



Oklahoma Wesleyan University's first graduating M.Ed. class, May 2011.

AGS Student Handbook 2011 - 2012

Excerpts from the official *University Catalog* of Oklahoma Wesleyan University are contained in this handbook with other information and comments added. The full *University Catalog* is available on the University's website, www.okwu.edu. The search device on the website functions as an automated index to locate particular items of interest.

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Introduction to OKWU

HISTORY -The Wesleyan Church founded Oklahoma Wesleyan University in order to provide higher education within a Christian environment primarily for Wesleyan youth. Its predecessor, Bartlesville Wesleyan College, was established on the Bartlesville campus as a result of a series of mergers, which included Colorado Springs Bible College (founded in 1910 in Colorado Springs, Colorado), Pilgrim Bible College (founded in 1917 in Pasadena, California), and Holiness Evangelistic Institute (founded in 1932 in El Monte, California and later named Western Pilgrim College).

In 1959, the Bartlesville campus was purchased, and Colorado Springs Bible College was moved to Bartlesville, Oklahoma. The college, renamed Central Pilgrim College, held its first classes in September 1959. The following fall, Western Pilgrim College was merged with Central Pilgrim College. The name Bartlesville Wesleyan College was adopted in 1968 after the merger of the Wesleyan Methodist and Pilgrim Holiness churches. In the fall of 1972, Miltonvale Wesleyan College (founded in Miltonvale, Kansas by the Wesleyan Methodist Church in 1909) was consolidated with BWC on the Bartlesville campus. During this process of consolidation, a decision was made to create a four-year liberal arts college. In 1974 the Oklahoma State Regents for Higher Education accredited Bartlesville Wesleyan College as a four-year liberal arts, degree-granting institution. BWC received accreditation with the Higher Learning Commission of the North Central Association of Colleges and School in 1978. Planning to expand its offerings to include graduate degrees, BWC changed its name to Oklahoma Wesleyan University in August of 2001.

ACCREDITATION AND RECOGNITION -Oklahoma Wesleyan University holds institutional accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools. OKWU's nursing programs are accredited by the Commission on Collegiate Nursing Education and all of the University's business programs are accredited by the International Assembly for Collegiate Business Education.

OKWU's education programs are accredited by the Oklahoma State Regents for Higher Education and the National Council for Accreditation of Teacher Education. OKWU's teacher education graduates meet the academic requirements for licensure by the Oklahoma State Department of Education in elementary education (1-8), music education (K-12), physical education (K-12), and secondary English, math, science, and social studies education (6-12).

All programs of Oklahoma Wesleyan University are approved by the Oklahoma State Accrediting Agency for the Training of Veterans under Public Law 550.

The University is approved by the United States Department of Justice for training of international students.

Oklahoma Wesleyan University is a member of the Council for Christian Colleges and Universities and the American Association of Colleges of Nursing.

LOCATION — Bartlesville, Oklahoma (population 36,068) is located 40 miles north of Tulsa and 20 miles south of the Kansas state line. Because Bartlesville served as the long-time global headquarters of the ConocoPhillips Petroleum Company, the city hosts many more cultural opportunities than one expects for its size, including a symphony, ballet, and an international music festival, known as OK Mozart.

CAMPUS — OKWU’s scenic 27-acre campus is located in a quiet residential area of the city. An eight-acre athletic facility and a 70-acre nature study area are located 1/4 mile north of the main campus. Currently, the University also offers non-traditional programs at multiple sites throughout the state of Oklahoma, including Miami, Midwest City, Muskogee, Sallisaw, and Tulsa. We also have sites in Kansas.

ACADEMIC CALENDAR — The traditional programs of the University operate on a semester basis and offer a summer school program. The non-traditional programs (offered through the Office of Adult & Graduate Studies) operate on a year-round, modular basis.

CURRICULUM — Credit courses are offered in five schools: Arts and Sciences, Business, Education, Nursing, and Religion and Philosophy.

DEGREES — The University grants the Master of Business Administration (MBA), the Master of Education (MEd), the Bachelor of Arts (BA), the Bachelor of Science (BS), the Bachelor of Science in Nursing (BSN), the Associate of Applied Science (AAS), and the Associate of Arts (AA) degrees.

ENROLLMENT — More than 1000 students from across the United States and around the world are currently enrolled.

FACULTY — OKWU’s highly-qualified, full-time faculty is augmented by a part-time faculty who are specialists in their areas of instruction.

FINANCIAL AID — Substantial financial aid in the form of grants, loans, and employment is available to those who qualify through the Free Application for Federal Student Aid and are willing to work in appropriate assignments. Approximately 98% of OKWU students receive some form of financial aid.

LIBRARY — The library houses over 100,000 items and has been aggressively growing the University’s electronic resource collection over the past few years.

ALUMNI — The Alumni Association includes all former students (who took 24 credit hours or more at OKWU) and all graduates of Oklahoma Wesleyan University (including all schools which have merged with OKWU to form the present institution).

A Note to the Prospective Student

This *University Catalog* of Oklahoma Wesleyan University is issued to cover the years 2011-2012. It is intended that the regulations of this *University Catalog* will remain in force during the period for which it is issued. However, the University reserves the right to make changes in policy and curricula at any time.

The *University Catalog* serves an important function. It is an official record of the institution, contains descriptions of courses, lists the officials and faculty, and provides graduation requirements and other information to serve the students, staff, faculty, and other institutions.

in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, Oklahoma Wesleyan University does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices, or procedures.

**Oklahoma Wesleyan University
2011-2012 Academic Calendar**

AGS

Important Dates

Fall 2011

Homecoming October 14-15, 2011
Senior grades due (5:00 p.m.) December 8, 2011
Commencement December 10, 2011

Spring 2012

Application due for Spring Graduation January 15, 2012
Application due for August Conferral April 1, 2012
Application due for Fall Graduation August 15, 2012
Senior grades due (5:00 p.m.) May 10, 2012
Commencement May 12, 2012

Fall 2012

Senior grades due (5:00 p.m.) December 10, 2012
Commencement December 12, 2012

Spring Semester 2013

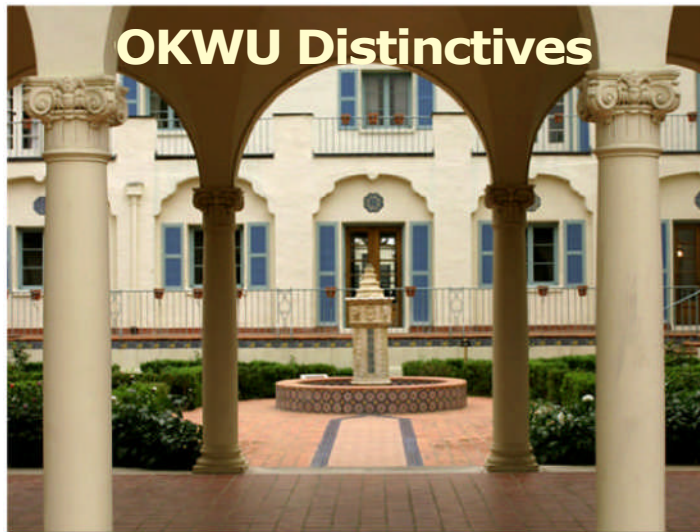
Application due for August Conferral April 1, 2013
Application due for Fall Graduation August 15, 2013
Senior grades due (5:00 p.m.) May 9, 2013
Commencement May 11, 2013

AGS Terms

Summer 7/1 to 10/27

Fall 10/28 to 3/2

Spring 3/3 to 6/30



Oklahoma Wesleyan University believes that its Statement of Purpose, Mission, Institutional Goals and Objectives, Philosophy of Christian Liberal Arts Education, General Education Objectives, and Doctrinal Statement reveal the distinctive advantages students will enjoy when they choose to attend this institution.

Statement of Purpose

Foundation -Oklahoma Wesleyan University, an educational institution of The Wesleyan Church, has its roots in the Wesleyan theological tradition. This foundation rests on the Lordship of Jesus Christ, emphasizes a Christian worldview, and promotes a life of service.

Mission -As an evangelical Christian University of The Wesleyan Church, Oklahoma Wesleyan University models a way of thought, a way of life, and a way of faith. It is a place of serious study, honest questions, and critical engagement, all in the context of a liberal arts community that honors the primacy of Jesus Christ, the priority of Scripture, the pursuit of truth, and the practice of wisdom.

Scholarship -The mission encompasses the integration of faith and learning in educational experiences designed to enhance scholarship, life-long learning, career opportunities, and Christian discipleship.

Character -The mission and values that OKWU promotes reflect the aim to develop genuine Christian character in all members of the University community.

Integrity -We promote and expect ethical and responsible behavior based on Biblical standards from all members of the University community.

Servanthood -We encourage care and compassion in order to foster in our students the desire to live out lives of service to both God and people everywhere.

Community -In order to achieve our mission, we operate as a caring, evangelical, Christian community with an academic focus.

Stewardship -We manage resources entrusted to us in a respectful and responsible manner in order to advance the work of God's Kingdom.

Philosophy of Christian Liberal Arts Education

The purpose of OKWU's Christian liberal arts education is to help students fulfill the divine mandate to explore and bring under dominion the whole range of knowledge for the glory of God and the good of humankind and nature (Gen. 1.28; Matt. 22.37-40). This purpose is founded upon the conviction that all truth is God's truth and that truth, therefore, is one. In order to fulfill the Genesis mandate, we believe that students must master significant content (including knowledge of scripture, Jesus Christ, the created order, and human tradition) and must master the tools or skills needed to responsibly interpret and practice the truths derived from this content base. The formal courses of study in each degree program at OKWU contain two main elements.

The first of these elements, the general education program, is designed to introduce students to OKWU's scriptural philosophy of Christian liberal arts education, to expose students to God's truth in its breadth, and to train students to effectively recognize and communicate that truth. Courses in the natural sciences, mathematics, physical education, and behavioral sciences, for example, give students the opportunity to study the intricate workings of the created order. Courses in logic or philosophy help students sharpen critical thinking skills. Courses in religion, humanities, and history help expose students to the important traditions of religious, artistic, and historical knowledge. Furthermore, courses in composition and speech equip students with the ability to communicate their knowledge in a manner that will benefit their neighbors. It is only thus equipped that students are prepared to significantly benefit from the second element of OKWU's Christian liberal arts education—i.e., courses in a major field. These major-field courses have two basic functions: 1) to contribute to the wholeness of knowledge by providing content depth not practicable in the broad general education program; 2) to prepare students to make a living or, more properly, to prepare students for a life of service to God and mankind. OKWU's philosophy of education does not stop, however, at the classroom door. Indeed, all University experiences should allow students to show their love for God with their whole hearts, souls, minds, and strength. This integrated approach allows students to bring knowledge they have learned from the Music Theory classroom to the selection of worship songs for chapel or the skills learned in the Speech classroom to the presentation of an invocation or testimony in chapel. This unified approach allows students to view even the most tedious homework assignment as an opportunity to show their love for God with their whole minds. The keeping of dorm quiet hours can become an act of loving one's neighbor as oneself. The intramural soccer game can be transformed into a vehicle for honoring one's body as "the temple of the Holy Spirit" (1 Corinthians 6:19). The serving of meals in the local homeless shelter can be understood not only as ministering to one's brothers and sisters, but as ministering directly to Our Lord Jesus Christ (Matt. 25:34-40).

The philosophy of Christian liberal arts education at OKWU, then, honors the primacy of Jesus Christ, the priority of scripture, and the pursuit of truth through its two formal educational elements and encourages the practicing of wisdom through its informal educational experiences. Combined, these provide the lens for all learning and the foundation for all living at OKWU. Oklahoma Wesleyan University honors four pillars: **The primacy of Jesus Christ**...as the incarnate Son of God – the Alpha and Omega, the Beginning and the End – who is the lens for all learning and the Lord of our daily lives. **The priority of Scripture** ... as the inerrant and authoritative written Word of God that guides us in all matters of faith, learning, and living. **The pursuit of Truth**... as an objective, attainable reality, grounded in the person and example of Jesus Christ and anchored in the Bible. **The practice of Wisdom**... as the goal for all members of the University community, who work to promote healing and wholeness in a broken culture and hurting world.

General Education Objectives

Oklahoma Wesleyan University aims to enable students to love God with the whole heart, soul, mind, and strength and to love their neighbors as themselves. The objective of the University's general education program, therefore, is to equip students with the knowledge, skills, and character that will enable them to practice wisdom.

Knowledge -OKWU graduates should be able to demonstrate a useful knowledge of the Bible, of the life and teachings of Jesus, of God's created order (i.e., mathematics, natural sciences, and social sciences), and of human tradition (i.e., history, philosophy, arts and letters).

- A. Bible: demonstrate knowledge of the major theological, philosophical, historical, and political themes of the Bible.
- B. Jesus' Life and Teaching: demonstrate knowledge of the exemplary life and major teachings of Christ.
- C. Created Order: demonstrate knowledge of important concepts in mathematics, the natural sciences, and social sciences, including basic principles of physical, financial, and mental health.
 1. *Mathematics*: demonstrate an understanding and appreciation for mathematics as an approach to truth and a reflection of the wisdom and perfections of God.
 2. *Natural Sciences*: demonstrate an understanding of the natural sciences as a human approach to God's truth; articulate an appreciation and respect for the Creation as a direct outcome of the wisdom and glory of the Creator; and, as appropriate, integrate present scientific understanding of the "book of nature" with a Wesleyan understanding of the Bible.
 3. *Social Sciences*: demonstrate an understanding of and appreciation for the study of the individual and society as one approach to God's truth; demonstrate an understanding and appreciation for the complexity of persons made in the likeness of the Creator; demonstrate an understanding and appreciation for the ultimate Christian foundation for spiritual, psychological, and relational health.
- D. History/Philosophy/Arts & Letters: demonstrate knowledge of important figures, events, and ideas in human history and philosophy and of important artists, works, and meaning of human artistic culture.
 1. *History*: demonstrate knowledge of God's work in history, particularly in the formation of Christian civilization; demonstrate knowledge of significant political, economic, social, and historical trends and of the system of government in the United States, including the Constitution and citizenship.
 2. *Philosophy*: demonstrate an understanding that God creates and sustains all metaphysical, epistemological, ethical, and aesthetic reality; employ the resources of philosophy and the Christian faith to explore enduring human concerns; identify belief systems which shape life and culture, and how these belief systems compare with the Christian world view.
 3. *Arts & Letters*: demonstrate knowledge of the important artists, works, and meaning of at least one art form (e.g., literature, music, visual arts); demonstrate a knowledge and appreciation of the interaction of form and content in art; where appropriate, be able to express the message of a work of art in the form of a specific, concise, holistic, transcultural principle; demonstrate knowledge of scriptural reasons and methods for engaging art, and knowledge of the influence of Christianity on artistic movements.

Skills _OKWU graduates should be able to research, reason, communicate, and integrate knowledge effectively.

- A. Research: be able to demonstrate information literacy by effectively collecting and evaluating print/electronic resources and original empirical data in order to incorporate evidence smoothly and convincingly into original research papers with proper documentation and without plagiarizing; especially with reference to the natural and social sciences, be able to make and record detailed observations, formulate hypotheses, design experiments to test these hypotheses, and explain the conclusions derived from these observations and experiments.
- B. Reason: be able to effectively use knowledge of Scripture, the life/teaching of Christ, and the created order along with the logic of human reason, traditional interpretations and interpretive methodology, and personal experience to analyze problems, to argue effectively, and thereby to critically discern truth; especially in the natural and social sciences, be able to apply sound rules of deduction and inference in formal analyses that draw connections between specific observations and generalizations derived from these observations, and be able to make predictions about what should be observed starting from general statements (laws and theories).
 - 1. *Analytic Skills*: be able to apply mathematically sound rules of logic, deduction and inference in formal analyses of common and classical algebraic, geometric and probabilistic problems; demonstrate proficiency in solving basic equations; and be able to describe social and natural processes with mathematical ideas and models.
 - 2. *Formal Argumentation*: be able to persuasively argue one's position by supporting advantages, identifying logical fallacies, and refuting objections, while demonstrating an ability to distinguish between (and show a preference for using) fact over opinion, expert over popular opinion, argumentation over persuasion, specific evidence over general claims.
- C. Communication: be able to communicate effectively using written and presentational methods.
 - 1. *Written*: be able to write an essay on an assigned topic that demonstrates an awareness of audience, that is coherently governed by a focused thesis, and that is organized, specifically supported, clear, logical, concise, formal, stylistically varied and original, mechanically clean, and properly documented.
 - 2. *Presentational*: be able to prepare and deliver an oral presentation on an assigned topic which has all the characteristics of a written essay (above) and which is competently and confidently delivered, incorporating professional-quality visual aids, and marked by creative ingenuity.
- D. Appreciation: be receptive to the experiential impact of various expressive media and to be able to discern their value.
- E. Integration: be able to identify and explain ways in which knowledge/skills learned in one discipline may be applied to other disciplines.

Character _Graduates should exhibit Christ-like characteristics (e.g., Matthew 5-7 and Matt 22:36-37), as evidenced by the fruit of the Holy Spirit (Galatians 5: 22-23).

Practice — Graduates should practice the wise integration of faith and learning in all aspects of life, so that the knowledge, skills, and character developed at OKWU inform the daily practice of their spiritual, mental, emotional, social, physical, and financial lives.

Doctrinal Statement

THIS WE BELIEVE:

1. That the Bible, composed of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life
2. That there is one God, eternally existing in three Persons: Father, Son, and Holy Spirit
3. In Jesus Christ as truly God and truly man, His virgin birth, His vicarious death, His bodily resurrection, and His promised second coming
4. In the personality of the Holy Spirit and that the Spirit's ministry is to reveal Christ unto mankind
5. That God created mankind and the universe by special operation of divine power
6. In the fall of mankind and the consequent sinful nature of all humanity which necessitates a divine atonement
7. In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ; and that, although God holds tenaciously to His own, it is possible for believers to repudiate faith in Christ, and unless they turn back to saving faith, be eternally lost. But by the grace of God such persons may by true repentance and faith find forgiveness and restoration
8. That entire sanctification is an act of divine grace wrought in the believer through an act of the Holy Spirit whereby the Spirit takes full possession, cleanses, and equips for service on condition of total surrender and obedient faith
9. That the gifts of the Spirit are given to believers as God wills for the purpose of edifying and strengthening believers and are not the evidence of the Spirit's fullness, nor are they necessary for salvation. We affirm the miraculous use of languages and the interpretation of languages in its Biblical and historical setting; however, speaking or praying in an unknown language is not the evidence of the baptism with the Holy Spirit (or of the entire sanctification which the baptism accomplishes) and is therefore not to be promoted among us
10. In the personal existence of Satan
11. That the Scriptures plainly teach the bodily resurrection of the just and the unjust, the everlasting happiness of the saved, and the everlasting and conscious suffering of the lost
12. That all true Christians, assisted by the Holy Spirit, give evidence of a true faith by their good works and social concern

Library

The Library staff works closely with students to provide reference assistance, to help develop information literacy, and to help students fulfill class assignments. More information on library services is available on OKWU's extensive library website.

Oklahoma Wesleyan University/Janice and Charles Drake Library Off Campus Access

Website: <http://library.okwueagle.com> Check out links across the red menu bar:

Books: goes to Illuminar, the online catalog (takes several seconds to load) NOTE: you do NOT have to log in to use catalog

Databases: all databases listed for easy access

Tutorials and Online Resources: online tutorials (best way to get started in your library experience), links to subject specific resources, online journals, and handouts the librarians have created to assist students

Research assistance throughout the whole OKWU experience

The OKWU librarians are available:

Email: elib@okwu.edu (students can email the librarian via Angel also)

Phone: 888-279-4536, toll-free; **Phone:** 918-335-6286 (weekdays 9-4); after 4pm and on weekends,

918-335-6298 (Circulation Desk student workers)

Live Help via Meebo: *Contact the Library* link on every library web page. Connects to the Circulation Desk (if no answer, email elib@okwu.edu).

eBook and Database access information

Please do not share this information as these are subscriptions and vendors' requirements are to be honored.

eBook Resources	Periodical Databases
Credo Reference Username: okwu Password: okwu	Newsbank Username: wesleyanu Password: libokwu
Encyclopedia Britannica Username: okwu Password: access	EBSCOHost Username: wesleyanu Password: libokwu
Literature Resource Center Library ID: okwupass	Sage Publications Username: wesleyanu Password: drake2009
Oxford University Press resources: Encyclopedia of the Dead Sea Scrolls The Oxford Dictionary of Byzantium The Oxford Dictionary of the Christian Church The Oxford Encyclopedia of the Reformation Username: wesleyanu Password: libokwu	OVID Username: owu999 Password: idiology
Salem Health, History, and Literature Login: wesleyanu	SIRS Customer #: OK0010h Password: 74006
Online Journals Requiring Login Other titles on ejournal page may not require a login	FirstSearch Authorization: 100280629 Password: fur%smmax
Phi Delta Kappa	Mergent Online Username: okwesleyan Password: okwesuniv
	Other Online Resources

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<p>Elementary School Journal Username: wesleyanu Password: drake2009</p>	<p>AtoZ Maps Online Login: wesleyanu Password: libokwu</p>
<p>Evangelical Missions Quarterly (EMQ) Username: okwulibrary Password: drake2009</p>	<p>Global Road Warrior Login: wesleyanu Password: libokwu</p>
<p>Nursing Outlook Username: oklahomawesleyanuniversitylibrary Password: drake2009</p>	

Oklahoma Wesleyan University Library | 2201 Silver Lake Rd | Bartlesville, OK 74006
918-335-6286 | Toll Free: 888-279-4536 | elib@okwu.edu | <http://library.okwueagle.com>

ADMISSIONS INFORMATION

Adult & Graduate Studies

Admission to Oklahoma Wesleyan University is guided by the best available predictors of academic success of an applicant. Admission is based on the careful review of all credentials presented by applicants, but in no case is admission denied due to race, color, national origin, disability, religion, or gender. Due to the unique design of the non-traditional programs, students who are enrolled in a traditional program at Oklahoma Wesleyan University are not eligible for admission to AGS programs.

The University reserves the right to admit only students who hold promise of academic success and whose personal character and lifestyle are consistent with the mission and purpose of the institution.

Undergraduate Admission Criteria

All prospective undergraduate students must have earned a high school diploma or a certificate of graduation equivalency. Admission to the University does not guarantee admission to any specific majors and/or programs. The University recognizes three categories of undergraduate prospective students:

(1) Those entering with a high school diploma or G.E.D. equivalency

- a. With an official high school transcript, showing graduation date (must meet 2 out of 3 criteria)
 1. High School GPA of 2.0 or higher
 2. SAT/ACT scores of 860/18 or higher
 3. Ranked in the upper half of graduating class
- b. With an official G.E.D. transcript, must have a minimum score of 48 or equivalent

(2) Those entering from another college or university

- a. With fewer than 24 semester credits
 1. College GPA of 2.0 or higher
 2. Official high school transcript or G.E.D.
- b. With 24 or more semester credits must have a college GPA of 2.0 or higher.

(3) Non-Degree Seeking

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to 9 credit hours by submitting an application in the Office of Enrollment Services. Once a student has completed 9 credit hours, and wishes to enroll in additional course work, the student must make formal application to the University. Students wishing to audit a course for no credit need to complete an Application for Admission in the Office of Enrollment Services. Students desiring to audit a Nursing course must petition the Nursing Faculty Council for approval before enrolling.

International Student Admission Criteria

In addition to meeting the appropriate set of criteria listed above, those whose first language is not English must have suitable TOEFL scores (69 internet-based, 190 computer- base, or 525 paper-based), and all prospective international students must have proof of financial support and a specified cash deposit in U.S. dollars.

International applications for admission will not be considered until all required documents have been received. International applicants may not consider themselves admitted to the University until they have received an official letter of acceptance and, if applicable, an I-20 form. International transcripts must be evaluated by an approved organization, i.e. World Education Services (www.wes.org) or AACRAO (www.aacrao.org), and an official copy of the international transcript needs to be submitted to the Admissions Office.

Program-Specific Undergraduate Admission Criteria

Applicants must meet the following additional requirements in order to be admitted to any specific undergraduate major or programs:

1. Admission to the RN to BSN degree-completion program requires a college GPA of 2.5, a valid RN license, and an Associate Degree with a major in Nursing from a regionally accredited institution with at least 60 transferable college credit hours. Applicants with a Diploma from a hospital school of Nursing may transfer in 40 credit hours.
2. Admission to accelerated bachelor degree programs require at least 45 transferable college credit hours.

Program-Specific Master of Business Administration Admission Criteria

Applicants must meet the following requirements in order to be admitted to the Master of Business Administration Program:

1. An official transcript showing a conferred Bachelor's degree from a regionally-accredited college or university.
2. Any other official transcripts needed to verify undergraduate prerequisite courses or graduate transfer credit.
3. An undergraduate GPA of 3.0 on a 4.0 scale (conditional admission may be granted for GPA's as low as 2.50).
4. For applicants for whom English is a second language, students may enter the program if they have a TOEFL score greater than 69 internet-based, 190 computer-base or 525 paper-based. Students who have an earned degree from a U.S. institution are exempt from the TOEFL requirement.
5. Relevant work experience.
6. Three letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for graduate-level work.
7. Submission of a written admissions essay.
8. Approval by the Graduate Business Admissions Committee.
9. Payment of an appropriate admissions fee.
10. Students must have access to a personal computer running a current version of Microsoft Office.

Program-Specific Master of Education Admission Criteria

In order to be unconditionally admitted into the M.Ed. program, the applicant must submit the materials listed below. All application packets will be reviewed by the Graduate Committee which recommends admission for graduate study. Once a student has been admitted to graduate study, he/she must begin taking courses within 2 calendar years.

1. A completed application
2. An application fee
3. An official transcript showing a completed bachelor's degree from a regionally accredited university with a minimum of a cumulative 3.0 GPA or a major GPA of 3.25.
4. Submit two recommendation forms that indicate support of readiness for graduate study
5. Applicants holding teaching certificates or licenses must submit copies of their current teaching certification
6. Submit a typed two page statement of purpose

Students may transfer up to nine semester hours of graduate courses toward a master degree, providing the courses are approved by the Graduate Education Committee. Students who possess a National Board Certification may petition to receive up to 9 hours of graduate credit for that certification. However, in no case may any student receive more than 9 hours from any combination of transfer credit or national Board Certification credit. At the discretion of the Graduate Committee, students possessing a baccalaureate degree may be granted conditional or probationary admission with prescribed deficiencies when any of the above criteria are not met. Students on a conditional or probationary status will not be allowed to proceed beyond the 12 credit hours of work toward a degree program in the School of Education without meeting the standards of the condition.

Admission on Academic Probation

Students who do not meet the admissions criteria may petition to be admitted on academic probation. In those instances the student application will be reviewed by an admissions review committee for consideration. When admitted on academic probation, undergraduate students must attain a cumulative GPA of at least a 2.0 (for undergraduate Business, General Studies, and Religion programs) and 2.5 (for Nursing) at the completion of the first 9 hours taken at Oklahoma Wesleyan University, or they will be subject to academic suspension.

Graduate students may be admitted on a probational basis for a total of 6 credit hours or other level based on the admissions review committee decision. At that time, students must have a cumulative GPA of 3.00 or higher in order to be removed from probation and allowed to continue in the program. (See AGS Academic Policies section of *University Catalog* for more details on Probation and Suspension).

International Student Admission Criteria

In addition to meeting the appropriate set of criteria listed above, those whose first language is not English must have suitable TOEFL scores (69 internet-based, 190 computer base, or 525 paper-based), and all prospective international students must have proof of financial support and a specified cash deposit in U.S. dollars. International applications for admission will not be considered until all required documents have been received. International applicants may not consider themselves admitted to the University until they have received an official letter of acceptance and, if applicable, an I-20 form. International transcripts must be evaluated by an approved organization, i.e. World Education Services (www.wes.org) or AACRAO (www.aacrao.org), and an official copy of the international transcript needs to be submitted to the Admissions Office.

AGS Undergraduate Application Process

To apply for admission to an AGS program, students must submit the following:

1. A completed application, with a \$25 non-refundable application fee. Application fees are considered one-time fees; application fees are waived for those who apply online and at the discretion of the Director of Enrollment Services.
2. Completed applications and resulting assessment records are valid for 15 months; if students have not started a program within 15 months, a new application for reassessment under the new *University Catalog* will be required. Undergraduate and graduate application fees are considered one-time fees; application fees are waived for those who apply online.
3. Official transcripts from all previous college-level work and/or official high school transcript or GED certificate. Failure to provide a complete record of all academic work may result in students not being accepted into the University or if already enrolled, being administratively withdrawn from the University.
4. An official high school transcript with graduation date or official GED certificate must be provided by applicants with 24 or fewer semester credits from previous college-level work or with military-only credits.
5. A copy of current United States RN licensure must be provided by Nursing applicants.
6. English as a second language students must have a suitable TOEFL scores (69 internet-based, 190 computer-based, or 525 paper-based).

Applicants must be respectful of the Christian mission of Oklahoma Wesleyan University. Individual consideration will be given to applicants who may not meet all of the specific requirements. Withdrawal may be required should an applicant intentionally withhold or falsify information.

Acceptance of Transfer Credits

Transfer courses from other institutions that are members of regional or faith-based accrediting organizations that are recognized by the Council for Higher Education, must be evaluated for approval as meeting OKWU general education or elective requirements.

Transfer of D's: OKWU will post to student transcripts only courses in which a "C-" or higher has been earned. Students may petition the Registrar to transfer in up to 6 hours of "D" or "D+." Grades of "D" or "D+" may not be used to satisfy requirements in English Composition 1 or 2. Posted credits may not necessarily satisfy major or program requirements.

Transfer credits are generally not applied to the courses in the major sequence. In very rare cases, exceptions up to a maximum of two courses (with approval of the appropriate Dean and the Vice President of Adult & Graduate Studies) may be made in individual cases, but only when the transfer course has been taken at the junior or senior levels and when the content of the course is equivalent to a major sequence course for the baccalaureate degree and only three hours (one course) for the associate degree. After acceptance into the program, students may not transfer any credits into the major sequence of courses.

Advanced standing will be determined from all transcripts received according to the following conditions:

Junior Colleges: Credits will be accepted from junior colleges to meet lower division requirements only. A maximum of 72 hours may be accepted toward the bachelor's degree. In addition, during the last 30 core hours of a bachelor's degree, elective or general education credit must be taken at a senior (4-year) college.

Senior Colleges: Generally, credit is accepted without condition from a four-year college or university that is a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education, provided there is no duplication among major courses, general education requirements and electives eligible for transfer. Acceptance of a course (or courses) does not necessarily mean that those courses can/will be applied to the student's graduation requirements.

Non-Collegiate Work: Credit for veterans' training and other non-collegiate work is given in accordance with the credit recommendations published by the American Council on Education (ACE). For life-learning credits to be placed on an OKWU transcript, the student must have completed 12 or more hours at OKWU with a GPA of 2.0

Correspondence Courses: To insure transferability of a course taken by correspondence, a student must have prior written approval from the OKWU Registrar. Up to six hours of coursework may be taken via correspondence.

Testing: Credit by examination of OKWU approved tests is awarded through Oklahoma Wesleyan University with official test scores from an official testing center.

Non-Accredited Schools: Work from non-accredited schools (schools not a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education) may be considered for transfer credit subject to the following conditions:

1. The satisfactory completion of 12 credit hours of course work at OKWU with a grade point average of 2.0 or better.
2. The credit is applicable toward an OKWU degree or program the student is pursuing. The work will be evaluated by the appropriate School Dean.
3. No more than half of the hours required for an OKWU degree may be transferred from such a non-accredited institution.
4. Work from technical schools, career schools and schools for which we already have an articulation agreement will be considered within that school's articulation agreement.

Non-Traditional Credits: Non-traditional credits earned at another institution are evaluated through the portfolio process, using the American Council of Education (ACE) guidelines, and are treated in the same manner as transfer credits. It is the student's responsibility to obtain the necessary documentation for such credits from the institution where they were awarded. Such documentation should include course title and description, hours awarded, method of assessment, assessment criteria, performance level, evaluator credentials, and evaluator comments. A maximum of 40 semester credit hours of military credit may be applied to the degree requirements.

Readmission to the University

Students returning to the University after an absence of more than 24 months will continue under the requirements of the newest *University Catalog*. A new application and a new registration contract will be required. Students must be in good academic and financial standing with the University to be considered for readmission.

FINANCIAL AID INFORMATION

The Office of Financial Services at Oklahoma Wesleyan University is committed to assisting students in meeting their educational expenses. Both need-based and non-need-based aid is available in the forms of grants, scholarships, loans, and work-study. Financial need, fund availability, student classification and academic performance are factors that help determine the type and amount of aid awarded to each student.

Each year, students must submit the Free Application for Federal Student Aid (FAFSA) to qualify to receive Federal and State Aid. Oklahoma Wesleyan University (Code #003151) must be listed as a college to receive the FAFSA information. By listing OKWU on the FAFSA, the Office of Financial Services will be able to determine a student's eligibility for Federal Student Aid.

The FAFSA should be processed by March 1 to be considered for aid from all available programs for the fall term. Applications received after March 1 will be considered for available funds.

Institutional Aid: Institutional aid is often used to assess a student in financing their University costs. At Oklahoma Wesleyan, institutional aid is available to full-time, traditional students up to the cost of tuition. When a student chooses to leave the University within a semester or term, the University reserves the right to remove institutional aid for that period of enrollment.

Return of Title IV Funds Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student withdraws from all classes. Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws after completing only 30 percent of the term will have "earned" only 30 percent of any Title IV aid received. The school and/or the student must return the remaining 70 percent. The Office of Financial Services encourages you to read the Return of Title IV Funds Policy carefully. This policy is available in the Office of Financial Services. **Students considering withdrawing from all classes should contact the Office of Financial Services to discuss how this will affect further financial aid.**

Satisfactory Academic Progress Financial Aid Procedures

Federal regulations (CRF 668.16) require that a student maintains satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which he/she is enrolled, in order to receive aid under the Higher Education Act. These programs at OKWU include Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Oklahoma Tuition Aid Grant, Oklahoma Tuition Equalization Grant, Oklahoma's Promise, Federal Direct Loans (subsidized and unsubsidized), and the Federal Plus Loan Program. OKWU has also adopted the following (Title IV) Satisfactory Academic Progress Policy to govern its institutional-based financial aid.

Satisfactory academic progress (SAP) will be measured at the end of each semester or term. All students participating in the Title IV program will be evaluated to determine if SAP is being maintained. SAP will be measured on both a qualitative and quantitative standard.

Qualitative Standard: A cumulative GPA must be maintained according to the following scale.

1 - 24 hours	1.8 Cumulative GPA
25+ hours	2.0 Cumulative GPA

Quantitative Standard: Students must maintain pace of progression and be on track according to the maximum time-frame at the end of each semester or term.

Pace of Progression: Student must earn 67% of credits attempted cumulatively. To calculate, the credits earned will be divided by the credits attempted. For example: a student earns 5 credits and out of the 7 credits attempted ($5/7=71\%$). This student would be at an acceptable pace of progression.

Maximum Time-Frame: Student must earn his/her degree in 150% of the published credit requirement. To calculate, the credits required for the degree will be multiplied by 150%. This is the maximum number of hours for which a student is eligible for aid. For example: a student's degree requires 126 credit hours for graduation. That student must complete the degree within 189 credit hours ($126 * 150\% = 189$).

Financial Aid Warning: A student who fails to meet the SAP standard(s) will be placed on "Financial Aid Warning" at the end of the semester or term. A student may still receive federal financial aid during the Warning status. This status will only last **one** semester or term. There is no appeal necessary. If the student meets both the quantitative and qualitative standards, satisfactory academic progress will be restored. However, if the student again fails to meet one or both of the standards, the student will be ineligible for aid until SAP is restored or a SAP appeal is approved.

Financial Aid Probation: If a student has been on Financial Aid Warning and fails to meet SAP standard(s) that student will be ineligible for federal aid. Financial Aid Probation is for students who have failed to meet the standards after the warning period and been granted a successful appeal of their ineligibility. To appeal, students must complete a SAP appeal within 14 days from the date of notification. This appeal will go before an appeal committee. If granted, the appeal committee will create an academic plan which will define the required components of continued eligibility and will specify the length of the academic plan. If the student maintains the requirements of the plan or if SAP standards are met, the student will regain eligibility. If a student fails to meet the requirements of the academic plan, the student will be ineligible for aid until SAP is restored.

Financial Aid Suspension: A student who earns a 0.0 GPA in any one term or semester will be placed on Financial Aid Suspension. A student who fails to meet the requirements of his/her academic plan will be placed on financial aid suspension. Suspended students are ineligible to receive financial aid from OKWU. Eligibility may be restored by attempting and earning credits to meet the minimum SAP standards or by having an appeal granted.

Appeal Process: Students have the right to appeal their probation or suspension of financial aid if they have mitigating circumstances that prevented them from making SAP. A student who wishes to appeal must do so in writing with supportive documentation. The written appeal must be completed using the SAP appeal form and must be completed within 14 days of notification from OKWU. This form may be obtained by emailing the Financial Services office [at finaid@okwu.edu](mailto:finaid@okwu.edu) or by calling 918-335-6282. The appeal will go before a committee and a determination will be made.

Financial Aid Terms

Fall October 28 – March 2

Spring March 3 – June 30

Summer July 1 – October 27

Refund Policy

OKWU has established a refund policy within the guidelines provided by section HEA 484B of the Higher Education Act. The regulations of the Act are available for review in the Student Financial Services Office. The following refund policies apply to dropping an AGS course:

1. The application fee, registration fee, and graduation fee are non-refundable.
2. Educational resource fees are refundable **if** the course is dropped at least 30 days prior to the course start. If the course is dropped fewer than 30 days before the course start, the fee is **not refundable** even if materials are returned to OKWU.
3. For credit-bearing courses, tuition will be refunded according to the following policy:
 - a. If students withdraw through WebAccess or give **written** notification to AGS Student Services **prior** to the first class session, the full tuition will be refunded (Online=before the 1st Tuesday of each course by 5pm).
 - b. If students withdraw through WebAccess or give **written** notification to AGS Student Services **prior** to the second class session (or the seventh calendar day of the course), 80% of tuition will be refunded (Online=no later than the 2nd Friday of each course by 5pm).
 - c. **No tuition is refunded** to students who drop **after the second class** session (On-ground=7th day, Online=after 5pm on the 2nd Friday of each course).
 - d. Students will be charged full tuition when a course is retaken.
4. For students who have received financial aid, the amount of any award will be adjusted (if applicable) before any money is refunded to the student.

Refund Policy – Course Cancellation

Except under the conditions described above, refunds are not given on books or other educational materials unless AGS cancels a course.

Refund Policy – Withdrawal from the University

The following policies apply to withdrawal from the University:

1. Students must give written notification to the Registrar of their intent to withdraw from the University. Academic Advisors will assist students in completing the temporary or permanent withdrawal form.
2. Refunds for any courses in which students are enrolled at the time of withdrawal will be handled according to policies outlined in **Refund Policy – Dropping a Course** (above).
3. For students who are recipients of Title IV financial aid, money will be returned to those Title IV sources (in the order of priorities determined by federal regulations at the time of withdrawal) before any disbursement is made to students.
4. After the above steps have been followed, any credit balance in students' accounts will be refunded.

Student Accounts Policies and Procedures

The following procedures govern the payment of student tuition and fees:

1. All tuition and fee payments may be made online through the online student portal or by cash, check, cashier's check, credit card or money order made payable to Oklahoma Wesleyan University, 2201 Silver Lake Road, Bartlesville, OK 74006. Please mark any envelopes containing payments: "Attention: Cashier."
2. All students eligible for financial aid must have all paperwork completed prior to registration.
3. All students (including those receiving financial aid) are responsible for paying the registration fee at the time of registration. All students are required to sign a Registration Contract.
4. Students who register less than 30 days in advance of the start of a course will be charged a late registration fee.
5. Students whose accounts are in arrears will not be allowed to register for additional courses.
6. Tuition and fees for College After Hours (elective) courses must be paid at the time of registration for those courses.
7. All tuition and fees must be paid before a student can re-enter Oklahoma Wesleyan University.
8. The issuing of transcripts and release of diplomas are contingent upon students' accounts being paid in full. This includes all tuition, all fees, and any late fees and/or penalties.

Payment

Students attending OKWU are required to pay all term charges at the beginning of each term or make other satisfactory arrangements. Satisfactory arrangements are required for continued enrollment in a cohort. Payments and other financial arrangements are to be made in the Student Accounts Office.

Educational Resources

Textbooks for on-ground courses are included in the course resource fee. Online students must purchase their own textbooks.

Withdrawal

Students wishing to withdraw from classes must notify the Registrar's Office by completing an official withdrawal form. In addition, the student must notify the Student Financial Services Office (if receiving financial aid) in person or in writing after notifying the Registrar's Office. All charges continue until the date of the student's written notification to the Registrar. Arrangements must be made with the Student Accounts Office for payment of remaining charges.*

Administrative Withdrawal

Students who cease to attend classes will be administratively withdrawn from class(es) when the student and the Registrar have been notified of the non-attendance by the professor(s). The withdrawal will be effective as of the day after the last date of attendance. Grades assigned, refunds of charges, and financial aid will be according to University policy (see Change of Program/Withdrawal from University and Refunds).

*

Contact your Academic Advisor for assistance in the withdrawal process.

Refund Policy

When a student withdraws from a course or program, refunds of applicable charges will be applied to the student's account. Students who receive financial aid may have aid removed from their account in accordance with OKWU's policy and the federal Title IV formula.

NO FEES WILL BE REFUNDED.

Once students have completed the registration process (or have started attending classes), they are considered "enrolled" for financial purposes and, thus, are responsible to pay related charges. Students who find it necessary to withdraw from the University before the end of a course or term must follow withdrawal procedures and arrange with the Student Financial Services and Business Offices for payment of all bills in order to secure honorable dismissal. Appeals regarding extenuating circumstances may be submitted in writing to the Vice President for Business Affairs.

Locked-In Tuition

Tuition charges are frozen at the time of enrollment for the balance of core classes required for the program/major selected as long as the student remains with the cohort they originally enroll with. Exceptions to this policy would be any elective or general education hours not taken as part of the cohort core. These elective or general education hours often referred to as gap hours would be charged at the rate of the cohort in which it is taken or at the current College After Hours (CAH) rate.

**OKWU-Adult and Graduate Studies
GENERAL COST INFORMATION
Effective July 2011**

Tuition (per credit)

ONLINE & HYBRID*

Undergraduate Lower Division Classes: STEP, AEC,.....	\$338.00
Undergraduate Upper Division Classes:	
BSBA-HC, MAL, OME, BS in Psychology and RN to BSN	\$415.00
M&L	\$250.00
Graduate courses: MBA, MBA-NM, M.Ed.....	\$499.00

**Hybrid programs require some residency*

ON-GROUND

Undergraduate Lower Division Classes: STEP, AEC.....	\$338.00
Undergraduate Upper Division Classes:	
BSBA, OME, BS in Psychology and RN to BSN	\$415.00
M&L Program	\$250.00
Graduate courses: MBA, MBA-NM, M.Ed.....	\$499.00
Elective credit Seminars	\$250.00

MILITARY ACTIVE DUTY

All Undergraduate Lower or Upper Division Classes	\$250.00
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(Military spouse discounts available)

FEES

Undergraduate Application Fee (non-refundable, one-time)	\$25.00
Graduate Application Fee (non-refundable, one-time)	\$50.00
Registration Fee (non-refundable, one-time)	\$50.00
Educational Resource Fees (non-refundable/per credit)	
All online classes	\$20.00
All on-ground classes	\$45.00
Hybrid MBA, Hybrid MBA-NM	\$95.00
Graduate courses	\$95.00
BUSI 4503 Human Resource Development	\$155.00
Business (BUSI prefix)	\$55.00
Trimester Technology Fee (per term).....	\$65.00
Audit Fee	\$55.00
Undergraduate Graduation Fee – AA, AAS, BS or BSN	\$80.00
Graduate Graduation Fee – MBA or M.Ed.	\$130.00
Graduation Application Late Fee (all degrees)	\$25.00
Transcript Processing Fee (each)	\$5.00
Faxed Transcript Fee (each)	\$10.00

Oklahoma Wesleyan University reserves the right to change tuition and fees without notice.

UNIVERSITY ACADEMIC POLICIES

Course Numbering System

Each course is assigned a four-digit course number. The first digit indicates when students might be expected to take the course. For example, a 1000-level course is typically taken in the freshman year, a 2000-level course in the sophomore year.

Once students have completed a higher level course, they may not complete (or test out of) a lower level skill course in the same area. For example, once students have completed English Composition II, they may not go back and receive credit for English Composition I. A few exceptions are made to this rule for programs with many required courses.

Zero-level courses are considered to be below university level and will not count toward fulfillment of graduation requirements.

Grading Policy

Students have access to their grades through the University website. In accordance with the Family Rights and Privacy Act, grades are confidential information. Under no circumstance will a grade be disclosed over the phone or via email.

Only the instructor of the course can make a grade change. If a student believes that the grade has been improperly given, the instructor should be contacted no later than 6 weeks after the end of the course. If the instructor decides that a grade change is warranted, the instructor will submit an appropriate change of grade form to the Registrar.

Grading System

The quality of a student's performance in a course is recognized by a letter grade. Except in cases of clerical error or academic dishonesty, no instructor may change a grade that has been submitted to the Registrar's Office. A student who believes a grade miscalculation has occurred should consult the professor who taught the course. A student must file an appeal to change a grade within 6 weeks after the last day of classes. At the end of the 6 week appeal period the student has lost the privilege of the appeal process.

Grade points (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned according to the grading scale (below). For example, an "A" in a three-hour course would give the student 12 grade points. These points express the quality of a student's performance in terms of numbers for the purpose of determining academic achievement, rank in class, and semester or graduation honors.

Grades, with their explanations and grade points (per credit hour), are as follows:

A (Superior)	4.0 grade points
A-	3.7 grade points
B+	3.3 grade points
B (Above Average)	3.0 grade points
B-	2.7 grade points
C+	2.3 grade points
C (Average)	2.0 grade points
C-	1.7 grade points
D+	1.3 grade points
D (Below Average)	1.0 grade point
D-	0.7 grade points
F (Failing)	0.0 grade points
I (Incomplete)	Becomes "F" if not completed within five weeks
P (Passing)	not computed in grade-point average or hours earned/Chapel only
W (Withdrawn)	Not computed in grade point average
WP (Withdrawn Passing)	Not computed in grade point average
WF (Withdrawn Failing)	0.0 grade points per semester hour
S (Satisfactory)	Not computed in grade point average
U (Unsatisfactory)	0.0 grade point per semester hour
CR (Credit by examination of life learning)	Not computed in grade point averages

A student's **grade point average** (GPA) is figured each semester and cumulatively calculated. GPA is determined by dividing grade points earned by number of credit hours completed, less neutrals, plus failed courses.

OKWU Grading Scale

A = 100.00-93.00%	C- = 73.99-70.00%
A- = 92.99-90.00%	D+ = 69.99-67.00%
B = 89.99-87.00%	D = 66.99-63.00%
B+ = 86.99-83.00%	D- = 62.99-60.00%
B- = 82.99-80.00%	F = below 60%
C = 76.99-74.00%	
C+ = 79.99-77.00%	

Alpha Sigma Lambda Adult Student National Honor Society

Alpha Sigma Lambda is a national honor society that partners with colleges and universities to celebrate the scholarship and leadership of adult students in higher education. OWU's Pi Alpha Chapter began in May 2005 and is open by invitation to junior and senior level students who have achieved a 3.5 grade point average.

ACADEMIC POLICIES

Adult & Graduate Studies

Introduction

In addition to many of the policies outlined in the University Academic Policies section of the *University Catalog*, the academic policies, philosophy, and practices described in this section apply specifically to students enrolled in programs facilitated by the Office of Adult and Graduate Studies (AGS). Currently, AGS facilitates Associate degree programs in Christian Studies, Early Childhood Education, and General Studies, and Bachelor degree programs in Business Administration (with concentrations in Management, Finance, and Healthcare Administration), Ministry and Leadership, Organizational Management & Ethics, Psychology Studies, and Nursing, and Master degree programs in Business Administration and Education. At this time, AGS facilitates various combinations of these programs at multiple locations throughout Oklahoma and Kansas as well as online.

AGS degree programs have been designed for adult learners who must maintain professional and personal commitments while returning to school. These programs offer working adult students an opportunity to complete their major courses in approximately 13 months. Electives and general education courses may also be necessary to complete the total of 126 hours required for a bachelor's degree. AGS staff will assist students in discovering the best options for completing all requirements in a timely fashion.

Mission

To fulfill the mission of Oklahoma Wesleyan University, the Office of Adult & Graduate Studies exists to meet the educational needs of adults.

Statement of Purpose

The purpose of the Office of Adult & Graduate Studies is to be the best organization at meeting the educational needs of adults. To accomplish that goal, AGS will:

1. Deliver the University's academic programs to people whose family responsibilities, employment situations, or personal preferences do not permit them to obtain a college degree through residence on a campus.
2. Deliver academic programs that require mastery of learning outcomes appropriate to the academic level of a degree sought by the student.
3. Facilitate an understanding and application of Christian principles in personal and professional environments.

Learning Philosophy

The AGS curricular format is accelerated. Interaction among participants is emphasized, and teamwork plays an important role in the learning process. This approach to learning is founded on the philosophical assumption that adult students have significant skills from which to draw and significant experience from which to share.

Motivation - Adults who choose to return to school after a time in the work force are typically motivated to give the effort needed to benefit from classes for which they are sacrificing. Because of this motivation, learning proceeds much more quickly, and faculty do not have to spend valuable time urging students to attend to their assignments.

Discipline - From being in the work force and managing the complexities of both professional and personal responsibilities, adults have developed a sense of discipline that serves them well in AGS programs. Assignments can be completed within tight periods despite busy schedules and heavy work, family, and/or church responsibilities.

Experience - Educational theory teaches that students learn best by relating abstractions to concrete experiences. For this reason, a person who has experienced a work environment and been placed in leadership positions in the past is better able to absorb abstract concepts of management and leadership.

Independence - To succeed in life, adults have learned to seek information on their own from a variety of sources. Consequently, AGS programs rely on students' abilities to independently gather and process information, without having to rely on a "teacher" as the only fountain from which all information flows. Reading and research outside the classroom allow students to fill in the gaps between their current knowledge and the knowledge necessary to meet the objectives of courses that are part of the AGS programs.

Activity - The more active people are in their own learning, the better the learning. When AGS students interact in small groups, engage in role-play, prepare projects, and apply techniques in the workplace, the learning is deep, and retention is long.

Teamwork - Group learning is widely recognized as an effective learning technique. Peers tutor each other in groups. There is emotional support in groups. Warm friendships develop in groups, resulting in a positive climate for learning. Learning, which would not have occurred individually, happens in groups as a synergy is created. Weaknesses in one student are offset by strengths of others in the group. Teamwork, cooperation, and leadership skills are fostered within AGS learning teams.

Community Expectations

Oklahoma Wesleyan University is committed to the ideal of intellectual, spiritual, physical, and social wellness. The University does not condone the use of tobacco, alcohol, or illegal drugs. Students are expected to refrain from smoking or chewing tobacco products in all OKWU classrooms. Smoking or chewing tobacco products, alcoholic beverages, illegal drugs, and firearms are not permitted on OKWU premises, including remote classroom locations or any building or parts of buildings owned or operated by Oklahoma Wesleyan University.

The University expects students in the AGS program to adhere to federal, state, and local laws. Students are expected to exhibit behavior in all OKWU classrooms (on or off the Bartlesville campus) that is considerate of other students in the program and in keeping with the Christian mission of the institution.

Oklahoma Wesleyan University is a Christian University of higher education which upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning experience and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of other students and faculty. The University or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures or may lead to suspension from the program and/or the University. Only regularly enrolled students may attend class unless granted permission by the University administration and arrangements are made with the instructor.

Programs: Master, Baccalaureate, Associate

The degree programs offered through the Office of Adult & Graduate Studies are designed for working adults who may have acquired learning through college or university courses, through career experiences, through professional or military schools, or through in-service training. The curriculum is designed and delivered to enable graduates to deal effectively with an increasingly complex work environment. The programs stress development of the leadership skills necessary to be successful in the professional world. Currently, AGS delivers a baccalaureate degree in Business (Bachelor of Science with a major in Business Administration and concentrations in Finance, Healthcare Administration, and Management), in Arts & Sciences (Bachelor of Science with a major in Psychology Studies), in Religion (Bachelor of Science with a major in Ministry and Leadership) and in Nursing (Bachelor of Science in Nursing). On the graduate degree level, OKWU offers a Master in Education and a Master of Business Administration program, which has concentrations in Finance, Human Resource Management, Marketing, and Nursing Management.

All AGS degree programs contain a sequence of major course requirements. Completion of this sequence fulfills the minimum requirement for the major. Each course is a required component of the program and must be taken in sequence (any sequencing exceptions must be approved by the appropriate School Dean and the Vice President of AGS). The sequencing of courses is published by the Office of Adult & Graduate Studies. The University reserves the right to modify the scope and sequence of the curriculum as necessary.

In order for AGS students to complete the 126 credit hours required for a baccalaureate degree, the Office of Adult & Graduate Studies offers a variety of courses—to fulfill general education or elective requirements—through the STEP and College After Hours (CAH) programs. Some CAH courses may be taken concurrently while students are completing their major course sequence. Due to the accelerated nature of AGS programs, the University allows students to take no more than one College After Hours course concurrently with a major course. University policy does not allow students to compress or double up major courses to accelerate the existing completion or graduation schedules. Students are urged to contact their advisor to register for a course, to ensure that a course has enough students to be offered, and to receive course materials in ample time.

For more details on any Business program, students should see the School of Business section of this *University Catalog*. For more details on any Education program, students should see the School of Education section. For more details on the Nursing program, students should see the School of Nursing section. For more details on the Religion program, students should see the School of Religion section. For more details on the STEP program, students should refer to the end of this section of the *University Catalog*.

Learning Teams

Oklahoma Wesleyan University recognizes that key employers want employees who can effectively function in teams, who understand the value of teamwork, and who assume responsibilities for accomplishments in the workplace and for continued professional development. Therefore, OKWU has designed a professional, cutting-edge curriculum in which learning teams play several essential roles. Learning teams provide educational synergy; more learning takes place in less time, thus providing much of the acceleration found in AGS programs. Learning team responsibilities, when dictated by course content, may involve activities outside of class and some in-class presentations. No more than two family members may be on the same learning team.

Three different types of AGS courses involve three different levels of team activity:

1. Skill courses (e.g., Written Communication, Math, Speech) will typically have no study team activities.
2. Other general education or general elective courses may have some moderate level of study team activity. The acquisition of some material by interaction with class members outside of class sessions may be a part of course requirements.
3. Business and Nursing major courses will have extensive group involvement, consisting of projects that last throughout a course. Outside class activities will be required and usually will culminate in team presentations to the entire cohort.

Registration Contract

Students are required to sign a Registration Contract for their entire program. A non-refundable fee, reserving space in a cohort, also must be paid by all students at the time of registration. Students who have been out of the program for three months or more will be required to reapply and sign a new registration contract when they re-enter.

Enrollment Status Changes

Students can initiate two kinds of enrollment status changes:

Withdrawal: Students should apply for withdrawal when they find it necessary to discontinue their program on either a temporary or permanent basis.

Program Re-Entry: Students should apply for program re-entry when they wish to be readmitted into a program following a withdrawal of 90 days or more.

Students are responsible for all financial obligations up to the date of withdrawal. If students are receiving financial aid, changes in enrollment status may change aid eligibility. Therefore, before initiating a change in status, students receiving aid should contact the Student Financial Services Office on the main campus to determine the impact on aid eligibility (financialaid@okwu.edu or 918/335-6282).

Educational Resources

Textbooks and course materials are delivered directly to students enrolled in courses held on-ground before the beginning of a new course. If students miss the delivery dates, it is students' responsibility to contact AGS Daily Operations at ags-student-services@okwu.edu make arrangements for delivery or pick up of textbooks and course materials. Students pay a reduced resource fee for any online course and are responsible to order their own textbooks.

Academic Honesty

OKWU's code of academic honesty requires students to avoid plagiarism. Plagiarism is defined as "the act of using another person's ideas or expressions in writing without acknowledging the source." Students are expected to submit only their own work. They are also expected to give credit when summarizing, quoting, or paraphrasing, using appropriate citations. Examples of plagiarism include but are not limited to the following:

- Copying all or part of a theme, examination, paper, library reading report, or other assigned written work from another person's production
- Submitting as one's own work that which was wholly or partially done by another so as to appear to one's professor more accurate or skilled in one's work
- Quoting material from any source without proper documentation
- Summarizing or paraphrasing from any source without proper documentation
- Misrepresentation of documentation or resources
- Using in a written or oral report the opinion of a professional literary critic or of a friend as though it were one's own original thought
- Submitting homework copied from someone else's work without explicit permission from the professor

Because plagiarism may lead to dismissal from the University, all faculty are required to report each case to the Vice President for AGS. Unquestionable evidence must be in hand before any action will be taken to confront and accuse a student of plagiarism. A student who is not satisfied with the judgment may follow the process listed in the Academic Grievance Process section.

Academic Freedom

Students and faculty of the academic community that form Oklahoma Wesleyan University are encouraged to explore and discuss ideas freely, fully, and responsibly in the context of the University mission. Students and faculty are also encouraged to integrate all aspects of a Christian worldview under the Lordship of Jesus Christ. OKWU believes that in the context of this responsible exercise of academic freedom, faith mandates and illuminates learning, and learning clarifies and expands faith.

Class Sessions

Class Sessions are defined as follows:

- On-ground: Class sessions for on-ground courses meet for 4 hours, usually from 6:00pm to 10:00pm, one night per week. Each student is required to attend class.
- On-line: Class sessions for online courses begin on a Monday at 12:01 a.m. and end on the following Sunday at midnight. Online attendance is evaluated by student logins to the online course each week during the specified time frame.

Attendance and Absence Policy

The following is the AGS Class Attendance and Absence Policy:

- Weekly attendance records are maintained by the professor and submitted to the University regularly.
- For on-ground courses, an absence will be given if students arrive more than 30 minutes late or leave more than 30 minutes early.
- If a course has not yet begun and a student anticipates missing more than one class session, it is the student's responsibility to request a schedule change from his/her Academic Advisor.
- A student is allowed to miss one class session for each AGS course. The student is responsible for notifying the instructor prior to an absence and for completing any make-up work that has been assigned. Whether make-up work is completed or not, the absence will be reflected in the participation portion of the final grade. There are no excused absences.
- Students who miss any two class sessions will be Administratively Withdrawn from the course with a grade of Withdrawn/Failing (WF).
- A student who repeats a course will do so at his/her own expense.
- In the event of deployment, active duty military personnel may request to be withdrawn from a course and/or program up to 30 days post deployment date with no penalties, and may re-enter their program at any time without penalty.

Administrative Withdrawal from Program

- An AGS student who receives two consecutive Withdrawn/Failing (WF) grades will be Administratively Withdrawn from the program and will not be allowed to continue with the class cohort.
- To get reinstated in a program, the student contacts the Academic Advisor to register for the courses that need to be repeated.
- Once the WF courses have been successfully repeated, the student will be reassigned to a new class cohort, based on availability, and be permitted to join the new class cohort at the appropriate course.

Dropping Courses

- A student may drop a course by logging into Web Access and submitting the drop to the Advisor for approval.
- A student may drop a course until the second class night, or through second week for online (Fees and tuition apply as outlined in the Adult and Graduate Studies Financial Information section) by logging into Web Access and submitting a drop to the academic advisor. If a student drops after the second class session they will receive a WP if doing passing work, or a WF if doing failing work.
- If a student registers for a course and does not attend *within* the first two class sessions, the student will be dropped from the course with no grade, but the student's account will be assessed according to the Refund Policy in the Adult and Graduate Studies Financial Information section.

Withdrawal from the University

Students must give written notification to the Registrar of their intent to withdraw from the University. Student Services (Academic Advisors) will assist students in completing the temporary or permanent withdrawal form. Please refer to the Adult and Graduate Studies Financial Information section for more information.

Students in the Military, National Guard/Reserves

Students must submit a request to AGS Student Services or their advisor in advance of an absence, providing a copy of their orders, dates they will be gone, and their location. After a request is approved, the students are responsible for contacting their instructors and making arrangements for make-up work. Failure to follow this procedure will result in the student's need to repeat the course.

Grading Policy

Students have access to their grades through the University website. In accordance with the Family Rights and Privacy Act, grades are confidential information. Under no circumstance will a grade be disclosed over the phone or via email.

Only the instructor of the course can make a grade change. If a student believes that the grade has been improperly given, the instructor should be contacted no later than 6 weeks after the end of the course. If the instructor decides that a grade change is warranted, the instructor will submit an appropriate change of grade form to the Registrar.

Incomplete Grades

Students are expected to complete course requirements by the last class session of each course. In rare instances when extenuating circumstances exist, a grade of "I" (Incomplete) may be requested by the student. If an Incomplete is granted, the student must satisfactorily complete the course work before the deadline set by the instructor. In no case, shall this deadline exceed five weeks from the final night of the course. If, at the end of five weeks, the student has failed to complete the course requirements, an administrative grade of "F" will be issued.

Academic Grievance Process

If a student deems it appropriate to appeal a final course grade, the following grievance process must be followed:

1. The student should seek a solution with the concerned instructor within six weeks of the end of the course.
2. If there is no satisfactory resolution with the instructor, the review appeal must be made in writing to the AGS Faculty Relations Director (or to the Vice President for Adult & Graduate Studies if the complaint involves the Faculty Relations Director) who will issue a ruling in writing to the student.
3. If the AGS Faculty Relations Director does not satisfactorily resolve this appeal, the appeal may be made to the Vice President for Adult & Graduate Studies.
4. If that appeal is not satisfactorily resolved, the final appeal may be pursued with the Office of Academic Affairs. The Chief Academic Officer will seek a resolution or may refer the matter to an ad hoc committee on academic standards. The decision of the Chief Academic Officer, or the ad hoc committee if so empowered, is the final word in this grievance process.

Academic Probation and Suspension

All AGS students must maintain a minimum GPA to remain in good academic standing. Students in AGS undergraduate Business, General Studies, or Religion programs must maintain a cumulative GPA of 2.0. Students in AGS Nursing programs must maintain a cumulative GPA of 2.5. Students in the AGS graduate Business program or Education programs must maintain a cumulative GPA of 3.0. If the GPA falls below these minimums, students will be placed on academic probation.

After being placed on academic probation, AGS undergraduate Business, Education, General Studies, and Religion students must raise their cumulative GPA to 2.0 by the completion of their next term at Oklahoma Wesleyan University. AGS Nursing students must raise their cumulative GPA to 2.5 within the next term. AGS graduate Business or Education students must raise their cumulative GPA to 3.0 by the completion of the next 6 credit hours. Students who fail to remove themselves from probation will be subject to academic suspension.

Academic suspension results from a failure to meet the terms of academic probation. A student on academic suspension will not be allowed to enroll in a course for a minimum of six months and must apply for readmission to the University.

Suspended students who wish to apply for readmission to the University should send a letter of appeal to the Office of Academic Affairs, indicating reasons that readmission might lead to academic success. (The Chief Academic Officer will rule on the appeal after consulting the Vice President of Adult and Graduate Studies and the appropriate Dean.) Students granted readmission will be admitted on academic probation for the next term.

Students who have two grades of "I" (Incomplete), or a combination of one "I" and one "F" will not be allowed to continue in the program until the grades of "I" are satisfactorily removed and/or the course in which grades of "F" were received are successfully retaken. In the case of two consecutive "F" grades, the student will be administratively withdrawn from his/her program.

Academic Dismissal

Dismissal from the University is meant to be permanent. Any student who has demonstrated a deficiency that makes it unreasonable to anticipate eventual completion of degree requirements will be subject to academic dismissal. Any student who has been academically suspended for the second time may be subject to academic dismissal.

Progression Requirement for RN/BSN Program

The following are the requirements for continuing in the RNBSN program:

- The Nursing program is designed in a lock-step sequence. If a 2.0 is not achieved for each individual major course, the student must repeat the course before progressing to the next course.
- Students whose cumulative GPA falls below 2.5 will be placed on academic probation for the next term.
- Students must be licensed in the state in which they are implementing their Applied Learning Project.
- Students must comply with the program attendance policies to continue in the program.
- Students who are unable to achieve a 2.0 in any two Nursing courses will be suspended from the Nursing program.
- A Nursing course may be repeated only one time. Any student who fails to meet the progression grade requirement for two Nursing courses may not continue in the program of Nursing.
- A "WF" will be considered a failure.

Alternative University Credit

Alternative Credit Policies for Baccalaureate Students -AGS students may accumulate a total of 54 credit hours toward a baccalaureate degree from the following categories of non-traditional sources:

Category A: Life Learning Paper and Prior Learning Assessment (22 hour max.; general elective credit only)

Category B: Credit by examination, such as CLEP, DANTES, etc. (36 hours max.; general education and/or general elective credit only)

Category C: Military training (40 hours max.)

Also, a combined maximum of 36 hours is allowed from categories A and B.

The final 24 hours of a baccalaureate degree earned at OKWU may include no more than 12 credits earned through CLEP examinations, departmental testing, and/or Life Learning Papers.

Alternative Credit Policies for Associate Degree Students -AGS students may accumulate a total of 27 credit hours toward an associate degree from the following categories of non-traditional sources:

Category A: Life Learning Paper and Prior Learning Assessment (11 hour max.; general elective credit only)

Category B: Credit by examination, such as CLEP, DANTES, etc. (18 hours max.; general education and/or general elective credit only.)

Category C: Military training (20 hours max.)

Also, a combined maximum of 18 hours is allowed from categories A and B.

The final 12 hours of an associate degree earned at OKWU may include no more than 6 credits earned through CLEP examinations, departmental testing, and/or Life Learning Papers.

Alternative Credit Processes & Timetables — Requests for Life Learning Paper (LLP) and/or Prior Learning Assessment (PLA) credit must be submitted to the student's Advisor on the appropriate forms. Only current licensure, certificates, etc. will be considered for credit. The awarding of credit is limited to those academic and technical areas/subjects currently being taught by Oklahoma Wesleyan University at the time of the application submission. Requests for academic credit for subjects outside these areas will not be approved. An assessment fee is charged for each credit hour evaluated, awarded and placed on the student's transcript.

Students seeking credit for either Life Learning Paper (LLP) or Prior Learning Assessment (PLA) must follow the timetable below in order to allow ample opportunity to evaluate these applications for credit. Applications submitted *after* timetable deadlines will be evaluated, but final approval cannot be guaranteed before the expected graduation date.

LLP and PLA Timetable:

Spring Graduates: October 1
Summer Graduates: December 1
Fall Graduates: March 1

Students attempting to earn credit toward graduation by taking either DANTES or CLEP examinations must do so by the dates below. Contact Student Academic Services at (918) 335-6209 for information on scheduling these exams.

DANTES and CLEP Timetable:

Spring Graduates: October 1
Summer Graduates: December 1
Fall Graduates: March 1

Directed Study Policy

AGS directed studies provide individualized educational experiences for students under the supervision of OKWU faculty members. Directed studies shall not be approved unless there is strong evidence that delay in taking a course would cause an academic hardship for the student. Due to the nature of some courses, not all courses will be available by directed study, nor is a professor obligated to teach via this method. Directed studies are only available to AGS students who have a cumulative GPA of 3.0 or higher and may be granted only in very rare circumstances. AGS major program courses will not be available by directed study. The decisions concerning academic hardship and/or rare circumstances are at the sole discretion of the AGS Advisory Panel.

Students taking courses by directed study will need to complete a directed study form with the assistance of the professor involved, provide a syllabus and pay tuition and the appropriate directed study fee. Directed studies must be approved by the dean of the school of the course being offered and the professor prior to enrolling in the course. AGS directed study forms may be secured in the Registrar's Office*. The Registrar's Office approves the assigned dates for any directed study and registers the student. Credit will be awarded only if all course requirements are fulfilled no later than one week past the assigned date on the registration form. If course work is not received by this time, the student will receive an F in the course.

*

Contact your advisor for assistance with this process.

Residency Requirement

A minimum of 30 credit hours must be earned in residence (i.e., taken from OKWU) to qualify for graduation from OKWU. Students who have completed the Business, Ministry and Leadership, or Nursing major course sequence at OKWU will have satisfied the residency requirement. Likewise, students who have completed a STEP program will have satisfied the residency requirement for an Associate of Arts degree.

The completion of the last 24 semester hours of course work taken at Oklahoma Wesleyan University with at least 20 hours of the major and nine hours of the minor completed in residence; any exception needs to be requested prior to taking a course elsewhere. Active duty service members may request a waiver of the last 24 semester hours requirement.

Graduation

Graduation Requirements for Bachelor's Degrees

To earn a bachelor degree, students must satisfactorily complete the following graduation requirements:

1. A total of 126 credit hours with a minimum cumulative GPA of 2.0 for AGS Business, Psychology, and Religion programs and a minimum cumulative GPA of 2.5 for AGS Nursing programs.
2. A total of 42-45 credit hours in an Oklahoma Wesleyan University major.
3. A total of 24-36 credit hours of general education requirements beyond those already completed in the major curriculum.
4. The completion of the last 24 semester hours of course work taken at Oklahoma Wesleyan University with at least 20 hours of the major (and nine hours of the minor) completed in residence; any exception needs to be requested prior to taking a course elsewhere. Active duty service members may request a waiver of the last 24 semester hour requirement.
5. After the major courses are completed, a student has five years to complete all other requirements for a bachelor's degree.
6. Final 24 hours must be taken at OKWU.
7. Payment of all tuition and fees.
8. Approval of the faculty.

Graduation Requirements for Master of Business Administration

To earn a Master of Business Administration degree, students must satisfactorily complete the following graduation requirements:

1. Completion of the required curriculum with a minimum cumulative GPA of 3.00; a grade of D or lower will not count toward meeting graduation requirements
2. Satisfactory completion of the Capstone Business Course (BUSI 6503 Strategic Management) with a grade of C or better
3. A minimum residency of one year and at least 27 semester hours completed at Oklahoma Wesleyan University
4. All graduation requirements completed in no more than five years after the date of the first MBA course taken at Oklahoma Wesleyan University
5. Payment of all tuition and fees
6. Approval of the OKWU Faculty

Graduation Requirements for the Master of Education Program

Students graduating from the M.Ed. program must meet the following requirements set forth below.

1. Completion of all required curriculum with a minimum cumulative GPA of 3.00; a grade of D or lower will not count toward meeting graduation requirements
2. Completion of all degree requirements within the prescribed timeframe
3. Payment of all required tuition and fees
4. Approval of the OKWU Faculty

Graduation Applications

Graduation applications will be provided to students prior to their graduation date during the second Academic Session. The application must be completed and returned to the Office of Adult & Graduate Studies for review and approval. The application must include a written plan for the completion of all required credit hours. The plan is tentatively approved by an AGS Academic Advisor and forwarded to the OKWU Registrar for final approval. Without an approved plan to earn the necessary credits within an appropriate time frame, the AGS Academic Advisor cannot forward the application form to the OKWU Registrar.

Each student must complete an application for graduation four months prior to the projected graduation date and submit a graduation fee. This application indicates the student's intent to graduate and initiates the final evaluation of the student's academic record. **All accounts must be paid in full to receive a diploma and/or transcripts.** Summer graduates who have an approved plan, but who do not follow through and complete that plan will be required to pay an additional fee in order to receive their diploma.

While students are not required to participate in the graduation ceremonies, all students must submit a graduation application before conferral of the degree can be processed.

Students who will not complete their requirements by the due date may call or write the Registrar's Office to request a change in their degree completion date. A new application for graduation must be completed, and an additional graduation fee will be charged. Graduation applications must be received by the academic advisor by January 15th (for May conferrals), April 1 (for August conferrals) and by August 15th (for December conferrals).

Graduation Dates

OKWU has three degree conferral dates each year, but only two graduation ceremonies. To avoid confusion and to allow students to plan properly, the following timetable guidelines are offered:

Spring Graduates - Spring graduates participate in the Spring graduation ceremonies held in May. All degree requirements must be completed and posted on students' transcripts no later than 5:00 p.m. on the Thursday before the spring graduation ceremonies.

Summer Graduates - Summer graduates participate in the fall graduation ceremonies held in December. All degree requirements must be completed and posted on students' transcripts no later than 5:00 p.m. on the last business day in August.

Fall Graduates - Fall graduates participate in the fall graduation ceremonies held in December. All degree requirements must be completed and posted on students' transcripts no later than 5:00 p.m. on the Thursday before the fall graduation ceremonies.

Graduation Honors

Students with a minimum of 25% of university credit hours taken at Oklahoma Wesleyan University may qualify for graduation honors. Graduation honors are contingent upon certification by the Registrar after all grades have been posted on the student's transcript. There are three possible distinctions:

Undergraduate:

Cum Laude: a cumulative grade point average of 3.50 – 3.69

Magna Cum Laude: a cumulative grade point average of 3.70 – 3.89

Summa Cum Laude: a cumulative grade point average of 3.90 – 4.00

Graduate:

Honors: a cumulative grade point average of 3.80 – 3.99

High Honors: a cumulative grade point average of 4.00

Only students whose work is complete and grades posted will have their honors announced at commencement exercises. All class work and grades must be posted on students' transcripts by 5:00 p.m. on the Thursday prior to the graduation ceremony in order for students to qualify to walk with honors. Summer graduates will be able to wear honor cords during the December graduation ceremonies.

Transcripts

Students who desire a transcript of their University work must submit a request through Transcripts on Demand at www.iwantmytranscript.com/okwu. A transcript fee of \$5 per transcript via credit card will be charged. Students who want a transcript faxed must pay an additional transcript fax fee.

Transcripts and diplomas will be released only when students' accounts are paid in full, loan payments are current, and students have completed all necessary exit interviews.

Official Documents

All educational records are maintained under the student's full legal name. Official documents and transcripts will be issued only under this name.

Students' Right to Privacy

The University complies with the Family Education Rights and Privacy Act of 1974 as it appears in its final June 1976 form. This law protects the rights of students to review their own records and to challenge any of the content of those records. Grades are kept in the Registrar's Office, discipline records are kept in the appropriate AGS office, and financial records are kept in the Student Financial Services Offices. AGS students' personal records are kept in their program office. Students may request access to their records in these offices.

The law also protects students from the unlawful disclosure of information concerning their academic performance, personal campus discipline, or financial status. The law allows the disclosure of three classes of "directory information" as follows:

1. Name, address, telephone number, dates of attendance, and class.
2. Previous institution(s) attended, major field of study, awards, honors and degree(s) conferred (including dates)
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes

Students may request in writing from the Office of Adult & Graduate Studies that one or all of these three categories of directory information be restricted from publication. In no case will grades, discipline, or financial information be disclosed except in those situations that are in keeping with the law.

University's Right to Alter Policies

The University reserves the right to change any of its rules, regulations, and policies at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the University.

School of Arts and Sciences

The curriculum of the school of Arts and Sciences is the foundation upon which OKWU Students' educational experiences are built. The mission of the School of Arts and Sciences is to prepare students for Christian service through programs of study and other learning experiences that blend a liberal arts education with professional and career education. It is our great hope that the Christian values that support the academic community at OKWU will not only nourish our students' unique, individual lives, but also foster their development as leaders who will use their skills and character to address the needs and challenges of the larger world.

STEP Program Requirements

The STEP program is designed for adults who are admitted to the University with no college credits or with a limited number of transfer credits.

Students may earn an **Associate of Arts in General Studies** by completing the courses listed below for a minimum total of 60 credit hours. These 60 credit hours include the required general education credits, specific emphasis credits, and elective credits. The courses are taught in a sequence published by the Office of Adult & Graduate Studies.

Alternatively, students may earn a baccalaureate degree by completing the courses in the STEP program and any remaining credits for a total of 126 credit hours. These 126 credit hours must include required general education credits, major courses in business, nursing (RN to BSN), or religion, and any remaining elective credits.

Associate of Arts in General Studies (AGS Version)

General Education Requirements	30
English Composition or Speech	9
English Composition I (ENGL 1613)	3
English Composition II (ENGL 1813)	3
Introduction to Communication (COMM 1823)	3
Biblical Literature*	3
Old Testament OR New Testament Survey (CHAL 1613 or CHAL 1733)	3
Humanities	3
Humanities course	3
Mathematics or Science	3
Math OR Science course	3
Social Science	9
United States History I or II OR World History I or II	3
United States Government (POLS 1713)	3
General Psychology (PSYC 1803)	3
Christian Liberal Arts Curriculum**	3
Formation of the Christian Learner (CLAC 1713) OR	(3)
Introduction to Online Learning (CLAC 1733)	(3)
Major Requirements	1
At least 15 hours in one area of the liberal arts	5
General Electives	1
Grand Total (minimum)	5

*These courses must be taken at OKWU.

**Course required of all students who are pursuing a degree at OKWU.

The Associate of Arts in General Studies (Non-Traditional Version) - This program is designed for working adults who may have acquired learning through college or

university courses, career experiences, professional or military schools, and in-service training. This program option exists for adult students who do not wish to pursue a full baccalaureate degree, but who would benefit either personally or professionally from earning an associate degree. This degree also serves as an excellent foundation for various OKWU bachelor completion programs should the student wish to finish a bachelor's degree at some point in the future. The Associate of Arts degree in General Studies may be achieved via the AGS STEPs Program. For details on the AGS STEPs Program, please consult the end of the AGS Academic Policy section of the *University Catalog*.

Non-Traditional (AGS) Programs

Bachelor of Science in Psychology Studies

General Education Requirements	24
English Composition I (ENGL 1613)	3
English Composition II (ENGL 1813)	3
Humanities or Intro to Human Communication (COMM 1823)	3
Science or Concepts of Math (MATH 1813)	3
US History I or II (HIST 1823) (required)	3
US Government (POLS 1713) (required)	3
Principles of Economics (BUSI 3773)	3
Religion and Philosophy (choose one)	3
Old Testament Survey (CHAL 1613) or	(3)
New Testament Survey (CHAL 1733) or	(3)
Biblical Perspectives (CHAL 3523)	(3)
Major Requirements	30
Human Development Across the Lifespan (PSYC 2783)	3
Psych Tests and Measurements (PSYC 2883)	3
Psychology of Persons in Social Environment (PSYC 3583)	3
Management & Leadership (BUSI 3713)	3
Organizational Behavior (BUSI 4733)	3
Theories of Personality (PSYC 3123)	3
Counseling Theories & Techniques (PSYC 4683)	3
Abnormal Psychology (PSYC 4783)	3
History of Psychological Thought (PSYC 3633)	3
Group Dynamics (CHAL 3323)	3
Additional Required Courses	15
Introduction to Adult Studies (CLAC 3113)	3
Introduction to Psychology (PSYC 1803)	3
Sociological Foundations (SOC 2223)	3
Management of Human Resources (BUSI 4123)	3
Statistics for Behavioral Sciences (PSYC 3923)	3
General Electives	47
Upper Division Electives	10
Grand Total	126

Optional Pre-Drug and Alcohol Counselor Emphasis	9
Substance Abuse and Addictions (PSYC 2733)	3
Psychology Practicum I (PSYC 2332)	2
Psychology Practicum II (PSYC 3332)	2
Psychology Practicum III (PSYC4332)	2

Psychology Minor

Course Requirements	21
Introduction to Psychology (PSYC 1803) Pre-requisite for all courses below	3
Human Development across the Lifespan (PSYC 2783)	3
Psychological Test and Measurements (PSYC 2883)	3
Psychology of Persons in the Social Environment (PSYC 3583)	3
Counseling Theories and Techniques (PSYC 4683)	3
History of Psychological Thought (PSYC3633)	3
Abnormal Psychology (PSYC 4783)	3

School of Business

"Do you see a man skilled in his work? He will serve before kings.. ."
Proverbs 22:29

Communicate effectively. Think strategically. Lead with integrity.

Mission

The School of Business at Oklahoma Wesleyan University is a community of scholar practitioners (students, faculty, staff and community) delivering excellence in business education. Grounded unapologetically in the Christian faith, the School of Business exists to teach learners to communicate effectively, think strategically and lead with integrity. As a professional field within a Christian liberal arts University, the School of Business seeks to advance the professional and academic competence of its students by balancing academic theory with practical application.

Non-Traditional (AGS) Undergraduate Programs

The School of Business currently offers an undergraduate degree, with three emphasis areas, and one minor: a Bachelor of Science degree with a major of Business Administration (with emphasis areas in management, finance, or healthcare administration) and a minor in Human Resource Management. These offerings are designed for working adults who may have acquired learning through college or university courses, career experiences, professional or military schools, and in-service training. The curriculum is designed and delivered to enable graduates to deal effectively with an increasingly complex work environment. The programs stress development of the leadership skills necessary to be successful in the professional world.

General Education Requirements

For all bachelor's degree programs, the University has set general education requirements. The following table indicates these requirements as they apply to the AGS Business Administration major:

General Education Requirements	27
Biblical Literature & Philosophy	3
Old Testament Survey (CHAL 1613) or New Testament Survey (CHAL 1733) or Biblical Perspectives (CHAL 3523)	3
English Composition	6
Written Communications 1 (ENGL 1613)	3
Written Communications 2 (ENGL 1813)	3
Humanities (select from the following categories)	3
Introduction to Human Communication (COMM 1823) or Humanities Course	3
Social Science*	9
United States History (required) (HIST 1823)	3
United States Government (required) (POLS 1713)	3
Social Science Course	3
Mathematics or Science	3
Concepts of Math (Math 1813) or Science Course	3
Christian Liberal Arts Curriculum	3
Intro to Adult Studies (CLAC 3113)	3

Business Administration Course Requirements

Business Administration students who have successfully completed 45 semester credit hours or more take the following major courses, and one area of emphasis in a sequence published by the Office of Adult & Graduate Studies, and electives as needed:

Business Administration Major Courses	24
Management & Leadership (BUSI 3713)	3
Organizational Behavior (BUSI 4733)	3
Principles of Economics (BUSI 3773)	3
Marketing Principles (BUSI 3413)	3
Business Law (BUSI 3433)	3
Management of Human Resources (BUSI 4123)	3
Business Ethics & Christian Wisdom (BUSI 3783)	3
Global Business Environment (BUSI 4703)	3

Emphasis Area Requirements (choose one)

Management Emphasis Courses	18
Negotiation Strategy (BUSI 3793)	3
Financial Analysis for Managers (BUSI 3753)	3
Managing Innovation & Change (BUSI 4713)	3
Nonprofit Leadership & Operations (BUSI 4283)	3
Executive Development (BUSI 4423)	3
Management Strategy (BUSI 4963)	3

Finance Emphasis Courses	15
Managerial Accounting (BUSI 4223)	3
Principles of Finance (BUSI 4323)	3
Money & Banking (BUSI 3523)	3
Investment Concepts (BUSI 4343)	3
Management Strategy (BUSI 4963)	3

Healthcare Administration Emphasis Courses	18
HADM 3013 Delivering Healthcare in America	3
HADM 3323 Assessing Public Health Issues	3
HADM 4053 Finance in Healthcare	3
HADM 4373 Healthcare Consumers: Trends in Market Place	3
HADM 4823 Current Legal & Regulatory Issues in Healthcare	3
HADM 4913 Healthcare Management Strategy	3

Elective Courses	57-60
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TOTAL	126
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Organizational Management & Ethics Course Requirements

General Education Requirements

For all bachelor's degree programs, the University has set general education requirements. The following table indicates these requirements as they apply to the AGS Organizational Management & Ethics major:

General Education Requirements	27
Biblical Literature & Philosophy	3
Old Testament Survey (CHAL 1613) or New Testament Survey (CHAL 1733) or Biblical Perspectives (CHAL 3523)	3
English Composition	6
Written Communications 1 (ENGL 1613)	3
Written Communications 2 (ENGL 1813)	3
Humanities (select from the following categories)	3
Introduction to Human Communication (COMM 1823) or Humanities Course	3
Social Science*	9
United States History (required) (HIST 1823)	3
United States Government (required) (POLS 1713)	3
Social Science Course	3
Mathematics or Science	3
Concepts of Math (Math 1813) or Science Course	3
Christian Liberal Arts Curriculum	3
Intro to Adult Studies (CLAC 3113)	3

Organizational Management & Ethics students who have successfully completed 45 semester credit hours or more take the following major courses, and one area of emphasis in a sequence published by the Office of Adult & Graduate Studies, and electives as needed:

Organizational Management & Ethics Major Courses	30
Management & Leadership (BUSI 3713)	3
Organizational Behavior (BUSI 4733)	3
Staff & Employee Selection (BUSI 4203)	3
Marketing Principles (BUSI 3413)	3
Compensation & Benefits (BUSI 4333)	3
Management of Human Resources (BUSI 4123)	3
Business Ethics & Christian Wisdom (BUSI 3783)	3
Global Business Environment (BUSI 4703)	3
Negotiation Strategy (BUSI3793)	3
Executive Development (BUSI4423)	3
Elective Courses (7 Upper Division credit hours required)	69
TOTAL	126

The School of Business also offers a **Human Resource Management Minor** via the Office of Adult and Graduate Studies:

Minor: Human Resource Management	18
Management of Human Resources (BUSI 4123)	3
Staff & Employee Selection (BUSI 4203)	3
Compensation & Benefits (BUSI 4333)	3
Training & Development (BUSI 4433)	3
Human Resource Development (BUSI 4503)	3
Business Course (select one additional course with a BUSI prefix)	3

Non-Traditional (AGS) Graduate Program

Master of Business Administration

The School of Business offers a Master of Business Administration through the Office of Adult & Graduate Studies. The OKWU MBA is designed for the experienced working professional who, upon completion of the degree, will possess the appropriate knowledge, practical skills, and professional abilities necessary to fill executive managerial and administrative positions in industry, government, nonprofit, and ministry organizations. An integral part of the OKWU experience is to provide for students a foundation of Christian values and ethics consistent with the mission of the University and which may be used throughout their personal and professional lives.

Program Objectives - The objectives of the MBA program are consistent with the mission of Oklahoma Wesleyan University and the School of Business. The primary goal of the MBA program is to provide a superior graduate-level education that will prepare graduates for professional management careers in either private, or public organizations, as well as for positions of leadership and increasing responsibility in business and society. Specifically, graduates of the Oklahoma Wesleyan MBA program will do the following:

- Possess a managerial perspective and knowledge of finance and accounting and be able to utilize and analyze financial/accounting information in the strategic decision- making process.
- Develop and apply innovative marketing strategies to position a product or service within a market.
- Be able to apply organizational behavior and leadership theories in order to motivate and lead employees toward the achievement of organizational objectives.
- Understand and utilize computer technology and statistical techniques as tools for business decision making.
- Possess an awareness of Christian values, ethical dilemmas, and legal processes as they affect the workforce, the workplace, and the business environment.
- Develop a broad understanding of economic practices, applications, and techniques directly related to business issues.
- Masterfully communicate ideas logically and persuasively in writing and/or speech, with emphasis on effective business presentations and executive presence.
- Secure a broad understanding of team dynamics and obtain an understanding of how to develop and effectively lead a team-oriented environment.
- Survey the strategic landscape of an organization and make strategic decisions that position the firm for future success.

Graduate Business Admissions Committee - Each applicant to the Graduate Business Programs at Oklahoma Wesleyan University must be evaluated for admission by the Graduate Business Admissions Committee. The purpose of the committee is to screen potential applicants and admit applicants who hold high promise to excel in the program. The committee may fully admit, conditionally admit, or deny admission to any applicant based on the content of the application materials. Applicants admitted by the committee must enroll in the program within 12 months.

Honors — MBA students graduating with a 4.00 grade point average will be granted “high honors” with an appropriate notation appearing on their transcripts. MBA students graduating with a grade point average of 3.80 to 3.99 will be granted “honors” with an appropriate notation appearing on their transcripts and diplomas.

Recommended Program Preparation — Although not required, the School of Business strongly recommends that each MBA applicant have completed the following undergraduate coursework (or its equivalent) before entering the MBA program:

- One semester of College Algebra and/or Statistics
- One semester of Economics
- One semester of Finance
- One semester of Accounting

MBA students entering the program without this coursework will be required to sit for Accounting Seminar (BUSI 5201), Economic Tools Seminar (BUSI 6011), and/or Finance Seminar (BUSI 6101) as designated by the Admissions Committee.

Course Requirements -below is a table showing the courses required for the MBA:

Master of Business Administration Course Requirements	36-39
Introduction to Graduate Studies (BUSI 5001)	1
Business Ethics & Leadership (BUSI 5123)	3
Organizational Behavior (BUSI 5213)	3
Accounting Seminar (BUSI 5201)*	1
Advanced Managerial Accounting (BUSI 5243)	3
Strategic Marketing Management (BUSI 5503)	3
Quantitative Analysis (BUSI 5453)	3
Economic Tools Seminar (BUSI 6011)*	1
Managerial Economics (BUSI 5223)	3
Finance Seminar (BUSI 6101)*	1
Human Resource Leadership (BUSI 6013)	3
Corporate Financial Management (BUSI 6223)	3
Leading Organizational Change (BUSI 6132)	2
Concentration Course (from below)	3
Concentration Course (from below)	3
Strategic Management (BUSI 6503)	3
Finance Concentration Courses	6
International Finance (BUSI 6413) or Special Topics (BUSI 6900)	3
Financial Institutions and Markets (BUSI 6423)	3
Human Resource Management Concentration Courses	6
Staffing (BUSI 6113) or Special Topics (BUSI 6900)	3
Training & Development (BUSI 6123)	3
Marketing Concentration Courses	6
International Marketing (BUSI 6433) or Special Topics (BUSI 6900)	3
Advertising & Public Relations (BUSI 6443)	3
Nursing Management Concentration Courses	6
Healthcare Systems (NURS 5363)	3
Health Informatics and Evidence-Based Practice (NURS 5773)	3

School of Education

Building Effective Educators with a Christian Perspective

1 Timothy 4:11-12

NCATE

The Standard of Excellence
in Teacher Preparation

Associate Degree: Early Childhood Education (Adult and Graduate Studies)

Graduate Degree: Master of Education (Adult and Graduate Studies)

The Oklahoma Wesleyan University School of Education has formed a Teacher Education Council which governs the activities of the School and is known as the Teacher Preparation Unit.

Unit Mission Statement

In keeping with the institution's mission statement and the Unit's vision, the Teacher Education Program is based on the belief that an Effective Educator is the product of several factors: 1) a strong foundation in the liberal arts, educational theory and practice, and specific academic disciplines; 2) a Christian world view which affirms the pursuit of truth, the calling of teaching, and the worth of all persons; and 3) development of the whole person so that graduates demonstrate vitality and integrity in the spiritual, intellectual, social, emotional, and moral areas of their lives. These beliefs have a foundation in educational research.

Non-Traditional (AGS) Programs

Associate of Applied Science in Early Childhood Education

The Associate of Applied Science in Early Childhood Education is also a program offered through the office of Adult and Graduate Studies.

Associate of Applied Science/Early Childhood Education

General Education Requirements	27
Old Testament Survey (CHAL 1613) OR	(3)
New Testament Survey (CHAL 1733) OR	(3)
Biblical Perspectives (CHAL 3523)	(3)
Written Communication I (ENGL 1613)	3
Written Communication II (ENGL 1813)	3
Introduction to Human Communication (COMM 1823) OR Humanities Course	3
Concepts of Math (MATH 1813)	3
United States History I, II or World History I, II (HIST 1823)	3
United States Government (POLS 1713)	3
Introduction to Psychology (PSYC 1803)	3
Formation of the Christian Learner (CLAC 1713)	3
Major Requirements	17
Introduction to Early Childhood Education (EDU 1203)	3
Early Child Development (EDU 2143)	3
Health, Safety & Nutrition in Early Childhood (EDU 2213)	3
Early Childhood Curriculum (EDU 2313)	3
Family Dynamics & Community Involvement (EDU 2523)	3
Clinical Practicum (EDU 2631)	1
Early Childhood Practicum Seminar (EDU 2641)	1
General Electives	16
Grand Total	60

Non-Traditional (AGS) Graduate Program Master of Education (M.Ed.)

Administration of the Graduate Program

Office of Adult & Graduate Studies. The Office of Adult & Graduate Studies (AGS) is the administrative body for the M.Ed. degree program, making and implementing administrative policy as necessary.

Background Information

The Master in Education program (M.Ed.) builds on the traditional (baccalaureate-level) teacher education program at OKWU. Graduates of the traditional program as well as other experienced teachers are instructed within the guidelines provided in this Conceptual Framework and philosophy of the School of Education. Experienced teachers have their knowledge of the OKWU framework both reinforced and expanded as they progress through the courses and requirements of the M.Ed. program guidelines.

The M.Ed. program itself is designed for the experienced teacher who, upon completion of the degree, will possess the appropriate knowledge, skills, and professional dispositions necessary to be a master educator-leader compassionately ministering in a significant role of curricular leadership. It is also designed to prepare educator-leader candidates for executive managerial and administrative positions in schools at the building level of leadership. Candidates of the M.Ed. program come from the world of classroom experience and can test the foundational concepts and vision of the program through the perspective of what they know with current research and educational theory.

Institutional Background

As an evangelical Christian university of The Wesleyan Church, Oklahoma Wesleyan University (OKWU) models a way of thought, a way of life, and a way of faith. Its mission is to be a "place of serious study, honest questions, and critical engagement, all in the context of a liberal arts community that honors (1) the Primacy of Jesus Christ, (2) the Priority of Scripture, (3) the Pursuit of Truth, and (4) the Practice of Wisdom"—referred to as the 4-Ps. Although this mission is imprinted on four pillars leading to the entrance of the campus library, the mission goes beyond being purely decorative and has become the heart and soul of the university and its' students, personnel, alumni, and patrons.

Program of Study

The M.Ed. Degree in Curricular Leadership consists of 33 credit hours arranged in sequential courses of rotation on a fixed schedule. Each course provides a knowledge base and experiences that are applicable to the skills required. All courses cover particular competencies required by the Oklahoma Commission on Teacher Preparation, Educational Leadership Constitute Council, the Interstate School Leaders Licensure Consortium, National Council for the Accreditation of Teacher Education, and the Oklahoma Department of Education.

Philosophy

The OKWU M.Ed. program is based on the premise that the process of becoming a more competent educational leader involves experiences and preparation beyond the teacher preparation program. Knowledge and skills are developed/improved to enable leaders to more effectively to work with children, faculty, other administrators, parents, and other stakeholders in their communities. OKWU also believes that each candidate will have the skills required to work effectively and meaningfully with diverse populations and incorporate the appropriate skills in technology outlined in the NETS-A competencies. The program, in addition to meeting the state and national expectations for program competencies, believes that the education of the whole candidate is imperative by incorporating the Biblical Principles that impact leadership in the role of a curriculum leader.

Criteria for Admission, Retention, and Exit, Including Required GPA's and Minimum Grade Requirements for School Administration Programs

Admission to the Program

In order to be unconditionally admitted into the M.Ed. program, the applicant must submit the materials listed below to be reviewed by the Graduate Education Committee which recommends admission for graduate study. Once a student has been admitted to graduate study, he/she must begin taking courses within 2 calendar years.

1. Completed Oklahoma Wesleyan University Graduate School application.
2. A bachelor's degree from an accredited institution.
3. An official transcript showing a completed bachelor's degree from a regionally accredited university with a minimum of a cumulative 3.0 GPA or a major GPA of 3.25.
4. Current teacher's license or waiver signed acknowledging a non-license program tract for the curriculum development only option in the program.
5. Three (3) support letters of recommendation with one from current supervisor. The other letter may be from former employers, colleagues, or university professors.
6. Current professional resume detailing all employment experiences.
7. An admissions interview will require the student to show evidence of written and oral competencies.
8. A word processed two (2) page statement of candidate purpose for taking the M.Ed. Program of Study.
9. Develop a Plan of Study (POS) and have signed by advisor.

Students may transfer up to nine hours of graduate courses toward a master degree, providing the courses are approved by the Graduate Education Committee. Students who possess a National Board Certification may petition to receive up to 9 hours of graduate credit for that certification. However, in no case may any student receive more than 9 hours from any combination of transfer credit or national Board Certification credit. At the discretion of the Graduate Committee, students possessing a baccalaureate degree may be granted conditional or probationary admission with prescribed deficiencies when any of the above criteria are not met. Students on a conditional or probationary status will not be allowed to proceed beyond the 12 credit hours of work toward a degree program in the School of Education without meeting the standards of the condition.

Graduate Committee

The Graduate Committee for the School of Education is the organizational body that oversees all curriculum issues, student learning issues, and faculty concerns for the M.Ed. program. The committee is chaired by the Dean of the School of Education and is responsible for recommending policy relative to the program. The functions of the Graduate Committee include:

1. Formulation of academic policy for the program
2. Formulation of the aims and objectives of the graduate program and the design and content of the graduate curricula
3. Formulation of standards for admission to the graduate program
4. Formulation of criteria for faculty membership on the graduate education faculty
5. Formulation of standards to provide quality control of courses, faculty, and student learning outcomes relative to the graduate program
6. Review and assessment of outcomes relative to the program. The committee makes recommendations in the form of action plans to overcome deficiencies related to these outcomes
7. Recommendation for admission for all graduate students. A majority of committee members is needed to admit a student.

Retention

Criteria for retention in the M.Ed. Degree Program includes adhering to the scholarship

requirements and retention standards in place for graduate studies at Oklahoma Wesleyan University. A minimum cumulative grade point average of 3.0 on a 4.0 scale in all work attempted for graduated credit at OKWU is required for the completion of the advanced licensure program. No grade below C (2.0) is acceptable for credit.

Exit Requirements

The M.Ed. Degree program requires thirty-three (33) hours of course work as outlined in the course rotation schedule and the Plan of Study as developed with each student.

Action Project:

A scholarship research based project that is collaboratively developed by the candidate, their school district, and approved by the Graduate Education Committee consisting of, but not limited to, the program professors in the M.Ed. Degree Program. The project is required to align to the ELCC Framework of Leadership standards and be based on a research that demonstrates best practice for the field. The specific requirements for this project are outlined in the program descriptions and competencies in the graduate handbook. The topic will be approved by the research professor, a program advisor, and a building level administrator that will act as a mentor for the OKWU candidate. Completion of this project is in collaboration with an approved public school administrator mentor plus faculty support in technological reporting and statistical research to properly analyze the data results from the project that is designed to improve the candidate's knowledge and skills and increase the capacity for P-12 school learners.

Portfolio:

The M.Ed. portfolio will be a continual compilation demonstrating a composite of learning related to the Educational Leadership Constituent Council (ELCC) and Interstate School Leaders Licensure Consortium (ISLLC) standards. Candidacy is established after the completion of six (6) hours of course work and meeting with their assigned advisor for completion of the Plan of Study to be placed with the Graduate Education Committee. Defense Committee: The M.Ed. Defense Committee will be comprised of the student's advisor, who will act as Chair, a faculty member in the M.Ed. Program, a professional colleague, and a public school mentor. The committee will convene during the student's final semester for the student's oral defense, which will be based on the portfolio contents.

Time Limit:

OKWU has a requirement that within five (5) years from the date of admission into the M.Ed. Degree Program the candidate must be completed. Any extension must be approved by the M.Ed. advisor and the Graduate Education Committee according to the policies of OKWU.

Relationship of program to the Unit's Conceptual Framework:

The M.Ed. Degree Program at OKWU supports the conceptual framework of the unit by providing quality instruction, service, and research that prepares reflective school leaders that demonstrate high expectations for individual self-realization. The M.Ed. Program is committed to preparing these candidates with 21st century knowledge and skills required to become successful leaders in a highly technological and diverse world. The OKWU Curricular Leadership Program is committed to the development of candidates that are fair and consistent in the application of the policies of their school districts and truly believe that the education of ALL children is imperative for successful programs. The program has a mission to empower building level educators to positively impact student achievement and quality of life through teaching, learning, service, and leadership while recognizing that the focus of school leaders is increased student achievement.

Candidates who successfully complete OKWU's program demonstrate their competence, knowledge, and skills to apply best practices to school leadership and work with multiple

constituencies with the ultimate goal of student achievement. Additionally, successful candidates demonstrate caring through their work with staff, students, families, and the community. Compassion and positive Christian attitudes help them create positive school cultures, while strong interpersonal skills allow them to communicate effectively with all stakeholders. In these ways OKWU candidates encourage respect and success for all involved in the educational process.

OKWU candidates also believe that the primacy of Jesus Christ and His Truth are the guiding principles of meaningful leadership. The Framework for Christian Leadership is developed through the dispositions identified and evaluated of each candidate in the program.

OKWU candidates are also committed to the profession as evidenced by their adherence to a strong code of ethics and their belief in life-long learning.

Non-Degree Seeking Students

For various reasons students may choose to take courses without seeking a degree. Non-degree-seeking students may complete 9 hours of coursework before declaring a degree. Non-degree-seeking students must maintain a 3.0 GPA while in graduate school. Students desiring to change from a non-degree status to a degree program, need to complete the full application process and meet all admissions criteria as stated above. Admission for non-degree status requires the following:

- Baccalaureate degree from a regionally accredited institution (official transcripts must be provided)
- Completed application form
- Payment of the application fee

Time Limit

A master degree program must be completed within five calendar years. If a student has not completed the graduate degree in the five-year limit, the student must then meet with a member of the Graduate Committee and an academic advisor. A new plan of study reflecting current program requirements must then be filed. In some cases, the student may be asked to re-apply for admission to graduate study. If course(s) exceed the five-year limit, the student may be required to re-take the course(s).

Graduation Requirements

Students graduating from the M.Ed. program must meet the following requirements set forth below.

- Completion of all required curriculum with a minimum cumulative GPA of 3.00; a grade of D or lower will not count toward meeting graduation requirements
- Completion of all degree requirements within the prescribed timeframe
- Payment of all required tuition and fees
- Approval of the OKWU Faculty

Second Master Degree

A student desiring a second master degree will be permitted to apply a maximum of twelve hours of appropriate coursework toward requirements for a second master degree, subject to the approval of the appropriate academic School. All coursework in the approved plan of study must meet the five-year time limit, according to the University policy.

Course Requirements:

Master of Education Core Requirements	9
Frameworks of Educational Leadership (EDU 5033)	3
Educational Research & Application (EDU 5213)	3
Advanced Developmental Psychology for the Educational Setting (EDU 5723)	3
Educational Licensure Track (in application)	24
Leadership for Curriculum Development (EDU 5513)	3
Human Resource Leadership in Education (EDU 5883)	3
Educational Technologies and Applications in the School Setting (EDU 5023)	3
School Law & Policy Application (EDU 5613)	3
Curriculum Strategies & Assessment (EDU 5633)	3
School Finance (EDU 5623)	3
School & Community Partnership (EDU 5733)	3
Internship/Portfolio (EDU 5823)	3
Non-Licensure Track	24
Leadership for Curriculum Development (EDU 5513)	3
Human Resource Leadership in Education (EDU 5883)	3
Educational Technologies and Applications in the School Setting (EDU 5023)	3
Integrating Technology into the Instructional Program (EDU 5533)	3
Curriculum Strategies & Assessment (EDU 5633)	3
Advanced Organizational & Classroom Management (EDU 5523)	3
School & Community Partnership (EDU 5733)	3
Internship/Portfolio (EDU 5823)	3
Total M.Ed. Degree:	33

Required Field & Clinical Experiences

Field-based experiences provide opportunities for the development of professional competencies. These experiences are required through internship and as built-in components of several courses. A minimum of 240 hours of field experience/internship experiences are required for the School Principal program; each experience is either embedded in the program or documented in the Internship class to assure that students have appropriately met the full time and continuous requirement for field based experiences to support the ELCC Standards throughout the program. The design for the Internship is to make the experience a program long effort with students actively being engaged with an action project during the initial course EDU 5033, Frameworks of Educational Leadership. This project is developed collaboratively with the candidate's school district and will be appropriately aligned to the ELCC framework for having met to standard for OKWU and the Oklahoma Commission on Teacher Preparation. The internship experience for school principals is designed to give the prospective principal job-related experiences under the joint supervision of a school administrator (mentor) and a faculty member of the OKWU Educational Leadership Program. The Internship Class, EDU 5823 is the final capstone for this project completion and analysis of data. The embedded action project has consistently been required throughout the entire building level program of study. The Internship course, EDU 5823 is reserved for the student until the end of program to add depth of understanding to their final application of the skills mastered through the program. The Internship is a continuous part of the program as the student progresses through the mastery of the embedded competencies within each course. The three (3) hour requirement for the Internship is designed to be a true academic partnership with local school districts as they have candidates engaging in the OKWU Program. The Internship is simply not limited to one course as the action project becomes an integral part of the final exit review for each candidate in the M.Ed. degree program.

School of Nursing

*Preparing professional nurses to be Christ's hands and heart,
To touch the world one person, family, and community at a time*

Mission:

In concert with the mission of OKWU, the School of Nursing seeks to enhance scholarship, lifelong learning, and Christian discipleship, while fostering in students the desire to live out lives of service to both God and man. In particular, the School of Nursing seeks to inspire unselfish service to humanity and to develop the personal and professional integrity of nurses based on Christian ethics and an appreciation of the Christian faith as a basis for the interpretation of nursing knowledge.

School Distinctives:

The School views nursing as a complex, dynamic, goal-oriented discipline utilized in a variety of settings to assist clients in achieving and maintaining optimal health as defined by the client. The School also believes that the unique role of the nurse is to incorporate science and art to protect and promote health for the client. While science provides an empirical knowledge base, art is the process by which the nurse applies values in using that knowledge.

Throughout OKWU's nursing program, the nurse is seen as a purposeful, self-directed individual who assumes responsibility and accountability to self, client, society, and God. Modeling the example of Jesus Christ, nurses apply His values in the protection and promotion of health by utilizing primary, secondary, and tertiary prevention.

Accreditation and Memberships

The School of Nursing Bachelor of Science in Nursing degree is accredited by the Commission on Collegiate Nursing Education. The School is a member of the American Association of Colleges of Nursing.

RN-BSN Completion Program (AGS)

The School of Nursing also offers a Registered Nurse to Bachelor of Science in Nursing Completion Program via OKWU's Office of Adult & Graduate Studies (AGS). Through this program, registered nurses may earn a baccalaureate degree while continuing to function effectively as working adults. The RNBSN Completion Program is designed to provide accessible continuing education for practicing RNs who already possess a foundation in nursing science and practice and who have the desire to advance their personal and professional development. Building on that foundation, OKWU prepares professional nurse generalists to provide service and leadership in nursing care and to protect and promote health for people throughout the life cycle in various settings. The program is based on the belief that nursing education is a life-long process and that students are mutually responsible for the education process in partnership with faculty. The RNBSN faculty seeks to interweave knowledge with personal experience and faith, to integrate nursing theory with practice, and to promote students' self-awareness.

The complete course graduation requirements are listed below. Because this is a completion program, however, it is designed for the practicing RN who has successfully completed 60 hours (or more) of college credit. (Applicants with a Diploma from a hospital school of Nursing may transfer in 40 credit hours). Therefore, only the courses listed in the major requirements portion of the table are offered in a lockstep sequence.

SCHOOL OF NURSING RN-BSN PROGRAM

Admission to the RN to BSN degree completion program requires a college GPA of 2.5, a valid RN license, and an Associate Degree with a major in Nursing from a regionally accredited institution with at least 60 transferable college credit hours. (Applicants with a Diploma from a hospital school of Nursing may transfer in 40 credit hours).

RN-BSN applicants must either own or have ready access to a computer and have basic computer skills.

Progression Requirements for Nursing Program

The following are the requirements for continuing in the RNBSN program:

- The Nursing program is designed in a lock-step sequence. If a 2.0 is not achieved for each individual major course, the student must repeat the course before progressing to the next course.
- Students whose cumulative GPA falls below 2.5 will be placed on academic probation for the next term.
- Students must be licensed in the state in which they are implementing their Applied Learning Project.
- Students must comply with the program attendance policies to continue in the program.
- Students who are unable to achieve a 2.0 in any two Nursing courses will be suspended from the Nursing program.
- A Nursing course may be repeated only one time. Any student who fails to meet the progression grade requirement for two Nursing courses may not continue in the program of Nursing.
- A "WF" will be considered a failure.

Nursing courses in the BSN and RN-BSN programs are scheduled in a sequence of major course requirements. Completion of this sequence fulfills the minimum requirement for the major. Each course is a required component of the program and must be taken in sequence. The curriculum is designed with a lockstep framework are logically organized, and not only build on one another but continue to support the curriculum strands throughout the program. In doing so, the curriculum facilitates student achievement of expected outcomes. The University reserves the right to modify the scope and sequence of the curriculum as necessary.

**Bachelor of Science in Nursing
Non-Traditional (AGS)
(RN-BSN Completion Program)**

General Education Requirements	36
Humanities	6
United States History	3
United States Government	3
General Psychology or Developmental Psychology	3
Mathematics	3
Pathophysiology	3
Science Courses	9
Composition/Speech (any two of the following)	6
English Composition I	(3)
English Composition II	(3)
Introduction to Communication	(3)
Major Requirements*	42
Introduction to Adult Studies (CLAC 3113)	3
Nursing Informatics (NURS 3613) Lockstep course one	3
Nursing's Role in Health Care (NURS 3213) Lockstep course two	3
Theoretical Foundations of Nursing (NURS 3312) Lockstep course three	2
Spiritual Care of the Client (NURS 3713) Lockstep course four	3
Nursing Ethics Seminar (NURS 3723) Lockstep course five	3
Nursing Research (NURS 4324) Lockstep course six	4
Biblical Perspectives (CHAL 3523)	3
Health Promotion and Family Theory I (NURS 4624) Lockstep course seven	4
Health Promotion and Family Theory II (NURS 4633) Lockstep course eight	3
Intercultural Nursing (NURS 4433) Lockstep course nine	3
Community Health Nursing (NURS 4534) Lockstep course ten	4
Management in Nursing (NURS 4934) Lockstep course eleven	4
General Electives or Minor	48
Grand Total	126

* Nursing courses are arranged in lockstep sequence

School of Religion and Philosophy

*Unite the pair so long disjoined,
Knowledge and vital piety;
Learning and holiness combined,
And truth and love
Let all men see.
(Charles Wesley)*

Mission Statement

The School of Religion and Philosophy has two main purposes: 1) to teach religion courses generally for all students of Oklahoma Wesleyan University and particularly for students majoring in religion and 2) to prepare persons for specific ministries in the church. Therefore, the School of Religion and Philosophy is committed to the belief that twenty-first century ministry requires a Holy Spirit driven mission accompanied with an eye on the future and a passion to call the people of the world to Christ. As well, the challenges of our world mandate continuous missional renewal.

While it is the duty of all OKWU Academic Schools to assist in the development of the spiritual life of students, the School of Religion and Philosophy is dedicated to help build campus spiritual life by providing guidance for students and faculty in Christian ideas and ideals. The School also desires to prepare students who are seeking ordination for (and to encourage them to pursue) a seminary education or another relevant graduate degree.

Adult & Graduate Studies

The School of Religion & Philosophy offers the Associate of Arts in Christian Studies and the Bachelor of Science in Ministry and Leadership through the Office of Adult & Graduate Studies. These programs are designed for working adults who may have acquired learning through college or university courses, career experiences, professional or military schools, and in-service training.

Christian Studies (A.A) and Ministry and Leadership (B.S.) major are designed for the purpose of equipping individuals for effective church ministry, para-church ministry, or the administration of such ministries.

A crucial feature of this program is the capstone course which applies course work to life roles, particularly the ministry environment. Working with an instructor, students select and investigate an organizational problem and use models, concepts, and analytical skills to identify appropriate solutions for the selected problem.

Graduation Requirements for Associate of Arts in Christian Studies

In order to graduate from Oklahoma Wesleyan University with an associate degree in Ministry and Leadership degree, students must meet the following criteria:

- Complete the major curriculum with a minimum cumulative GPA of 2.0 within a five-year period from initial enrollment in the program
- Minimum grade of 2.00 in each required course
- Meet the minimum general education requirements for the program which include 3 hours of religion taken in the following areas: Old Testament Survey or New Testament Survey (or the equivalent)
- Meet the minimum OKWU associate degree requirement of 60 total credit hours
- Meet residency requirements (a) by attending classes at OKWU's campus or at approved remote sites and (b) by taking at least 40 hours of the curriculum in

- residency with Oklahoma Wesleyan University
- Payment of all tuition, fees, and other charges

General Education Requirements/AA

For this associate degree program, the University has set general education requirements. The following table indicates these requirements as they apply to the non-traditional A.A. in Christian Studies:

General Education Requirements	30
English Composition or Speech	9
English Composition I (ENGL 1613)	3
English Composition II (ENGL 1813)	3
Introduction to Communication (COMM 1823)	3
Biblical Literature	3
Old Testament OR New Testament Survey (CHAL 1613 or CHAL 1733)	3
Humanities	3
Humanities course	3
Mathematics or Science	3
Math OR Science course	3
Social Science	9
United States History I or II OR World History I or II	3
United States Government (POLS 1713)	3
General Psychology (PSYC 1803)	3
Christian Liberal Arts Curriculum	3
Formation of the Christian Learner (CLAC 1713) OR	(3)
Introduction to Online Learning (CLAC 1733)	(3)

A.A. Christian Studies Major Requirements

Students who have successfully completed English Composition I may take the following major courses in a sequence published by the Office of Adult & Graduate Studies:

Christian Studies Major Courses	21
Ministry for the Adult Learner (CHAL 2113)	3
Old Testament OR New Testament Survey (one not taken in Gen Ed above)	3
Introduction to Christianity (CHAL 2253)	3
Philosophy & Christian Thought (CHAL 2723)	3
Inductive Bible Study - Acts (CHAL 2413)	3
Comparative Religions (CHAL 3443)	3
The Bible and Christian Ethics (CHAL 3433)	3
General Electives	9
Total	60

Graduation Requirements for Bachelor of Science in Ministry and Leadership

In order to graduate from Oklahoma Wesleyan University with the major in Ministry and Leadership, students must meet the following criteria:

- Complete the major curriculum with a minimum cumulative GPA of 2.0 within a five- year period from initial enrollment in the program
- Minimum grade of 2.00 in each required course
- Meet the minimum general education requirements for the program which include 3 hours of religion taken in the following areas: Old Testament Survey or New Testament Survey (or the equivalent)
- Meet the minimum OKWU bachelor degree requirement of 126 total credit hours
- Meet residency requirements (a) by attending classes at OKWU's campus or at approved remote sites and (b) by taking at least 40 hours of the curriculum in residency with Oklahoma Wesleyan University
- Payment of all tuition, fees, and other charges

General Education Requirements/BS in M & L

For all bachelor degree programs, the University has set general education requirements. The following table indicates these requirements as they apply to the non-traditional B.S. Ministry and Leadership major.

General Education Requirements	30
English Composition or Speech	9
English Composition I (ENGL 1613)	3
English Composition II (ENGL 1813)	3
Introduction to Communication (COMM 1823)	3
Biblical Literature	3
Old Testament Survey (CHAL 1613) OR New Testament Survey (CHAL 1733)	3
Humanities	3
Humanities course	3
Mathematics or Science	3
Math OR Science course	3
Social Science	9
United States History I or II OR World History I or II	3
United States Government (POLS 1713)	3
General Psychology (PSYC 1803)	3
Christian Liberal Arts Curriculum	3
Introduction to Adult Studies (CLAC 3113)	3

BS in Ministry and Leadership Requirements

Students who have successfully completed 60 semester credit hours or more take the following major courses in a sequence published by the Office of Adult & Graduate Studies:

Ministry and Leadership Major Courses	46-49
*Ministry for the Adult Learner (CHAL 2113)	3
Old Testament OR New Testament Survey (CHAL 1613 or CHAL 1733) one not taken in General Education	3
Introduction to Theology (CHAL 3213)	3
Dynamics of Human Communication (CHAL 4153)	3
Group Dynamics (CHAL 3323)	3
Ministry and Technology (CHAL 4313)	3
Church Administration (CHAL 3423)	3
Ministry in a Pluralistic Culture (CHAL 3513)	3
Evangelism and Discipleship (CHAL 3113)	3
Inductive Bible Study-Romans (CHAL 3853)	3
Persuasive Speech (CHAL 3413)	3
Pastoral Care (CHAL 3543)	3
Leadership Seminar: Theology of Christian Leadership (CHAL 4233)	3
Christian Spiritual Formation (CHAL 4023)	3
Practical Stewardship and Fundraising (CHAL 4573)	3
Budgets & Finance in Non-Profit Organizations (CHAL 4434)	4
General Electives	50
Total	126

*Not required if taken as a part of the A.A. Christian Studies

Religion & Philosophy Programs Offered in Partnership with other Institutions

Associate of Applied Science in Christian Ministry – RHEMA Bible Training Center & Victory Bible Institute

Oklahoma Wesleyan University, RHEMA Bible Training Center, and Victory Bible Institute (VBI) committed to providing high-quality educational programs to residents of northeastern Oklahoma. They recognize that a diversity of institutions and educational programs enrich the educational resources of the community. Because they have different but complementary missions, they are well suited to establish a partnership for the benefit of the students they serve. These institutions, therefore, have entered into articulation agreements which will allow students to earn an Associate of Applied Science in Christian Ministry from OKWU.

After the student has completed 12 OKWU credit hours, Oklahoma Wesleyan University will transcript up to 30 credit hours for completion of approved RHEMA Bible Training Center or Victory Bible Institute courses. At least 24 hours of general education must be taken at Oklahoma Wesleyan University, and up to 6 hours may be transferred in from another regionally-accredited institution.

Associates in Applied Science Christian Ministry

General Education Requirements	30
English Composition or Speech	9
English Composition I (ENGL 1613)	3
English Composition II (ENGL 1813)	3
Introduction to Communication (COMM 1823)	3
Biblical Literature	3
Old Testament OR New Testament Survey (CHAL 1613 or CHAL 1733)	3
Humanities	3
Humanities course	3
Mathematics or Science	3
Science or Math	3
Social Science	9
US History I or II OR World History I or II	3
US Government (POLS 1713)	3
General Psychology (PSYC 1803)	3
Christian Liberal Arts Curriculum	3
Formation of the Christian Learner (CLAC 1713) OR	(3)
Introduction to Online Learning (CLAC 1733)	(3)
Major Requirements	3
Approved courses from RHEMA or VBI	0
Grand Total	30

AGS Contact Information

Business Hours

9 a.m. – 6 p.m. Mon – Thurs.
9 a.m. – 3 p.m. on Friday

Reception/Enrollment Services

Bartlesville 1-918-335-6259
Toll Free 1-800-375-4647
FAX 1-918-335-6244

Tulsa Office 1- 918-728-6143
Toll Free 1-866-225-6598
Fax 1-918-728-6144

Clep/Dantes Information

1-918-335-6875

Registrar's Office

1-918-335-6259
Fax 1-918-335-6283
The OKWU academic catalog can
be found at www.okwu.edu/registrar

Student Services

Books & Materials 1-918-335-6259

Change of Personal Information
1-918-335-6259

For Account Payments/Cashier
1-918-335-6873

For Account Questions
1-866-225-6598 XT 7340

Financial Services

1-866-225-6598 XT 7350
Fax 1-019-728-6144
financialaid@okwu.edu

Library Services

Toll Free 1-888-279-4536
1-918-335-6286
Fax 1-918-335-6220

You may e- mail questions
to elib@okwu.edu. On the
web use <http://okwu.edu>
Click on Adult, Student
Resources, Library

Inclement Weather Info.

Check OKWU website or
<http://twitter.com/OKWU/alert>
(see next page)

AGS Forms Information www.okwu.edu/registrar

You will find forms for
students on a menu on the
right side of the page

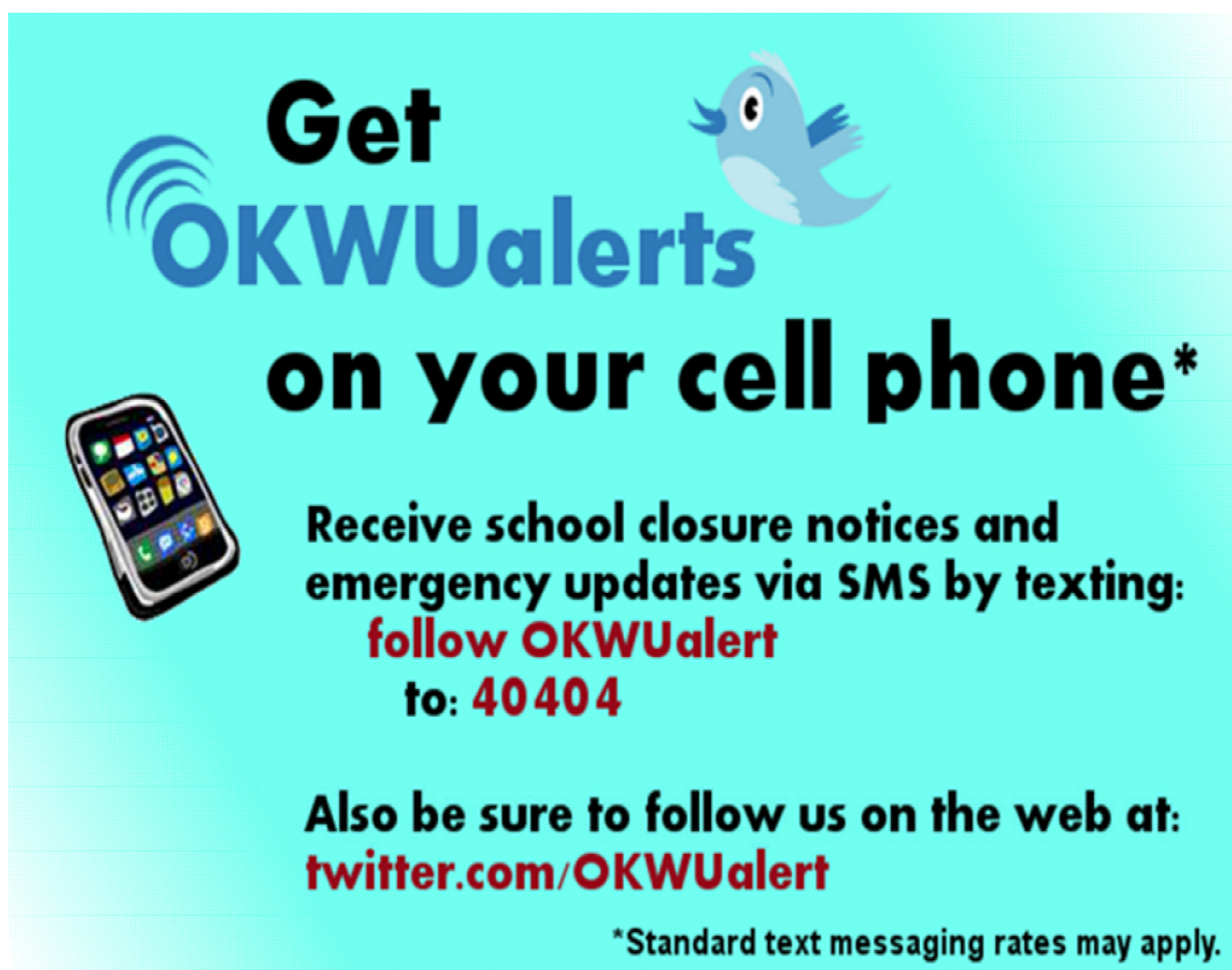
Information on WebAccess
can be found at the same
location.



For questions or further
information, please contact
your advisor.

To All:

We wanted to let you know of an easy way to get the OKWUalert messages sent directly to your cell phone via text message.

Text: *follow OKWUalert* to **40404** and you will receive the tweets for OKWUalert on your cell phone via text message.



Get  **OKWUalerts** 

on your cell phone*

Receive school closure notices and emergency updates via SMS by texting:
follow OKWUalert
to: 40404

Also be sure to follow us on the web at:
twitter.com/OKWUalert

*Standard text messaging rates may apply.

Acronyms used in AGS Programs

AA An Associate of Arts degree	M & L Ministry and Leadership
AAS An Associate of Applied Science degree	OME Bachelor of Science with an Organizational Management and Ethics major
AGS Adult and Graduate Studies	
AP Academic Plan	PLA Prior Learning Assessment
BSBA Bachelor of Science with a business administration major	PSYC Prefix for Psychology courses or program
BSN Bachelor of Science in Nursing	TE Transcript Evaluation
CAH College After Hours	
CLEP College Level Examination Program (tests for credit hours)	
CRF Core Registration Form	
Dantes Defense Activity for Non-Traditional Education Support (tests for credit hours)	
ETS Educational Testing Service (exam for BSBA/MBA students)	
HRM Human Resource Minor	
MBA Master of Business Administration	
M. Ed. Master of Education	