

MIDWESTERN STATE UNIVERSITY

<http://www.mwsu.edu>

GRADUATE CATALOG

2010 - 2012

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

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Cover Photograph by: Meegan Weaver - '07

 Layout: Julie Gaynor - '94

 Photographs: Flash Photography

 MSU Athletics

 MSU Office of Public Information and Marketing

 MSU Student Development and Orientation

 Patricia Lowry - '97

 Meegan Weaver



ACADEMIC CALENDAR

2010-2011

Fall Semester 2010

Priority Application Date for Admission	March 1
Application Deadline for Admission	August 7
Faculty Meetings	August 16
Reenrolling Student Registration	August 16-17
Student Advising, and Registration	August 18-20
Classes begin	August 21
Change of Schedule or Late Registration	August 23-25
Labor Day - No classes	September 6
Deadline for December graduates to file for graduation	October 4
Deadline for May graduates to file for graduation	October 11
Thanksgiving Holidays begin 10:00 p.m.	November 23
Classes resume	November 29
Last day of classes	December 3
Final examinations begin	December 4
Commencement	December 11

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

Spring Semester 2011

Priority Application Date for Admission	November 1, 2010
Application Deadline for Admission	December 15, 2010
Reenrolling Student Registration	January 10-11
Student Advising and Registration	January 12-14
Classes begin	January 15
Martin Luther King's Birthday observed - No classes	January 17
Change of Schedule or Late Registration	January 18-20
Deadline for May graduates not enrolled for fall semester to file for graduation	February 21
Spring Break begins 5:00 p.m. (March 14-19)	March 12
Classes resume	March 21
Easter Break begins 10:00 p.m. (Easter – April 24)	April 20
Classes resume	April 25
Last day of classes	May 6
Final examinations begin	May 7
Commencement	May 14

[illegible]

Summer Session 2011

First Term		(May 31 – June 30)
Priority Application Date for Admission	May 1
Application Deadline for Admission	May 15
Student Advising and Registration*	May 23-26
Memorial Day Holiday	May 30
Classes begin	May 31
Examinations	June 30

Second Term		(July 5 – August 4)
Priority Application Date for Admission	June 1
Application Deadline for Admission	June 15
Student Advising and Registration*	June 30
Independence Day Holiday	July 4
Classes begin	July 5
Deadline for August graduates to file for graduation	July 11
Examinations	August 4

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

MAY							JUNE							JULY							AUGUST							
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	
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
														31														



ACADEMIC CALENDAR
2011-2012

Fall Semester 2011

Priority Application Date for Admission	March 1
Application Deadline for Admission	August 7
Faculty Meetings	August 15
Reenrolling Student Registration	August 15-16
Student Advising and Registration	August 17-19
Classes begin	August 20
Change of Schedule or Late Registration	August 22-24
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 10
Thanksgiving Holidays begin 10:00 p.m.	November 22
Classes resume	November 28
Last day of classes	December 2
Final examinations begin	December 3
Commencement	December 10

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
	1	2	3	4	5	6						1	2	3							1	2	3	4	5		1	2	3					
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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
														30	31																			

Spring Semester 2012

Priority Application Date for Admission	November 1, 2011
Application Deadline for Admission	December 15, 2011
Reenrolling Student Registration	January 9-10
Student Advising and Registration	January 11-13
Classes begin	January 14
Martin Luther King's Birthday observed - No classes	January 16
Change of Schedule or Late Registration	January 17-19
Deadline for May graduates not enrolled for fall semester to file for graduation	February 20
Spring Break begins 5:00 p.m. (March 12-17)	March 10
Classes resume	March 19
Easter Break begins 10:00 p.m. (Easter - April 8)	April 4
Classes resume	April 9
Last day of classes	May 4
Final examinations begin	May 5
Commencement	May 12

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

Summer Session 2012

First Term	(May 29 – June 28)
Priority Application Date for Admission	May 1
Application Deadline for Admission	May 15
Student Advising and Registration*	May 21-24
Memorial Day Holiday	May 28
Classes begin	May 29
Examinations	June 28

Second Term	(July 2 – August 2)
Priority Application Date for Admission	June 1
Application Deadline for Admission	June 15
Student Advising and Registration*	June 28
Classes begin	July 2
Independence Day Holiday	July 4
Deadline for August graduates to file for graduation	July 9
Examinations	August 2

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

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



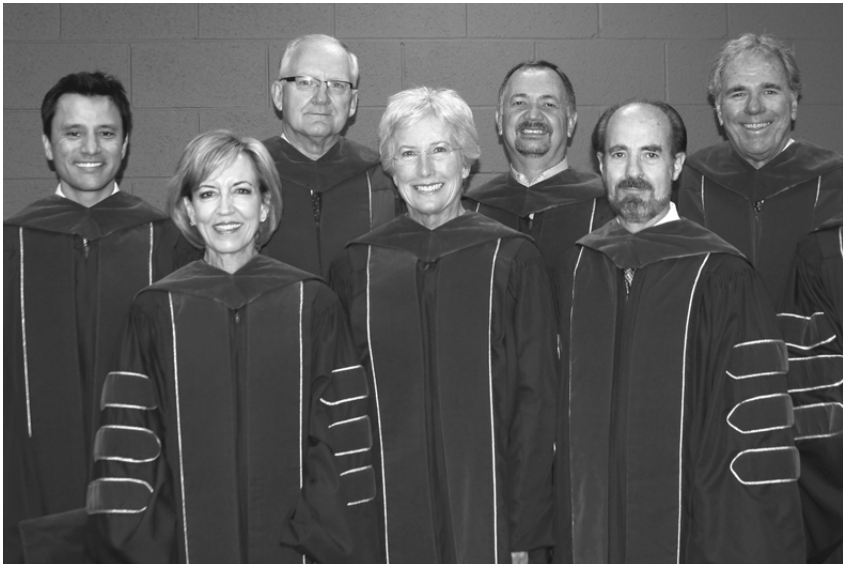
BOARD OF REGENTS

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

Dr. Carol Carlson Gunn, Chair	Graford
Dr. F. Lynwood Givens, Secretary	Plano
Michael Bernhardt	Wichita Falls
J. Kenneth Bryant	Wichita Falls
Tiffany Burks	Grand Prairie
Charles Engelman	Wichita Falls
Shawn G. Hessing	Fort Worth
Samuel M. Sanchez	Fort Worth
Jane W. Spears	Wichita Falls

In accordance with the provisions of the Education Code, Sections 51.355 and 51.356, each public university Board of Regents includes one student member appointed by the Governor. Governor Rick Perry appointed MSU student David Reyna as the student regent for Midwestern State University. His term began June 1, 2010 and will expire May 31, 2011.



UNIVERSITY ADMINISTRATION

Jesse W. Rogers, Ph.D.	President
Richard Ash, M.F.A.	Interim Director, Museum
Deborah L. Barrow, M.A.	Director, Board and Government Relations
Roger Lee, J.D.	General Counsel
David Spencer, B.B.A., C.P.A.	Internal Auditor
Dianne Weakley	Director, Human Resources
Alisa R. White, Ph.D.	Provost
Matthew Capps, Ph.D.	Dean, Gordon T. and Ellen West College of Education
Rodney Cate, Ph.D.	Interim Dean, College of Science and Mathematics
Naoma Clark, M.A.	Director, Academic Support Center
Mark Farris, Ph.D.	Director, Honors Program
Ronald D. Fischli, Ph.D.	Dean, Lamar D. Fain College of Fine Arts
Patti Hamilton, Ph.D.	Dean, Graduate School
Clara Latham, Ph.D.	University Librarian
Pam Morgan, Ph.D.	Director, Extended Education
Barbara Nemecek, Ph.D.	Dean, Dillard College of Business Administration
Susan Sportsman, R.N., Ph.D.	Dean, College of Health Sciences and Human Services
Samuel E. Watson, III, Ph.D.	Dean, Prothro-Yeager College of Humanities and Social Sciences
Larry E. Williams, Ph.D.	Director, International Education
Robert E. Clark, Ph.D.	Vice President for Institutional Effectiveness
Julie Carter	Director, MSU Cycling Team
Lynn Ducioame, B.A.	Director, Testing Center
Lisa Estrada-Hamby, M.A.	Director, Upward Bound
Randy Glean, Ph.D.	Director, International Services
Darla Inglish, M.A.	Registrar
Barbara Merkle, M.S.P.E.	Director, Admissions
Kathy Pennartz, B.B.A.	Director, Student Financial Aid
Cassandra Slaybaugh, B.S.	Director, Institutional Research, Planning, and Assessment
Juan Sandoval, M.B.A.	Vice President for Administration and Finance
Michael Dye, B.A.A.S.	Director, Information Systems
Gail Ferguson, B.B.A., C.P.A.	Controller
Valarie Maxwell, M.B.A.	Director, Budget and Management
Kyle Owen, M.S.M.E.	Interim Director of Physical Plant
Kathy Rice, B.A.A.S.	Payroll Supervisor
Stephen Shelley, B.S.	Director, Purchasing
Howard Farrell, Ed.D.	Vice President for University Advancement and Student Affairs
Kristal Amador, B.A.	Director, University Development
Janus Buss, B.S.	Director, Public Information & Marketing
Andy Martinez	Print Shop Supervisor
Robert Steflik, B.A.A.S.	Webmaster
Leslee Ponder, B.A.	Director, Alumni Relations
Keith Lamb, Ph.D.	Associate Vice President for Student Affairs
Peggy Boomer, B.S.N., R.N.	Director, Student Health Services
Michael Clifton, B.S.	Director, Dining Services
Jenny Denning, B.S.E.	Manager, Barnes & Noble Bookstore
Debra Higginbotham, M.S.	Director, Disability Support Services
Cindy Loveless, B.S.E.	Postal Services Supervisor
Pam Midgett, Ph.D.	Director, Counseling Services

Dirk Welch, M.S.	Director of Career Management Center
Keith Williamson, M.D.	University Physician
G. Dail Neely, M.S.	Dean of Students
Joey Greenwood, Ed.D.	Dean of University Wellness/ Director, Recreational Sports
Matthew Park, M.B.A..	Director, Student Development & Orientation
Michael Mills, M.B.A.	Director, Housing and Residence Life
VACANT	Chief, University Police
Charlie Carr, M.A.T.	Director of Athletics
Christina Feldman, M.S.	Assistant Athletic Director, Business Affairs and Facilities/Event Management
Doug Elder, M.A.	Head Men's Soccer Coach
Venera Flores-Stafford, M.B.A., M.M... ..	Associate Athletic Director/Senior Woman Administrator/Head Volleyball Coach
Noel Johnson, M.Ed.	Head Women's Basketball Coach
Grant McCasland, M.S.	Head Men's Basketball Coach
William Maskill, M.A.	Head Football Coach
Kurt Portmann, M.S.K.	Executive Associate Athletic Director
William Powers, M.K.	Assistant Athletic Director, Marketing, Promotions, and Public Relations
Jeff Ray, M.S.P.E.	Head Golf Coach and Coordinator, Champs Life Skills Program
Trey Reed, B.A.A.S	Sports Information Director
Koby Styles, B.S.	Head Women's Cross Country Coach
Brady Tigert, M.Ed.	Head Softball Coach
Jeff Trimble, M.A.	Head Women's Soccer Coach
Kyle Williams, B.S.	Associate Athletic Director, Development
VACANT	Head Tennis Coach





UNIVERSITY AND ACADEMIC INFORMATION

Our Mission

Our Values

Accreditation and Membership

Degrees Offered

Admission to the Graduate School

UNIVERSITY INFORMATION

OUR MISSION

Midwestern State University is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through a major emphasis on teaching, augmented by opportunities for students to join faculty in research and creative activities, and to participate in co-curricular and service programs, the university prepares them to embark upon their careers or undertake advanced study. The university's academic programming, particularly its undergraduate degrees, is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and private lives.

OUR VALUES

Excellence in teaching, learning, scholarship, and artistic production

Intellectual curiosity and integrity

Critical thinking

Emotional and physical well-being

Mutual respect, civility, and cooperation

Social justice

Civic service

Responsible stewardship of financial and human resources

A safe, attractive, and well-designed campus

A commitment to sustainable environmental resources

UNIVERSITY ACCREDITATION AND MEMBERSHIP

Midwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Midwestern State University. Other accreditations and membership are listed below.

ACCREDITATION

Association of Collegiate Business Schools and Programs

Association to Advance Collegiate Schools of Business
International

Commission on Accreditation of Athletic Training Education

Commission on Accreditation for Respiratory Care

Commission on Collegiate Nursing Education

Council on Social Work Education

Joint Review Committee on Education in Radiologic
Technology

State Board for Educator Certification

MEMBERSHIP

American Association of Colleges of Nursing

American Association of Colleges for Teacher Education

American Association of State Colleges and Universities

Association of Collegiate Business Schools and Programs

Association of Governing Boards of Universities and Colleges

Association of Schools of Allied Health Professionals

Association of Teacher Educators

Association of Texas Graduate Schools

Association of University Programs in Health Administration
 Association to Advance Collegiate Schools of Business
 International
 Commission on Accreditation of Allied Health Education
 Program
 Conference of Southern Graduate Schools
 Council for Advancement and Support of Education
 Council for Higher Education Accreditation
 Council of Public Liberal Arts Colleges
 ExLibris Users of North America
 National Association of Schools of Public Affairs and
 Administration
 National League for Nursing
 National Organization of Nurse Practitioner Faculties
 Texas Association of Colleges for Teacher Education
 Texas Centers for Educational Partnerships
 Texas Consortium for Educational Telecommunications
 Texas International Education Consortium
 Texas Library Association
 The College Board

MOFFETT LIBRARY

Moffett Library, named in honor of the late State Senator George Moffett, is housed in a three story building completed in 1964. A major addition and renovation was completed in 1986. The library houses a Media Library, viewing rooms, and group study rooms. The Special Collections Room displays the Nolan A. Moore III Heritage of Print collection. In addition to the general study space, faculty/graduate student carrels, a foreign language listening lab, the offices of the Honors Program, 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 ExLibris Group, 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 900,000 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.

INTERNATIONAL EDUCATION

Midwestern State University is committed to providing study abroad opportunities for all students, whether graduate or undergraduate. To facilitate this international dimension, the Office of International Education has been established with the expressed objective of providing support for any student who wishes to study in an international setting. Scholarships as well as financial aid have been specifically set up to facilitate a student's study abroad expenses. Necessary documentation as well as mandatory orientations for all study abroad students ensures that each student's experience will not be subjected to unnecessary interruptions. Additionally, each study abroad program is committed to academic excellence as well as the standards set forth by the university. All interna-

tional classes have rigorous requirements and offer the kind of intellectual stimuli usually found in honors courses.

For more information, please contact the Office of International Education at (940) 397-4038 or <http://academics.mwsu.edu/internationaleducation>.

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.

Sexual Harassment Policy: It is the policy of Midwestern State University that no member of the university community may sexually harass another. The policy is presented in detail in the *Midwestern State University Handbook* link on the Dean of Student webpage at <http://students.mwsu.edu/dean>.

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 and the University print shop.

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

Graduation rates for undergraduates may be found at <http://www.mwsu.edu/institutionalresearch>. Graduation rates for graduate students are available in the Office of the Director of Institutional Research, Planning, and Assessment. The campus crime statistics may be reviewed at the University Police Office or online at <http://police.mwsu.edu>.



ACADEMIC INFORMATION

GRADUATE DEGREES OFFERED

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

Master of Arts

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

Master of Business Administration

Major offered in business administration

Master of Education

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

Master of Health Administration

Major offered in health services administration

Master of Public Administration

Major offered in public administration

Master of Science

Majors offered in biology and computer science

Master of Science in Exercise Physiology

Major offered in exercise physiology

Master of Science in Nursing

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

Master of Science in Radiologic Sciences

Majors offered in radiologic administration, radiologic education, and radiologist assistant

Graduate minors are available in bilingual education, biology, early childhood education, educational foundations, educational technology, English, English as a second language, history, master mathematics teacher, mathematics, political science, public administration, reading education, special education, sport administration, Superintendency, teacher leadership, and training and development. Graduate certificates in administration of justice and health services administration are offered by the College of Health Sciences and Human Services. The West College of Education offers programs leading to certificates for Superintendent, Principal, School Counselor, Diagnostician, Master Mathematics Teacher, Master Reading Teacher, as well as a Graduate Initial Teacher Certification.

GRADUATE FACULTY REQUIREMENTS

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

Demonstrated competency to teach at the graduate level must be documented by the Department Chair and College Dean. Faculty appointments must be approved through the appropriate channels prior to the teaching of any graduate level courses or serving on any graduate committees. Persons who are not members of the Graduate Faculty may not teach graduate level courses.

GENERAL ACADEMIC INFORMATION

AUTHORIZATION

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

ADMINISTRATION

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

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

HOW TO APPLY FOR GRADUATE ADMISSION

Midwestern State University reserves the right to change requirements for admission criteria in keeping with actions of the Texas State Legislature, the University Board of Regents, or good practices in higher education admission policies. It is to the prospective student's advantage to contact the Office of the Graduate School and visit our website (<http://academics.mwsu.edu/graduatestudies>) for current requirements.

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

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

Application deadlines:

Fall	-	August 7
Spring	-	December 15
Summer I	-	May 15
Summer II	-	June 15

Priority application deadlines:

March 1
November 1
May 1
June 1

A student who applies by the priority deadline qualifies for early and regular registration once admitted to the university. A student who applies by the regular

deadline qualifies for regular registration once admitted to the university. All late applications are subject to approval by the graduate dean. Once the student has been admitted to the university, the student may register during late registration and will be charged a late registration fee of (U.S.) \$25.00. If an applicant cannot be admitted and registered for the term submitted on the application, a new application and application fee may be required for subsequent semesters.

2. **Graduate Test Scores and Official Transcripts:** GRE/GMAT/MAT test scores and an official transcript from each institution attended must be received from an official source prior to admission and course registration. (See section for program requirements.) Test scores are acceptable for admission consideration if they are no more than ten years old and are obtained from an official source. Students for whom official test scores cannot be obtained from an approved official source will be required to retake the test. An official transcript must be received from each institution attended.

Students may request a temporary permit to register before the graduate test scores and/or transcripts have been received by Office of the Graduate School, may present unofficial graduate test scores, or graduate test registration confirmation number, and an official transcript to which an undergraduate degree is posted and request temporary admission status and be issued a permit to register. If a temporary admission status is granted by the Graduate Coordinator, all graduate tests must be taken and all official transcripts must be received no later than 30 calendar days after the first day of class. An incomplete credentials hold will be placed on the student's file preventing future registration if all test scores and transcripts are not received and/or the student has not been admitted into a specific graduate program. If all official graduate test scores and official transcripts are not received prior to the last day for an official withdrawal, the student may be administratively withdrawn from the university. Students who register in this manner assume all responsibility for course prerequisites and eligibility. This applies to students classified as graduate degree-seeking, post-baccalaureate and teacher certification. **Note:** Not all University departments allow temporary admission into their graduate programs.

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

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

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

ADMISSION TO THE DEGREE PROGRAM

Unconditional Admission

An applicant who meets each of the following admission criteria may be admitted unconditionally by the graduate faculty of the student's intended major:

1. A bachelor's degree from a regionally accredited institution. (The equivalence of foreign degrees is evaluated by the Office of International Services.) The Office of the Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended.
2. A GPA of at least 3.0 on the last 60 hours of undergraduate work exclusive of credit hours awarded by a two year college.
3. A satisfactory score on the GRE/GMAT/MAT. (The specific admissions test accepted is determined by the student's intended graduate major department.) The Office of the Graduate School must receive official admissions test scores directly from the organization that administers the test.
4. An undergraduate background judged by the graduate faculty of the student's intended major to be adequate for success in the student's intended major.

Conditional Admission

An applicant who does not meet each of the above admission criteria may be conditionally admitted by the graduate faculty of the student's intended major if the applicant has the following:

1. A bachelor's degree from a regionally accredited institution. (The equivalence of foreign degrees is evaluated by the Office of International Services.) The Office of the Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended.
2. An official score for the GRE/GMAT/MAT. (The specific admissions test accepted is determined by the student's intended graduate major department.) The Office of the Graduate School must receive official admissions test scores directly from the organization that administers the test.

A student who is conditionally admitted must remove the condition by earning a grade point average of 3.0 in the first four graduate courses (which total at least 12 SCH) applicable to the student's graduate major. Students who are assessed additional undergraduate leveling work must complete that work at the direction and to the satisfaction of the coordinator of the student's graduate major.

Admission Based on Previous Master's or Higher Degree

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

Conditional Admission by Review

An applicant who is not admitted under either of the above procedures may be conditionally admitted by review by the graduate faculty of the student's intended major if the applicant has the following:

1. A bachelor's degree from a regionally accredited institution. (The equivalence of foreign degrees is evaluated by the Office of International Services.) The Office of the Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended.
2. An official score for the GRE/GMAT/MAT. (The specific admissions test accepted is determined by the student's intended graduate major department.) The

Office of the Graduate School must receive official admissions test scores directly from the organization that administers the test.

3. In cases where the applicant's undergraduate GPA, or required admissions test score, or undergraduate background has been judged by the graduate faculty of the student's intended major to be inadequate for unconditional or conditional admission, the applicant may request consideration for conditional admission by review by providing documentation regarding one or more of the following factors:
 - a. an applicant's academic record as a high school student and undergraduate student;
 - b. the socioeconomic background of the applicant while the applicant attended elementary and secondary school and was an undergraduate student, including any change in that background;
 - c. whether the applicant would be the first generation of the applicant's family to attend or graduate from an undergraduate program or from a graduate or professional program;
 - d. whether the applicant has multilingual proficiency;
 - e. the applicant's responsibilities while attending elementary and secondary school and as an undergraduate student including whether the applicant was employed, whether the applicant helped to raise children, and other similar factors;
 - f. to achieve geographic diversity: the applicant's region of residence at the time of application and, if the applicant graduated from a public high school in Texas within the preceding 20 years, the region in which the applicant's school district is located;
 - g. the applicant's involvement in community activities;
 - h. the applicant's demonstrated commitment to a particular field of study;
 - i. for admission to a professional program: the current comparative availability of members of that profession in the applicant's region of residence in which the applicant attended elementary and secondary school; whether the applicant was automatically admitted to a general academic teaching institution as an undergraduate student under section 51.803 and the applicant's personal interview.

A student who is conditionally admitted by review must remove the condition by earning a grade point average of 3.0 in the first four graduate courses (which total at least 12 SCH) applicable to the student's graduate major. Students who are assessed additional undergraduate leveling work must complete that work at the direction and to the satisfaction of the coordinator of the student's graduate major.

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. University housing includes traditional-style residence halls, suites, apartments, and family housing (apartments or homes). 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 who have at least a 3.0 GPA in their last 60 hours of university work may be conditionally admitted without providing a

GRE/GMAT or TOEFL score prior to completion of English language course work in the IELI. Students must meet the admission requirements for transition to the university by completing IELI Level 6, passing the THEA, or meeting the TOEFL requirement and meeting admission requirements for the student's desired graduate program, including the GRE/GMAT, prior to beginning university classes. **Note:** Not all University departments allow conditional admission into their graduate programs.

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
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 Services. (To be acceptable, the transcripts must reflect above average scholastic capabilities.)
4. Official Test of English as a Foreign Language (TOEFL) scores. Applicants must submit a score of at least 550 on the paper-based TOEFL exam or a score of at least 213 on the computer-based exam or 79 on the Internet-based examination. to meet the university requirement for unconditional admission. Students taking TOEFL iBT will be required to score a minimum total test score of 79, with preferred scores on each of the sections of the test as follows:

Writing	-	20
Speaking	-	20
Reading	-	19
Listening	-	20

TOEFL is not required if English is the native language. A local English proficiency examination may be required.

Graduate applicants should refer to individual departmental or program section for test score requirements on the TOEFL. An applicant whose native language is not English must demonstrate a sufficient level of skill with the English language to ensure success in graduate studies.

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 year. The availability of funds from the same, or equally reliable source, must be assured for the duration of the program of study.
6. Health insurance, including repatriation and medical evacuation benefits must be purchased for the duration of studies prior to initial enrollment. Effective January 1, 2010, HB 4189 requires all new students residing in university housing to receive a vaccination against bacterial meningitis at least ten (10) days prior to taking residence. As such, proof of vaccination or eligibility for an exemption is required as part of the housing application. More information can be found at <http://housing.mwsu.edu/pdf/Form-257-Bacterial-Meningitis.pdf>.

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 Services to determine eligibility.

International students on F-1 visas may not be enrolled primarily in internet courses in any given semester. Please consult an international advisor well in advance of each semester to insure that you are compliant.

GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

All candidates for the master's degree must show evidence of mastery of their field of study, research in their area of interest, and ability to express their findings competently in writing as well as orally. Refer to each department for specific guidelines.

MASTER'S DEGREE PLAN

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

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

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

COURSES EXCLUSIVE TO GRADUATE STUDIES

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

DUAL-LISTED COURSES

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

GRADUATE CREDIT FOR 3000-4000 LEVEL COURSES

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

A student registering in undergraduate 3000 or 4000 courses for graduate credit must complete additional requirements above those of undergraduate students in the same courses. Extra reference reading, assignments of an investigative or research type, and re-

search papers are examples of additional requirements. Graduate credit will be awarded only when the Petition for Graduate Credit for 3000-4000 Level Courses is approved by the graduate coordinator of the student's major and the chair or graduate coordinator of the program offering the course and filed in the Office of the Registrar at the time of registration. A maximum of 6 hours of approved 3000 or 4000 level courses (or 8 hours if courses have a laboratory component) can be taken for graduate credit. A total of no more than 14 hours of dual-listed and 3000 or 4000 level courses combined may be taken for graduate credit.

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

INDEPENDENT GRADUATE STUDY COURSES

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

GRADUATE ADVISORY COMMITTEE FOR STUDENTS COMPLETING A THESIS OR RESEARCH PAPER OPTION

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

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

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

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

ADMISSION TO CANDIDACY

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

FOREIGN LANGUAGE REQUIREMENT

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

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

THESIS OR RESEARCH PAPER (IF REQUIRED)

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

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

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

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

COMPREHENSIVE EXAMINATION

Candidates for the master's degree may be required to successfully complete an oral and/or written comprehensive examination. See program area for specific requirements.

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

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

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

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

APPLICATION FOR GRADUATION

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

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

COMMENCEMENT

Midwestern State University conducts commencement exercises in December and May. Candidates who complete their degrees during the summer terms may participate in the December ceremony. Candidates who complete their degrees in the fall semester are required to attend the December commencement unless approved by the Provost for graduation in absentia. Candidates who complete their degrees at the end of the spring se-

mester must attend the May commencement unless approved by the Provost for graduation in absentia. All conferred degrees will be posted to the student's permanent record as of the last day of finals for second summer term or as of the date of the graduation ceremony for December and May.

APPLICABILITY OF CATALOG REGULATIONS

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

Midwestern State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Graduate Council, the Academic Council, Board of Regents, Texas Higher Education Coordinating Board, state and national testing agencies, and Texas Legislature. The provisions of this catalog are not to be regarded as a contract between the University and its students or applicants. The MSU catalog is also available on the MSU website. The web version will contain policy updates as they are approved and effective. The updated web version will take precedence over the printed catalog.

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

TIME LIMIT FOR COMPLETION OF A GRADUATE PROGRAM

All requirements for a master's degree must be completed within a period of six years from the time of first enrollment in a graduate course. For example, students enrolling for their first graduate course in Fall 2010 must complete the degree by August 2016. Students enrolling for their first graduate course in Spring 2011 must complete the degree by December 2016. A proportionately longer period of time is granted for programs requiring more than thirty-six graduate hours. Courses completed more than six years prior to graduation date may be repeated or replaced unless the student evidences competency as determined by the graduate coordinator. Students affected by this policy should contact the coordinator of their respective program to initiate an extension to the time limit.

RESPONSIBILITY OF THE STUDENT

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

RESIDENCE REQUIREMENT

All candidates for the master's degree may transfer in no more than 6 hours from another university. For example, a student in a program requiring 33 hours must successfully complete 27 hours of graduate course work at MSU.

TRANSFER OF CREDIT

There is no automatic transfer of credit earned at another institution; but in general, a maximum of six semester hours of approved graduate work completed at another regionally accredited graduate school may be accepted for credit. Exceptions may be made with the approval of the graduate coordinator, dean of the college, and graduate dean.

Only courses with a grade of B or better will be considered for transfer. In such cases, however, credits accepted in transfer shall not exceed twelve hours. The graduate student must also secure the approval of the appropriate graduate coordinator at Midwestern State University prior to registration for any course(s) taken at another institution.

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

SECOND MASTER'S DEGREE

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

COURSE LOAD

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

Fall, Spring

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

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

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

Summer Sessions

6 hours	full-time
3 hours	1/2 time

Financial Aid award status rules may differ, please see page 41.

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

COURSE NUMBERS

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

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

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

The three numbers in the right margin of each course title indicate (1) the credit value of the course in semester hours, (2) the number of lecture hours each week, and (3) the

number of laboratory hours each week. For example, 4(3-2) indicates a four-semester hour course which meets for three hours lecture and two hours laboratory each week for one semester.

COURSE CHANGES, DROPS AND WITHDRAWALS

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

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 web to make a change. Please refer to the class schedule for available dates. After classes begin, if the web system is not available, 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, advisor, and Financial Aid Office, the completed form is submitted to the Office of the Registrar. Additionally, athletes must obtain the signature of the designated athletic advisor. A student may drop a course during the first 8 weeks of a long semester, first 6 weeks of a 10 week summer term, or through the 11th class day of a 4 or 5 week summer term consisting of 20 days 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 exclusively 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 the drop form is received in 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 first 8 weeks of a long semester, first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. 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 or other university policies may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

GRADING SYSTEM

1. **Letter Grades:** Grades of A, B, C, D, F, I, CR, NC, W, WF, WX, and X are recorded for graduate courses. Students will receive credit for grades of A, B, C, and CR only. A grade of CR is applicable to NURS 6883, NURS 6893, and RADS 6883. A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters may be dismissed. Additionally, each graduate program has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards established by the individual graduate programs. Students must have an overall B average as well as a B average in the major and minor fields for graduation.
Grade Reports: Semester grades may be viewed at the MSU WebWorld site if student has current PIN.
2. **X Grade:** X is the grade used to indicate that a thesis is in progress but not complete. When the thesis is complete, a letter grade is reported.
3. **NC Grade:** NC is the grade used for NURS 6883, NURS 6893, and RADS 6883 to indicate that the research paper is in progress but not complete. When the research paper is complete, a grade of CR is reported.
4. **Removal of an I Grade:** Graduate students enrolled in 5000 and 6000 level courses have a ninety-day limitation from the beginning of the next long semester for removing an incomplete grade. Graduate students enrolled in 3000 and 4000 level courses have the same limitation as undergraduates on removal of an I. It must be removed thirty days after the beginning of the next long semester.
5. **Post-Baccalaureate Standards:** The post-baccalaureate student must maintain fourth year academic standards. The academic performance of part-time students will be evaluated when the student has accumulated at least twelve semester hours. A student whose MSU cumulative grade point average is below 2.0 will be placed on scholastic probation. A student on scholastic probation who fails to raise the MSU cumulative g.p.a. to 2.0 will be on continued probation if the semester average is 2.0. If neither the semester nor cumulative g.p.a. is 2.0 the following semester, the student will be placed on academic suspension.

APPEAL OF COURSE GRADE

For information on the appeal of a course grade and/or suspension from an academic program, please refer to the current Undergraduate Catalog.

ASSISTANTSHIPS

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

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

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

Graduate Research Assistants will typically assist faculty with research projects.

MSU UNDERGRADUATE STUDENTS TAKING GRADUATE COURSEWORK

Undergraduate students with strong academic backgrounds are allowed to petition to take graduate coursework while completing the last 12 hours of their undergraduate degree requirements. Permission will be granted, on a case by case basis, upon approval by the instructor, student's undergraduate advisor, department chair, graduate coordinator and dean of the college in which the graduate course(s) will be taken and by the Dean of the Graduate School.

The total course load for an undergraduate student enrolled for graduate credit should not exceed 15 semester credit hours. To be eligible to obtain graduate credit, the course(s) must be over and above the student's undergraduate degree requirements and verified as such in writing by the registrar.

Permission to take a graduate course does not constitute admission to a graduate program and may affect financial aid. If the student applies and is accepted into an MSU graduate program, the program will consider granting transfer credit in accordance with program guidelines and general transfer credit policies.

CHANGE OF ADDRESS

The student must report any changes in name or mailing address to the Office of the Registrar, Business Office, Financial Aid Office, Office of the Graduate School, and the Library. Student employees should also notify the Payroll Office. International students must also notify the Office of International Services of any address change. Students may also change their addresses 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.

MUSTANGS I.D.

Midwestern State University uses the Mustangs I.D. for each student. This number is also referred to as the Student I.D. number or the campus wide I.D. 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.

PERSONAL IDENTIFICATION NUMBER (PIN)

The PIN is to be used in conjunction with the Mustangs I.D. 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, the PIN is initially the date of birth (mmddyy), but must be changed by the student upon initial access into the MSU WebWorld system.

WEBWORLD

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



Outstanding Graduate Woman - 2010
Michelle Beavers Hicks



Outstanding Graduate Man - 2010
David Christian McPhate



GENERAL INFORMATION

Fees and Financial Information

Financial Aid

Scholarships

Veterans Affairs

Determination of Residency

Testing Center

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

Student Affairs

FEES AND FINANCIAL INFORMATION

PAYMENT OF FEES

Payment is due at the time of registration.

One of the following payment options may be selected:

1. Pay the balance in full at registration. The University accepts cash, checks, money orders, MasterCard, American Express, and Discover credit cards. Payment by check or credit card is available on the MSU website at www.mwsu.edu/online-payments. A convenience fee of 2.75% of the total payment amount will be charged to your account when choosing the credit card payment option.
2. Installment Plan - A short-term payment plan which is administered by the MSU Business Office (940-397-4101) and can be used to defer payment of tuition and fees and/or on-campus room and board. The payment schedule for Fall/Spring is one-third (1/3) of the total amount is due at the time of registration; one-third (1/3) is due prior to the start of the 6th week of class; one-third (1/3) is due prior to the start of the 11th week of class. The payment schedule for Summer is one-half (1/2) of the total amount is due at the time of registration and one-half (1/2) is due prior to the start of the 3rd week of class. A \$22.50 service charge is added to this payment. The Installment Plan contract is available at the MSU Business Office or accessed on-line at www.mwsu.edu/onlinepayments. Students who do not meet the required first payment by the twelfth class day of the regular semester or fourth class day of the Summer semester will be invalidated from their classes. Students invalidated for non-payment and who are registered in their classes will be assessed a \$25.00 reinstatement fee and a \$25.00 late registration fee.
3. Emergency Tuition and Fee Loan - Must be approved by the Business Office. In addition to a 1% service charge, a \$22.50 loan origination fee will be added to the loan. The Emergency Tuition and Fee Loan contract is available through the MSU website at www.mwsu.edu/onlinepayments.

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

LATE FEES

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

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

ESTIMATE OF COST PER SEMESTER

Resident graduate students taking 9 semester credit hours

Registration Fees (Fall 2010)	\$2,456.45
*Course Fees (estimated)	200.00
Vehicle Registration (second decal \$5)	<u>32.00</u>
	\$2,688.45
Books (estimated)	.550.00
**Room and Board (14 meals per week plan – Fall 2010 rates)	.2910.00
(10 meals per week plan \$2,860.00)	
(19 meals per week plan \$2,970.00)	
	<u>\$6,148.45</u>

Thesis Only - 3 hours (Tuition)	50.00
***Required Fees	668.15
Course Fees (estimated)	15.00
	<u>\$733.15</u>

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

Students enrolling in a graduate course will be charged an additional \$40.00 per semester credit hour above the statutory minimum rate (\$50.00) for tuition.

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

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

REGISTRATION FEES

(INCLUDES TUITION AND MANDATORY FEES)

REGULAR SESSIONS

Per Semester – Fall 2010

Semester Credit Hours	Texas Resident 2010-11	Non-Resident 2010-11
12	2,735.60	6,455.60
11	2,522.55	5,932.55
10	2,309.50	5,409.50
9	2,096.45	4,886.45
8	1,883.40	4,363.40
7	1,670.35	3,840.35
6	1,457.30	3,317.30
5	1,244.25	2,794.25
4	1,031.20	2,271.20
3	818.15	1,748.15
2	605.10	1,225.10
1	392.05	702.05

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

SUMMER SESSION
Per Summer Term – Summer 2011

Semester Credit Hours	Texas Resident 2010-11	Non-Resident 2010-11
10	2,160.00	5,260.00
9	1,971.45	4,761.45
8	1,781.90	4,261.90
7	1,577.85	3,747.85
6	1,367.80	3,227.80
5	1,154.75	2,704.75
4	941.70	2,181.70
3	728.65	1,658.65
2	515.60	1,135.60
1	302.55	612.55

Includes \$40.00 per semester credit hour above the statutory minimum rate (\$50.00) for tuition for graduate level courses.

Resident tuition for 2010-2011 will be \$50 per semester hour. The increase is included in these figures.

Non-Resident tuition for 2010-2011 will be \$360 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, the Recreation Center 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 the Office of the Graduate School 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 Fine (installment plan and tuition and fee loan)	30.00
Auditing Fee (per course audited)	25.00
Student Property Deposit (a one-time refundable deposit)	10.00
International Student Advisory Fee	50.00

Course fee (per course per semester hour)

ACCT	7.00	ECON	7.00	GNSC	12.00	MKTG	7.00	SOCL	5.00
AMUS	70.00 *	EDBE	7.00	HIST	5.00	MLSC	5.00	SOST	5.00
ART	12.00	EDLE	7.00	HSAD	5.00	MUSC	11.00	SOWK	5.00
ATRN	10.00	EDUC	7.00	HUMN	5.00	MWSU	5.00	SPAD	7.00
BAAS	5.00	ENGL	6.00	IEGR	25.00	NURS	30.00	SPAN	7.00
BIOL	20.00	ENSC	20.00	KNES	15.00	PHIL	5.00	SPCH	5.00
BUAD	7.00	ETEC	7.00	LSBA	7.00	PHYS	20.00	SPED	7.00
CHEM	20.00	EXPH	15.00	MATH	9.00	POLS	5.00	STAT	5.00
CMPS	15.00	FINC	7.00	MCOM	11.00	PSYC	5.00	THEA	11.00
COUN	7.00	FREN	7.00	MENG	25.00	PUAD	5.00		
CRJU	5.00	GEOG	5.00	MENT	25.00	RADS	11.00		
DNHY	15.00	GEOS	20.00	MGMT	7.00	READ	7.00		
ECED	7.00	GERM	7.00	MIS	15.00	RESP	11.00		

*per course

Students taking distance learning classes are charged a fee of \$32.00 per credit hour in addition to the course fee.

Graduate Application Fee	35.00
Application Matriculation Fee	10.00
Late Application/Registration Fee	25.00
Reinstatement Fee	25.00
Returned Check Charge	15.00
Vehicle Registration (see explanation)	32.00
Duplicate or second decal	5.00
Tuition for Repeated Hours (see explanation)	100.00 per semester credit hour

DEGREE FEES:

Graduation Fee	20.00
Thesis Binding (per copy)	25.00

TESTING FEES:

*GMAT (Graduate Management Admission Test)	250.00
*GRE (Graduate Record Examination)	160.00
*GRE ScoreItNow (Analytical Writing Test)	20.00
*MAT (Miller Analogies Test)	65.00

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

INFORMATION AND DESCRIPTION OF FEES

Tuition Fee. (Sec. 54.051 Tex. Ed. Code). Tuition for resident students, except as otherwise hereinafter provided, is \$50.00 per semester credit hour for 2010-2011.

For the academic year beginning Fall 2010 and for the summer session 2011, tuition for non-resident students, except as otherwise hereinafter provided, is \$360 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.

U.S. Non-Residents. The Texas Higher Education Coordinating Board authorized Midwestern State University to charge all residents of the United States the Texas in-state tuition rate, plus an additional \$30.00 per semester credit hour.

Tuition for Repeated Hours. Following action by the 78th Texas Legislature, universities no longer receive formula funding for semester credit hours or contact hours attempted by a student who has enrolled in any course, other than a non-degree-credit developmental course, containing the same content for a third or more time(s) since the Fall semester 2002. The Texas Higher Education Coordinating Board has determined that the following types of course work are exempt from this provision: thesis and dissertation courses; courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, theatre practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art; independent study courses; and special topics and seminar courses. Since Summer 2006, students have been assessed an additional tuition charge of \$100 per semester credit hour for courses taken at MSU for a third (or more) time since Fall semester 2002.

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

Designated 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 2010), the local tuition rate is \$96.55 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 \$15.50 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 university property must register such vehicle and obtain and display as directed, a registration decal. This decal is not a parking permit and does not guarantee available parking space, but simply allows legal operation of a motor vehicle on university property.

Parking space for campus visitors and university guests is located behind and west of the Hardin Administration Building.

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.

Student Recreational and Health Facilities Fee. (Sec. 54.5441 Tex. Ed. Code). The Board of Regents of Midwestern State University may charge each student enrolled at the university a recreational and health facilities fee not to exceed \$130.00 per semester or summer session of longer than six weeks or \$65.00 per summer session of six weeks or less. The fee may be used to finance, construct, operate, renovate, or maintain recreational and wellness facilities and programs at the university. The current rate in the Fall 2010 semester is \$120.00 per semester or summer session of longer than six weeks and \$60.00 per summer session of six weeks or less.

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 \$7.00 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.
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. **Technology Fee.** A fee of \$22.00 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, not to exceed \$15, will be charged and collected from students to cover expenses for the wellness programs.
7. **Energy Surcharge.** A fee of \$8.00 per semester credit hour will be charged and collected from students to cover the increased costs of utilities.
8. **Intercollegiate Athletic Fee.** A fee of \$9.00 per semester credit hour, not to exceed \$120.00, will be charged and collected from students to cover the expenses of the athletic program.

9. **Academic Support Fee.** A fee of \$4.00 per semester credit hour will be charged and collected from students to cover the costs of academic support services offered by the university to include academic advising, tutoring, and supplemental instruction as well as other expenses which the Board of Regents deems necessary or desirable in carrying out the necessary academic support services of Midwestern State University.

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 mailing 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 parking permits or payment plan 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. who, at the time of entry into the U.S. Armed Forces are Texas residents, designated Texas as Home of Record, or entered the service in Texas;
2. served as an active duty member for 181 days or more in the U.S. Armed Forces or in certain auxiliary services and received an honorable discharge from the armed forces; and
3. is eligible to receive educational benefits under federal legislation in effect at the time of registration unless using the Post 9/11 GI Bill and then only with the following provision:

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 prop-

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

1. Provide a benefits letter from the Department of Veterans Affairs Muskogee Educational Center.
2. Provide a copy of the DD214 discharge papers.
3. Complete a Statement of Qualifications available from MSU Veterans Affairs Office and the state of Texas Hazlewood application, beginning spring 2006.

All required documents must be furnished to the MSU Veterans Affairs Office no later than the official day of enrollment of the semester that the student wishes to use benefits.

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. Under the Legacy Act, adopted July 2009, a veteran who is eligible for Hazlewood may assign unused hours to a child. Please come to the MSU Veterans Affairs Office for more information concerning this new program.

BENEFITS FOR OTHERS

Children of Service-Members Who Are Deployed (Sec. 54.203 [b-2] Tex. Ed. Code)

Certain children or step children of a member of the U.S. Armed Forces who is deployed to active duty in a combat zone outside the United States may qualify for an exemption of tuition only.

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

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

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

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

TUITION LIMIT

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

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

1. 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.

FINANCIAL AID

The Financial Aid Office (FAO) is located in the Hardin Administration Building, South Wing, Room 102, or call (940) 397-4214 or email financial-aid@mwsu.edu. Financial aid consists of grants, scholarships, long-term and short-term loans, and part-time employment. Aid is awarded to cover existing differences between the cost of attending MSU and the resources available to the student/spouse or the student/parents. Each aid application is handled on an individual basis to determine a suitable award which may be one type of aid or a combination ("package") of aid.

Financial 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; also, graduate students enrolled in military science courses only are not eligible to receive financial aid.*

For FINANCIAL AID PURPOSES, a student's enrollment status is defined below and financial aid awards will be determined based on this enrollment status; failure to enroll in the enrollment status indicated on the financial aid application (FAFSA) may result in a revision of your awards. **NOTE:** This financial aid enrollment status may differ from the academic enrollment status (refer to page 26).

Undergraduate, 2nd Baccalaureate or Teacher Certification:

Full-time = 12 hours or more
 $\frac{3}{4}$ time = 9 – 11 hours
 $\frac{1}{2}$ time = 6 – 8 hours
 Less than $\frac{1}{2}$ time = 1 – 5 hours

Graduate:

Full-time = 6 hours or more
 $\frac{3}{4}$ time = 4 – 5 hours
 $\frac{1}{2}$ time = 3 hours
 Less than $\frac{1}{2}$ -time = not applicable

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

March 1	-	Summer
March 1	-	Fall and Spring
March 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 (ap-

proximately 2-3 weeks). The FAFSA application may be completed online at <http://www.fafsa.ed.gov> and submitted electronically. The student may be required to provide additional forms which may be needed to determine financial aid eligibility for available funds. After the application information is confirmed and eligibility determined, the student will receive notification of awards which will detail the award(s) the student may be eligible to receive for the upcoming award year. MSU's award year consists of the Fall semester, Spring semester, and summer terms combined, respectively. MSU students can follow the progress of their financial aid application via MSU's WebWorld at <http://registrar.mwsu.edu/prewebworld.asp> and click on "Enter Secure Area". The student must enter the Mustangs I.D., which is provided to the student by MSU, and Personal Identification Number (PIN) for access to personal financial aid information. Once this information has been provided, click on "Financial Aid" to begin the search. (NOTE: a student's PIN will be the birthdate (mmddyy), but the student will be required to change it before proceeding.) Please contact the MSU-FAO should you have any questions or require 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, Academic Competitiveness Grant (ACG), National SMART Grant, TEACH Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loans (Subsidized and/or Unsubsidized), and Federal Direct PLUS Loans (Parent or Graduate); 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 more than 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. Additional details regarding these refund policies are available at <http://finaid.mwsu.edu>.

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 38.

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

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (Graduate Student)
5. Federal Direct PLUS Loan (Parent)

6. Federal Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. Federal Supplemental Educational Opportunity Grant
10. TEACH Grant
11. Other Title IV Aid
12. 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, Room 104. Following an exit interview with the Dean's Office, the student will be issued a copy of the Official Withdrawal Request form and the Dean's Office will forward a copy of the withdrawal form to the necessary University offices (Business Office, Financial Aid Office, and Registrar's Office). If possible, a student who has received a prior student loan(s) will be required to visit with the Financial Aid Office to complete an Exit Interview session. A student who is not able to report to campus may have the withdrawal request processed via phone or email but still will be required to complete an Exit interview session with the Financial Aid Office. Upon receipt of the withdrawal form in the Financial Aid Office, the appropriate federal and/or state refund calculation will be performed to determine if the student must repay all or part of the aid awarded, as detailed below. Refer to the information above regarding the "Refund and Repayment Policy" to determine if you will be required to repay any financial aid monies as a result of withdrawal from the University.

SATISFACTORY ACADEMIC PROGRESS: The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. Mid-western State University (MSU) makes these minimum qualitative and quantitative standards applicable to all federal, state, and institutional financial aid programs for the purpose of maintaining a consistent policy for all financial aid applicants. These minimum standards include:

1. Cumulative Grade Point Average (GPA) must be 3.00 for the Graduate Program and 2.50 for the Teacher Certification program.
2. Maximum Time Frame for Degree/Certificate Completion is no more than 150% of the number of credit hours required for graduation in the program of study.
3. Successful Credit Hour Completion Rate must be 67% of all attempted course work.

Satisfactory progress requirements are monitored for ALL enrollment periods, including those for which financial aid was not received. A student's financial aid eligibility will be determined accordance with the number of credit hours that pertain to the current degree program. 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 feels the decision of the Director to be inappropriate, the student may request to have the appeal presented before the Financial Aid Advisory Appeals Committee (FAAAC). The student may obtain information regarding the FAAAC from the MSU Financial Aid Office.

A copy of the complete and current Satisfactory Academic Progress Rules can be obtained at <http://finaid.mwsu.edu>. These rules are subject to change in accordance with federal, state and institutional policy.

TYPES OF FINANCIAL AID

GRANTS

(do not require repayment)

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

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

Teacher Education Assistance for College and Higher Education (TEACH) Grant: Not need-based but FAFSA application is required; awarded to eligible students majoring in designated MSU Education programs. The student must commit to a 4-year service obligation within 8 years of program completion and be a full-time teacher in a high-need field at a low-income school; failure to complete the service obligation will require repayment of the TEACH Grant under the auspices of the Federal Direct Unsubsidized Loan program.

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. These grants include:

- * MSU Gold Grants
- * Texas Coordinating Board Nursing Scholarships

LOANS

(require repayment)

Federal Direct Subsidized Loan: Need must be established by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN). The loan funds are obtained and disbursed through the FAO in cooperation with the federal government which serves as the 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 Direct Unsubsidized Loan: Not need-based, but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN). The loan funds are obtained and disbursed through the FAO in cooperation with the federal government which serves as the lending institution. Repayment of interest is encouraged as it accrues while the student is enrolled. Repayment of 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 Direct PLUS Loan: Not need based, but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN). Available to the parent of an enrolled, dependent student; graduate and professional students are eligible to apply as well. The loan funds are obtained and disbursed through the FAO in cooperation with the federal government which serves as the lending institution. Repayment of interest begins within 60 days from the date the loan funds are fully disbursed each year; 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 a Teaching or Nursing degree. Following a grace period, repayment of principal and interest begins after the student ceases to be enrolled at least half-time. The interest rate is 5% and is processed and collected through Panhandle Plains Higher Education Authority (PPHEA) in conjunction with the MSU-FAO.

College Access Loan (CAL): Not need based, but eligibility must be determined by filing the FAFSA. 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 loan which is administered by the MSU Business Office and allows the student to defer tuition and fee expenses only (excludes on-campus room and board expenses and the Student Property Deposit fee). 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 the university. After completing the ETFL Contract ONLINE (which is available at <http://www.mwsu.edu/busoffice/>) you will be able to print and sign a promissory note **which must be delivered to the MSU BUSINESS OFFICE** for additional processing.

Installment Plan: A short-term payment plan which is administered by the MSU Business Office and can be used to defer payment of tuition and fees and/or on-campus room and board for the fall and spring semesters only. Repayment is due as scheduled during the semester in which it is borrowed, or upon official withdrawal from the university. A \$22.50 service charge is added to this payment. The Installment Plan contract is available at the MSU Business Office, or accessed and submitted on-line at <http://www.mwsu.edu/busoffice>. Students who do not meet the required first payment by the fourth class day of the semester will be invalidated from their classes. Students invalidated for non-payment and who are registered in their classes will be assessed a \$25.00 reinstatement fee and a \$25.00 late registration fee.

Book Loan Vouchers: These vouchers are available to students whose financial aid refunds are not sufficient to cover the cost of books – OR – for students who are not receiving financial aid but need additional assistance with purchasing books. Repayment is due as scheduled during the semester or summer term(s) in which it is borrowed, or upon official withdrawal from the university. Book Loan Vouchers must be submitted online (available at <http://finaid.mwsu.edu/bookvoucher.asp>) and a copy of the completed form brought to the MSU Financial Aid Office (Hardin South, Room 102) for additional processing. Faxed copies will ONLY be accepted from Distance Education students. (NOTE: DISTANCE EDUCATION STUDENTS who select Financial Aid as the payment option for textbooks but whose refund is not sufficient to cover the cost of textbooks and, thereby, want to use the Book Loan Voucher, MUST submit the Book Loan Voucher online (available at <http://finaid.mwsu.edu/bookvoucher.asp>) to secure textbook purchases. Remember to fax the completed Book Loan Voucher form to the MSU Financial Aid Office at 940-397-4852 at which time the completed form will be forwarded to the MSU Bookstore to complete textbook purchases. Students will receive email confirmation from the MSU Bookstore that the textbooks have been processed and are ready to ship or ready for pick up.)

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. Additional information regarding work-study jobs is available at <http://finaid.mwsu.edu>.

Off-Campus/On-Campus Employment: *Not need based.* Interested students should contact the MSU Career Management Center at 940:397-4215, located in the Clark Student Center, Room 108. Additionally, the Career Management Center offers the Mustangs HIRE job announcement system (<http://www.mwsu.edu/career/mustangshire.asp>).

ACADEMIC AND/OR ATHLETIC SCHOLARSHIPS

Academic 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 scholarship applications and deadline dates through the academic departments at <http://academics.mwsu.edu/>, MSU Admissions Office at <http://admissions.mwsu.edu> and University Donor Services at <http://mwsu.edu/donations/scholarship-apps.asp>. Scholarship recipients may be held responsible for repayment of all scholarship funds awarded if the student's academic and/or enrollment status changes during the term in which the scholarship is received. Scholarships offered through the MSU Admissions Office have a March 1 application deadline.

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 at <http://msumustangs.com>.

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, dependents of deceased or 100% disabled veterans, and dependents of members of the armed forces 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 1-888-442-4551.

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 and children of Texas veterans may be eligible for exemption of tuition and certain fees under the provisions of the Hazlewood Act. See exemptions from Registration Fees on page 39.

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

The Texas Higher Education Coordinating Board has created required core questions to determine residency for tuition purposes on the application for admission. Answers to the questions will be reviewed to determine each student's proper residency classification

for tuition purposes. If answers affirm the student's claim to residency, the core questions are sufficient for documenting the student's classification. However, if the student's answers to the core questions are inconsistent, the institution must acquire and maintain appropriate documents to support the student's classification as of the census date of the relevant term.

Documentation may be requested by the institution in order to resolve issues raised by responses to the Core Residency Questions. The listed documents may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date. **Documentation must be on file no later than the official enrollment date to be valid for any given semester or summer term and subsequent enrollments. Failure to provide the information to the Office of the Graduate School may result in a delay of reclassification.**

Other information regarding definition and rules concerning residency may be found at the Texas Higher Education Coordinating Board website: <http://www.theccb.state.tx.us>

Residence reclassification requests or questions concerning eligibility for Texas residency status should be directed to the Office of the Graduate School. Reclassification requests must be initiated by the student as residence status changes are not made automatically.

TESTING CENTER

The MSU Testing Center administers and/or has information on the following exams: American College Test (ACT), Accuplacer Test, College Level Examination Program (CLEP), correspondence exams, Defense Activity for Non-Traditional Education Support (DANTES), Examination for the Certification of Educators in Texas (ExCET), General Education Development Test (GED), Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), GRE ScoreItNow! (Analytical Writing Section), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), Miller Analogies Test (MAT), Pharmacy College Admission Test (PCAT), Scholastic Aptitude Test (SAT), Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Texas Higher Education Assessment (THEA), Test of English as a Foreign Language (TOEFL), Test of English for International Communication (TOEIC), and university placement.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

Areas in which student records are maintained:

- A. Academic Records - Registrar's Office
- B. Admissions Records - Admissions Office, Office of the Graduate School, and Office of International Services
- C. Financial Records - Business Office
- D. Financial Aid Records - Financial Aid Office
- E. Graduate School Records - Office of the Graduate School
- F. Placement Records - Career Management Center
- G. Progress Records - Faculty Offices and Academic Advising 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 records 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 records 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 Provost will chair and appoint a committee to hear challenges concerning records of offices reporting to him or her. The Vice President for Institutional Effectiveness will chair and appoint a committee to hear challenges concerning records of offices reporting to him or her. 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 Provost, Vice President for Institutional Effectiveness, 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 nonforcible 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. Students needing more details regarding these exceptions may contact the Office of the Registrar.

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

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

STUDENT AFFAIRS

The primary purpose of the Division of Student Affairs is the planning and administration of a variety of programs, services, and activities for students that are compatible with the philosophy and objectives of the University. Programs are based on the beliefs that teaching-guidance-counseling are one and the same, that individual and group counseling are vital to the realization of positive academic performance, and that student developmental programs and co-curricular activities possess significance and are of value in the total growth and development of students. 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 that will assist students with their development; and
3. to cooperate with all curricular, social, recreational, and religious programs in the University community.

For a complete description of all programs, services, and activities available to students not listed in this catalog, please refer to the most recent copy of the *Midwestern State University Student Handbook*. Copies of the *Midwestern State University Student Handbook* may be obtained at the Clark Student Center Information Desk, or it may be electronically accessed via the Dean of Students website: <http://students.mwsu.edu/dean/>. Specific services and programs addressed in the *Midwestern State University Student Handbook* are:

1. Alumni Association (<http://alumni.mwsu.edu>)
2. Annual Fund (<http://www.mwsu.edu/annualfund>)
3. Bookstore (<http://mwsu.edu/bookstore>)
4. Bruce and Graciela Redwine Student Wellness Center (<http://students.mwsu.edu/recsports/wellnesscenter.asp>)
5. Campus Card Services (<http://students.mwsu.edu/campuscards>)
6. Career Management Center (<http://www.mwsu.edu/career>)
7. Clark Student Center (<http://students.mwsu.edu/csc>)
8. Counseling Center (<http://students.mwsu.edu/counseling>)
9. Cultural Opportunities
 - a. Artist-Lecture Series (<http://web.mwsu.edu/artistlectureseries>)
 - b. Lamar D. Fain College of Fine Arts
 - i. The Juanita Harvey Art Gallery (<http://finearts.mwsu.edu/art/gallery>)
 - ii. Music Concerts (<http://finearts.mwsu.edu/music/concerts>)
 - iii. Theatre (<http://finearts.mwsu.edu/theatre/production.asp>)
 - c. Wichita Falls Museum of Art at Midwestern State University (<http://www.mwsu.edu/wfma>)
10. Dean of Students (<http://students.mwsu.edu/dean>)
11. Dining Services (<http://www.campusdish.com/en-us/CSSW/Midwestern>)
12. Greek Life (<http://students.mwsu.edu/development/greeklife>)
13. Insurance for Students (<http://healthcenter.mwsu.edu>)
14. Intercollegiate Athletics (<http://msumustangs.com>)

15. Multicultural Services (<http://students.mwsu.edu/development/multicultural>)
16. New Student Orientation Programs (<http://students.mwsu.edu/development>)
17. Post Office (<http://web.mwsu.edu/postoffice>)
18. Recreational Sports (<http://students.mwsu.edu/recsports/>)
19. Student Activities (<http://students.mwsu.edu/development/activitycalendar>)
20. Student Development Programs (<http://students.mwsu.edu/development>)
21. Student Government (<http://students.mwsu.edu/studentgovernment>)
22. Student Organizations (<http://students.mwsu.edu/development>)
23. Student Publications (<http://students.mwsu.edu>)
24. Student Success Series
25. University Police (<http://police.mwsu.edu>)
26. University Programming Board (<http://students.mwsu.edu/development/upb>)
27. Vinson Health Center (<http://healthcenter.mwsu.edu>)
28. Wellness Programs (<http://students.mwsu.edu/recsports/fitness-schedule.asp>)

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.

ACADEMIC DISHONESTY

A grade of F given for academic dishonesty will be computed in the grade point average even if permission is granted for the course to be repeated. Additional college and program policies regarding academic honesty will apply.

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 rights 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 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 - 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.

SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Disability Support Services provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The office has assistive devices such as books on tape, recorders, and adaptive software that can be lent to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with Disability Support Services, Clark Student Center Room 168. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by Disability Support Services. Specific information on filing a grievance is available in Disability Support Services or in the Student Affairs office, Hardin 112, (940) 397-4291.

The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 168. The web address is <http://students.mwsu.edu/disability/>.

UNIVERSITY HOUSING AND RESIDENCE LIFE

A. Housing Policy

The housing policy is based on the belief that living in university housing can provide both educational and social opportunities important to the success of college students. National studies have demonstrated that students residing on-campus tend to develop and progress at a better rate toward the completion of their degrees than those students living in off-campus housing. All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardians 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 contract period.
4. Have reached the age of 21 prior to the first day of classes for the housing contract period.
5. Are part-time students enrolled in 11 hours or less for the fall or spring semester.
6. Are enrolled for evening classes only.

Effective January 1, 2010, HB 4189 requires all new students residing in university housing to receive a vaccination against bacterial meningitis at least ten (10) days prior to taking residence. As such, proof of vaccination or eligibility for an exemption is required as part of the housing application. More information can be found at <http://housing.mwsu.edu/pdf/Form-257-Bacterial-Meningitis.pdf>.

B. Food Service Policy

All students living in MSU residence halls (except Bridwell Courts, Sundance Court, Sunwatcher Village, Honors House and Biology House) during the fall and spring semesters are required to take a meal plan in the Mesquite Dining Room. Three meal plans (10 meals per week with \$75 declining balance, 14 meals per week with \$75 declining balance, and 19 meals per week with \$65 declining balance) are available for students residing in the residence halls. Each meal plan includes the declining balance that may be used at any dining facility in the Clark Student Center. An optional 10 meal plan is available during either summer session.

For additional information about Housing and Residence Life, refer to the most recent edition of the *Midwestern State University Student Handbook*, the Housing and Residence Life website (<http://housing.mwsu.edu/>), or call (940) 397-4217.

GRADUATE STUDENT ASSOCIATION

The Midwestern State University Graduate Student Association (GSA) seeks to fulfill MSU graduate students' social, political, and academic needs. New graduate students are assisted by the association in acclimating to the university and the success of those graduating each semester is celebrated with a university wide social for all graduate students and faculty prior to fall and spring commencement. The GSA represents graduate students as a whole. The GSA Student Government Senator represents the needs and point of view of graduate students to the MSU community through the Student Government. The officers of the GSA represent graduate students' needs and point of view to the Dean of the Graduate School and the Graduate Council. The GSA provides opportunities for graduate students to interact with faculty and other graduate students across campus through social activities. The association provides opportunities for graduate students to present their research to faculty and fellow students in a collegial environment and receive feedback on their research and presentations.

