Nursing

Flora Flood, Chair

Department of Allied Health

Professor:

Marta Sovyanhadi, RD, Dr.P.H.

Associate Professor:

Maxine Garvey, D.P.T., M.H.S., **(Chair)**

Claudia Follette, RD, M.S.

Assistant Professors:

Ronay Hannah, M.S.

Elaine Isaac, M.S.

Majors:

Clinical Laboratory Sciences (B.S.)

Dietetics (B.S.)

Human Development and Family Studies (B.S.)

Pre-Physical Therapy (B.S.)

Pre-Occupational Therapy (B.S.)

Pre-Physician Assistant (B.S.)

Pre-Speech-Language Pathology (A.S.)

Minors:

Child Development

Food and Nutrition

Purpose

The Department of Allied Health provides quality Christian education that emphasizes faith and learning, service learning, critical thinking skills, cultural competence, and principles that can be applied to healthcare, family, and personal ethical behavior.

It is our purpose to provide undergraduate education for future Christian healthcare providers in the disciplines of clinical laboratory sciences, dietetics, human development and family studies, physical therapy, occupational therapy, physician assistant, and speech language pathology. The department prepares graduates for licensure and/or entrance into graduate professional programs in health care and family services. This education will respond to current and future healthcare market demands for minority healthcare providers and family specialists.

The department also provides advising in such areas as pre-dentistry, pre-dental hygiene, pre-optometry, pre-medicine, pre-health information management, pre-pharmacy, pre-physical therapy assistant, pre-respiratory therapy, and pre-X-ray technology. Students must ensure that they will meet the minimum entrance requirements of their prospective professional schools.

Application for Admission

Students must have an overall minimum GPA according to the following majors: Clinical Laboratory Science 2.5; Dietetics 2.7; Human Development and Family Studies 2.00; Pre-Physical Therapy 2.5; Pre-Occupational Therapy 2.5; Pre-Physician Assistant 2.5; and Pre-Speech Language Pathology 2.5.

Exit Examination

All students are required to take an exit examination prior to graduation from all programs. Evaluation of conceptual skills, techniques of projects, and laboratory performances will be included in the examination. All students must pass the examination before graduation with 75 percent proficiency for dietetics majors, 70 percent proficiency for human development and family studies majors, and 50 percent proficiency for all other majors.

Career Opportunities

Most of the growth that is occurring in health professions is happening in the allied health careers. Physical therapy, occupational therapy, physician assistant and dietetics are examples of allied health careers that are consistently on the Bureau of Labor Statistics list of highly desirable professions that will enjoy good salaries and job security due to their role in the health care system and because demand outstrips supply. Minority students are especially needed in the allied health professions, as Blacks are underrepresented in almost every health profession. However, good academic preparation is vital to success. Therefore, the Allied Health curriculum and advisement are designed to maximize academic success and support the University's mission to assist in the development of Christian character.

Career choices for graduates from this department include: child life specialist, clinical laboratory scientist, dietician, family life specialist, hospital administrator, nutritionist, occupational therapist, physical therapist, physician assistant, preschool director and teacher, and speech-language pathologist.

Bachelor of Science in Clinical Laboratory Science

This is a consortium program in which the student spends three years at Oakwood University and approximately twelve months at a partnering institution: Andrews University. (Application for admission to partnering institution must be made separately and admission is based on a minimum overall and science GPA of 2.5).

Students who complete the B.S. in Clinical Laboratory Science will be proficient in the following student learning outcomes:

1. Plan strategies to integrate Christian principles and social responsibility in patient interaction and laboratory procedures
2. Identify biomolecules such as carbohydrates, amino and nucleic acids, lipids, enzymes, vitamins, and cofactors
3. Describe biological processes that occur at the human cellular level, system level, and in the ecological environment
4. Identify the clinical features of bacterial diseases and diagnostic procedures
5. Evaluate personal skills, traits, and goals in relationship to those traits required for the clinical laboratory scientist
6. Demonstrate clinical laboratory skills and professional demeanor appropriate for the entry-level clinical laboratory scientist

Major Requirements:

AH 100 Introduction to Health Professions	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
BI 132 General Biology	4 hours
BI 241 General Microbiology	4 hours

BI 321 Genetics.....	3 hours
BI 422 General Physiology.....	3 hours
BI 455 Immunology	3 hours
CH 142 General Chemistry and Laboratory.....	4 hours
CH 211 Analytical Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory	8 hours
CH 401 Biochemistry and Laboratory	4 hours
MA122 Precalculus	3 hours
PH 103-104 General Physics or elective	8 hours
PY 307 Statistical Methods	3 hours
AH 400, 401 Medical Technology Clinical Education	(hours may vary)
Total.....	56+ hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 131 General Biology and Laboratory	4 hours
CH 141 General Chemistry and Laboratory.....	4 hours
MA 121 Precalculus	3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Dietetics

This program is designed for students who possess a strong interest in the sociological, psychological, physiological, and economic aspects of food and nutrition, with emphasis on health promotion/disease prevention. College Level Examination Program (CLEP) results do not meet the requirements for this degree.

Admission Requirements for the Didactic Program in Dietetics:

1. Sophomore classification
2. Minimum GPA of 2.7 on a 4.0 scale
3. A minimum grade of C in EN 111-112 Freshman Composition
4. Evidence of 12th grade reading level from diagnostic testing (any college testing center)

Students who do not meet the following requirements jeopardize their continuance in the dietetics program.

1. Score 75 percent or better on exit exam. (Only two attempts to receive American Dietetic Association’s verification statement in order to enter Internship Program. Score of 60 percent for degree completion)
2. Maintain a minimum 2.7 GPA on a 4.0 scale.
3. Earn a minimum C grade in all dietetic and cognate courses as outlined in this section.
4. Earn a minimum 75 percent score on all tests, projects and assignments.
5. Spend at least one summer acquiring pre-approved work or volunteer experience in the field of dietetics.

Classes must be taken in sequential order and must logically progress from introductory learning activities, to build on previous knowledge to achieve the expected depth and breadth of knowledge upon completion of the program.

Students who complete the B.S. in Dietetics will be proficient in the following student learning outcomes:

1. Communicate effectively in presenting food and nutrition information
2. Use physical, biological, & social science concepts in nutrition settings
3. Do basic research in food and nutrition
4. Use nutrition concepts in health promotion and disease prevention
5. Prepare and serve quality food items for different settings
6. Practice management skills in budget preparation, cost analysis, and marketing
7. Demonstrate a Christ-centered SDA worldview in food and nutrition-related activities

Major Requirements:

FS 102 Introduction to Dietetics	1 hour
FS 111 Food Preparation	3 hours
FS 232 Nutrition Science	3 hours
FS 301 Experimental Foods	3 hours
FS 321 Advanced Nutrition	3 hours
FS 322 Life Span Nutrition	3 hours
FS 323 Community Nutrition	3 hours
FS 421 Quantity Food Management.....	3 hours
FS 431 Food Systems Management	3 hours
FS 438 Clinical Nutrition and Laboratory	3 hours
FS 439 Medical Nutrition Therapy I and Laboratory	3 hours
FS 440 Medical Nutrition Therapy II and Laboratory	3 hours
NU 330 Pathophysiology	3 hours
AH 350 Medical Terminology and Laboratory	3 hours
BA 310 Principles of Management	3 hours
BI 112 Human Anatomy and Physiology.....	4 hours
BI 221 General Microbiology.....	4 hours
CH 142 General Chemistry and Laboratory.....	4 hours
CH 311-312 Organic Chemistry and Laboratory.....	8 hours
CH 331 Nutritional Biochemistry	3 hours
EN 341 Technical Writing or BA 302 Business Communication.....	3 hours
NU 212 Pharmacology for Nursing	2 hours
PY 307 Statistical Methods	3 hours
PY 411 Principles of Research.....	3 hours
SO 101 Principles of Sociology.....	3 hours
Total.....	80 hours

General Education Requirements: Student must select the following:

Mathematics & Science:

BI 111 Human Anatomy and Physiology and Laboratory	4 hours
CH 141 General Chemistry and Laboratory.....	4 hours

Social & Behavioral Sciences:

PY 101 Principles of Psychology	3 hours
---------------------------------------	---------

Personal Development:

FS 131 Nutrition	3 hours
------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Dietetic Internship

Upon completion of the undergraduate dietetics degree, graduates may apply for the internship program. Successful completion of this program will qualify them to take the registration exam to become a registered dietitian, which is a professional status conferred by the American Dietetic Association (ADA). The Oakwood University internship program provides a minimum of 1200 hours of supervised practice and follows the ADA minimum requirements. The Dietetic Internship Program is currently accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 S. Riverside Plaza, Suite 200, Chicago, IL 60606.

Requirements:

FS 495-496 Dietetics Internship I-II24 hours

Bachelor of Science in Human Development and Family Studies

This program focuses on the family and relationships throughout the life cycle in a setting of multicultural forces. This curriculum prepares students for careers in child development, family life, government, social services agencies, and businesses which specialize in goods and services for the family.

Majors who desire to teach in the primary grades but have not completed a traditional teacher education program may obtain teacher certification in early childhood education or early childhood education for the handicapped by entering the Alabama nontraditional fifth-year program at the University of Alabama in Huntsville or Alabama A & M University.

Students who complete the B.S. in Human Development and Family Studies will be proficient in the following student learning outcomes:

1. Communicate effectively in presenting human development and family studies topics
2. Apply holistic concepts of human development and family studies
3. Identify career opportunities in family and consumer sciences and in related disciplines that utilize family and consumer science skills
4. Articulate principles and procedures employed in the organization, management, and supervision of an early childhood education program
5. Develop creativity and self-expression in children through stories, music, rhymes, play activities, and creative media
6. Demonstrate understanding of supply and demand, consumer welfare, credit protection and legal regulations, and current issues relating to today's consumers
7. Assess membership in a social structure created to benefit each person as a contributor to the family and to society in their physical, mental, and religious aspects
8. Demonstrate understanding of the physical, mental, emotional, and social development of the individual from conception through senescence
9. Demonstrate knowledge of the socioeconomic, cultural, and psychological factors that influence human development and family studies
10. Identify and evaluate the current social code for men and women along with acceptable modes of interacting in social and professional situations
11. Apply concepts and theories related to efficient time management and methods and techniques for improving quality of life
12. Demonstrate understanding of supply and demand, consumer welfare, credit protection and legal regulations, and current issues relating to today's consumers
13. Assess family relationships within the framework of social structure

14. Demonstrate skills in management, accounting, food preparation and services, aesthetic arrangements, and entertaining

Major Requirements:

FS 101 Introduction to Family and Consumer Sciences	1 hour
FS 210 Principles of Early Childhood Education	3 hours
FS 231 Developing Creativity in Young Children	3 hours
FS 302 Preschool Environments	3 hours
FS 305 Parent-Child Relations	3 hours
FS 322 Life Span Nutrition	3 hours
FS 340 Family Economics and Management	3 hours
FS 342 Intimate Relations and Marriage	3 hours
FS 355 Human Development.....	3 hours
FS 358 Infant and Toddler Developmental Studies.....	3 hours
FS 403 Child Development Practicum	3 hours
FS 404 Administration and Supervision of Preschools	3 hours
FS 452 Advanced Family Studies	3 hours
FS 453 Senior Seminar	1 hour
FS 454 Internship in Human Development and Family Studies	3 hours
FS Upper Division Electives.....	9 hours
ED 341 Foundations of Reading	3 hours
PY 345 Adolescent Psychology	3 hours
SW 330 Human Behavior and Social Environment	3 hours
Total.....	59 hours

General Education Requirements: Student must select the following:

Personal Development:

FS 131 Nutrition	3 hours
------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Pre-Physical Therapy

Following completion of this degree, the student must complete professional doctoral education at a physical therapy graduate school. This program is designed to allow students who desire to apply to 3+3 programs (e.g., Loma Linda University or Andrews University) to complete all prerequisite courses by the end of the junior year. Three-plus-three students who successfully complete the first year of physical therapy professional graduate school will be awarded the B.S. in Pre-Physical Therapy from Oakwood University.

Pre-Physical Therapy students have two options: the generic track; and the accelerated (3+3) track.

- **Generic Track:** complete the four year curriculum at Oakwood, then attend a physical therapy graduate school. Having a bachelor degree expands the number of professional school programs that a student can choose from and increases the likelihood of acceptance (masters in physical therapy programs have been phased out; completion of a doctorate in physical therapy requires 3 years after Oakwood).
- **Accelerated (3+3) Track:** complete the Pre-Physical Therapy curriculum through the junior year, then transfer to a 3+3 physical therapy program (e.g. Andrews University or Loma Linda

University). After successful completion of the first year of professional graduate school, the student is eligible to receive the B.S. in Pre-Physical Therapy from Oakwood University (completion of the doctorate in physical therapy requires 3 years after Oakwood.)

See the Allied Health advisor for additional information.

Students who complete the B.S. in Pre-Physical Therapy will be proficient in the following student learning outcomes:

1. Apply critical thinking strategies to problem solving, decision making and evaluation of research
2. Plan strategies to integrate Christian principles and ethics in the care of patients
3. Apply principles of cultural competence
4. Arrange the organization and function of the human body from the cell to system levels
5. Explain the importance of disease prevention, wellness promotion, and the impact of health disparities
6. Evaluate personal skills, traits, and goals in relationship to those traits required for physical therapy
7. Demonstrate basic communication skills and professional demeanor

Major Requirements:

AH 100 Intro. to Health Professions	2 hours
AH 103 Intro. to Public Health	2 hours
AH 210 Practicum in Physical Therapy	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
AH 410 Critical Thinking in Health Care	2 hours
CH 142 General Chemistry and Laboratory	4 hours
BA 310 Principles of Management	3 hours
BI 112 Human Anatomy & Physiology and Laboratory	4 hours
BI 131-132 General Biology	8 hours
BI 221 Microbiology	4 hours
FS 355 Human Development	3 hours
HC 330 Legal Aspects of Health Care	3 hours
SO 211 Cultural Anthropology	3 hours
PE 315 Motor Learning	2 hours
PE 401 Physiology of Exercise	3 hours
PE 415 Kinesiology	3 hours
PH 103-104 General Physics and Laboratory	8 hours
PY 307 Statistical Methods	3 hours
PY 357 Health Psychology or PY elective	3 hours
RG 390 Ethics in the Professions	3 hours
SW 382 Human Sexuality	3 hours
Total	71 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 111 Human Anatomy & Physiology and Laboratory	4 hours
CH 141 General Chemistry and Laboratory	4 hours
MA 121 or 122 Precalculus	3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Pre-Occupational Therapy

This is a four year pre-professional program designed for students who desire to pursue a career in Occupational Therapy, but may also be used as a foundation for graduate study in many medical and health related professions. This degree contains the prerequisite classes required by most occupational therapy professional programs. Pre-Occupational Therapy majors will complete the four year bachelor degree program and then apply to a master or doctorate professional program in Occupational Therapy. Programs that offer master's degrees typically require 2 years after Oakwood; doctoral education typically requires 3 years.

Students who complete the B.S. in Pre-Occupational Therapy will be proficient in the following student learning outcomes:

1. Plan strategies to integrate Christian principles and moral integrity in the care of patients
2. Arrange the organization and function of the human body from the cell to system levels
3. Recognize normal psychological behavior and the common treatment modalities for abnormal behavior
4. Evaluate personal skills, traits, and goals in relationship to those traits required for the occupational therapist
5. Demonstrate basic communication skills and professional demeanor

Major Requirements:

AH 100 Introduction to Health Professions	2 hours
AH 103 Introduction to Public Health	2 hours
AH 200 Practicum in Occupational Therapy	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
AR 217 Art Appreciation	3 hours
BI 112 Anatomy and Physiology and Laboratory	4 hours
BI 131-132 General Biology and Laboratory or upper division elective	8-6 hours
CH 102 Introduction to Organic & Biochemistry and Laboratory	3 hours
FS 355 Human Development.....	3 hours
PE 205 First Aid & CPR	1 hour
PE 315 Motor Learning	2 hours
PE 415 Kinesiology	3 hours
PH 101 Physical Science	3 hours
PY 307 Statistical Methods	3 hours
PY 321 Abnormal Behavior or upper division elective.	3 hours
PY 325 Developmental Psychology	3 hours
PY 421 Counseling Skills or upper division elective	3 hours
RG 390 Ethics in the Professions	3 hours
SO 101 Principles of Sociology.....	3 hours
SO 211 Introduction to Cultural Anthropology	3 hours
Total	58-60 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 111 Human Anatomy & Physiology and Laboratory.....	4 hours
CH 101 Introduction to Inorganic Chemistry and Laboratory	3 hours
MA 121 Precalculus I	3 hours

Social & Behavioral Sciences

PY 101 Principles of Psychology3 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Pre-Physician Assistant

This is a four year pre-professional program designed for students who desire to pursue a career in Physician Assistant, but may also be used as a foundation for graduate study in many medical and health related professions. This degree contains the prerequisite classes required by most physician assistant professional programs. Pre-Physician Assistant majors will complete the four year bachelor degree program and then apply to a masters professional program in Physician Assistant. Programs that offer master's degrees typically require two years after Oakwood.

Students who complete the B.S. in Pre-Physician Assistant will be proficient in the following student learning outcomes:

1. Plan strategies to integrate Christian principles and social responsibility to the care of patients
2. Arrange the organization and function of the human body from the cell to the system level
3. Describe the structure and properties of organic molecules
4. Explain the importance of disease prevention, wellness promotion and the impact of health disparities
5. Evaluate personal skills, traits, and goals in relationship to those traits required for the physician assistant
6. Demonstrate basic communication skills and professional demeanor

Major Requirements

AH 100 Introduction to Health Professions	2 hours
AH 103 Introduction to Public Health	2 hours
AH 220 Practicum in Pre-Physician Assistant.....	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
AH 410 Critical Thinking in Healthcare	2 hours
BI 111-112 Anatomy and Physiology and Laboratory.....	8 hours
BI 221 Microbiology and Laboratory	4 hours
CH 142 General Chemistry and Laboratory.....	4 hours
CH 311 Organic Chemistry and Laboratory	4 hours
CH 401 Biochemistry I and Laboratory	4 hours
BA 310 Principles of Management	3 hours
FS 355 Human Development.....	3 hours
HC 330 Legal Aspects of Health Care	3 hours
PH 103-104 General Physics I & II and Laboratory	8 hours
PY 307 Statistical Methods	3 hours
PY 321 Abnormal Behavior or PY upper division elective.....	3 hours
PY 325 Developmental Psychology or PY elective	3 hours
PY 411 Principles of Research.....	3 hours
RG 390 Ethics in the Professions	3 hours
SO 211 Cultural Anthropology	3 hours
SW 334 Understanding Diversity and Oppression.....	3 hours
Total.....	73 hours

General Education Requirements: Students should select the following:

Mathematics & Science

BI 131 General Biology	4 hours
CH 141 General Chemistry and Laboratory	4 hours
MA 121 or 122 Precalculus	3 hours

Social & Behavioral Sciences

SO 101 Principles of Sociology	3 hours
--------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Associate of Science in Pre-Speech-Language Pathology

Following completion of this degree, the student must complete professional education at a college or university that offers this major.

Students who complete the A.S. in Pre-Speech-Language Pathology will be proficient in the following student learning outcomes:

1. Relate Christian principles to the delivery of health care services
2. Arrange the organization and function of the human body from the cell to system level
3. Identify the basic components of vocal production and the impact of non-verbal communication
4. Explain the importance of disease prevention, wellness promotion and the impact of health disparities
5. Evaluate personal skills, traits, and goals in relationship to those traits required for the speech-language pathologist
6. Demonstrate basic communication skills and professionalism

Major Requirements

AH 100 Introduction to Health Professions	2 hours
AH 103 Introduction to Public Health	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
BI 111-112 Anatomy and Physiology and Laboratory	8 hours
CH 141 General Chemistry and Laboratory	4 hours
CO 320 Voice and Diction	3 hours
PE 205 First Aid and CPR	1 hour
FS 355 Human Development	3 hours
PH 103 General Physics	4 hours
PY 307 Statistical Methods	3 hours
SO 101 Principles of Sociology	3 hours
Total	36 hours

General Education Requirements: Students must select the following:

Mathematics & Science

MA 121 Precalculus	3 hours
--------------------------	---------

Social & Behavioral Sciences

PY 101 Principles of Psychology	3 hours
---------------------------------------	---------

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Minor in Child Development

FS 231 Developing Creativity in Young Children	3 hours
FS 210 Principles of Early Childhood Education	3 hours
FS 302 Preschool Environments	3 hours
FS 305 Parent-Child Relations	3 hours
FS 355 Human Development	3 hours
FS 358 Infant and Toddler Development Studies	3 hours
FS 403 Child Development Practicum	3 hours
Total.....	21 hours

Minor in Food and Nutrition

FS 111 Food Preparation and Lab	3 hours
FS 131 Nutrition	3 hours
FS 212 Quantity Food Management.....	3 hours
FS 312 Food System Management	3 hours
FS 322 Life Span Nutrition.....	3 hours
FS 323 Community Nutrition.....	3 hours
FS 360 Vegetarian Cuisine	3 hours
Total.....	21 hours

Description of Courses

Allied Health

- AH 100 Introduction to Health Professions** **2 hours**
This course provides students with an overview of major health professions. The skills and attributes required for each profession are explored, along with educational requirements and employment outlook. The need for minority practitioners in health professions is emphasized.
- AH 103 Introduction to Public Health** **2 hours**
This course is designed to enable students to develop an understanding and appreciation for factors affecting health status and the personal and professional means by which they might contribute to community health. All lectures examine applications to minority health concerns, health objectives, and career opportunities with public health.
- AH 200 Practicum in Occupational Therapy** **2 hours**
This course is designed to provide exposure to clinical occupational therapy at a local facility and the student will obtain volunteer observation hours. The course also assists the student in developing the specific skills required for submitting an application to the professional school of his/her choice.
- AH 210 Practicum in Physical Therapy** **2 hours**
This course is designed to provide exposure to clinical physical therapy at a local facility and the student will obtain volunteer observation hours. The course also assists the student in

developing the specific skills required for submitting an application to the professional school of his/her choice.

- AH 220 Practicum in Physician Assistant** **2 hours**
This course is designed to provide exposure to clinical physician assistant at a local facility and the student will obtain volunteer observation hours. The course also assists the student in developing the specific skills required for submitting an application to the professional school of his/her choice.
- AH 230 Introduction to Dentistry** **2 hours**
This course is designed to give the student an understanding of dentistry and dental hygiene as professions and to develop some basic and clinical skills. The course will give the students basic knowledge in dental anatomy, morphology, and dentistry as a career. Laboratory experience will include visits to local dentists' offices and the School of Dentistry at Meharry Medical College or UAB. Prerequisites: BI 131 and CH 141.
- AH 350 Medical Terminology (W) and Laboratory** **3 hours**
The study of origins and usage of hundreds of the medical terms that must be mastered by students in all health professions. The course covers and explains important prefixes, suffixes, and word roots. Each system of the human body and its relevant medical terms will be discussed. Sample case studies and hospital reports will be examined to refine the usage of these medical terms. Prerequisites: BI 111-112
- AH 400-401 Medical Technology Clinical Education** **hours may vary**
Prerequisite: Completion of pre-professional clinical laboratory sciences.
- AH 410 Critical Thinking in Health Care (W)** **2 hours**
This course is designed to develop and enhance critical thinking skills, which are vital to health care professionals. Critical thinking models and strategies will be introduced in the context of the current health care environment. Using a problem-based learning approach, the student will analyze clinical, legislative, ethical and patient care issues, working independently and in small groups. Prerequisites: Junior or senior standing; AH 103, AH 350, and EN 112.
- AH 490 Research and Independent Study in Allied Health** **each 1-3 hours**
An original investigation in Allied Health under the guidance of the faculty. Prerequisites: Senior standing.

Family and Consumer Sciences

- FS 101 Introduction to Family and Consumer Sciences** **1 hour**
A survey of family and consumer sciences as a field of study, its organizational framework, growth and expansion, and present status; exploration of career opportunities in family and consumer sciences and in related disciplines that utilize family and consumer sciences skills.
- FS 102 Introduction to Dietetics** **1 hour**
Introduction to professional issues, roles, ethics, and values of the dietitian. Examines the nontraditional or alternative roles for the nutrition and dietetics professional. Emphasizes preparation for national registration examination.

- FS 111 Food Preparation** **3 hours**
The selection, care, composition, and preparation of foods. One laboratory each week.
- FS 131 Nutrition** **3 hours**
Basic principles of human nutrition, including nutrients and allowances for various ages and normal stress conditions. Carries credit toward the general education requirement in science.
- FS 210 Principles of Early Childhood Education** **3 hours**
A course designed to give the prospective teacher an understanding of the principles and procedures employed in the organization, management, and supervision of an early childhood education program.
- FS 231 Developing Creativity in Young Children** **3 hours**
Development of creativity and self-expression in children through stories, music, rhymes, play activities, and creative media. One three-hour laboratory is required each week.
- FS 232 Nutrition Science** **3 hours**
Carbohydrates, proteins, fats, vitamins and minerals and their role in human metabolism. The management of normal nutrition needs of individuals across the life cycle including focus on pregnancy, lactation, normal infant growth and development; childhood and adolescence; adult men's and women's health issues; geriatrics; and basic pathophysiology and medical nutrition therapy for specific disease conditions. Prerequisite: FS 131 or by permission of instructor.
- FS 301 Experimental Foods and Laboratory** **3 hours**
This course involves the study of chemical, physical, and biological effects of processing, storage, and preservation of food. The student will also learn the structure, composition, palatability, and nutritive value of food. Laboratory included. Prerequisites: FS 111 and CH 141.
- FS 302 Preschool Environments** **3 hours**
Examination of preschool programs in alternative environments, including criteria for physical facilities, child health and safety, personnel and licensing, management of finances, and current legislation. Prerequisite: junior standing.
- FS 305 Parent-Child Relations** **3 hours**
Current theories related to the effects of various parenting methods. Emphasis on designing a learning environment within the home for the holistic development of the child. Prerequisite: junior standing.
- FS 321 Advanced Nutrition (W)** **3 hours**
A study of the physiological and chemical factors involved in the absorption and metabolism of food nutrients and how these factors apply to normal nutrition. Prerequisites: BI 112, CH 142, FS 131 or by permission of instructor.
- FS 322 Life Span Nutrition** **3 hours**
This course is designed to prepare students for community service while addressing public health issues. Principles of communication, counseling, and nutritional requirements throughout the life cycle are covered. Prerequisite: FS 131 or by permission of instructor.

- FS 323 Community Nutrition** **3 hours**
This course is designed to prepare students for community service while addressing entrepreneurship, multiculturalism, health care, legislation, nutrition policy and program planning. Prerequisites: FS 322 and junior standing.
- FS 340 Family Economics and Management** **3 hours**
A study of supply and demand, consumer welfare, credit, protection and legal regulations, and current issues which affect the individual's total responsibility as a consumer in today's changing economic environment. Prerequisite: junior standing.
- FS 342 Intimate Relations and Marriage (W)** **3 hours**
Evaluation of membership in a social structure created to benefit each person as a contributor to the family and to society in their physical, mental, and religious aspects. Prerequisite: FS 355.
- FS 355 Human Development** **3 hours**
A study of the physical, mental, emotional, and social development of the individual from conception through senescence, with particular emphasis on normal adaptation to change and learning processes. Observation and laboratory are required. Prerequisite: junior standing.
- FS 358 Infant and Toddler Development** **3 hours**
An in-depth study of infants and toddlers, with special emphasis on developing and setting up creative programs for infants and toddlers. Observation and participation in infant and toddler programs required. Prerequisite: junior standing.
- FS 360 Vegetarian Cuisine** **3 hours**
A study of foods, cookery, nutrition, and demonstration techniques as they apply to planning nutritionally balanced meals based upon a vegetarian diet. Laboratory included.
- FS 403 Child Development Practicum** **3 hours**
Effective methods of working with children, impact of teacher behavior on the behavior of the children, teacher-parent and teacher-teacher relationships. Two lectures and six hours of observation and participation in a child development laboratory program are required each week. Prerequisites: FS 210, FS 231, FS 302, FS 355, and FS 358.
- FS 404 Administration and Supervision of Preschools** **3 hours**
Effective methods for operating a Development Center are emphasized: essential planning procedures, including curriculum, guidance, health protection, housing, equipment, food service, budgeting, parent-staff relations, social services, and community relations. Six hours of laboratory are required each week. Prerequisite: FS 403.
- FS 421 Quantity Food Management and Laboratory** **3 hours**
Introduction to the responsibilities of first-level food service supervisors in quantity food service; includes planning, preparation, service, and safety of acceptable nutritionally adequate meals at designated budgetary levels. Laboratory experience in quantity food production. Prerequisites: BA 310, FS 111, FS 301 and junior standing or permission of instructor.
- FS 431 Food Systems Management** **3 hours**
Introduction to food services, principles of organization and management, financial control, equipment selection, layout in institutional food service, and technical operations. Prerequisites: FS 421.

- FS 438 Clinical Nutrition and Lab** **3 hours**
Introduction of clinical experience in dietetics, understanding and applying clinical laboratory values, nutritional assessment, quality improvement while utilizing medical nutritional therapy. Laboratory practice included. Prerequisites: CH 331, BI 112, FS 232, FS 321, or permission of instructor.
- FS 439 Medical Nutrition Therapy I and Lab** **3 hours**
Introduction of clinical experience in dietetics, understanding and applying clinical laboratory values, nutritional assessment, medical nutritional therapy, Adventist beliefs and professional conduct in patient care. Laboratory experience included. Prerequisites: FS 438 or permission of instructor.
- FS 440 Medical Nutrition Therapy II and Lab** **3 hours**
Therapeutic nutrition, metabolic changes in specific pathological conditions, dietary modification used for treatment. Nutrition care process to make decisions, to identify nutrition related problems and determine and evaluate nutrition interventions including medical nutrition therapy, disease prevention and health promotion. Prerequisite: FS 439 or permission of instructor.
- FS 441 Management of Family Resources Practicum** **3 hours**
Cooperative living in homemaking groups in the home management house. Experience is given in management, accounting, food preparation and services, aesthetic arrangements, and entertaining. Charges are based on prevailing food costs. Registration required in the department office one semester in advance. Prerequisites: FS 111, FS 340, and senior standing, or permission of instructor.
- FS 452 Advanced Family Studies (W)** **3 hours**
A comparative study of families internationally, utilizing the United States as a framework. Special attention will be given to developing countries, eastern Europe, and the Far East. Prerequisites: FS 342 and senior standing, or permission of instructor.
- FS 453 Senior Seminar for Human Development and Family Studies** **1 hour**
A study of professional organizations, meetings, and publications in all areas of human development and family studies. Includes resume writing and job search. Prerequisite: Senior standing or permission of instructor.
- FS 454 Internship in Human Development and Family Studies** **3 hours**
Organized opportunities for work experience in cooperative extension services and family agencies. Prerequisite: senior standing or permission of instructor.
- FS 490-491 Research and Independent Study** **each 1-3 hours**
An original investigation in dietetics or human development and family studies under the guidance of the faculty. Prerequisites: Senior standing and prior approval by department chair.
- FS 495-496 Dietetics Internship I-II** **12-12 hours**
A dietetics internship providing supervised practical experience at various hospitals, food service institutions, long-term care and public health and wellness facilities. Students are required to attend two weeks orientation on campus before beginning internship rotations. Rotations may be completed at approved facilities in-state or out-of-state.

Department of Health and Physical Education

Professors:

Howard Shaw, Ph.D., Ed.S., (Chair)

Assistant Professors:

Terry Hamilton, M.Ed.

Earl Henry, M.P.H.

James Roddy, M.Ed.

Benjamin Young, M.Ed.

Majors:

Fitness and Wellness (B.S.)

Health and Physical Education Teaching (B.S.)

Health Science (B.S.)

Minors:

Fitness and Wellness

Health and Physical Education

Purpose:

The Health and Physical Education Department promotes quality Christian education and academic excellence by providing faculty, staff, and students with physical pursuits that will enhance their mental, social, personal, and spiritual dimensions.

The Department provides instruction in health education and a variety of physical activity and theory courses. These courses are designed to promote healthful living and physical fitness, as well as knowledge and skill development.

Eligibility Requirements:

To be accepted as a major in the Department of Health and Physical Education, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition and four hours of physical education. Prospective majors must have an overall minimum GPA of 2.00 and have a minimum GPA of 2.25 in physical education courses.

Exit Examination:

Seniors are required to take and pass at the 70th percentile a written exit examination from the department, the first attempt to be taken by the end of the fall semester of their senior year.

Career Opportunities:

Graduates in this department may have careers as coaches, fitness specialists, health educators, public health analysts, hospital health educators, corporate wellness coordinators, intramural directors, parks and recreation programmers, sports medicine personnel, teachers, and water safety instructors. The B.S. degree in Health Science offers a broad study of health care and provides the academic preparation required for pre-med, pre-dental and other clinical degrees.

Intramural Sports:

The university sponsors a program of intramural sports for men and women in connection with the department of Health and Physical Education.

Bachelor of Science in Fitness and Wellness

This program is designed to meet the needs of students who are seeking a career as a fitness specialist, athletic trainer, exercise physiologist, kinesiologist or corporate fitness consultant or graduate studies. Admission to this curriculum requires approval of the department chair.

Students who complete the B.S. in Fitness and Wellness will be proficient in the following student learning outcomes:

1. Identify health and fitness related challenges and apply theoretical solutions
2. Analyze managerial problems by identifying and evaluating the components of the problem
3. Develop an Individualized Exercise Prescription (IEP)
4. Promote physical activity as a measure to prevent chronic disease and maintain a health-enhancing level of physical fitness
5. Demonstrate movement concepts and principles to the learning and development of motor skills.
6. Understand that physical activity provides opportunities for enjoyment, challenge, self-expressions, and social interactions
7. Design and implement an effective training protocol
8. Demonstrate proper equipment usage
9. Evaluate Cardiovascular Fitness
10. Evaluate Body Fat Percentage
11. Evaluate Muscular Endurance and Strength
12. Evaluate Flexibility
13. Design a mock fitness facility utilizing marketing and administrative procedures

Major Requirements:

PE 205 First Aid and CPR.....	1 hour
PE 270 Water Safety Instructor	2 hours
PE 280 Weight Training	1 hour
PE 282 Personal Training Certificate	3 hours
PE 285 Introduction to Physical Education	3 hours
PE 310 Athletic Injuries	2 hours
PE 315 Motor Learning	2 hours
PE 320 Fitness Testing	2 hours
PE 340 Organization and Administration of Physical Ed.	2 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education.....	2 hours
PE 415 Kinesiology.....	3 hours
PE 421 Health Promotion	3 hours
PE 422 Fitness Management.....	3 hours
PE 490 Research and Independent Study.....	3 hours
PE Activity Electives.....	3 hours
AR 204 Desktop Graphic Design	3 hours
BA 105 Introduction to Business	3 hours

BI 112 Human Anatomy and Physiology and Laboratory.....	4 hours
FS 131 Nutrition.....	3 hours
PY 421 Counseling Skills.....	3 hours
Total.....	54 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 111 Human Anatomy and Physiology and Laboratory.....	4 hours
---	---------

Personal Development

PE 211 Health Principles.....	2 hours
PE 101 Physical Conditioning.....	1 hour
PE 155 Aerobics.....	1 hour

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Science in Health Science

This program is designed to meet the needs of students who are seeking a career as a health educator, public health analyst, hospital health educator, or health inspector. It meets requirements for pre-med, pre-dental, and other clinical degrees and graduate studies. Admission to this curriculum requires approval of the department chair.

Students who complete the B.S. in Health Science will be proficient in the following student learning outcomes:

1. Identify health and fitness related challenges and apply theoretical solutions
2. Analyze managerial problems by identifying and evaluating the components of the problem
3. Design, implement, and evaluate an Individualized Exercise Prescription (IEP)
4. Promote physical activity as a measure to prevent chronic disease and maintain a health-enhancing level of physical fitness
5. Apply movement concepts and principles to the learning and development of motor skills
6. Understand that physical activity provides opportunities for enjoyment, challenge, self-expressions, and social interactions
7. Demonstrate the role that science and health play in enhancing the functional interdependency of the body systems
8. Demonstrate knowledge of the procedure and application of each assessment technique used to evaluate the components of health related fitness
9. Demonstrate the meaning of the numerical values of assessment and disease risk
10. Demonstrate the importance of energy balance in weight management and control
11. Demonstrate knowledge of how to design, implement, and evaluate a community and work place health promotion program

Major Requirements:

PE 205 First Aid and CPR.....	1 hour
PE 315 Motor Learning.....	2 hours
PE 320 Fitness Testing.....	2 hours
PE 335 Physical Education Test and Measurements.....	3 hours
PE 401 Physiology of Exercise.....	3 hours
PE 410 Adapted Physical Education.....	2 hours

PE 415 Kinesiology.....	3 hours
PE 421 Health Promotion	3 hours
PE 450 Epidemiology and Disease Control	3 hours
PE 490 Research and Independent Study.....	3 hours
AH 103 Introduction to Public Health	2 hours
AH 350 Medical Terminology and Laboratory	3 hours
BI 112 Human Anatomy and Physiology and Laboratory.....	4 hours
BI 131-132 General Biology and Lab.....	8 hours
FS 131 Nutrition	3 hours
HC 325 Introduction to Health Services Administration	3 hours
HC 330 Legal Aspects and Ethics of Health Care	3 hours
HC 340 Health Technology and Human Diseases	3 hours
NU 106 Non-Drug Therapeutics.....	3 hours
NU 212 Pharmacology.....	2 hours
PY 357 Health Psychology.....	3 hours
Total.....	62 hours

General Education Requirements: Students must select the following:

Mathematics & Science

BI 111 Human Anatomy and Physiology and Laboratory.....	4 hours
CH 102 Introduction to Organic and Biochemistry and Lab.....	3 hours
MA 101 Fundamentals of Mathematics.....	3 hours

Personal Development

PE 211 Health Principles.....	2 hours
PE 280 Weight Training	1 hour

Social & Behavioral Sciences

ED 250 Fundamentals of Christian Education	2 hours
PY 101 Principles of Psychology	3 hours

Each course taken by the student may be applied to only one program: general education, major, minor, or free electives.

Bachelor of Science in Health and Physical Education Teaching

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program qualifies a person to teach physical education. After graduation, students may apply for the Alabama Class B Certificate: Physical Education, grades P-12; and the SDA Basic Teaching Certificate: Physical Education, grades P-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: H. Shaw.

Minor in Fitness and Wellness

BI 111 Human Anatomy and Physiology and Laboratory.....	4 hours
PE 205 First Aid and CPR.....	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 320 Fitness Testing	2 hours

PE 401 Physiology of Exercise	3 hours
PE 415 Kinesiology	3 hours
FS 131 Nutrition	3 hours
Total.....	18 hours

General Education Requirements: Students must select the following:

Personal Development

PE 101 Physical Conditioning.....	1 hour
PE 280 Weight Training	1 hour

Minor in Health and Physical Education

PE Activities – Select one course from each of these areas:
 aquatics, fitness, individual sports, and team sports.....4 hours

PE 205 First Aid and CPR.....	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 305 Officiating Athletic Contests	2 hours
PE 310 Athletic Injuries	2 hours
PE 340 Organization and Administration of Physical Education.....	2 hours
PE Electives.....	5 hours
Total.....	19 hours

Description of Courses

- | | |
|--|---------------|
| PE 101 Physical Conditioning | 1 hour |
| Skills, methods, and exercises for attaining muscular and cardiorespiratory fitness. | |
| PE 102 Basic Swimming | 1 hour |
| This course is designed to teach the basic swimming skills and to overcome fear of the water. | |
| PE 107 Aerobic Swimming | 1 hour |
| A course designed for the swimmer that emphasizes the benefits of continuous exercise. Special emphasis will be placed on developing strength in different body areas and enhancing the cardiovascular fitness of the student. This class takes the learned aspects of the swimming strokes and applies them to the student’s overall fitness level. Prerequisite: PE 102 or permission of the instructor. | |
| PE 120 Flag Football | 1 hour |
| An introduction to the skills and rules of flag football. | |
| PE 122 Basketball | 1 hour |
| An introduction to the skills and rules of basketball. | |
| PE 126 Softball | 1 hour |
| An introduction to the skills and rules of softball. | |
| PE 128 Volleyball | 1 hour |
| An introduction to the skills and rules of volleyball. | |

- PE 150 Badminton** **1 hour**
An introduction to the skills and rules of badminton.
- PE 155 Aerobics** **1 hour**
Exercises designed for the development of cardiopulmonary endurance and muscular fitness.
- PE 190-191-192 Independent Activity** **1-1-1 hour**
Independent activity classes for those with disabilities and others with special needs under the direction of a physical education advisor. Prerequisite: permission of department chair.
- PE 205 Standard First Aid and CPR** **1 hour**
This course will prepare the student to recognize emergencies and how to respond to them. It will also provide an in-depth study of CPR, including practice sessions on a mannikin. Participation in all class activities is required.
- PE 207 Intermediate Swimming** **1 hour**
Perfecting of the American crawl and elementary backstroke, learning and developing skills of the sidestroke, breaststroke, back crawl, and inverted breast stroke. Prerequisite: perform basic strokes well, tread water, and be comfortable in deep water.
- PE 210 Lifeguard Training** **2 hours**
Covers the requirements for Red Cross Advanced Lifesaving Certification. Prerequisite: PE 207 or equivalent performance ability. This course may receive one hour of PE activity.
- PE 211 Health Principles (W)** **2 hours**
A practical study of the principles of healthful living, including a study of the basic physiological processes. The health instructions found in the writing of Mrs. E. G. White are given special emphasis.
- PE 215 Track and Field** **1 hour**
Rules and techniques for performing track and field activities.
- PE 222 Racquetball I** **1 hour**
An introduction to the techniques, skills, and methods of racquetball. The proper attire, eye goggles, and nonscuffing gym shoes are required.
- PE 224 Soccer** **1 hour**
An introduction to the basic skills and rules of soccer.
- PE 245 Tennis I** **1 hour**
An introduction to the skills and rules of tennis.
- PE 247 Racquetball II** **1 hour**
After beginning racquetball skill acquisition, Racquetball II provides the opportunity to develop offensive and defensive shots to a higher skill level. Prerequisite: PE 222 or permission of instructor.
- PE 249 Tennis II** **1 hour**
This course is designed for the intermediate to advanced tennis player. Special emphasis will be placed upon skill, performance, and ability levels of each individual participant. Prerequisite: PE 245 or permission of the instructor.

- PE 260 Golf I** **1 hour**
Introduction to golfing. Equipment supplied.
- PE 261 Golf II** **1 hour**
The natural progression of golf instruction for the student interested in pursuing golf as a lifetime activity. This course is designed for the intermediate to advanced golfer. Emphasis will be placed upon skill, performance, and ability levels. Prerequisite: PE 260 or permission of the instructor.
- PE 270 Water Safety Instructor** **2 hours**
Covers the requirements for Red Cross Water Safety Instructor Certification. Prerequisite: PE 210
- PE 275 Gymnastics Team** **1 hour**
Culminates with public performance of skills on parallel bars, rings, unevens, balance beam, and mats. Prerequisite: Satisfactory performance of tryout requirements.
- PE 280 Weight Training** **1 hour**
This is a body-building class based on the use of weight resistance experiences.
- PE 282 Personal Training Certification** **3 hours**
This course is designed to prepare and qualify students to work as personal trainers. This course bridges the gap between exercise science related course work and the practical application skills of personal training. In addition, this course is designed for the novice who has not had the benefit of formal training.
- PE 285 Introduction to Physical Education (W)** **3 hours**
A brief historical study of the physiological, psychological, and sociological basis of physical education and an analysis of its aims, objectives, and principles.
- PE 303 Individual and Team Sports I** **3 hours**
Focus on the skill development, organizational strategies, instructional techniques for evaluating performance in a variety of individual, dual, and team sports. The activities covered in this course are: flag football, soccer, volleyball, weight training, gymnastics, and tennis. (Offered Fall).
- PE 304 Individual and Team Sports II** **3 hours**
Focus on the skill development, organizational strategies, instructional techniques for evaluating performance in a variety of individual, dual, and team sports. The activities covered in this course are: basketball, softball, pickle ball, badminton, hardball, racquetball, and ultimate Frisbee. (Offered Spring). Practicum hours: 30 hours (observation). Prerequisite: PE303
- PE 305 Officiating Athletic Contests (W)** **2 hours**
Theory and practice in officiation at team sports, interpretation of rules, officiating techniques, examinations, and ratings. Prerequisite: previous experience in playing basketball, flag football or field hockey, and softball and volleyball. All students in these classes will be assigned to officiate for intramural programs of the college.

- PE 308 Theory of Coaching (W)** **2 hours**
 This course is designed to assist the student in developing the background and skills necessary to coach selected sports. Offered alternate years. Prerequisites: PE 303 and EN 112.
- PE 310 Athletic Injuries (W)** **2 hours**
 The care and prevention of athletic injuries, including certification in first aid and cardiopulmonary resuscitation. Offered alternate years. Prerequisites: PE 205 and BI 111.
- PE 315 Motor Learning** **2 hours**
 Study and analyze the selected variables which influence the learning of motor skills. Prerequisite: junior standing.
- PE 320 Fitness Testing** **2 hours**
 This course is designed to enhance the understanding of fitness and the scientific aspects of evaluating fitness levels, and focuses on the hands-on application of advanced fitness testing. Tests include, but are not limited to, body fat analysis (hydrostatic weighing), treadmill stress testing, strength analysis, flexibility testing, lung capacity, nutrition analysis, stress profile, and varied other fitness and wellness evaluations. Requiring the student to understand how to administer these tests to each other is preparation for administering these and other tests in areas such as health clubs, hospital settings, and corporate fitness. This course is also preparation for academic environment application at the elementary, secondary, and college level. Prerequisite: PE 101.
- PE 330 Methods of Teaching Physical Education in Elementary and Secondary Schools (W)** **3 hours**
 Development of physical education programs on the elementary and secondary level. Methods and materials for games of low organization, team and individual sports, and self-testing activities. Prerequisite: junior standing.
- PE 335 Physical Education Tests and Measurements** **3 hours**
 Tests and evaluation in physical education: emphasis on test administration and application of results. Offered alternate years. Prerequisite: MA 101.
- PE 340 Organization and Admin. of Physical Education (W)** **2 hours**
 The relationship of the field of physical education to modern education. Theory and practice of the organization and administration of physical education activities, including intramurals. Offered alternate years. Prerequisite: PE 285.
- PE 401 Physiology of Exercise** **3 hours**
 A study of the response of the body to exercise. Offered alternate years. Prerequisite: BI 111.
- PE 410 Adapted Physical Education (W)** **2 hours**
 A study of abnormalities found in students which may be helped or corrected by exercise. Activities for the handicapped. Offered alternate years. Prerequisite: junior standing.
- PE 415 Kinesiology (W)** **3 hours**
 A study of joint and muscular mechanism action involved in movement. Also, the effect of gravity and other forces in motion. Offered alternate years. Prerequisite: BI 111.

PE 421 Health Promotion (W)**3 hours**

A study of the methods and structure involved in promoting all aspects of health. The student will explore the different areas of health and the specific ways to promote those areas to different populations. Included in the course content will be actual promotion of on-campus health activities, including but not limited to, stress-reduction seminars, exercise evaluation clinics, and a wellness day experience. The student will also obtain the skill necessary to manage a group of volunteer employees and learn the concepts of health management. Prerequisite: PE 211.

PE 422 Fitness Management**3 hours**

This course will emphasize the employment aspects of fitness and wellness as they relate to health. Each student will be placed in a local health or wellness facility for the purpose of experiencing the workings of that facility—from the business aspects to the maintenance of the building. Contracts, staffing, promotion, and budgeting will be the focus areas for each student. The grading of the student will be a combined effort between the facility manager and site visits from the professor in charge of the practicum. Prerequisite: PE 285.

PE 450 Epidemiology and Disease Control (W)**3 hours**

A study of the general principles of disease etiology and the technique for their surveillance and control, with emphasis on the application of epidemiological measurements of disease frequency occurrence and distribution in human population and the use of measures in health care. Prerequisite: junior standing.

PE 490-491 Research and Independent Study (W)**each 1-3 hours**

Individual research under the guidance of an instructor. Limited to physical education majors. Prerequisite: junior standing and prior approval of the department chair.

Department of Nursing

Associate Professors:

Karen Anderson, RN, Ph.D.
Flora Flood, RN, D.N.P., (Chair)
Havovi Patel, M.S.

Assistant Professors:

Mishelle Cartwright, RN, M.S.N.
Violet Gilbert, RN, M.S.N.
Veronica Leftridge, RN, M.S.N.
Mukesh Mbuguje, RN, M.S.N.
Wanda Misori, RN, M.S.N.
Yolanda Smith, RN, M.S.N.
Lauren Smith-Johnson, RN, M.S.N.

Major: Nursing (B.S.)
Generic Option
RN Completion Program

Purpose

It is the purpose of the Department of Nursing to provide Christ-centered education for nursing students that promotes excellence in character, achievement of professional goals, leadership and service to a multicultural community and prepares nurses to care for the biopsychosocial and spiritual needs of clients across the life cycle in a variety of health-care settings.

Accreditation

The program in nursing is accredited (2010-2018) by the
National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404-975-5000
www.nlnac.org

Approval

The program in nursing is approved by the
Alabama Board of Nursing
RSA Plaza, Ste. 250
770 Washington Ave.
Montgomery, AL 36104
www.abn.state.al.us

Career Opportunities

The Department of Nursing offers two baccalaureate degree options: a generic (four-year BS) option that prepares students to take the National Council Licensure Examination for Registered

Nursing (NCLEX-RN); and a two-year non-generic option (RN-BS) that provides registered nurses prepared at the associate degree level an opportunity to obtain a bachelors degree in nursing. Both programs prepare students for graduate study in nursing and to practice at the professional level in a variety of health care settings, including the community, industry, government, hospitals, and clinics.

Bachelor of Science in Nursing Generic Option

Admission Requirements:

1. Admission by the university and submission of separate application to nursing
2. University cumulative grade point average (GPA) of 3.00 or above on a 4.00 scale.
3. ACT composite score of 17 or above, or SAT composite of 840 or above.
4. Demonstrated reading at the 12th grade level, as indicated through diagnostic testing on the Nelson Denny Exam.
5. No grade less than C in the sciences (biology, chemistry) courses.

Admission by Transfer

1. Transfer credits for cognate courses will be evaluated by the appropriate university department.
2. Transfer credits for nursing courses will be evaluated on an individual basis.
3. Credits for science courses in anatomy & physiology, microbiology, nutrition, and chemistry earned more than five years prior to admission will not be accepted. Applicants may choose to validate knowledge by examination or by repeating the course.

Progression

To progress through the nursing program to graduation, the student must:

1. Pass a math proficiency examination at the 90 percent level in NU 210 Fundamentals and Skills, and pass a dosage calculation examination at the beginning of each nursing performance course at the 90 percent level.
2. Pass all required clinical skills performance assessments at the 90 percent level or above.
3. Earn a grade of C (2.00) or better in each required nursing theory course and a grade of "Pass" in each required nursing clinical (nursing performance course).
4. Maintain a cumulative grade point average (GPA) of 3.00 or above.
5. Maintain a nursing cumulative GPA of 2.70 or above for progression in the sophomore year of nursing courses, and for progression to the junior year. Maintain a nursing cumulative GPA of 3.0 for progression from the junior year to the senior year of nursing.
6. Earn a grade of C (2.00) or better in each cognate course. Cognate courses include, but are not limited to, anatomy & physiology I & II, inorganic and organic chemistry, microbiology, nutrition, college-level mathematics, psychology, sociology, speech, statistics, service learning, and English composition.
7. Complete with a passing grade all previous level courses (cognate and nursing) before progression to the next level.
8. Repeat successfully all nursing and cognate courses in which the minimum grade (2.00) was not achieved. **No more than two courses may be repeated, only one of which may be a nursing course.** Courses may be repeated in the following combination: one nursing and one cognate, or two cognate courses.

9. Fulfill any remedial contracts specified by the department.
10. Present annual verification of current CPR certification and tuberculosis screening.
11. Demonstrate the personal qualifications necessary to the professional practice of nursing as evaluated by the Department of Nursing faculty.
12. Participate in scheduled and random drug screening and background checking as required.
13. Achieve a score equal to or greater than the national average on each required ATI test.

Students who are dismissed from the program through the Disciplinary Policy are not eligible for progression.

Students who do not maintain the minimum required cumulative GPA of 3.00 and the nursing cumulative GPA as described above may not progress to the next nursing course until the required GPA is achieved.

Students who engage in misconduct that would jeopardize their professional performance as nurses may be denied admission to or be removed from the program.

The Department of Nursing reserves the right to revise, add, or delete courses as needed to maintain the quality of the nursing program.

Students in the generic option must graduate in order to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The RN license may be denied where there is failure to show good moral character as it pertains to nursing, including but not limited to conviction of a felony, abuse of or addiction to alcohol or drugs, and theft of drugs. The decision as to whether the applicant is of good moral character is at the discretion of the Alabama Board of Nursing.

Exit Examination

Students must demonstrate satisfactory performance on a comprehensive exit examination as described in the departmental *Student Handbook* in order to graduate from the program.

Student Learning Outcomes

Students who complete the B.S. in Nursing (generic or RN completion) will be proficient in the following student learning outcomes:

1. Act consistently to exemplify the fruit of the Spirit
2. Apply biblical and SDA Christian principles to meeting patient needs
3. Critique knowledge of the disciplines and nursing from the perspective of biblical faith in order to develop a personal professional philosophy
4. Utilize cognitive skills when managing patient care
5. Provide clinical prevention and population health care using levels of prevention
6. Demonstrate safe delivery of care and appropriate use of health care and information technology
7. Demonstrate knowledge of the varying contexts for nursing practice: physical, cultural, economic, environmental, ethical, legal, health care policy and regulation, organizational, scientific, and spiritual
8. Establish safe and effective interpersonal relationships
9. Utilize patterns of knowing to collect data for the provision of nursing care

10. Assume responsibility of self-development and lifelong learning and leadership in the profession
11. Develop social responsibility and a philosophy of service through service learning projects
12. Demonstrate competence in collaboration with patients and others in designing, implementing, and evaluating plans to promote health and a safe environment

Major Requirements:

NU 110 Introduction to Nursing	3 hours
NU 111 Health Promotion and Environmental Health	3 hours
NU 210 Fundamentals and Skills	3 hours
NU 211 Assessment and Skills	3 hours
NU 212 Pharmacology for Nursing	2 hours
NU 213 Professional Foundations of Nursing Practice	3 hours
NU 214 Nursing Performance I	1 hour
NU 330 Pathophysiology	3 hours
NU 331 Adult and Gerontological Nursing I	3 hours
NU 332 Mental Health Nursing	3 hours
NU 333 Nursing Performance II	2 hours
NU 334 Nursing Informatics	3 hours
NU 335 Transcultural Nursing	3 hours
NU 336 Research in Nursing	3 hours
NU 338 Nursing Performance III	4 hours
NU 339 Adult and Gerontological Nursing II	3 hours
NU 409 Nursing With Infants and Children	3 hours
NU 411 Community Health Nursing	3 hours
NU 412 Nursing With Women during Childbearing Years	3 hours
NU 413 Nursing Performance IV	4 hours
NU 416 Management and Complex Medical-Surgical Nursing	3 hours
NU 417 Nursing Performance V	3 hours
NU 421 Nursing Seminar	1 hour
BI 112 Anatomy and Physiology and Lab	4 hours
BI 221 Microbiology	4 hours
CH 102 Introduction to Organic and Biochemistry and Lab	3 hours
FS 232 Nutrition Science	3 hours
OU 201 Community and Service Learning	1 hour
PY 307 Statistical Methods	3 hours
RG 309 Ethics in the Professions	3 hours
SO 101 Principles of Sociology	3 hours
Total.....	89 hours

General Education Requirements: Students must select the following:

Mathematics & Science:

BI 111 Anatomy and Physiology and Lab	4 hours
CH 101 Introduction to Inorganic Chemistry and Lab	3 hours
MA 101 Fundamentals of Mathematics or MA 108 Introduction to College Algebra ..	3 hours

Social and Behavioral Sciences

PY 101 Principles of Psychology	3 hours
---------------------------------------	---------

Total hours required for the degree are 136.

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Science in Nursing RN Completion Program

Admission Requirements

1. Admission by the university. Admission to the university does not guarantee admission to a specific department or program.
2. University cumulative grade point average (GPA) of 3.00 or above.
3. Current license to practice as a registered nurse in Alabama.
4. Completion or equivalency credit for an accredited associate degree program in nursing. (See prerequisite courses below).
5. Evidence of current CPR certification.
6. Medical clearance from Oakwood University Health Services.
7. Students having two failures (C- or less) in the physical sciences (biology, chemistry, microbiology) or two failures in previous nursing courses are not eligible for admission to the nursing program.

Prerequisites

Specific prerequisite requirements will vary according to the student's previous program of study. The student is expected to have completed the following courses with a grade of C (2.00) or better prior to entering the program in nursing:

- English Composition I and II
- Anatomy and Physiology I and II
- College Mathematics or Beginning Calculus
- Microbiology
- Inorganic Chemistry
- Introduction to Psychology
- Nutrition
- Public Speaking
- PE Activity (1 semester credit)

Successful completion of NU 340 Transition to Professional Nursing is prerequisite to progression to the second semester of the nursing program.

Progression

1. Earn a grade of C (2.00) or better in each required nursing theory course and a grade of Pass in each required nursing clinical (nursing performance) course.
2. Courses required for the major may be repeated only once. No more than two courses may be repeated, only one of which may be a nursing course.
3. Graduation requirements include a minimum GPA of 3.00 in the major.

Major Requirements:

NU 330 Pathophysiology	3 hours
NU 334 Nursing Informatics	3 hours
NU 335 Transcultural Nursing	3 hours
NU 336 Research in Nursing	3 hours
NU 340 Transition to Professional Nursing	4 hours

NU 411 Community Health Nursing	3 hours
NU 414 Nursing Performance RN I.....	2 hours
NU 415 Gerontological Nursing	3 hours
NU 416 Management and Complex Medical-Surgical Nursing.....	3 hours
NU 418 Nursing Performance RN II.....	4 hours
NU 450 Nursing Elective.....	3 hours
CH 102 Introduction to Organic and Biochemistry and Lab.....	3 hours
OU 201 Community and Service Learning	1 hour
RG 390 Ethics in the Professions	3 hours
SO 101 Principles of Sociology.....	3 hours
Total	44 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Description of Courses

NU 106 Non-Drug Therapeutics 3 hours

This elective course is intended to teach persons simple remedies and treatments that can be used in the home. The principles underlying the effects of the treatment methods are examined, and common symptoms and illnesses that respond to these treatments are covered. It is not expected that the information given in this course will take the place of the services of physicians or other health-care professionals.

NU 110 Introduction to Nursing 3 hours

This course provides an introduction to biblical and Seventh-day Adventist principles of health, and to the philosophy and conceptual framework of the Oakwood University Department of Nursing. Taught from a critical thinking perspective, this writing intensive course will also include nursing history and trends, medical terminology, and an introduction to legal and ethical issues in health care.

NU 111 Health Promotion and Environmental Health 3 hours

This course focuses on theories, concepts, and the appropriate technology related to health and health promotion, with emphasis on biblical and Seventh-day Adventist principles. It concentrates on factors that influence health and strategies that enhance the care of individuals and communities through the promotion of healthy lifestyle habits and a healthy environment. Basic knowledge related to environmental health will be incorporated (e.g., assessment and referral, advocacy, environmental justice, risk communication, legislation, and regulation). Prerequisites: NU 110; admission to nursing program.

NU 210 Fundamentals and Skills 3 hours

This course introduces the student to professional nursing skills used in basic health assessment and patient care procedures performed in a variety of health care settings across the life span. Patient-related developmental, psychosocial, and environmental factors that individualize nursing care will be addressed. Prerequisites: NU 110.

NU 211 Assessment and Skills II 3 hours

This course further develops professional nursing assessment and performance skills introduced in NU 210 Fundamentals and Skills, with an emphasis on appropriate technology for health promotion, protection, and restoration across the life span. Interpersonal and communication skills are emphasized. Prerequisites: NU 110, NU 111, NU 210.

- NU 212 Pharmacology for Nursing** **2 hours**
A study of the principles of pharmacology and the roles and responsibilities of the nurse in drug administration will be emphasized in this course. A survey of the major drug categories will provide a foundation for the specific pharmacological applications in each clinical course. Prerequisites: BI 111 and BI 112, CH 101 and CH 102, 100 level nursing courses, MA 101 or MA 108. Non-nursing majors by permission of instructor.
- NU 213 Professional Foundations of Nursing Practice** **3 hours**
The course is an orientation to the role of the professional nurse. Content includes the definition and scope of nursing practice, history of the nursing profession, and functions of other health care professionals, contemporary issues, and trends in nursing and health care. Prerequisite: 100 level nursing courses.
- NU 214 Nursing Performance I** **1 hour**
This clinical course provides opportunities for the development of professional nursing skills with emphasis on health promotion, disease prevention, health restoration, and beginning health assessment and nursing procedures in a variety of health care settings. Prerequisites: FS 131, NU 210, and 100 level nursing courses. Corequisite: NU 211.
- NU 330 Pathophysiology** **3 hours**
This course is the study of the physiologic changes that occur as a result of disease processes and functions of the body. Alterations, the mechanisms involved, and their manifestations as signs, symptoms, and physical and laboratory findings are examined in order to provide the common bond linking microbiology, chemistry, anatomy, and biochemistry to clinical practice. Prerequisites: BI 111 and BI 112, BI 221, CH 101 and CH 102. Non-nursing majors by permission of instructor.
- NU 331 Adult and Gerontological Nursing I (W)** **3 hours**
This course focuses on professional nursing principles for the promotion, maintenance, and restoration of health for young, middle, and older adults. Contemporary health issues and concerns of these age groups will be studied with emphasis on developmental stages, health promotion practices, impact of illness, spiritual dimensions, and cultural diversity. A multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: 200 level nursing and cognate courses. Corequisites: NU 212.
- NU 332 Mental Health Nursing (W)** **3 hours**
This course addresses the use of mental health nursing principles to promote, maintain, and restore optimum functioning for patients with neuropsychiatric disorders. It builds on concepts of behavior and interpersonal and communication skills learned in prior nursing courses. Emphasis is placed upon psychotherapeutic and psychopharmacological interventions, as well as the pathophysiology of psychiatric disorders. Prerequisites: 200 level nursing courses, NU 331, NU 333, NU 334, NU 335.
- NU 333 Nursing Performance II** **2 hours**
This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, and restoration for adult clients in a variety of settings, including mental health experiences. Prerequisites: 200 level nursing and cognate courses. Corequisites: NU 330, NU 331, NU 332, NU 334.

- NU 334 Nursing Informatics** **3 hours**
This course will provide a basic introduction to nursing informatics (the combination of nursing science, computer science, and information science) that will enable the student to work effectively using nursing information systems for patient assessment and evaluation and the delivery and management of patient care. Prerequisites: 200 level nursing courses.
- NU 335 Transcultural Nursing (W)** **3 hours**
This course provides an opportunity for the student to examine the way in which values, beliefs, and cultural practices affect health and illness among individuals, families, groups, and communities. Prerequisites: 200 level nursing courses.
- NU 336 Research in Nursing (W)** **3 hours**
This course is designed to introduce the student to principles and methods of research to be utilized in developing a nursing research project. The research process is introduced culminating in completion of a research proposal. Basic skills for evaluating research and means of utilizing research findings to incorporate them into practice are explored. Emphasis is placed on the ethical/legal principles of scientific research. Prerequisites: 200 level nursing courses, PY 307, or permission of instructor.
- NU 338 Nursing Performance III (W)** **4 hours**
This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, restoration and leadership for individuals across the life span and their families in hospital and community-based settings. Prerequisites: NU 330, NU 331, NU 332, NU 333, NU 334. Corequisites: NU 335, NU 336.
- NU 339 Adult and Gerontological Nursing II (W)** **3 hours**
This course focuses on advanced nursing principles for the promotion, maintenance, and restoration of health for young, middle, and older adults. Contemporary health issues and concerns of these age groups will be studied with emphasis on developmental stages, impact of illness, spiritual dimensions, and cultural diversity. A multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: NU 335, NU 336, NU 337, NU 338. Corequisites: NU 412, NU 413.
- NU 340 Transition to Professional Nursing** **4 hours**
The associate degree and diploma nurse are oriented to the roles of the baccalaureate nurse through the exploration of professional issues. Students are introduced to the philosophy and conceptual framework of the bachelor of science program at Oakwood University. Theoretical models are examined. This course provides a systematic and comprehensive approach to health assessment and decision making. Campus laboratory experiences are required. Prerequisite: admission to the BS completion option in nursing.
- NU 350 International Nursing (W)** **3-6 hours**
This elective course provides the student an opportunity to gain theoretical and practical knowledge of issues in international nursing practice. The student may elect to participate in the didactic portion of the course only, or may engage in an overseas experience during the summer.
- NU 409 Nursing with Infants and Children (W)** **3 hours**
This course focuses on applying professional nursing principles in the promotion, maintenance, and restoration of health for infants, children, adolescents, and their families. Health issues and nursing concerns of these age groups will be studied with emphasis on developmental

stages, family processes, health promotion practices, and social, cultural, and spiritual influences. Prerequisites: 300 level nursing courses.

NU 411 Community Health Nursing

3 hours

This course analyzes the multifaceted role of the community health nurse and the scope of nursing practice in maximizing the health and wellness potential of individuals, families, groups, and communities through culturally appropriate nursing strategies. Basic principles of the epidemiological process related to health promotion, primary, secondary, and tertiary disease prevention are emphasized. Attention is given to the involvement of the professional nurse in key ethical issues, and health policy formulation with a focus on vulnerable populations. Prerequisites: 300 level nursing courses, NU 409, NU 412, NU 413.

NU 412 Nursing With Women During Childbearing Years

3 hours

This course focuses on the promotion, maintenance, and restoration of health for women during the childbearing years, their newborns, and their families. It relates physiological, environmental, cultural, behavioral, and spiritual factors and issues that influence the reproductive woman and childbearing. Issues and trends in women's health are addressed as well as professional nursing interventions. Prerequisites: 300 level nursing courses. Corequisites: NU 413.

NU 413 Nursing Performance IV (W)

4 hours

This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, and restoration to individuals, groups, and families. The student will be expected to synthesize knowledge and use skills from previous and current courses in providing care with a beginning level of independence. The care of families during childbearing and childrearing years will be emphasized. Prerequisites: Successful completion of all junior level courses. Corequisites: NU 409, NU 412.

NU 414 Nursing Performance RN I (W)

2 hours

This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, restoration and leadership for older adults and their families in hospital and community-based settings. Prerequisites: Completion of junior level RN-BS courses. Corequisites: NU 412, Nursing elective.

NU 415 Gerontological Nursing (W)

3 hours

This course focuses on professional nursing principles for the promotion, maintenance, and restoration of health for older adults. Contemporary health issues and concerns of this age group will be studied with emphasis on developmental changes, health promotion practices, impact of illness, spiritual dimensions, and cultural diversity. A multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: Completion of junior level RN-BS courses. Corequisites: NU 414, NU 450.

NU 416 Management and Complex Medical-Surgical Nursing (W)

3 hours

This course focuses on the nursing care of young, middle, and older adult patients with critical, complex disorders. This course will focus on the development of nursing leadership/management skills. Professional nursing knowledge and advanced psychomotor skills will be utilized in the care of critically ill patients. Professional nursing principles for health maintenance and restoration adults will be addressed from a developmental perspective. Spiritual, cultural, ethical, legal, and socioeconomic factors will be considered. Management concepts will be operationalized using the patterns of knowing. Prerequisites: NU 412, NU 413. Corequisites: NU 411, NU 417, NU 421.

NU 417 Nursing Performance V**3 hours**

This clinical course provides opportunities to manage health care of individuals, families, groups, and communities requiring health promotion, maintenance, and restoration. The student will practice leadership skills in a variety of settings. The student will be expected to integrate knowledge from previous and current courses in the management of complex, leadership, and community nursing throughout the life span in leadership, community nursing and the management of complex nursing situations. Prerequisites: NU 412, NU 413. Corequisites: NU 411, NU 416.

NU 418 Nursing Performance RN II (W)**4 hours**

This clinical course provides opportunities to manage health care of individuals, families, groups, and communities requiring health promotion, maintenance, and restoration. The student will practice leadership skills in a variety of settings. The student will be expected to integrate knowledge from previous and current courses in the management of complex, leadership, and community nursing throughout the life span in leadership, community nursing and the management of complex nursing situations. Prerequisites: NU 414, NU 415, NU 450. Corequisites: NU 411, NU 416.

NU 421 Nursing Seminar**1 hour**

This course is designed to prepare the students for the departmental exit examination and the National Council Licensure Examination for Registered Nurses (NCLEX-RN). It builds on concepts learned throughout the nursing program and evaluates student learning using both paper-pencil and computerized test items and rationales. Prerequisites: NU 412, NU 413. Corequisites: NU 411, NU 416, NU 417

NU 450 Nursing Elective (W)**2-3 hours**

This senior course allows the student an opportunity to select a preferred area of nursing practice for focused theoretical learning and clinical experience. The student, in consultation with the course advisor, plans the course activities. This course is a requirement in the RN completion option and may be taken as an elective in the generic option.

SCHOOL OF RELIGION

Dean: Mervyn Warren, Ph.D, D.Min.

Purpose Statement

The purpose of the School of Religion is to deliver Christ-centered theological education to students in preparation for service to God, church, and humanity

Departments

Religion and Theology

Mervyn Warren, Chair

Graduate Program

Trevor Fraser, Coordinator

Department of Religion and Theology

Professors:

Leslie Pollard, Ph.D., D.Min.
Agniel Samson, Ph.D.
Mervyn Warren, Ph.D., D.Min., (Chair)

Associate Professors:

Gregory Allen, Th.D.
Finbar Benjamin, D.Min.
Trevor Fraser, D.Min.
Tarsee Li, Ph.D.
Jesse Wilson, D.Min.

Assistant Professors:

Ifeoma Kwesi, D.Min.
Gilbert Ojwang, Ph.D.
Russell Seay, Ph.D.

Majors: Ministerial Theology (B.A.)
Pastoral Care and Pre-Chaplaincy (B.A.)
Biblical Studies and Languages (B.A.)
Church Leadership (B.S.-LEAP/Adult Education)
Religious Education (B.S.)

Minors: Theology
Biblical Languages

Certificate: Church Leadership

Graduate: Pastoral Studies (M.A.)

Purpose

The purpose of the Department of Religion and Theology is to deliver Christ-centered theological education to undergraduate majors and general education students for their personal, spiritual development as well as their preparation for service to God, church, and humanity. Specifically, the three-dimensional Bachelor of Arts program equips the major in a choice of three areas, namely: Ministerial Theology and (Pastoral Evangelistic Ministry) through pre-seminary studies, Pastoral Care and Pre-Chaplaincy, and Biblical Studies and Languages for the person desirous of Biblical research and possible teaching on the college/university or graduate levels. (The program for teaching Bible on the elementary and/or academy/high school levels is housed in the Department of Education with curriculum participation by the Department of Religion and Theology.) Majors must maintain an overall grade point average of 2.30 or above in major courses with no grade lower than "C" in any religion course, required cognate, or religion course in general education.

Admission Requirements

When a student is accepted and admitted by the university, he or she selects a major field of study. The School of Religion evaluates its majors to determine who will be permitted to continue as a major accordingly.

1. During the first semester of the second or sophomore year, all majors regardless of concentration must make formal application to the program. This is done by filling out the appropriate form located in the office of the chairman or Dean, followed by a personal conference with the assigned advisor. (Specific detailed expectations of each major concentration are available in the central office.)
2. The evaluation of each applicant will consider:
 - a. Spiritual commitment
 - b. Moral integrity
 - c. Emotional stability
 - d. Professional skills
 - e. Grade point average
3. The applicant will receive an official decision/response verified by a card, letter, or certificate.
4. To maintain "Candidate" status, the student must continue all of the standards mentioned above plus:
 - a. Completion and passing the Exit Exam fall semester senior year
 - b. Completion of the Emotional Competency Inventory (ECI)
 - c. Completion of Field Work by majors in Ministerial Theology and Pastoral Care and Pre-Chaplaincy and recommendation by Externship Supervisor
 - d. Submission of personal resume' and sitting for photograph for inclusion in published announcement of prospective graduates.

Exit Examination

All graduating seniors in major programs must take a comprehensive examination in the fall semester of their final year. The examination will evaluate proficiency in four areas of competency: biblical studies, theological studies, historical studies, and practical studies. A minimum of 75 percent is required for passing, and students who fail must retake the examination. See the exit examination policy in the central office for criteria and procedures.

Bachelor of Arts in Ministerial Theology

The Bachelor of Arts in Ministerial Theology is designed to prepare students for entry level pastoral and evangelist ministry through a pre-seminary curriculum.

Students who complete the requirements for the B.A. in Ministerial Theology will be proficient in the following student learning outcomes:

1. Develop, from a Christ-centered perspective, a theology of social responsibility through structured service learning projects that meet community needs.
2. Develop homiletic tools for the preparation and the delivery of Christ-centered sermons according to the Seventh-day Adventist and Black traditions.
3. Design a Christ-centered corporate worship service with special attention to the Black tradition.
4. Demonstrate skills in public evangelism and church growth.
5. Build basic skills for ministerial practice in the church setting.

Major Requirements:

RB 311-312 New Testament I, II	3-3 hours
RB 411-412 Old Testament I, II	3-3 hours
RB 417 Daniel	3 hours
RB 418 Revelation	3 hours
RG 203 Foundations in Biblical Spirituality	3 hours
RP 231 Personal Evangelism	2 hours
RP 341-342 Biblical Preaching I, II	3-3 hours
RP 431 Christian Ministry I.....	3 hours
RP 441 Christian Worship and the Black Liturgical Experience.....	3 hours
RP 442 Public Evangelism and Church Growth.....	3 hours
RP 443 Christian Ministry II.....	3 hours
RT 221 Biblical Hermeneutics.....	2 hours
RT 321 Christian Ethics	3 hours
RT 421-422 Christian Theology I, II	3-2 hours

Cognate:

HI 314 History of the Seventh-day Adventist Church.....	3 hours
---	---------

Languages

RL 211-212 Greek I, II.....	6 hours
RL 313-314 Greek III, IV	4 hours
RL 311-312 Hebrew I, II	6 hours
Total.....	70 hours

General Education requirements.....	50 hours
General Electives	8 hours
Total for degree.....	128 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Arts in Pastoral Care and Pre-Chaplaincy

The major in Pastoral Care and Pre-Chaplaincy introduces the student to vocational options including hospital, military, and prison chaplaincies.

Students who complete the requirements in Pastoral Care and Pre-Chaplaincy will be proficient in the following student learning outcomes:

1. Describe the biblical, theological, sociological and psychological foundations of pastoral care and counseling.
2. Develop basic intervention skills through the application of Christian counseling techniques.
3. Offer pastoral care to people who are experiencing some form of human brokenness utilizing biblical counseling skills.
4. Develop verbatim reports and case studies.
5. Demonstrate basic competency in Hebrew.
6. Demonstrate basic competency in Greek.

Major Requirements:

RB 311-312 New Testament I, II	3-3 hours
RB 411-412 Old Testament I, II	3-3 hours
RB 417 Daniel	3 hours
RB 418 Revelation	3 hours
RG 203 Foundations in Biblical Spirituality	3 hours
RP 231 Personal Evangelism	2 hours
RP 431 Christian Ministry I.....	3 hours
RP 341-342 Biblical Preaching	3-3 hours
RP 441 Christian Worship and the Black Liturgical Experience.....	2 hours
RP 442 Public Evangelism and Church Growth.....	3 hours
RT 221 Biblical Hermeneutics.....	2 hours
RT 321 Christian Ethics	3 hours
RT 421 or 422 Christian Theology I or II	3 or 2 hours
HI 314 History of the Seventh-day Adventist Church	3 hours

Cognates:

RP 361-362 Pastoral Care and Counseling	6 hours
RP 460 Pre-Counseling/Pre-Chaplaincy	3 hours
PY 361 Marriage and Family.....	3 hours
PY 421 Counseling Skills	3 hours

Languages

RL 211-212 Greek I, II.....	6 hours
RL 313-314 Greek III, IV	4 hours
RL 311-312 Hebrew I, II	6 hours
Total.....	78 or 79 hours

General Education requirements.....	50 hours
Total for degree.....	128 or 129 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives.

Bachelor of Arts in Biblical Studies and Languages

The program in Biblical Studies and Languages serves the person who desires special training in Bible research and inquiry although not necessarily claiming a “call” or commitment to traditional pastoral ministry. Such a curriculum may lead to a variety of areas of religious service principally teaching Bible on college, university, or graduate levels or may provide a religious foundation for law, dentistry, education, medicine, paramedical, or technological professions. (Certification to teach Bible on elementary or academy/high school levels should be pursued through the “Religious Education” major located in the Department of Education in collaboration with the School of Religion.)

Major Requirements:

RB 311-312 New Testament I, II	3-3 hours
RB 411-412 Old Testament I, II	3-3 hours
RB 417 Daniel	3 hours

RB 418 Revelation	3 hours
RB 415 Senior Seminar in Biblical Exegesis	3 hours
RT 221 Biblical Hermeneutics	2 hours
RT 331 Introduction to Biblical Theology	3 hours
RB 416 Topics in Ancient Near Eastern History and Archeology	3 hours
RL 415 Topics in Biblical Languages	3 hours

Languages

RL 211-212 Greek I, II	6 hours
RL 313-314 Greek III, IV	4 hours
RL 311-312 Hebrew I, II	6 hours
RL 413-414 Hebrew III, IV	4 hours

Total..... 52 hours

Minor required..... 21 hours

General Education requirements..... 50 hours

General Electives 5 hours

Total for degree..... 128 hours

Each course taken by the student may be applied to only one program: general education, major, minor or free electives

Bachelor of Science in Religious Education

The Bachelor of Science in Religious Education is designed to qualify a person to teach secondary-school Bible and to pursue graduate study in such areas as school administration and religious education. Upon conferral of the degree, students may apply for the Seventh-day Adventist Basic Teaching Certificate: Religion, grades 7-12. Degree requirements are listed in the Department of Education section of the bulletin.

Minor in Theology

The Minor in Theology offers a bi-vocational ministerial option to non-majors interested in supplementing their primary discipline with significant coursework in theology and religion. The minor is especially designed for students not pursuing professional ministry but who recognize that God calls believing people of all vocations to spiritual service. The Minor in Theology also fulfills the discipline of theology requirements for the Bachelor of Arts in Interdisciplinary Studies.

Minor Requirements

RB 311 New Testament I.....	3 hours
RB 411 Old Testament I	3 hours
RG 203 Foundations in Biblical Spirituality	2 hours
RP 231 Personal Evangelism or RP Public Evangelism.....	2 or 3 hours
RT 221 Biblical Hermeneutics.....	2 hours
RT 321 Christian Ethics	3 hours
RT 202 Foundations of Seventh-day Adventist Beliefs	3 hours

Total..... 18 hours

Minor in Biblical Languages

The Minor in Biblical Languages is designed for theology majors in recognition of the practical benefit of in-depth knowledge and skill in biblical languages for ministerial practice. Students other than theology majors are also permitted to enroll in a Minor in Biblical Languages.

Minor Requirements

RL 211-212 Greek I, II.....	3-3 hours
RL 313-314 Greek III, IV.....	2-2 hours
RL 311-312 Hebrew I, II.....	3-3 hours
RL 413-414 Hebrew III, IV.....	2-2 hours
Total.....	20 hours

Certificate in Church Leadership

This one-year program prepares the participant for effective lay leadership or self-supporting ministry. The program also provides certification for ministers with training from other denominations who seek to practice ministry in a Seventh-day Adventist context.

Certificate Requirements:

RB 311 New Testament I.....	3 hours
RB 411 Old Testament I.....	3 hours
RB 417 Studies in Daniel.....	3 hours
RB 418 Studies in Revelation.....	3 hours
RG 203 Foundations in Biblical Spirituality.....	2 hours
RG 301 The Gift of Prophecy.....	3 hours
RP 341 Biblical Preaching I.....	3 hours
RP 431 Christian Ministry I.....	3 hours
RP 442 Public Evangelism and Church Growth.....	2 hours
RT 221 Biblical Hermeneutics.....	2 hours
RT 321 Christian Ethics.....	3 hours
RT 423 Seventh-day Adventist Theology.....	3 hours
HI 314 History of the Seventh-day Adventist Church.....	3 hours
Total.....	36 hours

Description of Courses

Biblical Studies

RB 311 New Testament I (W)

3 hours

An introductory survey of the Pauline Epistles, utilizing the book of Acts as a historical resource. Each letter is analyzed exegetically. Emphasis is given to Paul's major themes, including God, Christ, the Holy Spirit, salvation, the church, and last day events, as well as the relevance of Paul's message to ministerial practice and contemporary Christian living. Prerequisite: RL 314 or permission of instructor.

- RB 312 New Testament II (W)** **3 hours**
An introductory survey of Hebrews, Revelation, and the General Epistles, which include James, 1 and 2 Peter, Jude, 1, 2, and 3 John. Each letter is analyzed exegetically. Emphasis is given to major themes, including God, Christ, the Holy Spirit, the church, salvation, and last day events, as well as the relevance of each author's message to ministerial practice and contemporary Christian living. Prerequisite: RB 311.
- RB 411 Old Testament I (W)** **3 hours**
An introductory survey of the Old Testament books from Genesis to Esther. The messages of each book are explored in light of their historical, geographical, literary, and theological contexts. Special attention is given to issues of interpretation and methodological approaches, laying the groundwork for the Christological interpretation of the Old Testament. Prerequisite: RL 414 or permission of instructor.
- RB 412 Old Testament II (W)** **3 hours**
An introductory survey of the Old Testament books from Job to Malachi. The messages of each book are explored in light of their historical, geographical, literary, and theological contexts. Special attention is given to the interpretation of poetry and wisdom. The Christological interpretation of the Old Testament will be further developed. Prerequisite: RB 411.
- RB 415 Seminar in Biblical Exegesis (W)** **3 hours**
An in-depth exegetical study of selected books and/or passages from the Old and New Testaments using the tools gained from other courses. A seminal paper is required in which the student demonstrates skill and knowledge of the student learning outcomes for the Biblical Studies and Languages major. The passages to be covered will be selected by the instructor. Prerequisites: RL 211-212, RL 313-314, RL 311-312, RL 413-414 or permission of instructor. Also RB 311 and RB 411. Note: RB 312 and RB 412 should be either completed or taken concurrently.
- RB 416 Topics in Ancient Near Eastern History and Archaeology** **3 hours**
Introductory selected study of Ancient Near Eastern or Greco-Roman history and archaeology. The topics covered will be chosen by the instructor. Prerequisites: RB 311 and RB 411.
- RB 417 Studies in Daniel (W)** **3 hours**
An exegetical exploration of the messages of Daniel in light of their historical, literary, and theological contexts. Emphasis is given to the interpretation and application of apocalyptic prophecy from a Seventh-day Adventist perspective. Prerequisites: RB 312, RB 411, RL 314, RL 414, and RT 221 or permission of instructor.
- RB 418 Studies in Revelation (W)** **3 hours**
An exegetical exploration of the messages of Revelation in light of their historical, literary, and theological contexts. Emphasis is given to the interpretation and application of apocalyptic prophecy from a Seventh-day Adventist perspective. Prerequisites: RB 312, RB 411, RL 314, RL 414, and RT 221 or permission of instructor.
- RB 490, 491 Research and Independent Study** **each 1-3 hours**
A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

Biblical Languages

- RL 211-212 Greek I, II** **3-3 hours**
Introduction to elements of koine Greek of the New Testament and practice in translation of Biblical passages.
- RL 313-314 Greek III, IV** **2-2 hours**
A course that uses the linguistic similarities between English and New Testament Greek grammars toward the mastery of the morphology and the syntax of New Testament Greek. Students develop a usable vocabulary and the ability to translate simple passages. It emphasizes the application of Greek grammar to the understanding of the biblical text. Students develop the ability to translate selected passages with the aid of reference tools. Special emphasis is given to the value of Greek in the practice of ministry. Laboratory work is required. Prerequisite for RL 313 and RL 212.
- RL 311-312 Hebrew I, II** **3-3 hours**
Introduction to elements of Biblical Hebrew grammar and syntax.
- RL 413-414 Hebrew III, IV** **2-2 hours**
Emphasis placed on mastery of basic grammar, development of a functional vocabulary and ability to translate Hebrew scripture. Practical value to ministry is also a goal of this course.
- RL 415 Topics in Biblical Languages** **3 hours**
A course that introduces the student to a selected study of pre-advanced Greek or Hebrew, textual criticism, or other Biblical languages (Aramaic, etc.) The topics covered will be selected by the instructor. Prerequisites: RL 212 and RL 312. Note: The second year of Greek (RL 213 and 214) and second year Hebrew (RL 413 and RL 414) should also be either completed or taken concurrently.
- RL 490, 491 Research and Independent Study** **each 1-3 hours**
A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

Theological and Religious Studies

- RT 221 Biblical Hermeneutics** **2 hours**
An introduction to the principles and methods of biblical interpretation with emphasis on Christocentric interpretation. Special consideration is given to Seventh-day Adventist interpretation and the relationship between interpretation and spirituality. Students develop the ability to assess various critical methodologies and apply interpretive principles responsibly.
- RT 223 Philosophy and Christian Thought** **2 hours**
An introduction to the rigor of critical thinking in the context of human quest for truth and meaning. Through an historical approach, this course highlights the contributions of the major philosophers to the development of disciplines such as epistemology, ontology, metaphysics, empiricism, political philosophy, philosophy of religion, logic, and ethics. It is geared toward the understanding of pre-modernity, modernity, and postmodernity. It evaluates philosophical postulates in the light of biblical verities and aims at establishing the relationship between faith and learning.

RT 321 Christian Ethics (W) **3 hours**
An introductory survey of Christian ethics from biblical to present times. The course includes a systematic evaluation of various approaches to Christian ethics. Consideration is given to the relationship between the Bible and the quality and character of the Christian moral life, with special emphasis on Christ as the center of value and the moral life. Students investigate and critique major ethical systems and engage in values analysis, clarification, and criticism.

RT 322 World Religions **2 hours**
A survey of the development, beliefs, worldviews, and practices of the religions of the world, including African and Caribbean traditions as well as modern religious movements. Special emphasis will be placed on their relationship with Christianity. Prerequisite: junior standing.

RT 331 Introduction to Biblical Theology **3 hours**
A survey of the theological themes found in select biblical literature that inform Seventh-day Adventist thought. This course provides an opportunity for deeper reflection on the hermeneutics of scripture within theology. Prerequisites: RL 211-212, RB 311, RT 221.

RT 421 Christian Theology I (W) **3 hours**
An introductory survey of the development of Christian thought from A.D. 100 to 1300. Treatment is given to the task of theology, theological principles and methods, and biblical critique of theological ideas. Dogmatic categories include theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. Students explore the relevance of theological reflection for modern church and society. Prerequisite: RT 221.

RT 422 Christian Theology II (W) **2 hours**
An introductory survey of the development of Christian thought from A.S. 1300 to the present. Treatment is given to the task of theology, theological principles and methods, and biblical critique of theological ideas. Dogmatic categories include theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. Attention is given to the historical development, principles, and methods of biblical theology. Students explore the relevance of theological reflection for modern church and society. Prerequisite: RT 421.

RT 490, 491 Research and Independent Study **each 1-3 hours**
A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

Practical Studies

RP 231 Personal Evangelism **2 hours**
An introduction to Christian discipleship. With an emphasis on developing skills for practice, students examine biblical and theological foundations of discipleship as demonstrated in the ministry of Christ. Emphasis is given to the development of interpersonal skills for witnessing. Students learn to prepare and present Bible studies and train laity for discipleship. Field education is required. Prerequisite: RP 132 or permission of instructor.

RP 341 Biblical Preaching I **3 hours**
An introduction to the biblical and theological foundations, principles, and methods of Christ-centered preaching. Students review biblical hermeneutics for application to preaching. Attention is also given to personal preparation, sermon development and delivery, and biblical

preaching in the Seventh-day Adventist and Black traditions. Special emphasis is placed on Christ as the content of biblical preaching. Prerequisites: RB 211, RL 212, and RT 221.

RP 342 Biblical Preaching II **3 hours**
An application of homiletical theory, designed to build students' basic skills in biblical preaching. As a continuation of RP 341, this course requires students to deliver sermons for peer and teacher evaluation. Prerequisite: RP 341.

RP 351 Introduction to Religious Education **3 hours**
An introduction to biblical, theological, historical, and psychological foundations of religious education. Special attention is given to theoretical approaches and their critique and to religious education and practical procedures for implementing, maintaining, and evaluating religious learning in home, school, and church. Prerequisite: ED 250.

RP 361 Pastoral Care and Counseling I **3 hours**
An introduction to the principles and practices of pastoral care and counseling. Students will examine systems in pastoral care and counseling from a biblical and theological perspective. The course will address visitation, ministering to the sick and their support system, and developmental family issues. Special attention is given to premarital, marital, divorce, and bereavement counseling. The pastor's place in the mental health care network and appropriate circumstances for professional referral will also be considered. Prerequisite: PY 101.

RP 362 Pastoral Care and Counseling II **3 hours**
An advanced course in pastoral care and counseling techniques. This course employs both in-class preparation and clinical practice. Students apply pastoral care and counseling intervention techniques in a clinical setting. Attention is given to family dynamics, conflict management and resolution, and crisis management, with particular reference to pastoral care in the black community. Assessment and referral methods are reviewed. Field education is required. Prerequisite: RP 361.

RP 431 Christian Ministry I **3 hours**
An examination of biblical, theological, and historical foundations of Christian ministry and their relevance to professional issues in ministry. The course is designed to lead students from critical reflection to informed practice. As a continuation of RP 132, this course utilizes a case-study approach to develop the role of the minister as grounded in the ministry of Christ. Emphasis is placed on servant-leadership, ministerial ethics, life management, denominational polity, and strategic planning. Field education and personality testing are required. Prerequisites: RB 211, RP 132, and RT 221.

RP 441 Christian Worship and the Black Liturgical Experience **2 hours**
An introduction to the biblical, theological, and historical foundations of Christian worship and the implications for black liturgical experience. With an emphasis on building skills for practice, the course explores selected liturgical elements, including the role of music and the centrality of the Word. Attention is given to the relationship between corporate worship and service. Students are required to complete observations in various worship settings. Prerequisites: RB 211 and RT 221.

RP 442 Public Evangelism and Church Growth **3 hours**
An introduction to public evangelism and church growth. With an emphasis on developing skills for practice, students examine the biblical and theological foundations of public evangelism and church growth as demonstrated in the ministry of Christ. Traditional and non-traditional approaches are explored. Special emphasis is given to the role of the laity in successful

public evangelism and church growth. Field education is required. Prerequisites: RB 211 and RP 231.

RP 443 Christian Ministry II

2 hours

An application of Christian ministry in the church setting, designed to build students' basic skills in ministerial practice. As a continuation of RP 431, this course employs both in-class preparation and clinical participation in church administration, visitation, church finance, services of the church (e.g. baptism, wedding, funeral, communion, baby dedication), auxiliary ministries, and strategic planning. Attention is also given to resources for ministry, including technology. Field education is required. Prerequisite: RP 431.

RP 444 Pastoral/Evangelistic Practicum

1-3 hours

An advanced course designed to provide students with pastoral experience in a church and/or community setting (e.g. nursing home, campus residence hall, hospice, shelter, correctional facility). Students will engage in a specific area of ministry that will be supervised and assessed. This practicum is structured to allow students to test their ministry skills in a real-life setting. Prerequisite: RP 431.

RP 450 Teaching Religion/Theology Practicum

1-3 hour

A course designed to provide students with instructional experience in a classroom setting. Students are assigned to the Department of Religion and Theology, Oakwood Adventist Academy, and other educational settings. Students will actively participate in classroom instruction that will be supervised and assessed. This practicum is structured to allow students to test their teaching skills in a real-life setting. Prerequisite: RP 351 and ED 240.

RP 460 Pre-Counseling/Pre-Chaplaincy Practicum

1-3 hours

A course designed to provide students with pastoral care experience in hospitals and other clinical settings. Students will work as counselors and chaplains with families, patients, health care providers, and community organizations in diverse cultural and religious settings. A supervised group setting will provide opportunities for each student to reflect theologically about human crisis, personal illness, loss, and community conflicts. The experience will allow each student to reflect on her/his personal and pastoral identity in diverse pastoral care settings. Prerequisites: RP 362 and PY 421.

RP 470 Field School of Evangelism Practicum

1 hour

A practicum course designed to provide students with summer evangelistic experience in national or international field settings. Students will actively participate in assessment, planning, implementation, and evaluation of evangelistic meetings that will be supervised and assessed. Emphasis is placed on developing Christ-centered evangelistic preaching. The practicum will include instruction in public evangelism and church growth and may be taken in conjunction with RP 442. Prerequisite: RP 342 and senior standing.

RP 490, 491 Research and Independent Study

each 1-3 hours

A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

General Religion Education

RG 101 Introduction to the Bible

3 hours

An introduction to the content, structure, and history of the Bible. The course provides students with a basic foundation for understanding and applying the message of the Bible. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

RG 102 Life and Teachings of Jesus

3 hours

A review of the life of the Master Teacher and a study of the principles and parabolic representations of Christian life and faith as revealed in the Gospels.

RG 202 Fundamentals of Seventh-day Adventist Beliefs

3 hours

An introductory course exploring selected fundamental Christian doctrines as believed and taught by the Seventh-day Adventist Church. The teachings follow the traditional dogmatic categories: theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. The course explores these teachings from a Christ-centered perspective for individual spiritual formation using the Bible as the basis of authority.

RG 203 Foundations in Biblical Spirituality

3 hours

An introductory course exploring a personal relationship with God and developing a meaningful Christian witness. Emphasis is given to a strong devotional life not only on the personal but also spirituality on corporate and social levels. Laboratory work is required.

RG 301 The Gift of Prophecy

3 hours

A course of study tracing prophetic ministry in the Bible, and especially in the experience of Ellen G. White, while noting also its contributory role in the history and operation of the Seventh-day Adventist Church from the nineteenth century to the present.

RG 390 Ethics in the Professions (W)

3 hours

This interdisciplinary course is designed to introduce students to professional responsibility through a consideration of Christian professional ethics. A survey of moral theories provides a foundation for critical moral reflection on complex social problems as well as issues common to the professions. The first part of the course is taught in a multidisciplinary setting, then students are provided the opportunity to explore disciplinary applications and special topics in a small group composed of their disciplinary fellows. The course culminates in a return to multidisciplinary setting to work on a group case study in professional ethics. Prerequisite: junior standing or permission of the instructor.

GRADUATE STUDIES

ACADEMIC CALENDAR 2013-2014

<u>Events</u>	<u>Fall Semester</u>
Application Deadline Admission Fall Semester 2013	June 1
New Students' Orientation	August 12
BLET - Biblical Literacy Entrance Test	August 14
OU Year Book Pictures.....	August 14
Last day for Final Acceptance	August 12
Intensive Part I begins.....	August 12
Last day to enter classes.....	August 12
Late registration fee begins; Drop/Add fee begins	August 19-20
Intensive Part I ends.....	August 15
Last day to financially clear	August 28
Last day for 100 percent tuition refund less \$100.....	August 30
Last day for 90 percent tuition refund	September 6
Last day for 75 percent tuition refund	September 20
Last day for 50 percent tuition refund	September 27
Last day to drop a class with "W"	November 1
Last day to process Incomplete/Terminal Leave	November 22
Intensive Part II begins.....	December 9
Advising/Registration for Spring Semester 2014.....	December 9-12
Intensive Part II ends.....	December 12
Application for Graduation Spring 2014 and Graduation Fee due	December 12
All grades due.....	December 16

ACADEMIC CALENDAR 2013-2014

<u>Events</u>	<u>Spring Semester</u>
Intensive Part I begins.....	January 6
Last day to enter classes.....	January 6
Late registration fee begins; Drop/Add fee begins	January 9
Last day to financially clear	January 15
Intensive Part I ends.....	January 9
Last day for 100 percent tuition refund less \$100.....	January 15
Last day for 90 percent tuition refund	January 24
Last day for 75 percent tuition refund	February 8
Last day for 50 percent tuition refund	February 14
Last day to drop a class with "W"	March 21
Last day to process Incomplete/Terminal Leave	March 31
Intensive Part II begins.....	April 29
Intensive Part II ends.....	May 2
Advising/Registration for Fall Semester 2014	April 29-May 2
All grades due.....	May 5

ACADEMIC CALENDAR 2014-2015

<u>Events</u>	<u>Fall Semester</u>
Application Deadline Admission Fall Semester 2014	June 1
New Students' Orientation	August 11
BLET - Biblical Literacy Entrance Test	August 13
OU Year Book Pictures	August 13
Last day for Final Acceptance	August 11
Intensive Part I begins	August 11
Last day to enter classes	August 11
Late registration fee begins; Drop/Add fee begins	August 18-19
Intensive Part I ends	August 14
Last day to financially clear	August 9
Last day for 100 percent tuition refund less \$100	August 27
Last day for 90 percent tuition refund	September 5
Last day for 75 percent tuition refund	September 19
Last day for 50 percent tuition refund	September 26
Last day to drop a class with "W"	October 31
Last day to process Incomplete/Terminal Leave	November 21
Intensive Part II begins	December 8
Advising/Registration for Spring Semester 2014	December 8-11
Intensive Part II ends	December 11
Application for Graduation Spring 2014 and Graduation Fee due	December 11
All grades due	December 15

ACADEMIC CALENDAR 2014-2015

<u>Events</u>	<u>Spring Semester</u>
Intensive Part I begins	January 5
Last day to enter classes	January 5
Late registration fee begins; Drop/Add fee begins	January 8
Intensive Part I ends	January 8
Last day to financially clear	January 14
Last day for 100 percent tuition refund less \$100	January 14
Last day for 90 percent tuition refund	January 23
Last day for 75 percent tuition refund	February 6
Last day for 50 percent tuition refund	February 13
Last day to drop a class with "W"	March 20
Last day to process Incomplete/Terminal Leave	March 30
Intensive Part II begins	April 27
Advising/Registration for Fall Semester 2015	April 27-30
Intensive Part II ends	April 30
All grades due	May 4

GRADUATE STUDIES

The Religion and Theology Department of Oakwood University offers a Master of Arts in Pastoral Studies, a professional degree designed to foster the spiritual development and integrative skills of pastors and lay leaders.

The Department sees its graduate instruction as a harmonious interaction of various learning strategies and resources. Qualified faculty members from the Religion and Theology Department and from other participating departments apply various methods of delivery such as lectures,

classroom discussions, seminar formats, group presentations and reflection, audio-visual presentations and onsite visits that provide hands-on experience and/or stimulate learning. The culminating experience is a major field project in which participants practice how to become life-long corporate and independent learners by discerning and evaluating a congregational need or challenge and working with the congregation to address it.

Program Location

Administration and instruction for the Master of Arts in Pastoral Studies are located in the Calvin E. Moseley Religion Complex and the Bradford-Cleveland-Brooks Leadership Center. The Religion Complex, originally built in 1977 and completely renovated in 2007, houses the C.T. Richards Chapel and offices and classrooms for the Department of Religion and Theology. The Bradford-Cleveland-Brooks Leadership Center, a 10,000 square foot extension to the Religion Complex, completed in 2007, promotes continuing education in ministry. The extension includes an auditorium, four classrooms, a learning research lab, and four offices.

Admission Standards

General Information

Oakwood University welcomes applicants regardless of race, color, nationality, ethnicity, sex, or physical challenges. Students who meet the academic requirements and character expectations of the university and are willing to adjust to and to be comfortable within its religious, social, and cultural atmosphere may be admitted subject to available space.

Oakwood University is sponsored and financed primarily by the Seventh-day Adventist Church, of which the majority of its students are members. Although religious affiliation is not a requirement for admission, all graduate students are expected to abide by the policies and standards of the university as outlined in the University Bulletin and in the Student Handbook.

The university reserves the right to refuse admission to any applicant who purposely supplies wrongful information or deliberately omits pertinent information. Such deception, if discovered later, may cause a student to be subject to dismissal.

Applications for admission will be kept on file for two years. The University Board of Trustees, upon recommendation by the president, approves all admission policies.

Application and Acceptance

Where to Write: Inquiries about admission and acceptance should be addressed to:

Oakwood University	Telephone:	(256) 726-7357
Graduate Admissions	Fax:	(256)726-7366
Religion & Theology Dept.	E-mail:	maps@oakwood.edu
7000 Adventist Boulevard, NW		
Huntsville, AL 35896		

Admission of New Students

The Master of Arts in Pastoral Studies program is designed for individuals who already have some familiarity with the religious and theological thought of the Christian Church and who have already been exposed to the challenges and responsibilities of contemporary church leadership, but who would like to expand their knowledge and skills to meet the spiritual and moral needs of today's church and society.

Entrance Requirements include:

1. A baccalaureate degree with a cumulative GPA of 2.5 or a graduate degree with a cumulative GPA of 3.0, or an international equivalent, from an accredited institution [official transcript required].
2. Three (3) credit hours in Christian Theology
3. Two (2) credit hours in Spiritual Formation or Dynamics of Christian Living or Foundations of Biblical Spirituality
4. Two (2) credit hours in Adventist Heritage
5. Three (3) credit hours in Biblical Preaching
6. Three (3) credit hours in Old Testament
7. Three (3) credit hours in New Testament
8. Evidence of at least two consecutive years of pastoral experience, or local church leadership experience within the past five (5) years. Local church officers must have been voted into office by the local church except students who graduated from Oakwood University with a bachelors degree in religion and theology.
9. A current resume
10. Two letters of recommendation. Pastors should present one letter from a conference administrator, and one from the head elder of the local church where they are ministering. Church officers need to present one letter from their pastor and one from a current church leader or office in the church where they have served.
11. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 500 (written test) or 173 (computer test). TOEFL scores must be sent directly to the Oakwood University Religion and Theology Department from Educational Testing Service. Students who have earned a baccalaureate degree or higher from an accredited U.S. institution will be exempted from the TOEFL.
12. A nonrefundable application fee of \$100 must accompany each application.

Additional requirements for official acceptance into the Master of Arts in Pastoral Studies:

13. Complete the Biblical Literacy Entrance Test (BLET), with a minimum score of 70% during the first intensive of the program. Students with a Masters degree in religion or theology may be able to have this requirement waived for degrees completed within the last five years.
14. Complete the Myers-Briggs Type Indicator (MBTI), Spiritual Gifts inventory, and Temperament inventory offered by the Career Services and Testing Center during the first intensive. Participants are responsible for the testing fee of \$60.
15. Complete the first semester (at least 9 credit hours) with a minimum GPA of 3.0.

Transfer Policy

Students wishing to transfer to Oakwood University from another college or university must follow the same application procedure as other new students (see Admissions Requirements). Transfer students must also submit official transcripts from all colleges and/or universities attended. Official transcripts must be sent directly from the issuing institution to Oakwood University.

If an applicant holds a Masters degree or has graduate credits from an accredited institution, they may transfer a maximum of six (6) semester credit hours that are relevant to the MAPS degree. If the Master's degree is in Religion or Theology, admissions requirement 13 may be waived for degrees completed within the last five years.

The Religion and Theology graduate faculty of Oakwood University will evaluate all requests for transfer credit and make the final determination about the courses and credits that will be accepted.

Financial Policies

Schedule of Charges For Academic Year 2013-2014 [SUBJECT TO CHANGE]

	TUITION	
Per credit hour charge		\$511
	FEES	
Matriculation fee/Technology		400

Housing and Meals are available for a nominal fee.

Other Expenses

Books and supplies: \$500 per semester (approximately)

Health insurance: \$625 per semester

Late registration: \$167

Testing fee: \$40 and up

Graduation fee: \$232

Drop/add: \$10 up until last day for a refund

Remittance

Personal checks are not accepted. Please make all payments in the form of bank drafts, cashier's checks, certified personal checks, traveler's checks, money orders, American Express, Visa, or MasterCard. Include the student's I.D. number on all payments to ensure proper credit.

Graduate students are required to pay 100 percent of tuition and fees at the time of registration. A minimum of 70 percent of tuition and fees is accepted with an approved payment plan.

Tuition and fees (9 hrs) $\$4,999 \times 70\% = \$3,499$

Tuition and fees (12 hrs) $\$6,532 \times 70\% = \$4,572$

Balance due in the following installments:

Fall Semester	9 hrs	12 hrs
September 1, 2013	\$500	\$654
October 1, 2013	\$500	\$653
November 1, 2013	\$500	\$653
Spring Semester	9 hrs	12 hrs
January 31, 2014	\$820	\$1093
February 28, 2014	\$820	\$1093
March 31, 2014	\$819	\$1093

Refund

Institutional charges (tuition and fees, room and board on campus) are refunded appropriately as follows for drop/withdrawal:

Fall 2013	Spring 2014	Fall 2014	Spring 2015	
Aug. 30	Jan. 17	Aug. 29	Jan. 16	less \$100 down payment
Sep. 6	Jan. 24	Sep. 5	Jan. 23	90%
Sep. 20	Feb. 7	Sep. 19	Feb. 6	75%
Sep. 27	Feb. 14	Sep. 26	Feb. 13	50%
After Sep. 27	After Feb. 14	After Sep. 26	After Feb. 13	0%

Return of Funds Policy

Refund and repayment requirements apply when a student who is the recipient of financial assistance (financial aid/scholarships) makes changes in course load, withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, or is expelled. Scholarships are charged back at the same rate that tuition is refunded.

Repayment of Title IV Federal Financial Aid is based on the U.S. Department of Education's Return of Title IV Funds Policy. If a recipient of Title IV aid (ex. Stafford loans, etc.) withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV loan assistance the student earned as of the withdrawal date. The unearned portion must be returned to the Title IV programs in accordance with Federal Regulations. In certain instances, the student may also be required to return Title IV funds to the Department of Education in addition to that which the school is required to return [CFR 668.22]. If withdrawal occurs after the specified sixty percent (60%) point of the semester calendar, no adjustment to the initial Title IV award will be made.

The effective date for refund or repayment of financial assistance is determined by the date the student notifies Oakwood University and completes a withdrawal form. If the student fails to officially withdraw or appropriately notify Oakwood University, the last recorded date of class attendance by the student, documented by Oakwood University, will be the effective date.

Students receiving financial aid should consult with the Financial Aid Office concerning the possible effect of withdrawal or change in course load on awards received. Any remaining balance on the account must be paid at the time of withdrawal or dismissal.

Financial Aid

Students applying for the Federal Financial Aid Program (known as Title IV) must comply with the following procedures in a timely manner. A student's noncompliance may result in the loss of potential benefits and will result in a protracted and negative institutional registration experience if the student needs the federal resources to assist in his or her educational expenses.

The following procedures are strongly advised:

1. Complete the Free Application for Federal Student Aid (FAFSA). After the FAFSA has been processed, a Student Aid Report (SAR) will be emailed to you. Once you receive your SAR, check it for accuracy of information. The Financial Aid Office (FAO) will electronically retrieve it; however, Oakwood University must be listed as one of the schools of attendance in order for us to retrieve it.
2. Students applying for scholarships through Oakwood University must submit all required documentation by the specified deadline dates.
4. An entrance interview must be completed online at www.studentloans.gov by all first-time loan borrowers before loan proceeds can be applied to the student's account.

Financial Aid Policies

Satisfactory Academic Progress for Semesters, Terms, and Sessions (Summer).

Federal regulations require the University to establish reasonable standards for measuring academic progress. The University must monitor participants in student financial aid programs to ensure that those academic standards are met, and that students make real progress toward completing their degrees. The policy must contain a qualitative component, a quantitative component, and an overall timeframe component. A student must maintain satisfactory academic progress regardless of whether the student was a previous recipient of financial aid or not.

Qualitative Component

The University's current academic standards are the qualitative standards for this policy. This policy articulation also recognizes the cumulative grade point average as the sole numeric measure.

***Graduate students must maintain a cumulative 3.00 GPA by the end of 12 attempted credit hours to continue to receive federal financial aid.**

Quantitative Component

Once at least 30 semester hours have been attempted, a student's cumulative hours passed must be at least 67% of the cumulative hours attempted. For example, a student enrolling in 15 hours per term for two semesters would be required to pass 20 of those hours to retain financial aid benefits. A student enrolling in 6 hours per term for 5 semesters would also be required to pass at least 20 hours. This component will be evaluated at the time of each application. For example, a student who has attempted 60 semester hours must have earned at least a "C" in 40 of the hours attempted.

Overall Time Frame

Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Oakwood University, whether or not financial aid was received. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students are no longer eligible to receive Title IV federal financial aid after attempting 150 percent of the published academic program hours. For graduate students, if the published length of the program is 36 hours, then the maximum time allowed to complete is 54 hours (that is 36 x 1.5).

Students whose attempted credits, including transfer credits, exceed the 150 percent timeframe for any reason will be placed on Financial Aid Denied status. No financial aid will be disbursed for the student unless the student has made an appeal to the Financial Aid Appeals Committee and the appeal is granted.

Transfer, Summer, Consortium and Transient Hours

Students transferring to the University are assumed to be maintaining reasonable academic progress. All hours transferred from prior or concurrent attendance at other schools will be considered in establishing the class standing for grade requirements, and are integral in determining the overall time frame allowed for financial aid eligibility. GPA's from other Universities will not factor into your cumulative GPA at Oakwood University.

Grades

Courses with non-assigned grades, including withdrawals are considered in determination of the percentage of hours completed toward the degree. Refer to the Grading System section of the University Bulletin for the regulations concerning the effect on cumulative hours earned and cumulative hours attempted. Acceptable grades are A, B, C, D, P. Unacceptable grades are F, I, W, NC, FA, AU, DG, U. All of these grades are considered in evaluating the qualitative, quantitative and overall time frame components.

Loss of Aid Eligibility

According to federal regulations, a student is not allowed to receive further aid from Title IV if he or she does not meet the University's standards of satisfactory progress. Students who become ineligible to receive further federal aid will be notified at the address listed on the most recent Student Aid Report (SAR) obtained by the Office of Financial Aid, or a more recent one, if provided by the student prior to the last day of the semester. Students receive first notice of grades, and are held responsible to monitor the cumulative grade point average. All other notices are a courtesy of the University.

Financial Aid Appeals

- Students may submit an appeal for funding to the Financial Aid Office. Applications may be obtained from the Financial Aid Office or from the Financial Aid web page under Forms.
- Students with approved appeals may be placed on "probation" with the Financial Aid Office for "one payment period".
- During a probation period, students will continue to receive financial aid.

Acceptable Conditions to File an Appeal

- Death of a family member
- Student's own serious illness
- Serious illness or injury of a family member
- Student received an approved medical withdrawal
- Extreme change in financial or legal circumstances
- Compulsory military duty

The following procedure has been established for those who lose federal Title IV eligibility due to failure to maintain satisfactory academic progress. The procedure must be followed precisely and without exception. Failure to adhere to the procedure as prescribed may result in an automatic denial. **NO PERSONAL APPEARANCES WILL BE GRANTED** before the Financial Aid Appeals Committee. (Note: This appeal is for determining the eligibility for Federal Financial Aid.)

- You must submit an application for appeal and an accompanying letter, indicating the reason(s) why you failed to complete the necessary hours, or attain the required GPA during the prior academic period.
- You must submit legitimate documentation supporting your claim or rationale (i.e., CURRENT physician/counselor's statement outlining ailment, clergy statement, family death certificate, obituaries, court documents). Furthermore, you **MUST** outline the plan for improving your academic performance
- Students with non-mitigating circumstances (e.g. return to school after extended leave, change of major etc) are required to document what has changed in their situation that will now enable them to meet SAP requirements.
- In addition, students who did not meet the Maximum Timeframe SAP requirement are

required to meet with their academic advisors to complete the SAP Appeal “Maximum Timeframe Form”.

- Students who successfully appeal will be placed on Financial Aid probation for one semester and must agree to an academic progress plan by the semester’s academic progress plan deadline.
- For all appeals, students may attach other supporting documents that further validates their situation.
- The review time for appeals may take a minimum of 4-6 weeks.
- Students awaiting a response are responsible for paying their tuition and will receive the appeal determination by mail or email.
- All applications for appeal must be submitted to Oakwood University; Center for Academic Success; 7000 Adventist Blvd., NW; Huntsville, AL 35896 by July 15th for Fall Semester and by January 15 for Spring Semester.
- The Financial Aid Appeals Committee will meet as needed.

Reinstatement

Students who lose eligibility for Title IV because of failure to maintain reasonable progress towards a degree may reapply. No reapplication will be considered until the student clears the deficiency or attains the minimum grade point average.

Verification of Enrollment

Students who require enrollment verification for student loan deferment purposes must contact the Registrar’s Office.

Transfer Students Eligibility for Aid

Transfer students are eligible for federal aid during their first semester of attendance at the university. Refer to the Satisfactory Academic Progress brochure obtainable from the Office of Financial Aid or the Enrollment Management Office.

Available Funds

Federal Unsubsidized Direct Stafford Loan: A loan that a student may borrow, regardless of need, but will have to pay all interest charges.

Entrance/Exit Interview

First-time borrowers at Oakwood University must complete an entrance interview online at www.studentloans.gov before receiving any loan proceeds. This federally mandated requirement is to ensure that the students have received loan counseling and understand their responsibilities as borrowers. An exit interview is required of all students who have received loan proceeds during their matriculation at Oakwood and is completed online prior to graduation or terminating enrollment.

Loan Limits

Unsubsidized \$20,500

Who May Apply for Financial Aid

To receive aid from the federal student aid programs you must:

1. Have financial need.
2. Have an undergraduate degree or meet other standards your state establishes that are approved by the U.S. Department of Education.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate or bachelor's degree program.)
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid Social Security number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a certificate statement of overpayment and default [both found on the Free Application for Federal Student Aid (FAFSA)].
8. Register with Selective Service, if required.

ACADEMIC POLICIES

Credit

The unit of credit is the semester hour.

Study Load

A class load of 9-12 credit hours is considered full-time and 8 or fewer credit hours is considered part-time.

Permanent Student Records

The student's permanent academic record is the transcript. The transcript contains biographical, geographical, and academic information regarding courses taken and grades earned. This information is taken from application for acceptance forms, registration forms, teachers' grade sheets, drop/add forms, and teachers' change-of-grade forms.

Retention and Disposal of Student Records

The retention and disposal of student records is in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers, as published in the guide entitled *Retention of Records: A Guide for Retention and Disposal of Student Records*.

Family Educational Rights and Privacy Act

Oakwood University complies with the Family Education Rights and Privacy Act of 1974 (FERPA). A student's record is regarded as confidential, and release of this information is regulated by the FERPA Act. Students have the right to inspect their records at any time. Parents of a student termed "dependent" for income tax purposes are entitled to receive information relating to the student's educational records upon request. A copy of the act is on file in the Records Office.

Transcripts

The Records Office releases an official or unofficial transcript of a student's work at Oakwood upon the student's request. Students may request an official transcript online or by mail. The instructions and fees for each can be found online at www.oakwood.edu/records under Transcript Request Information. Official transcripts must be sent directly to the recipient indicated on the student's request.

Requests for unofficial transcripts must be made directly to the Records Office by mail or in person. The fee for an unofficial transcript is \$2, payable by cashier's check or money order. NO PERSONAL CHECKS or CASH will be accepted by the Records Office.

Currently enrolled students may obtain a printout of their academic history for personal use by accessing MyOakwood using the student ID and password.

The University reserves the right to withhold all information concerning the record of any student who has unpaid accounts or other charges, or who is delinquent or in default status in the payment of student loans.

Official transcripts from other institutions which have been presented to Oakwood for admission and evaluation of credit become the property of the University and are not reissued or copied for release.

Registration

Registration includes advising, selection of courses, and payment of fees. Students are required to register on the designated registration dates. Information on registration is available at the registration site. Students are not officially registered for courses until their "registration forms" have been processed by the Records Office and all fees have been paid.

Late Registration

Students failing to register during the scheduled registration periods are assessed a late registration fee of \$149. Class periods missed because of late registration are counted as absences from the class.

Grading System

The university grading system utilizes the four-point scale. The grade point values are outlined as follows:

Grade	Grade Point Per Hour
A (superior).....	4.0
A-.....	3.7
B+.....	3.3
B (above average).....	3.0
B-.....	2.7
C+.....	2.3
C (average).....	2.0
C-.....	1.7
D+.....	1.3
D (below average).....	1.0
D-.....	0.7
F (failure).....	0.0

FA (failure due to absences)	0.0
AU (audit)	
DG (deferred grade)	
I (incomplete)	0.0
NC (noncredit)	
P/U (pass/unsatisfactory)	
W (withdrew)	

Grade Point Average

The grade point average (GPA) for the semester is computed by totaling quality points earned in all courses attempted and dividing by the quality hours attempted ($GPA = QP/QHA$). Credits are included in calculating the GPA for grades of F, FA and I. The symbols AU, NC, DG, IP, NR, W, and P/U are disregarded in computing the grade point average. The academic progress record allows for repeated courses without GPA penalty. However, the GPA used to determine the eligibility for financial aid includes all work attempted.

Deferred Grades

A deferred grade (DG) is assigned when an instructor determines that instructional obstacles, not the student, are responsible for incomplete work. This may be the result of books or research materials arriving late, equipment failure, or insufficient time. A statement of outstanding requirements, including deadlines for their completion, shall be made available to the student.

ADG will be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, even when the student is to be registered for the next semester. The DG automatically converts to an F if not removed within the prescribed time. Before the deadline expires, the instructor may submit a request for an extension of the time to the Vice President for Academic Affairs. The request must be in writing and must be adequately justified.

Incomplete Work

When at the end of a semester students are behind in their classwork, the teacher does not automatically grant a grade of I for more time to do the requirements. However, because of interruptive illness or other unavoidable circumstances, students may request the privilege of receiving a grade of I to allow more time to fulfill class requirements. They must apply in time so that a final decision is made before the beginning of final examination week. The procedures to be followed are:

1. Obtain and fill out a "Request and Authorization for Incomplete" from the Office of Academic Affairs.
2. Attach a physician's statement if the reason is medical.
3. Obtain the appropriate signatures.
4. Return the form to the Office of the Vice President for Academic Affairs at least five working days before the beginning of final examinations.

An I may be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, even when the student is not registered the next semester. The I automatically converts to an F if not removed within the prescribed time. Should more time, because of further illness or unavoidable circumstances, be needed to remove the incomplete,

the student may, before the deadline expires, request in writing an extension of time from the Academic Policies Committee.

Repeated Courses

There is no limit to the number of times a course may be repeated with the exception of the Research Project, RP 571 and RP 572. Please see “Completion Requirements”, item 8. Otherwise, the better grade for a repeated course will be accepted for credit.

Grade Reports

Grade reports are issued to the student via the Internet at the end of each semester.

Errors and Corrections

Upon reviewing of his/her grades, the student should carefully check them for correctness as to the courses, credits, and grades recorded. Requests for corrections must be initiated within one month.

Academic Honesty

Oakwood University is dedicated to scholastic integrity. Consequently, students of the University are required to maintain high Christian standards of honesty. If students are found or suspected of engaging in any of the following types of academic misconduct, the procedures set forth in this policy will be implemented.

Types of Academic Dishonesty:

1. Dishonesty in testing (e.g., copying from another student’s paper, using unauthorized materials, or collaborating with any other person without authority from the instructor during an examination; stealing test materials; obtaining test information prior, during, or after an administered examination; or any other form of test dishonesty).
2. Plagiarism, defined as unacknowledged use of another’s work (e.g., submitting any written, oral, aesthetic, computer, or laboratory work prepared totally or in part by another person; such work need not be copyrighted).
3. Any other practice deemed by the university as academic misconduct not listed above.

Procedures for Handling Academic Dishonesty

If a teacher finds irrefutable evidence of academic dishonesty, the teacher should immediately speak with the student and issue zero credit for the particular examination, assignment, or project.

If academic misconduct is suspected by a teacher, that teacher must follow certain steps.

1. The teacher must first speak with the student about the question of dishonesty. If the student acknowledges engaging in academic misconduct, the student will be given no credit for the particular examination, assignment, or project.
2. If the situation cannot be resolved between the teacher and student, then it must be brought to the attention of the teacher’s department chair.
3. If the department chair is unable to resolve the matter, the Vice President for Academic Affairs must then be consulted, and may refer the issue to the Academic Appeals Committee.

4. Subsequent incidents of academic dishonesty make a student eligible for dismissal from the university. Students are, however, given the option of appealing this decision to the Academic Appeals Committee.
5. Each established incident of academic misconduct shall be departmentally documented and submitted to both the student, the student's major department chair, the vice president for Academic Affairs, and the vice president for Student Services.

Academic Grievance

Any student who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding within or without the classroom is encouraged to confer first with the teacher of the class and, if deemed necessary, with the teacher's department chair. If the matter is not resolved satisfactorily at the first two levels, the student should contact the vice president for Academic Affairs. The vice president for Academic Affairs will review the matter to (a) make a final determination of the matter, or (b) refer the matter to the Academic Appeals Committee for further review and recommendation.

In either case, the final decision is the responsibility of the vice president for Academic Affairs. The Academic Appeals Committee receives referrals directly from the vice president for Academic Affairs. Cases are referred to this committee if the vice president for Academic Affairs determines more information is needed to make an equitable decision. The process is as follows: (a) the vice president for Academic Affairs notifies the chair of the Academic Appeals Committee of the student's concern, (b) the aggrieved student submits a written report of the complaint to the chair of the Academic Appeals Committee, and (c) a recommendation is made to the vice president for Academic Affairs.

Students or faculty members have the option to appear in person before the Academic Appeals Committee, bringing documentation to support their views; however, it is not required that they appear in person. It should be understood that the purpose of the appeals process is to peaceably resolve issues which have not been resolved through other means. Therefore, the approach to problem resolution in the appeals process is through consensus, so far as is possible.

The membership of the Academic Appeals Committee consists of six individuals: the USM academic vice president (chair), two elected student representatives, two full-time teaching faculty, and one full-time staff member. The vice president for Academic Affairs or designee may choose to sit with the Academic Appeals Committee for purposes of hearing the discussion or for clarification of issues, but not for voting purposes.

ACADEMIC SUPPORT SERVICES

The Eva B. Dykes Library

<http://www.oakwood.edu/library>

Mission Statement: The Eva B. Dykes Library promotes academic excellence by supporting the University's curriculum. It provides the Oakwood University community and constituents with access to quality resources and services that enhance teaching, learning, research, and the integration of faith.

Goals:

1. Provide and promote access to resources and services at the time and place of need.
2. Prepare an information literate graduate.
3. Enrich teaching, learning and research through collections, access, and content management.
4. Recruit, support, and retain qualified and competent staff.
5. Continue to position and promote the library as a place that supports scholarship.

6. Promote the physical and virtual library's role in supporting teaching and learning.
7. Employ and support current and emerging technologies, allowing users and staff to accomplish their goals.

The Eva B. Dykes Library offers a variety of resources to meet patrons information needs. Whether the search is for print, electronic, archival, or multimedia materials, all are available or accessible from the Eva B. Dykes Library. All Oakwood students, faculty and staff may borrow library materials. The Oakwood University ID card is also a library card. Librarians and staff are ready to assist users in identifying, locating, evaluating, and using resources effectively.

Services include access to 42 networked computers in the Computer Lab, and another 14 distributed on the main and upper floors; wireless internet connection; interlibrary loans from libraries worldwide; and class or individual instruction. In addition to the book collection, resources include thousands of electronic journals and e-books accessible on and off campus; over 500 print periodicals, 7,000 plus videos and DVDs, laptops, digital cameras, projectors and other equipment. Oakwood University students, faculty, and staff may also borrow books directly from the Learning Resource Center at Alabama A&M University and from Athens State University Library. Simply present current ID prior to checking out items.

The Library is an affiliate member of the Network of Alabama Academic Libraries (NAAL) and a member of the Adventist Libraries Cooperative (ALICE) and Southeastern Library Information Network (SOLINET). The consortia provide electronic resources at reduced cost, offer on-going professional development and training for library faculty and staff. The Library is also a member of the HBCU Library Alliance and is a member of the Alabama Virtual Library (AVL) which makes over 40 databases available to the Library.

The Ellen G. White Estate Oakwood Branch Office

The Ellen G. White Estate Oakwood Branch Office is a research center located on the lower floor of the library. It houses several complete sets of Ellen White's published writings, duplicates of her original letters and manuscripts (1844-1915), books about Ellen White and other Seventh-day Adventist pioneers, denominational histories, and other related documents. Microfiche, microfilm, and Ellen White research software are available.

Department of Religion and Theology Graduate Program

Graduate Program Coordinator: Trevor Fraser

Professors:

Agniel Samson, Ph.D.
Mervyn Warren, Ph.D., D.Min., (Chair)

Associate Professors:

Gregory Allen, Th.D.
Finbar Benjamin, D.Min.
Trevor Fraser, D.Min.
Tarsee Li, Ph.D.
Jesse Wilson, D.Min.

Assistant Professors:

Gilbert Ojwang, Ph.D.

Russell Seay, Ph.D.

Adjuncts:

Carlton Byrd, D.Min.

Harold Lee, D.Min.

Leslie Pollard, Ph.D., D.Min.

Major: Pastoral Studies (M.A.)

Concentration: Church Development

Purpose

The Religion and Theology Department of Oakwood University, a historically Black Seventh-day Adventist institution of higher learning, seeks to educate and prepare pastors, church administrators, and lay leaders for quality spiritual pastoral ministry. The Master of Arts in Pastoral Studies is designed to equip them with the skills needed to improve their effectiveness in spiritual and professional practice.

Completion Requirements

1. Complete a minimum of 36 semester hours in accordance with program requirements, maintaining a cumulative GPA of at least 3.0.
2. Complete all course requirements according to schedule and within six (6) years of initial acceptance. Part-time participants must attend two intensives in sequence and take at least one course per semester in order to complete the program in six (6) years.
3. Complete three (3) semester hours of core courses, and six (6) semester hours of Heritage courses with a minimum grade of B-.
4. Complete eighteen (18) semester hours in the concentration with no grade below C+ and a GPA of 3.0.
5. Complete a graduation application form by January 31 of the graduating year.
6. Provide two copies of a completed integrated project-resource by February 28 of the graduating year.
7. Give an oral presentation and make a successful defense of the completed integrated project-resource during the second intensive of the graduating year.
8. Receive a minimum grade of "B" for the overall project by an appointed advisor. Participants who fail to receive a "B" grade will have only one additional opportunity to meet this requirement. Participants will not be able to continue with the degree if a second failure occurs.

Master of Arts in Pastoral Studies (MAPS)**Concentration: Church Development****Program Description**

The Master of Arts in Pastoral Studies (MAPS) is a professional degree designed to foster the spiritual development and the integrative practical skills of pastors and lay leaders. The program is grounded in the academic disciplines of biblical and theological studies and pastoral praxis.

It also evaluates and interacts with other academic disciplines to foster contextual learning and best professional practice.

The degree emphasizes development of Christian identity, integrity, and service to others. Students develop competencies in pastoral leadership, pastoral care, and pastoral evangelism and discipleship and are equipped to offer faithful spiritual leadership. The program promotes a holistic development of congregations in the contextual ministries and also exposes participants to the issues involved in planning building projects, budgeting, and managing physical facilities.

The MAPS degree is a thirty-six (36) semester hour program with a concentration in Church Development. Candidates must successfully complete all prerequisites and admissions requirements before regular admission to the program.

Student Learning Outcomes:

Students who complete the requirements for the M.A. in Pastoral Studies will be proficient in the following student learning outcomes:

1. Use interpretive resources, methods and tools appropriate for contemporary pastoral and practical studies
2. Relate biblical and theological thinking to the solution of problems, and critically evaluate the place of culture and gender in ministry
3. Demonstrate skills in applying biblical and theological principles to preaching, evangelism, urban ministries, and pastoral care
4. Assume responsibility for a Christ-centered worldview and apply deep knowledge and understanding of matters of personal faith in pastoral ministry
5. Apply Christological and typological principles to aspects of pastoral ministry
6. Model servant-leadership in ministerial relationships
7. Demonstrate the ability to lead and to work supportively with others by using resources from a range of disciplines
8. Demonstrate knowledge in organizing, financing, and managing a non-profit organization
9. Critically evaluate and synthesize knowledge, social experience, and spiritual journey of diverse Seventh-day Adventist ethnic groups and construct theories for effective pastoral care, leadership
10. Demonstrate through integration, the value of tools from the behavioral sciences for pastoral studies
11. Demonstrate ability to identify congregational and community needs and to reflect theologically on them
12. Present the results of individual and collaborative research, that has been tested in a parish, in a structured and critical manner through written and oral presentations
13. Demonstrate higher order thinking and integration by being able to conduct a research project; collect, analyze, evaluate, critique, synthesize, and apply data critically to a pastoral situation
14. Become an independent and life-long learner, who can take a realistic view of how learning is developed and how it might be improved through theological reflection.

Master of Arts in Pastoral Studies Degree Components

Program Component	Semester Hours
Core.....	3
Biblical and theological foundational requirements	
Church Development Concentration	21
Pastoral care, pastoral evangelism, and pastoral leadership competencies	

Adventist Heritage	6
Adventist heritage and pastoral practice as relates to the contextual contributions of black Seventh-day Adventists and other ethnic minorities	
Research Project	6
An interactive, action-reflection, and collaborative learning experience for the participant and the church, culminating in a professionally written resource-manual, which must be submitted the final semester of the program	

The Project is a major assessment and evaluative component of the student's learning. It is intended to help participants make a critical contribution to the spiritual life, evangelistic mission, management, and caring ministries of a local congregation. It requires participants to formulate a thesis-project proposal focused on a specific issue, need, or challenge in pastoral ministry. This must be followed by pastoral praxis programs designed to meet that need. The project must be carried out by the participants in their context of ministry, and must be critically informed by the academic courses and assigned readings. A selected Church Development Project Group (CDPG) and a Focus Group (FG) from the context of need will evaluate the process and value of the pastoral interventions for the church, as well as the overall growth of the participant. The project will be developed and conducted at specific times during the two-year period of the degree. The participant will finally summarize the overall effectiveness of the project and produce a final integrative pastoral resource manual. The resource manual must be presented in a form that would make it easy for other pastors to implement the program to address a similar need in their own context.

Full time participants can complete the Master of Arts in Pastoral Studies in four (4) semesters. Part-time participants will have up to six years to complete the degree.

Core Requirements:

RT 501 Biblical Interpretation for Pastoral Ministry	3 hours
Sub-total	3 hours

Church Development Concentration

Pastoral Care

RP 521 Pastoral and Practical Theology for Christ-Centered Ministry	3 hours
RP 522 Pastoral Care and Counseling in Multicultural Contexts	3 hours

Pastoral Evangelism

RP 531 Evangelistic Preaching and Church Growth	3 hours
RP 532 Church Planting and Discipleship in Urban Settings	3 hours

Pastoral Leadership

RP 541 Church Administration	3 hours
RP 542 Church and Community Relations	3 hours
Sub-total	18 hours

Adventist Heritage:

RP 551 Worship and Development in Black SDA Churches	3 hours
RP 552 Black Adventist Preaching and Church Development	3 hours
Sub-total	6 hours

Research Project:

RP 571 Contextual Pastoral Research Seminar	3 hours
RP 572 Contextual Pastoral Praxis & Resource	3 hours
Sub-total	6 hours

Electives (one required):	
RP 500 Clinical Pastoral Education (CPE).....	3 hours
RP 523 Preaching and Pastoral Care for Church Development	3 hours
RP 543 World Religions and Contemporary Cultural Diversity	3 hours
Sub-total.....	3 hours
Total hours required.....	36 hours

Description of Courses Master of Arts in Pastoral Studies

CORE

RT 501 Biblical Interpretation for Pastoral Ministry **3 hours**
 This course builds on the student’s undergraduate knowledge in the areas of theological and biblical studies and emphasizes the importance of sound hermeneutical principles, methods, and procedures for using the Bible as the word of God in pastoral ministry. Specific hermeneutical methods will be covered in depth in relation to selected texts and theological themes from the Old and New Testaments for pastoral activities such as preaching, counseling, liturgy, personal devotion, mission, and pastoral care. Pastors and lay practitioners will explore issues of presuppositions, biblical authority, and the importance of Christ as a hermeneutical key. They will also study the significance of the historical, literary, theological, and contextual methodologies for proper exegesis and pastoral ministry.

CHURCH DEVELOPMENT CONCENTRATION

PASTORAL CARE

RP500 Clinical Pastoral Education-CPE **3 hours**
 This course gives three hours elective credit for students accepted into and completing satisfactorily an off-campus unit of Clinical Pastoral Education (CPE) accredited by the Association Clinical Pastoral Education (ACPE). CPE is done under the direction of a certified CPE supervisor in a hospital, church, or other institution who aids the student in developing skills in pastoral care, interpersonal relations, and theological reflection. Students may elect to use CPE as part of the capstone coursework that will be used to evaluate their effectiveness and growth.

RP 521 Pastoral and Practical Theology for Christ-Centered Ministry **3 hours**
 This course first seeks to place the modern discipline of pastoral and practical theology in a historical perspective while determining its scope, methods, norms, and value for modern Christ-centered ministry. It will seek to evaluate critically the developmental and faith implications involved in the integration of theological thinking, theological speech, theological action, and theological reflection in relation to particular pastoral events, issues, and concerns. The course will help pastors and lay professionals to think theologically about their work, and will therefore relate theory and practice in the cultural and social matrix of pastoral ministries. Selected theological themes and biblical images such as the creation, redemption, incarnation, grace, justice, Trinity, shepherd, healer, preacher, and judge, will be used to articulate a model for ministry. Relevant theories from other disciplines will also be reflected on as deemed valuable for enhancing professional pastoral identity, practice, and articulating pastoral significance.

RP 522 Pastoral Care and Counseling in Multicultural Contexts**3 hours**

This course covers the theory and practice of pastoral care and counseling in the local church setting. It seeks to integrate personal faith development and compassionate ministry of the pastor or church leader with critical insights and caring strategies of the helping professions and the discipline of pastoral theology. Specific emphasis will be given to the development of spiritual relationship in multicultural, cross-cultural context; understanding of black socio-religious experience; and the black family in American society. A particular concern will be given to such topics as human sexuality, adolescent and youth issues, emotional, substance and physical abuse, marriage and family dynamics, and the care of the elderly. The students will be engaged in exploring effective ways to address these challenges and minister to the needs identified.

RP 523 Preaching and Pastoral Care for Church Development**3 hours**

This course is designed to provide participants with advance hermeneutical methods, skills, and tools to first interpret the Biblical texts from within its own historical, linguistic, socio-cultural, theological, and spiritual contexts, and then learn how to preach them transformatively in order to address congregational needs and concerns. They will focus on how theological themes, narrative structures, and rhetorical movements in specific genres may effectively convey God's message of salvation in Jesus Christ in a worshiping context. Students will examine selected texts and themes for God's call for repentance, justice, forgiveness, reconciliation, understanding, healing, comfort, support, empowerment, transformation, peace, and hope. Participants will also look at their own faith development and temperaments out of which they may preach transformatively to others.

PASTORAL EVANGELISM**RP 531 Evangelistic Preaching and Church Growth****3 hours**

This course focuses on the evangelistic and church growth ministries of pastors and lay professionals in order to foster congregational and community development. Participants will learn how to assess and understand congregations and communities in order to develop relevant contextual strategies for evangelism and development. It is also intended to help participants reflect on traditional pastoral and public evangelism, evangelistic preaching, and evangelistic resources, in order to learn how to effectively design and use new resources and programs suited for the contemporary postmodern context. Participants will be equipped to train and mobilize lay ministers, implement church growth principles, and effectively use media and audio-visual equipment. The course will also expose participants to the science and art of scheduling, financing, and conducting mission programs and evangelistic projects.

RP 532 Church Planting and Discipleship in Urban Settings**3 hours**

This course is designed to explore strategies of church planting in urban setting. It is designed to help church planters think contextually about the place and ministries of new congregations in urban settings in order to meet the spiritual, social, and pastoral needs of diverse people groups and generations. It will also focus on Christ's practice of caring for others, and turning believers into followers in order to facilitating their maturity and effective witnessing. The course will also investigate Jesus' concept of discipleship as a means of fostering holistic nurturing and community building. Biblical concepts from Jesus' ministry will be foundational to this course.

PASTORAL LEADERSHIP

RP 541 Church Administration

3 hours

This course is designed to introduce participants to the discipline of pastoral administration in small and large congregations as well as how to manage growth. It exposes them to leadership skills, strategic planning, church marketing, and financial planning. Participants will learn how to manage and motivate paid and unpaid work force, maximize the church's mission and value to the community, use databases and new technologies to manage data and interests. They will also become familiar with legalities, General Conference of SDA building policies, fund raising principles, building protocols, and physical plant management.

RP 542 Church and Community Relations

3 hours

This course is designed to provide knowledge and skills in effective community relations and how a congregation can serve meaningfully in selected locations. It enables students to enhance their public communication skills in diverse cultural settings and between religious and non-religious institutions. Participants will also learn to produce a demographic study, establish a church run community co-corporation (501-C3), position the corporation to access resources, and network with community help organizations and government agencies to meet the needs of a targeted group.

RP 543 World Religions and Contemporary Cultural Diversity

3 hours

This course is designed to help participants gain an in-depth understanding of world religions and will provide them with practical resources that will help them relate to adherents of these religions or spiritualities. Participants will assess the inner-logic that assures the coherence and relevance of each world religion. This course will also study the eclectic systems in world religions in which several inner-logics are at play. The web of ideas and issues by means of which meaning is woven will be carefully explored and delineated in order to understand what any given religion claim to achieve or help achieve should it be embraced. The course will also reflect on how world religions have affected contemporary culture diversity in the United States, South America, and the Caribbean. Contexts for engaging such explorations are the use of the Scriptures, ritual practices, and rights of passage. Participants will learn how to relate to other world religions and share the gospel of Jesus Christ.

ADVENTIST HERITAGE

RP 551 Worship and Development in Black SDA Churches

3 hours

This course will introduce students to the history, theology, and practice of Christian worship, and will explore their implications for modern worship in diverse contexts in the Seventh-day Adventist church. Special attention will be given to the development and worship traditions in black Seventh-day Adventist congregations. Students will learn to think theologically about the character, content, and the movement of worship in their own context, and will learn practical skills for worship leadership. This course will also examine the interplay between tradition and innovation available to worshipping congregations in our time, the use of the arts, new hymnody, and more inclusion of the congregation in the planning and practice of the worship of God.

RP 552 Black Adventist Preaching**3 hours**

This course covers the growth, methods, designs, and content of black Seventh-day Adventist preaching. Particular attention will be given to the preaching of Seventh-day Adventist doctrines as God's good news in Christ. Attention will also be given to the use of biblical and extra-biblical sources, the theological and hermeneutical concerns in regards to thematic preaching.

CONTEXTUAL PASTORAL RESEARCH PROJECT**RP 571 Contextual Pastoral Research Seminar****3 hours**

This course will lay the theoretical foundations for preparing an academic pastoral project, or for writing a capstone resource suitable for training purposes and for giving workshops. It will provide knowledge for designing, conducting, and evaluating pastoral research, as well as for designing and writing a capstone project. Students will review principles of writing an IRB proposal, principles of conducting qualitative and action research methods, as well as the features of the Turabian writing style requirements.

RP 572 Contextual Pastoral Praxis and Resource**3 hours**

This course has two options. Option 1 provides pastoral researchers, who have been authorized by the IRB, with the opportunity to show in writing how data collected from their praxis in the context of their ministry may contribute to generalized knowledge or the improvement of an aspect of ministry. Students who successfully complete Option 1 will receive a grade of B or above. Option 2 provides an opportunity for students to apply their overall academic learning from the degree to the construction of a meaningful capstone project resource suitable for training purposes and workshops. Students who successfully complete Option 2 will receive a grade of B.

Board of Trustees

Daniel Jackson, Chair.....	Silver Spring, MD
Ralph Reid, Vice Chair	Kansas, MO
Ella Smith Simmons, Vice Chair.....	Silver Spring, MD
William L. Winston, Vice Chair	Atlanta, GA
Leslie N. Pollard, Secretary	Huntsville, AL
Lisa Beardsley-Hardy	Silver Spring, MD
Dedrick Blue	Huntington Station, NY
G. Alexander Bryant	Silver Spring, MD
William Cox.....	Columbus, OH
Jerome Davis.....	Chicago, IL
Laura Davis	Atlanta, GA
Dana C. Edmond.....	Nashville, TN
Henry Fordham.....	Pine Forge, PA
Stephen Foster	Harvest, AL
Stephen Gray	Birmingham, AL
Samuel Green	Dallas, TX
William Hicks	Huntsville, AL
Daniel Honoré.....	Jamaica, NY
Donald L. Jernigan	Orlando, FL
Clifton R. Jessup, Jr.....	Desoto, TX
Donald G. King	South Lancaster, MA
Robert E. Lemon	Silver Spring, MD
Donald Livesay	Berrien Springs, MI
Alphonso McCarthy	Richfield, WA
Bobby Mitchell	Westlake Village, CA
Hubert Morel.....	Mt. Dora, FL
G. T. Ng	Silver Spring, MD
Cynthia Powell-Hicks	Anaheim, CA
Witford Reid	Sebring, FL
Ronald C. Smith	Decatur, GA
Jennifer Stone	Mableton, GA
Maurice Valentine	Kansas City, KS
Eileen White	Las Vegas, NV
Cavena Williams.....	Accokeek, MD
David Williams	Boston, MA
Ted N. C. Wilson.....	Silver Spring, MD
Edward Zinke.....	Silver Spring, MD

Board of Trustees Advisory Board

Larry Blackmer	Silver Spring, MD
Jeffrey O. Brown	Hamilton, Bermuda
Carmela Monk Crawford.....	Hagerstown, MD
Jim Davidson.....	Decatur, GA
Ricardo Graham	Westgate Village, CA
Alvin M. Kibble.....	Silver Spring, MD
Thomas Lemon.....	Lincoln, NE
Larry Moore	Burleson, TX
Randy Robinson	Decatur, GA
Max Torkelson, II	Vancouver, WA
David Weigley.....	Columbia, MD

Board of Trustees Emeritus Members

Harold L. Lee Decatur, AL
Lois Peters Clarksville, MD
Calvin B. Rock Las Vegas, NV

Board of Trustees Faculty and Staff Representatives

Cherryl Galley Huntsville, AL
Sonia Paul Huntsville, AL
Ciro Sepulveda Huntsville, AL

Administration

Leslie N. Pollard, Ph.D., D.Min., M.B.A. President
R. Timothy McDonald, Ed.D. Provost and Senior Vice President
C. Garland Dulan, Ph.D. Vice President for Academic Administration
Sabrina Cotton, M.Acc., C.P.A. Vice President for Financial Administration
David Knight, M.A. Vice President for Student Services
Prudence LaBeach Pollard, Ph.D., M.P.H., SPHR Vice President for Human Resources,
Faculty Development and Research
Kisha Norris, M.Ed., CFRE Executive Director for Advancement and Development
Howard Weems, Ph.D. Senior Chaplain and
Special Assistant to the President for Spiritual Life

Deans, Academic Department Chairs, and Directors

School of Arts and Sciences Kathleen Dobbins, Dean
Biological Sciences Safawo Gullo, Ph.D.
Chemistry Kenneth LaiHing, Ph.D.
Communication Rennae Elliott, Ph.D.
English and Foreign Languages Benson Prigg, Ph.D.
Mathematics and Computer Science Kathleen Dobbins, M.S.
Music Wayne Bucknor, D.M.A.
Psychology Cherryl Galley, Ph.D.

School of Business and Adult and Continuing Education Hyacinth Burton, Dean
Adult and Continuing Education Cheri Wilson, M.A.
Business and Information Systems Hyacinth Burton, M.S.

School of Education and Social Sciences James Mbyrukira, Dean
Education James Mbyrukira, Ph.D.
History Samuel London, Ph.D.
Social Work Octavio Ramirez, Ph.D.

School of Nursing and Health Professions.....Flora Flood, Dean
 Allied Health.....Maxine Garvey, D.P.T.
 Health and Physical EducationHoward Shaw, Ph.D.
 Nursing.....Flora Flood, D.N.P.

School of Religion Mervyn Warren, Dean
 Religion and TheologyMervyn Warren, Ph.D.

Administrative Staff

Collins Alexander..... Director, Physical Plant/Transportation
 Thomas Allston, M.A..... Director, Public Relations
 Linda Anderson, B.S..... Residential Life Coordinator, Carter Hall
 George Ashley, Ph.D. Assistant Vice President for Academic Administration
 Kieren Bailey, M.L.I.S. Reference and Instruction Librarian
 Keith Burton, Ph.D.....Coordinator, Center for Adventist Muslim Relations
 James Butler, M.S. Director, Administrative Systems
 Gail Caldwell, B.B.A. Assistant Vice President, Financial Administration/Controller
 Leah Caldwell, M.S..... Residential Life Coordinator, West Oaks Apartments
 Fred Carter. Director, Financial Aid (Interim)
 Roengsak Cartwright, M.S..... Assistant Vice President, Information Technology
 Carlos Cole..... Director, Grounds
 Edna Dailey Director, Telecommunications
 Joseph Dailey, B.S. Director, Custodial Services/Warehouse
 Lewis Eakins, M.S. Director, Public Safety
 Sylvia A. Germany, M.S..... Director, Human Resources
 (Vacant) Director, Center for Academic Success
 Monica Sudeall-Hawkins, M.B.A. Executive Director, Student Enrollment Services
 John Hill, B.S..... Registrar (Interim)
 Regina Jacob, M.S. Director, Freshman Studies, Advising and Retention
 Paulette Johnson, M.L.I.S., Ed.S..... Director, Library Services
 Trevor Johnson, B.A. Chief Accountant
 Camille Kibler, M.A. Ed..... Residential Life Coordinator, Wade Hall
 Raymond King, B.S.W..... Coordinator, Student Activities
 Nikki Lawson, M.Ed. Director, Enrollment Management
 Joanna Mack Director, Student Employment
 (Vacant). Director, Literature Evangelism Training Center
 Victoria Miller, Ed.D. General Manager, WJOU
 Jacqueline Neath-Foster, M.L.S. Catalog Librarian
 Janis Newborn, M.A. Director, Institutional Effectiveness
 Belita Newby, B.S. Director, Purchasing/Copy Center
 Russell Patterson, M.A.....Residential Life Coordinator, Holland Hall
 Sonia Paul, B.S. Director, Career Development and Testing
 Fred Pullins, M.Ed. Director, Trust Services and Oakwood Memorial Gardens
 Michelle Ramey, B.A. Director, Title III
 Heather Rodriguez-James, M.L.S. Archivist
 Genet Selassie, B.S. Director, Mailroom
 Ryan E. Smith, M.S.W..... Assistant Vice President for Student Services
 and Director, Residential Life
 Michelle Solomon, M.A..... Director, Customer Care

Ivy Starks, M.S. Assistant Executive Director for Advancement and Development
and Director, Sponsored Programs
Janice Thomas, M.D..... Director, Health and Counseling
Woodrow Vaughn, Jr., B.A.....Residential Life Coordinator, Edwards Hall
Cheri Wilson, M.A.....Director, Adult and Continuing Education
Paula Wilson, B.S.....Director, Student Accounts

* * * * *

Faculty

- Allen, Gregory, Th.D. Associate Professor of Religion
B.S., Atlantic Union College, 1976; M.Div., Andrews University, 1981; Th.D., Boston University, 1995. At Oakwood since 1998.
- Anderson, John, Ph.D. Professor of Management
B.B.A., East Texas State University, Texarkana, 1975; M.B.A., East Texas State University, Texarkana, 1976; Ph.D., University of Arkansas, 1979. At Oakwood since 1998.
- Anderson, Karen, Ph.D.. Associate Professor of Nursing
B.S., Andrews University, 1975; M.S.N., Ohio State University, 1976; Ph.D., University of Nebraska Medical Center, 2010. At Oakwood since 1998.
- Anderson, Kevin, Ph.D. Assistant Professor of Chemistry
B.S., Atlantic Union College, 2001; Ph.D., The University of Iowa, 2009, At Oakwood since 2013.
- Ashley, George, Ph.D. Professor of Social Work
B.S.W., Oakwood College, 1987; M.S.W., York University, 1994; Ph.D., Walden University, 2004. At Oakwood since 1997.
- Bailey, Kieren, M.L.I.S. Associate Professor (Library)
B.S., Walla Walla University, 2002; M.L.I.S., University of Western Ontario (Canada), 2009. At Oakwood since 2011.
- Bailey-Penrod, Juliet, Ph.D. Associate Professor of Biological Sciences
B.S., Oakwood College, 1987; M.S., Wayne State University, 1989; Ph.D., Wayne State University, 1999. At Oakwood since 2008.
- Benjamin, Finbar S., D.Min. Professor of Religion
B.A., Andrews University, 1989; M.A., Andrews University, 1996; D.Min, Northern Baptist Theological Seminary, 2000. At Oakwood since 2002.
- Beverly, Olivia, Ph.D. Assistant Professor of Education
B.A., Oakwood College, 1975; Ed.S., Wayne State University, 1997; Ph.D., Wayne State University, 2010. At Oakwood since 2012.
- Bowe, Derek, Ph.D. Professor of English
B.S., Oakwood College, 1986; M.A., Andrews University, 1987. Ph.D., University of Kentucky at Lexington, 1998. At Oakwood since 1987.
- Brathwaite, Faye, Ph.D. Associate Professor of Accounting
B.S., Oakwood College, 1979; MBA, Atlanta University, 1981; Ph.D., Nova Southeastern University, 2006. At Oakwood since 1989-2005 and 2008.
- Brown, Theodore, Ph.D. Associate Professor of Management
B.S., Oakwood College, 1983; MBA, Amberton University, 1987; MBA, Amberton University, 1988, Ph.D., Andrews University, 2005. At Oakwood since 2008.

- Bucknor, Wayne, D.M.A. Associate Professor of Music
B.A. and B.S., Oakwood College, 1994; M.Ed., Alabama A&M University, 1998; D.M.A., University of Alabama, 2008. At Oakwood since 1998.
- Burgos Suarez, Francisco, M.Ed. Assistant Professor of Spanish
B.A. and M.A., University of Valencia (Spain), 1998; M.Ed., River Plate Adventist University (Argentina), 2004. At Oakwood since 2006.
- Burton, Hyacinth, M.S. Assistant Professor of Computer Information Systems
B.S., University of Alabama-Huntsville, 1988; M.S., University of Alabama-Huntsville, 1997; doctoral studies, Nova Southeastern University. At Oakwood since 1997.
- Cartwright, Mishelle, M.S.N. Assistant Professor of Nursing
B.S., Andrews University, 1993; M.S.N., University of Alabama in Huntsville, 1999. At Oakwood since 2011.
- Chama, Samson, Ph.D. Associate Professor of Social Work
M.S.W., University of Georgia, 2003; Ph.D., Virginia Commonwealth University, 2008. At Oakwood since 2013.
- Chambers, Audley C. , Ph.D. Associate Professor of Music
B.S., Oakwood College, 1986; M.A., Ohio State University, 1988; Ph.D., Northwestern University, 1997. At Oakwood since 1994.
- Cheddar, Dwyane, M.A. Assistant Professor of Communication Media
Teacher Certificate, Edna Manly College of Visual and Performing Arts, 1986; M.A., Middlesex University, 2000. At Oakwood since 2007.
- Conwell, Patrice, M.A. Associate Professor of Communication
B.A., Oakwood College, 1985; M.A., Rowan University, 1997. At Oakwood since 1997.
- Cook, Pamelea E., Ph.D. Associate Professor of Psychology
B.S., Oklahoma State University, 1981; M.S., Oklahoma State University, 1985; Ph.D., Oklahoma State University, 1989. At Oakwood since 2002.
- Daly, Cecily, Ed.D. Professor of English
B.A., West Indies College, 1972; M.A., Western Carolina University, 1979; Ed.D., University of Alabama in Tuscaloosa, 1994. At Oakwood since 1985.
- Davis, John C., Ph.D. Assistant Professor of Mathematics
B.A., Oakwood College, 1986; M.A., University of South Florida, 1998; Ph.D., University of South Florida, 2007. At Oakwood since 2009.
- Dobbins, Kathleen H., M. S. Associate Professor of Mathematics
B.A., Oakwood College, 1965; M.S., Purdue University, 1967; doctoral studies, George Peabody College. At Oakwood since 1967.
- Dulan, C. Garland, Ph.D. Professor of Sociology
B.S., Union College, 1967; M.A., University of California at Riverside, 1974; Ph.D., University of California, 1975. At Oakwood since 1981-1992 and 2011.

- Dulan, Jeannette, Ph.D. Professor of Education
B.S., Union College, 1966; M.Ed., University of Tennessee, 1979; Ph.D., Vanderbilt University, 1990. On staff since 1981-1992 and 2012.
- Durant, Juliet Ann, Ph.D. Associate Professor of Biological Sciences
B.S., University of West Indies, 1986; M.S., Alabama A&M University, 1994; Ph.D., Texas A&M University (1999). At Oakwood since 2000.
- Elliott, Rennae, Ph.D. Associate Professor of Communications
B.S., Livingston University, 1987; M.A., Andrews University, 1989; Ph.D., Ohio State University, 1994. At Oakwood since 1996.
- Ennis, Ingrid, Ph.D. Associate Professor of Education
M.Ed., Wayne State University, 1998; Ed.D., Wayne State University, 2006. At Oakwood since 2006.
- Ferdinand, Jason, M.M. Associate Professor of Music
M.M., Morgan State University, 2001; doctoral studies, University of Maryland-College Park. At Oakwood since 2008.
- Fischle, Helen, M.S.W. Assistant Professor of Social Work
B.S.W., Oakwood College, 1994; M.S.W., University of Alabama, 1996. At Oakwood since 2003.
- Flood, Flora, D.N.P. Associate Professor of Nursing
B.S., Columbia Union College, 1967; M.S.N., Medical College of Georgia, 1977; D.N.P., University of Tennessee, 2005. At Oakwood 1974-80 and since 1998.
- Follette, Claudia, M.S. Associate Professor of Dietetics
B.S., Oakwood College, 1991; M.S., Andrews University, 1993. At Oakwood since 1999-2000 and 2012.
- Foster, Julie Moore, D.M.A. Assistant Professor of Music
B.M., Marygrove College, 1987; M.M., Mannes College of Music, 1990; D.M.A., The Catholic University in America, 2011. At Oakwood since 1999.
- Fraser, Trevor, D.Min. Associate Professor of Religion
B.A., Atlantic Union College, 1972; M.Div., Andrews University, 1975; D. Min., Emory University, 1996. At Oakwood since 1984.
- Frye, Lorraine, M.S.W. Assistant Professor of Social Work
B.S., Oakwood College, 2003; M.S.W., Alabama A&M University, 2004. At Oakwood since 2007.
- Galley, Cheryl A., Ph.D. Associate Professor of Psychology
B.S., Loma Linda University, 1971; M.S., Alabama A&M University, 1990; Ph.D., Andrews University, 1995. At Oakwood since 2002.
- Garvey, Maxine, D.P.T. Assistant Professor of Allied Health
M.H.S., University of Indianapolis, 2004; D.P.T., University of Indianapolis, 2006. At Oakwood since 2010.

- Gilbert, Violet, M.S.N. Assistant Professor of Nursing
M.S.N., The University of Alabama at Birmingham, 2010. At Oakwood since 2011.
- Gooding, Lela M., Ph.D. Professor of English
B.A., Oakwood College, 1967; M.A., Vanderbilt University, 1970; post-graduate studies, Oxford University, 1975-1976; Ph.D., Vanderbilt University, 1991. At Oakwood since 1972.
- Gohanna, Vern, M.B.A. Assistant Professor of Management
B.S., Oakwood College, 2001; M.B.A., Columbia College, 2008. At Oakwood since 2012.
- Greene, Alfonzo, Jr., Ph.D. Associate Professor of History
B.A., Oakwood College, 1975; M.Div., Andrews University, 1979; M.A., Roosevelt University, 1999; doctoral studies, Loyola University-Chicago. At Oakwood since 2001.
- Gullo, Safawo, Ph.D. Professor of Biological Sciences
M.S., University of Louisiana at Monroe, 1990; Ph.D., University of Arkansas, 1998. At Oakwood since 2004.
- Gunn, Ruth, M.B.A. Assistant Professor of Business Administration
B.S., Athens State College, 1983; M.B.A., Alabama A&M University, 1986. At Oakwood since 1986.
- Hamilton, Solomon, Ph.D. Associate Professor of Biological Sciences
Ph.D., Loma Linda University, 1996. At Oakwood since 2001.
- Hamilton, Terry, M.Ed. Assistant Professor of Physical Education
B.A., Oakwood College, 1984; M.Ed., Alabama A&M University, 2000. At Oakwood since 1988.
- Hampton, Makeda, M.M. Instructor of Music
B.M., Oakwood University, 2007; M.M., Westminster College of the Arts, 2009. At Oakwood since 2010.
- Hannah, Ronay, M.S. Assistant Professor of Family & Consumer Sciences
B.S., Oakwood College, 2000; M.S., Alabama A&M University, 2002. At Oakwood since 2007.
- Harrison, Bobby R., M.S. Associate Professor of Communication Media
B.F.A., Andrews University, 1981; M.S., Alabama A&M University, 1983. At Oakwood since 1991.
- Henry, Earl S., M.P.H. Assistant Professor of Physical Education
B.A., Oakwood College, 1983; M.P.H., Adventist University of the Philippines, 1986; doctoral candidate, University of the Philippines. At Oakwood since 1999.
- Hinson, Kyna, M.A. Assistant Professor of Communication Media
B.A., Columbia Union College, 1977; M.A., University of Georgia, 1979. At Oakwood since 1986.
- Hodnett, Martin, Ph.D. Assistant Professor of Psychology
B.S., Oakwood College, 2000; M.A., Loma Linda University, 2005; Ph.D., Loma Linda University, 2009. At Oakwood since 2010.

- Howard, Christopher, M.B.A. Assistant Professor of Management
B.B.A., Oakwood College, 2004; M.P.H., Emory University, 2006; M.B.A., Howard University, 2009. At Oakwood since 2012.
- Isaac, Elaine, M.S. Assistant Professor of Family & Consumer Sciences
B.A., Oakwood College, 1985; M.S., Alabama A&M University, 2005. At Oakwood since 1999.
- James, Lisa, Ph.D. Associate Professor of Mathematics
B.A., Oakwood College, 1989; M.S., University of Alabama at Birmingham, 1992; Ph.D., Auburn University, 2003. At Oakwood since 2010.
- Jeries, Joseph, M.S. Assistant Professor of Math and Computer Science
B.S., Haigazian College (Lebanon), 1987; M.S. Andrews University, 1989; doctoral studies, University of Alabama-Huntsville. At Oakwood since 1988-1991 and 2002.
- Johnson, Lauren, M.S.N. Assistant Professor of Nursing
B.S.N., The University of Alabama in Huntsville; 2006; M.S.N., University of North Alabama, 2011. At Oakwood since 2011.
- Johnson, Paulette M., Ed.S. Associate Professor (Library)
M.L.I.S., McGill University, Canada, 1986; Ed.S., LaSierra University, 1995. At Oakwood since 2004.
- Johnson, Veronica C., M.S.N. Assistant Professor of Nursing
M.S.N., University of Phoenix, 2010. At Oakwood since 2011.
- Kenea, Habtalem, Ph.D. Associate Professor of Management
B.Sc., Philippine Union College (Philippines), 1982; M.B.A., University of Santo Tomas (Philippines), 1984; Ph.D., University of Santo Tomas (Philippines), 1992. At Oakwood since 2001.
- Kessio, Japheth K. A., Ph.D. Associate Professor of Finance
B.Ed, University of Nairobi (Kenya), 1979; M.B.A., University of Nairobi (Kenya), 1981; Ph.D., University of Bradford (England), 1989. At Oakwood since 2002.
- Kim, Sung-Jun, Ph.D. Associate Professor of Music
M.A., Andrews University, 1992; Ph.D, Michigan State University, 1998. At Oakwood since 2006.
- Kwesi, Ifeoma I., D.Min. Assistant Professor of Religion
B.A., University of South Alabama, 1973; M.Div., Andrews University, 1994; D.Min., Andrews University, 2012. At Oakwood since 2002.
- Lacy, Lucile, Ph.D. Professor of Music
B.A., Oakwood College, 1968; M.M.Ed., George Peabody College, 1970; Ph.D., Ohio State University, 1985. At Oakwood since 1971.
- LaiHing, Esther J., M.S. Assistant Professor of Management
B.S., Oakwood College, 1996; M.S., Florida Institute of Technology, 2001. At Oakwood since 1992.

- LaiHing, Kenneth, Ph.D. Professor of Chemistry
B.S., City University of New York, 1972; M.S., Long Island University, 1981; Ph.D., University of Georgia, 1988. At Oakwood since 1982.
- Leftridge, Veronica, M.S.N. Assistant Professor of Nursing
Hampton Institute, 1983; M.S.N., University of Phoenix, 2010. At Oakwood since 2010.
- Li, Tarsee, Ph.D. Professor of Religion
B.A., Southern Missionary College, 1980; M.Div., Andrews University, 1988; M.Phil., Hebrew Union College, 1997; Ph.D., Hebrew Union College, 1999. At Oakwood since 2000.
- London, Jr., Samuel, Ph.D. Associate Professor of History
B.S., Prairie View A&M University, 1997; M.A., Sam Houston State University, 2002; Ph.D., Purdue University, 2006. At Oakwood since 2011.
- Malcolm, Roy E., Ph.D. Professor of Education
B.Th., Canadian Union College, 1962; M.A., Andrews University, 1963; Ph.D., Ohio State University, 1974. At Oakwood since 1968.
- Mbuguje Mukesha, M.S.N. Assistant Professor of Nursing
B.S.N., University of Alabama-Huntsville, 2001; M.S.N., University of Alabama-Huntsville, 2003. At Oakwood since 2006.
- Mbyirikira, James B., Ph.D. Associate Professor of Education
B.A., University of Lubumbashi, 1980; M.A., University of Iowa, 1986; Ph.D., University of Iowa, 1992. At Oakwood since 1999.
- McDonald, R. Timothy, Ed.D. Professor of Education
B.S., Oakwood College, 1963; M.S., Atlanta University, 1968; Ed.D., University of Miami, 1972. At Oakwood since 1972-1978 and since 1995.
- Misouri, Wanda, M.S.N. Assistant Professor of Nursing
B.S.N., University of Alabama in Huntsville, 2000; M.S.N., University of Alabama in Huntsville, 2004. At Oakwood since 2011.
- Mountain, Chandra, Ph.D. Associate Professor of English
M.A., University of Florida, 1994; Ph.D., University of Florida, 2001. At Oakwood since 2012.
- Neath-Foster, Jacqueline, M.L.S. Associate Professor (Library)
B.A., University of West Indies (Jamaica), 1987; M.L.S., University of West Indies (Jamaica), 1996. At Oakwood since 2011.
- Ojwang, Gilbert, Ph.D. Associate Professor of Religion
B.A., Andrews University, 1991; M.Div., Andrews University, 2000; Th.M., Lutheran School of Theology at Chicago, 2003; Ph.D., Lutheran School of Theology at Chicago, 2007. At Oakwood since 2007
- Osei, Albert John, Ph.D. Professor of Physics
B.S., University of Science and Technology, Ghana, 1979; M.S., Queen's University (Canada), 1985; Ph.D., Alabama A&M University, 1997. At Oakwood since 1994.

- Otieno, Onesimus, Ph.D. Professor of Biological Sciences
B.S., University of Eastern Africa, 1993; M.A. and M.S., Ohio University, 1998; Ph.D., Oklahoma State University, 2002. At Oakwood since 2002.
- Patel, Darayas N., Ph.D. Professor of Physics
B.Sc., University of Bombay (India), 1979; M.S., University of Bombay (India), 1983; M.S., University of Alabama in Huntsville, 1988; Ph.D., Alabama A&M University, 1999. At Oakwood since 1993-1995 and 1999.
- Patel, Havovi, M.S. Associate Professor of Nursing
M.B.B.S., University of Bombay (India), 1985; M.S., Alabama A&M University, 1993. At Oakwood since 1994.
- Patterson, Dorothy J. M., D.A. Associate Professor of English
B.A., California State University, Long Beach, 1969; Teaching Diploma, California State University, Long Beach, 1970; M.S., Alabama A&M University, 1979; D.A., Middle Tennessee State University, 2001. At Oakwood since 1995.
- Perera, Adriana Larrarte, M.M. Associate Professor of Music
B.M., Universidad Adventista del Plata School of Music (Argentina), 1988; B.M., Conservatorio Profesional de Valencia (Spain), 1994; M.M., Conservatorio Profesional de Valencia (Spain), 2002. At Oakwood since 2009.
- Paul, Anthony, Ph.D. Professor of Biological Sciences
B.S., Alabama A&M University, 1976; M.S., Alabama A&M University, 1981; Ph.D., Alabama A&M University, 1992. At Oakwood since 1979.
- Phillips, Glenn, Ph.D. Associate Professor of Chemistry
B.S. and B.A., Atlantic Union College, 1999; M.S., Michigan State University, 2005; Ph.D., Michigan State University, 2006. At Oakwood since 2006.
- Pollard, Leslie, Ph.D. Professor of Religion and Professor of Management
B.A., Oakwood College, 1978; M.Div., Andrews University, 1983; D.Min, Claremont School of Theology, 1992; M.B.A., La Sierra University, 2004; Ph.D., Andrews University, 2007. At Oakwood since 2011.
- Pollard, Prudence LaBeach, Ph.D. Professor of Management
B.S., Oakwood College, 1978; M.P.H., University of Michigan-Ann Arbor, 1982; Ph.D., Western Michigan University, 1993. At Oakwood since 1994-1997 and since 2011.
- Prigg, Benson, Ph.D. Associate Professor of English
B.A., Lincoln University, 1987; M.A., Bowling Green State University, 1988; Ph.D., Bowling Green State University, 1990. At Oakwood since 2008.
- Ramirez, Octavio, Ph.D. Professor of Social Work
B.S.W., Rutgers University, 1995; M.S.W., Rutgers University, 1996; Ph.D., Walden University, 2005. At Oakwood since 2009.
- Ranatunga, Don Rufus, Ph.D. Professor of Chemistry
B.S., University of Peradeniya, Sri Lanka, 1979; M.S., Bowling Green State University, 1989; Ph.D., Purdue University, 1995. At Oakwood since 1998.

- Randriamahefa, Alexandrine, Ph.D. Associate Professor of Biological Sciences
B.S., Madagascar University, 1975; M.S., Madagascar University, 1980; Ph.D., Loma Linda University, 1994. At Oakwood since 1999.
- Rhem, Marlon, Ph.D. Professor of Chemistry
B.S., University of Washington (Seattle), 1987; M.S., University of Mississippi, 1991; Ph.D., Rensselaer Polytechnic Institute, 1996. At Oakwood since 2010.
- Roach, Shaunda A., M.B.A. Assistant Professor of Computer Information Systems
B.S., Oakwood College, 1997; M.B.A., Alabama A&M University, 2001. At Oakwood since 2002.
- Roddy, James A., M.Ed. Assistant Professor of Physical Education
B.A., University of Southern Mississippi, 1965; M.Ed., University of Southern Mississippi, 1970. At Oakwood since 1965.
- Samson, Agniel, Th.D. Professor of Religion
B.A., River Plate Adventist University (Argentina), 1970; M.Th., University of Strasburg (France), 1975; Th.D., University of Strasburg (France), 1977. At Oakwood since 1985.
- Sawyers, Pauline, Ph.D. Associate Professor of Psychology
B.S., University of Alberta (Canada), 1987; M.S., University of New Mexico, 1991; Ph.D., University of New Mexico, 1998. At Oakwood since 2006.
- Schmidt, Londa L., Ph.D. Professor of Biological Sciences
B.A., Andrews University, 1961; M.S., Loma Linda University, 1968; Ph.D., University of Edinburgh (Scotland), 1982. At Oakwood since 1994.
- Seay, George Russell, Ph.D. Assistant Professor of Religion
B.A., Oakwood College, 1980; M.A., Andrews University, 1989; Ph.D., Vanderbilt University, 2008. At Oakwood since 2010.
- Selassie, Moges, M.B.A. Associate Professor of Finance
B.A., Oakwood College, 1977; M.B.A., Alabama A&M University, 1979. At Oakwood since 1979.
- Sepulveda, Ciro, Ph.D. Professor of History
B.A., Loma Linda University, 1967; M.Div., Rochester Colgate Divinity School, 1972; M.A., State University of New York, 1974; M.A., Notre Dame University, 1974; Ph.D., Notre Dame University, 1976. At Oakwood since 2000.
- Shaw, Howard, Ph.D. Professor of Physical Education
B.S., North Carolina Central University, 1976; M.S., North Carolina Central University, 1977; Ed.S., George Peabody College, 1978; Ph.D., Vanderbilt University, 1985. At Oakwood since 1982.
- Smith, Angerlita Yolanda, M.S.N. Assistant Professor of Nursing
B.S.N., Rutgers University, 2002; M.S.N., Andrews University, 2010. At Oakwood since 2010.
- Smith-Winbush, Anne, M.A. Assistant Professor of Political Science
B.A., University of Illinois, 1973; M.A., University of Alabama in Huntsville, 1994. At Oakwood since 1977.

- Sovyanhadi, Marta, D.P.H. Professor of Dietetics
B.A., Indonesian Union College (Indonesia); M.P.H., Philippine Union College (Philippine), 1984; D.P.H., Loma Linda University, 1995. At Oakwood since 2001.
- Sovyanhadi, Yeodono, Ph.D. Associate Professor of Biological Sciences
M.S., University of Philippines, 1985; Ph.D., Loma Linda University, 1995. At Oakwood since 1999.
- Sudeall-Hawkins, Monica, M.B.A. Assistant Professor of Management
B.S., Oakwood College, 2001; M.B.A., Kaplan University, Online, 2008; doctoral studies, Nova Southeastern University. At Oakwood since 2012.
- Tucker, Karen Mosby, M.S. Assistant Professor of English
B.A., Oakwood College, 1975; M.Ed., Alabama A&M University, 1981; M.S., Alabama A&M University, 1987. At Oakwood since 1976.
- Vanterpool, Elaine, Ph.D. Assistant Professor of Biological Sciences
B.S., Oakwood College, 2001; Ph.D., Loma Linda University, 2005. At Oakwood since 2006.
- Volkov, Alexander, Ph.D. Professor of Chemistry
B.S., Moscow State University, 1972; M.S., Moscow State University, 1973; Ph.D., U.S.S.R. Academy of Sciences, 1982. At Oakwood since 1998.
- Warren, Mervyn A., Ph.D. Professor of Religion
B.A., Oakwood College, 1957; M.A., Seventh-day Adventist Theological Seminary, 1959; B.D., Andrews University, 1961; Ph.D., Michigan State University, 1966; D. Min., Vanderbilt Divinity School, 1975. At Oakwood since 1961.
- Watson, Janice, Ph.D. Associate Professor of Communication
B.A., Andrews University, 1981; M.A., Andrews University, 1983; Ph.D., University of Minnesota, 1997. At Oakwood since 2008.
- Weems, Howard, Ph.D. Professor of Psychology
B.A., Oakwood College, 1985; M.A.P.H., Andrews University, 1995; Ph.D., Walden University, 2000. At Oakwood since 2001.
- Whatley, Rehana, Ph.D. Associate Professor of English
B.A., University of the Panjab (Pakistan), 1964; A.M., University of Michigan-Ann Arbor, 1970; Ph.D., University of Saskatchewan (Canada), 1978. At Oakwood since 2000.
- Williams, Donaldson, Ph.D. Assistant Professor of Education
M.A., Andrews University, 1995; Ph.D., Andrews University, 2009. At Oakwood since 2011.
- Wilson, Cheri, M.A. Assistant Professor of Education
B.S., Oakwood College, 1982; M.A., LaSierra University, 2001. At Oakwood since 2007.
- Wilson, Jesse L., D.Min. Associate Professor of Religion
B.A., Oakwood College, 1981; M.Div., Andrews University, 1983; D.Min., Fuller Seminary, 1996. At Oakwood since 2007.

Wood, Deril, Ph.D. Assistant Professor of Education
M.Ed., University of South Florida, 1985; Ph.D., University of South Florida, 1993. At Oakwood since 2006.

Young, Andrew, M.Ed. Assistant Professor of Physical Education
B.S., Oakwood College, 1999; M.Ed., Alabama A&M University, 2002. At Oakwood since 2003.

Young, Tara, M.Ed. Assistant Professor of Mathematics
B.S., Oakwood College, 1998; M.Ed., Alabama A&M University, 2001. At Oakwood since 1998.

Professor Emeriti

Nigel Barham, Ph.D. Professor Emeritus of History
B.D., London University (England), 1964; Diploma in Education, Birmingham University (England), 1965; M.A., Andrews University, 1968; Ph.D., University of Michigan, 1976. (1968-2011).

Bernard W. Benn, Ed.D. Professor Emeritus of English
B.A., Atlantic Union College, 1959; M.A., Seton Hall University, 1960; Professional Diploma, Teachers' College, Columbia University, 1963; Ed.D., Teachers' College, Columbia University. (1977-2005)

Ursula T. Benn, D.A. Professor Emeritus of Spanish
B.A., Toronto University, 1961; M.A., Teachers' College, Columbia University, 1964; D.A., Atlanta University, 1993. (1978-2005)

John A. Blake, Ed.D. Professor Emeritus of Mathematics
B.S., Howard University, 1963; M.S., Howard University, 1964; Ed.S., George Peabody College of Vanderbilt University, 1974; Ed.D., University of Tennessee, Knoxville, 1978. (1964-2002)

Luetilla Carter, Ed.S. Professor Emeritus of Psychology
B.S., Hampton Institute, 1954; M.S., Alabama A&M University, 1975; Ed.S., Alabama A&M University, 1979. (1973-2006)

Jannith L. Lewis, Ph.D. Professor Emeritus (Library)
B.S., University of Kansas, 1953; M.A. in L.S., Indiana University, 1955; Ph.D., Indiana University, 1982. (1953-2003)

James Melancon, M.A. Associate Professor Emeritus of Religion
B.A., Oakwood College, 1953; M.A., Andrews University, 1955; Doctoral studies, University of Iowa,. (1976-1994)

Sandra Price, Ed.D. Professor Emeritus of Management
B.S., Athens College, 1969; M.S., Alabama A&M University, 1973; Ed.D., University of Tennessee, 1982. (1967-1991 and 1992-2006).

Ernest E. Rogers, Ph.D. Professor Emeritus of Biblical Languages
B.A., Union College, 1943; M.A., Seventh-day Adventist Theological Seminary, 1952; Ph.D.,
Michigan State University, 1967. (1945-1979).

Index

A

Absences 52
Academic Advisement and Program Planning 56
Academic Bankruptcy Policy, LEAP 167
Academic Calendar 7
Academic Department Chairs 290
Academic Grievance 54
Academic Honesty 53
Academic Policies 38
Academic Probation, Suspension, and Dismissal 49
Academic Scholarship 16
Academic Scholarship Program 16
Academic Year 40
Accounting 148
Administration and Staff 290
Admission Standards 11
Adult and Continuing Education 165
Adult and Continuing Education, Admission 16
Advanced Level Examination 16
Advanced Placement Courses 15
Adventist Colleges Abroad 51
Allied Health 218
Applied Mathematics/Engineering 109
Art 88
Auditing Courses 48

B

Biochemistry 75
Biological Sciences 66
Biology 67, 70
Biology Education 186
Biomedical Sciences 68
Board of Trustees 289
Broadcast Journalism 85
Buildings, Campus 5
Bulletin Selection 54
Business Administration 149
Business and Information Systems 146

C

Campus Buildings 5
Career Services and Testing Center 37
Center for Academic Success 55
Chemical Engineering 76
Chemistry 74, 76
Church Leadership 168, 259

Class Absences 52
Classification of Students 41
Class Standing 42
Clinical Laboratory Science 219
College Level Examination Program (CLEP) 45
Commercial Art 88
Communication 80, 82, 90
Communication Arts 82
Communication Media 85, 90
Community and Service Learning 51
Computer Science 110, 111
Cooperative Programs 51
Correspondence Courses 48
Course Numbers and Symbols 40
Credit 41

D

Dean's List 49
Deferred Grades 47
Degree Candidacy 62
Department Course Fees 20
Department Curriculum Laboratories 58
Diagnostic Testing 56
Dietetic Internship 222
Dietetics 220
Disability Accommodations 5
Disability Services 56
Double Major 54
Drop/Add Process 43
Drop/Add Process, LEAP 166

E

Education 182
Elementary Education 183, 187
Ellen G. White Estate Oakwood Branch Office 57
Engineering 109
English 99
English and Communications 80, 98
English Language Arts Education 101, 188
English/Professional Writing 100
English Proficiency Examination 44
Errors and Corrections 49
Eva B. Dykes Library 57
Exit Examination 44

F

Faculty 293
Family and Consumer Sciences 218
Family Educational Rights and Privacy Act 43
Final Examinations 44
Finance 152

Financial Aid 23
Financial Aid Policies 24, 27, 29
Financial Clearance Policy 19
Financial Policies 17
 Financial Policies 271
Fitness and Wellness 234
Former Students 15
Freshman Studies 55

G

General Education Requirements 60
General Psychology 169
General Studies, LEAP 170
Geography 204
Grade Point Average 47
Grade Reports 49
Grading System 46
Graduate Program
 Academic Calendar 267
 Academic Policies 276
 Academic Support Services 280
 Admission Standards 269
 Financial Aid Policies 273
 Pastoral Studies, Master of Arts 285
Graduation Diplomas 63
Graduation in Absentia 63
Graduation With Distinction 49

H

Health and Counseling Services 34
Health Care Administration 149
History 198, 199
Home School Applicants 13
Honor Roll 49
Honors Convocation 49
Human Development and Family Studies 222
Human Environmental Sciences 218

I

Incomplete Work 48
Incomplete Work, LEAP 166
Information Technology 171
Intent-to-Enroll 13
International Applicants 13
International Studies 200
Intramural Sports 33

L

Lab Fees 20
Late Registration 43
Library 57

M

Management 150
Management Information Systems 153, 154
Marketing 151
Mathematics 112, 113
Mathematics and Computer Science 108
Mathematics Education 114, 189
Medical School Early Selection Program 55
Medical Technology 219
Minors
 Accounting 154
 African American Studies 203
 Art 90
 Biblical Languages 259
 Biology 70
 Black World Studies 203
 Chemistry 77
 Child Development 228
 Communication Media 90
 Computer Science 114
 Correctional Science 138
 English 102
 English (Writing Emphasis) 102
 Fitness and Wellness 236
 Food and Nutrition 228
 Health and Physical Education 237
 History 203
 Management 154
 Management Information Systems 154
 Mathematics 114
 Music 127
 Physics 115
 Political Science 201, 203
 Psychology 139
 Sociology 139
 Spanish 102
 Theology 258
Mission Statement 4
Monitoring Students' Academic Progress (MSAP) 55
Music 122, 125
Music Education 126
Music-Vocal/Choral Education 191

N

New Students, Admission 11
Nursing 242, 246

O

Oakwood Facts 4

Organizational Management 154, 172
Orientation 55
OU Designated Courses 63

P

Pass/Unsatisfactory Procedures 47
Photography 89
PhotoJournalism 86
Physical Education 233
Physical Education Teaching 192, 236
Policy Governing the Refund and Repayment of Title 19
Pre-Law 202
Pre-Occupational Therapy 225
Pre-Physical Therapy 223
Pre-Physician Assistant 226
Pre-Speech-Language Pathology 227
Pre-Speech Pathology 227
Print Journalism 87
Professor Emeriti 302
Psychology 135, 136
Public Relations 83

R

Refund Policy, Traditional students 19
Registration 43
Religion and Theology 254
Religious Education 193, 258
Religious Institution Exemption 5
Remedial Courses 56
Remittance 18
Repeated Courses 48
Requirements for Associate Degrees 61
Requirements for Baccalaureate Degrees 58
Residence Halls 36
Residential Housing 36
Retention and Disposal of Student Records 42
Return of Funds Policy 20

S

Schedule of Classes 40
Secondary Education 183
Second Bachelor's Degree 59
Social Science 203
Social Science Education 203
Social Science Education 194
Social Work 208, 210
Sociology 139
Spanish 101
Special Services 56
Special Students 42
Student Association 33

WWW.OAKWOOD.EDU



OAKWOOD UNIVERSITY | 7000 ADVENTIST BOULEVARD, NW | HUNTSVILLE, ALABAMA 35896

Student Citizenship 35
Student Employment 30
Student Handbook 35
Student Missionary Program 51
Student Records 42
Student Services/Student Life 32
Study Load 41
Summer School 52

T

Theology 255
Transcripts 52
Transfer Students/Credits 16
Transient Letters 52

V

Varsity Athletics 34
Vehicles 35
Verification of Enrollment 29
Veterans, Admission 14
Vocal Performance 126
Vocal Performance and Pedagogy 126

W

Withdrawal From University 44
Writing Emphasis Courses 52