



WE ARE IMPACTING CULTURE WITH THE
LORDSHIP OF JESUS CHRIST
OKWU

**Graduate Catalog
2013-2014**

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The official *University Graduate Catalog* of Oklahoma Wesleyan University is the online *University Graduate Catalog* available on the University's website, www.okwu.edu. The search device on the website functions has an automated index to locate particular items of interest. A printed version may be used for convenience. However, in case of a conflict, the printed version is subject to the official *University Graduate Catalog* published on the website.

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 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.

All programs delivered online through Adult and Graduate Studies are approved by the Kansas Board of Regents. Additionally, programs delivered in Topeka and Independence, Kansas, through our Adult and Graduate Studies division, are approved by the Kansas Board of Regents.

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 Phillips Petroleum Company (now ConocoPhillips and Phillips 66), the city hosts many more cultural opportunities than one expected 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 offers programs at multiple sites throughout the state of Oklahoma and online. We also have sites in Kansas in Independence and Topeka.

ACADEMIC CALENDAR

Master programs (offered through the Office of Adult & Graduate Studies) operate on a year-round, term basis.

DEGREES

The University grants the Master of Business Administration (MBA), the Master of Education (M.Ed.), 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 1200 students from across the United States and around the world are currently enrolled.

FACULTY

OKWU's highly-qualified, full-time faculty is augmented by an adjunct 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.

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 Graduate Catalog* of Oklahoma Wesleyan University is issued to cover the 2013-2014 academic year. It is intended that the regulations of this *University Graduate 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 Graduate Catalog* serves an important function. It is an official record of the institution, contains descriptions of graduate courses, lists the officials and faculty, and provides graduation requirements and other information to serve the graduate students, staff, faculty, and other institutions.

For further information (or to arrange a campus visit), please write, phone, or email:

Graduate Enrollment Services
Oklahoma Wesleyan University
2201 Silver Lake Road
Bartlesville, OK 74006-6299

Toll Free Phone: 866-225-6598
Fax: 918-335-6244
Email: ags@okwu.edu

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 2013-2014 Academic Calendar

2013 Summer Term

Summer Term begins	July 1, 2013
Independence Day (no classes)	July 4, 2013
Graduation Applications due for December Conferral	August 15, 2013
Degree Conferral for August Graduates	August 30, 2013
Labor Day (no classes)	September 2, 2013
Summer Term ends.....	October 27, 2013

2013 Fall Term

Fall Term begins	October 28, 2013
Thanksgiving Break	November 28-December 1, 2013
Commencement and Degree Conferral	December 14, 2013
Degree Conferral (last working day of December)	December 20, 2013
Christmas Break	December 24-January 1, 2014
Graduation Applications due for May Conferral	January 15, 2014
Fall Term ends.....	March 2, 2014

2014 Spring Term

Spring Term begins	March 3, 2014
Graduation Applications due for August Conferral	April 1, 2014
Commencement and Degree Conferral	May 10, 2014
Degree Conferral (last working day of May)	May 30, 2014
Spring Term ends	June 30, 2014

OKWU Distinctives

Oklahoma Wesleyan University believes that its Mission, Statement of Purpose, Diversity & Unity, Institutional Goals, Institutional 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.

Our 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.

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.

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.

Diversity and Unity

Diversity at Oklahoma Wesleyan University can best be described in the words of the Apostle Paul as he challenged his parishioners in Rome, Corinth, and Galatia to pursue unity rather than division. By definition St. Paul's ministry was diverse and multi-cultural in that he spoke multiple languages, embraced multiple races, and navigated multiple socio-economic realities. In all this Paul was consistent: He included all, excluded none, and celebrated many members while always emphasizing one body.

- He instructed the Romans to embrace synergy not separation: "For as in one body we have many members... so we, though many, are one..." (Romans 12: 4,5)
- He told the Galatians to beware of balkanization: "There is neither Jew nor Greek... for you are all one in Christ Jesus." (Galatians 3:28)
- And he taught the Corinthians to embrace inclusion: "The eye cannot say to the hand, 'I don't need you!'... Now you are the body of Christ, and each one of you is a part of it." (1 Corinthians 12: 21,27)

So it is at Oklahoma Wesleyan. Diversity for us is a verb more than a noun. It is the act of pursuing unity in the midst of differences. It is *E Pluribus Unum* – Out of many one. It is judgment that sees the content of a man's and woman's character not the color of their skin. It is the celebration of the *university - uni-verities – uni-veritas*: The unity of truth.

In this context, Oklahoma Wesleyan University opens its doors to all people who desire an education grounded in the *pursuit of truth*, the *practice of wisdom*, the *primacy of Jesus Christ* and the *priority of Scripture*. As a university, we seek to be a reflection of the racial, socio-economic and other demographic realities of our basic region while simultaneously equipping the students we serve to adapt professionally to changes in a global society.

Gender Change or Sexual Realignment

We believe that a contrived gender change lies outside the parameters of what an evangelical university in the Wesleyan tradition would consider righteous behavior. As stated in Isaiah 45, we do not have the right to question God or even our parents in regard to the body we have received (verses 9 and 10). Therefore, we maintain that a person does not have the right to alter one's sexual identity, for surely this would be a defilement of the body which is the temple of the Holy Spirit (1 Cor. 6:19). To attempt to alter one's sexual identity does not in fact change the sex or the gender of a person, except only in the most superficial manner. "So God created man in his own image, in the image of God he created him; male and female he created them." (Genesis 1:27 NIV)

Institutional Goals

Oklahoma Wesleyan University is an institution of The Wesleyan Church which has provided college training for its youth for nearly 100 years. The Church is interested in quality education, not only for those entering church ministries, but also for students entering other professions. In addition, the University offers educational opportunities for traditional and non-traditional students in Bartlesville and throughout Oklahoma.

The University recognizes the need for the collegiate experience to provide a thorough and sound education informed by a Christian philosophy of life. Therefore, OKWU offers integrated faith-learning experiences in Biblical studies, general studies, business, education, nursing, the arts, and the sciences as well as pre-professional and professional training.

The University sets forth the following goals:

1. To serve The Wesleyan Church by providing an educated clergy and laity, loyal to God, emphasizing especially the Wesleyan doctrine of perfect love—an expression of the ministry of the Holy Spirit in and through the life of the Christian
2. To meet selected educational needs of its supporting communities through regular and special programs and courses
3. To foster in its faculty, students, and graduates the development of a dynamic social conscience based on God's love for man, on the Christian doctrine of redemption and human worth, on the responsible exercise of personal freedom, and on a commitment of service to others
4. To provide for the intellectual, physical, social, and spiritual development of all members of the University community
5. To develop and maintain a community of faculty who is committed to the principles of Biblical Christianity and of good scholarship, who seek to integrate these principles in their teaching, and who actively apply them in daily living
6. To seek mutual intellectual, social, cultural, and spiritual benefits through interaction between the University and local community
7. To interpret—through its employees, students, and graduates—the message of the Church to society and the problems of society to the Church
8. To maintain a curriculum which follows a basic liberal arts pattern with its commitment to general education while also making a sincere effort to meet the special curricular needs of the professional degree programs offered by the University
9. To help students, through all aspects of the University experience, to develop intellectual poise, an inquiring and creative mind, aesthetic appreciation, physical and emotional health, moral, social and religious commitments, and a personal relationship with the triune God: Creator, Redeemer, and Comforter

Institutional Objectives

Oklahoma Wesleyan University seeks to provide experiences that assist in the development of the following objectives:

1. Intellectual

- a. To cultivate clarity of thinking, communication skills, critical evaluation, freedom of inquiry, and creative expression
- b. To develop appreciation for cultural heritage as a background to understanding human affairs
- c. To develop awareness that human learning is meaningful in the framework of a commitment to truth
- d. To cultivate skills in preparation for occupations in which service to humanity is primary

2. Physical

- a. To promote physical and mental health
- b. To develop appreciation for physical exercise
- c. To encourage efficient and satisfying use of leisure time
- d. To foster the spirit of sportsmanship

3. Social

- a. To promote the concept of man as an individual of dignity and as a responsible citizen in a free society
- b. To help the student achieve social poise and competence
- c. To instill an awareness of social needs with a proper sense of personal and group responsibility in society
- d. To develop appreciation for the family and its importance to humanity
- e. To achieve the ideal of service to mankind

4. Spiritual

- a. To encourage commitment to Jesus Christ as Savior and Lord
- b. To mature in faith in God, in Christ, and in the Holy Scriptures
- c. To develop an appreciation for the Christian faith and philosophy as the basis for interpretation of knowledge in all fields of learning
- d. To develop personal integrity based on Christian ethics and revealed in righteous conduct
- e. To inspire unselfish service to God and humanity
- f. To strive for a sincere love for persons of all creeds and races

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.

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

Student Life

As a community committed to Biblical thought, behavior, and Christ-centered relationships, Oklahoma Wesleyan University has certain student life expectations and opportunities. One of the primary reasons leading students to come to Oklahoma Wesleyan University is the Christian community that is offered within the context of earning a university degree. OKWU students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If students need help in developing an effective devotional life, they are encouraged to visit with a member of the Student Life staff.

Because Oklahoma Wesleyan University strives to be a University where Jesus is Lord, the institution provides an education grounded in the liberal arts, propelled by the Bible, and aimed fearlessly at truth. This kind of education does not merely load students with a collection of unrelated pieces of information to be used for finding a job. Instead, it helps students to see knowledge as a potentially harmonious whole under the Lordship of Jesus Christ, to be used as the foundation for a life of Godly wisdom. When it succeeds, the OKWU experience gives students a start on achieving a breadth of genuine knowledge and helps them find and follow God's calling to careers of service.

Student Services

Academic Advisement

Each student is assigned an Academic Advisor upon matriculation to the University. The advisor is the student's constant contact for all academic and student service matters.

Bookstore

OKWU Bookstore is located in the Haltom Campus Center. Students may purchase required and recommended text materials as well as school supplies, athletic wear, CD's, small gift items, snacks, and OKWU memorabilia. The Bookstore is designed to be a "service center" for the campus. Personal checks, VISA, MasterCard, and Discover are all accepted. The Bookstore also provides special order services as well as itemized receipts for students who are employed by a company that reimburses for textbooks.

Counseling

Student Life personnel are available to assist students as needed. In addition, OKWU faculty and staff are concerned about students and are willing to offer guidance. Students are encouraged to seek guidance from their advisors or other faculty members with whom they feel comfortable. When needed, students may be referred to off-campus Christian professionals for counseling needs.

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.

FINANCIAL AID INFORMATION

Adult & Graduate Studies

Graduate Programs

The Office of Financial Services at Oklahoma Wesleyan University is committed to assisting students in meeting their educational expenses. Graduate level students are eligible for non-need-based in the forms of unsubsidized loans

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.

Institutional Aid

At Oklahoma Wesleyan, institutional aid is not available to graduate level students.

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. The Office of Financial Services encourages students 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.

Graduate student example: A student is enrolled in 2 courses that are 5 weeks in length. To calculate the percentage of aid, the financial aid office will count the days attended and divide it by the total days scheduled in the term (two 5-week courses = 70 days). The student will be eligible for that percentage of federal 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. For graduate students, these programs at OKWU include the Direct Federal Unsubsidized Stafford loan. 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

Cumulative GPA at or above a 3.0
Term GPA at or above a 2.0

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.

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.

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.

- A student may still receive federal financial aid during the Warning status.
- This status will only last one term.
- No appeal necessary.

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

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.

A student will be placed on Financial Aid Suspension for the following reasons:

- A student who earns a less than a 3.0 GPA in any one term.
- A student who has 2 consecutive grades of I, F, or WF.
- A student who fails to meet the requirements of his/her Probation status.
- A student who fails to meet SAP after their warning will be suspended.

Appeal Process

After one term of non-attendance, students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making SAP. Mitigating circumstances may include a death in the family, a severe injury or illness to the student or other special circumstances. The appeal must explain why he/she failed to make Satisfactory Academic Progress and what has changed that will allow him/her to make satisfactory progress at the next evaluation. The appeal form may be obtained by emailing the Financial Services office at finaid@okwu.edu or by calling 918-335-6282.

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 at least 7 calendar days prior to starting class. This appeal will go before an appeal committee which consists of a representative from the following: a Graduate School representative, an Undergraduate School representative, the Director of Financial Aid, the Registrar, and a Student Academic Services representative. The Appeal Committee's decision is final.

If granted, the student will be placed on Financial Aid Probation and will be eligible for aid. His/her academic progress will be evaluated at the end of the next term or semester. In addition the appeal committee may 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.

Incompletes (I), Withdrawal Passing (WP), and Withdrawal Failing (WF)

These will be treated as attempted but not earned credits.

Withdrawals (W)

These will be treated as not attempted and not earned credits.

Repeated Courses

Effective July 1, 2011, Federal Financial Aid regulations limit the number of times a student may repeat a course and receive federal financial aid for that course. At Oklahoma Wesleyan, a student may receive federal financial aid one time to repeat a course in which a failing grade was earned. However if a program within a school has a minimum passing grade policy, the program's policy will be used to determine if a grade is considered failing for repeat coursework purposes.

Examples of repeated coursework that may be counted towards enrollment status:

- Student receives a failing grade. He/she may receive federal aid to repeat the course one time.
- Student receives a 'D' grade in a course which requires a 'C' grade for his/her major. He/she may repeat the course one time.

Example of repeated coursework that may not be counted towards enrollment status:

- Student receives a grade of 'D' then repeats the course and receives another grade of 'D'. If the student decides to repeat the course a second time, the course would not count towards his/her enrollment status.

Repeated Courses will remain as an attempted but not earned course for Satisfactory Academic Progress purposes.

Transfer Work

Transfer credits will be treated as attempted and earned. Please see the full transfer credit policy in the Admissions section.

Non-Degree Coursework

If a course is not required for the student's degree, these hours cannot be used to determine enrollment status. Therefore, it is important to review degree requirements with an Academic Advisor and notify financial aid if taking less than the full-time required coursework.

Enrollment Status

For graduate students: Full-time status is 9 or more hours. Half-time status is 6-8 hours. Less than half-time status is 5 or fewer hours. OKWU financial aid will adjust a student's financial aid based upon a change in enrollment status when notice is received.

STUDENT ACCOUNTS INFORMATION

Adult and Graduate Studies

Graduate Programs

This section of the catalog deals with information pertinent to student account information.

General Information

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 at the beginning of each term or session or make other satisfactory arrangements. This is required for continued enrollment at Oklahoma Wesleyan University (the “University”). Payments and other financial arrangements are to be made in the Student Accounts Office. 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 Student Financial Services and Student Accounts Office for payment of all bills in order to secure honorable dismissal.

Withdrawal

Students wishing to withdraw from classes must notify the Academic Advisor by completing an official withdrawal form or withdrawing online and submitting for advisor approval. All charges continue until the date of the student’s written notification or online withdrawal. In addition, the student must notify Student Financial Services (if receiving financial aid) in person or in writing after withdrawing from classes. Withdrawal from a class or classes may affect the amount of the financial aid a student is entitled to receive. Arrangements must be made with Student Accounts for payment of all remaining charges. If there is a credit balance on the student’s account, the balance will be credited according to the Credit Priority Policy.

Administrative Withdrawal

Students who cease to attend classes will be administratively withdrawn from class(es) when the student and the Registrar’s Office 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, credits of charges, and financial aid will be completed according to University policy.

Credit Policy

OKWU has established a credit 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.

When a student withdraws from a course or program, credits of applicable charges will be applied to the student’s account. All fees are not credited after the first day of classes. Students who receive financial aid may have aid removed from their account in accordance with OKWU’s policy and the federal Title IV formula. The federal Title IV refund policy calculates a refund by percentage based upon the timeframe within the semester that a student withdraws. If a student withdraws at any time during the semester, all institutional aid will be reduced. However, if a student is dismissed at any time during the semester for any reason, that student forfeits all OKWU institutional aid for that semester. This means that the dismissed student will have all OKWU institutional aid removed from his/her account and will be responsible for payment of that balance. Detailed information regarding this policy may be found in the Student Financial Services Office.

Applying Credit Priority

Credits for any courses in which students are enrolled at the time of withdrawal will be adjusted (if applicable) and handled according to policies outlined in their respective programs' Refund Policy. 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.

Credit amounts must be applied in the following order:

1. Federal loans
2. Federal grants
3. Outside scholarships/aid
4. Institutional aid
5. Student's account/student

Credit Appeals Process

Written appeals regarding extenuating circumstances may be submitted in writing to the Vice President for Business Affairs within 30 days of the extenuating circumstance. Credit appeals will not be considered after 30 days.

Tuition Credit Scale

In the event a student withdraws from classes, tuition for credit-bearing courses will be credited based on the following scale:

- If a student withdraws through WebAccess or gives written notification to AGS Student Services prior to the first class session, the full tuition will be credited (Online=before the 1st Sunday of each course by 5 p.m.).
- If a student withdraws through WebAccess or gives written notification to AGS Student Services prior to the second class session (or the 7th calendar day of the course), 80% of tuition will be credited (Online=no later than the 2nd Friday of each course by 5 p.m.).
- No tuition is credited to students who withdraws after the second class session (On-ground=7th day, Online=after 5p.m. on the 2nd Friday of each course).

Credits for Fees

Fees are not credited after the first day of classes/sessions, with the exception of the educational resource fee. This fee will be credited if the course is dropped at least 30 days prior to the course start date. If the course is dropped fewer than 30 days before the course starts, the fee is not credited, even if the materials are returned to OKWU.

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.
Note: Please mark any envelope containing payment: "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 before 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 if financial aid has already been disbursed for the term and is not enough to cover the additional cost.
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 the student account being paid in full. This includes all tuition, all fees, and any late fees and/or penalties.
9. Students will be charged full tuition when a course is retaken.

Educational Resources

Textbooks for On-ground courses are included in the course resource fee. Online students must purchase their own textbooks. Credits are not given on books or other educational materials unless AGS cancels a course.

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 enrolled in their original cohort. 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.

**Oklahoma Wesleyan University
Adult and Graduate Studies
Graduate Programs
2013-2014 Financial Information**

Tuition (per credit)

Online & Hybrid¹

MBA, M.Ed. \$499

On-ground

MBA, M.Ed. \$499

Fees²

Graduate Application Fee (one-time)..... \$50

Registration Fee (one-time)..... \$50

Late Fee for Course Registration (less than 30 days) \$25

Late Fee for Course Registration (less than 14 days, On-ground courses) \$50

Educational Resource Fees (per credit hour)

 All online classes \$20

 On-ground graduate courses: MBA, M.Ed. \$95

Trimester Technology Fee (per term) \$65

Audit Fee (per credit hour) \$55

Directed Study Fee (per credit hour)..... \$150

Graduate Graduation Fee: MBA, M.Ed. \$130

Late Graduation Application Fee (all degrees)..... \$25

Transcript Processing Fee (each) \$5

Faxed Transcript Fee (each) \$10

¹Hybrid programs require some residency.

²All fees are non-refundable.

UNIVERSITY ACADEMIC POLICIES

Graduate Programs

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, OKWU offers Master degree programs in Business Administration and Education. At this time, AGS facilitates various combinations of these programs at multiple locations throughout Oklahoma as well as online.

AGS degree programs have been designed for adult learners who must maintain professional and personal commitments while returning to school. 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.

MASTERS PROGRAMS

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. On the graduate level, AGS delivers a Master of 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.

University policy does not allow students to compress or double up major courses to accelerate the existing completion or graduation schedules. Students can register or change class schedules online, with advisor approval. This should be done in a timely manner to receive course materials in ample time.

ACADEMIC LOAD

The term "academic load" refers to the number of credit hours students carry in a given semester. A regular, full-time graduate load is 9 or more credit hours per term; a half-time graduate load is 6-8 credit hours per term, and less than half-time graduate load is 5 credit hours or less per term.

A credit hour is defined in the policy entitled, 'Credit Hour Definition Policy.'

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. The University expects students to spend an average of two hours studying per week for every one credit hour of credit. Compressed and non-traditional delivery formats may require additional independent work.

CREDIT HOUR DEFINITION POLICY

"One credit hour" shall be defined as: an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, field trips, independent study, and other academic work leading to the award of credit hours.

In courses, such as those offered online, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as defined in the intended learning outcomes for the course.

CREDIT HOUR DEFINITION PRACTICE

While the definition of "credit hour" references the traditional calculation of credit, i.e. approximately one hour of classroom seat time and two hours of outside class work per hour of credit, nothing in the policy is intended to eliminate or impede OKWU's flexibility in delivering course content, so long as they result in institutional equivalencies of measurable outcomes that reasonably approximate the traditional calculation of a credit hour. Factors such as non-traditional delivery methods, measurements of student work, academic calendars, disciplines, and degree levels can be considered.

The practice of determining credit hours for a new course includes the review of breadth and depth of the subject material, course content, the workload represented by that coursework, the intended learning outcomes, and the comparability of the credit-hour value of the course with other peer institutions. Through this process, the required "equivalence" component of the definition is achieved. The course credit determination is approved by the faculty and dean of the school(s) involved in the course.

COURSE NUMBERING SYSTEM

Each course is assigned a four-digit course number. Graduate courses are designated by numbers which begin with 5000 or 6000.

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.

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.

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.

Graduate courses will have extensive team 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.

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 graduate 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 student ability 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

Team learning is widely recognized as an effective learning technique. Peers tutor each other in teams. There is emotional support in teams. Warm friendships develop in teams, resulting in a positive climate for learning. Learning, which would not have occurred individually, happens in teams as a synergy is created. Weaknesses in one student are offset by strengths of others in the team. 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.

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 OKWU 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. The professor will notify in writing, the Dean of the School in which the course was offered, the Dean of the School to which the student belongs, and the Office of Academic Affairs outlining the incident and its resolution.
2. Typically, the professor will decide upon disciplinary action for the first infraction of a given student. For the second (and any subsequent infractions) the professor, the Dean of the School in which the course was offered, and the Dean of the School to which the student belongs will make a disciplinary decision while also informing the Office of Academic Affairs. In general, students should expect to fail the assignment for their first conscious offense at OKWU, 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. If the disciplinary action involves suspension or expulsion, the Chief Student Life Officer must also be involved in the decision making process.
3. If a student wishes to appeal s/he may appeal to the Office of Academic Affairs, which is the final appeal
4. 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 OKWU.

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.

REGISTRATION

The registration process includes accessing the online student information system, reviewing degree requirements with an advisor, submitting a schedule for advisor approval, 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.

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.

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 a student misses a delivery date, it is the student's responsibility to contact AGS Daily Operations at ags-student-services@okwu.edu to 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.

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
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 points per semester hour

A student's **grade point average** (GPA) is figured each term 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 = 76.99-73.00%
A- = 92.99-90.00%	C- = 72.99-70.00%
B+ = 89.99-87.00%	D+ = 69.99-67.00%
B = 86.99-83.00%	D = 66.99-63.00%
B- = 82.99-80.00%	D- = 62.99-60.00%
C+ = 79.99-77.00%	F = Below 60.00%

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.

DROPS AND WITHDRAWALS

- 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 up until the day it meets. Once the class begins meeting, the student may withdraw from the course.
- A student may withdraw from a course until the second class night, or through the second week for online (fees and tuition apply as outlined in the Adult and Graduate Studies Financial Information section) by submitting a withdrawal to the Academic Advisor.
- If a student withdraws 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 withdrawn 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.

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.

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).

WITHDRAWAL FROM THE UNIVERSITY

Students must give written notification to their Academic Advisor of their intent to withdraw from the University. The Academic Advisor 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.

ADMINISTRATIVE WITHDRAWAL FROM PROGRAM

- An AGS student who receives two consecutive failing grades, Withdrawn/Failing (WF) and/or Failing (F), 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 must apply for readmission to OKWU.
- Upon readmission, the student contacts the Academic Advisor to register for the courses that need to be repeated.
- Once the failed 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.

ACADEMIC PROBATION – GRADUATE

All students must maintain a minimum cumulative grade point average (CGPA) of 3.00 to be in good academic standing. If a student falls below a CGPA of 3.0 at the end of a term, he/she is placed on academic probation. If a student attains a CGPA of at least 3.00 at the completion of the next term, he/she is removed from academic probation. The student also has the option of raising the CGPA by repeating a graduate course in which grades lower than a C- have been received.

ACADEMIC SUSPENSION – GRADUATE

A student will be subject to academic suspension if any one of the following occurs: (1) A student earns a term GPA of less than 2.0; (2) A student on academic probation fails to raise his/her CGPA to 3.0 at the end of the subsequent term; (3) Any student who receives 2 consecutive grades of I, F, or WF. A student who has been suspended may reapply for admission after one term of non-attendance. The application process must include a written request to the Chair of the Graduate Admissions Committee, and may require a personal interview. A student readmitted after academic suspension must meet the 3.0 CGPA by the end of the next semester. Students who fail to meet this standard may be asked to withdraw permanently from the university.

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.

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.

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. An incomplete ("I") may be granted 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," the student must complete the Incomplete Grade Request Form with all appropriate signatures, which then must be submitted to the Registrar.

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 the work is not completed in the prescribed time, the Registrar will change the grade to an "F".

DIRECTED STUDY POLICY

A directed study course will be an approved course in the *University Catalog*. 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. However, directed studies will be offered only under extreme circumstances. Strong self-discipline and adequate course prerequisites are essential to the successful completion of a directed study.

- This method is available only to students carrying a cumulative GPA of 3.0 or higher and may be granted only in very rare circumstances.
- The student will initiate the directed study approval process in consultation with the student's advisor.
- A directed study application form may be secured in the Registrar Office.
- Students taking courses by directed study will need to complete the form with the assistance of the teaching professor involved and include a syllabus.
- Directed studies must be approved by the student's advisor, the teaching professor, the Dean of the School, and the Office of Academic Affairs prior to enrolling in the course.
- Students are charged an extra fee (per credit hour) for a directed study. The directed study fee may not be waived.

Directed study courses provide individualized educational experiences for students under the supervision of OKWU faculty members. Directed study courses shall not be approved unless there is strong evidence that delay in taking a course would cause an academic hardship for the student. 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.

REPEATED COURSE

Students may repeat courses according to the university's grade repeat policy. The grade from the repeat attempt shall not replace the original grade; instead both grades shall be calculated into the overall GPA. A student may not repeat courses that OKWU has discontinued or canceled, nor can courses be repeated after the student's undergraduate degree has been awarded.

COURSE SUBSTITUTIONS

Substitutions require completion of the Course Substitution Approval form with all necessary signatures and course description if transferred from another college or university.

APPLICATION FOR GRADUATION

OKWU's commencement exercises are held at the end of the fall and spring semesters each year. To participate in a commencement ceremony, students must have successfully completed all graduation requirements.

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.

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 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.

Students, who have an approved graduation plan, but who do not follow through and complete that plan will be required to pay an additional fee in order to graduate.

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 contact his/her advisor 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). All accounts must be paid in full to receive a diploma and/or transcripts.

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. Approval of the OKWU Faculty
6. Payment of all tuition and fees

GRADUATION REQUIREMENTS FOR MASTER OF EDUCATION

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

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. Satisfactory completion of the Action Research Project with a grade of B or better
3. A minimum residency of one year and at least 24 semester hours completed at Oklahoma Wesleyan University
7. All graduation requirements completed in no more than five years after the date of the first M.Ed. course taken at Oklahoma Wesleyan University
4. Completion and approval of portfolio defense to Graduate Committee
5. Approval of the OKWU Faculty
6. Payment of all tuition and fees

GRADUATION HONORS

Graduation honors are contingent upon certification by the Registrar after all grades have been posted on the student's transcript. There are two possible distinctions for Masters graduates:

Honors: a cumulative grade point average of 3.80 – 3.99

High Honors: a cumulative grade point average of 4.00

Graduate students graduating with a 4.00 grade point average will be granted "high honors" with an appropriate notation appearing on their transcripts. Graduate 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.

All class work and grades must be posted on student transcripts by 5:00 p.m. on the Thursday prior to the graduation ceremony in order for students to qualify to walk with honors.

DEGREE CONFERRAL DATES

OKWU posts degrees three times a year: spring (May), summer (August), and fall (December). Degrees will be posted on student transcripts at the next scheduled posting date, following the successful completion of all course work and application for graduation.

GRADUATION CEREMONY 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 student 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 student 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 student transcripts no later than 5:00 p.m. on the Thursday before the fall graduation ceremonies.

TRANSCRIPTS AND DIPLOMAS

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 the student's account is paid in full, loan payments are current, and the student has completed all necessary exit interviews.

OFFICIAL DOCUMENTS

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

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Oklahoma Wesleyan University controls access to student information in a manner consistent with the Family Educational Rights and Privacy Act (FERPA).

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. 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 without the student's consent. It further provides that any student may, upon written request, restrict the printing of such information as is usually included in campus directories.

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 directory information as follows:

Name, addresses (campus, home, email), telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors and degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes.

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 OKWU 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.

For more information, visit the following websites:

OKWU Registrar's Office – Confidentiality of Student Records (FERPA)
<http://www.okwu.edu/registrar/confidentiality-of-student-records-ferpa/>

US Department of Education–Family Educational Rights and Privacy Act (FERPA)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

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.

ADMISSIONS INFORMATION

Adult & Graduate Studies

Graduate Programs

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.

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.

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. Students may transfer up to 6 semester hours of graduate coursework toward an MBA degree, provided that the courses are approved by the Dean of the School.
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 must submit an acceptable score on the Test of English as a Foreign Language (TOEFL). The 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. Professional resumé with relevant work experience noted.
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.

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.

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 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 a regionally 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. Two (2) 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. Two (2) page typed statement of candidate purpose for taking the M.Ed. Program of Study.
9. Develop a Plan of Study (POS) and have signed by advisor.
10. Approval by the Graduate Education Committee within the first nine hours of M.Ed. coursework.

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 six 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 Education Admissions Committee

The Oklahoma Wesleyan University School of Education operates the management of the M.Ed. Program through a committee of Program Professors that is chaired by the Dean of the School of Education. They will make decisions that involve the admissions, academic progress, and program adjustments for the candidates in the program. They are the first step in hearing all student appeals and requests.

ADMISSION ON ACADEMIC PROBATION

Students who do not meet the admissions criteria may petition to be admitted on academic probation. Graduate students may be admitted on a probationary 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 unless otherwise exempt (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 to 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.

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 for the purpose of meeting OKWU general education or elective 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.

Chesapeake Energy 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.

GRADUATE DEGREE: Master of Business Administration (MBA)

MISSION

The Chesapeake Energy 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 Chesapeake Energy 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 Chesapeake Energy School of Business seeks to advance the professional and academic competence of its students by balancing academic theory with practical application.

SCHOOL DISTINCTIVES

The Chesapeake Energy School of Business offers a variety of majors that allow students to tailor their education to specific areas of interest. Today's employers often select employees based upon specific skills, but promote for general skills.

ACCREDITATION

Oklahoma Wesleyan University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. The Master of Business Administration program is accredited by the International Assembly for Collegiate Business Education (IACBE):

The International Assembly for Collegiate Business Education (IACBE) is a specialized, professional accrediting body for business programs in student-centered colleges and universities throughout the world. The IACBE exists to promote, develop, and recognize excellence in business education. The IACBE's philosophy of accreditation is centered on student learning and operational outcomes, which makes it flexible and adaptable.

MASTER OF BUSINESS ADMINISTRATION

The Chesapeake Energy 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 Chesapeake Energy 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.

RECOMMENDED PROGRAM PREPARATION

Although not required, the Chesapeake Energy 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.

DEGREE REQUIREMENTS

Minimum MBA Course Requirements: A grade of a C- (70%) is considered a minimum passing grade for courses at the graduate level. Any grade below this minimum passing standard is considered a failing grade for program progression and for financial aid purposes. 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.

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

- * Seminars are designed to sharpen the student's financial analysis skills and critical microeconomic concepts in preparation for courses in finance, accounting, and economics.

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

EDUCATORS EFFECTIVELY LEADING

Scriptural Foundation: Mark 6: 4

“When Jesus landed and saw a large crowd, he had compassion on them, because they were like sheep without a shepherd. So he began teaching them many things.”

Scriptural Foundation: Hebrews 13: 7

“Remember your leaders who spoke the Word of God to you. Consider the outcome of their way of life and imitate their faith.”

GRADUATE DEGREE: Master of Education (M.Ed.)

GRADUATE ADVISORY COUNCIL

The Oklahoma Wesleyan University School of Education has formed a Graduate Advisory Council comprised of professors in the M.Ed. Program and Administrators from the public schools to govern and recommend program changes in the M.Ed. Degree for Curricular Leadership.

UNIT MISSION STATEMENT

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. 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.

While the M.Ed. program builds on the foundation of the School of Education Conceptual Framework, it is a unique document that was designed solely for the graduate program. The graduate Conceptual Framework was created to guide and instruct experienced teachers. It is also unique in that it is aligned with national standards for graduate programs: National Council for the Accreditation of Teacher Education (NCATE) and the Educational Leadership Constituent Council (ELCC). The graduate Conceptual Framework also has a research-based distinctive.

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 state-of-the-art educational theory.

ADMINISTRATION OF THE GRADUATE PROGRAM

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.

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 Constituent 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 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.

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 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.

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 graduate 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. Any extension must be approved by the advisor and the Graduate Education Committee according to the policies of OKWU. A new plan of study reflecting current program requirements must then be filed. If course(s) exceed the five-year limit, the student may be required to re-take the course(s).

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.

DEGREE REQUIREMENTS

Minimum M.Ed. Course Requirements: A grade of a C- (70%) is considered a minimum passing grade for courses at the graduate level. Any grade below this minimum passing standard is considered a failing grade. 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.

Below is a table showing the courses required for the M.Ed.:

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	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 the 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.

COURSE DESCRIPTIONS

Graduate Studies

COURSE PREFIX KEY:

BUSI Business
EDU Education

NURS Nursing

COURSE NUMBERING SYSTEM

First Digit — The first digit of the four-digit course number indicates the level at which the course is normally taken. A 5000-level or 6000-level course is a graduate course.

Fourth Digit — The last digit (5103) identifies the number of credit hours the course carries. Courses ending in zero indicate zero or variable credits. If a course includes a laboratory period or clinical experience, the number of laboratory hours per week is stated.

BUSI 5001 Introduction to Graduate Studies

This course focuses on understanding and managing adult learners' transition to the rigors of graduate academic work. Included is an introduction to university resources, AGS policies and procedures, and the learning team concept.

Credits: 1.00

BUSI 5123 Business Ethics & Leadership

This course provides the graduate learner a firm understanding of the complex issues surrounding the leadership of self, others, and organizations. Emphasis is given to ethics in a Christian context. Graduate learners explore a scriptural model for ethical decision making and apply it to practical situations.

Credits: 3.00

BUSI 5201 Accounting Seminar

Concentrates on interpreting financial statement information, using accounting information for decision making and evaluation, and examining current trends in accounting of importance to the manager.

Credits: 1.00

BUSI 5213 Organizational Behavior

This course is an examination of the theory and practice of organizational behavior and management. The class examines the role of individual differences, perception, learning, motivation, group dynamics, teams, conflict, stress, communication, power, politics, leadership, and other factors having an impact on individual job and overall organizational performance in contemporary organizations. Secular theories are examined and then compared to important biblical principles.

Prerequisite: BUSI 5123 and BUSI 5123

Credits: 3.00

BUSI 5223 Managerial Economics

This course applies economic theory to practical business operations. Emphasis will be given to demand, market structure, pricing, and strategy. Additional emphasis will be placed on the economic effects of organizational structure and design on firm value.

Credits: 3.00

BUSI 5233 American Framework for Free Enterprise

This course provides the graduate learner with an understanding of an interrelated political, economic, and moral context of American business. Graduate students investigate five core principles -- free enterprise, our Constitutional republic, federalism, the rule of law, and Judeo-Christian values -- and are challenged to assess how they may integrate and implement those principles into their 21st century business experience.

Credits: 3.00

BUSI 5243 Advanced Managerial Accounting

The fundamental systems and procedures of managerial accounting, built upon an overview of basic financial accounting principles and conventions, will be presented. Emphasis will be given to the preparation and analysis of financial statements, budgeting, and systems of planning and control.

Credits: 3.00

BUSI 5453 Quantitative Analysis

This course integrates statistical concepts, procedures, and software with business applications to assist in problem analysis and managerial decision making. Topics include descriptive statistics, tests of hypotheses, linear regression, analysis of variance, and contingency analysis.

Credits: 3.00

BUSI 5503 Strategic Marketing Management

This is an advanced course in marketing management with emphasis on management and marketing as they relate to product, price, promotion, and distribution. The legal and social environment within which marketing problems occur will be studied. Ethical problems specific to marketing will be studied through a biblical lens.

Credits: 3.00

BUSI 6011 Economic Tools Seminar

This short-term course is designed to refresh the basic economic analysis skills of the graduate learner who is far removed from undergraduate economics coursework. The focus of the course is placed on the practical application of concepts.

Credits: 1.00

BUSI 6013 Human Resource Leadership

This course challenges graduate learners to examine and manipulate the major activities and subject areas necessary for the successful strategic management of an organization's people. Topic areas include planning, job analysis, law, recruitment and selection, development, performance appraisal, and compensation and benefits.

Credits: 3.00

BUSI 6101 Finance Seminar

This course emphasizes the basic knowledge necessary to succeed in graduate finance courses. The three main financial statements are introduced and time value of money calculations are emphasized.

Credits: 1.00

BUSI 6113 Staffing

This is an advanced course in organizational staffing practices and procedures. The course content covers staffing law, recruitment, selection, decision-making, and initial placement, as well as the strategic value of the staffing process.

Prerequisite: BUSI 6013

Credits: 3.00

BUSI 6123 Training & Development

This course focuses on the development of the individual employee. Graduate learners acquire strategies and practical methods to develop organizational employees. Coverage includes adult learning theory, learning reinforcement, training program design, assessment, and behavior modification.

Prerequisite: BUSI 6013

Credits: 3.00

BUSI 6132 Leading Organizational Change

This course prepares graduate learners for the hyper-turbulent environment of the twenty-first century via an in-depth exposure to organizational psychology and behavioral science techniques, deployed in order to systematically bring about high-performing organizations. The course uses the "learning by doing" technique to help graduate learners improve organizational effectiveness by means of behavior modification and individual self-actualization.

Credits: 2.00

BUSI 6223 Corporate Financial Management

This course is an intensive study of the finance function in the corporate world including the financial environment and relevant financial ratios. Emphasis will be given to financial planning, control, and problem solving of various management dilemmas as defined by selected cases.

Credits: 3.00

BUSI 6413 International Finance

This course is designed to allow students to explore the international financial environment, including international financial markets and the international flow of funds. Other topics include exchange rate behavior and risk management, financing international trade, international cash management, direct foreign investment, multinational capital budgeting, and country risk analysis.

Credits: 3.00

BUSI 6423 Financial Institutions & Markets

This course teaches the advanced finance student to analyze the risks faced by investors and savers interacting through financial institutions and financial markets, as well as strategies that can be adopted for controlling and managing risks. Special emphasis is put on new areas of operations in financial markets and institutions such as asset securitization, off-balance-sheet activities, and globalization of financial services.

Credits: 3.00

BUSI 6433 International Marketing

This course examines the challenges and prospects of global markets and the pressures of competition on an international scale. Various aspects of global marketing will be surveyed such as: markets and buyers, advertising, promotion (personal selling, public relations, and sales promotion), direct marketing, internet marketing, and database marketing. Principles of managerial marketing will be applied to the global environment with an emphasis on understanding cultural complexities and obstacles.

Credits: 3.00

BUSI 6443 Advertising & Public Relations

This course challenges the graduate learners to examine the various philosophies and methods of advertising and public relations. Advertising design techniques and the use of the internet and other technologies will also be explored. Public relations will be studied in relationship to building and improving an organization's brand through favorable publicity.

Credits: 3.00

BUSI 6503 Strategic Management

This is a capstone course designed to summarize MBA coursework and provide graduate learners with interrelated cases for study and analysis. In this course, graduate learners examine strategic processes that influence the direction of an organization. Graduate learners acquire techniques for defining the mission and objectives of an organization, understanding competitive forces and industry dynamics, analyzing components of a sustained competitive advantage, matching organizational strengths with environmental opportunities, and developing strategies and policies to achieve the organization's mission and balance the interests of relevant stakeholders. All other courses in the MBA program must be complete prior to enrolling in this course.

Credits: 3.00

EDU 5023 Educational Tech/App in School Setting

This course provides for an understanding and applications of appropriate technology in the areas of teaching, record management, and student assessment. The content of this course will involve the creation of a web page and development of the candidate's skills in the operation of the technologies that are appropriate for the classroom and office environments. Web 2.0 applications, use of I-Pad technology, and other appropriate teaching tools will be taught and experienced by the student in developing the appropriate technology for embracing the 21st Century Learner. (8 weeks)

Credits: 3.00

EDU 5033 Frameworks of Educational Leadership

This course covers several introductory aspects of the program and the concepts of educational leadership theories and practices. A major aspect of this course will be in establishing and maintaining a quality vision for learning as demonstrated through implementation of new concepts, development of better teaching practices, and the assessment of our progress in attaining those vision goals in the programs of the classroom and within the communities that we service. The candidates will be introduced to the OKWU model and mission for a Christian World View of Leadership, the examination of some applicable contemporary educational issues that are facing our educational system at this time. The initial Internship component is incorporated into this course and is designed to set the stage as a continuous and integrated part of the program which introduces the candidate to the standards for the program as identified by ELCC, ISLLC, and the NETS-A. Each course in the Leadership Core will include an Internship component that connects to an action project that is developed in EDU 5033. (8 weeks)

Credits: 3.00

EDU 5213 Educational Research and Application

This course is designed to develop research knowledge and skills in the educational practitioner. The course will provide participants with a foundation for understanding data-driven decision making and the continuous change and improvement process. (8 weeks)
Credits: 3.00

EDU 5513 Leadership for Curriculum Development

This course seeks to assist candidates in the development of the knowledge, skills, and attributes to supervise and design with other appropriate curriculums and instructional programs; develop learner centered school cultures; assess outcomes; provide student personnel services; and plan with faculty professional development activities aimed at improving education. The emphasis of leadership is directed toward the supervision of instruction and the best practices of teaching. Candidates will engage in the actual process of supervising quality teaching practice. (8 weeks) Credits: 3.00

EDU 5523 Advanced Org and Classroom Management

An advanced study of applications of classroom management approaches. An additional review will include the total organizational structure of schools and the role that plays in the general management of adults as well as students. Candidates will be engaged in designing a plan for management for both the individual classroom and the organizational structure for their schools. (8 weeks)
Credits: 3.00

EDU 5533 Integrating Technology Instructional Program

Integrating technology into the curriculum requires both technological skill and knowledge of curricular and pedagogical issues entailed in the process. This course will help the master's candidate to examine current developments and issues in assessment. Developments in technology and its application to assessment requirements will be reviewed. Research in current issues, trends and applications of assessment will be examined. In this course candidates will also examine uses of technology to market their schools and programs to increase communication with all stakeholders. Candidates will learn to use various technology to communicate with the school and business community. A project to apply current theory into an assessment action plan will be required. (8 weeks)
Credits: 3.00

EDU 5613 School Law and Policy Application

This course is a study of the legal authorities in relation to public schools with special reference to Oklahoma. The course will cover aspects of constitutional provisions, statutes, court decisions, and the relevance of Attorney General Opinions. The content of the course will be directed toward the effective application of these legal principles in the formation of policy and the importance of the development of student and teacher handbooks that cover the main points of legal interest. (8 weeks)
Credits: 3.00

EDU 5623 School Finance

This course examines the sources of public school finance, the control of expenditures, and the general principles of financial management and public accounting. This course will examine the structure of budgeting and the allocation of funds that are appropriate for the successful implementation of processes that support student learning. The course will spend some time exploring the ethics of finance as they apply to the educational setting. (8 weeks)
Credits: 3.00

EDU 5633 Curriculum Strategies and Assessment

This course is designed to focus on the underlying principles of curriculum development and organization including curriculum evaluations and current issues and trends in the subject fields. Attention is given to the professional decisions that must be made about curriculum alignment and assessment. A portion of this course will involve the significant use of technology and the systems available to accomplish the goals for the district. (8 weeks)

Credits: 3.00

EDU 5723 Advanced Developmental Psychology for Educational Setting

This course provides an advanced level review of human development across the life span and of developmental changes from the prenatal phase to late adulthood. Special emphasis is provided for examination and application of developmental theories and research relevant to professionals working in education settings. (8 weeks)

Credits: 3.00

EDU 5733 School and Community Partnership

This course will provide the scholar with the knowledge and dispositions needed to facilitate and engage in effective collaboration with both internal and external publics within the school and community. Emphasis will be placed on involvement of all stakeholders in the development and implementation of an effective school-community relations program that mobilize community resources needed to ensure success for all children. (8 weeks)

Credits: 3.00

EDU 5823 Internship/Portfolio

This course provides the student a reflection time and a clinical based experience that engages the candidate in the actual processes involved in the role of building level curriculum leadership. In this course the candidate assembles the logged clinical hours of experience for the program along with the review of selected case studies for group discussion and review. The final component of the 3 hour Internship is the Capstone Experience where the candidate finalizes the action research project and completes the Portfolio format for the program. The Capstone experience will also be the final analysis of the action research project that had been initiated at the beginning of the program. (8 weeks)

Credits: 3.00

EDU 5883 Human Resource Leadership in Education

This course challenges graduate learners to examine and manipulate the major activities and subject areas necessary for the successful strategic management of an organization's people. Topic areas will include staff need assessments, planning, job analysis, recruitment and selection, legal issues surrounding employment practices, performance appraisal, and compensation and benefits. (8 weeks)

Credits: 3.00

NURS 5363 Health Care Systems

This course introduces different health care systems with a comparative lens. It presents a broad overview of health care policies as well as some detailed models and their effectiveness in relation to local and national social, economic, and cultural conditions.

Throughout the course, students will learn: 1) various health care systems and their main characteristics, 2) how to assess a health care system, and 3) how to compare and analyze different health care systems.

Credits: 3.00

NURS 5773 Hlth Informatics/Evidence-Based Practice

This course provides an overview of traditional and developing methods of discovering, retrieving and using information technologies in nursing care of clients in a variety of health care settings. There is a specific emphasis on methods, technology, equipment for assessment data, electronic and research databases, privacy, confidentiality and patient care technology. This course considers research in the field of nursing and health care, and the relationship of research to knowledge and practice.

Credits: 3.00

Personnel Directory

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Chairman Emeritus.....	Dr. Don Calhoun
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President's Executive Cabinet

President	Dr. Everett Piper
Provost/Vice President of Academic Affairs.....	Dr. Robert Herron
Vice President for Academic Program Development	Dr. Brett Andrews
Vice President for Business Affairs	Mrs. Andrea Zepeda
Vice President for Enrollment	Mr. John Means
Vice President for Student Life	Mr. Kyle White

Faculty

Brett Andrews, 2003*

Chesapeake Energy School of Business

B.S., Northeastern State University; M.B.A., Oral Roberts University; Ph.D., Walden University.

Jennifer Beavers, 2013*

School of Arts & Sciences – Humanities

B.M., Oral Roberts University; M.M., Baylor University; additional studies at Walden University.

Bob Bonner, 1980*

School of Education

B.A., Bartlesville Wesleyan College; M.Ed., Phillips University; Ed.D., Ball State University.

Keri Bostwick, 2013*

School of Education

B.A., Oklahoma Wesleyan University; M.Ed., Oklahoma Wesleyan University.

David Cochran, 2004*

School of Arts and Sciences – Humanities

B.A., Oklahoma Baptist University; M.A., Southwestern Baptist Theological Seminary; Ph.D., Indiana University.

Charissa Dunn, 1994*

School of Education

B.S., Bartlesville Wesleyan College; M.S., Oklahoma State University.

Nancy Eckerd, 2013*

School of Nursing

A.A., Tulsa Community College; B.S.N., Langston University; M.S., University of Oklahoma

Brian Epperson, 2010*

Chesapeake Energy School of Business

B.A., Northeastern State University; M.A., Oklahoma State University; Ph.D., University of Oklahoma.

Mike Fullingim, 1989-2003, 2005*

School of Religion and Philosophy

A.A., Miltonvale Wesleyan College; B.A., Southern Nazarene University; M.A., Southern Nazarene University; M.A., University of Texas at Arlington; Ph.D., University of Texas at Arlington.

Beverly Hartter, 2007*

School of Arts and Sciences – Science and Mathematics

B.S., Illinois State University; M.S., Illinois State University; Ph.D., Illinois State University.

Robert Herron, 2012*

B.A., Lee University; M.A., Western Kentucky University; M.A. Rice University; Ph.D., Rice University.

Kirk Jackson, 2011*

Chesapeake Energy School of Business

B.S., Southern Nazarene University; M.B.A., University of Oklahoma; additional studies at Anderson University.

Darek Jarmola, 1995*

School of Religion and Philosophy

Matura, Technikum Zawodowego, Poland; B.D., Ruschlikon Theological Seminary; M.B.A, Oklahoma Wesleyan University; Ph.D., Southern Baptist Theological Seminary.

* Date of faculty affiliation with OKWU

Jessica Johnson, 2013*

School of Nursing

B.S.N., Pittsburg State University; M.S.N., Northeastern State University.

Becky Le, 2006*

School of Nursing

B.S., Oklahoma City University; M.S., Southern Nazarene University.

Stephanie Leupp, 2000*

Library

B.A., Mount Vernon Nazarene College; M.S., Simmons College.

Ben Levan, 2012*

Chesapeake Energy School of Business

B.A., College of Wooster; M.S., Rochester Institute of Technology; SPHR, HR Certification Institute.

Josh McNall, 2009*

School of Religion and Philosophy

B.A., Oklahoma Wesleyan University; M.A., Gordon-Conwell Theological Seminary, additional studies at University of Manchester.

Douglas P. Quick, 2004*

School of Arts and Sciences – Science and Mathematics

B.S., University of Iowa; M.S., University of North Dakota; Ph.D., University of North Dakota.

Eric Peterson, 2011*

Chesapeake Energy School of Business

B.S., Oklahoma Wesleyan University; M.B.A., Southern Nazarene University.

Sarah Petrovic, 2012*

School of Arts and Sciences- Humanities

B.S., Taylor University; M.A., Northern Illinois University; Ph.D., Northern Illinois University.

Gail Richardson, 1986*

School of Arts and Sciences – Humanities

B.A., Michigan State University; M.L.S., University of Oklahoma

Lisa Riggs, 2009*

School of Arts and Sciences – Humanities

B.A., English, Oklahoma Wesleyan University; M.A., University of Tulsa; Ph.D., University of Tulsa.

Cheryl Salerno, 2013*

Library

B.S., Oklahoma Wesleyan University; M.L.I.S., University of Oklahoma.

Cheryl Salerno, 2013*

Library

B.S., Oklahoma Wesleyan University; M.L.I.S., University of Oklahoma.

Jonathan Stewart, 2009*

School of Arts and Sciences – Humanities

B.M., Southeast Missouri State University; M.M., Southern Illinois University; additional studies at Boston University.

* Date of faculty affiliation with OKWU

Brian Turner, 1999*

School of Arts and Sciences – Science and Mathematics

B.S., Southern Nazarene University; M.S., University of Texas at Dallas; Ph.D., University of Texas at Dallas.

Jerome Van Kuiken, 2011*

School of Religion and Philosophy

B.A., Kentucky Mountain Bible College; M.Div., Wesley Biblical Seminary; additional studies at University of Manchester.

Scarlett Virden, 2013*

School of Nursing

B.S.N., University of Oklahoma; M.S.N., University of Oklahoma.

William Vieux, 2008*

School of Arts and Sciences - Social Sciences

B.S.W., University of Kansas; M.S.W., University of Kansas; additional studies at North Central University.

Wendel Weaver, 2005*

Chesapeake Energy School of Business

B.S., University of Texas; M.B.A., LeTourneau University; additional studies at Anderson University.

Mark Weeter, 1986*

School of Religion and Philosophy

Th.B., Circleville Bible College; M.Div., Wesley Biblical Seminary; D.Min., Reformed Theological Seminary; Ph.D., The University of Wales.

Kyle White, 2004*

School of Arts and Sciences – Social and Behavioral Science

B.S., Oklahoma Wesleyan University; M.A., Southern Nazarene University.

Curtis Williams, 2006*

School of Education

B.S., Missouri Southern State University; M.B.A., Baker College.

Dan B. Wimberly, 1996*

School of Arts and Sciences – Social and Behavioral Science

B.A., Louisiana College; M.Div., Baptist Missionary Association Theological Seminary; M.A., University of Texas at Tyler; Ph.D., Texas Tech University.

Gavin Woltjer, 2013*

Library

A.A., South Dakota School of Mines; B.S., University of South Dakota; M.A., University of South Dakota.

* Date of faculty affiliation with OKWU