

MIDWESTERN STATE UNIVERSITY

<http://www.mwsu.edu>

GRADUATE CATALOG

2004 - 2006

Midwestern State University Graduate Catalog is published every two years by Midwestern State University, 3410 Taft Blvd., Wichita Falls, TX 76308-2099. Third-class postage is paid at Wichita Falls, TX 76307.

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Cover Photograph by: Robin Robbins
Layout: Gary Goldberg
Photographs: Robin Robbins



Deadline for Application for Admission	August 7
Faculty Meetings	August 23
Reenrolling Student Registration	August 23-24
Student Advising and Registration	August 25-27
Classes begin	August 28
Change of Schedule or Late Registration	August 30-September 1
Labor Day - No classes	September 6
Deadline for December graduates to file for graduation	October 4
Deadline for May graduates to file for graduation	October 18
Last day to drop with a "W"	November 5
Thanksgiving Holidays begin 9:30 p.m.	November 23
Classes resume	November 29
Last day of classes	December 10
Final examinations	December 11-17
Commencement	December 18

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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Priority Deadline for Application for Admission	November 1, 2004
Deadline for Application for Admission	December 15, 2004
Reenrolling Student Registration	January 10-11
Student Advising and Registration	January 12-14
Classes begin	January 15
Martin Luther King's Birthday observed - No classes	January 17
Change of Schedule or Late Registration	January 18-20
Deadline for May graduates not enrolled for fall semester to file for graduation	February 21
Spring Break begins 5:00 p.m. (March 14-19)	March 12
Classes resume	March 21
Easter Break begins 9:30 p.m. (Easter – March 27)	March 23
Classes resume	March 28
Last day to drop with a "W"	April 1
Last day of classes	May 6
Final examinations	May 7-13
Commencement	May 14

[illegible]

Summer Session 2005

First Term (May 31 – June 30)

Priority Deadline for Application for Admission	May 1
Deadline for Application for Admission	May 15
Registration*	May 26-27
Memorial Day Holiday	May 30
Classes begin 7:00 a.m.	May 31
Last day to drop with a “W”	June 22
Examinations	June 30

Second Term (July 6 - August 9)

Priority Deadline for Application for Admission	June 1
Deadline for Application for Admission	June 15
Holiday	July 4
Registration*	July 5
Classes begin 7:00 a.m.	July 6
Last day August graduates can file application for graduation	July 11
Last day to drop with a “W”	July 27
Examinations	August 9

* There is no late registration or change in schedule during the summer.

JUNE						
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ACADEMIC CALENDAR

2005-2006

Fall Semester 2005

Priority Deadline for Application for Admission	July 1
Deadline for Application for Admission	August 7
Faculty Meetings	August 22
Reenrolling Student Registration	August 22-23
Student Advising and Registration	August 24-26
Classes begin	August 27
Change of Schedule or Late Registration	August 29-31
Labor Day - No classes	September 5
Deadline for December graduates to file for graduation	October 3
Deadline for May graduates to file for graduation	October 17
Last day to drop with a "W"	November 4
Thanksgiving Holidays begin 9:30 p.m.	November 22
Classes resume	November 28
Last day of classes	December 9
Final examinations	December 10-16
Commencement	December 17

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER									
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14	7	8	9	10	11	12	13	11	12	13	14	15	16	17	18	16	10	11	12	13	14	15	16	17	18	19	20	21	22	18	19	20	21	22	23	24	
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Spring Semester 2006

Priority Deadline for Application for Admission	November 1, 2005
Deadline for Application for Admission	December 15, 2005
Reenrolling Student Registration	January 9-10
Student Advising and Registration	January 11-13
Classes begin	January 14
Martin Luther King's Birthday observed - No classes	January 16
Change of Schedule or Late Registration	January 17-19
Deadline for May graduates not enrolled for fall semester to file for graduation	February 20
Spring Break begins 5:00 p.m. (March 13-18)	March 11
Classes resume	March 20
Last day to drop with a "W"	March 31
Easter Holidays begin 9:30 p.m. (Easter - April 16)	April 12
Classes resume	April 17
Last day of classes	May 5
Final examinations	May 6-12
Commencement	May 13

[illegible]

Summer Session 2006

First Term (May 30 – June 29)

Priority Deadline for Application for Admission	May 1
Deadline for Application for Admission	May 15
Registration*	May 25-26
Memorial Day Holiday	May 29
Classes begin 7:00 a.m.	May 30
Last day to drop with a “W”	June 20
Examinations	June 29

Second Term (July 5 - August 8)

Priority Deadline for Application for Admission	June 1
Deadline for Application for Admission	June 15
Registration*	July 3
Holiday	July 4
Classes begin 7:00 a.m.	July 5
Last day August graduates can file application for graduation	July 11
Last day to drop with a “W”	July 26
Examinations	August 8

* There is no late registration or change in schedule during the summer.

JUNE						
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AUGUST						
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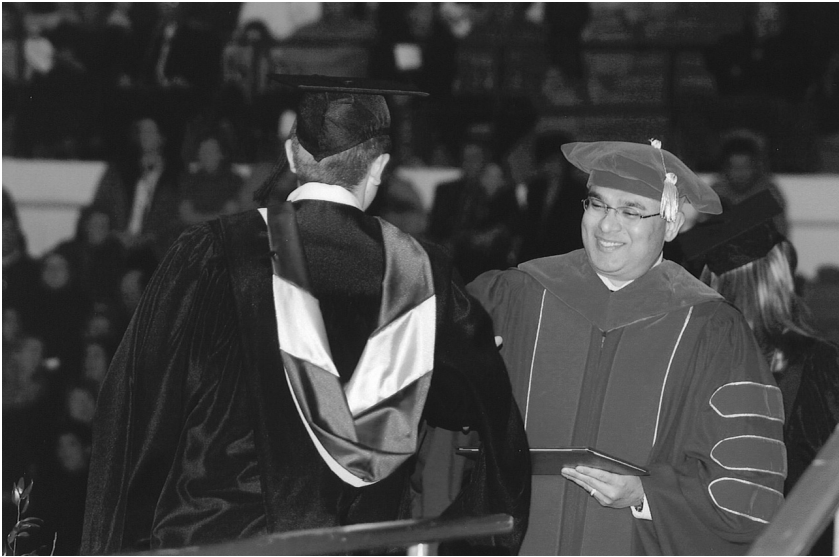
These dates are subject to change. Please refer to the current class schedule.

BOARD OF REGENTS

The Board of Regents is the legal entity of the University. Each member is appointed by the Governor to serve a term of six years or to serve the remainder of an unexpired term.

MEMBERSHIP

Mac W. Cannedy, Jr., Chairperson	Wichita Falls
Chaunce O. Thompson, Jr., Vice Chairperson	Breckenridge
John C. Bridgman, Secretary	Wichita Falls
Jaime A. Davidson, M.D.	Dallas
Pamela Gough	Graham
Patricia Haywood	Wichita Falls
Munir A. Lalani	Wichita Falls
Don Ross Malone	Vernon
David L. Stephens	Plano



UNIVERSITY ADMINISTRATION

Jesse W. Rogers, Ph.D.	President
Deborah L. Barrow, M.A.	Executive Assistant to the President
Mike Snow, M.S.	Director of Institutional Research & Planning
David Spencer, B.B.A., C.P.A.	Internal Auditor
Friederike W. Wiedemann, Ph.D.	Provost
O. Emerson Capps, Ed.D.	Dean of Graduate Studies
Ronald D. Fischli, Ph.D.	Dean, Lamar D. Fain College of Fine Arts
Norman Horner, Ph.D.	Dean, College of Science and Mathematics
Clara Latham, M.L.S.	University Librarian
Pam Morgan, M.Ed.	Director, Center for Extended Education
Grant Simpson, Ed.D.	Dean, Gordon T. and Ellen West College of Education
Diane Spiller, M.E.	Director, Academic Support Center
Susan Sportsman, R.N., Ph.D.	Dean, College of Health Sciences and Human Services
Samuel E. Watson, III, Ph.D.	Dean, College of Liberal Arts
Larry E. Williams, Ph.D.	Director of International Education
Vacant	Dean, College of Business Administration
Martha M. Harvey, Ph.D.	Associate Dean, College of Business Administration
Vacant	Director, Intensive English Language Institute
Robert E. Clark, Ph.D.	Associate Provost
Gary Achterberg, B.A.	Director, MSU Cycling
Brandon Carpenter, M.Ed.	Director of Testing Services
Lisa Estrada-Hamby, B.B.A.	Director of Upward Bound
Randy Glean, Ph.D.	Director of International Student Services
Darla English, M.A.	Registrar
Barbara Merkle, M.S.P.E.	Director of Admissions
Kathy Pennartz, B.B.A.	Director of Student Financial Aid
Dirk Welch, M.S.	Director of Career Management Center
John Alexander, Ed.D.	Vice President for Administration & Finance
Scott Arledge	Director of Business Services
Michael Dye, B.A.A.S.	Director of Information Systems
Gail Ferguson, B.B.A., C.P.A.	Controller
Stephen A. Holland, M.A.	Director of Personnel
Carolyn Lewis	Payroll Supervisor
Valarie Maxwell, M.B.A.	Director of Budget and Management
Buck Shaw, B.S.	Director of Physical Plant
Howard Farrell, Ed.D.	Vice President for University Advancement & Student Affairs
Kristal Amador, B.A.	Director of Annual Fund
Janus Buss, B.S.	Director of Public Information & Marketing
Michael Hagy, B.A.	Chief of University Police
Anne Opperman, M.E.	Director of Donor Services & Special Projects
Leslee Ponder, B.A.	Director of Alumni Relations
Keith Lamb, M.B.A.	Associate Vice President for Student Affairs
Peggy Boomer, B.S.N., R.N.	Director of Student Health Services
Michael Clifton, B.S.	Director of Dining Services
Joey Greenwood, M.S.K.	Director of Recreational Sports
Debra Higginbotham, M.S.	Director of Counseling & Disability Services
Sherry Kingcade, B.S.E.	Director of Campus Card Services
Daniel Reddick, B.S., M.S.	Director of Housing and Residence Life
Keith Williamson, M.D.	University Physician
G. Dail Neely, M.S.	Dean of Students
Jenny Duncan, B.S.E.	Manager, Barnes & Noble Bookstore

Cindy Loveless, B.S.E.	Campus Postal Supervisor
Gail Rector, M.A.E.	Director of Student Activities
Vacant	Director of Student Development
Jeff Ray, M.S.P.E.	Director of Athletics and Head Men's Basketball Coach
Andy Austin, B.A.	Assistant Athletic Director for Sports Information
Shannon Burks, M.S.	Head Women's Basketball Coach
Ted Buss, B.A.	Assistant Athletic Director for Marketing, Promotions, and Sponsorships
Doug Elder, M.A.	Head Men's Soccer Coach
Bill Maskill, M.A.	Head Football Coach
Pam Peetz, M.S.	Head Volleyball Coach
Kurt Portmann, B.A.A.S.	Associate Athletic Director for Business Affairs and Compliance
Brady Tigert, M.Ed.	Head Softball Coach
Jeff Trimble, M.A.	Head Women's Soccer Coach
Larry Wiggins, M.A.	Head Tennis Coach





UNIVERSITY AND ACADEMIC INFORMATION

Mission

University History

Accreditation and Membership

Degrees Offered

Admission to Graduate Studies

UNIVERSITY INFORMATION

MISSION

Midwestern State University is a comprehensive senior public institution dedicated to providing a challenging learning experience through exceptional teaching and a rigorous curriculum. The university prepares students to become responsible citizens in the global community through faculty and student research, creative discovery, and service.

UNIVERSITY HISTORY

Since its founding in 1922, Midwestern State University has grown from a local junior college to a regional state university serving a wide and varied public.

Created in 1922 as Wichita Falls Junior College, the second municipal junior college in Texas, its earliest home was in Wichita Falls High School with which it shared both the building and faculty. Later, a legislative act and a vote of the people of Wichita Falls set up a separate tax district to support the junior college.

In 1937, the college acquired a new, forty-acre campus of its own on the south side of town. Rising above pastures and wheat fields was the recently finished Hardin Building, an impressive Spanish colonial structure which was presided over by a lofty bell tower. Also in that year the college was renamed Hardin Junior College in honor of Mr. and Mrs. John G. Hardin.

During World War II, the establishment of Sheppard Field, later renamed Sheppard Air Force Base, added to the college's public. Since that time, air base personnel and their families have been continuing participants in the campus academic programs.

The post World War II years brought more change in the school's mission and in its name. In 1946, the senior college division was added and accordingly the name was altered to Hardin College. In January 1950, the name changed to Midwestern University, the junior college division remaining Hardin Junior College. In these years, wider recognition came to the school. In March 1948, the University became a member of the Association of Colleges and Secondary Schools. In January 1959, the University added a Graduate School which received full approval from the State Board of Education in August of that year.

A further change in the school's status came September 1, 1961, when by action of the 56th Legislature of the State of Texas, Midwestern University became part of the Texas Colleges and Universities System and the junior college division was dissolved. In 1975, the Texas Legislature changed the name to Midwestern State University.

From its beginnings as a municipal junior college housed in a high school building, Midwestern has become a state university whose campus of 179 acres and 48 buildings offers a wide variety of academic programs in liberal and fine arts, mathematics, sciences, business, and applied sciences.

UNIVERSITY ACCREDITATION AND MEMBERSHIP

Midwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate, baccalaureate, and master's degrees.

ACCREDITATION	Association of Collegiate Business Schools and Programs Commission on Collegiate Nursing Education State Board for Educator Certification
MEMBERSHIP	American Association of Colleges of Nursing American Association of Colleges for Teacher Education American Association of State Colleges and Universities Association of Collegiate Business Schools and Programs Association of Governing Boards of Universities and Colleges Association of Schools of Allied Health Professionals Association of Teacher Educators Association of Texas Graduate Schools Association of University Programs in Health Administration Association to Advance Collegiate Schools of Business, International Commission on Accreditation of Allied Health Education Program Conference of Southern Graduate Schools Council for Advancement and Support of Education Council for Higher Education Accreditation National Association of Schools of Public Affairs and Administration National Organization of Nurse Practitioner Faculties Texas Association of Colleges for Teacher Education Texas Centers for Educational Partnerships Texas Consortium for Educational Telecommunications Texas International Education Consortium The College Board

MOFFETT LIBRARY

Moffett Library, named in honor of the late State Senator George Moffett, is housed in a three story building completed in 1964. A major addition and renovation was completed in 1986. The library houses a Media Library, viewing rooms, and group study rooms. The Special Collections Room displays the Nolan A. Moore III Heritage of Print collection. In addition to the general study space, faculty/graduate student carrels, a foreign language listening lab, and a computer lab are available. Open stacks give users free access to books.

The library is a member of OCLC through its regional network, AMIGOS. The TexShare Library Card provides faculty and student check-out privileges at libraries of state-supported institutions. VOYAGER, the online public access catalog, is a part of the Endeavor Information System, which automates the major library components. Links through the library's website allow users to search journal and newspaper indexes, government information, and the Internet, as well as providing some full-text materials.

Library holdings include over 840,000 volume equivalents, including periodicals, microforms and government publications, as well as a variety of non-print materials. Since 1964, Moffett Library has been a partial U.S. government depository, as well as a depository for state publications.

INTENSIVE ENGLISH LANGUAGE INSTITUTE

The Intensive English Language Institute (IELI) offers an intensive course of English language instruction to non-native speakers of English who wish to increase their English language proficiency for personal, academic, or professional reasons. The IELI's academic program is divided into Advanced Beginner, Intermediate, and Advanced levels. Each level's curriculum includes classes in grammar, oral skills, composition, and reading. The IELI's courses are available to full-time F-1/J-1 visa students and members of the Wichita Falls community who wish to enhance their English language skills. Graduate and undergraduate Midwestern State University students who wish to improve their English language skills may enroll in English language courses through the English Department (ENGL 1003-N1, ENGL 1013-N1, ENGL 1023-N1, and ENGL 1033-N1).

The purpose of the IELI curriculum is to provide quality instruction in English, academic skills, and American culture to individuals from a wide range of backgrounds and language experience. Courses are primarily content-based and help prepare students for university studies, life in the United States, and/or work in the American business community.

CULTURAL OPPORTUNITIES

Cultural and artistic opportunities are offered by Midwestern State University including art exhibits, recitals, theatre productions, workshops, conferences, films, and concerts.

The museum includes permanent features, as well as two art galleries displaying traveling exhibits and items from the museum's permanent collection.

Current release movies, both foreign and domestic, lecturers, musical performances, and comedy are regularly presented through the sponsorship of the University Programming Board.

The Artist-Lecture Program offers outstanding speakers of national and international acclaim, drama productions, artists, and musicians. Musical presentations include a wide range of forms including jazz, rock, folk, and classical.

The wide-ranging performances and activities of the Lamar D. Fain College of Fine Arts have a pervasive impact on the community and region.

The MSU art program, one of the most active of its size in the nation, boasts a continual array of exhibitions and related activities. Through its Visiting Artists Series, the art department annually hosts 6-8 artists who have won regional or national recognition. The visiting artists present lectures, workshops, and exhibitions to students and interested community members. The Visiting Artists Series augments numerous other exhibitions by MSU faculty and students. All B.F.A. students are required to mount a senior show, and the annual Student Art Exhibition features work by students at all levels in the program. Moreover, the art department sponsors an annual High School Art Exhibition, which awards prizes and scholarships to outstanding entrants.

The MSU theatre department offers the public four major productions during the regular academic year and several one-act plays directed by senior students each spring. Sometimes special noon performances of plays are offered to students from local and area schools. Every other summer, the department also cooperates with the three public high schools to produce a full-length play involving secondary students. The project, known as West Fest, is funded by a grant from the West Foundation.

Numerous recitals and concerts by MSU music faculty and students also enrich the cultural life of the campus, community, and region. Students are required to present recitals as part of their academic program, and MSU faculty members regularly perform on and beyond the campus, both individually and in collaboration with other musicians through such groups as the Wichita Falls Symphony Orchestra, the Chamber Orchestra, and the Musicians' Club. The MSU Concert Band, Jazz Band, and Midwestern Singers perform not only on campus but embark on tours. Their excursions have included Texas, surrounding states, European countries, and exchange performances with the Monterrey Institute of Technology in Chihuahua, Mexico. An annual opera theatre production has long been an offering of the music department.

ALUMNI ASSOCIATION

Any person who has attended Midwestern State University or any of its predecessor schools, or wishes to be a friend to the University, is eligible to be an active member of the MSU Alumni Association.

Established in 1926, the Alumni Association seeks to strengthen relationships among former students, graduates, and friends while promoting and enhancing the University's mission and commitment to academic excellence, productive scholarship, and personal growth.

The Association sponsors and supports many activities including Homecoming, scholarship endowment, recognition awards, and university improvement projects.

Information is available in the Office of Alumni Relations and online at <http://www.alumni.mwsu.edu>.

ANTI-DISCRIMINATION STATEMENT

Midwestern State University is an equal opportunity/affirmative action institution and complies with all federal and Texas laws, regulations, and executive orders regarding affirmative action requirements in all programs and policies. Midwestern does not discriminate against any individual because of race, creed, color, sex, national origin, or disability.

OFFICE OF PUBLIC INFORMATION AND MARKETING

All official University news, except athletic news, is released through the public information office. This office is also responsible for Channel 2 programming and the Weekly Update which is distributed on campus. It is also accountable for all of the University's marketing and advertising, as well as overseeing the University webmaster.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT (CLERY ACT)

Graduation rates for graduate students as well as graduation rates of undergraduates, including athletes, are available in the Office of the Director of Institutional Research and Planning. The campus crime statistics can be reviewed at the University Police Office or online at <http://police.mwsu.edu>.

ACADEMIC INFORMATION

GRADUATE DEGREES OFFERED

The following master's degrees are offered at Midwestern State University:

Master of Arts

Majors offered in counseling, English, history, human resource development, political science, psychology, and training and development

Master of Business Administration

Majors offered in business administration and health services administration

Master of Education

Majors offered in curriculum and instruction, educational leadership, reading education, school counseling, and special education

Master of Health Administration

Major offered in health services administration

Master of Public Administration

Major offered in public administration

Master of Science

Majors offered in biology and computer science

Master of Science in Kinesiology

Major offered in kinesiology

Master of Science in Nursing

Majors offered in family nurse practitioner, health services administration, and nurse educator

Master of Science in Radiologic Sciences

Majors offered in radiologic administration and radiologic education

Graduate minors are available in biology, early childhood education, educational foundations, English, English as a second language, gifted and talented, history, information processing technology, kinesiology, mathematics, political science, public administration, reading education, and special education. Graduate certificates in administration of justice, health services administration, and long term care administration are offered by the College of Health Sciences and Human Services.

GRADUATE FACULTY REQUIREMENTS

Appointments to the Graduate Faculty originate at the department level, and then are taken to the Dean of the College and to the Graduate Council for final approval. In order to qualify for the Graduate Faculty (a) a faculty member must hold a terminal degree or have a demonstrated competency in lieu of the degree, which, in turn, must be documented by the department chair, (b) hold the rank of assistant professor or above, and (c) be a productive, creative scholar. The department's Graduate Council representative, the Department Chair, the College Council, and the Dean of the College have the responsibility to see that these standards are met. Their recommendations, upon approval of the Dean of the College, will be forwarded to the Dean of Graduate Studies and the Graduate Council. Graduate Faculty status has three levels of membership: Full Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty. Further explanation of these appointments may be found in the Midwestern State University Policies and Procedures Manual at <http://personnel.mwsu.edu/policy>.

Demonstrated competency to teach at the graduate level must be documented by the Department Chair. Faculty appointments must be approved through the appropriate channels prior to the teaching of any graduate level courses or serving on any graduate

committees. Persons who are not members of the Graduate Faculty may not teach graduate level courses.

GENERAL ACADEMIC INFORMATION

AUTHORIZATION

Graduate study at Midwestern State University was authorized by the Board of Regents on January 18, 1952.

ADMINISTRATION

The Graduate Council, chaired by the graduate dean, is composed of all department chairs or coordinators responsible for specific graduate programs. The Council approves all proposals for graduate program changes, graduate course additions and deletions, and alterations in graduate program requirements. Additionally, the Council approves graduate admission standards and policies related to graduate assistants and graduate teaching assistants.

At the discretion of the graduate dean, some Graduate Council recommendations are forwarded to the Academic Council for final action. As with all committees, the Graduate Council is advisory to the President of the University.

HOW TO APPLY FOR GRADUATE ADMISSION

Applicants for graduate or post-baccalaureate classification (including students who have completed their undergraduate degree at Midwestern State University) must complete the following steps:

1. **Application for Graduate Admission:** Midwestern State has a graduate application processing fee of (U.S.) \$35.00. Applications will not be processed for admission until the fee has been submitted. Students may apply online via the Texas Common Application at <https://www.applytexas.org> or at <http://www.mwsu.edu>. A student who has previously attended Midwestern State, but did not enroll for one academic year, must submit a new application for admission with a (U.S.) \$10.00 matriculation fee. File the application for admission with MSU Admissions by the printed deadlines:

Application deadlines prior to Spring 2005:			Priority application deadlines beginning Spring 2005:		
Fall	-	August 7			July 1
Spring	-	December 15			November 1
Summer I	-	May 15			May 1
Summer II	-	June 15			June 1

Students who do not meet these deadlines will be assessed an additional late registration fee of (U.S.) \$25.00. Applications received after the printed deadlines are accepted by individual approval by the Dean of Graduate Studies.

An application for admission will not be processed until submission of the applicable application and/or matriculation fees have been received by MSU Admissions.

2. **Admissions Test Scores and Official Transcripts:** GRE/GMAT/MAT test scores must be received from an official source prior to admission or during the first term of enrollment. (See section for program requirements.) An official transcript must be received from each institution attended. Students who wish

to register before the admissions test scores and/or transcripts have arrived, may be given a temporary admission status and issued a permit to register for one semester only. An incomplete credentials hold will be placed on the student's file preventing future registration if all test scores and transcripts are not received and/or the student has not been admitted into the specific graduate program. Students who register in this manner assume all responsibility for course prerequisites and eligibility. This applies to students classified as graduate degree-seeking, post-baccalaureate and teacher certification.

3. **Health Data Report:** Each student, regardless of course load or classification, entering Midwestern State University for the first time, is required to provide the University with a self-declared health data report. All students must submit proof they have received meningitis information. This form is located on MSU's website at <https://secure.mwsu.edu/forms/registrar//meningitis.asp>.

A student holding a bachelor's degree from a regionally accredited institution will be classified as:

Graduate: A student pursuing a master's degree.

1. **Unconditional admission** - The student has satisfied all admission requirements of the University and of the proposed graduate major. See the section on admission to the specific degree program and the major area.
2. **Conditional admission** - Students who do not meet all standards for admission to graduate study. Required leveling is determined by the coordinator of the graduate program to which the student is applying. The graduate program coordinator may grant conditional admission based upon:
 - a. An admission index below the requirement for unconditional admission
 - b. Specific required leveling work
 - c. Other departmental requirements
 - d. Specified performance on initial graduate work

See admission section for degree program and major area.

Post-Baccalaureate: Students under this classification are taking courses for professional improvement, teacher certification, health services administration certifications, administration of justice certifications, leveling work required prior to graduate admission, or personal satisfaction and are not pursuing a master's degree.

Students who take some graduate-level hours under this classification may petition for transfer of a maximum of nine semester hours to degree status. (MBA students may petition for transfer of a maximum of six hours.) The chair of the student's graduate program must approve acceptance and/or applicability of the hours.

ADMISSION TO THE DEGREE PROGRAM

The following conditions prescribed by the Graduate Council must be met before unconditional admission to graduate study is granted.

1. **Bachelor's Degree:** A bachelor's degree from a college or university approved by a regional accrediting agency. Degrees earned in non-traditional degree programs require special approval of the graduate program coordinator.
2. **Undergraduate Backgrounds and Additional Requirements:** An appropriate academic undergraduate background. See major program requirements.
3. **Academic Standards for Admissions:** Eligibility will be based upon the student's undergraduate grade point average and performance on the GRE, GMAT,

or MAT. See major requirements. Test scores are acceptable for admission consideration if they are no more than ten years old and are obtained from an official source. Official sources considered are the testing company or an official collegiate transcript.

Students for whom official test scores cannot be obtained from an approved official source will be required to retake the test.

4. An applicant who has earned a master's or higher degree from a regionally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the graduate program coordinator.

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life will forward information to all applicants who indicate on the application for admission that they plan to live in university housing. Contact the Office of Housing and Residence Life at 940-397-4217 or <http://housing.mwsu.edu>.

INTERNATIONAL STUDENTS

Unconditional Admission - International applicants to Midwestern State University must meet entrance requirements as outlined for all students and the items listed below to be considered for unconditional admission.

Conditional Admission - International applicants meeting all University admission requirements, with the exception of TOEFL scores, may be admitted to the University with the condition that they complete English Language training in the Intensive English Language Institute prior to enrollment in their graduate program. **Note:** Not all University departments allow conditional admission into their graduate programs. To be considered for conditional admission, graduate applicants must score 527-547 on the paper-based TOEFL exam and 197-210 on the computer-based TOEFL exam.

In addition to the entrance requirements, international applicants must submit the following:

1. An application for admission by the following deadlines:

Fall	-	April 1
Spring	-	August 1
Summer	-	January 1

Students who do not meet these deadlines will be assessed a late application fee of (U.S.) \$25.00.

2. An evaluation fee of (U.S.) \$50.00.
3. Official academic transcripts for all preparatory schools, colleges, and universities attended. These documents, along with official translation if in a language other than English, must be sent directly from the institution to the Office of International Student Services. (To be acceptable, the transcripts must reflect above average scholastic capabilities.)
4. Official Test of English as a Foreign Language (TOEFL) scores. Graduate applicants must score at least 550 on the paper-based exam or 213 on the computer-based exam to meet the requirement for unconditional admission. Computer science graduate applicants must have a TOEFL score of 573 on the paper-based

exam or 230 on the computer-based exam to meet the requirement. TOEFL may not be required if English is the native language. A local English proficiency examination may be administered to determine if enrollment is necessary in ENGL 1003 and 1013 (foreign student sections). The graduate coordinator will be notified of the test results by the Office of International Student Services.

5. An official bank financial statement accompanied by either a letter of sponsorship or an MSU Affidavit of Support that shows the availability of financial funding adequate to meet the tuition, living, book, insurance, and incidental expenses of the first academic year. Barring unforeseen circumstances, the availability of funds from the same, or equally reliable source, must be assured for the duration of the program of study.
6. Proof of health insurance including repatriation and medical evacuation benefits must also be provided prior to initial enrollment at MSU and also every consecutive fall registration thereafter. All students must submit proof they have received meningitis information. This form is located on MSU's website at <https://secure.mwsu.edu/forms/registrar/meningitis.asp>.

NATO personnel stationed in Texas OR their dependents must meet the requirements shown in items 3 and 6. Local English proficiency examinations are required for admission in lieu of the TOEFL and will be scheduled upon request. Applicants are required to contact the Office of International Student Services to determine eligibility.

GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

MASTER'S DEGREE PLAN

The master's degree plan is issued to the student by the graduate coordinator. It is the result of an examination of the student's academic background in the proposed major and minor fields by the graduate coordinator. It outlines any requirements yet to be met before unconditional admission to graduate study is granted, and it gives the recommended program of study.

The master's degree plan is to be retained for reference until the degree is completed. A copy is filed in the Office of the Registrar.

PROGRAM REQUIREMENTS

All applicants for the master's degree must enroll in one of two programs of study:

1. Thesis Program. The thesis program requires a minimum of twenty-four semester hours of approved course work and a six-hour thesis.
2. Non-Thesis Program. The non-thesis program requires a minimum of thirty-six semester hours of approved course work and a substantial research paper or papers in the student's major field showing ability to do acceptable research and to report it clearly and concisely in proper form.

To determine whether a thesis or non-thesis program is to be followed, the student should examine the specific requirements listed in the program section.

Distribution of Courses. Candidates for a master's degree must distribute the courses between the major and minor fields in the manner prescribed in the specific requirements for each degree as listed for each program in this catalog. Most of the degrees do not require a minor field.

Prerequisite for Major and Minor Programs. Before beginning a major program, a student must present a minimum of eighteen semester hours of approved undergraduate courses of which twelve must be advanced. Before beginning a minor program, a student must present a minimum of fifteen semester hours of approved undergraduate courses, of which six must be advanced. Admission to a graduate minor will require approval of both the major and the minor coordinator.

Insufficient hours in either major or minor may be absolved by doing leveling work. Courses taken as leveling work do not count toward the graduate degree.

COURSES EXCLUSIVE TO GRADUATE STUDIES

In all master's degree programs each student must earn a minimum of 18 semester hours in courses offered exclusively to graduate students.

DUAL-LISTED COURSES

Dual-listed courses are those taught concurrently to both undergraduate and graduate students. They are generally numbered both as undergraduate and graduate courses. The graduate requirements of all such courses significantly exceed the undergraduate requirements and include opportunities for graduate students to research, reflect on, reconsider, and synthesize knowledge in their respective disciplines. In all such cases, students work individually with their professors to demonstrate the level of understanding appropriate to graduate study. A maximum of 12 semester hours of dual-listed courses may be applied to a master's degree.

GRADUATE CREDIT FOR 3000-4000 LEVEL COURSES

Some graduate programs allow graduate students to take 3000 or 4000 level courses for graduate credit. The 3000 and 4000 level courses which can be taken for graduate credit are listed in the appropriate section of the catalog. No 1000 or 2000 level courses may be taken for graduate credit.

A student registering in undergraduate 3000 or 4000 courses for graduate credit must complete additional requirements above those of undergraduate students in the same courses. Extra reference reading, assignments of an investigative or research type, and research papers are examples of additional requirements. Graduate credit will be awarded only when the Petition for Graduate Credit for 3000-4000 Level Courses is approved by the graduate coordinator of the student's major and the chair or graduate coordinator of the program offering the course and filed in the Office of the Registrar at the time of registration. A maximum of 6 hours of approved 3000 or 4000 level courses can be taken for graduate credit. A total of no more than 12 hours of dual-listed and 3000 or 4000 level courses combined may be taken for graduate credit.

A course taken for undergraduate credit cannot be counted as graduate credit regardless of the status of the student at the time the course was taken.

PROBLEM COURSES

Problem courses are independent study classes in which the student performs research in a specific area selected by the student in conjunction with a member of the graduate faculty. A student on a thirty-hour program may apply six semester hours of problem courses toward the degree. A student in a program which requires 36 or more hours may apply nine semester hours of problem courses toward the degree. Students in the Master of Business Administration program will be limited to six hours of problem courses.

GRADUATE ADVISORY COMMITTEE

1. **Appointment of the Committee:** After all leveling work and other conditions have been satisfied, and nine graduate hours toward the degree have been completed with a B average or better, the graduate student should request the appointment of a Graduate Advisory Committee through the graduate coordinator of the student's major.

The Graduate Advisory Committee assists in planning the remainder of the student's program including enrollment, revision of degree plan, admission to candidacy, thesis title and proposal, thesis approval, type of research problem, and the final oral or written comprehensive examination.

2. **Successors to the Original Committee:** When a member of a Graduate Advisory Committee terminates employment with the University, the college dean shall immediately appoint a successor.
3. **Substitutions on the Committee:** If a member of a Graduate Advisory Committee is absent during the time when approval, disapproval, or advice is needed by the student to meet officially scheduled deadlines (such as during the three weeks after the reading copy of the thesis has been submitted, during the time of the officially scheduled comprehensive examination, or at the time of thesis approval), the graduate coordinator shall appoint a substitute.
4. **Thesis Regulations for Committee:** After the student submits a reading copy of the thesis, at least six weeks prior to expected graduation date, the committee shall return it with any editorial comments within three weeks. No member shall hold the thesis longer than one week.

Note: Until the student receives notice of the appointment of a Graduate Advisory Committee, the graduate coordinator will be considered the adviser.

ADMISSION TO CANDIDACY

The student should request admission to candidacy after completing any required leveling work plus a total of fifteen hours of graduate courses. The request should be made no later than the beginning of the student's last semester. The admission is granted by the student's Graduate Advisory Committee. See program area for specific requirements for admission to candidacy.

FOREIGN LANGUAGE REQUIREMENT

Master of Arts: A candidate for the degree of Master of Arts must give evidence of having completed four semesters or the equivalent of one foreign language. With the approval of the college dean, twelve hours from college level mathematical sciences may be substituted for the foreign language requirement. These courses must be approved by the college dean.

The foreign language requirement may be absolved by successfully completing a reading knowledge examination. Additionally, a student who has a degree from a foreign university and who has studied in that language will meet the foreign language requirement. It is not necessary that twelve hours of a foreign language appear on the transcript. However, the graduate committee must certify in writing to the college dean that the student is bilingual.

The following programs require a foreign language: Master of Arts with majors in English, history, political science, and psychology.

THESIS OR RESEARCH PAPER REQUIREMENT

1. **Form for Thesis and Research Papers:** The faculty of each program shall choose the style manual for the field. See program area for recommended manual. In addition, the following requirements must be met:
 - a. Three copies must be submitted.
 - b. At least 20 lb. weight, 25% rag content bond paper must be used.
 - c. A letter quality printer with standard type-face must be used.
2. **Thesis:** Students following a thesis program must complete the steps listed below:
 - a. **Graduate Advisory Committee:** The student should consult regularly with the Graduate Advisory Committee during the preparation of the thesis.
 - b. **Title and Approval Pages:** The title pages and approval pages of all theses must be uniform. Examples of each form are available in the department offices.
 - c. **Abstract:** A word processed abstract in standard form of not more than two pages must be prepared. The abstract pages are not numbered and should be inserted at the back of the thesis or behind the bibliography of the thesis.
 - d. **Thesis Enrollment:** A student's original enrollment is in Thesis 6983; the second enrollment is in Thesis 6993; all subsequent enrollments are in 6993. Enrollment is required each long term until the thesis is successfully completed, or a leave of absence of one semester is granted by the graduate dean. Summer enrollment in thesis is not required unless the student will be an August graduate.
 - e. **Thesis Deadlines:** The student must present a reading copy of the thesis to the Graduate Advisory Committee not later than six weeks prior to the date of expected graduation.

Three copies of the final thesis must be submitted to the Graduate Dean's office, with the signed approval of the Graduate Advisory Committee and the department chair or graduate coordinator, not later than two weeks prior to the end of the semester or summer term (last day of finals) in which all work for the degree is completed. A copy of the approval page will be sent to the Office of the Registrar to verify completion of this requirement.

The student must pay the binding fee for the three copies at the Business Office and must present a receipt when the final copies for binding are submitted to the Graduate Dean's office. The student should also submit a current mailing address for receipt of the student's bound copy of the thesis. The other two copies of the thesis will be distributed to the college office and Moffett Library.

3. **Research Paper:** Students following a non-thesis program must present a research paper or papers and complete the steps listed below:
 - a. **Title and Approval Pages:** The title pages and approval pages of all research papers must be uniform. Examples of each form are available in the department offices.
 - b. **Research Paper Deadline:** The research paper must have the signed approval of the Graduate Advisory Committee before it is submitted to the department chair or college dean for final approval. The research paper must be submitted to the Dean's Office at least three weeks before the end of the semester. A copy of the approval page will be sent to the Office of the Registrar to verify completion of this requirement.

COMPREHENSIVE EXAMINATION

All candidates for the master's degree are required to successfully complete an oral or written comprehensive examination. See program area for specific requirements. Upon request by the student, the graduate coordinator clears the student to take the final comprehensive examination.

Date for Examination. At least six weeks before graduation the student should set a date with the Graduate Advisory Committee for the comprehensive examination.

The examination must be completed at least three weeks before graduation. If a thesis is presented, the examination will be given after approval of the thesis has been granted by the Graduate Advisory Committee.

Report on the Examination. The chair of the Graduate Advisory Committee will file in the Office of the Registrar a report on the comprehensive examination, signed by the members of the Graduate Advisory Committee. The report will also contain a recommendation for or against approval of the candidate for graduation.

If unsuccessful in the examination, the candidate may not apply to the graduate coordinator for re-examination until the semester following the initial examination. Before the petition is granted, evidence of additional preparation must be presented. A student may petition for re-examination only once. Exceptions may be made by the appropriate graduate coordinator and the dean.

APPLICATION FOR GRADUATION

Prior to the last semester or summer term (see Academic Calendar) before graduation, the student must file an Application for Graduation and pay the graduation fee at the Office of the Registrar. Students may also apply for graduation on-line at <http://registrar.mwsu.edu/applygraduation/applydegree.asp>.

The cap, gown, and hood must be ordered through the campus bookstore.

COMMENCEMENT ATTENDANCE

Midwestern State University conducts commencement exercises in December and May. Candidates who complete their degree during the summer terms may participate in the December ceremony. Candidates who complete their degrees in the fall semester are required to attend the December commencement unless approved by the University Associate Provost for graduation in absentia. Candidates who complete their degree at the end of the spring semester must attend the May commencement unless approved by the Associate Provost for graduation in absentia. All conferred degrees will be posted to the student's permanent record as of the last day of finals for second summer term or as of the date of the graduation ceremony for December and May.

APPLICABILITY OF CATALOG REGULATIONS

The student is bound only by the requirements of the catalog in force at the time the degree plan is given final approval. The student may choose to fulfill the requirements of a subsequent catalog. In either case, all courses taken for graduate credit and to be counted toward the degree must have been completed within the time limit stated for the degree.

Midwestern State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Graduate Council, the Academic Council, Board of Regents, Texas

Higher Education Coordinating Board, state and national testing agencies, and Texas Legislature. The provisions of this catalog are not to be regarded as a contract between the University and its students or applicants. Catalog updates will appear at <http://registrar.mwsu.edu>. The updated web version will take precedence over the printed catalog.

A separate publication, The Student Handbook, is issued once each year. The rules and regulations stated in the handbook are applicable to all students.

TIME LIMIT FOR COMPLETION OF A GRADUATE PROGRAM

All requirements for a master's degree must be completed within a period of six years from the time of first enrollment in a graduate course. Students enrolling for their first graduate course in Fall 2004 must complete the degree by August 2010. Students enrolling for their first graduate course in Spring 2005 must complete the degree by December 2010. A proportionately longer period of time is granted for programs requiring more than thirty-six graduate hours. Courses completed more than six years prior to graduation date may be repeated or replaced unless the student evidences competency as determined by the graduate coordinator. Students affected by this policy should contact the coordinator of their respective program to initiate an extension to the time limit.

RESPONSIBILITY OF THE STUDENT

The graduate student accepts full responsibility for knowing and fulfilling all of the general and specific regulations and requirements for admission to graduate standing and for completing the chosen program of study. For that reason, it is imperative that the incoming student be familiar with all of the graduate regulations contained in this catalog and complete them on schedule and in the manner required.

ACADEMIC DISHONESTY: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Dean of Students' Office.

- a. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- b. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- c. The term "collusion" means the collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the faculty member in charge.

RESIDENCE REQUIREMENT

All candidates for the master's degree must complete the following residence requirement

Program	Residence Requirement
30 hour program	24
36 hour program	30
42 hour program	36
45 hour program	39
47 hour program	41
50 hour program	44
60 hour program	54

TRANSFER OF CREDIT

There is no automatic transfer of credit earned at another institution; but in general, a maximum of six semester hours of approved residence graduate work completed at another regionally accredited graduate school may be accepted for credit. Exceptions may be made with the approval of the graduate coordinator, dean of the college, and graduate dean. Only courses with a grade of B or better will be considered for transfer. In such cases, however, credits accepted in transfer shall not exceed twelve hours. The graduate student must also secure the approval of the appropriate graduate coordinator at Midwestern State University prior to registration for any course(s) taken at another institution.

Correspondence courses and military educational experience (ACE credit) are not accepted for graduate credit.

SECOND MASTER'S DEGREE

A graduate student who has previously completed a master's degree may apply not more than six semester hours of applicable credit toward a second master's degree provided that it meets the time limit for a graduate program. The graduate credit applied to the second master's degree must be approved by the appropriate graduate coordinator. This does not apply to the second MSU master's degree from the MBA, MPA or MSN to the MHA that in turn shall be at least 30 additional semester hours.

COURSE LOAD

- 1. **Full-time Graduate Student:** Sixteen semester hours is the maximum course load for a graduate student in a fall or spring semester; six semester hours of course work is the maximum course load for a summer term.

Fall, Spring	
9 hours	full-time*
6 hours	3/4 time
3 hours	1/2 time

*6 hours plus graduate assistant or graduate teaching assistantship status = full-time

*6 hours for Family Nurse Practitioner major = full-time

Summer Sessions

6 hours	full-time
3 hours	1/2 time

2. **Teaching Assistants, Administrative Assistants, and Research Assistants** are limited to a maximum enrollment of nine semester hours per semester.
3. **Fully-employed Graduate Student:** Three semester hours of course work per semester are the recommended course load for a fully-employed student.

COURSE NUMBERS

Graduate courses are designated by 5000 and 6000 level numbers. Some 3000 and 4000 level courses can be taken for graduate credit with college approval.

The last digit of a course number indicates the semester hour value of the course.

A number in parenthesis immediately following a course title indicates a former catalog number for the same course.

The three numbers in the right margin of each course title indicate (1) the credit value of the course in semester hours, (2) the number of lecture hours each week, and (3) the number of laboratory hours each week. For example, 4(3-2) indicates a four-semester hour course which meets for three hours lecture and two hours laboratory each week for one semester.

COURSE CHANGES, DROPS AND WITHDRAWALS

Change of Schedule. A student's schedule may be changed on the days designated (see Academic Calendar), subject to the approval of the student's adviser.

The procedure is as follows:

1. The student obtains a drop/add request form from the major college to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student may use the telephone or web to make a change. Please refer to the class schedule for available dates. After classes start, the form must be taken to the Office of the Registrar for processing.

Dropping a Course. After late registration, drop forms may be obtained in the Office of the Registrar. After obtaining the signatures of the course instructor, adviser, and Financial Aid Office the completed form is submitted to the Office of the Registrar. A student may drop a course during the first 10 weeks of a long semester, first 6 weeks of an 11 week summer term, or through the 16th class day of a 5 week summer term with a grade of W (see Academic Calendar in schedule of classes). After the above deadlines, a grade of F will be recorded for any class drop. Students enrolled in distance education courses only may process an online drop at <https://secure.mwsu.edu/forms/registrar/drop-form.asp>. All other students must follow drop slip procedure outlined above.

Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar. The date of submission to the Office of the Registrar is the official drop date for grade determination (W, WF, F). An F will result if a student ceases to attend class without completely processing a course drop or withdrawal from the University.

Instructor Drop. An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the tenth week of a long semester, first six weeks of an 11 week summer term, or the sixteenth day of a five week summer term. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Withdrawals. Any student who desires to withdraw from the University will contact the Office of the Dean of Students. Following an exit interview, the student will be issued a copy of the withdrawal form and the Dean of Students will process the paperwork with the necessary University offices.

Enforced Withdrawal from the University. A student who fails to comply with the stated regulations concerning temporary admission may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

GRADING SYSTEM

1. **Letter Grades:** Grades of A, B, C, D, F, I, CR, NC, W, WF, WX, and X are recorded for graduate courses. Students will receive credit for grades of A, B, C, and CR only. A grade of CR is applicable to NURS 6883 and RADS 6883. A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters will be dismissed. Additionally, each graduate program has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards established by the individual graduate programs. Students must have an overall B average as well as a B average in the major and minor fields for graduation.
Grade Reports: Grades are mailed from the Office of the Registrar directly to all students as soon as possible after the close of each semester and summer term. Semester grades may be viewed at the MSU WebWorld site if student has current PIN.
2. **X Grade:** X is the grade used to indicate that a thesis is in progress but not complete. When the thesis is complete, a letter grade is reported.
3. **NC Grade:** NC is the grade used for NURS 6883 and RADS 6883 to indicate that the research paper is in progress but not complete. When the research paper is complete, a grade of CR is reported.
4. **Removal of an I Grade:** Graduate students enrolled in 5000 and 6000 level courses have a ninety-day limitation from the beginning of the next long semester for removing an incomplete grade. Graduate students enrolled in 3000 and 4000 level courses have the same limitation as undergraduates on removal of an I. It must be removed thirty days after the beginning of the next long semester.
5. **Post-Baccalaureate Standards:** The post-baccalaureate student must maintain fourth year academic standards. The academic performance of part-time students will be evaluated when the student has accumulated at least twelve semester hours. A student whose MSU cumulative grade point average is below 2.0 will be placed on scholastic probation. A student on scholastic probation who fails to raise the MSU cumulative g.p.a. to 2.0 will be on continued probation if the semester average is 2.0. If neither the semester nor cumulative g.p.a. is 2.0 the following semester, the student will be placed on academic suspension.

ASSISTANTSHIPS

Qualified graduate students with acceptable scores on the GRE/GMAT/MAT are eligible for consideration as teaching assistants, administrative assistants, and research assistants. Assistantships are usually available in those fields in which graduate study is offered.

Graduate Teaching Assistants may serve as instructors of record in either developmental courses, freshman level courses, or laboratories. Unless assigned to developmental courses or kinesiology activity courses, the instructor of record will have been admitted to graduate study without restriction and will have completed a minimum of eighteen graduate credit hours in the subject matter field. Graduate Teaching Assistants will typically be employed for up to six semester hours load credit per semester.

Graduate Administrative Assistants will typically have assignments such as laboratory assistance, attending and/or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Graduate Research Assistants will typically assist faculty with research projects.

GRADUATE WORK TAKEN AS AN UNDERGRADUATE STUDENT

A senior who lacks twelve semester hours or less to graduate and who has been approved for graduation may enroll for a course or courses carrying graduate credit providing request is made at least two weeks prior to the date of registration in the courses.

The request must be approved by the graduate coordinator, college dean of the student's major field of study, the dean of the college in which the course is to be taken, the graduate dean, and the Registrar.

CHANGE OF ADDRESS

Any change of a student's address must be reported immediately to the Office of the Registrar, the Business Office, and the Financial Aid Office. Students may also change their address on-line using their PIN number at <http://registrar.mwsu.edu/forms/address-chg.asp>. International students should also notify the Office of International Student Services.

Under Texas law the student is responsible for reporting changes in legal residence. This notification is submitted to MSU Admissions by the student.

CAMPUS WIDE I.D. (CWID)

Midwestern State University is in the process of instituting a campus wide I.D. (CWID) number for each student. A unique identification number will be assigned to each student for use on the MSU student identification card and access to MSU WebWorld, in conjunction with their personal identification number (PIN). The Social Security Number (SSN) will still be collected and used on federal and state reports, and it is required for students applying for financial aid. If it is not provided, delays in processing or inability to match documents may be experienced. More information on the CWID will be available as the project develops.

WEBWORLD

MSU provides student self-service opportunities via WebWorld. With the student I.D. and PIN, students may access registration, bills, grades, unofficial transcripts, financial aid information, change of address, and many other services online at <https://nexus.mwsu.edu/webworld>.





GENERAL INFORMATION

Fees and Financial Information

Scholarships

Financial Aid

Veterans Affairs

Determination of Residency

Career Management Center

Testing Services

**Family Educational Rights and Privacy Act of 1974
(FERPA)**

Student Affairs

FEES AND FINANCIAL INFORMATION
PAYMENT OF FEES

Payment is due at the time of registration.

One of the following payment options may be selected:

- 1. Pay the balance in full at registration. The University accepts cash, checks, money orders, MasterCard, Visa, and Discover credit cards. Payment with a credit card is available on the MSU website or by calling the Business Office at (940) 397-4760.
- 2. Installment Plan - Can be used for tuition, fees, room, and board. An installment plan is available during the fall and spring semesters only and provides for three (3) payments. The first payment is due at registration and is one-half of total fees, the second payment is due prior to the sixth week of class and is one-quarter of the total fees, and the third payment is due prior to the eleventh week of class and is the final one-quarter. A non-refundable fee of \$22.50 is assessed for this payment option. The installment contract is available through the MSU website at <http://web.mwsu.edu/busoffice> or at the cashier window in the Business Office located in Room 103 of Hardin Hall.
- 3. Emergency Tuition and Fee Loan - Must be approved by the Financial Aid Office. In addition to a 1% service charge, a \$22.50 loan origination fee will be added to the loan. The Emergency Tuition and Fee Loan contract is available through the MSU website at <http://finaid.mwsu.edu>.

Once a payment plan option has been selected, no changes can be made to the payment plan and charges for the plan are non-refundable.

LATE FEES

A late fee of \$30.00 will be charged if an installment or tuition and fee loan payment is made after the due date.

Note: Midwestern State University reserves the right to change fees in keeping with actions of the Texas State Legislature or the University Board of Regents.

ESTIMATE OF COST PER SEMESTER

Resident graduate students taking 9 semester credit hours

Registration Fees (Fall 2004)	\$1,415.75
*Course Fees (estimated)	150.00
Vehicle Registration (second decal \$5)	32.00
	<u>\$1,597.75</u>
Books (estimated)	450.00
**Room and Board (14 meals per week plan - Fall 2004 rates)	2,345.00
(10 meals per week plan \$2,312.00)	
(19 meals per week plan \$2,422.00)	
	<u>\$4,392.75</u>
Thesis Only - 3 hours (Tuition)	50.00
***Required Fees	277.25
Course Fees (estimated)	9.00
	<u>\$336.25</u>

Note: These prices are for a semi-private room in Killingsworth or Pierce Hall. The prices for Bridwell Courts, Marchman Hall, McCullough-Trigg Hall, and Sunwatcher Village are higher. Please check with the MSU Housing Office for prices.

Students enrolling in a graduate course will be charged an additional \$30.00 per semester credit hour above the statutory minimum rate (\$48.00) for tuition.

- * Course fees are a per semester hour charge based on each class. See "Other Fees" for complete list by course.
- ** Room and board is subject to change yearly and rates are not available until the February prior to the next Fall semester. Contact the Housing Office for information concerning housing.
- *** Does not include vehicle registration.

GRADUATE STUDENT-THESIS ONLY. The tuition charge for thesis is \$50.00 per semester plus required fees.

REGISTRATION FEES
(INCLUDES TUITION AND MANDATORY FEES)
REGULAR SESSIONS
Per Semester - Fall 2004

Semester Credit Hours	Texas Resident 2004-05	Non-Resident 2004-05
12	1,868.00	4,964.00
11	1,717.25	4,555.25
10	1,566.50	4,146.50
9	1,415.75	3,737.75
8	1,265.00	3,329.00
7	1,114.25	2,920.25
6	963.50	2,511.50
5	812.75	2,102.75
4	662.00	1,694.00
3	511.25	1,285.25
2	360.50	876.50
1	209.75	467.75

Full tuition and fees will be charged for each semester for which the student is enrolled.

SUMMER SESSION
Per Summer Term - Summer 2005

Semester Credit Hours	Texas Resident 2004-05	Non-Resident 2004-05
10	1,519.50	4,099.50
9	1,383.00	3,705.00
8	1,235.50	3,299.50
7	1,084.75	2,890.75

6	934.00	2,482.00
5	783.25	2,073.25
4	632.50	1,664.50
3	481.75	1,255.75
2	331.00	847.00
1	180.25	438.25

Includes \$30.00 per semester credit hour above the statutory minimum rate (\$48.00) for tuition for graduate level courses.

Resident tuition for 2004-2005 will be \$48 per semester hour. The increase is included in these figures.

Non-Resident tuition for 2004-2005 will be \$306 per semester hour.

Students attending courses taught at off-campus sites only will not be required to pay the Student Union/Center fee, the Medical Service fee, or the Wellness Center fee. All other fees are required.

Midwestern State University reserves the right to change fees in keeping with the acts by the Texas Legislature or the University Board of Regents.

Registering under the proper residency classification is the responsibility of the student. If there is any question about classification as a resident of Texas, it is the student's obligation to contact MSU Admissions prior to registration.

ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.

OTHER FEES

General:

Installment Fee, 3 payment plan	\$22.50
Emergency Tuition and Fee Loan Origination Fee22.50
Emergency Tuition and Fee Loan Service Charge1%
Late Fine (installment plan and tuition and fee loan)30.00
Auditing Fee (per course audited)25.00
Student Property Deposit (a one-time refundable deposit)	10.00
International Student Advisory Fee50.00

Course fee (per course per semester hour)

ACCT	5.00	CRJU	3.00	GEOG	3.00	MENT	7.00	RADS	9.00
AMUS	70.00 *	DNHY	9.00	GEOL	10.00	MGMT	5.00	READ	5.00
ART	9.00	ECED	5.00	GERM	5.00	MKTG	5.00	RESP	9.00
ATRN	8.00	ECON	5.00	GNSC	10.00	MLSC	3.00	SOCL	3.00
BAAS	3.00	EDBE	5.00	HIST	3.00	MUSC	9.00	SOST	3.00
BCIS	5.00	EDLE	5.00	HSAD	3.00	MWSU	3.00	SOWK	3.00
BIBL	3.00	EDUC	5.00	HUMN	3.00	NURS	9.00	SPAN	5.00
BIOL	10.00	ENDR	7.00	JOUR	3.00	PHIL	3.00	SPCH	3.00
BUAD	5.00	ENGL	3.00	KNES	8.00	PHYS	10.00	SPED	5.00
CHEM	10.00	ENSC	10.00	MATH	7.00	POLS	3.00	STAT	3.00
CMPS	6.00	FINC	5.00	MCOM	9.00	PSYC	3.00	THEA	9.00
COUN	5.00	FREN	5.00	MENG	7.00	PUAD	3.00		

* per course

Students taking distance learning classes are charged a fee of \$25.00 per credit hour in addition to the course fee.

Matriculation Fee (Beginning September 1, 2004)	10.00
Graduate Application Fee (Beginning September 1, 2004)	35.00
Late Application/Registration Fee	25.00
Returned Check Charge	15.00
Vehicle Registration (see explanation)	32.00
Duplicate or second decal	5.00

DEGREE FEES:

Graduation Fee	20.00
Thesis Binding (per copy)	15.00

TESTING FEES:

*Criterion (Analytical Writing Test)	20.00
*GMAT (Graduate Management Admission Test)	225.00
*GRE (Graduate Record Examination)	115.00
*MAT (Miller Analogies Test)	45.00

*Packets for testing can be picked up at the Testing Services Office. Fees are subject to change by testing agency. For a complete list of tests offered by MSU, please visit the Testing Services website at <http://testing.mwsu.edu>.

INFORMATION AND DESCRIPTION OF FEES

Tuition. (Sec. 54.051 Tex. Ed. Code). Tuition for resident students, except as otherwise hereinafter provided, is \$48.00 per semester credit hour.

Tuition for non-resident students, except as otherwise hereinafter provided, is \$306 per semester credit hour.

Thesis Only: Tuition is \$50.00 plus mandatory fees.

Local Tuition. (Sec. 55.16 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge and collect from students and others for the occupancy, services, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or other facilities, in such amounts and in such manner as may be determined by the Board. Currently (Fall 2004), the local tuition rate is \$45.00 per semester credit hour.

Student Service Fee. (Sec. 54.503 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge and collect fees from students to cover the cost of student services which the Board deems necessary or desirable in carrying out the educational functions of Midwestern State University. The fees charged and collected will be \$14.25 per semester credit hour with a maximum charge of \$250 for any one semester or summer session.

Student Services include such services as recreational activities, recreational sports, medical services, intercollegiate athletics, artist-lecture series, cultural entertainment series, musical activities, student publications, student government, and any other student activities and services specifically authorized and approved by the Board of Regents.

Student Center Fee. (Sec. 54.518 Tex. Ed. Code). and **Student Union Fee** (Sec. 54.515 Tex. Ed. Code) have been combined into a **Student Union/Center Fee** for a

charge of \$35.00 per semester or \$17.50 for each term of the summer session for the purpose of operating, maintaining, improving, equipping, and financing the university center and acquiring or constructing additions to the center.

Student Property Deposit. (Sec. 54.502 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge and collect fees from students to insure the institution against losses, damages, and breakage in libraries and laboratories. The deposit charged and collected will be \$10.00 at the time of enrollment. The deposit shall be returned on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student. The deposit will be refunded only with a written request from the student or students may sign over the property deposit to the MSU Alumni Association for alumni programming.

Automobile Registration. (Sec. 51.202 Tex. Ed. Code). All students, faculty members, and employees of the University who park or operate a motor vehicle on university property must register such vehicle and obtain and display as directed, a registration decal. This decal is not a parking permit and does not guarantee available parking space, but simply allows legal operation of a motor vehicle on university property.

Parking space for campus visitors and university guests is located behind and west of Hardin Hall.

Medical Service Fee. (Sec. 54.5082 Tex. Ed. Code) The Board of Regents of Midwestern State University is authorized to charge a Medical Services Fee not to exceed \$15.00 for each semester of the regular term and not to exceed \$7.50 for each term of each summer session. The Medical Services Fee is to be used only to provide an on-campus physician and medical services to students.

Incidental Fees. (Sec. 54.504 Tex. Ed. Code). The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governances by students and prospective students and may make rules for collection of the fees and for the distribution of the funds.

1. **Graduation Fee.** A fee of \$20.00 must be paid at the time applicant files for graduation. No refunds will be made after the final date for application for graduation or for student graduating in absentia. Caps and gowns may be purchased/rented at the University Bookstore during the three week period prior to graduation.
2. **Library Usage Fee.** A fee of \$3.00 per semester credit hour will be charged and collected from students to cover operating costs of the library that are not currently being met by state appropriations or other local income. (This fee will increase to \$4.00 per semester credit hour for Fall 2005 and \$5.00 per semester credit hour for Fall 2006.)
3. **Publication Fee.** A fee of \$5.00 per student for each regular term and \$2.50 per student for each summer term will be collected to cover the expenses involved in the publishing and distribution of class schedules, catalogs, and other published materials.
4. **Computer Usage Fee.** A fee of \$9.50 per semester credit hour will be charged and collected from students to cover the costs of operating, maintaining, and upgrading computer labs available for student use on campus as well as other expenses which the Board of Regents deems necessary or desirable in carrying out the computing functions of Midwestern State University.
5. **International Education Fee.** A fee of \$4.00 per student for each regular term and \$2.00 per student for each summer term will be collected to assist students participating in international student exchange or study programs.

6. **Wellness Center Fee.** A fee of \$1.00 per semester credit hour will be charged and collected from students to cover expenses of the Fitness Center/Weight Room in Ligon Hall.

Reservation and Room Deposit. The housing reservation deposit fee serves as an application fee to reserve a room. Once a student occupies a room, the housing reservation/room deposit is indemnity for the University against housing damages. Within 30 days after the close of the semester and upon written request to the Office of Housing, the room deposit may be refunded by the Business Office. Students wishing to leave their deposits to reserve a room for a later date must notify the Office of Housing.

Room and Board Charges and Refunds. Room and board fees for the fall and spring semesters may be paid in full at the beginning of each semester (at registration) or through a selected payment plan. Refunds are based upon the date of departure as verified by the Office of Housing and only if a Housing Departure Notice has been approved and proper check-out procedures have been followed.

Room rent for the summer terms must be paid in full at the beginning of each term (registration).

IF AVAILABLE, a student may request and be assigned to a private room. The additional fee for a private room, \$450 in addition to the semi-private, must be paid in full at the time of assignment even if the student selects an optional plan for payment of room and board fees. The additional charge for a private room will be prorated if the student is assigned to a private room after a semester has begun.

If a student is approved by the Director of Housing to move out of university housing and he/she officially checks out of his/her room, a refund of room and board charges will be based upon the date of clearance from Housing. Board refunds are based upon a weekly prorated schedule. Room refunds follow the Registration Fee refund schedule below.

A student has a choice of three meal plans: (1) Ten meals per week (minimum required); (2) fourteen meals per week; or (3) nineteen meals per week. The student selects the plan at the time the application is made to live in University Housing. **A change in meal plan selection can be made at the Housing Office during the second week of the semester.**

For additional information concerning housing requirements, facilities, reservations, deposits, and the current fee schedule, contact the Office of Housing, 3410 Taft Boulevard, Wichita Falls, TX 76308-2099 or at (940) 397-4217.

REGISTRATION FEE REFUNDS

Withdrawal Refunds. A student officially withdrawing from the University is eligible for refund of tuition and fees according to the following schedule:

Regular Semester

1. Prior to the first class day*	100%
2. During the first 5 class days	80%
3. During the second 5 class days	70%
4. During the third 5 class days	50%
5. During the fourth 5 class days	25%
6. After the fourth 5 class days	None

Summer Term

- 1. Prior to the first class day*100%
- 2. During the first, second, or third class day80%
- 3. During the fourth, fifth, or sixth class day50%
- 4. Seventh day of class and thereafterNone

Mini Term (3 week course)

- 1. Prior to the first class day*100%
- 2. During the first class day80%
- 3. During the second class day50%
- 4. After the second class dayNone

* Prior to the first official class day.

Withdrawal refunds will be mailed to the local address on file at the Business Office.

Dropped Course Refunds. A student dropping a course within the first 12 class days of a regular semester or the first 4 class days of a summer term is eligible for a refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the University for that semester or term. If the first class day of the course or courses being dropped is later than the (12th) twelfth class day of the semester, the date for dropping a course or courses and receiving a refund will be extended to the date the class first meets. Audit fees are refunded in correspondence to dropped courses.

Title IV Refund Calculation. The refund calculation applies to any student who is attending the University, receives Title IV financial aid, and withdraws before completing at least 60% of the enrollment period. For more information, refer to the Financial Aid section of this catalog or contact the Financial Aid Office.

General. Determining date for refunds is based on the date the application for a refund is received by the Business Office. Refunds will not be made for yearbooks, parking permits, or installment fees without notification from the college/office responsible. **Detection of errors during fee assessment is the responsibility of the student.**

EXEMPTIONS FROM REGISTRATION FEES

Hazlewood Act (Sec. 54.203 Tex. Ed. Code)

A Texas veteran may be exempted from certain required fees if the veteran:

- 1. was a bona fide legal resident of Texas at the time of entry into service and has resided in Texas for a period of not less than twelve (12) months prior to registration;
- 2. served 180 days or more in the United States armed forces or in certain auxiliary services and received an honorable discharge from the armed forces; and
- 3. is not eligible to receive educational benefits under federal legislation in effect at the time of registration with the following provisions:
 - (a) A student in default on federal or state loan may not receive Hazlewood benefit.
 - (b) A student may receive partial Hazlewood benefit for an amount equal to the difference in their federal benefits and the amount they otherwise would have received through Hazlewood.

A maximum of 150 credit hours may be attempted using the Hazlewood benefit.

The Hazlewood Act exempts a qualifying student from tuition, local tuition, student union/center fee, publication fee, library fee, computer usage fee, medical service fee, wellness center fee, and course fees. The student is responsible for the property deposit

fee, student service fee, parking, and other optional fees. To obtain this exemption, the veteran must:

1. Apply for Federal Student Aid through the MSU Financial Aid Office. This process must be repeated each spring term. Forms for Federal Aid are available by January 31 of each year and should be completed by April 1.
2. Request a letter from the Department of Veterans Affairs stating ineligibility for Veterans Educational Assistance. The student may request this letter by calling 1-800-827-1000.
3. Provide the original or certified copy of discharge papers DD214. Certified copies are available only from a county clerk.
4. Complete a Statement of Qualifications available from MSU Veterans Affairs Office.

All required documents must be furnished to the MSU Veterans Affairs Office one month before registration when applying for this exemption.

The above exemption of certain fees also extends to children of members of the armed forces who were killed in action or died while in service, who are missing in action, or whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States. Exemption also applies to orphans of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty.

BENEFITS FOR OTHERS

Deaf and Blind Students (Sec. 54.205 Tex. Ed. Code)

Certain deaf and blind persons who are Texas residents are eligible for exemption from payment of all dues, fees, and enrollment charges. Application for this exemption should be made to the Commissioner, Texas Higher Education Coordinating Board.

Children of Prisoners of War or Persons Missing in Action (Sec. 54.209 Tex. Ed. Code)

Dependent children of any person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action are eligible for exemption of tuition and fees. Application for this exemption should be made in the Business Office well in advance of the student's registration.

TUITION LIMIT

Concurrent Enrollment in Two Public Institutions of Higher Education (Sec. 54.062 Tex. Ed. Code)

When a student registers at more than one public institution of higher education at the same time, the tuition charges shall be determined in the following manner:

- (1) This student shall pay the full tuition charge to the first institution at which he is registered, and in any event he shall pay an amount at least equal to the minimum tuition.
- (2) If the minimum tuition charge at the first institution is the same as or greater than the minimum tuition charge at the second institution, then no minimum charge is to be assessed by the second institution but rather, only the per hour charge for the courses involved will be assessed by the second institution.

- (3) The student shall first register at the institution with the lower minimum tuition charge and the second institution shall assess only the difference between the total tuition charge at the first institution and those of the second institution, except that in no case shall the student pay the second institution less than the hourly rates for the courses involved.
- (4) If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which he is registered, that student shall be considered a Texas resident at each of the institutions at which he is concurrently registered for the purposes of determining the proper tuition charges.

Application for this program should be made at the Office of the Registrar well in advance of registration. Normally the fee slip from the first institution will suffice as proof of registration at the institution.

SCHOLARSHIPS

Applicants should contact the college dean or department chairs for information and deadlines regarding scholarships in the student's major field of study.

Scholarship recipients may be held responsible for repayment of all scholarship funds awarded if the student's academic and/or enrollment status changes during the term in which the scholarship is received.

FINANCIAL AID

The Financial Aid Office (FAO) is located in Hardin South, Room 102, or call (940) 397-4214. Correspondence requesting financial aid information should include: anticipated period(s) of enrollment (summer terms, fall and/or spring semesters); student's classification; previously attended educational institutions; marital or dependency status; and expected major and minor fields of study, if known.

Aid applicants must be accepted for admission to the University and submit all required financial aid paperwork to the MSU-FAO before any aid commitment can be made. Summer guest students are not eligible to receive financial aid; also, graduate students enrolled in only Military Science courses are not eligible to receive financial aid.

PRIORITY APPLICATION DEADLINES: For maximum consideration of available funds, the application forms should be completed and the results received in the FAO by the following dates:

April 1	-	Summer
May 1	-	Fall and Spring
May 1	-	Fall only
October 1	-	Spring only

Applications filed after the above dates will be considered as availability of funds and time permits.

APPLICATION PROCEDURES: For determination of aid eligibility, the Free Application for Federal Student Aid (FAFSA) must be filed YEARLY. The application should be filed at the beginning of each calendar year to allow for processing time (approximately 2-3 weeks). The FAFSA application may also be completed via the internet at <http://www.fafsa.ed.gov> and submitted electronically. The student will then be provided additional forms which will be needed to determine financial aid eligibili-

ty for available funds. After the application information is confirmed and eligibility determined, the student will receive notification which will detail the award(s) the student may be eligible to receive for the upcoming academic year. MSU's academic/award year consists of the Summer term(s), Fall semester and Spring semester, respectively. MSU students can follow the progress of their financial aid application via MSU's "WebWorld" at <http://www.mwsu.edu/webworld> and click on "Login to Student Services." The student must enter the Social Security Number and Personal Identification Number (PIN) for access to personal financial aid information. Once the information has been provided, click on "Personal Financial Aid Information" to begin the search. (NOTE: Current MSU students already have PINs. Each new student will be assigned a PIN based on his/her birthdate (mmddyy), but will be required to change it before proceeding.) Please contact the MSU-FAO with any questions or for assistance.

REFUND AND REPAYMENT POLICY: A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas exist in determining the amount of the refund. Examples of each refund calculation will be made available upon request.

FEDERAL "RETURN OF TITLE IV AID" POLICY: The federal refund formula is applicable to any student receiving Title IV aid, which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan (Subsidized and/or Unsubsidized), and Federal PLUS Loans (this refund calculation excludes Federal Work-Study). The federal refund formula provides a return of Title IV aid if the student withdraws, is administratively withdrawn, or voluntarily ceases attendance in all classes before completing at least 60% of the semester. If any refund remains after the required return of the Title IV aid, the refund will then be used to repay other state/institutional grants and/or scholarships, as detailed below in the State Refund Policy. If any financial aid funds are released to the student prior to the student's withdrawal (via a refund check as a result of a credit balance on the student's account), the student may then be required to repay all or a portion of the financial aid funds that had been previously released to the student. A student not receiving Title IV aid will have his/her refund calculated using only the State Refund Policy, as detailed below.

STATE REFUND POLICY: A student who withdraws from the University will receive a pro-rated refund of tuition, fees, and room/board charges, in accordance with the schedule shown on pages 37-38.

DISTRIBUTION OF FUNDS: If a student is entitled to receive a refund in accordance with the Federal and/or State Refund Policy, as described above, the refund must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Title IV Aid
8. Other State/Institutional Aid

WITHDRAWAL PROCESS: Any student who desires to withdraw from the University must report to the Dean of Students Office located in the Clark Student Center. Following an exit interview with the Dean's Office, the student will be issued a copy of the withdrawal form and the Dean's Office will process the paperwork with the necessary University offices (Business Office, Financial Aid Office, and Office of the Registrar). Again, refer to the above information regarding the REFUND AND REPAYMENT POLICY to determine if you will be required to repay any financial aid monies as a result of your withdrawal from the University.

SATISFACTORY ACADEMIC PROGRESS: Midwestern State University offers grants, work-study, and loans to students accepted for enrollment in a program leading to an approved degree, certification or Teaching Certification. Federal and state regulations governing student financial assistance require that an institution develop standards to measure a student's academic progress toward a degree. At Midwestern State University, minimum standards include qualitative requirements (or, semester and/or cumulative grade point average) and quantitative requirements (or, maximum time frame for completion of degree AND hours attempted versus hours completed). MSU satisfactory progress requirements are monitored at the end of each academic/award year, which includes Summer term(s), Fall semester and Spring semesters combined, respectively. **A student's financial aid eligibility will be determined in accordance with the number of credit hours that pertain to the current degree program as indicated by the student on the Financial Aid Office (FAO) General Application.** The student must contact the MSU-FAO if a change is made to the degree program or he/she decides to register for fewer or more hours than indicated on the General Application; financial aid eligibility may be adjusted to reflect this change in enrollment. *Satisfactory progress requirements are monitored for ALL enrollment periods, including those for which financial aid was not received. Summer guest students are not eligible to receive financial aid.*

Programs of Study

Undergraduate Students: an undergraduate student enrolled in graduate and/or post-baccalaureate hours as well, will be awarded based on the number of undergraduate credit hours only. An undergraduate student must be enrolled at least half-time to receive financial aid. (NOTE: Under certain eligibility requirements, students enrolled less-than-half-time may be eligible to receive Federal Pell Grant funds only and must be enrolled in **at least 3 credit hours.**)

Graduate Students: a graduate student accepted into a graduate degree program who is enrolled in undergraduate hours as well, will be awarded based on the number of graduate credit hours only **UNLESS** the student will receive graduate credit for the undergraduate course(s) -OR- the undergraduate course(s) (e.g. "leveling courses") are necessary for completion of the graduate degree program. **HOWEVER**, a student not accepted into a graduate degree program may be eligible to receive the Stafford and PLUS Loans only; this provision is limited to a single consecutive 12-month period and the student must be enrolled in coursework necessary for his/her enrollment in an eligible program. To be eligible under this provision, the student must be enrolled in courses that are prerequisites for admission to the program. If the student is simply taking the courses to raise his/her grade point average to be admitted to the graduate program, the student will not qualify for loans under this provision.

Appropriate documentation must be submitted from the student's academic adviser. A graduate student must be enrolled at least half-time to receive financial aid. A graduate student enrolled in Thesis 6983 and 6993 may receive financial aid for each of the Thesis courses *only once* during his/her college career; additionally, a graduate student enrolled in Military Science courses *only* is not eligible to receive financial aid.

Teacher Certification: a student accepted into the Teacher Certification program will be awarded based on the course(s) required on the deficiency plan. A student seeking Teacher Certification may also be awarded for course(s) not required on the deficiency plan if the course(s) are REQUIRED by the state where the student will be teaching. HOWEVER, a student not accepted into a Teacher Certification program may be eligible to receive the Stafford and PLUS Loans only; this provision is limited to a single consecutive 12-month period and the student must be enrolled in coursework necessary for his/her enrollment in an eligible program. To be eligible under this provision, the student must be enrolled in courses that are prerequisites for admission to the program. If the student is simply taking the courses to raise his/her grade point average to be admitted to the Teacher Certification program, the student will not qualify for loans under this provision. Appropriate documentation must be submitted from the student's academic adviser. A student in the Teacher Certification program must be enrolled at least half-time to receive financial aid.

Second Baccalaureate: a student accepted into the second baccalaureate program will be awarded based on the course(s) required on the degree plan. A student seeking a second baccalaureate may also be awarded for course(s) not on the degree plan if the course(s) are REQUIRED for completion of the second baccalaureate degree program. HOWEVER, a student not accepted into a second baccalaureate program may be eligible to receive the Stafford and PLUS Loans only; this provision is limited to a single consecutive 12-month period and the student must be enrolled in coursework necessary for his/her enrollment in an eligible program. To be eligible under this provision, the student must be enrolled in courses that are prerequisites for admission to the program. If the student is simply taking the courses to raise his/her grade point average to be admitted to the second baccalaureate program, the student will not qualify for loans under this provision. Appropriate documentation must be submitted from the student's academic adviser. A student in the second baccalaureate program must be enrolled at least half-time to receive financial aid.

Grade Point Average

At MSU, students must earn a minimum semester and/or cumulative grade point average during the academic/award year (Summer, Fall and Spring combined, respectively) as indicated below. (NOTE: The academic year is measured as a period of time, NOT by the student's grade level):

Undergraduate Student (first academic year at MSU)	1.70 GPA
Undergraduate Student (second academic year, and beyond, at MSU)	2.00 GPA
Graduate Student	3.00 GPA
Teacher Certification	2.50 GPA
Second Baccalaureate	2.00 GPA

Maximum Hour Limit

At MSU, in addition to earning a minimum semester and/or cumulative grade point average, as indicated above, students must not have attempted more than a specific cumulative maximum number of semester hours, including those accepted in transfer. (NOTE: A student with any eligibility remaining at the beginning of a given enrollment period can be awarded financial aid for the entire enrollment period if the FAO determines the additional hours are required to complete the degree or program.) Also, additional consideration to the Maximum Hour Limit may be given to those students whose degree program requires more hours than the standard length of time; contact the MSU-FAO for further details. Maximum hour limits are as follows:

Undergraduate	186 maximum hours
Graduate	54 maximum hours
Teacher Certification	60 maximum hours
Second Baccalaureate	60 maximum hours

Minimum Completion of Hours

Students are required to complete a minimum number of hours at the end of each academic year, as indicated below:

Total Registered Hours: Summer, Fall and Spring Combined	Minimum Earned, Completed and Passed Hours: Summer, Fall and Spring Combined
1	1
2	2
3-5	3
6-11	6
12-15	9
16-19	12
20-23	15
24 or more	18

NOTE: UNDERGRADUATE students enrolled less-than-half-time may be eligible for Federal Pell Grant funds only and must be enrolled at least 3 credit hours.

Failure to Meet Satisfactory Progress

Should a student fail to meet the above standards at the end of an academic year, he/she will be placed on "Financial Aid Probation" but remains eligible to receive financial aid. Transfer students admitted on Scholastic Probation will automatically be placed on "Financial Aid Probation" but remain eligible to receive financial aid (all hours accepted in transfer will count against the Maximum Hour Limit for financial aid eligibility). To remove the "Financial Aid Probation" status, the student must successfully complete the minimum standards for Satisfactory Progress (hours attempted vs. hours passed AND semester and/or cumulative grade point average) during the upcoming academic year.

Failure to remove the "Financial Aid Probation" status (as detailed above), AND failure to meet Satisfactory Progress (hours attempted vs. hours passed AND semester and/or cumulative grade point average) in subsequent enrollment periods, will result in "Financial Aid Suspension" and cancellation of financial aid eligibility. To remove "Financial Aid Suspension," the student must successfully complete at least 12 semester hours within a maximum of two consecutive enrollment periods while concurrently completing the minimum standards for Satisfactory Progress (hours attempted vs. hours passed AND semester and/or cumulative grade point average) during the academic year. The "Financial Aid Suspension" must be cleared at MSU and at the student's own expense. If "Financial Aid Suspension" is cleared prior to the end of the academic year, financial aid will be given for the remainder of the academic year. Then, if satisfactory progress is not met again at the end of the academic year, the student will, once again, be placed on "Financial Aid Probation." (NOTE: When clearing a "Financial Aid Probation" or "Financial Aid Suspension" status, the 1st and 2nd Summer Terms can be used either as a separate enrollment period OR as a combined enrollment period.)

Other Elements

Withdrawals, class drops and grades of "incomplete" are considered non-completed hours when determining satisfactory progress and could affect the Minimum Completion of Hours requirement because these hours are deducted from the Maximum Hour Limit. Repeated courses, non-credit developmental coursework and transfer hours will be deducted from the Maximum Hour Limit.

Financial Aid Appeals Procedure

An appeal, which must be made in writing and accompanied by supporting documentation, may be made to the Director of Financial Aid if a student feels extraordinary circumstances have affected his/her ability to meet satisfactory progress. If the appeal is denied by the Director of Financial Aid and the student believes the decision of the Director to be inappropriate, the student may request to have the appeal presented before the Financial Aid Advisory Appeals Committee. The student will be permitted to appear before the Committee if the student so desires in order to present his/her case. The student may obtain information regarding the Financial Aid Advisory Appeals Committee from the MSU Financial Aid Office.

NOTE: MSU students enrolled in a *Program of Study* NOT detailed above (such as, second masters, third baccalaureate, etc...) may also be eligible to receive financial aid. Contact the MSU-FAO for complete details and eligibility requirements.

TYPES OF FINANCIAL AID

GRANTS

(do not require repayment)

Texas Public Educational Grant (TPEG) for Resident and Non-Resident: Need must be established by filing the FAFSA. Available to eligible students who have need and meet other eligibility requirements.

Texas Public Educational Grant (TPEG) for International Students: Not need based per FAFSA requirements but need must be determined via MSU application process. Interested students should contact the International Program department or the MSU-FAO; selections are made by the TPEG International Grant Committee.

Other Federal, State and Institutional Grants/Scholarships: Need must be established by filing the FAFSA. Available to eligible students in accordance with program and institutional requirements.

LOANS

(require repayment)

Federal Subsidized Stafford Loan: Need must be established by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN) and subsequent annual "serial" notes. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's bank or other participating lending institution. Repayment of principal and interest begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired.

Federal Unsubsidized Stafford Loan: Not need-based but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note

(MPN) and subsequent annual "serial" notes. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's bank or other participating lending institution. The student is encouraged to repay accrued interest during enrollment period(s); otherwise, repayment of accrued interest and principal begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired.

Federal Perkins Loan: Need must be established by filing the FAFSA. At MSU, priority for the Perkins Loan will be given to students who maintain a minimum 3.0 cumulative grade point average and are seeking a Teaching or Nursing degree. Following a grace period, repayment of principal and interest begins after the student ceases to be enrolled at least half-time. The interest rate is 5% and is processed and collected through the MSU-FAO.

College Access Loan (CAL): Not need based but eligibility must be determined by filing the FAFSA. The student must be a Texas resident and enrolled at least half-time. The loan plus other financial aid may not exceed the Cost of Attendance (COA) as determined by the University. Interest rate is determined by the Texas Higher Education Coordinating Board.

Alternative Private Loan: Not need based. Offered as an alternative loan program when the student/parent is no longer eligible to receive the above-mentioned loans. Eligibility criteria varies among lenders; contact the MSU-FAO for complete details.

Emergency Tuition and Fee Loan (ETFL): A short-term payment plan which allows the student to defer up to 100% of required tuition and fee expenses only (excludes on-campus room and board expenses). A \$22.50 loan origination fee and a 1% service charge are added to this loan. Repayment is due as scheduled during the semester or summer term(s) in which it is borrowed, or upon official withdrawal from school. The ETFL can be accessed at <http://finaid.mwsu.edu>.

PART-TIME EMPLOYMENT

College Work-Study: Need must be established by filing the FAFSA. Federal and state programs offer up to 20 hours per week of on-campus/off-campus employment. Early applicants have the maximum opportunity to receive college work-study funds as part of an overall financial aid package.

Off-Campus/On-Campus Employment: Not need based. Interested students should contact the MSU Career Management Center at (940) 397-4215, located on the second floor of Hardin South, for additional information.

ACADEMIC AND/OR ATHLETIC SCHOLARSHIPS

Academic Scholarships: Scholarships are considered a resource when determining a student's total financial aid package, and therefore, may affect a student's award(s). Scholarship information and application forms can be obtained from the College dean or department chairs of the major field of study.

Athletic Scholarships: Generally awarded based on the student's athletic ability. Information regarding athletic scholarships can be obtained from the Head Coach of the particular sport.

OFFICE OF VETERANS AFFAIRS

The Office of Veterans Affairs assists students who are eligible for education benefits through the Department of Veterans Affairs.

Information about VA education benefits can be obtained at the Office of Veterans Affairs located in Hardin South, or the DVA website <http://www.gibill.va.gov> or by calling the DVA national toll free number 1-800-827-1000. You may also visit the MSU VA Office online at <http://registrar.mwsu.edu/veterans>.

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residence for tuition purpose is determined by state law for state-supported colleges, and as such is subject to change by the Texas Legislature. Additional information may be obtained from MSU Admissions. The following is furnished to explain the basic rules concerning residence under the present law:

1. The residence status of a student under 18 years of age or who is a dependent is considered to be the same as the parents. If parents are divorced, a minor has the same residence status as the parent with whom he/she is residing. "Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers. The residence of a person other than a parent or a natural or legal guardian, who may furnish funds for payment of tuition, fees, or living expenses shall in no way affect the residence classification of a minor.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the U.S. military service and members of the Texas units of the Army or Air National Guard and their dependents, who are not Texas residents, are eligible for a non-resident tuition waiver provided they are assigned to a permanent duty station in Texas. Military personnel who have maintained their official Home of Record or legal residence as Texas for at least 12 months prior to registration are considered to be Texas residents. Non-resident military personnel must submit certification of active duty in Texas **at each registration** to be eligible for waiver of non-resident tuition fees. This section also applies to students who have signed a military contract, with obligation to active duty after graduation, and who are enrolled in an advanced military science (ROTC) program at a Texas institution.
5. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.
6. Residents who move out of state will be classified as nonresidents immediately upon leaving the state, unless their move is temporary (generally less than five years) and residence has not been established elsewhere. Conclusive evidence

must be provided by the individuals supporting their present intent to return to the state.

7. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.
8. A student classified as a non-resident retains that classification until he/she petitions for a reclassification and provides clear and unequivocal proof of residence to MSU Admissions. Such classification will be retained as long as the student is considered to be in the State for the purpose of attending school. A non-resident who marries a resident must establish his or her own residency by meeting the standard requirements. It is the student's responsibility to seek reclassification not MSU Admissions.
9. Review of residence status and reclassifications are made when a student files necessary documentation with MSU Admissions. Such documentation must be on file no later than the official enrollment date to be valid for any given semester or summer term(s) and subsequent enrollments.

CAREER MANAGEMENT CENTER

The Career Management Center (CMC), located in 211 Hardin South, has four primary goals:

- To enhance students' awareness of career options
- To improve students job seeking skills
- To successfully facilitate the life long learning process
- To enhance graduates occupational outlook

To achieve these aims the CMC presents several opportunities for students to be introduced to and guided through the professional development process. The Career Management Center will assist in developing a winning resume and cover letter; teach how to conduct an effective job search and interview successfully; walk through the graduate school planning and preparation process; sponsor on-campus career/job fairs; provide full-time, part-time (on & off campus), and internship vacancy postings; provide on-campus employer interviewing opportunities; teach the fundamentals of business etiquette; and provide insight into choice of major career options.

To receive assistance call (940) 397-HIRE, stop by the office, or visit our website: <http://web.mwsu.edu/career> The Career Management Center is open Monday - Friday, 8:00 a.m. to 5:00 p.m. (Summer hours may vary.)

TESTING SERVICES

The Testing Office administers and/or has information on the following exams: American College Test (ACT), College Level Examination Program (CLEP), correspondence exams, Criterion Analytical Writing Test, Defense Activity for Non-Traditional Education Support (DANTES), English Usage Exam, Examination for the Certification of Educators in Texas (ExCET), General Education Development Test (GED), Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), Miller Analogies Test (MAT), Nursing Entrance Test (NET), Pharmacy College Admission Test (PCAT), Scholastic Aptitude Test (SAT), Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Texas Higher Education Assessment (THEA) (formerly known as TASP), Test of English as a Foreign

Language (TOEFL), Test of English for International Communication (TOEIC), Test of Spoken English (TSE), and university placement and proficiency exams.

Individuals can access the Testing Services web page at <http://testing.mwsu.edu>. Students interested in any phase of testing services are invited to contact the Testing Office at (940) 397-4676.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Midwestern State University maintains educational records for each student who is or has been officially enrolled.

Areas in which student records are maintained:

- A. Academic Records - Registrar's Office
- B. Admissions Records - Admissions Office and International Student Services Office
- C. Financial Records - Business Office
- D. Financial Aid Records - Financial Aid Office
- E. Graduate Studies Records - Graduate Dean's Office
- F. Placement Records - Career Management Center
- G. Progress Records - Faculty Offices
- H. Disciplinary Records - Dean of Students' Office and Housing & Residence Life
- I. Athletics Records - Athletics Office
- J. Occasional Records - University staff person who maintains minutes of faculty or committee meetings or copy of correspondence.

Directory Information.

This is information which may be released to the general public without the written consent of the student. A student may request that the Directory Information be withheld from the public by making written request to the Office of the Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. This request will remain in effect the remainder of the academic year. (Must be renewed each fall.) The following items have been designated as Directory Information:

- A. Name
- B. Date and Place of Birth
- C. Current and Permanent Address
- D. Telephone Listing
- E. Major and Minor Fields of Study
- F. Student Enrollment Status (full-time/part-time)
- G. Classification
- H. Participation in Officially Recognized Activities and Sports
- I. Weight and Height of Members of Athletic Teams
- J. Dates of Attendance
- K. Degrees and Awards Received
- L. All Previous Educational Agencies or Institutions Attended
- M. Photographs

Review of Record.

Students who desire to review their record may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed.

Challenge to Accuracy of Record-keeping.

Students who desire to challenge the accuracy of their record should follow the procedure outlined below:

Informal Review. Follow the procedure as outlined for Review of Record. The Official will summarize action taken on Review Request form. This should be signed and dated by review official and maintained with student's record. If the Informal Review does not clarify the question of accuracy of record-keeping, the student may request a Formal Review.

Formal Review. The Associate Provost will chair and appoint a committee to hear challenges concerning records of offices reporting to the Provost. The Associate Vice President for Student Affairs will chair and appoint a committee to hear challenges concerning other records. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

The Associate Provost or Associate Vice President for Student Affairs will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the University's decision is that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If MSU discloses the contested portion of the record, it must also disclose the student's statement. If MSU decides that the information is inaccurate, misleading, or in violation of the student's rights of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. The following exceptions permit disclosure without consent:

- a. Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, or enrollment or loan and degree verification service); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. The Higher Education Amendments of 1998 allow disclosure of the final results of a student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a "crime of violence" (or a non-forcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.
- c. The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student's violation of any federal, state, or local law, or any

institutional rule or policy, related to the use or possession of alcohol or a controlled substance.

- d. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring (seeks or intends to enroll);
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students have a right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosures without consent. There are certain exceptions to permit disclosure without consent. If you need more details regarding these exceptions, please contact the Office of the Registrar.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwestern State University to comply with the requirements of FERPA.

FERPA allows the Texas Higher Education Coordinating Board (the State of Texas educational governing entity), with student consent, to disclose to higher education institutions the number of credit hours taken previously.

STUDENT AFFAIRS

The primary purpose of the Division of Student Affairs is the planning and administration of a variety of programs, services, and activities for students that are compatible with the philosophy and objectives of the University. Programs are based on the assumptions that teaching-guidance-counseling are one and the same, that individual and group counseling are vital to the realization of positive academic performance, and that student developmental programs and extracurricular activities possess significance and are of value in the total growth and development of students.

STUDENT HONOR CREED

The MSU Student Government Association developed the following Student Honor Creed in the 2002-2003 academic year.

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We

resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

STUDENT RIGHTS

Midwestern State University is an academic community in which all persons share responsibility for its growth and continued well being. As members of the University community, students can reasonably expect the following:

A. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-University relationships and the disciplinary process, is equated with fundamental and procedural fairness.

B. Students have the right to freedom from discrimination on the basis of race, gender, age, religion, creed, national origin, disability, or sexual orientation.

C. MSU considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of Federal and State laws.

D. The University affirms the right of students as citizens to exercise their freedoms without fear of University interference for such activity.

E. Students have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the University, the Student Government Association, and other recognized groups within the University.

F. Students shall have ready access to established University policies and procedures.

G. Students, as members of the University community, have the responsibility to participate in any of the disciplinary proceedings and to testify as a witness when reasonably notified. Self-incrimination is not intended or construed.

H. Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the University that do not disrupt functions of the University.

I. Students are protected from unreasonable searches and seizures.

HUMAN DIGNITY STATEMENT

Midwestern State University is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, gender, age, religion, creed, disability, national origin or sexual orientation. As members of the academic community,

students enjoy the privileges and share the obligations of the larger community of which the University is a part. Students are entitled to the privileges, which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

FREEDOM OF EXPRESSION - Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

EACH PERSON HAS WORTH AND DIGNITY - It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed must, help students become open to the differences that surround them. Differences such as race, religion, age, gender, culture, physical ability, nationality, and lifestyle are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

BIGOTRY CANNOT BE TOLERATED - Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

RESPONSIBILITY OF STUDENTS - Midwestern State University actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

DEAN OF STUDENTS

The Dean of Students is available for general counseling, information, or assistance with any phase of campus life. The Dean of Students' Office, in support of the overall mission of the University, promotes the following principles:

- Students are our most valuable resource.
- Higher education has a responsibility to assist in the development of the whole person both in and out of the classroom.

Toward this end, programs are offered to meet the needs of a diverse student body.

The Dean's Office also administers the Code of Student Conduct, coordinates withdrawals from the University, issues policy interpretations upon request, supports leadership opportunities for students, provides special assistance for notification of faculty in emergency situations (i.e., death in the family), student alerts, and serves as the initial contact for student traffic appeals. For additional information, contact the Dean of Students' Office, Clark Student Center, or call (940) 397-6273. Distance learners may call the office toll-free at 1-888-854-3494.

CLARK STUDENT CENTER

The Clark Student Center is the "living room" of the campus where students, faculty, staff, and guests can enjoy themselves with many of the comforts of home. It promotes learning by providing programs that broaden the learning experiences and enhance the quality of life of the Midwestern State University community. The Clark Student Center is the community center of the campus — a lounge, recreation area, leadership laboratory, conference center, classroom, place to dine and shop, and much more.

Facilities in the Clark Student Center include lounges, dining rooms, food court, kitchen, banquet room, bookstore, commuter lounge, coffee shop, computer lab, recre-

ation center, counseling center, office of disability services, multi-cultural center, information desk, student organization work center, meeting rooms, and administrative offices.

The following administrative offices are located in the Clark Student Center: Associate Vice President for Student Affairs, Dean of Students, Director of Student Center, Director of Student Activities, Director of Student Development, Director of Counseling Center and ADA Coordinator, Director of Campus Card Services, Student Center Office, Campus Dining Services, Bookstore, Post Office, Student Government, Wai-Kun, University Programming Board, Greek Liaison, and Student Organizations.

Most of the facilities and services in the student center are free to students and student organizations. Bulletin board space and display cases are available for use by student organizations. Meeting rooms can be reserved through the student center office where the campus master calendar is maintained. The student center information desk distributes tickets for campus activities and various banquets.

COUNSELING AND DISABILITY SERVICES

The Counseling and Disability Services Office provides confidential, professional counseling assistance to students for personal, relationship, academic, and vocational concerns. Counselors can assist with stress management, study skills, depression, time management, test anxiety, referral, and other student needs. Administration and assessment of various interest and personality tests are available to assist students in selecting a major. In addition, the office provides a Resource Room which contains handouts, relaxation tapes, and study aids. Career exploration is also available with *DISCOVER*, a comprehensive computer guidance system.

All counseling services are free to currently enrolled students. A student may request help directly or be referred by staff or faculty. Adequate time will be provided to assist students with their concerns, although the Counseling and Disability Services Office cannot provide long-term individual counseling. Referral assistance is provided when appropriate.

Students may contact the Counseling and Disability Services Office for an appointment in the Clark Student Center, Room 108 or call (940) 397-4618.

SERVICES FOR STUDENTS WITH DISABILITIES

It is the policy of Midwestern State University that no otherwise qualified person with a disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity at the University. The Director of the Counseling and Disability Services Office serves as coordinator of accommodations for students with disabilities and should be contacted concerning initial enrollment, scheduling, and other arrangements. Students are strongly encouraged to contact the Counseling and Disability Services Office as soon as possible before registration to ensure adequate assistance time. The Texas Rehabilitation Commission and the Texas Commission for the Blind work closely with the Counseling and Disability Services Office to provide support services for students who qualify. The Counseling and Disability Services Office may be contacted at (940) 397-4618 or in the Clark Student Center, Room 108. For the telecommunication device for the deaf, call (940) 397-4515.

STUDENT ACTIVITIES

The primary focus of student activities at Midwestern State University is to provide a well-rounded program of activities—social, recreational, and cultural. In addition, there is an attempt to assist student organizations in developing new and innovative

approaches to leadership and activities. A major contributor to the overall programming for students is the University Programming Board. This group of students provides various types of programs through the use of student service fee funds, i.e., films, concerts, dances, forums, and special events. The UPB Office is located in the Clark Student Center and all students are welcome to join and contribute.

STUDENT DEVELOPMENT

The Office of Student Development encompasses five major areas within student life.

Leadership Development. Students are offered the opportunity to build leadership skills that can be utilized both throughout their college career and in their lifelong learning. We offer a Leadership MSU course in the fall and spring semesters and a Leadership Conference in February, as well as workshops throughout each semester.

Greek Life. Students are given the opportunity to join one of our many fraternities or sororities on campus. MSU has four NPC sororities, and four NIC fraternities. In addition, MSU offers historically Black and historically Hispanic Greek organizations. Greek life gives each student involved the opportunity to participate in several community service activities, as well as build contacts that will assist students with career placement.

Volunteer MSU. Volunteer MSU offers students a place to explore volunteer opportunities in the community. Volunteer MSU will pair students with a local business or non-profit organization in need of volunteers, for a one-time event, or for continuous support. It is a great opportunity to get to know the area, and help others in need.

Multicultural Programming. Students are given the opportunity to explore the many diverse backgrounds represented at MSU. The Minority Unity Council (MUC) provides diverse programming and activities for our student body. Each year, the MUC participates in the National Black Students Leadership Conference as well as hosting the MSU talent show.

Wai-Kun Yearbook. The yearbook offers students a tangible way to reminisce on memories from their time at college. Students can support the university either by purchasing a yearbook or by joining the *Wai-Kun* staff.

PUBLICATIONS

The Wichitan is a weekly newspaper that records the activities and reflects the spirit of the University. The publication seeks to present announcements of the coming events, to report the news of happenings in the different phases of university activity, to furnish students and teachers a democratic medium of expression on university problems, and to afford an opportunity for students of journalism to test their talents.

The Wai-Kun is Midwestern State University's yearbook. It is a pictorial record of the college year including extra-curricular as well as academic pursuits. It includes pages and sections for the academic areas, student activities and organizations, and class pictures.

Voices is the campus magazine. It provides a vehicle for the ideas, opinions, and creative efforts of the total University community.

UNIVERSITY HOUSING AND RESIDENCE LIFE

University housing is a vital component of the total Midwestern campus community. The housing and residence life program supports the educational mission of the

University through programs, activities, professionally trained staff, and well-maintained facilities. University housing strives to provide a residential environment conducive to meeting the academic, social, cultural, and personal/developmental needs of all resident students.

The University currently has four residence halls, two apartment complexes, and two theme houses with a combined capacity for 1,133 students. The residence halls are air-conditioned with rooms designed for double and single occupancy. Special suites for disabled students are available. Amenities include study lounges, social lounges, laundry facilities, exercise rooms, and vending services.

In addition to the traditional residence halls, the University offers housing for residential students in student and family apartments. A new fully furnished garden-style apartment community offers housing for students in either four-bedroom or two-bedroom apartments.

Students residing in the residence halls are required to purchase a meal plan in the university dining room. Three meal plans are available:

1. Ten meals per week
2. Fourteen meals per week
3. Nineteen meals per week

Students residing in university apartments are not required to purchase a meal plan. However, if they wish, they may purchase any of the above meal plans or they may purchase a commuter meal ticket.

VINSON HEALTH CENTER

The Vinson Health Center is the student health center for Midwestern State University. Ambulatory care services are provided for the exclusive benefit of MSU students. Medical services are designed to meet the needs of students with acute illnesses and/or injuries. The health center utilizes an emphasis on preventative medicine to enable students to focus on the university curriculum and campus life.

Additional services to promote wellness are provided to ensure each student maintains a state of optimal health. The health center serves as a resource for developmental programming in areas of health promotion, health maintenance and health education. Students may contact the Vinson Health Center by calling (940) 397-4231.

A. Health Data Report

Each student entering Midwestern State University for the first time, regardless of course load or classification, is required to provide the University with a self-declared health data report.

B. Physical Activity Exemption

In cases where an exemption from physical activity is requested, the following should be submitted to the Vinson Health Center:

1. documentation from the student's physician; and
2. a letter from the student requesting the physical activity exemption.

C. Hours

1. The Health Center is open from 7:45 a.m. until 4:45 p.m., Monday through Friday, in fall and spring semesters.

2. In the summer sessions, the Health Center provides services on a variable schedule. The dates and hours of operation will be adjusted to coordinate with the Midwestern State University summer class schedule.
3. During the academic year, patients are seen during the following clinic hours, Monday through Friday:

Fall and spring semesters:	8:15 a.m. to 12:00 p.m. 1:30 p.m. to 4:15 p.m.
Summer semesters:	Varies according to summer schedule.

Students are seen by appointment, which may be made in person, or by calling (940) 397-4231. A limited number of walk-in appointments may be available, as the schedule permits.

4. During a current semester, an enrolled student may obtain an after-hours referral for an illness or injury needing immediate care. Students will be responsible for charges incurred as a result of the referral. Students should contact 1) a residence life staff member (for campus residents); 2) University police (for off campus students); 3) recreational sports official (for recreational sports injuries only); or 4) athletic trainer (for athletic injuries only).
5. Health services are available only when classes are in session.

STUDENT INSURANCE

Midwestern State University offers an optional student insurance plan which is tailor-made to meet the needs of students. This policy covers a participant on campus, during vacation, and at home for a full 12-month period. Application forms and information pertaining to this plan for students are available at the Vinson Health Center. All international students are required to provide proof of this insurance (including repatriation) or equal coverage (including repatriation) to the International Student Services Office.



