



UNIVERSITY ACADEMIC POLICIES

Academic Load

The term "academic load" refers to the number of credit hours students carry in a given semester. A regular, full-time load is considered to be 12-17 credit hours for the fall or spring semester and 6 credit hours for a summer session.

Only those students who maintain a high standard of scholarship will be permitted to register for up to 20 hours in a given semester (or eight hours in a summer session). Permission is granted by the student's division chair. Courses taken concurrently, by correspondence, extension, online or televised instruction count as part of the total academic load.

One **credit hour** signifies the value credited on a transcript toward graduation. Typically, a three-credit-hour course meets three times per week for approximately 15 weeks. Each of these meetings is approximately one hour long and, therefore, equates to one credit hour on a transcript. (Thus, a class which meets three hours per week typically earns students three credit hours.) Exceptions to this one-to-one ratio would include some types of laboratory, physical exercise, and clinical experiences. For example, two weekly "hours" of laboratory work or physical activity often equates to only one credit hour. Similarly, three weekly "hours" of clinical experiences often equates to only one credit hour.

In order to be the best possible stewards of their time, energy, and finances, students should carefully consider their course loads when planning any outside work schedules. Typically, the university expects students to spend an average of two hours studying for every one hour spent in the classroom. Therefore, carrying a 15-credit load is roughly equivalent to assuming the responsibilities of a 45-hour work week.

The following schedule should be used to understand the relationship between class load, study time, and work load:

<u>Class Load</u>	<u>Ave. Study Hours</u>	<u>Suggested Work Load</u>	<u>Total Hours</u>
15-17 credits	30-35	10 hours (or fewer)	55-61
12-14 credits	24-28	15 hours (or fewer)	51-57
9-11 credits	18-22	20 hours (or fewer)	47-53
6-8 credits	12-16	25 hours (or fewer)	43-49

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.

Class Attendance

As an academic institution, Oklahoma Wesleyan University places the highest priority on learning; therefore, attendance in all classes is expected. This means that participation in courses must take precedence over preparation for other valuable student activities, even over preparation for extracurricular activities in which a student officially represents the university. Specific attendance policies—which take into account the responsibilities of students who officially represent the University (in such activities as intercollegiate matches, choir performances, and forensics tournaments)—will be established by each academic division and/or by individual instructors and must be published in course syllabi.

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. This procedure must be initiated by the student no later than 30 days after the grade has been issued.

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 semester 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 eight weeks

P	(Passing)	Chapel grade only (not computed in grade-point average or hours earned)
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 points per semester hour
CR		Credit by Examination or Life Learning Credit (not computed in grade point averages)

A student's **grade point average** (GPA) is figured for each semester and cumulatively. The GPA is determined by dividing the number of grade points earned by the number of credit hours completed. For example, if a student earns 45 grade points during a semester in which that student completes 15 credits, the student's GPA for that semester will be 3.00.

OWU Grading Scale

A = 100-93%	C = 76-74%
A- = 92-90%	C- = 73-70%
B+ = 89-87%	D+ = 69-67%
B = 86-83%	D = 66-63%
B- = 82-80%	D- = 62-60%
C+ = 79-77%	F = Below 60%

Academic Honors

All students who complete 12 or more credit hours for courses which bear grade points (i.e., for courses which give the following grades "A", "B", "C", "D", "F", "U", or "WF") are eligible for academic honors. Those who meet these criteria and whose semester GPA is 4.00 are placed on the **President's List**. Those who meet these criteria and whose semester GPA is between 3.50 and 3.99 are placed on the **Dean's List**. No student with an "incomplete" grade will be listed.

Academic Honesty

Oklahoma Wesleyan University seeks to develop mature Christian leaders and scholars who produce their own scholastic work, who acknowledge their dependence on the work of other scholars and resources, and who demonstrate integrity under all conditions. Failure to meet these standards is regarded by the OWU academic community as a most serious offense against God's desire that we refrain from stealing and that we live honest lives (Ex. 20.15-16). The practice of academic honesty is a high priority in our community, and the faculty expects responsible scholarship and conduct. All academic dishonesty, cheating, and plagiarism are prohibited. Any instance of plagiarism or cheating may result in having to redo an assignment, a substantial reduction of the grade for that assignment, an "F" for that assignment, failure of the course, or suspension or expulsion from the University.

Plagiarism — This is defined as offering the work of another as one's own. It is an attempt to deceive by implying that one has done work that was actually done by another. Faculty and students are honor bound to show that ideas and words match with the sources used and thus demonstrate that honest research has been done. Examples of plagiarism include (but are not limited to) the following:

1. Copying all or part of a theme, examination, paper, library reading report, or other written work from another person's production

2. Submitting as one's own work that which was wholly or partially done by another so as to appear to one's professor to be more accurate or skilled in one's work than one actually is
3. Quoting material from any source without proper documentation
4. Summarizing or paraphrasing from any source without proper documentation
5. Misrepresentation of documentation or resources
6. Using in collateral reports or book reviews the opinion of a professional literary critic or of a campus friend as though it were one's own original thought
7. Submitting workbook answers copied from another person or working in a group and submitting an identical set of answers for each member of the group without explicit permission from the professor

Cheating — Examples of cheating include (but are not limited to) the following:

1. Use of unauthorized prepared materials (cheat sheets) for answering test questions
2. Giving aid to another student during a test or quiz
3. Gaining answers to test questions from others during testing periods
4. Signing another person's name to the attendance record
5. Claiming to have done laboratory work or outside reading that was not done
6. Submitting the same work for more than one course without the prior approval of the professors involved

Procedure — Once a professor discovers a case of academic dishonesty, the professor will begin the following process:

1. The professor will respond to the first instance of dishonesty by clarifying academic expectations and endeavoring to help the student grow. The professor has the right to have the student redo the assignment, reduce the grade of the assignment, or fail the assignment.
2. If the professor is convinced that the student consciously chose to be dishonest (rather than committed a form of plagiarism out of ignorance, for example), the professor will notify, in writing, the chair of the division in which the course was offered, the student's advisor, the chief student life officer, and the chief academic officer.
3. Typically, the professor will decide upon disciplinary action for the first infraction of a given student. For the second (and any subsequent infractions) the chief academic officer (in consultation with the professor, chair of division in which course was offered, student's advisor, and the chief student life officer) will make a disciplinary decision. In general, students should expect to fail the assignment for their first conscious offense at OWU, to fail the course for a second offense, to be suspended for a full semester for a third offense, and to be expelled for a fourth offense.
4. If a student wishes to appeal the chief academic officer's decision, s/he may appeal to the Academic Affairs Committee.
5. The final appeal is to the President.
6. When plagiarism or cheating is discovered after grades have been assigned, grades will be adjusted as appropriate and disciplinary action can be taken as long as the student is enrolled at OWU.

Academic Probation

All full-time students will be placed on academic probation if their cumulative GPA at

the end of a semester at OWU is less than the following:

- 1.6 at end of first semester
- 1.7 at end of second semester
- 1.8 at end of third semester
- 1.9 at end of fourth semester
- 2.0 at end of fifth and each successive semester

For the purpose of evaluating the progress of part-time students, 12 semester hours will equate to one semester on the above scale.

Students on probationary status who fail to maintain the required average will be academically suspended and will be unable to enroll in the succeeding semester without the approval of the [Vice President for Academic Affairs](#). Students must submit a written appeal in order to obtain such approval. Students' probationary status will be recorded on their transcript.

Students on probation will not be allowed to hold student government positions or to represent the University in musical groups, intercollegiate activities, or public relations activities. Students should check with professors before registering for classes which require such representation as part of the course grade (e.g., Chorale).

Students transferring to Oklahoma Wesleyan University from other institutions will need to meet the GPA standards above or be admitted on academic probation.

Academic Suspension

Full-time OWU students will be academically suspended for a minimum of one semester, if any of the following apply:

- 1. Students earn a semester GPA of 0.00
- 2. Students have been placed on academic probation after entering OWU and do not remove themselves from probation during the next semester of enrollment (with the exception that students who maintain a satisfactory semester GPA of 2.0 will be placed on continued academic probation rather than suspension)
- 3. Students enter OWU on academic probation and do not remove themselves from probation within two semesters (with the exception that students who have maintained an OWU semester GPA of 2.0 will be placed on continued academic probation rather than on suspension)

Appeals for reinstatement are to be mailed to the office of the [Vice President for Academic Affairs](#).

Concurrent students who do not maintain a 2.0 semester GPA may not re-enroll as a concurrent student.

Class Standing

For convenience in organization, students are classified at the beginning of each semester according to the following categories:

- Freshmenstudents having completed 1-29 credit hours
- Sophomoresstudents having completed 30-59 credit hours
- Juniorsstudents having completed 60-89 credit hours
- Seniorsstudents having completed at least 90 credit hours (senior status does not necessarily assure graduation with that class)

Specialstudents having completed a baccalaureate degree or those not wishing to pursue a degree program

Upper-Division Standing

Colleges and universities that grant bachelor degrees typically distinguish lower-division studies (freshman and sophomore level) from upper-division studies (junior and senior level). At OWU, admission to upper-division standing is required by selected divisions before students are permitted to accumulate more than 9 credit hours in upper-level courses in their major. Upper-level courses are defined as those which have a 3 or 4 as the first digit of their course number. Details for upper-division admission requirements can be obtained from the chair of the academic division which offers the major or program of interest.

Satisfactory Academic Progress for Upper-Division Students

Upper division students (those with 60 or more credit hours) are expected to maintain a GPA of 2.0 or better. Consequently, any full-time upper-division student whose semester GPA falls below 2.0 (regardless of the cumulative GPA) will be subject to the following regulations:

1. A semester GPA of 1.5-1.999 will result in academic warning (no penalty). However, the second consecutive semester GPA of less than 2.0 will place students on academic probation. A third consecutive semester of grades in this range will result in academic suspension.
2. A semester GPA of less than 1.5 will automatically place students on academic probation. The second consecutive semester with grades below 1.5 will result in academic suspension.

Should students choose to seek removal from this standing, additional course work would need to be taken. The combined GPA of the past semester and the new courses would need to be at or above the semester GPA requirement.

Performance of part-time students will be monitored as listed above at the rate of 12 hours being equivalent to one semester.

Registration

Registration is directed from the Registrar's Office. The registration process includes obtaining registration materials, registering motor vehicles, confirming financial aid, making financial arrangements, and purchasing textbooks. Students cannot attend classes until all financial arrangements are complete and validated by the Student Financial Services Office.

During the last few weeks of a semester, students may pre-register for the following semester. Students who have registered for classes during the pre-registration period must notify the Registrar's Office if a schedule change is made and must complete the financial arrangements with the Student Financial Services Office prior to the first day of class or be charged a [late registration fee](#).

A normal full-time load for students is 12 to 17 credit hours per semester and 6 hours during the summer session. Students desiring to register for more than a normal study load must secure permission from their division chair. Students work load should be considered when determining a feasible course load. (See Academic Load above.)

Students are officially enrolled only when the registration process is completed. To

make a class schedule change or to withdraw from classes, students must complete a [drop/add form](#) in the Registrar's Office.

Late Registration

All students are urged to be present and registered by the day specified in the calendar for registration. A [late registration fee](#) is charged to each student who registers after the regular registration period.

Students are not permitted to register for credit in any course after the second week of classes or its equivalent ([see calendar for specific dates](#)). Classes missed due to late registration are counted as part of the student's total absences.

Changes in Registration

Responsibility for the correctness of a student's program is assumed by the student. During the first two weeks after registration, a change in schedule may be made with the approval of the student's advisor and the professor of the course(s) being dropped or added. A [drop/add form](#) requesting a change in schedule may be obtained online or from the Registrar's Office.

Students who desire to change from audit to credit must do so within the first two weeks of classes. Students who are doing poorly in a course may change from credit to audit within the first six weeks of the semester. This time limit will be extended to the end of the ninth week for students who are doing passing work in a course.

A number of activity courses are available for credit or non-credit. Students choosing the non-credit option cannot choose to receive credit for the course once it has been completed.

Withdrawal from Courses

Withdrawal from courses during a regular semester will be recorded on the student's permanent records as follows:

<u>Weeks</u>	<u>Grade</u>
1-6	Not recorded
7-9	"WP" (withdrawn passing) or "WF" (withdrawn failing)
After 9th week	"WF"

A "WP" will be given to those students who withdraw during the seventh through ninth weeks who are passing at the time of withdrawal. A "WF" (which has the same effect on the GPA as an "F") will be given to those students who are not passing at the time of withdrawal or who withdraw after the ninth week.

In extenuating circumstances, students who withdraw after the ninth week and who are passing the course at the time of withdrawal may appeal to the [Vice President for Academic Affairs](#), requesting the above policy be waived. Grades recorded for courses that are less than a regular semester in length will be adjusted to approximate the above scale.

Incompletes

An incomplete ("I") may be given when a student has done satisfactory work in a class but has been unable to complete all the required work because of extenuating

circumstances, such as extended illness. An "I" may not be given to allow a student additional time for the purpose of raising a grade.

In order to receive an "I," written permission must be obtained by the student from both the instructor and advisor and must be filed with the Registrar. Under such circumstances, the work shall be made up within eight full weeks from the end of the term during which the incomplete occurred. If the work is not completed in the prescribed time, the Registrar will change the grade to an "F."

Academic Forgiveness Policy (Repeated Courses)

Students may repeat any course at OWU. If students repeat a course, the higher grade received will be used in computing the GPA. Both grades will remain a part of the students' permanent transcript.

Course Substitutions

Substitutions for general education requirements for all degrees must be approved by the student's advisor, the chair of the division offering the required course, and the division chair of the student's major. Substitutions in major requirements are approved by the appropriate division chair. All approved substitutions must be filed by the advisor with the Registrar's Office.

Approval of Transfer Courses

To ensure that credit will be accepted, students pursuing a degree program at OWU will need *prior* approval from their advisor and the Registrar for any courses taken at another institution after entering OWU. [Request for Approval of Transfer Course Forms](#) are available in the Registrar's Office or online.

Alternative Methods for Earning University Credit

Traditional students may earn up to 30 hours toward an associate degree and up to 36 hours towards the first baccalaureate degree through a variety of methods. These include the following: correspondence, directed study, credit by examination, life learning credit, practicums, field experiences, and off-campus programs. Six hours may count toward the second baccalaureate degree. The final 24 hours earned at OWU may include 12 credits earned through CLEP examinations, departmental testing, and/or life learning.

Correspondence Courses — OWU does not offer correspondence courses; however, correspondence courses taken from an accredited college or university may, with the approval of the student's advisor, be applied toward general education requirements or electives at OWU. A maximum of six hours is accepted to meet general education or elective requirements. In order to ensure transferability from the accredited institution to OWU, all correspondence courses must be approved by the student's advisor prior to enrollment in those courses. [Request for Approval of Transfer Course Forms](#) are available in the Registrar's Office or online.

Directed Study & Cluster Classes — Directed study provides individualized educational experiences for the student under the supervision of an OWU faculty member. There should be evidence that a delay in taking a course would be a hardship on 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. Strong self-discipline and adequate course prerequisites are essential to the successful completion of a directed study. Therefore, this method is available only to

students carrying above average grades. Students taking courses by directed study will need to complete a directed study form with the assistance of the professor involved and pay the appropriate directed study fee. Directed studies must be approved by the professor teaching the directed study, the division chair of the course, and the student's advisor prior to enrolling in the course. (Directed study forms may be secured in the Registrar's Office.) Unless approved in advance, directed studies are to be completed within the semester or session in which they are begun. Students with extenuating circumstances may request an incomplete. Students are charged an extra fee (per credit hour) for a directed study. The directed study fee may not be waived.

Cluster classes are similar to directed studies, except that they are initiated by the instructor, division chair, or advisor when it is evident that 2-3 or more students need a particular course. The charge for the course is regular tuition. Cluster courses must be approved by the division chair of the course.

Standardized Examinations (AP, CLEP, CPS, DANTES, EXCELSIOR) —

Advanced course standing and university credit may be granted to fulfill a graduation requirement for students who pass the University Entrance Examination Board Advanced Placement Tests, CLEP Subject Exams, Certified Professional Secretaries Exam, DANTES, and Excelsior University examinations. For credit by examination scores to be included on an OWU transcript, students must complete a minimum of 12 hours at OWU with a minimum GPA of 2.0 and be in good academic standing.

Inquiry concerning these tests should be directed to a high school guidance office or to the following websites: www.collegeboard.com, www.dantes.doded.mil, or <https://www.excelsior.edu>. Students may also contact the OWU Student Advising Center at 918-335-6209 or sac@okwu.edu.

Proficiency Examinations — Proficiency examinations are designed to give qualified students the opportunity to earn credit towards graduation for regular courses offered by the University on the basis of successfully completing a comprehensive examination taken over the content of such courses. The examination is designed to validate an achievement already attained for which no academic credit has been established. These examinations are available only to students currently enrolled at Oklahoma Wesleyan University to assist them in meeting graduation requirements. Qualified students desiring to obtain credit by a proficiency examination may apply in the Student Advising Center. For credit for a proficiency examination to be included on an OWU transcript, a student must complete a minimum of 12 hours at OWU with a minimum GPA of 2.0 and be in good academic standing.

Practicums & Field Experiences — Students may also earn university credit by participating in various practicums and field experiences. These opportunities are generally coordinated by academic divisions. Students should contact their advisors for more details on practicums or field experiences.

Off-Campus Study Programs — A number of off-campus study programs are available to students who have performed well at the lower-division level and are entering upper-division studies. These vary in length, intensity, and academic discipline. Students participating in the programs are usually those who have demonstrated high academic and/or leadership skills.

Council for Christian Colleges & Universities (CCCU): Oklahoma Wesleyan University is a member of the [Council for Christian Colleges and Universities](#), an association of over 100 Christian colleges and universities. Because of this membership, the following off-campus, interdisciplinary learning opportunities (most of which offer 16 semester hours of credit) are available to upper-division students: [American Studies Program](#), [China Studies Program](#), [Contemporary Music Center](#), [Latin American Studies Program](#), [Los Angeles Film Studies Center](#), [Middle East Studies Program](#), [Oxford Honors Program](#), [Oxford Summer School Program](#), [Russian Studies Program](#), [Summer Institute of Journalism](#).

Focus on the Family Institute (FFI): Located in Colorado Springs, Colorado, the [FFI](#) offers students a 16-credit-hour semester of seminar courses in philosophy, culture, psychology, social policy, and leadership in family studies from a Christian worldview. Coursework is supplemented by a practicum experience which allows application of classroom discussions tailored to each student's discipline. Also included is an integrative research project.

Graduate Institute of Applied Linguistics (GIAL): The [GIAL](#) is located in Dallas, Texas, and offers a program which leads to a certificate. The program offered by the GIAL prepares students for beginning a cross-cultural career. Some organizations consider that completing the GIAL certificate meets the minimum pre-field academic requirements for field service. The program is offered in a modular format and takes about five months to complete. Upon completing the program, students will have earned 27 credits, a minor in Linguistics, and will receive the Certificate in Applied Linguistics. For information about curriculum, cost, or registration, contact the [Division of Humanities](#). (OWU Prerequisite: Introduction to Language—for Man.)

Oklahoma Scholar—Leadership Enrichment Program (OSLEP): [OSLEP](#) offerings are available for talented upper-division and graduate students currently enrolled in Oklahoma public or private institutions. These seminars bring students into a unique learning environment with many distinguished scholars. The seminars are conducted in a small group setting with intensive study, lecture, and discussion. Most seminars are scheduled over weekends to minimize absence from regular classes. The University of Oklahoma, or other participating universities, will host approximately eight seminars during the academic year. Interested students may contact the [Division of Education](#) office for applications, reference forms, seminar schedules, and further information.

ACCESS Audit Program

For a minimal [ACCESS program fee](#), individuals can enroll in any of the regularly scheduled courses on a non-credit basis. This excludes private lessons, directed studies, and the laboratory portion of science courses. This option is open to anyone who can meet the University's admissions policy requirements, though application is not necessary. It allows individuals to pursue their intellectual, professional, and personal interests without having to be admitted to the University. Daily assignments may be done and exams may be taken, but they are not required, and the instructor is under no obligation to read or correct them. In order to receive credit for a course that has been ACCESSed, the course must be taken for credit in a subsequent semester.

Final Examination Policy

A final examination week is scheduled for the last four days of each semester. Final examinations will be scheduled in two-hour blocks during final exam week. The final exam period will be free of regularly scheduled classes, extra-curricular activities, and chapels. Some form of test/evaluation of students' progress will be conducted for each regularly scheduled course (except for field experiences, internships, etc.) during finals week. Students with three or more examinations scheduled in an 18-hour period may petition one or more of the professors involved to reschedule a final. If the student cannot reach an agreement with any of the professors involved, the student may appeal to the [Vice President for Academic Affairs](#). All final examination adjustments are to be initiated by the student and approved either by the professor involved or by the Vice President for Academic Affairs no later than one week prior to the scheduled final exam week.

Application for Graduation

OWU's commencement exercises are held at the end of the fall and spring semesters each year. To participate in a commencement ceremony, students must be within two courses of completing their graduation requirements.

Students who plan to complete their coursework during the fall semester of the year should file for graduation by May 1. Spring and summer graduates should file by September 1. A [graduation fee](#) will be added to student's accounts.

Students who do not complete their work as scheduled will be charged an additional graduation fee during the academic term in which they actually complete their work. Their graduation date will be recorded as the appropriate conferral date of the year the work is completed.

Degree Posting Dates

OWU posts degrees three times a year—spring (usually May), summer (usually August), and fall (usually December). Degrees will be posted on students' transcripts at the next scheduled posting date, following the successful completion of all course work.

Graduation Honors

Graduation with honor will be placed on the student's permanent record and will be determined as follows:

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

Only students whose course work is complete will have their honors announced during commencement exercises.

Graduation Requirements —

Associate of Applied Science Degree in Technical Programs

The Associate of Applied Science degree is a cooperative program between Oklahoma Wesleyan University and Tri-County Technology Center in which students complete a minimum of 23 hours of general studies and OWU grants a block of up to

37 credit hours for a concentration in a technical program completed at Tri-County.

The general requirements for the Associate of Applied Science degree include the following:

1. The completion of all general education and other courses as specified by the program (see table below) with a cumulative grade point average of 2.0 or higher
2. The completion of at least 23 semester hours of general education courses: at least 17 hours of these general education hours must be taken at Oklahoma Wesleyan University, and up to 6 hours may be transferred in from another college-level institution
3. The completion of proficiencies required by the particular area of concentration
4. Approval of Faculty Council for the conferring of the degree
5. The completion of the Chapel requirement with a passing (P) grade every semester during which an individual is enrolled as a full-time student at OWU

The approved technical programs include:

- Automotive Collision Repair
- Automotive Service Technology
- Applied Welding
- Executive Assistant
- Accounting
- Health Information
- Early Care Education
- Graphic Communications
- Computer Aided Drafting
- Engineering Drafting
- Architectural Drafting
- Cosmetology
- Culinary Arts
- Dental Assistant
- Health Science Technology
- Computer Repair
- Computer Networking
- Machine Tool Technology
- Marketing

Associate of Applied Science Course Requirements

General Education Requirements (minimum)	23
Biblical Literature & Philosophy (choose 2 of the following three courses)*	6
Literature of the Old Testament (BLIT 1103)	(3)
Literature of the New Testament (BLIT 1203)	(3)
Philosophy of Christian Thought (PHIL 2303)	(3)
English Composition & Speech	6
Composition 1 (ENGL 1103)	3
Composition 2 (ENGL 1203) or Technical Writing or Speech (SPCH 1703)	3
Mathematics & Science	3
College Algebra (MATH 1603) or Math Survey (MATH 1503) or Science (with Lab)	3
Social Science	6
US History 1 or 2 (HIST 1213 or 1223) or US Government (POLS 1103)	3
General Psychology (PSYC 1503)	3
Christian Liberal Arts Curriculum	2
Formation of the Christian Mind & Person (CLAC 1202/1712)**	2
Technical Program (maximum)	37
Grand Total	60

- * These courses must be taken at OWU.
- ** Course required of all students who are pursuing a degree at OWU.

Associate of Arts in General Studies

The Associate of Arts in General Studies may be taken either as a traditional program or as a non-traditional program (through the Office of Adult & Graduate Studies).

Associate of Arts in General Studies

General Education Requirements	31-32
Biblical Literature & Philosophy (choose 2 of the following three courses)*	6
Literature of the Old Testament (BLIT 1103) (AGS-CHAL 1613)	(3)
Literature of the New Testament (BLIT 1203) (AGS-CHAL 1733)	(3)
Philosophy of Christian Thought (PHIL 2303) (AGS-CHAL 2723)	(3)
English Composition	6
Composition 1 (ENGL 1103) (AGS –ENGL1613)	3
Composition 2 (ENGL 1203) (AGS –ENGL 1813)	3
Humanities or Speech	3
Humanities	(3)
Speech Communication (SPCH 1703) (AGS –COMM 1823)	(3)
Physical Education	2
Science or Mathematics	3-4
Social Science	9
US History 1 or 2 (HIST 1213 or 1223) (AGS –HIST 2833)	3
US Government (POLS 1103) (AGS – POLS 2723)	3
General Psychology (PSYC 1503) (AGS – PSYC 1833)	3
Christian Liberal Arts Curriculum	2
Formation of the Christian Mind & Person (CLAC 1202)** (AGS – CLAC 1712)	(2)
Major Requirements	15-18
Option 1: At least 15 hours in one area of the liberal arts	(15)
Option 2: At least 6 hours in each of three areas of the liberal arts	(18)
General Electives	14-18
Grand Total	64

- * These courses must be taken at OWU.
- ** Course required of all students who are pursuing a degree at OWU.

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 OWU bachelor completion programs should the student wish to finish a bachelors at some point in the future. The Associate of Arts degree in General Studies may be achieved via the AGS Steps Program.

Graduation Requirements — Baccalaureate Degrees

The general requirements for the baccalaureate degree include the following:

1. The completion of a minimum of 126 semester hours of academic work for which students have earned a minimum cumulative GPA of 2.00. Students may not include more than 12 semester hours of activity credits (such as forensics, musical ensembles, newspaper, or yearbook), and of these 12 only 6 may be physical education activities
2. The completion of the prescribed courses in general education (see below)
3. Application for and admission to upper-division standing is required in selected divisions; this is to be accomplished during the second semester of the student's sophomore year
4. The completion of a major and at least 40 semester hours in upper-level courses (3000 or above), of which at least 18 hours are to be in the major and 12 hours in related courses approved by the student's academic advisor; this would necessarily include prescribed courses specified by a particular degree program; for baccalaureate degrees offered in Kansas, students must complete at least 45 semester hours in upper-level courses
5. The completion of proficiencies required by the particular major
6. 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
7. Approval of Faculty Council for the conferring of the degree
8. The completion of a summative assessment in the major field
9. The completion of the chapel requirement with a passing (P) grade every semester during which the student is enrolled at OWU full-time

Because OWU views the liberal arts as the core of all university degrees, the following general education requirements have been established. (Slightly modified requirements for the AAS, BSN, and AGS Business degrees may be found above, in the Nursing section, and in the Business section, respectively.)

General Education Requirements	A.A.	B.A.	B.S.
Biblical Literature & Philosophy	6	9	9
Literature of Old Testament (BLIT 1103)	(3)	3	3
Literature of New Testament (BLIT 1203)	(3)	3	3
Philosophy of Christian Thought (PHIL 2303)	(3)	3	3
English Composition and Speech	6	9	9
English Composition I (ENGL 1103)	(3)	3	3
English Composition II (ENGL 1203)	(3)	3	3
Speech Communication (COMM 1703)	(3)	3	3
Humanities	3	15-18	9
*Literature	—	3	3
*Humanities Elective	3	3-6	6
Foreign Language	3	0-3	3
Foreign Language	—	6-12	—
Mathematics and Science	3-4	7-11	7-21
Math	(3)	3	3-12
Science (with lab)	(4)	4-8	4-12
**Physical Education	2	2	2-3
Social Science	9	12	12-15
United States History I (HIST 1213) or II (HIST 1223)	3	3	3
United States Government (POLS 1103)	3	3	3

General Psychology (PSYC 1503)	3	3	3
Social Science Elective	—	3	3-6
Total	29-30	54-61	48-66

Literature

Introduction to Literature
Christian Classics

The required **Humanities Elective** may be met by taking one of the following courses:

Any Literature Course	Basic Drawing and Composition
Survey of Music	Comparative Religions
Creative Writing	Introduction to Philosophy
Introduction to Language: Words for Man	
Modern Languages	
Humanities 1	
Humanities 2	

Associate of Arts degree students may take Speech Communication as a Humanities elective.

** The physical education requirement may be met with one activity credit and one non-activity credit or with two activity credits. It is waived for those who enter OWU after age 25.

Graduation Requirements — Second Baccalaureate Degree

The general requirements for a second baccalaureate degree include the following:

1. The fulfillment of all the requirements of the second major and any proficiencies required by that major
2. The completion of at least one of the following courses: Literature of the Old Testament (BLIT 1103), Literature of the New Testament (BLIT 1203), Philosophy of Christian Thought (PHIL 2303), Biblical Perspectives (BIBL 3523)
3. The completion of a minimum of 30 hours of course work not used on a previous degree. Repeated course work (that for which the student earned a grade of "C-" or lower for another degree) may not be included in this 30 hours
4. The completion of the last 24 semester hours of course work at Oklahoma Wesleyan University
5. Recommendation of the faculty of the division of the major and subsequent approval of Faculty Council for the conferring of the degree
6. The completion of the Chapel requirement with a passing (P) grade every semester during which the student is enrolled at OWU full-time

The second baccalaureate degree is earned by a student at some time **after** the first baccalaureate degree has been earned.

Remedial Courses

Remedial courses may not be used to meet graduation requirements. All remedial courses begin with a zero as the first digit of the course number. Grades for remedial courses are included in the semester GPA but not in the cumulative GPA.

Majors

Complete tables of course requirements for each major may be found in the appropriate divisional section of this *Catalog*.

Minors

Various divisions have identified areas in which students may minor. Additionally, students may work out a customized minor with the appropriate division chair. If students elect to minor, they must complete a minimum of 18 hours in that area with 9 being in upper-division courses and 9 taken in residence at OWU.

Double Majors

For a double major, students must complete the major requirements for both majors. This will necessarily require the completion of at least 24 hours in the second area that were not common to the first major. To receive a double major, a student must complete both majors before the degree is conferred.

Transcript Policy

Students who desire a transcript of their university work must make a **written** request to the Registrar's Office. Upon request, one official transcript is furnished without charge. Additional transcripts require payment of a [transcript fee](#).

Students needing to have a transcript faxed must fax a signed, written request to OWU (918/335-6283) and must pay a [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 an exit interview with the Student Financial Services Office.

Release of Student Information and Access to Student Records

Public Law 93-380 (also known as the Buckley Amendment, the Privacy Rights of Parents and Students—Section 438 of the General Education Provisions Act) permits the release of "directory information" about students without the student's consent. It further provides that any student may, upon written request, restrict the printing of such personal information as is usually included in campus directories.

For any personal information other than "directory information," the law requires the written consent of the student for release to anyone, except those persons and agencies provided by law. These exceptions include OWU personnel whose job requires access to such information, certain government agencies, and the parents of dependent children. Federal law, therefore, does permit the release of academic, financial, and disciplinary information to the parents/guardians of students who are financially dependent. Financial dependency will be determined via the Free Application for Federal Student Aid (FAFSA).

Under the law, all students have the right to inspect and challenge their own educational file with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the

student is not guaranteed the right of privacy in examining the records or the right to remove them.

Educational Partnership:

Oklahoma Wesleyan University has entered into partnership with the following schools to work together as active educational partners in providing educational opportunities for currently enrolled and potential students – Tulsa Community College, Northeastern Oklahoma A & M College, Crowder College, Rose State College, RHEMA Bible College (see the Religion and Philosophy Section), Tri County Technology Center, Northeast Technology Center, and Central Technology Center (see the Associate of Arts in Applied Science in the Academic Section). Detailed plans may be obtained from the Oklahoma Wesleyan University Registrar.