

MIDWESTERN STATE UNIVERSITY

<http://www.mwsu.edu>

UNDERGRADUATE CATALOG

2004-2006

Midwestern State University Undergraduate 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 Layout by: Gary Goldberg
Photographs by: Robin Robbins



Summer Session 2005

First Term	(May 31 - June 30)
Priority Deadline for Application for Admission	May 1
Deadline for Application for Admission	May 15
Freshman SAT Test	May 23
Freshman ACT Test	May 24
Student Orientation and Registration	May 26
Registration*	May 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
Freshman SAT Test	June 29
Freshman ACT Test	June 30
Holiday	July 4
Student Orientation and 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						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ACADEMIC CALENDAR

2005-2006

Fall Semester 2005

Priority Deadline for Application for Admission	July 1
Deadline for Application for Admission	August 7
Freshman SAT Test	August 17
Freshman ACT Test	August 18
Faculty Meetings	August 22
Reenrolling Student Registration	August 22-23
Student Orientation, 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						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
14	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
21	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
28	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

Spring Semester 2006

Priority Deadline for Application for Admission	November 1, 2005
Deadline for Application for Admission	December 15, 2005
Freshman ACT Test	January 3
Freshman SAT Test	January 4
Reenrolling Student Registration	January 9-10
Student Orientation, 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 11
(March 13-18)	
Classes resume	March 20
Last day to drop with a "W"	March 31
Easter Holidays begin 9:30 p.m.	April 12
(Easter - April 16)	
Classes resume	April 17
Last day of classes	May 5
Final examinations	May 6-12
Commencement	May 13

JANUARY							FEBRUARY							MARCH							APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3	4	1	2	3	4			2	3	4	5	6	7	8	7	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31			
29	30	31					26	27	28					26	27	28	29	30	31		30	24	25	26	27	28	29							

Summer Session 2006

First Term	(May 30 - June 29)
Priority Deadline for Application for Admission	May 1
Deadline for Application for Admission	May 15
Freshman SAT Test	May 22
Freshman ACT Test	May 23
Student Orientation and 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
Freshman SAT Test	June 28
Freshman ACT Test	June 29
Student Orientation and 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						
S	M	T	W	T	F	S
				1	2	3
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18	19	20	21	22	23	24
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JULY						
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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
John C. Bridgman, Secretary	Wichita Falls
Pamela Gough	Graham
Stephen A. Gustafson	Wichita Falls
Patricia Haywood	Wichita Falls
Munir A. Lalani	Wichita Falls
Don Ross Malone	Vernon
David L. Stephens	Plano
Ben F. Wible	Sherman



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
Martha M. Harvey, Ph.D.	Interim Dean, College of Business Administration
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.Ed.	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	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
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 Bound
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.Ed.	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
Dirk Welch, M.S.	Director of Career Management Center
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







GENERAL INFORMATION

Mission

Goals of Academic Foundations

University History

Accreditation and Membership

Buildings and Grounds

Other General 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.

GOALS OF ACADEMIC FOUNDATIONS

All institutions of higher education provide their students with an opportunity to learn. At Midwestern State University we espouse a liberal arts philosophy. We believe that the most important thing to learn is how to learn; therefore, we believe that an educated person should have awareness in some depth of the methods and results of various ways to acquire and organize knowledge: artistic, scientific, and philosophical. The student should gain some understanding of how this knowledge, its acquisition and organization relate to the goals of our diverse society and other cultures. We believe a university should enhance its students' abilities to understand themselves and interact with others as well as provide them with essential skills for individual growth and the pursuit of a rewarding career. We are concerned with their development as persons able and willing to act ethically on the basis of considered value judgments.

The heart of the course of studies of the University is the program of general education. At Midwestern State University we believe in the goal of general education as an effective modern expression of the traditional Western idea of the Liberal Arts. The student is led through such a course of studies to an understanding of and appreciation for the methods and results of the scientific and artistic endeavors which influence and enrich life. In addition, the student is provided the opportunity to acquire an understanding of and appreciation for our culture, the forces which shaped and influenced its development, and the governmental and economic forces which influence its present structure.

For each student, a university stands directly at the juncture of the past, present, and future. Thus, a general education must provide the student who will live in tomorrow's world with insight into the culture, artistic expression, and intellectual achievements which have shaped the present; but above all else it must sharpen the ability to continue to learn. Finally, it should provide the effective means to counteract one of the most serious problems of higher education: the neglect of general education as a result of specialization. A university curriculum properly built upon the liberal, the liberating, arts provides a frame of reference, a base of understanding for the student's specialized studies.

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. Other accreditations and memberships are listed below.

ACCREDITATION

American Chemical Society
 American Dental Association, Commission on Dental Accreditation
 Association of Collegiate Business Schools and Programs
 Association of School of Allied Health Professions
 Board of Nurse Examiners for the State of Texas
 Commission on Collegiate Nursing Education
 Council on Social Work Education
 Joint Review Committee on Education in Radiologic Technology
 National Association of Schools of Music
 Respiratory Care Accreditation Board
 State Board for Educator Certification
 Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202, (410) 347-7700

MEMBERSHIP

American Association of Colleges of Nursing
 American Association of Colleges for Teacher Education
 American Association of State Colleges and Universities
 American Society of Journalism and Mass Communication
 Association of Collegiate Business Schools and Programs

Association of Collegiate Educators in Radiologic
 Technology
 Association of Governing Boards of Universities and
 Colleges
 Association of Schools of Allied Health Professions
 Association of Teacher Educators
 Association of Texas Graduate Schools
 Association to Advance Collegiate Schools of Business,
 International
 College Art Association of America
 Commission on Accreditation of Allied Health Education
 Programs
 Conference of Southern Graduate Schools
 Council for Advancement and Support of Education
 Council for Higher Education Accreditation
 National Association of Schools of Music
 National Association of Schools of Public Affairs and
 Administration
 Southwest Theatre Association
 Texas Association of Colleges for Teacher Education
 Texas Association of Music Schools
 Texas Centers for Educational Partnerships
 Texas Consortium for Educational Telecommunications
 Texas Educational Theatre Association
 Texas International Education Consortium
 Texas Music Educators Conference
 The College Board
 United States Institute of Theatre Technology

BUILDINGS AND GROUNDS

The campus located on Taft Street opened in 1937. It consisted of 40 acres of land donated to the institution by W.B. Hamilton and N.H. Martin. The first building was Hardin Hall which housed all offices and classrooms plus the library, gymnasium, and auditorium.

Today's campus includes 179 acres and 48 buildings. The grounds at MSU are well maintained. A variety of trees and shrubs along with a consistency in architecture make the campus one of the prettiest in the region.

The instructional buildings are Bea Wood Hall, Ferguson Hall, Fain Fine Arts Center, Fowler Hall, Hardin Hall, Martin Hall, McCullough Hall, McGaha Hall, Memorial Hall, Moffett Library, Music Building, Instrumental Music Hall, Sikes Lake Center, Ligon Hall, O'Donohoe Hall, College of Liberal Arts Hall, Bolin Hall, and Bridwell Hall. The north end of Ligon Hall has been renovated and contains a Health and Wellness Center which includes a human resource lab, exercise room, and training facility.

The main locations of the academic colleges are as follows: The College of Business Administration is located in Fowler Hall, the West College of Education is located in Ferguson Hall, the Fain College of Fine Arts is located in Fain Fine Arts Center, the College of Health Sciences and Human Services is located in Bridwell Hall, the College of Liberal Arts is located in the College of Liberal Arts Hall, and the College of Science and Mathematics is located in Bolin Hall.

On campus living options offer a variety of opportunities and environments.

Traditional residence halls include Pierce Hall for men and Killingsworth Hall for women. Both of these facilities are undergoing total renovations with a completion date of August 2005. Suite style living is available in McCullough-Trigg Hall and private rooms are offered in Marchman Hall. Academic theme communities currently exist in the Biology House, Honors House, and College Connections floors.

The latest addition to on campus living options arrived in Fall 2003 by way of the Sunwatcher Village, a 336 bed apartment community. All apartments are fully furnished and feature private bedrooms, a full kitchen, washer and dryer and all utility and media services. Residents are afforded gated parking, a 24-hour fitness room and computer lab, recreational clubhouse and private mailboxes. Nine and twelve month leases are available. Bridwell Courts offers efficiency, one and two bedroom student and family apartments.

The Clark Student Center includes the Mesquite Dining Hall, a food court, a computer lab, and the bookstore. This building also houses meeting rooms, administrative offices, and the post office.

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.

ENROLLMENT AND FACULTY STATISTICS FALL SEMESTER 2003

	Men	Women	Total
Freshmen	785	891	1,676
Sophomores	476	680	1,156
Juniors	508	722	1,230
Seniors	683	899	1,582
Graduate	256	411	667
Post-Baccalaureate	53	116	169
Total	2,761	3,719	6,480
Faculty-Student Ratio			1:20
Full-Time Faculty			202
Part-Time Faculty & Teaching Assistants			127

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.

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>.

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.

INTERCOLLEGIATE ATHLETICS

The University is a member of the National Collegiate Athletic Association (NCAA) Division II in the Lone Star Conference (LSC) and competes for NCAA and LSC championships.

Men's sports include football, basketball, soccer, and tennis. Women's sports include basketball, soccer, softball, volleyball, and tennis. Athletic scholarships are offered in all sports, under NCAA Division II guidelines, and will vary in amount according to the ability and skill level of the individual athlete.

MSU athletes must meet the NCAA Division II eligibility requirements. Rules for incoming freshmen require the satisfactory completion of 13 high school core courses (14 beginning in Fall 2005) with a GPA of 2.0 or better and a minimum sum score of 68 or better on the ACT, or 820 or better on the SAT. Students must be certified through the NCAA Clearinghouse for competition. Beginning freshmen not meeting the NCAA Division II requirements will be required to be in full-time residence for one school year before gaining eligibility to compete. Information for this process is available through the high school guidance office or the Office of Compliance in Ligon Hall at MSU.

Eligibility rules for transfer students are complex. Any student athlete interested in transferring to MSU should contact the Director of Athletics or the Director of Compliance for a determination of eligibility status.

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.

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>.





STUDENT LIFE

Student Affairs

Student Rights

Student Development Programs

Student Activities

Student Government

University Housing and Residence Life

Vinson Health Center

Student Organizations

Wellness Programs

STUDENT AFFAIRS

The primary purpose of the area 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.

The University believes its responsibilities to the students include more than academic training in the classroom and the laboratory. It must assist the students in the development of their total personality in a way that will prepare them for a full and satisfying life while attending college and in the succeeding years.

The area of Student Affairs, being concerned with the whole student in his/her total environment, recognizes that what the student learns and experiences in university life significantly influences one's aspirations, development, and achievements. Therefore, the purpose of this area is to enhance the individual's educational experiences through mobilization and coordination of the total resources of the university community in order to develop responsibility within the individual for growth and development.

The Student Affairs programs have three major objectives:

1. to create and maintain an atmosphere conducive to the academic and personal welfare of the student body;
2. to incorporate a living-learning concept through student organizations, student activities and programming, student membership on university committees, residence hall programs, health, counseling and disability services, dining hall services, student government, student publications, and special services programs; and
3. to cooperate with all curricular, social, recreational, and religious programs in the University community.

The area of Student Affairs is responsible for the coordination and supervision of services, programs, and activities in the areas of counseling, disability services, student housing, student discipline, student activities, student development programs, campus card services, social regulations, student organizations, master calendar of events, publication of student handbooks and regulations, yearbook, student medical services, bookstore, food service, and recreational sports.

The personnel administering the programs listed above in addition to the Vice President for University Advancement and Student Affairs include the Associate Vice President for Student Affairs, Dean of Students, Director of Counseling and Disability Services, Director of Student Activities, Director of Vinson Health Center, University Physician, Director of Housing and Residence Life, Director of Recreational Sports, Director of Campus Dining Services, Director of Bookstore, Director of Clark Student Center, Director of Student Development, Director of Campus Card Services, and Campus Postal Supervisor.

APPLICABILITY OF REGULATIONS

Enrollment at Midwestern is considered by the University as an implicit declaration of acceptance on the part of the student of University regulations as outlined in the most recent issues of the catalog, the Student Handbook, and the Housing and Residence Life Handbook. The Student Handbook is published once each year under separate cover from the catalog and made available to students at the time of registration or through the Dean of Students' Office. The Housing and Residence Life Handbook is published once each year under separate cover from the catalog and made available to students living in campus housing.

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, university 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 that 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.

STUDENT DEVELOPMENT PROGRAMS

The focus on the development of students, organizations, and community emanates from the area of Student Affairs. A wide variety of programs are planned in conjunction with student groups to foster general student development in personal, social, and cultural realms and to appeal to special interest groups. Annual recurring functions include the Artist-Lecture Series that features outstanding artists and speakers, Leadership MSU, Greek Leadership retreats, the Student Employee Leadership Program, the Join Our Leadership Team (JOLT) student leadership conference, other student leadership workshops, and homecoming. The efforts to enhance student leadership have addressed areas such as interpersonal skills, motivation, communication skills, conflict resolution, team building, and leadership programs.

Other programs under this general umbrella include participation in National Collegiate Alcohol Awareness Week, Student Success Series, forums on topics such as human sexuality, interpersonal relations, current events, and student volunteerism. Through orientation programs, incoming students are offered a wide variety of programs that assist them in becoming acclimated to the University environment.

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 precepts:

- 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. It is also 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, recreation center, Counseling Center and 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. 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 six 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.

Student Organizations. Student organizations can receive assistance through this office. Student Development coordinates student organization registration, activities, and assists with funds requests.

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.

STUDENT GOVERNMENT

The governing body with the responsibility for effective student government is the Student Government Association of Midwestern State University. The executive authority of the Student Government Association is vested in a President, Vice President, and Secretary. All legislative powers are vested in the Student Senate which consists of senators from student organizations, residence halls, and senators-at-large. Elections are held each spring for the following academic year.

PUBLICATIONS

The *Wichitan*, a weekly newspaper run by students, covers the MSU campus. Editorially independent, it strives to inform, entertain, and speak out on issues affecting students, faculty, and staff. The *Wichitan* also serves as a learning laboratory for students enrolled in journalism and mass communication courses.

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

A. General Program

University Housing and Residence Life offers a unique and important component in the Midwestern State University community. The housing and residence life program is

intended to augment the educational purposes of the University by providing an environment conducive to meeting the academic, social, and personal/developmental needs of residential students. Students living in the residence halls and university apartments are offered opportunities for personal growth through community living and social, recreational, and educational programming. Resident Assistants provide valuable information regarding college life from the perspective of an experienced upperclassman. The Residence Hall Association, the student government within MSU housing, serves as a forum for student concerns.

B. Housing Policy

The importance of residential living as an integral component of the university experience is the basis for MSU's housing requirement. All students enrolled at Midwestern State University are required to live in university housing and board at the Mesquite Dining Room, unless they:

1. are living in the home of their parent(s)/legal guardian(s) and commuting to class;
2. are married and living with their spouse;
3. have accumulated 45 semester hours of academic credit prior to the first day of classes for the Housing Agreement period;
4. have reached the age of 21 prior to the first day of classes for the Housing Agreement period;
5. are part-time students enrolled for 11 hours or less for the fall or spring semesters; or
6. are enrolled for evening classes only.

In *unusual* circumstances the Director of Housing may grant exceptions to this policy. Regardless of the reason for a request for an exception, all requests must be made in writing (forms are available at the Office of Housing) and filed with the Director of Housing.

Eligibility for residence is offered first to full-time undergraduate students enrolled at the University. Part-time and graduate students may be offered housing if space is available. A housing reservation commitment and agreement form is for a space in any University residence hall or apartment the University may acquire, lease, or otherwise make available for student housing for the upcoming academic term after execution of the Housing Agreement. The University reserves the right to re-evaluate a student's housing status at any time. The Housing Agreement is with the individual and may not be transferred or assigned by any party other than the Office of Housing.

The student agrees to abide by the policies and regulations of the University and the Office of Housing that are effective or shall become effective during the term of the commitment. The terms and conditions of the policies and regulations are contained in, but not limited to, the *MSU Student Handbook* and the *MSU Housing and Residence Life Handbook*.

C. Facilities

Residence halls include Killingsworth (305 capacity; female only), Pierce (233 capacity; male only), McCullough-Trigg (152 capacity; co-ed), and Marchman (31 capacity; co-ed; single rooms). All are air conditioned with laundry and vending facilities. Special suites for disabled students are available. Social lounges, study areas, recreational areas, and exercise rooms are available to students living in the residence halls. Each hall is under the supervision of a full-time director or graduate assistant who is supported by a staff of Resident Assistants. To enhance students' safety and security,

the exterior doors of the halls are locked and only current resident students are issued access cards. Surveillance cameras and a staffed office in each building augment resident students' security.

Apartments in Bridwell Courts offer upper classification students an alternative to living in the residence halls. The facility includes efficiencies, one-bedroom, and two-bedroom apartments for students. In addition, units are available for family housing. The apartments are under the supervision of a full-time director.

Sunwatcher Village Apartments is a garden style apartment community that caters to the needs of upper classification students. Four-bedroom/two-bathroom and two-bedroom/two bathroom apartments are available with a choice of 9 month or 12 month leases. More information can be obtained from the Sunwatcher Village Office, or by calling (940) 397-6781.

Honors House is a two-story residential home reserved for students in the MSU Honors Program. For more information, call the Office of Housing and Residential Life at (940) 397-4217.

D. Food Services Policy

All students living in the residence halls during the fall and spring semesters are required to obtain a meal plan in the Mesquite Dining Room which is conveniently located in the Clark Student Center adjacent to the residence halls. A student may choose a 10, 14, or 19 meals per week plan. A declining balance account is included with every meal plan and can be used at any location in the Sundance Food Court. Meal plans are optional for students living in Bridwell Courts, Sunwatcher Village, or the Honors House.

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 preventive 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 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. Walk-in appointments are 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.

STUDENT ORGANIZATIONS

Midwestern State University's student organizations function through the Office of the Director of Student Development. All registered University student organizations have faculty/staff advisement, general coordination/supervision, and developmental support.

Information regarding present status of all groups, their current officers and membership requirements may be obtained in the Office of Student Development. Policies, guidelines, and regulations relating to student activities and sponsoring groups may be found in the Student Handbook.

Organizations and councils listed below were active at the time of publication.

ACADEMIC ORGANIZATIONS

Accounting Society

Alpha Beta Gamma

Alpha Phi Sigma

American Marketing Association

Association for Childhood Education International

Association for Computing Machinery

Association for Systems Management

Der Deutsche Verein
Epsilon Phi Iota
Geology Club
Math Club
Media Club
MSU Council of Future Teachers of Mathematics
MSU English Club
MSU Philosophy Club
MSU Student Dental Hygienists' Association
National Science Teachers Association
Nursing Students Association
Pre-Professional Club
Psi Chi
Respiratory Therapy Association
Society of Physics Students
Spanish Club
Upsilon Pi Epsilon

GOVERNING COUNCILS

Interfraternity Council
Panhellenic Council
Residence Hall Association
Student Government Association

GREEK FRATERNITIES

Alpha Phi Alpha
Kappa Alpha Order
Kappa Alpha Psi
Kappa Sigma
Omega Delta Phi
Phi Sigma Kappa
Sigma Nu
Tau Kappa Epsilon

GREEK SORORITIES

Alpha Kappa Alpha
Alpha Phi
Chi Omega
Delta Sigma Theta
Gamma Phi Beta
Sigma Kappa
Sigma Lambda Alpha

HONOR SOCIETIES

Alpha Chi
Alpha Kappa Delta
Alpha Lambda Delta
Alpha Psi Omega
Beta Beta Beta
Delta Mu Delta
Kappa Delta Pi
Mortar Board
Order of Omega
Phi Alpha Theta - Tau Gamma Chapter

Phi Eta Sigma
Pi Sigma Alpha
Sigma Delta Pi
Sigma Gamma Epsilon
Sigma Tau Delta
Sigma Theta Tau

RELIGIOUS ORGANIZATIONS

Alpha Omega
Bahai Club
Baptist Student Ministry
Campus Ministry International
Chi Alpha
First Presbyterian Church College Ministry (DASH)
Latter-Day Saints Students Organization
MSU Catholic Campus Ministry
Overflow
Reality College Ministry
Wesley Foundation
Young Life

SPECIAL INTEREST ORGANIZATIONS

American Chemical Society
American Indian Club
Amnesty International
Association of Social & Behavioral Sciences
Biology Club
Black Student Union
Caribbean Students Organization
Chess Club
Circle K International
College Republicans
Criminal Justice Club
Diversity MSU
Environmental Science Club
Habitat for Humanity
International Student Association
Jazz Ensemble
Law Enforcement Organization
Le Club Francais
Marching Band
Midwestern Singers
Minority Unity Council
MSU Civil Liberties Union
MSU Fencing Club
MSU Vegetarian Society
National Association for the Advancement of Colored People
Science Fiction and Fantasy Student Group of MSU
Social Workers Acting Together
Society for Creative Anachronism
Society for Human Resource Management
Society of Manufacturing Engineers
Spoken Word Speech Club
Student Council for Exceptional Children
University Singers

SPORTS

Cheerleaders
Cycling Club - Team Arrow
MSU Rugby
MSU Weightlifting Club

UNIVERSITY COMMITTEES

Artist-Lecture Series
Honors Student Committee
Student Ambassadors
University Programming Board

RECREATIONAL SPORTS

Midwestern State University sponsors an extensive recreational sports program. Activities are provided for men and women as well as co-ed sports.

Competition is held in archery, badminton, basketball, basketball free throw, bowling, darts, frisbee golf, football, golf, indoor soccer, pickleball, punt-pass-kick, pool, softball, soccer, table-tennis, tennis, and volleyball. Co-ed competition is held in volleyball, badminton, and tennis.

Other activities may be scheduled by the Recreational Sports Council.

WELLNESS CENTER

The Midwestern State University Wellness Center, consisting of approximately 8,000 square feet, is located in the north end of Ligon Hall. The Wellness Center is equipped with the best equipment available—Cybex.

The purpose of the Wellness Center is to provide students with the opportunity to become physically fit while doing so in an enthusiastic atmosphere. The hours of operation are Monday through Friday from 6:00 a.m. until midnight; and Saturday and Sunday from noon until 10:00 p.m.

Inside the Wellness Center, students find enthusiastic staff trained on the specific function of each piece of equipment. Also, students will find an 1,100 square foot cardiovascular room equipped with nine pieces of cardiovascular equipment as well as four thirty-six inch Sony flat screen televisions with audio packs available for each one.

Any student may use the Wellness Center with a valid MSU ID card. Students may also bring a guest to the Wellness Center for a \$2.00 daily charge.

WELLNESS PROGRAMS

The Wellness Program at Midwestern State University is pleased to provide additional fitness opportunities.

Spinning Classes (Indoor Cycling) - Aerobic workout that builds power and strength. Multi-level format makes it appropriate for all fitness levels.

Stretch and Tone - A variable format using techniques from Pilate's and power yoga incorporating resistance bands and the fitness ball. Designed to give a low impact, body-forming workout that improves balance, flexibility, and core strength all while emphasizing stress reduction techniques.

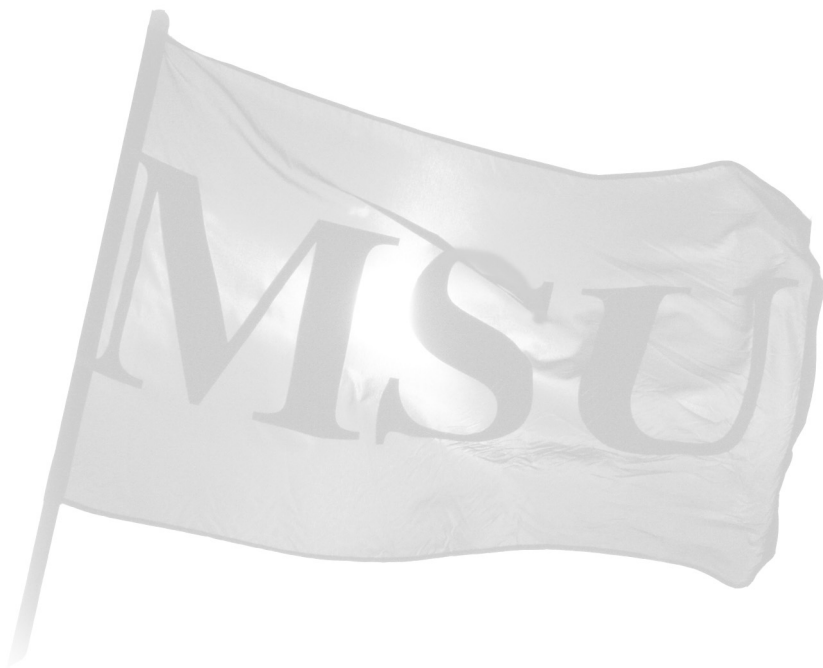
Training Time - Training time is designed to make the Wellness Center user-friendly by providing orientation to the use of the cardiovascular and weight equipment. Information gained from this program can help the student design a personalized workout to meet his/her individual fitness goal.

Mountain Biking - Students are invited to come and ride our mountain bikes (Giant/Warps - dual suspension) and explore various trails in Wichita Falls (on or off road, at their choice). It is a great way to improve cardiovascular endurance and have fun.

Health Education Opportunities:

- **Brown Bag Luncheon:** (The last Friday of each month.) Bring your lunch and enjoy hearing area speakers deliver the most current information available on health topics of interest.
- **Monthly Fitness Activity:** Monthly educational or fitness activities are held for student participation. These activities give the student a chance to observe and participate in various avenues of health and wellness. Examples include Healthy Back Class and Relaxation Strategies.





FEES AND FINANCIAL INFORMATION

Payment of Fees
Estimate of Cost per Semester
Registration Fees
Information and Description of Fees
Registration Fee Refunds
Exemptions from Registration Fees
Tuition Rebate
Tuition Limit

FINANCIAL INFORMATION

The question of expense while attending college is of importance to every student. Within the student body there are many diverse living styles and a wide range of financial resources. The students must determine their own budget in keeping with their needs and financial condition. It is possible to live simply and to participate moderately in the life of the college community on a modest budget. The best assistance the college authorities can offer students in planning their budgets is to furnish information on certain definite items of expense and acquaint them with others for which they will have to make provisions.

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 may be picked up in the Business Office or accessed on the MSU website at <http://www.mwsu.edu/busoffice>.
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 on 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 is 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 students taking 15 semester credit hours

Registration Fees (Fall 2004)	\$1,870.25
*Course Fees (estimated)	150.00
Vehicle Registration (second decal \$5.00)	32.00
	<u>\$2,052.25</u>

Books (estimated)	450.00
**Room and Board	(14 meals per week plan – Fall 2004 rates)	<u>2,345.00</u>
	(10 meals per week plan \$2,312.00)	
	(19 meals per week plan \$2,422.00)	

Total estimated charges per semester \$4,847.25

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 will be higher. Please check with the MSU Housing Office for prices.

Students enrolling in graduate courses 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.

**Room and board is subject to change yearly and rates are not available until February prior to the next fall semester. Contact the Housing office for information concerning housing.

REGISTRATION FEES

(INCLUDES TUITION AND MANDATORY FEES)

REGULAR SESSIONS

Per Semester – Fall 2004

Semester Credit Hours	<u>Texas Resident</u>	<u>Non-Resident</u>
20	2,434.00	7,594.00
19	2,328.50	7,230.50
18	2,223.00	6,867.00
17	2,109.75	6,495.75
16	1,990.00	6,118.00
15	1,870.25	5,740.25
14	1,749.50	5,361.50
13	1,628.75	4,982.75
12	1,508.00	4,604.00
11	1,387.25	4,225.25
10	1,266.50	3,846.50
9	1,145.75	3,467.75
8	1,025.00	3,089.00
7	904.25	2,710.25
6	783.50	2,331.50
5	662.75	1,952.75
4	542.00	1,574.00
3	421.25	1,195.25
2	300.50	816.50
1	179.75	437.75

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

SUMMER SESSION

Per Summer Term – Summer 2005

Semester Credit Hours	<u>Texas Resident</u>	<u>Non-Resident</u>
12	1,432.50	4,528.50
11	1,326.00	4,164.00
10	1,219.50	3,799.50
9	1,113.00	3,435.00
8	995.50	3,059.50
7	874.75	2,680.75
6	754.00	2,302.00
5	633.25	1,923.25
4	512.50	1,544.50
3	391.75	1,165.75
2	271.00	787.00
1	150.25	408.25

Resident tuition for 2004-2005 is \$48.00 per semester hour.

Non-Resident tuition for 2004-2005 is \$306.00 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 Fee	22.50
Emergency Tuition and Fee Loan Service Charge	1%
Late Fee (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 Fee	50.00

* Senior citizens 65 years of age or older may audit approved course(s) offered by Midwestern without payment of a fee if space is available.

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.

Application Fee (Beginning September 1, 2004)	.25.00
Matriculation Fee (Beginning September 1, 2004)	.10.00
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

Room and Board Charges (see information listed in the "INFORMATION AND DESCRIPTION OF FEES" section.)

TESTING FEES:

ACT Test (national)	.26.00
ACT Test (residual)	.31.00
CLEP (An additional \$10.00 for each essay portion)	.60.00
Correspondence Test	.10.00
Criterion Analytical Writing Test	.20.00
DANTES	.56.00
English Usage Test	.25.00
ExCET	.82.00
GED Test (for non-high school graduate)	.75.00
GMAT	.225.00
GRE	.115.00
ISAT Test (residual SAT)	.31.00
LSAT	.112.00
MAT	.45.00
MCAT	.190.00
NET	.15.00
PCAT	.69.00
Proctoring Fee for Web-based or Web-CT Exams	.10.00
Proficiency Examination	.35.00
SAT Test (national SAT)	.28.50
TCLEOSE	.20.00
THEA Test (formerly TASP)	.29.00
TOEFL	.110.00
TOEIC	.65.00
TSE	.125.00

INFORMATION AND DESCRIPTION OF FEES

Tuition Fee. (Sec. 54.051 Tex. Ed. Code). Tuition for resident students, except as otherwise hereinafter provided, is \$48.00 per semester credit hour for 2004-2005.

For the academic year beginning Fall 2004 and for the summer session 2005, tuition for non-resident students, except as otherwise hereinafter provided, is \$306.00 per semester credit hour.

Oklahoma Residents. The Texas Higher Education Coordinating Board authorized Midwestern State University to charge all residents of Oklahoma the Texas in-state tuition rate, plus an additional \$30.00 per semester credit hour. Residents of Oklahoma counties that border on Texas may be charged in-state tuition without the extra \$30.00 per semester credit hour. These counties are: Beaver, Beckham, Bryan, Choctaw, Cimarron, Cotton, Ellis, Harmon, Jackson, Jefferson, Love, Marshall, McCurtain, Roger Mills, Texas, and Tillman. The lowered tuition rates may not be used for graduate students.

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 \$250.00 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 univer-

sity 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 students 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 in the Fall 2005 semester and again in the Fall 2006 semester to \$5.00 per semester credit hour.)
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 exchange or study program.
6. **Wellness Center Fee.** A fee of \$1.00 per semester credit hour will be charged and collected from students to cover to 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, \$450.00 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 he/she wishes at the time he/she applies 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 day	80%
3. During the fourth, fifth, or sixth class day	50%
4. Seventh day of class and thereafter	None

Mini Term (3 week course)

1. Prior to the first class day*	100%
2. During the first class day	80%
3. During the second class day	50%
4. After the second class day	None

*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 (4th day in summer), 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 appropriate office. **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 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, student union/center fee, publication fee, library fee, computer usage fee, medical service fee, international education 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 or at <http://registrar.mwsu.edu/veterans>.

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.

Children of Certain Disabled Public Employees (Sec. 54.204 Tex. Ed. Code)

Children of certain firemen, peace officers, employees of the Texas Department of Corrections, and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from payment of all dues, fees, and charges. Application for this exemption should be made to the Commissioner, Texas Higher Education Coordinating Board.

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.

Good Neighbor Scholarship (Sec. 54.207 Tex. Ed. Code)

Certain native-born students from other nations of the American hemisphere may be eligible for exemption of tuition following approval of the State Board of Education.

Honor Graduate (Sec. 54.201 Tex. Ed. Code)

The highest ranking graduate of each accredited Texas high school is eligible for a scholarship which provides full exemption from tuition for both semesters of the first regular session immediately following graduation. When in the opinion of the institution's president the circumstances of an individual case (usually military service) merit such action this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Application for this exemption should be made in the Business Office.

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 must be made at the Business Office well in advance of the student's registration.

Students in Foster or Other Residential Care. (Sec. 54.211 Tex. Ed. Code)

A student is exempt from the payment of tuition and fees (except local tuition) authorized if the student:

1. was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday; and
2. enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

These students are exempt from tuition, fees, and charges. Application for this exemption must be made at the Business Office well in advance of the student's regis-

tration. Documentation from the Department of Protective and Regulatory Services must be provided upon application.

Aid for Dependent Children (AFDC) Tuition Exemption (House Bill 1479)

This bill allows for a one-year exemption from payment of tuition for AFDC students who meet the following criteria:

1. graduation from a public high school in Texas;
2. completion of high school attendance requirements of Section 21.032 of the Education Code;
3. during the last year in high school, receipt of financial assistance under Chapter 31, Human Resources Code (AFDC), for not less than 6 months;
4. age of less than 22 years at the time of enrollment in college;
5. enrollment in college within 12 months of his/her date of high school graduation;
6. attainment of institution's entrance requirements; and
7. tuition status of Texas resident.

Students should have copies of DHS certificates, indicating their eligibility for AFDC. The DHS certificates can be acquired through the local DHS eligibility office.

Family Unity Program

It is possible for eligible noncitizens to qualify to pay resident tuition rates and qualify as residents for state financial aid through the Immigration and Naturalization Services' Family Unity Program.

A noncitizen is eligible to apply for benefits under the Family Unity Program if he or she, 1) entered the U.S. on or before May 5, 1988, and has been residing in the U.S. since that date; and 2) was the spouse or unmarried child of a legalized alien, and has remained eligible since May 5, 1988 (i.e., continues to be the spouse or unmarried child of a legalized alien).

An individual proving his/her eligibility should provide the University copies of two INS forms I-797, one which indicates an INS-approved "Application for Voluntary Departure under the Family Unity Program," and the other which must indicate either an INS-approved "Immigration Petition for Relative" or a "Visa Petition for Spouse."

Early High School Graduates and College Hours Bonus (House Bill 1479)

Early High School Graduates

This bill provides a tuition and fee exemption totaling up to \$2,000.00 to students who meet the following criteria:

1. have graduated from a public high school in Texas on or after September 1, 2003;
2. completed the recommended or distinguished high school curriculum;
3. must be a Texas Resident;
4. must have attended high school in Texas only;
5. have written permission from a parent or legal guardian to graduate early (if completing grades 9 - 12 in 41 continuous months or fewer); or
6. completed grades 9 - 12 in either fewer than 36 continuous or more than 36, but fewer than 41 continuous months.

The eligibility amounts are as follows:

- a. \$2,000.00 may be awarded to eligible students for tuition and fees that completed grades 9 - 12 in 36 continuous months or less.
- b. \$500.00 may be awarded to eligible students for tuition and fees that completed grades 9 - 12 in no less than 36 but not more than 41 continuous months.

College Hours Bonus

An additional \$1,000.00 award may be granted for students that have received college hours while still attending high school if they meet the following criteria:

1. Must be eligible for a 36-month Early Graduation award and graduate high school with at least 15 college hours; or
2. Must be eligible for 41-month Early Graduation award and graduate with at least 30 college hours; or
3. Must meet all the requirements for an Early Graduation award, but graduated in more than 41 but fewer than 46 continuous months with at least 30 college hours.

The funds received through any of these provisions may be used to pay tuition and mandatory fees while attending a public or independent institution of higher education in Texas. If the student attends an independent institution, the state funds are only available if the college agrees to match the state funds. An eligible student's principal or counselor must fill out the application and submit the completed form to the Texas Higher Education Coordinating Board. A copy of the student's high school transcript must accompany the application. Once the information has been evaluated by the Coordinating Board, they will send the student, high school, and college a letter confirming the student's eligibility and size of his/her award. After the student receives his/her award for the first semester of college, the Coordinating Board will send a reminder to the student to check into the possibility of additional College Hour Bonus awards and advise the student to send them a copy of his/her college transcript to prove the number of hours taken and credited to him/her based on work prior to high school graduation.

Certified Educational Aides (House Bill 571)

The program exempts eligible students attending public colleges or universities in Texas from the payment of tuition and fees (other than class or laboratory fees) per semester of eligibility. Spring term exemptions are conditional upon meeting college academic requirements in the fall. Summer awards are dependent upon the availability of funds. Individuals who receive awards in one year may apply for awards in subsequent years. For more information about this exemption, contact the Financial Aid Office, your school district office, or the Texas Higher Education Coordinating Board.

Disabled Peace Officers (House Bill 640)

This legislation allows the Board of Regents to waive tuition and fees for disabled peace officers. An officer becomes eligible if he/she is a resident of the State of Texas for at least twelve months immediately preceding the beginning of the semester, becomes permanently disabled as a result of an injury suffered during the performance of the duty as a peace officer, and is unable to continue employment as a peace officer because of this disability. The agency which employs the peace officer must certify to the University that the officer was disabled in the line of duty.

TUITION REBATE

Tuition Rebate for Certain Undergraduates (Sec. 54.0065 Tex. Ed. Code)

A qualified student, who enrolled for the first time in an institution of higher education in fall 1997 or later, is eligible for a rebate of up to \$1,000.00 of the undergraduate tuition the student has paid if the student:

1. is awarded a baccalaureate degree from a general academic teaching institution;
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer cred-

- its and course credit earned exclusively by examination (credit by exam beyond first 9 hours is included in calculation); and
3. has been classified as a resident of the state of Texas at all times while pursuing this degree, and must have attempted all course work at a Texas public institution of higher education.

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. The student shall pay the full tuition charge to the first institution at which the student is registered, and in any event 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 charges 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, the student shall be considered a Texas resident at each of the institutions at which he/she 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.







ACADEMIC SERVICES

Admissions

Career Management Center

Financial Aid

International Student Services and Intensive English

Language Institute

Registrar

Testing Services

Upward Bound

HOW TO APPLY FOR UNDERGRADUATE ADMISSION

Undergraduate students should complete the following steps at least six weeks prior to the semester for which they seek admission, but no later than the deadline for application published in the University's catalogs. Beginning freshmen are required to apply and have all credentials on file by the application deadline. Midwestern State has an application fee of \$25.00 for new undergraduate students and a \$10.00 matriculation fee for returning students. Students may apply online via the Texas Common Application at <https://www.applytexas.org> or at <http://www.mwsu.edu>. Students desiring early notification of tentative acceptance should refer to the section on Early Notification of Acceptance. Students who do not meet application deadlines must register at late registration. A late registration fee of \$25.00 will be assessed.

1. **Application for Undergraduate Admission** must be filed with MSU Admissions by the following deadlines:

	<u>Priority Deadline</u>	<u>Regular Deadline</u>
Fall	- July 1	August 7
Spring	- November 1	December 15
Summer I	- May 1	May 15
Summer II	- June 1	June 15

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. **Official Transcripts** must be filed from all institutions in which the student has previously enrolled (high school and each college or university). Official transcripts must be mailed directly from the institution attended to MSU Admissions. Hand-carried transcripts are not official.
3. **American College Test (ACT) or Scholastic Aptitude Test (SAT)** scores are required of all beginning freshmen under the age of 21, transfer students under 21 who have fewer than 18 earned non-developmental semester hours, and those who do not meet the high school rank/unit requirements. These tests are administered throughout the United States and in many foreign countries in September, October, December, February, April, and June. It is recommended that applicants take the examination during the fall semester of their high school senior year or, at least four months prior to enrollment at MSU. The student should contact ACT or SAT immediately if the test has been taken but the scores were not sent to MSU. High school officials can provide further information. Prospective students who seek admission beginning fall 2006, will be required to submit the writing portion of the new ACT and/or SAT exams which will begin being offered in 2004-2005.

If it is impossible for the applicant to take the national test, Midwestern State University offers a residual ACT and SAT test prior to each semester. There is no pre-registration for this test. A student must report to the test site with a picture ID, #2 pencils, and the test fee. MSU Admissions receives the results of this test within one to two days after the test date. Contact Testing Services at <http://testing.mwsu.edu>.

Please note that residual ACT or SAT scores **cannot** be used for Texas Success Initiative (formerly TASP) exemption or for athletic eligibility. Other colleges **may not** accept a residual ACT or SAT taken at MSU for their admission requirements. Students may not retake a residual ACT within sixty days, or a residual SAT within thirty days. For more information about the ACT or SAT

test, please contact MSU Admissions, Testing Services, or refer to the academic calendar for test dates. For more information about the Texas Success Initiative, contact the Office of the Registrar, or see page 80.

Early Notification of Acceptance: A beginning freshman student desiring early notification of acceptance to the University may submit an application by the printed priority deadline, either ACT or SAT scores, and a copy of the official high school transcript reflecting grades through the sixth semester of the junior year. A projected date of graduation and class rank should be indicated on the transcript. Pending admission status may be given if all necessary information is not available to MSU Admissions. Early notification of acceptance may be advanced to full acceptance for admission after graduation from high school is verified with MSU Admissions by submission of an official high school transcript showing date of graduation and rank in class.

Temporary Admission: A tentative enrollment may be permitted under a temporary admission status if transcripts on file with MSU Admissions meet the 2.0 grade point average criteria. The student must certify that he/she will have an official transcript of all college work attempted sent to MSU Admissions. If the transcripts are not received within three weeks from the first day of classes during the long term, or if the student does not meet the admission requirements when the credentials arrive and are evaluated, he/she may be automatically withdrawn from the University. This action will be posted to the student's permanent academic record as "enforced withdrawal." Tuition and fees will be refunded in accordance with the "Schedule of Refunds" effective on the date of withdrawal as outlined elsewhere in this catalog. A student admitted on a Temporary Admission Status is responsible for determining his/her admissibility according to MSU admission requirements, course prerequisites, and for providing official credentials within the three-week period at the time of enrollment.

Falsification of Records: Students who knowingly falsify or are a party to the falsifying of any official university record (including such records as transcripts and application for admission, Texas Success Initiative (formerly TASP) status, student personnel forms, etc.) will be subject to disciplinary action which may include suspension from the University.

UNDERGRADUATE ADMISSION REQUIREMENTS

Midwestern State University reserves the right to change admission criteria in keeping with actions of the Texas State Legislature or the University Board of Regents. It is to the prospective student's advantage to contact MSU Admissions.

AUTOMATIC ADMISSION

Students will be admitted if they graduate in the top twenty-five percent of their class from an accredited Texas public high school and if they meet the following conditions:

1. graduated from high school within the two years prior to the academic year for which admission is sought; and
2. submitted a complete application and an official transcript from the high school before the deadline.

Students in this category may be required to enroll in certain courses in the summer after graduation or during the first semester of enrollment. ACT/SAT scores must be submitted.

UNCONDITIONAL ADMISSION

For unconditional admission students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency and must meet the following high school unit, class rank, and ACT/SAT score requirements:

Units Required

- 4 English (non-remedial)
- 3 mathematics (2 at Algebra I level or above)
- 2 science
- 6 academic electives*

*Academic electives: mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).

<u>Class Rank</u>	and	<u>SAT/ACT Composite Scores:</u>
1st Quarter		no minimum
2nd Quarter		870/18
3rd Quarter		950/20
4th Quarter		1030/22

Students whose high school transcript does not reflect ranking must submit scores of 1030/22 to be considered for unconditional admission.

All beginning freshmen, under 21 years of age at the time of registration, and transfer students, under 21 years of age, who have fewer than 18 earned non-developmental semester hours must take the ACT or SAT. Students 21 years of age or older will not be required to take the ACT or SAT if they graduated in the top half of their class and meet all unit requirements.

ADVISED ADMISSIONS

Students admitted for the first semester of college whose secondary academic record or college entrance examination scores indicate a deficiency in admission criteria will be enrolled under Advised Admissions status. This is a conditional admission status.

To be eligible for enrollment under Advised Admissions, a student must have no more than one high school unit deficiency and an ACT composite score of 16 or higher or an SAT composite score of 780 or higher. If the student is eligible for Advised Admissions, the Admissions Committee will base its admission decision on an evaluation of the student's high school GPA, units, and ACT/SAT scores.

Students meeting the criteria for Advised Admissions status will be restricted to enroll in no more than 14 semester credit hours in a long semester and no more than 3 semester credit hours in any one summer session. Of the hours enrolled in the first long semester, one course must be MWSU 1003 - Skills for Success (the Advised Admissions sections are designated in the Schedule of Classes each semester). The student will continue in Advised Admissions status until he/she has completed a minimum of twenty-four semester hours at MSU and is in academic good standing as stated in the Table of Academic Standards on page 60.

Failure to comply with the Admissions Committee's recommendations could result in an enforced withdrawal.

All beginning freshmen, under 21 years of age at the time of registration, and transfer students, under 21 years of age, who have fewer than 18 earned non-developmental

semester hours must take the ACT or SAT. Students 21 years of age or older will not be required to take the ACT or SAT if they graduated in the top half of their class and have no more than one high school unit deficiency.

GED Students - Students who pass the GED examination in lieu of the high school diploma must meet the requirements listed below. The student must have been out of high school for at least six months and must meet all state requirements for GED testing. The unit requirements will be met if a score of 50 (for those who tested prior to January 1, 2002) or a score of 500 (for those who tested after January 1, 2002) is achieved on all sections of the GED. An average of Test 1 and Test 4 is used for the English score. Applicants who meet minimum state requirements (average of 45 or no score lower than 40; effective January 1, 1997, the state minimum is at least an average of 45 **and** no score lower than 40; effective January 1, 2002, the state minimum is at least an average of 450 and no score lower than 410) and do not meet the unit requirements may be considered on an individual basis. GED students under 21 years of age must submit an ACT or SAT score. Students over 21 years of age must submit an ACT or SAT score if the unit requirements are not met. All GED students permitted to enroll must comply with Advised Admissions Criteria.

HIGH SCHOOL CONCURRENT PROGRAMS

There are several programs available for students who are still in high school. If the students qualify for admission under one of these programs, they must also comply with Texas Success Initiative (formerly TASP) regulations.

Individual Enrollees: Under the following guidelines, the University will consider applications from high school senior students to enroll in regular university freshman level classes concurrently with or during the summer session immediately preceding the last year in high school. The student must:

- a. be within two semesters of graduation;
- b. submit an application for concurrent admission by the printed deadlines;
- c. submit composite ACT or SAT scores of at least 22 or 1030;
- d. submit a high school transcript reflecting at least a "B" average in English, mathematics, science, and social studies;
- e. not have a failing score on the exit level TAKS;
- f. have parental approval and either principal or counselor recommendation; and
- g. take all sections of the official THEA (formerly TASP) test unless the student is exempt under the Texas Success Initiative requirements.

Midwestern State University will mail the grade reports to the student upon completion of each semester. An official high school transcript, showing graduation date and rank, should be sent to MSU Admissions as soon as it is available. Official MSU transcripts will be available when the final high school transcript is received. If a transcript is required prior to graduation, the student should contact the Office of the Registrar.

University/School Programs: Midwestern State University has written agreements governing special concurrent enrollment programs with various area schools. Contact MSU Admissions for application information.

Spectrum Program: Spectrum is a competitive scholarship program affording academically talented high school students the opportunity to earn college credits through a summer enrichment program running concurrently with the Summer I term. The program is primarily designed for students who at the time of their application are in the second semester of their junior year; however, students in the second semester of their sophomore year may also apply and are occasionally selected to participate. Contact the Spectrum Coordinator for additional information.

SPECIAL ADMISSION

Concurrent Enrollment at Other Institutions: Concurrent enrollment at other institutions will not be allowed without prior written permission of the Provost or a designee. The "Request for Concurrent Enrollment" form is available in the Office of the Registrar and online at <http://registrar.mwsu.edu/concurrent.asp>.

Admission as an Undergraduate External (Non-degree) Student: The program is intended to streamline the admission process for adults who wish to take only one or two courses for self or professional improvement. Courses taken under this status may not necessarily be applicable to certain University degree programs.

All non-degree students must meet University admission standards and certify such eligibility. In addition, students must meet Texas Success Initiative (formerly TASP) requirements. Approval for admission is granted on an individual basis. Students who have been denied regular admission to the University may not apply for this status. Students who anticipate enrolling in more than two semesters are encouraged to apply for regular admission. Students have ample time to order transcripts and process admission credentials after the beginning of a semester if late decisions are made.

Non-degree students are limited to a maximum of two courses per fall or spring semester and one course per summer term. A maximum of nine hours may be earned by students in this category. Such students are required to achieve the same level of academic standards for continued enrollment as other students.

NOTE: Non-degree students are not eligible for financial aid. Students must meet all admission requirements to change from non-degree to degree status.

Individual Approval. Students who do not meet the admission requirements are encouraged to apply for individual consideration. In addition to the high school transcript and ACT/SAT scores, the student should supply information about socioeconomic background, bilingual proficiency, financial status and performance level of high school district, region of residence, family educational background, involvement in community activities, extra-curricular activities, responsibilities while attending school (employment and/or raising children), commitment to a particular field of study, admission to a comparable accredited out-of-state institution, and any other information which might be helpful to the Admissions Committee. Information should be sent to the Director of Admissions.

Students who graduate from an unaccredited high school or home study program will be considered for admission on an individual basis. ACT/SAT minimum scores for conditional admission are required.

Academic Fresh Start Elective. At the time of application, a resident of this state may apply for admission and enroll as an undergraduate student under the academic fresh start program. If an applicant elects to seek admission under this program, Midwestern State University shall not consider academic credits or grades earned by the applicant ten or more years prior to the starting date of the semester. If the applicant applies and is admitted under this program, the student may not receive any credit for courses undertaken ten or more years prior to enrollment under the fresh start program.

A student electing to be admitted under this program must meet the admissions criteria as any other student seeking admission to the University; i.e., if all of the courses are under the fresh start program, the student must meet the beginning freshman criteria. Official copies of all transcripts are required even if the courses at the other institutions are included in the academic fresh start program.

An applicant seeking admission under the fresh start provisions must complete the appropriate form at the Office of the Registrar before registration. The student should carefully consider all provisions of the fresh start program, because after the student has chosen to enroll under this program and has filed the above-mentioned form, the decision cannot be revoked.

ADMISSION BY TRANSFER

The applicant for admission by transfer with 18 or more non-developmental credit hours completed must have a cumulative grade point average of 2.0 and be eligible to enroll at all institutions attended. Applicants with fewer than 18 non-developmental hours must have a cumulative grade point average of 2.0, be eligible to enroll at all institutions attended and meet beginning freshmen admission requirements.

Applicants who meet the current grade point listed in the University's Table of Academic Standards may be admitted under Advised Admissions program. (See Table of Academic Standards on page 60.)

Before a transfer student may register, he/she must submit official transcripts from all post-secondary educational institutions and colleges attended regardless of whether transfer credit was earned. In no case is the student's registration complete until these official transcripts are on file with MSU Admissions. Midwestern State accepts transfer work from schools accredited by regional accrediting bodies.

If a student has successfully completed the core curriculum at another Texas public school, as verified by the transcript, that block of courses will fulfill Midwestern State's academic foundations and core curriculum. A student who has not completed the core curriculum elsewhere will be required to complete Midwestern State's core.

After eligibility to re-enroll in all previous institutions attended has been established, the transfer student's scholastic record is then evaluated on the basis of minimum scholastic standards in effect at Midwestern State University. A student who has been suspended at prior institutions will maintain the suspension in his/her academic history. For example, a student who was suspended once at a prior school will be assessed a second suspension if the MSU minimum academic standards are not met at the end of the first semester at MSU or upon completion of twelve hours. (See Table of Academic Standards on page 60.)

A former Midwestern State student, who has attended another school since attending Midwestern, will be considered a transfer student in evaluating credentials for readmission.

Grades of D will be accepted in transfer from regionally accredited colleges. Evaluation of course credit earned at other institutions by MSU Admissions does not decree approval of the credit for use toward degree requirements. The academic dean of the college offering the program in which the student is enrolled has authority for determining which courses will be applied toward the student's major or minor. It is the student's responsibility to be aware of the individual program's degree requirements. A student transferring a D in a course should check with the individual department to see if the course will be accepted to meet the degree requirement.

If the student does not present an overall C average on the courses accepted in transfer, he/she must make up the grade point deficiency on work attempted at Midwestern State University. For example, a student transferring a D in a course would have a grade point deficiency of three. The student must earn at least a B in a course at Midwestern to offset the D accepted in transfer.

To qualify for a degree from Midwestern State University a student must have a C (2.0) major, minor, and cumulative grade point average on all work attempted at MSU as well as on all work counted toward the major, minor, and cumulative degree requirements, i.e., C average on MSU work attempted and transfer work accepted. Some programs require more than a 2.0 grade point average on major and minor hours. The student should consult with the academic adviser about specific program requirements.

No more than 69 semester hours, including kinesiology activity courses, from a community college may be applied to a degree program (excluding RN/BSN, BSRS, and BSRC) at Midwestern State University.

Any student transferring from a Texas community college to Midwestern State University shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.

TRANSFER DISPUTES

The following procedures shall be followed in the resolution of transfer disputes involving lower college courses:

1. If Midwestern State does not accept course credit earned by a student at another institution of higher education, MSU shall give written notice to the student and the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of the denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of higher education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

HOUSING AND RESIDENCE LIFE

After acceptance for admission, the Office of Housing and Residence Life will forward information to all applicants who indicated 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 undergraduate program. To be considered for conditional admission, undergraduate applicants must score 500-547 on the paper-based TOEFL exam or 173-210 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. Students may apply online via the Texas Common Application at <https://www.applytexas.org> or <http://www.mwsu.edu>.

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. Undergraduate applicants will be required to score 550 or higher on the paper-based exam or 213 or higher on the computer-based exam. TOEFL may not be required if English is the native language. Local English Proficiency examination may be required.
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.

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.

INFORMATION ON EVENING AND SUMMER PROGRAMS

THE EVENING PROGRAM

Midwestern State University offers a comprehensive academic evening program for individuals who wish to undertake a university educational program on a non-traditional schedule. The University's admission requirements and academic standards apply equally to the evening program. Credits earned in academic evening classes may be applied to undergraduate and graduate degrees without restriction.

Several undergraduate and graduate degree programs are currently offered within the evening program and substantial progress toward the completion of other degrees can be made at night. Contact the appropriate dean's office for information on particular degree programs and the extent of the evening offerings.

THE SUMMER SESSION

Midwestern State University conducts a summer session consisting of two terms. A schedule of undergraduate and graduate classes is offered. Regular faculty members and visiting instructors teach during the summer terms. The facilities of the University are available to summer school students.

Summer guest status is available to undergraduate students currently attending a college or university and want to attend summer sessions at MSU prior to returning to their

home institution. Students must apply by the printed deadlines and submit a summer guest student petition and agreement form (<http://admissions.mwsu.edu/forms/summerguest.asp>) to MSU Admissions. Official transcripts from the home institutions verifying enrollment are also required. The necessary forms are available online and through MSU Admissions office.

Students in this status must also comply with Texas Success Initiative (formerly TASP) regulations. For more information regarding the Texas Success Initiative, students should see page 80, visit the TSI website at <http://registrar.mwsu.edu/success.asp>, or contact the Office of the Registrar.

The dates for the summer terms are listed in the University Academic Calendar.

SCHOLARSHIPS

University scholarships are available in recognition of a student's academic achievement; special abilities as indicated by the applicant's academic transcript, entrance exam scores, participation in extracurricular activities, and other criteria as defined by specific scholarship programs.

Students should seek information about scholarships, applications, and deadlines through the academic departments, MSU Admissions, and University Donor Services.

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

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residence for tuition purposes 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 person-

nel 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 non-residents 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.
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 term and subsequent enrollments.
10. Under Texas law the student is responsible for reporting changes in legal residence. This notification is submitted to MSU Admissions by the student.

ACADEMIC STANDARDS

(Undergraduate)

It is desirable that students maintain at least a C (2.0) cumulative grade point average since that standard is required for graduation.

The following minimum academic standards have been established to assure that students make reasonable satisfactory progress, which will result in eligibility for graduation. Students are responsible for knowing their academic standing.

The total hours attempted for the purpose of determining the required minimum grade point average is the sum of Midwestern State University hours attempted and hours attempted at all other institutions attended including developmental courses.

Earned hours are the hours earned at MSU and hours accepted in transfer. Higher education quality hours are all hours attempted at MSU and elsewhere including developmental courses.

The cumulative grade point average is determined by dividing the total grade points earned at MSU (quality points) by the total hours attempted at MSU (quality hours). Grade point averages will be computed at the end of each semester or term. The academic standing is printed at the bottom of the grade report. Prior to Fall 1996 developmental courses (English 1003, 1013, Math 0003, 1003) were not computed in the grade point average.

TABLE OF ACADEMIC STANDARDS

Total Hours Attempted (MSU and all other institutions)	MSU Cum. GPA <u>Requirements</u>
0-30	1.70
31 and above	2.00

SCHOLASTIC PROBATION

Scholastic probation is a warning that the level of performance must improve if the student expects to continue in the University.

A student whose Midwestern State University cumulative grade point average falls below the standards stated in the Table of Academic Standards will be placed on scholastic probation.

Beginning and transfer freshmen students who are on scholastic probation after their first semester at MSU are required to participate in the First Year Probation Program (see page 111).

A student on scholastic probation should take no more than 13 semester hours in a regular semester and no more than 6 semester hours in a summer term.

CONTINUED SCHOLASTIC PROBATION

A student on scholastic probation who fails to raise the cumulative grade point average to the level outlined in the Table of Academic Standards but who earns a semester average of 2.0 (possible 4.0) or above will be on continued scholastic probation.

A part-time student whose average is below the stated requirements will be on continued scholastic probation until he/she has attempted twelve semester hours at Midwestern State University. After a student has attempted twelve semester hours at MSU, the regular suspension regulations will apply.

ACADEMIC SUSPENSION AND DISMISSAL

A student on scholastic probation who fails to raise the MSU cumulative grade point average to the required level and who fails to earn a 2.0 semester average will be placed on academic suspension. Suspension or dismissal will be posted to the academic record and will remain as a permanent entry.

Should the student be admitted to another institution while on suspension and then seek readmission to MSU, the transferred work must meet MSU academic requirements, or the student will be subject to further academic penalty at the time of readmission (See Admission by Transfer). Work completed at another institution while the student is on suspension from Midwestern State University will not decrease the suspension period or remove the student from scholastic probation at MSU.

LIMITS ON READMISSION

First Suspension

1. A student suspended at the close of the fall semester is eligible for readmission to the following summer session.
2. A student suspended at the close of the spring semester is eligible for readmission to the following spring semester. A student on first suspension is permitted to attend the following summer session at MSU and may be reinstated for the

fall semester if he/she has earned a 2.0 grade point average and a minimum of 6 semester hours during the summer sessions. A maximum course load of 6 semester hours per summer session is permitted.

3. At the close of each summer session, only an academic deficiency of probation will be assessed.

Second Suspension is for a period of one calendar year beginning with the end of the semester that the suspension was assessed.

Third Suspension results in academic dismissal, which is for a period of two calendar years beginning with the end of the semester that the suspension was assessed. The Academic Readmission Committee will not review a petition for reinstatement of a student in this category.

NOTE: It is strongly recommended that a student re-enrolling after a period of academic suspension take only repeats of Midwestern State University courses in which grades of D or F were previously awarded. Counseling is offered through MSU Admissions.

READMISSION AFTER ACADEMIC SUSPENSION

A student whose suspension period has passed and who meets all requirements for readmission may re-enroll on scholastic probation. If, at the end of the semester following readmission, the student's academic performance does not meet the minimum academic standards or he/she does not have a current semester average of at least 2.0, the student will again be suspended. A student who has been on suspension at previous schools will maintain the suspension in his/her academic history.

Students who have been on suspension will be required to participate in the following programs during the first semester in which they enroll at MSU following their suspension:

1. the Scholastic Support Program offered by the Counseling Center; or
2. MWSU 1003 Skills for Success unless the student has already successfully completed the course.

MSU Admissions notifies the Counseling Center of students who have been allowed to return.

PETITIONS FOR REINSTATEMENT

Written petitions for early reinstatement for a student on first or second suspension will be submitted to MSU Admissions for referral to the Academic Readmissions Committee. The petition should be submitted at least **three weeks prior to registration** for the semester to which readmission is sought. (A student may only petition for early reinstatement one time.)

The Academic Readmissions Committee only meets prior to each regular registration period. The committee does not meet during late registration. Students should check the semester schedule of classes for specific meeting dates or contact MSU Admissions.

CREDIT BY EXAMINATION

MSU will accept up to 60 hours of credit by examination, limiting CLEP, DANTES, and Proficiency Exams to a maximum of 30 hours. Contact Testing Services at <http://testing.mwsu.edu>. MSU Admissions evaluates CLEP, DANTES, AP, and IB credit as transfer credit.

Credit by examination is only available after the student has been officially enrolled

with the University. Official enrollment dates are the 12th and 4th class days respectively for the long semesters and the summer sessions.

Credit by examination may be earned through the College Board Advanced Placement Program, Proficiency Exams administered through the MSU College Offices, the College Level Examination Program (CLEP) Subject examination only, International Baccalaureate Program, and the DANTES standardized examinations. DANTES credit will not be accepted for business, speech, history, English, or foreign language courses.

Credit by examination may not be used to satisfy the minimum residence requirements for the degrees or for honors awarded at graduation. Credit by examination assumes the student has had no formal classroom instruction, as an enrolled student or as an auditor, in the course being challenged.

College Level Examination Program (CLEP) — Subject Examinations

The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service of Princeton, New Jersey. The CLEP is administered in two parts, the CLEP General Examinations and the CLEP Subject Examinations. MSU is a test center for Subject Examinations and the reporting school code is 6408. MSU does not award credit on the basis of CLEP General Examinations. MSU will grant credit on the basis of CLEP Subject Examinations scores according to the following policy effective July 1, 2001:

CLEP Subject Examinations Minimum Scale Scores

Examination	Credit Hours	Minimum Score Required for Credit	Equivalent MSU course	TX Common Course #
BUSINESS				
Infor. Systems & Comp. App	3	50	CMPS 1023	COSC 1300
Introduction to Management	3	50	MGMT 3013	N/A
Introductory Accounting	6	50	ACCT 2143, 2243	ACCT 2301, 2302
Introductory Business Law	3	50	BUAD 3233	N/A
Principles of Marketing	3	50	MKTG 3723	N/A
ECONOMICS				
Introductory Macroeconomics	3	50	ECON 2333	ECON 2301
Introductory Microeconomics	3	50	ECON 2433	ECON 2302
ENGLISH (All English examinations require the essay option)				
American Literature	3	50*	ENGL 2613 or 2623	ENGL 2327 or 2328

English Literature	3	50*	ENGL 2813 or 2823	ENGL 2322 or 2323
Freshman College Composition	3	50*	ENGL 1113	ENGL 1301

* Plus satisfactory performance on essay to be read by the MSU English department.

FOREIGN LANGUAGE

French - 1st year	8	50	FREN 1134, 1234	FREN 1411, 1412
French - 2nd year	6	62	FREN 2133, 2233	FREN 2311, 2312
German - 1st year	8	50	GERM 1134, 1234	GERM 1411, 1412
German - 2nd year	6	54	GERM 2133, 2233	GERM 2311, 2312
Spanish - 1st year	8	50	SPAN 1134, 1234	SPAN 1411, 1412
Spanish - 2nd year	6	66	SPAN 2133, 2233	SPAN 2311, 2312

MATHEMATICS

Calculus w/Elem.Functions	4	61*	MATH 1634	MATH 2413
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* Scores of 50-60 will waive the prerequisite for Calculus II

College Algebra	3	54**	MATH 1233	MATH 1314
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** Scores of 50-53 will waive the prerequisite for Trigonometry

Trigonometry	3	58***	MATH 1433	MATH 1316
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*** Scores of 50-57 will waive the prerequisite for Calculus I

SCIENCES*

General Biology	8	58	BIOL 1144, 1544	BIOL 1413, 1411
General Chemistry	8	50	CHEM 1141, 1241 CHEM 1143, 1243	CHEM 1111, 1112 CHEM 1311, 1312

* Majors in the health sciences should check with their advisers before taking science courses by examination.

SOCIAL SCIENCES

American Government	3	50	POLS 1333 or 1433	GOVT 2301 or 2302
American Hist I	3	50	HIST 1133	HIST 1301
American Hist II	3	50	HIST 1233	HIST 1302
Introductory Psychology	3	50	PSYC 1103	PSYC 2301

Introductory Sociology	3	50	SOCL 1133	SOCL 1301
Western Civilization I	3	50	HIST 1333	HIST 2311
Western Civilization II	3	50	HIST 1433	HIST 2312

Note: N/A indicates that a Texas Common Course Number is not applicable to the course.

CONDITIONS FOR CLEP SUBJECT EXAMINATIONS

1. Credit will be granted only if the student enrolls at Midwestern State University.
2. Credit earned by examination while enrolled at Midwestern State University may not be used to meet the minimum residence requirement for that degree or for honors awarded at graduation.
3. Credit by CLEP examination assumes the student has had no formal classroom instruction, as an enrolled student or as an auditor, in the course being challenged.
4. There is a six month waiting period before repeating an exam.
5. CLEP exams are administered by appointment through the MSU Testing Office.

Credit will be posted to the permanent record by the Midwestern State University course number and hours, but will be designated as CLEP credit.

College Board Advanced Placement Program

High school students with superior academic achievements in any of the following areas may earn college credit in these fields through the College Board Advanced Placement Program. Beginning with the 1999 Spring test, the following grades may be awarded for the test scores: 5 = A, 4 = B or Credit, and 3 = Credit. If the student takes both English Composition & Literature and English Language & Composition and scores at least a 3 on both exams, the student will receive six hours of Rhetoric and Composition and three hours of sophomore literature elective credit. The following grades will be awarded for tests given prior to Spring 1999: 5 = A, 4 = B, and 3 = C. Please note that the credit awarded for an exam will correspond with the date the exam was taken. The course and grade are posted to the student's permanent record and designated as Advanced Placement credit.

The College Board Advanced Placement Program is administered only through cooperating high schools and only once each spring. Arrangements for the testing are to be made with the high school counselor.

AP Examinations	Credit Hours	Equivalent MSU course	Texas Common Course Number
American History	6	HIST 1133, 1233	HIST 1301, 1302
Art: History	3	ART 3413	N/A
Art: Studio	6	ART 1113, 1313	ARTS 1311, 1316
Biology	8	BIOL 1144, 1544	BIOL 1413, 1411
Chemistry	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312

Classics: Virgil	3	Soph. foreign language elective	N/A
Classics: Latin Lyric	3	Soph. foreign language elective	N/A
Comparative Govt. & Politics	3	POLS 3533	N/A
Computer Science A	3	CMPS 1043	N/A
Computer Science B	6	CMPS 1043, 1053	N/A
Economics – Micro	3	ECON 2333	ECON 2301
Economics – Macro	3	ECON 2433	ECON 2302
English Comp. & Literature	6	ENGL 1113, 1123	ENGL 1301, 1302
English Language & Comp.	6	ENGL 1113, 1123	ENGL 1301, 1302
European History	6	HIST 1333, 1433	HIST 2311, 2312
French Language	8	FREN 1134, 1234	FREN 1411, 1412
French Literature	6	FREN 2133, 2233	FREN 2311, 2312
German Language	8	GERM 1134, 1234	GERM 1411, 1412
German Literature	6	GERM 2133, 2233	GERM 2311, 2312
Mathematics: Calculus AB	4	MATH 1634	MATH 2413
Mathematics: Calculus BC	8	MATH 1634, 1734	MATH 2413, 2414
Music Listening & Literature	3	Music elective	N/A
Music Theory	6	MUSC 1603, 1613	MUSI 1311, 1312
Physics B	8	PHYS 1144, 1244	PHYS 1401, 1402
Physics C: Mechanics	4	PHYS 1624	N/A
Physics C: Electricity & Magnetism	4	PHYS 2644	N/A
Psychology	3	PSYC 1103	PSYC 2301
Spanish Language	8	SPAN 1134, 1234	SPAN 1411, 1412
Spanish Literature	6	SPAN 2133, 2233	SPAN 2311, 2312
Statistics	3	STAT 3573	N/A
U.S. Government & Politics	3	POLS 1333 or 1433	GOVT 2301 or 2302

Midwestern State University's College Board Code Number is 6408.

To request Advance Placement test scores
call (888) 225-5427 (toll-free) or write to:
AP Exams
P.O. Box 6671
Princeton, NJ 08541

The transcript should be sent to:
Midwestern State University
Admissions Office
3410 Taft Blvd.
Wichita Falls, TX 76308-2099

Defense Activity for Non-Traditional Education Support (DANTES)

Credit will be awarded in some programs for DANTES Standardized Subject Tests based on ACE recommendations or on a percentile level which reflects at least 50% of test questions being answered correctly. Acceptable percentile levels are generally at the 40th percentile or above. DANTES SST's are not considered as part of the 12 hour limit on military credits. Credit will not be accepted for business, English, foreign languages, history, or speech courses.

CLEP tests administered and reported by DANTES will be accepted according to MSU's published CLEP guidelines. Midwestern's school code is 9870.

International Baccalaureate Program

Midwestern State University recognizes the value of the International Baccalaureate program and has approved the granting of credit for the IB Higher and Standard level exams. Credit will be granted for the following Higher level exams: Art, Biology, Business, Chemistry, Computer Science, Economics, English, French, Geography, German, History, Mathematics, Music, Philosophy, Physics, Psychology, Spanish and Theatre. Standard level credits will be given for Art, Biology, Chemistry, Computer Science, Economics, French, German, Mathematics, Philosophy, Physics, Psychology, Spanish and Theatre. Where applicable, credit will count toward the major and meet university requirements.

Midwestern State University's prospective students who earn the International Baccalaureate (IB) diploma will receive unconditional admission status to MSU. Students under 21 years of age must submit official ACT or SAT scores. Scholarships will be offered to these students through the University scholarship program. It is the responsibility of the prospective IB student to notify MSU Admissions. Students from high schools that offer IB courses but not the diploma may receive credit according to the same criteria. An IB transcript must be sent to MSU Admissions. All IB students must show proof of meeting the Texas Success Initiative (formerly TASP) requirements prior to their initial enrollment at Midwestern State and meet published university application deadlines.

Higher Exams: Grades accepted: 7 or 6 = A, 5 = B for Higher Exams only

Higher Exam	Credit Hours	Equivalent MSU Course	Texas Common Course Number
Art	3	ART 1413	ARTS 1301
Biology	8	BIOL 1144, 1544	BIOL 1413, 1411
Business & Organization	6	FINC 3733, MGMT 3013	N/A
Chemistry	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312
Computer Science	3	CMPS 1023	COSC 1300
Economics	6	ECON 3323, 3333	N/A
English	6	ENGL 1113, 1123	ENGL 1301, 1302
French	8	FREN 1134, 1234	FREN 1411, 1412
Geography	3	GEOG 3003	N/A
German	8	GERM 1134, 1234	GERM 1411, 1412

History	6	HIST 1133, 1233	HIST 1301, 1302
History-Europe	6	Humanities Core	N/A
Mathematics	8	MATH 1634, 1734	MATH 2413, 2414
Music	6	MUSC 3723/1603*	N/A
Philosophy	3	Humanities Core	N/A
Physics	8	PHYS 1144, 1244	PHYS 1401, 1402
Psychology	3	PSYC 1103	PSYC 2301
Spanish	8	SPAN 1134, 1234	SPAN 1411, 1412
Theatre	3	THEA 1503	DRAM 1310

**Incoming students from IB programs will need to take a music theory placement exam for advising purposes.*

Standard Exams: Grades accepted: 7 or 6 = A, 5 = B

Standard Exam	Credit Hours	Equivalent MSU Course	Texas Common Course Number
Art	3	ART 1413	ARTS 1301
Economics	6	ECON 2333, 2433	ECON 2301, 2302
Music	6	MUSC 1033/1603*	MUSI 1306 or 1310, 1311
Theatre	3	THEA 1503	DRAM 1310

Grades accepted: 7 or 6 only = A

Biology	8	BIOL 1144, 1544	BIOL 1413, 1411
Chemistry	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312
Computer Science	3	CMPS 1023	COSC 1300
Mathematical Studies	6	MATH 1233, 1433	MATH 1314, 1316
Mathematical Methods	7	MATH 1433, 1634	MATH 1316, 2413
Physics	8	PHYS 1144, 1244	PHYS 1401, 1402

Grades accepted: 7, 6 or 5 = credit

Philosophy	3	PHIL 1033	PHIL 1301
Psychology	3	PSYC 1103	PSYC 2301

Grades accepted: 5 or 4 = credit

French	8	FREN 1134, 1234	FREN 1411, 1412
German	8	GERM 1134, 1234	GERM 1411, 1412
Spanish	8	SPAN 1134, 1234	SPAN 1411, 1412

Grades accepted: 7 or 6 = credit

French	14	FREN 1134, 1234, 2133, 2233	FREN 1411, 1412, 2311, 2312
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German	14	GERM 1134, 1234, 2133, 2233	GERM 1411, 1412, 2311, 2312
Spanish	14	SPAN 1134, 1234, 2133, 2233	SPAN 1411, 1412, 2311, 2312

**Incoming students from IB programs will need to take a music theory placement exam for advising purposes.*

To request the International Baccalaureate transcript call (212) 696-4464 or write to:
International Baccalaureate North America
200 Madison Avenue, Suite 2007
New York, NY 10016

The transcript should be sent to:
Midwestern State University
Admissions Office
3410 Taft Blvd.
Wichita Falls, TX 76308-2099

Proficiency Examinations

The college dean may allow a currently enrolled student to challenge a course in that college and receive credit by examination. Credit and grades obtained by proficiency examinations are used in determining the grade point average for the semester in which the credit is posted, and they are used in calculating the cumulative grade point average; however they cannot count toward residency hours or graduation with honors. When an examination for credit is taken, only a grade of C or better will be recorded. Credit earned by proficiency examination will be posted to the academic record after the student has earned 9 semester hours in residence at MSU. For continuing students who take a proficiency test, the grade earned is posted to the semester in which the test was taken. If the test was taken during the summer, the student may request that the grade be posted to the preceding spring semester, as long as the student was enrolled during that semester. The request to post credit to the preceding spring semester must be made prior to the end of the summer term in which the test was taken.

Credit by examination assumes the student has had no formal classroom instruction, either as a regularly enrolled student or as an auditor in the course being challenged. It is the responsibility of the college dean to validate the student's request. If approved, the student pays a \$35.00 testing fee per course at the University Business Office and presents the receipt to the college dean who will make arrangements for the test.

CORRESPONDENCE WORK

Midwestern State University does not offer correspondence credit. However, a limited amount (not to exceed 18 semester hours) of correspondence work from a regionally accredited institution may be applied toward the requirements for the bachelor's degree.

A student enrolled in residence must secure the written permission of the dean of the major college prior to enrolling for a correspondence course. The student may make arrangements to take the final examination at Midwestern. The examination is administered by the Director of Testing Services.

Credit by correspondence for a course failed in residence will not be accepted toward graduation. No graduate credit can be earned through correspondence.

Seniors must make sure transcripts of correspondence work necessary for graduation arrive in the Office of the Registrar at least one week prior to graduation.

OTHER NON-TRADITIONAL CREDITS

Credit for U.S. Military Service. Students who have previously served in or are now on active duty in the armed forces may receive academic credit for their military educational experience up to a maximum of 12 semester hours toward a bachelor's degree excepting the BAAS. No credit is allowed toward graduate degrees.

For active service under honorable conditions for a continuous period of at least six months and less than one year, the University will grant 2 semester hours of physical activity credit; for one year or more of continuous active service, 4 semester hours of physical activity credit. Note: This credit will not be allowed if all required activity courses have been completed in residence or if the student is majoring or minoring in kinesiology.

Credits will be allowed for successful completion of technical or specialized schools attended while on active duty (not allowed for reserve duty) to the extent that the material is applicable toward degree requirements at Midwestern State University. Elective credit hours will not be awarded. Transcript evaluations are based upon the recommendations in the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

Students who have been discharged must submit a copy of the DD 214 or other document to MSU Admissions and request that an evaluation be made. Students currently on active duty should process a DD 295 through the appropriate installation education office and have it forwarded to MSU Admissions.

USAFI: Credit will be allowed for college courses completed through the United States Armed Forces Institute (USAFI) by correspondence study only, subject to the usual rules involving credit by correspondence. USAFI credit is not considered as a part of the 12 semester hour maximum listed above.

DANTES: See page 66 under Credit by Examination.

General Comments about Non-traditional Credits. A student whose non-traditional work is not approved for credit in the evaluation process may consult with the college dean for advice concerning proficiency examinations.

No credit is awarded for work experience or on-the-job training except in the BAAS program. (See page 186.) Work experience may be regarded as a basis for proficiency exams.

Non-traditional work is considered an alternative to regular classroom work when it meets valid educational objectives and degree plan requirements at MSU. The University does not accept non-traditional work, which will not apply to the student's degree objective.

Acceptance of such work by the college does not negate degree requirements or limitations found elsewhere in this catalog.

Undergraduate Transfer of Non-traditional Credits. Credits not earned in regular course work may be accepted toward a bachelor's degree at MSU. Scores for credit by examination, course descriptions or other appropriate documentation may be requested as necessary by MSU Admissions although another accredited institution may have evaluated and given credit for such work. (Refer to listings under CLEP, DANTES, U.S. Military Credits, etc., for specific guidelines.)

When a regionally accredited institution has determined that a certain examination score or non-traditional work is equivalent to a specifically numbered and titled course

at that institution, MSU will accept such work at face value regardless of score if a student has earned or earns a C or better in a subsequent course. If a student has not earned a C or better, or has not taken a subsequent course, MSU required score levels must be met.

Evaluation of this type of work not appearing on a college transcript will be initiated by MSU Admissions when the student furnishes official documentation for the credit. Credit will be granted upon the approval of the college dean.

The applicability of these credits to the degree plan will be determined by the college dean. Such credits will be posted to the permanent academic record after the student has earned 9 semester hours in residence at MSU.

Credit for Institutes, Certificate Programs, Clock Hour Programs, Registry Examinations, Federal Certifications, and Military Training may be considered for application to the BAAS degree or one of the health sciences programs. Such non-traditional work will be evaluated by MSU Admissions according to the American Council on Education or other recognized guidelines when valid documentation is presented. Credit based upon the evaluations will be accepted only upon the recommendation of the appropriate college dean and the BAAS Advisory Committee (composed of University faculty), if applicable. Vocational-technical credit must be approved by the college dean. Credit will be limited to 12 hours except in the BAAS program, manufacturing engineering technology, criminal justice, and the health sciences.

Credit for Experiential Learning. A maximum of six hours of credit for experiential learning may be applied to the BAAS degree. Such credit will only be granted through a systematic evaluation of meaningful work or job experience. A student must present to the adviser a narrative describing the length of work and other appropriate details. The BAAS adviser will then approve and propose equivalent learning credit with verification by the relevant employer. The BAAS Advisory Committee will approve such credit prior to the posting of credit. For more information, visit our website at <http://libarts.mwsu.edu/baas>.

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 outlooks

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://www.mwsu.edu/career>. The Career Management Center is open Monday - Friday, 8:00 a.m. to 5:00 p.m. (Summer hours may vary.)

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 (entering freshman, re-entering freshman, sophomore, transferring student, etc.); 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 paperwork to the MSU-FAO before any aid commitment can be made. **Summer guest students** are not eligible to receive financial aid.

PRIORITY APPLICATION DEADLINES: For maximum consideration of available funds, 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 eligibility 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 combined, respectively.

An MSU student can follow the progress of his/her 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 an MSU PIN. 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 page 42.

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, the student should refer to the above information regarding the REFUND AND REPAYMENT POLICY to determine if he/she will be required to repay any financial aid monies as a result of the 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.* A summer guest student is not eligible to receive financial aid.

Programs of Study

Undergraduate Student: 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 semester credit hours.**)

Graduate Student: 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 course work 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 course work 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 course work 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 semester 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. A transfer student 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 course work and transfer hours will be deducted from the Maximum Hour Limit.

Financial Aid Appeal 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: An MSU student 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)

Federal Pell Grant: Need must be established by filing the FAFSA. Awarded only to undergraduate students who have not earned bachelor's degrees or professional degrees (such as pharmacy or dentistry). Pell Grants provide a foundation of financial aid to which other aid may be added.

Federal Supplemental Educational Opportunity Grant (FSEOG): Need must be established by filing the FAFSA. Available to eligible undergraduate students who have maximum need and are eligible for funds in addition to the Federal Pell Grant.

Toward Excellence, Access, & Success Grant (TEXAS): Need must be established by filing the FAFSA. A state grant program available to Texas residents who graduated from Texas high schools no earlier than Fall 1998 and completed the recommended or advanced high school curriculum or its equivalent.

Texas Public Educational Grant (TPEG) for Resident and Non-Resident: Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant.

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 Student Services office 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; may be received in addition to, or in place of, the Federal Pell Grant. These grants include:

PSIG/SLEAP/LEAP Grant	TTAG Grant
License Plate Grant	Student Property Deposit
5th Year Accounting Grant/Scholarship	Boren Grant/Scholarship
Hardin Grant/Scholarship	DAR Grant/Scholarship
JC Penney Grant/Scholarship	Willie Bigham Grant/Scholarship
FDR Grant/Scholarship	B-On-Time Program
Texas Coordinating Board Nursing Scholarships	

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 PLUS 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. Available to the parent of an enrolled, dependent student. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's or parent's bank or other participating lending institution. Repayment of interest begins within 60 days from the date the loan funds are disbursed. Principal repayment can be deferred under certain conditions.

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 Teaching or Nursing degrees. Following a grace period, repayment of principal and interest begins after students cease 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: generally awarded for academic achievement, special abilities as indicated by the applicant's past record (high school and/or college), ACT or SAT scores, participation in extracurricular activities, and other criteria as defined by the specific scholarship programs. Scholarships are considered a resource when determining a student's total financial aid package; and therefore, may affect a student's award(s). Preliminary scholarship information and applications can be obtained from

MSU Admissions located in Hardin South. Students should also contact the College Dean or Department Chair of their major field of study and University Donor Services for additional information regarding scholarships.

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.

Robert C. Byrd Scholarship: administered by the Texas Higher Education Coordinating Board and interested persons must contact the Coordinating Board (<http://www.theccb.state.tx.us>) to obtain an application. Selections are made by the Coordinating Board based on the student's academic record and anticipated success in college.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services is responsible for recruiting, processing, advising, and accounting for all international students on the MSU campus. The international student profile at MSU has both grown and diversified significantly over the past two years.

Midwestern State University actively recruits qualified students from all over the world. MSU has special outreach programs in the Caribbean, Japan, the former Soviet Union, and Mexico. The International Student Services staff has expertise in those areas plus special knowledge on the education systems of the British Commonwealth.

MSU takes pride in the personal attention accorded to every international applicant. The staff corresponds with students by telephone and e-mail, and guides them through the application process. Once a student has been admitted, International Student Services will assist them with the visa process. Prior to arrival, students are assisted with housing and other arrangements. The staff will also meet students at Wichita Falls Municipal Airport and assist them in making a smooth transition to student life.

See page 56 for information on International Student Admission. Please visit our website at <http://students.mwsu.edu/international>.

INTENSIVE ENGLISH LANGUAGE INSTITUTE

Vacant, Director (Mercantile Building 102)

Instructors: Penrose, Tirpak

The Intensive English Language Institute (IELI) offers an intensive course of English language instruction to non-native speakers of English who want 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, non-native speakers of English (F-1, J-1 visa) students and to 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. (IELI courses available through University enrollment include ENGL 1003, ENGL 1013 (N1, N2 sections), ENGL 1023, and ENGL 1033.)

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.

Admission to the IELI does not constitute admission to the University for purposes of enrolling in courses for academic credit.

OFFICE OF THE REGISTRAR

TEXAS SUCCESS INITIATIVE

(formerly TASP - Texas Academic Skills Program)

The Texas Success Initiative (TSI) requires that each undergraduate student, other than those exempted*, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any college-level course work.

***Exemptions**

The following groups are exempt from meeting TSI requirements.

1. Students who were enrolled in a Texas public institution between Fall 1989 and Fall 2003 and were considered by that institution to have met TASP requirements or were TASP exempt. ++
2. Students with ACT composite score of 23 or higher, with individual math and English scores of no less than 19. (Scores no more than 5 years old.) Residual ACT cannot be used for exemption.
3. Students with SAT composite 1070, 500 verbal and math. (Scores no more than 5 years old.) Residual SAT cannot be used for exemption.
4. Students with TAAS scale scores of 1770 or higher on writing, TLI 89 on reading, and TLI 86 on math. (Scores no more than 3 years old.)
5. Students with 11th grade exit-level TAKS scores of 2200 or higher on Math and/or English Language Arts, with a writing subsection score of at least 3. (The THEA test may be required in areas which are not met.) (Scores no more than 3 years old.)
6. Students who have an associate or bachelor's degree from a regionally accredited institution. ++
7. Students who are in the following military categories: a) active duty members of the Armed Forces of the United States; b) active duty in the Texas National Guard; c) members of a Reserve component of the Armed Forces of the United States for at least 3 years preceding enrollment; and d) students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty in the Armed Forces of the United States, Texas National Guard, or Reserve component. ++

++ Students who are in these TSI exempt groups may be required to take the MSU Placement Test if transcript(s) are not on file indicating credit for college-level English and math.

NOTE: Students transferring from regionally accredited private or out-of-state institutions with specified courses completed with a grade of "C" or better, may use the course(s) to clear the respective section(s) of the Texas Success Initiative. For more information regarding these courses, the student should contact the TSI Coordinator in the Office of the Registrar or check the TSI link at <http://registrar.mwsu.edu/success.asp>. Transfer students should have all transcripts forwarded to MSU immediately so that MSU can determine if any previous college work clears them from a section or sections of the TSI requirement. If such proof is not provided prior to enrollment, the student must be tested.

MSU shall use the Texas Higher Education Assessment (THEA) for initial testing. Other approved assessment instruments will be accepted for students transferring from a Texas public institution. Distance education students residing out of the state of Texas, who will complete a degree program via distance education, may be permitted to take the Accuplacer alternative test. An institution may not use performance on the test as a condition of admission into the institution.

The THEA test fees will be paid by the students. Students who believe they qualify for fee waivers for the cost of the THEA test should contact the Financial Aid Office.

Midwestern State University, as well as all state supported institutions in Texas, was required to file a Developmental Plan with the Texas Higher Education Coordinating Board. Included in this plan are MSU's policies for TSI compliance. MSU requires a student whose performance is below the standard for the tested skills to participate continuously in a developmental program. "Continuously" means that during each semester in which a student is enrolled the student must participate and be enrolled in a developmental course or other developmental program provided by MSU. This is required until the student has passed the required developmental course(s) with a grade of "C" or better and has retested*, if applicable; or the student passes that section of the THEA. State policy does not allow developmental courses to be considered as credit toward completion of degree requirements.

*Students who did not initially pass the THEA (or other assessment) may be required to retest once depending on their scores. Contact the TSI Coordinator in the Office of the Registrar for information on the scores which require retesting.

Temporary Exemptions and Other Special Testing Criteria

1. Students who are non-degree seeking may enroll on a temporary basis without meeting exemptions or being assessed. However, students are responsible for meeting all prerequisites of courses for which they enroll. Students in this category would include: a) Summer Guests - students who were at another college in the spring, and plan on returning there in the fall; and b) External - students who are not seeking a degree and may just need one or more courses for professional improvement or to transfer to another college to complete a degree elsewhere. External Students are limited to 9 hours of course work, with a maximum of 2 classes in a semester, 3 classes total.
2. Students who are residing out-of-state and are taking distance education internet courses only may delay their assessment as they should meet the exemption requirements of an associate's degree or the course requirements from an out-of-state transfer college by the time they graduate. A hold remains on these students and they must check with the Registrar's Office each term they enroll for monitoring of their progress. If they reach their ninetieth credit hour without completing TSI requirements, they will be required to take an assessment test and enroll accordingly.
3. High school concurrent students who do not meet an exemption are required to take the THEA test (or other approved assessment) prior to enrolling. Students not achieving minimum passing standards are not allowed to enroll in college courses related to areas of the assessment not passed. In any case, if a student fails the reading section of the test, concurrent enrollment will not be allowed. While concurrently enrolled in high school, students will not be required to take developmental education in areas not passed.

Note: State policy allows high school juniors seeking dual credit enrollment (taking college-level courses and receiving simultaneous academic credit for the courses from both MSU and the high school) who have not yet taken (or scores have not been received for) the 11th grade exit-level TAKS test (and are not exempt by ACT or SAT) to be temporarily allowed to enroll concurrently if they meet the 10th grade TAKS college-readiness score level. For more information, contact the TSI Coordinator in the Office of the Registrar.

NOTE: The Texas Success Initiative is subject to change due to legislative action, actions of the Texas Higher Education Coordinating Board, and the MSU Board of Regents. Contact the TSI Coordinator in Hardin South 101 for more information on any of these categories.

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 begin, the web and telephone systems are not available so 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. Additionally, athletes must obtain the signature of the Director of Athletic Compliance. 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/registrar/dropform>. All other students must follow drop slip procedures as 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 10th week of a long semester, the 6th week of an 11 week summer term, or the 16th class day of a 5 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 does not intend to continue attending classes at Midwestern State University should officially withdraw by the deadline rather than stop attending since this latter action results in unnecessary failing grades.

- **Voluntary Withdrawal from the University.** A student who desires to withdraw from the University will contact the Dean of Students by the deadline. 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 AND GRADE REPORTS

All grades are reported by letter without modification of plus or minus. Letter grades have the following significance:

	Grade points per Semester hour
A indicates excellent work	4
B indicates good work	3
C indicates satisfactory work	2
D indicates passing work	1
*P indicates passing work taken for pass/fail credit. Not in effect after Fall 1985.	0
CR indicates passing work in designated courses	0
NC indicates non-credit in designated courses	0
F indicates failing work	0
F is given for an unofficial withdrawal or a course dropped after the 10th week of a long semester, 6th week of an 11 week summer term, or after the 16th class day of a 5 week summer term.	
F may be given in a course any time during the semester if an instructor drops the student.	
*F indicates failing work taken for pass-fail credit. Not in effect after Fall 1985.	
I indicates incomplete work. A student is expected to complete a course of study during a semester. In an emergency an instructor may assign a grade of I. An I in a course numbered 0003-4999 must be converted into a letter grade within 30 days after the beginning of the next long semester or the I will become an F.	
An I in a course numbered 5000-6993 must be converted into a letter grade within 90 days after the beginning of the next long semester or the I will become an F.	
Extension of time to remove an incomplete. If it is impossible for an incomplete to be removed within the time period allowed due to extenuating circumstances, "Extension of Time" forms must be completed by the instructor and approved by the college dean.	
Any exception to these regulations must be approved by the college dean.	
Procedures for Removing I. As soon as the student has completed the course requirements, the faculty member will send the official grade to the Office of the Registrar.	
X indicates incomplete thesis	
W indicates that the student has withdrawn or dropped officially from 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. (See semester schedule for exact dates.) W is not computed in the grade point average.	
WF indicates that the instructor dropped the student 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. (See semester schedule for exact dates.) WF is not computed in the grade point average.	
WX indicates administrative withdrawal.	

Repetition of Courses. A course in which a grade of A or B has been earned may not be repeated for credit. Students may repeat at Midwestern State University any course in which a grade of C, D, or F was earned at MSU. Upon repetition at MSU the official grade is the higher one made. Effective Fall 2001, the higher grade earned will be computed in the grade point average although all enrollments will be shown on the permanent record. Prior to Fall 2001, only the grade earned in the last attempt will be computed in the grade point average. Repetition of a course with an earned grade of C or D at MSU taken at another institution will not be accepted in transfer. The C or D credit at Midwestern State University stands and will be calculated in the MSU GPA and counted toward graduation. Repetition of a course with an earned grade of F at MSU taken in residence at another institution may be accepted in transfer, but the F will continue to be shown on the MSU permanent record and calculated in the MSU GPA. Students may not repeat a course by correspondence which has been failed in residence. **The students are responsible for confirming that the repeat has been indicated on the transcript.** Students who register by telephone or web should complete the form provided by the Office of the Registrar so that the repeat can be coded correctly.

A grade of F given for academic dishonesty will be computed in the grade point average even after the course has been repeated.

Grade Reports. Semester grades are mailed from the Office of the Registrar directly to students as soon as possible after the close of each semester and each summer term. Semester grades may be viewed at the MSU WebWorld site if student has current PIN.

Change in Address. The student must report any changes in name or address to the Office of the Registrar, Business Office, Financial Aid Office, MSU Admissions, and the Library. Student employees should also notify the Payroll Office. International students must also notify the Office of International Student Services of any address change. Students may also change their address online using their PIN at <http://registrar.mwsu.edu/forms/address-chg.asp>.

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

APPEAL OF COURSE GRADE

It is the responsibility and the prerogative of every faculty member to determine grades in those courses to which he or she is assigned. Except in accordance with stated university policies, no other individuals or group can make these decisions.

The only two bases on which a student can legitimately appeal a course grade and/or suspension from an academic program are:

1. The student has not been evaluated according to the same criteria as his or her classmates, OR
2. An error has been made in grading and/or posting.

The procedure for requesting a course grade change and/or retention in an academic program is as follows:

1. The student must consult with the appropriate instructor, unless the instructor is no longer on staff.
2. If this does not resolve the problem, the student should present a formal written appeal to the dean of the college in which the course was taught. This must be done no later than thirty (30) calendar days from the first day of the next long semester. In cases where the student was terminated from a program, the stu-

dent should submit his or her petition for reinstatement to the dean of the college in which the program is located. The dean should immediately request a written response to the student's complaint from the faculty member.

3. Within ten working days from receipt of the appeal, the dean of the college should respond to the student in writing as to his or her disposition of this appeal.
4. Should the appeal not be disposed of by the dean of the college in a manner satisfactory to the appellant, the appeal may be presented to the university's Academic Appeals Committee. In such cases the following procedures should be followed:
 - A. The student should obtain from the Office of the Associate Provost a REQUEST FOR HEARING form and a copy of this policy. The student should fill out the form carefully and submit it, along with all other information pertinent to the student's position, to the Associate Provost. These materials will constitute the student's formal written appeal and will then be forwarded by the Associate Provost to the chair of the Academic Appeals Committee.
 - B. Upon receipt of the appeal, the chair of the Academic Appeals Committee will at once distribute a copy to each member of the Academic Appeals Committee. Within five working days from receipt of the appeal, each committee member will inform the chair of the Academic Appeals Committee in writing whether or not he or she believes the appeal has established, on its face, at least one of the bases for appeal as noted above.
 - C. If a simple majority of committee members finds no basis for the appeal, a hearing before the Academic Appeals Committee shall be denied, and the chair of the committee will at once inform the Associate Provost of this decision in writing. The Associate Provost should then inform the student by letter that the appeal has been denied because it did not meet either of the stated bases for appeal.
 - D. If, however, a simple majority of the Academic Appeals Committee finds that the appeal appears to have a basis, then the chair will as soon as possible inform the student, the faculty member, and the dean of the college that a legitimate appeal has been filed and of specific procedures to be followed. The chair will also provide copies of the appeal to the faculty member and the dean of the college and by the same letter will inform the faculty member (or in certain situations noted as follows, the dean of the college) that he or she has ten working days in which to respond in writing to the Academic Appeals Committee.
 Both the student petitioning for a hearing by the Academic Appeals Committee and the faculty member involved have the right to challenge one member of the committee. This is a peremptory challenge, and the chair will choose a replacement from among the alternate members of the committee. The initial correspondence between the chair of the committee and the principals should specify this right and request prompt written response.
 In cases where the appeal concerns the performance of a teaching assistant or part-time faculty member, the dean of the college or other full-time faculty member directly responsible will represent the university before the Academic Appeals Committee. A teaching assistant or part-time faculty member may appear before the Academic Appeals Committee. In cases where the faculty member responsible is not available, the dean of the college involved will represent the university.
 - E. Upon receipt of the faculty member's written response, the chair will provide copies to all members of the Academic Appeals Committee and to the

appellant and will schedule a meeting of the Academic Appeals Committee.

- F. The first meetings of the committee should be within ten working days from receipt of the faculty member's response. At the written request of the student, the committee may consider the case based on the student's written appeal without an appearance by the student before the committee.
- G. The number of meetings necessary to reach a decision will be dictated by each individual case. However, general guidelines are provided:
 - 1. Both parties involved reserve the right to bring information considered pertinent before the committee. This may include, but is not limited to written documents as well as orally presented information from designated individuals. Although these hearings are considered informal, reasonableness and fairness should prevail in this area.
 - 2. No representation of the student by legal counsel, parent, or other representative or of the faculty member by legal counsel or other representative except the dean of the college, where warranted, is entertained by the committee.
 - 3. Testimony from the parties involved should be taken independently, thereby avoiding any open confrontation which could be detrimental to the proceedings.
 - 4. In its deliberations, the committee should seek to focus only on the issue of the grade appeal or retention in the program in question.
 - 5. Likewise, the committee's final recommendation should deal only with these issues.
 - 6. Prior to the proceedings, copies of all written or recorded evidence to be considered must be made available to all parties involved (student, instructor, and dean of the college). Additionally, any party specifically mentioned in a written document will be provided access to that document or the portion thereof relating to that party.
- H. Once the committee has reached a decision, a letter communicating this decision should be delivered to the Associate Provost within ten working days. In addition, a summary of the proceedings outlining all pertinent points and reasons for the decision should be attached as well as the original petition from the student and the faculty member's response. Any minority opinions from the committee should also be attached.
- I. If the committee has rendered a decision favoring the faculty member, the Associate Provost should communicate this by letter to the appellant with a copy to the faculty member. If the decision rendered recommends a grade change, the Associate Provost should write a letter to the faculty member with a copy to the dean of the college requesting the faculty member's intended action.
- J. Should the faculty member decline to change the grade, the Associate Provost may, based on the Academic Appeals Committee's recommendation, change the grade by administrative action to the specific grade recommended by the committee. If there is an administrative grade change, the student's transcript will reflect this. In addition, on request from the Associate Provost, the committee may reconsider its findings and recommendations. However, once the committee's decision has been accepted by the Associate Provost along with the other documents specified above, the committee's work will be considered complete.

GENERAL INFORMATION

The following list of commonly used terms and policies is presented to enable the student to become familiar with the vocabulary of the campus. These terms and the rules and regulations accompanying them should be learned by the student early in the college career. This section of the catalog applies to all students.

Adviser. The member of the faculty who guides the student in the selection of courses and in solving problems. An adviser will be assigned to the student who has not selected a major field of study. After the major is selected, the dean of the college in which the student is majoring will appoint an adviser.

The adviser will prepare the degree plan and will guide the student throughout the academic program. The student should feel free to consult the adviser in regard to course of study, other interests, and problems.

Audit of Courses. With the written permission of the instructor of the course concerned, an individual may sit in a class as an auditor without receiving college credit. The auditor's name will not be entered on the class roll, and the instructor will not accept any papers, tests, or examinations. Attendance as an auditor may not be made the basis of a claim for credit in a course. Laboratory, skills, and distance education/web technology courses are not available to the auditor. For cost determination, see Audit Fee in financial information section.

Senior citizens 65 years of age or older may audit approved course(s) offered by Midwestern without payment of a fee if space is available. In order to determine the "space availability," enrollment by senior citizens will be handled during late registration only. Proof of age is required for the fee waiver (driver's license, voter registration, birth certificate, etc.).

Vehicle registration is required if vehicles are to be parked on campus streets and/or parking lots.

Authorized Absences. Absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Associate Provost. Students with written approval must present a signed letter or memo to each instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

Academically-related activities (class field trips, attendance at conferences, etc.) which result in absences require the cooperation of individual faculty members. Even though such activities are educational in nature they do not qualify as university-sponsored activities. Faculty members who organize such activities should assist their students in contacting and informing relevant faculty of the planned activity. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed.

Procedures for Authorized Absences: The Associate Provost will approve one copy of a request which includes the names of all students involved. The faculty member, upon receipt of the approval, will make copies for each student.

1. Faculty sponsors or coaches should draft a memorandum or letter to the Associate Provost. This memorandum should include information concerning the nature of the event, the date(s) on which students would be absent from class, and the names and identification numbers of the students involved.

2. Upon approval of the Associate Provost, a copy of the memorandum should be given to each student listed.
3. Students should be directed to communicate with their instructor(s) at least two class days prior to the date of the planned absence. Make-up assignments will occur at the convenience of the professor.

Assistance with notification of professors with regard to absences will be provided by the following:

1. Dean of Students Office - For personal emergencies or an illness which requires hospitalization or a prolonged absence a student should notify the Dean of Students.
2. Vinson Health Center - When a student's illness warrants verification, the Dean of Students Office and/or faculty members will be notified.

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.

Change of Major. The student's major is first declared on the application for admission. If a change needs to be made, the student goes to the department office of the new major being declared to complete the appropriate paperwork. More information is available at the following website: <http://registrar.mwsu.edu/changemajor>.

Class Attendance. Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Classification of Students. Students are classified as freshman, sophomore, junior, senior, graduate degree, and post-baccalaureate.

A freshman has fulfilled all admission requirements.

A sophomore has a minimum of 30 semester hours of credit.

A junior has a minimum of 60 semester hours of credit.

A senior has a minimum of 90 semester hours of credit.

A graduate degree student is one who has been officially admitted to graduate work.

A graduate post-baccalaureate student is one who has a bachelor's or higher degree and who is not seeking a master's degree at Midwestern State University. The student may be taking courses for professional development, teacher certification, personal interest, or to transfer graduate credit to another institution. Please refer to the graduate catalog for additional information.

Common Course Numbering System. Midwestern State University has joined with other colleges and universities in Texas in support of the Texas Common Course Numbering System (TCCNS). The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes single unique course alphabetic prefixes and numbers to identify freshman and sophomore level courses which are common between two or more member colleges or universities. Although Midwestern State did not change its numbers to the common course system, a cross-walk is provided in the back of the catalog. The TCCNS prefix and number is also displayed adjacent to each MSU course number that is equivalent to a Texas Common Course Number (descriptions begin on page 214).

Each common course number has an alphabetic prefix which specifies the program area. A four-digit number is also assigned to each course. The first of four digits identifies the academic level of the course. Freshman or first year courses are designated by a "1" and sophomore or second year courses by a "2." The second digit specifies the number of semester credit hours awarded for the completion of the course. The third and fourth digits distinguish the course within a program area. For example, ENGL 1301 would be a three semester credit English course normally taken during the freshman year. See "Course Numbers" for an explanation of Midwestern State's numbering system.

Course Load. A student must have the approval of the college dean or designee to enroll in more than 19 semester hours during the fall and spring semesters. A student will not be allowed to enroll in more than 7 semester hours plus kinesiology during a summer session without approval.

A student's load is based upon the following number of hours:

Fall and Spring (Undergraduate)

12 hours or above	full-time*
9 hours	3/4 time
6 hours	1/2 time
3 hours	less than 1/2 time

*Six hours of student teaching plus a 3 semester hour course = full-time

RADS 2114, 2215, or 2315 plus a 3 semester hour course = full-time

Nursing courses - 11 semester hours = full-time

Fall and Spring (Graduate)

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

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

6 hours for Family Nurse Practitioner major = full-time

Summer Sessions (Graduate and Undergraduate)

6 hours	full-time
3 hours	1/2 time

Course Numbers. Courses are numbered according to the year in which it is intended they be taken.

1000 courses — first year, for freshmen

- 2000 courses — second year, for sophomores
- 3000 courses — third year, for juniors and in a limited amount for graduate students
- 4000 courses — fourth year, for seniors and in a limited amount for graduate students
- 5000 courses — fifth year, for graduate students
- 6000 courses — for graduate students, primarily seminar and thesis courses

With adviser approval, freshman and sophomore students may take 3000-4000 level courses if they have met the prerequisites.

The second and third digits are college identification numbers.

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.

Lower Division Courses. A term frequently used to indicate courses with 1000 and 2000 numbers. The student should enroll continuously during the freshman and sophomore years in required lower division courses until all are completed.

Advanced or Upper Division Courses. A term used to designate 3000 and 4000 numbered courses.

Degree Plan. The degree plan is prepared by the student's adviser and approved by the heads of the major and minor program areas. Degree plans of all students seeking Texas teacher certification should be approved by the Teacher Certification Officer.

The degree plan may never supersede catalog requirements. The student is held responsible for meeting all requirements of the catalog selected for graduation. The degree plan should be prepared as soon as the student's degree, major, and minor objectives have been determined but no later than the first semester of the junior year.

The degree plan may be prepared in accordance with the requirements stated in the catalog in effect at the time the student entered the University or of those of any subsequent year provided that the student completes the requirements within six years of the date of the catalog selected and earns a minimum of twelve semester hours during the years it was in effect. All degree requirements of the catalog selected must be met.

The original copy of the signed degree plan will be filed with the Office of the Registrar. Copies will be sent to the student and to all those who have signed the degree plan. It is the responsibility of the last person signing the degree plan to make distribution of all copies.

Grade Point Average. This figure, abbreviated GPA, is computed by dividing the total grade points (quality points) earned at Midwestern State University by the total number of quality hours attempted at Midwestern State University. Effective Fall 1996, developmental courses (English 1003, 1013, Math 0003, 1003) are computed in the grade point average. A Midwestern State University grade point average of 2.0 is required for graduation.

Transferred grades are not considered in grade point computation. Transfer students admitted with a grade point deficiency must remove the deficiency with grades earned

at Midwestern State University. All transfer work accepted in the major and minor fields plus Midwestern State University work in the major and minor fields must have a 2.0 grade point average.

Honor Rolls. A student completing a semester schedule of at least 12 hours in one semester with no grade lower than A (4.0) will be included on the President's Honor Roll. The courses and grades listed below will not be considered in the minimum 12 hours.

A student who completes a semester schedule of at least 12 semester hours in one semester with a grade point average of 3.75 to 3.99 and no grade lower than C will be included on the Provost's Honor Roll. The courses and grades listed below will not be considered in the minimum 12 hours.

A student who completes a semester schedule of at least 12 semester hours in one semester with a grade point average of 3.50 - 3.74 and no grade lower than C will be included on the Dean's Honor Roll. The courses and grades listed below will not be counted in the minimum 12 hours.

The 12 hours for the President's Honor Roll, Provost's Honor Roll, and Dean's Honor Roll may include one physical activity course or marching band course each semester. The 12 hours may not include developmental courses (English 1003 and 1013; Math 0003 and 1003). In addition, the student cannot have semester grades of I, WF or NC.

Personal Identification Number (PIN). The PIN is issued to the student by the college of the major after advisement. It is to be used in conjunction with the student identification number generated for each MSU student by the University for accessing the MSU WebWorld system (registration, financial aid, billing, grades, etc.). This number should be kept secure by the student for personal privacy protection.

For new or prospective students who made their first contact with MSU after February 1, 2004, the PIN is initially the date of birth (mmddyy), but must be changed by the student upon initial access into the MSU WebWorld system.

Prerequisite. A condition which must be satisfied prior to enrolling for the course in question. Prerequisites are listed below the course title in the catalog course descriptions.

Problem Course. An individual research course.

The requirements for enrollment in a problem course are as follows:

1. The student must have at least a B average in the area of the proposed problem course or directed readings course with an overall average of not less than 2.5.
2. Approval must be obtained from both the college involved and the professor who will direct the course.
3. Any student below senior standing applying for a problem course will be referred to the college dean of the course concerned for final approval. An applicant of questionable eligibility will be referred to the dean for final approval.
4. A maximum of six semester hours of undergraduate credit earned in problem courses, conference courses, or other non-scheduled class type courses in any one subject matter area may be counted in the 124 hours required for the bachelor's degree.

Semester Hour. The unit of credit in a course for a semester. For example, in a long semester, a three hour course meets three hours per week for 15 weeks. The minimum number of semester hours required for graduation with a bachelor's degree is 124

semester hours including kinesiology requirements. Developmental courses are excluded from the 124 hours.

Student Alert. A student alert notice (Conduct and Attendance Referral and/or Academic Referral) should be initiated by University personnel (faculty and staff) when it becomes apparent that a student is experiencing some difficulty requiring intervention/follow-up by the Dean of Students Office and/or the Academic Support Center. Such behavior demonstrated may be non-attendance, excessive absences, poor test performance, high levels of anxiety, etc.

Transcript Service. Official copies of the Midwestern State University transcript may be obtained from the Office of the Registrar. In compliance with PL 93-380, Family Educational Rights and Privacy Act of 1974, transcripts must be requested in writing and the request must bear the signature of the student.

Unofficial copies of the Midwestern State University transcript for advisement and degree plan preparation may be obtained upon written request by the student. Students should periodically review their records to verify the accuracy of the transcript. Unofficial copies of other documents and non-MSU transcripts may also be obtained. All requests must bear the signature of the student.

Forms for requesting transcripts may be printed from the MSU website at: <http://registrar.mwsu.edu/transcript>. No transcripts will be released for students having financial/academic delinquencies at the University.

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>.

OFFICE OF VETERANS AFFAIRS

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

Information regarding educational benefits for veterans, reservists, and dependents of deceased or 100% disabled veterans can be obtained at the Veterans Affairs office at the University located on the first floor of Hardin South or on the MSU VA web page at <http://registrar.mwsu.edu/veterans>. Information is also available at the Department of Veterans Affairs' website: <http://www.gibill.va.gov> or by calling the Department of Veterans Affairs national toll-free telephone number 1-800-827-1000.

Receipt of education benefits through the Department of Veterans Affairs does not prevent a student from receiving other student aid or benefits; however, the student must meet the qualifications of the other programs.

Texas veterans who have no eligibility under any existing program of the United States Government may be eligible for exemption of tuition and certain fees under the provisions of the Hazlewood Act. See exemptions from Registration Fees on page 43.

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.

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.

UPWARD BOUND

Midwestern State University's Upward Bound program is designed to assist low-income, first generation students in attending and becoming successful at the college of their choice. Upward Bound is part of a nation-wide network of TRIO programs funded by the U.S. Department of Education. The program is open to high school freshmen, sophomores, and juniors from Burkburnett, City View, and the Wichita Falls Independent School District. All those interested are encouraged to apply. Please call (940) 397-4080 or (940) 397-4076 or see the high school counselor for an application.

