

# **MIDWESTERN STATE UNIVERSITY**

**<http://www.mwsu.edu>**

## **UNDERGRADUATE CATALOG**

**2010-2012**

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

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Cover Layout by: Julie Gaynor - '94  
Photographs by: Flash Photography  
MSU Athletics  
MSU Office of Public Information and Marketing  
MSU Student Development and Orientation  
Meegan Weaver



# ACADEMIC CALENDAR

## 2010-2011

**Fall Semester 2010**

<b>Priority Application Date for Admission</b> .....	March 1
<b>Application Deadline for Admission</b> .....	August 7
Faculty Meetings .....	August 16
Reenrolling Student Registration .....	August 16-17
Student Orientation, 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
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16	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	17	18	19	20	21	22	23	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	24	25	26	27	28	29	30	21	22	23	24	25	26	27	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30										28	29	30					26	27	28	29	30	31	

**Spring Semester 2011**

<b>Priority Application Date for Admission</b> .....	November 1, 2010
<b>Application Deadline for Admission</b> .....	December 15, 2010
Reenrolling Student Registration .....	January 10-11
Student Orientation, Advising, and Registration .....	January 12-13
Student Advising and Registration .....	January 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

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

**Summer Session 2011**

**First Term (May 31 – June 30)**

<b>Priority Application Date for Admission</b> .....	May 1
<b>Application Deadline for Admission</b> .....	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)**

<b>Priority Application Date for Admission</b> .....	June 1
<b>Application Deadline for Admission</b> .....	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		
1	2	3	4	5	6	7				1	2	3	4						1	2				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
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 Orientation, 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							1							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
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							

**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 Orientation, Advising, and Registration .....January 11-12
- Student Advising and Registration .....January 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 10  
(March 12-17)
- Classes resume .....March 19
- Easter Break begins 10:00 p.m. ....April 4  
(Easter – April 8)
- 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						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	13	14	15	16	17	18	19				
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	20	21	22	23	24	25	26				
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	27	28	29	30	31						
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)**

<b>Priority Application Date for Admission</b> .....	May 1
<b>Application Deadline for Admission</b> .....	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)**

<b>Priority Application Date for Admission</b> .....	June 1
<b>Application Deadline for Admission</b> .....	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	
	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		



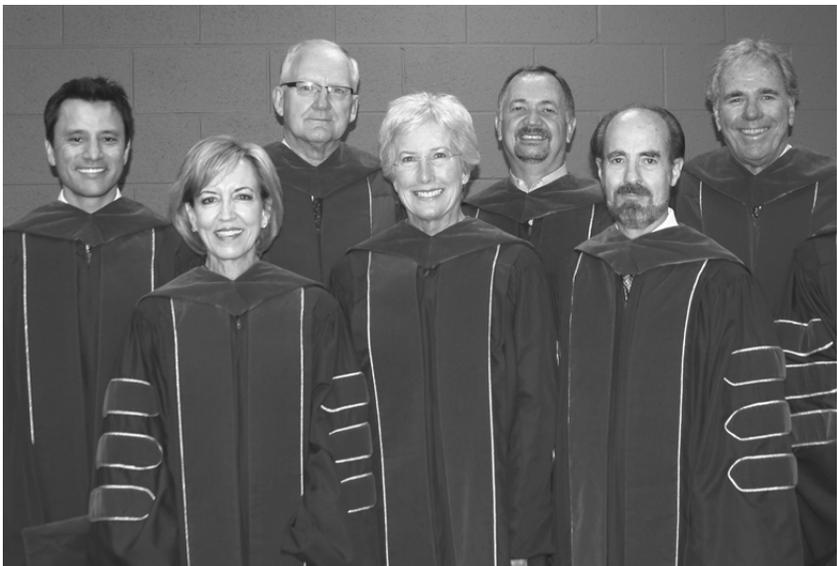
## BOARD OF REGENTS

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

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

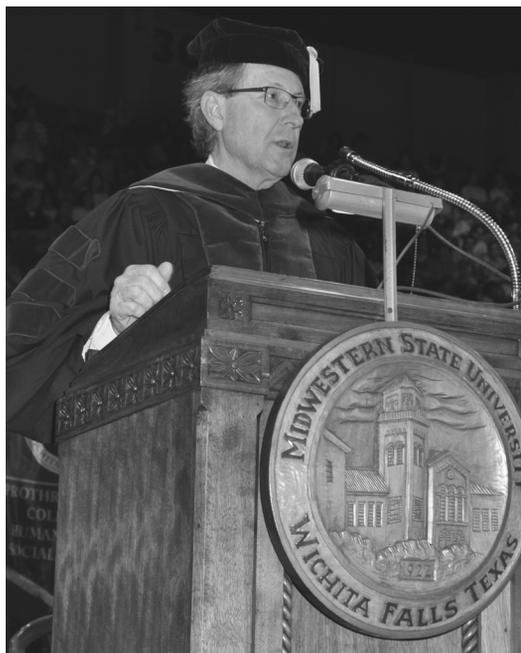
In accordance with the provisions of the Education Code, Sections 51.355 and 51.356, each public university Board of Regents includes one student member appointed by the Governor. Governor Rick Perry appointed MSU student David Reyna as the student regent for Midwestern State University. His term began 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
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
VACANT . . . . .	. Dean, Gordon T. and Ellen West College of 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 English, 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







## **GENERAL INFORMATION**

**Our Mission**

**Our Values**

**Accreditation and Membership**

**Other General 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 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 memberships are listed below.

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

American Association of Colleges of Nursing  
 American Association of Colleges for Teacher Education  
 American Association of State Colleges and Universities  
 American Schools of Allied Health Professionals  
 Association for Education in Journalism and Mass  
     Communication  
 Association of American Colleges and Universities  
 Association of Collegiate Business Schools and Programs  
 Association of Collegiate Educators in Radiologic  
     Technology  
 Association of Governing Boards of Universities and Colleges  
 Association of Schools of Allied Health Professions  
 Association of Schools of Journalism and Mass Communication  
 Association of Teacher Educators  
 Association of Texas Graduate Schools  
 Association to Advance Collegiate Schools of Business,  
     International  
 College Art Association of America  
 Commission on Accreditation of Allied Health Education  
     Programs  
 Conference of Southern Graduate Schools  
 Council for Advancement and Support of Education  
 Council for Higher Education Accreditation  
 Council of Colleges of Arts and Sciences  
 Council of Public Liberal Arts Colleges  
 Council of Undergraduate Research  
 ExLibris Users of North America  
 National Association of Schools of Music  
 National Association of Schools of Public Affairs and  
     Administration  
 National League for Nursing  
 Southwest Theatre Association  
 Texas Association of Colleges for Teacher Education  
 Texas Association of Music Schools  
 Texas Centers for Educational Partnerships  
 Texas Consortium for Educational Telecommunications  
 Texas Educational Theatre Association  
 Texas Intercollegiate Press Association  
 Texas International Education Consortium  
 Texas Library Association  
 Texas Music Educators Conference  
 The College Board  
 United States Institute of Theatre Technology

## 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.

## 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.

## 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 Student Handbook* link on the Dean of Students webpage at <http://students.mwsu.edu/dean>.

## 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 and Planning. The campus crime statistics may be reviewed at the University Police Office or online at <http://police.mwsu.edu>.





## **STUDENT LIFE**

**Student Affairs**

**Student Honor Creed**

**Student Rights**

**University Housing and Residence Life**

## 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/campuscard>)
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

For information regarding Midwestern State University's policies about academic dishonesty, please refer to the current Student Handbook which may be obtained in the Dean of Student's Office. The handbook is also available online. Go to <http://students.mwsu.edu/dean> and then click the Student Handbook link.

## 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.

## APPLICABILITY OF REGULATIONS

Enrollment at Midwestern is considered by the University as an implicit declaration of acceptance on the part of the student of University regulations as outlined in the most recent issues of the catalog, the Student Handbook, and the Housing and Residence Life Handbook. The Student Handbook is published once each year under separate cover from the catalog and made available to students through the Office of the Associate Vice President for Student Affairs or the Information Desk located in the Clark Student Center. The Housing and Residence Life Handbook is published once each year under separate cover from the catalog and made available to students living in campus housing.





## **FEES AND FINANCIAL INFORMATION**

**Payment of Fees**

**Estimate of Cost per Semester**

**Registration Fees**

**Information and Description of Fees**

**Registration Fee Refunds**

**Exemptions from Registration Fees**

**Tuition Rebate**

**Tuition Limit**

**Excess Hours Beyond Degree Requirements**

## FINANCIAL INFORMATION

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

### PAYMENT OF FEES

#### PAYMENT IS DUE AT THE TIME OF REGISTRATION.

One of the following payment options may be selected:

1. Pay the balance in full at registration. The University accepts cash, checks, money orders, MasterCard, American Express, and Discover credit cards. Payment by check or credit card is available on the MSU website at [www.mwsu.edu/online-payments](http://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 - Can be used for tuition, fees, room, and board. The first payment is due at registration and is one-third of total fees, the second payment is due prior to the sixth week of class and is one-third of the total fees, and the third payment is due prior to the eleventh week of class and is the final one-third. A non-refundable fee of \$22.50 is assessed for this payment option. The installment contract may be accessed on the MSU website at [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments).
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 on the MSU website at [www.mwsu.edu/onlinepayments](http://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 is charged if an installment or tuition and fee loan payment is made after the due date.

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

### ESTIMATE OF COST PER SEMESTER

Resident students taking 15 semester credit hours

Registration Fees (Fall 2010) .....	\$3,359.75
*Course Fees (estimated) .....	200.00
Vehicle Registration (second decal \$5.00) .....	<u>32.00</u>
	\$3,591.75

Books (estimated)	.....	.600.00
**Room and Board	(14 meals per week plan - Fall 2010 rates) .....	<u>2,910.00</u>
	(10 meals per week plan \$2,860.00)	
	(19 meals per week plan \$2,970.00)	

Total estimated charges per semester ..... \$7,101.75

**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 graduate courses 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.

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

## REGISTRATION FEES

(INCLUDES TUITION AND MANDATORY FEES)

REGULAR SESSIONS

Per Semester - Fall 2010

Semester Credit <u>Hours</u>	<u>Texas Resident</u>	<u>Non-Resident</u>
20	4,315.00	10,515.00
19	4,127.45	10,017.45
18	3,939.90	9,519.90
17	3,752.35	9,022.35
16	3,562.80	8,522.80
15	3,359.75	8,009.75
14	3,155.70	7,495.70
13	2,948.65	6,978.65
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	392.02	702.50

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

**SUMMER SESSION**

**Per Summer Term - Summer 2011**

Semester Credit Hours	<u>Texas Resident</u>	<u>Non-Resident</u>
12	2,537.10	6,257.10
11	2,348.55	5,758.55
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

Resident tuition for 2010-2011 will be \$50.00 per semester hour.

Non-Resident tuition for 2010-2011 will be \$360.00 per semester hour.

Students attending courses taught at off-campus sites only will not be required to pay the Student Union/Center fee, the Medical Service fee, 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 MSU Admissions prior to registration.

ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.

**OTHER FEES**

**General:**

Installment Fee, 3 payment plan	.....\$22.50
Emergency Tuition and Fee Loan Origination Fee	.....22.50
Emergency Tuition and Fee Loan Service Charge	.....1%
Late Fee (installment plan and tuition and fee loan)	.....30.00
*Auditing Fee (per course audited)	.....25.00
Student Property Deposit (a one-time refundable deposit)	.....10.00
International Student Advisory Fee	.....50.00

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

**Course Fee** (per course per semester hour)

ACCT	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.

Application Fee	25.00
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

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

**TESTING FEES:**

ACT Test (national), with essay	47.00
ACT Test (national), no essay	32.00
ACT Test (residual)	50.00
Accuplacer	29.00
CLEP (An additional \$10.00 for each essay portion)	97.00
Correspondence Test	10.00
GRE ScoreItNow (Analytical Writing Test)	20.00
DANTES	85.00
ExCET	120.00
ExCET Superintendent Test	240.00
GED Test (for non-high school graduate)	90.00
GMAT	250.00
GRE	160.00
GRE Score It Now (Analytical Writing Test)	20.00
ISAT Test (residual SAT)	50.00
LSAT	132.00
MAT	65.00

MCAT .....	230.00
NET/HOBET .....	30.00
PCAT .....	150.00
Proctoring Fee for Web-based or Web-CT Exams .....	10.00
Proficiency Examination .....	35.00
SAT Test (national SAT) .....	45.00
TCLEOSE .....	30.00
THEA Test .....	29.00
TOEFL .....	170.00
TOEIC .....	75.00
Writing Proficiency Examination (formerly English Usage Test) .....	25.00

## 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 \$360.00 per semester credit hour.

**Oklahoma Residents.** The Texas Higher Education Coordinating Board authorized Midwestern State University to charge all residents of Oklahoma the Texas in-state tuition rate, plus an additional \$30.00 per semester credit hour. Residents of Oklahoma counties that border on Texas may be charged in-state tuition without the extra \$30.00 per semester credit hour. These counties are: Beaver, Beckham, Bryan, Choctaw, Cimarron, Cotton, Ellis, Harmon, Jackson, Jefferson, Love, Marshall, McCurtain, Roger Mills, Texas, and Tillman.

**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 coursework 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 governance 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 in 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 property 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 Office for more information concerning this new program.

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

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

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

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

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

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

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

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

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

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

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

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

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

These students are exempt from tuition, fees, and charges. Application for this exemption must be made at the Business Office well in advance of the student's registration. Documentation from the Department of Protective and Regulatory Services must be provided upon application.

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

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

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

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

**Family Unity Program**

It is possible for eligible noncitizens to qualify to pay resident tuition rates and qual-

ify as residents for state financial aid through the Immigration and Naturalization Services' Family Unity Program.

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

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

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

#### Early High School Graduates

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

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

The eligibility amounts are as follows:

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

#### College Hours Bonus

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

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

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

send them a copy of his/her college transcript to prove the number of hours taken and credited to him/her based on work prior to high school graduation.

#### **Certified Educational Aides (House Bill 571)**

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

#### **Disabled Peace Officers (House Bill 640)**

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

#### **Children of Professional Nursing Program Faculty (Sec. 54.221 Tex. Ed. Code)**

The governing board of an institution of higher education shall exempt from the payment of tuition a resident of this state enrolled as an undergraduate student at the institution who is a child of a person who, at the beginning of the semester or other academic term for which an exemption is sought, holds a master's or doctoral degree in nursing, if not employed or under contract as a teaching assistant under Subdivision (1) or (2), and:

- (1) is employed by an undergraduate or graduate nursing program in this state as a full-time member of its faculty or staff with duties that include teaching, serving as an administrator, or performing other professional services; or
- (2) has contracted with an undergraduate or graduate professional nursing program in this state to serve as a full-time member of its faculty or staff to perform duties described by Subdivision (1) during all or part of the semester or other academic term for which an exemption is sought or, if the child is enrolled for a summer session, during all or part of that session or for the next academic year.

A child who would qualify for an exemption under this section but for the fact that the child's parent is not employed full-time for an exemption on a pro rata basis equal to the percentage of full-time employment the parent is employed except that a parent employed for less than 25 percent of full-time employment is considered to be employed for 25 percent of full-time employment.

A person is not eligible for an exemption under this section if the person:

- (1) has previously received an exemption under this section for 10 semesters or summer sessions at any institution or institutions of higher education; or
- (2) has received a baccalaureate degree.

A summer session that is less than nine weeks in duration is considered one-half of a summer session.

The tuition exemption provided by this section applies only to enrollment of a child at the institution at which the child's parent is employed or under contract.

The definition of a child for this exemption is "a child 25 years of age or younger and includes an adopted child".

For a complete explanation of this program, please visit the Texas Higher Education Coordinating Board at: <http://www.theccb.state.tx.us/index.cfm?objectid=6470CCE1-ACB8-AEOB-27F43639CFD2A13A>. Scroll to subchapter 0.

To download an application for this program, please visit the Texas Higher Education Coordinating Board at: <http://www.theccb.state.tx.us/reports/PDF/1457.PDF>

**Preceptors for Professional Nursing Education Programs (Sec. 54.222 Tex. Ed. Code)**

The governing board of an institution of higher education shall exempt from the payment of \$500 of the total amount of tuition a resident of this state enrolled as a student at the institution who:

- (1) is a registered nurse; and
- (2) serves under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled the in the program.

A person is entitled to an exemption under Subsection (b) for one semester or other academic term for each semester or other academic term during which the person serves as a clinical preceptor as described by Subsection (b). The person may claim the exemption in:

- (1) the semester or other academic term in which the person serves as a clinical preceptor; or
- (2) a different semester or other academic term that begins before the first anniversary of the last day of a semester or other academic term described by Subdivision (1), if the person does not claim the exemption in the semester or other term during which the person serves as a clinical preceptor.

The governing board of an institution of higher education shall exempt from the payment of \$500 of the total amount of tuition a resident of this state enrolled as an undergraduate student at the institution who is a child of a person who meets the requirements of Subsection (b). The child is entitled to an exemption for one semester or other academic term for each semester or other academic term which the parent serves as a clinical preceptor. The child may claim the exemption in any semester or other academic term during which the parent could have claimed an exemption under Subsection (b). The child's eligibility for an exemption is not affected by whether the parent also received an exemption under Subsection (b) for the same qualifying service as a clinical preceptor.

If a person eligible for an exemption under this section owes less than \$500 in tuition, the governing board of the institution of higher education in which the person is enrolled shall exempt the person from the payment of only the amount of tuition the person owes.

A person is not eligible for an exemption under Subsection (c) if the person:

- (1) has previously received an exemption under this section for 10 semesters or summer sessions at any institution or institutions of higher education; or
- (2) has received a baccalaureate degree.

A summer session that is less than nine weeks in duration is considered one-half of a summer session.

The definition of a child for this exemption is "a child 25 years of age or younger and includes an adopted child".

For a complete explanation of this program, please visit the Texas Higher Education Coordinating Board at: <http://www.theccb.state.tx.us/index.cfm?objectid=6470CCE1-ACB8-AEOB-27F43639CFD2A13A>. Scroll to subchapter P.

To download an application for this program, please contact the Nursing Clinical Preceptor Administrator.

**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.

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

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

1. is awarded a baccalaureate degree from a general academic teaching institution;
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination (credit by exam beyond first 9 hours is included in calculation); and
3. has been classified as a resident of the state of Texas at all times while pursuing this degree.
4. Senate Bill 34 institutes a change requiring that students entering Fall 2005 or after, must also graduate in 4 consecutive years, as is mandated in the Texas B-On-Time financial aid program.

**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.

## EXCESS HOURS BEYOND DEGREE REQUIREMENTS (Sec. 54.068 Tex. Ed. Code)

The Texas Legislature established that universities will not receive funding for students entering higher education in Fall 1999 or later who exceed 45 semester hours above the degree requirements. For students entering Fall 2006, this limit is 30 hours above the degree requirements. As of this printing, MSU does not charge for these excessive non-funded hours; however, some universities do. This policy is subject to change if MSU administration and Board of Regents deem it necessary.





## **ACADEMIC SERVICES**

**Admissions**  
**Financial Aid**  
**International Services**  
**Registrar**  
**Testing Center**  
**Upward Bound**

## HOW TO APPLY FOR UNDERGRADUATE ADMISSION

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

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

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

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

**Beginning freshmen who receive test fee waivers from their high schools to take entrance exams (ACT/SAT) may submit the forms to be used to waive application fees for admission. All application fee waivers must be individually approved by the Director of Admissions.**

- 2. Official Transcripts** must be filed from all institutions in which the student has previously enrolled (high school and each college or university). Official transcripts must be mailed directly from the institution attended to MSU Admissions. Hand-carried transcripts are not official. **Failure to list all institutions attended will be treated as falsification of records.**
- 3. ACT or SAT** scores are required of all beginning freshmen under the age of 21, transfer students under 21 who have fewer than 18 earned non-developmental semester credit hours, and those who do not meet the high school rank/unit requirements. These tests are administered throughout the United States and in many foreign countries in September, October, December, February, April, and June. It is recommended that applicants take the examinations no later than during the fall semester of their high school senior year or at least four months prior to enrollment at MSU. The student should request official ACT or the College Board exam scores from all testing sessions be sent directly to MSU Admissions if they failed to do so when they registered to take the exams. High school officials can provide further information. Prospective students who seek admission will be required to submit the writing portion of the ACT and/or SAT exams to complete their application files. The ACT composite and SAT combined Critical Reading and Math scores needed to meet admission criteria exclude the writing portion. The university reporting code for MSU from ACT is 4132 and the College Board reporting code is 6408.

If it is impossible for the applicant to take the national test, Midwestern State University offers residual ACT and SAT tests prior to each semester. There is no pre-registration for these tests. A student must report to the test site with a picture

I.D., #2 pencils, and the test fee. MSU Admissions receives the results of this test within one to two days after the test date. Contact the Testing Center at <http://testing.mwsu.edu>.

Please note that residual SAT scores **cannot** be used for Texas Success Initiative exemption; and residual ACT or SAT scores **cannot** be used for athletic eligibility. Other colleges **may not** accept a residual ACT or SAT taken at MSU for their admission requirements. Students may not retake a residual ACT within sixty days, or a residual SAT within thirty days. For more information about the ACT or SAT tests, please contact MSU Admissions, Testing Center, or refer to the academic calendar for test dates. For more information about the Texas Success Initiative, contact the Office of the Registrar or see page 70.

**Early Notification of Acceptance:** A beginning freshman student desiring early notification of acceptance to the University may submit an application by the printed priority deadline, either ACT or SAT scores, and a copy of the official high school transcript reflecting grades through the sixth semester of the junior year. A projected date of graduation and class rank should be indicated on the transcript. Pending admission status may be given if all necessary information is not available to MSU Admissions. Early notification of acceptance may be advanced to full acceptance for admission after graduation from high school is verified with MSU Admissions by submission of an official high school transcript showing date of graduation and rank in class. Date of graduation must be prior to the applied term reflected on the application for admission. If a high school or beginning freshman applicant enrolls in dual credit or concurrent enrollment courses at another university or college prior to enrollment at MSU, the student must inform MSU Admissions of all institutions attended. Students must meet transfer admission criteria and have a minimum cumulative grade point average of 2.0 on all collegiate transfer work to meet admission criteria. Failure to disclose this information will be treated as falsification of records. If official credentials are not received within three weeks from the first day of classes during the long term or two weeks during a summer term, or if the student does not meet the admission requirements when the credentials arrive and are evaluated, he/she may be automatically withdrawn from the University. A registration hold may be placed on the students' record blocking future enrollment at MSU.

**Falsification of Records:** A student or applicant who knowingly falsifies or is a party to the falsifying 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.

**Re-enrolling MSU Students:** A student who submits an application for admission by the printed application deadlines may be eligible for early and/or regular registration if all official credentials have been submitted to make an admission decision. An MSU student who fails to enroll in a fall or spring term must reactivate his/her admission to the university. If the student does not enroll for twelve months or more, a new application must be submitted to verify Texas residency. Applications will not be processed until the application fee has been received. Change of semester requests are not accepted. All applications and application fees are non-transferable and non-refundable.

If all credentials are not received by the printed deadlines, a delay in an admission decision may require the student to attend late registration. A late registration fee will be assessed at that time.

A former MSU student, who has attended another college or university since attending MSU, will be considered a transfer student and must meet transfer admission criteria for readmission. Students may find the application for reactivation and readmission

at [www.mwsu.edu](http://www.mwsu.edu) or [www.applytexas.org](http://www.applytexas.org). Failure to list all institutions attended since leaving MSU will be treated as falsification of records.

## UNDERGRADUATE ADMISSION REQUIREMENTS

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

### STATE OF TEXAS UNIFORM ADMISSIONS POLICY

Texas Education Code (TEC) **51.803-51.809** requires that all students meet **one** of the following college readiness standards in order to be eligible to be considered for admission at a Texas Four-Year Public Institution.

1. Successfully complete the recommended or advanced high school program or complete the portion of the program that was available to them; or
2. Successfully complete a curriculum that is equivalent in content and rigor to the recommended or advanced high school program at a high school that is exempt from offering such programs; or
3. Satisfy the College Readiness Benchmarks on the SAT or ACT assessment
  - SAT – 1500 out of 2400 (Verbal + Math + Writing)
  - ACT – 18 English, 21 Reading, 22 Mathematics, and 24 Science

### AUTOMATIC ADMISSION

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

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

### UNCONDITIONAL ADMISSION – *Effective through Summer 2011*

For unconditional admission, students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency.

**Prospective students seeking admission should have all official scores sent from ACT and/or the College Board to MSU Admissions. The writing portions of the ACT and/or SAT are required to complete their application files. The ACT composite and the SAT combined score (Critical Reading and Mathematics) below exclude the writing portion.**

<u>Class Rank</u>	and	<u>SAT/ACT Scores:</u>
Top 10%		Automatic Admission by HB 588
Next 15%		870/18
2nd Quarter		950/20
3rd Quarter		1030/22
4th Quarter		1110/24

Students whose high school transcripts do not reflect ranking must submit scores of 1110/24 to be considered for unconditional admission.

Students who have attempted collegiate work through concurrent or dual credit pro-

grams while in high school, must meet beginning freshman admission requirements (regardless of hours earned) and have a cumulative grade point average of 2.0 on collegiate transfer work. Official transcripts from the college(s) attended must be submitted to MSU Admissions. ACT/SAT minimum scores are required. Failure to list all institutions will be treated as falsification of records.

All beginning freshmen, under 21 years of age at the time of registration must submit official SAT or ACT scores to MSU Admissions. Transfer students, under 21 years of age, who have 18 earned non-developmental semester credit hours must submit official SAT or ACT scores to MSU Admissions. Students 21 years of age or older will not be required to take the SAT or ACT if they graduated in the top half of their class and meet freshman admission criteria.

### **ADMISSION – Effective Fall 2011**

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

<b><u>Class Rank</u></b>	<b><u>SAT*/ACT* Scores:</u></b>
Top 10%	no minimum-HB 588 TEC 51.803
Next 40%	990/21 ( <i>meets proposed benchmark scores</i> )
Third quartile	1070/23
Fourth quartile	1110/24

\*MSU requires the writing section of the ACT/SAT entrance exams. For determining the sliding scale above, the combined SAT score consists of Critical Reading and Mathematics; and a composite ACT. The scores listed in our sliding scale exclude the writing score. Entrance exam scores must be received from College Board and/or ACT to access essays.

Students who do not meet the minimum Midwestern State University and the State of Texas Uniform Admission Policy requirements will go through an individual review process with the MSU Admissions Committee. To render a decision, consideration will be given to high school transcripts, rigor of curriculum, writing sample from entrance exam scores, grade point average, class rank, factors specified in section 51.805 of the State of Texas Uniform Admission Policy, and other factors deemed necessary to accomplish the institution's stated mission.

An applicant may appeal a denial for admission by the MSU Admissions Committee by writing a short essay explaining why he/she should be admitted. The exact procedure to follow will come directly from MSU Admissions. If the Admissions Committee upholds the initial rejection, the student may appeal to the Director of Admissions as the final arbiter.

Students admitted by individual review may be required to meet criteria determined by the University's Academic Council to include the following unless exempted during the individual review process:

1. Restricted to no more than 15 semester credit hours in a long semester and not more than 6 semester credit hours in any one summer session. Of the hours enrolled in the first long semester, one course must be MWSU 1233 - College Connections (the admission by individual review sections are designated in the Schedule of Classes each semester).
2. The student will continue in this status until he/she has completed a minimum of 24 semester credit hours at MSU and is in good standing as stated in the Table of Academic Standards on page 51.

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

## **HOME STUDY**

Students who graduate from an unaccredited high school or home study program will be considered for admission on an individual basis. Official entrance exam scores must be submitted for evaluation to determine admission status. Students must submit transcripts or detail of course work completed to show proof of unit requirements.

## **ADVISED ADMISSIONS – *Effective through Summer 2011***

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

To be eligible for enrollment under Advised Admissions, a student must have no more than one high school unit deficiency and an ACT composite score of 18 or higher, or an SAT combined score of 870 or higher excluding the required writing portion. If the student is eligible for Advised Admissions, the Admissions Committee will base its admission decision on an evaluation of the student's high school rank, units, and ACT/SAT scores.

Students meeting the criteria for Advised Admissions status will be restricted to enroll in no more than 15 semester credit hours in a long semester and no more than 6 semester credit hours in any one summer session. Of the hours enrolled in the first long semester, one course must be MWSU 1233 – College Connections (the Advised Admissions sections are designated in the Schedule of Classes each semester). The student will continue in Advised Admissions status until he/she has completed a minimum of twenty-four semester credit hours at MSU and is in academic good standing as stated in the Table of Academic Standards on page 51.

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

## **GED STUDENTS**

Effective January 1, 2002, the state minimum is at least an average of 450 and no score lower than 410 to meet the unit requirements that are considered on an individual basis. GED students under 21 years of age must submit official SAT or ACT scores if the unit requirements are not met. All GED students permitted to enroll must comply with Advised Admissions criteria through summer 2011 and TEC 51.803.

## **DENIED ADMISSION**

Students who are denied admission are encouraged to attend another institution of higher education and take 18 non-developmental semester credit hours. Students must submit a new application for admission (<https://applytexas.org>), an application fee, and have a minimum 2.0 cumulative grade point average to be evaluated. For more information about institutions of higher education, please visit this website: <https://www.applytexas.org>.

## ACCESS MSU (High School Concurrent Programs)

[http://admissions.mwsu.edu/HS\\_concurrent.asp](http://admissions.mwsu.edu/HS_concurrent.asp)

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

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

- a. submit an application for ACCESS MSU admission by the printed deadlines;
- b. submit an official high school transcript reflecting at least a “B” average in English, mathematics, science, and social studies;
- c. have all official ACT and or SAT scores including the writing portion of the ACT/SAT sent directly from ACT and/or the College Board to MSU Admissions;
- d. not have a failing score on the exit level TAKS;
- e. have parental approval, principal and counselor recommendations; and
- f. take all sections of a TSI approved test (such as THEA or Accuplacer, see page 70) unless the student is exempt under the Texas Success Initiative requirements.

An official high school transcript, showing graduation date and rank, should be sent to MSU Admissions as soon as it is available. Official MSU transcripts will be available when the final high school transcript is received. If a transcript is required prior to graduation, the student should contact the MSU Office of the Registrar after receiving the approval of the Coordinator of the ACCESS MSU/High School Concurrent program in MSU Admissions.

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

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

## SPECIAL ADMISSION

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

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

All non-degree students must meet University admission criteria and certify such eligibility. In addition, students must meet Texas Success Initiative requirements. Approval for admission is granted on an individual basis. Students who have been denied regular

admission to the University may not apply for this status. Students who anticipate enrolling in more than two semesters are encouraged to apply for regular admission. Students have ample time to order transcripts and process admission credentials after the beginning of a semester if late decisions are made.

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

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

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

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

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

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

## ADMISSION BY TRANSFER

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

Applicants who meet the current grade point listed in the University's Table of Aca-

demarc Standards may be admitted under Advised Admissions program through summer 2011. (See Table of Academic Standards on page 51.)

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

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

After eligibility to re-enroll in all previous institutions attended has been established, the transfer student's scholastic record is then evaluated on the basis of minimum scholastic standards in effect at Midwestern State University. A student who has been suspended at prior institutions will maintain the suspension(s) in his/her academic history. For example, a student who was suspended once at a prior school will be assessed a second suspension if the MSU minimum academic standards are not met at the end of the first semester at MSU. (See Table of Academic Standards on page 51.)

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

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

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

To qualify for a degree from Midwestern State University, a student must earn a minimum grade point average of 2.0 on the courses attempted at Midwestern State University. A student must also earn a minimum grade point average of 2.0 in the major and a 2.0 in the minor. A student must have a C (2.0) major, minor, and cumulative grade point average based on Midwestern State University work, as well as transfer work accepted, to graduate. A student who presented a grade point deficiency based on transfer work accepted must have sufficient grade points earned at MSU to remove the deficiency in the major, minor, or cumulative average. Some programs require more than a 2.0 grade point average on major and minor hours. The student should consult with the academic advisor about specific program requirements.

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

Any student transferring from a Texas community college to Midwestern State University shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college. To facilitate the transfer of courses, Midwestern State University participates with other Texas schools in designating the common course number. Refer to page 378 for specific course listings or the website: <http://www.tccns.org/>.

### DENIED ADMISSION

Students who are denied admission are encouraged to attend another institution of higher education, complete 12 non-developmental semester credit hours, and be eligible to enroll at all institutions attended. Students must submit a new application for admission (<https://www.applytexas.org>), an application fee, and have a minimum 2.0 cumulative grade point average to be evaluated. For more information about institutions of higher education, please visit this website: <https://www.applytexas.org>.

### TRANSFER DISPUTES

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

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

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

### HOUSING AND RESIDENCE LIFE

After acceptance for admission, the Office of Housing and Residence Life will forward information to all applicants who indicated on the application for admission that they plan to live in university housing. 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

**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.

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 score at least 550 on the paper-based TOEFL exam, at least 213 on the computer-based exam, or score 79 on the Internet-based exam (iBT) 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 may not be required if English is the native language. A local English proficiency examination may be required.

5. An official bank financial statement accompanied by either a letter of sponsorship or an MSU Affidavit of Support that shows the availability of financial funding adequate to meet the tuition, living, book, insurance, and incidental expenses of the first 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 admissibility 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.

## **INFORMATION ON EVENING AND SUMMER PROGRAMS**

### **THE EVENING PROGRAM**

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

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

## THE SUMMER SESSION

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

## SUMMER GUESTS

Students who are attending another undergraduate institution and desire to enroll for summer sessions only may apply as summer guests/transient students. Students must apply by the printed deadlines and submit application fees and a Transfer Agreement Form to MSU Admissions through <https://www.applytexas.org>. Official transcripts from all institutions attended verifying enrollment and the minimum 2.0 grade point average requirement are also required.

Students in this status must also comply with Texas Success Initiative regulations. For more information regarding the Texas Success Initiative, students should see page 70, visit the TSI website at <http://registrar.mwsu.edu/success.asp>, or contact the Office of the Registrar.

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

## SCHOLARSHIPS

University scholarships are available in recognition of a student's academic achievement; special abilities as indicated by the applicant's academic transcript, entrance exam scores, participation in extracurricular activities, and other criteria as defined by specific scholarship programs. Scholarship information is available at <http://www.mwsu.edu/scholarships>. The deadline for scholarships offered through MSU Admissions is **March 1**.

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

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.

Competitive tuition waivers may be awarded to non-residents of Texas if they receive a university scholarship of \$1,000 or more in one academic year. An academic year begins with the fall term and ends the second summer session.

According to Senate Bill 1325, TEC 51.969, a person is not eligible to receive a scholarship originating from and administered by an institution of higher education or university system if the person is related to a current member of the governing board of the institution.

## 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 MSU Admissions 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 MSU Admissions. Reclassification requests must be initiated by the student as residence status changes are not made automatically.

## ACADEMIC STANDARDS

(Undergraduate)

It is desirable that students maintain at least a C (2.0) cumulative grade point average since that standard is required for graduation. Each student is responsible for knowing whether he/she is eligible to continue or enroll at the University. An ineligible student who nevertheless registers at the University will be withdrawn. The student shall not receive special consideration on the plea of lack of knowledge of academic status.

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

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

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

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

### TABLE OF ACADEMIC STANDARDS

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

Students on probation or suspension may have restrictions on their registration status. Contact the MSU Admissions Office for questions.

## ACADEMIC PROBATION

Academic probation is a warning that the level of performance must improve if the student expects to continue in the University. A student whose Midwestern State University cumulative grade point average falls below the standards stated in the Table of Academic Standards will be placed on academic probation.

Beginning and transfer freshman students who are on academic probation after their first semester at MSU are required to participate in the First Year Probation Program (see page 101).

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

## CONTINUED ACADEMIC PROBATION

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

## ACADEMIC SUSPENSION AND DISMISSAL

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

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

## LIMITS ON READMISSION

The Academic Readmission Committee will review petitions for early reinstatement from students on first and second suspension only. A student will only be allowed one appeal during his/her academic career at MSU.

### First Suspension

1. A student suspended at the close of the fall semester is eligible for readmission to the following summer session.
2. A student suspended at the close of the spring semester is eligible for readmission to the following spring semester. A student on first suspension is permitted to attend the following summer session at MSU and may be reinstated for the fall semester if he/she has earned a 2.0 grade point average and a minimum of 6 semester hours during the summer sessions.
3. At the close of each summer session, only an academic deficiency of probation will be assessed.

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

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

### **Permanent Academic Dismissal**

Beginning with the Fall 2006 term, the MSU Board of Regents approved the permanent academic dismissal status. Students who are on the third academic dismissal from Midwestern State University will be assessed a permanent dismissal status. Students on permanent dismissal can petition the Academic Readmission Committee one time and be reinstated only under extraordinary circumstances. If reinstatement is denied by the committee, the student may appeal the committee's decision to the Vice President for Institutional Effectiveness. The status will be reflected on the student's MSU transcript.

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

### **READMISSION AFTER ACADEMIC SUSPENSION**

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

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

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

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

The policy regarding non-compliance of students participating in the First Year Probation Program or students who are readmitted after Academic Suspension is as follows:

1. Students who are in non-compliance with requirements of the First Year Probation Program waive the option of appeal to the Academic Readmission Committee for early reinstatement in the event they are suspended from the University. (see page 101)
2. Students who have re-entered the University after Academic Suspension and are in non-compliance with University requirements waive the option of appeal to the Academic Readmission Committee for early reinstatement in the event they are again suspended from the University.

### **PETITIONS FOR REINSTATEMENT**

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

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

## CREDIT BY EXAMINATION

MSU will accept up to 60 semester credit hours of credit by examination, limiting CLEP, DANTES, and Proficiency Exams to a maximum of 30 semester credit hours. Contact the Testing Center at <http://testing.mwsu.edu>. MSU Admissions evaluates CLEP, DANTES, AP, and IB credit as transfer credit. MSU Proficiency Exams will be posted to the student's academic record upon completion of nine semester credit hours at MSU.

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

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

### College Level Examination Program (CLEP) -- Subject Examinations

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

#### CLEP Subject Examinations Minimum Scale Scores

Examination	Semester Credit Hours	Minimum Score Required for Credit	Equivalent MSU course	TX Common Course #
<b>BUSINESS</b>				
Infor. Systems & Comp. App	3	50	MIS 2003	BCIS 1305
Introduction to Management	3	50	MGMT 3013	N/A
Introductory Accounting	6	50	ACCT 2143, 2243	ACCT 2301, 2302
Introductory Business Law	3	50	LSBA 3233	N/A
Principles of Marketing	3	50	MKTG 3723	N/A
<b>ECONOMICS</b>				
Introductory Macroeconomics	3	50	ECON 2333	ECON 2301
Introductory Microeconomics	3	50	ECON 2433	ECON 2302

## ENGLISH (All English examinations require the essay option)

American Literature	3	50*	ENGL 2613 or 2623	ENGL 2327 or 2328
English Literature	3	50*	ENGL 2813 or 2823	ENGL 2322 or 2323
College Composition	3	50*	ENGL 1113	ENGL 1301

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

## FOREIGN LANGUAGE

French - 1 <sup>st</sup> year	8	50	FREN 1134, 1234	FREN 1411, 1412
French - 2 <sup>nd</sup> year	6	62	FREN 2133, 2233	FREN 2311, 2312
German - 1 <sup>st</sup> year	8	50	GERM 1134, 1234	GERM 1411, 1412
German - 2 <sup>nd</sup> year	6	54	GERM 2133, 2233	GERM 2311, 2312
Spanish - 1 <sup>st</sup> year	8	50	SPAN 1134, 1234	SPAN 1411, 1412
Spanish - 2 <sup>nd</sup> year	6	63	SPAN 2133, 2233	SPAN 2311, 2312

## MATHEMATICS

College Algebra	3	54*	MATH 1233	MATH 1314
Trigonometry	3	58**	MATH 1433	MATH 1316
Precalculus	3	61	MATH 1534	MATH 2312
Calculus w/Elem. Functions	4	61***	MATH 1634	MATH 2413

\*\*\* Scores of 50-60 will waive the prerequisite for Calculus II

## SCIENCES\*

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

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

## SOCIAL SCIENCES

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

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

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

### Conditions for CLEP Subject Examinations

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

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

### College Board Advanced Placement Program

High School students with superior academic achievements in any of the following areas may earn college credit in these fields through the College Board Advanced Placement Program. Midwestern State University reserves the right to change policy in keeping with actions of the Texas State Legislature or the University Board of Regents. It is to the prospective student's advantage to contact MSU Admissions. The following grades may be awarded for the test scores: 5 = A, 4 = B, and 3 = Credit. If the student takes both English Composition & Literature and English Language and Composition and scores at least a 4 on both exams, the student will receive three hours for ENGL 1113, Rhetoric and Composition and three hours of sophomore literature elective credit. The course and grade are posted to the student's permanent record and designated as Advanced Placement credit.

Please note that some subjects require a higher score to receive college credit. Those subjects are noted by an asterisk (\*) and scores of 4 or 5 are required.

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

AP Examinations	Semester	Equivalent MSU course	Texas Common Course Number
	Credit Hours		
American History	6	HIST 1133, 1233	HIST 1301, 1302
Art: Drawing*	6	ART 1313, 1323	ART 1316, 1317
Art: History*	3	ART 3413	N/A
Art: Studio*	6	ART 1113, 1313	ARTS 1311, 1316
Biology*	8	BIOL 1144, 1544	BIOL 1413, 1411

Chemistry*	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312
Classics: Virgil	3	Soph. foreign language elective	N/A
Classics: Latin Lyric	3	Soph. foreign language elective	N/A
Comparative Govt. & Politics	3	POLS 3533	N/A
Computer Science A	3	CMPS 1043	N/A
Computer Science B	6	CMPS 1043, 1053	N/A
Economics – Macro	3	ECON 2333	ECON 2301
Economics – Micro	3	ECON 2433	ECON 2302
English Comp. & Literature*	3	ENGL 1113	ENGL 1301
English Language & Comp.*	3	ENGL 1113	ENGL 1301
Environmental Science*	4	ENSC 1114	ENVR 1401
European History	6	HIST 1333, 1433	HIST 2311, 2312
French Language	8	FREN 1134, 1234	FREN 1411, 1412
French Literature	6	FREN 2133, 2233	FREN 2311, 2312
German Language	8	GERM 1134, 1234	GERM 1411, 1412
German Literature	6	GERM 2133, 2233	GERM 2311, 2312
Mathematics: Calculus AB	4	MATH 1634	MATH 2413
Mathematics: Calculus BC	8	MATH 1634, 1734	MATH 2413, 2414
Music Listening & Literature	3	Music elective	N/A
Music Theory	6	MUSC 1603, 1613	MUSI 1311, 1312
Physics B	8	PHYS 1144, 1244	PHYS 1401, 1402
Physics C: Mechanics	4	PHYS 1624	PHYS 2425
Physics C: Electricity & Magnetism	4	PHYS 2644	PHYS 2426
Psychology	3	PSYC 1103	PSYC 2301
Spanish Language	8	SPAN 1134, 1234	SPAN 1411, 1412
Spanish Literature	6	SPAN 2133, 2233	SPAN 2311, 2312
Statistics	3	STAT 3573	N/A
U.S. Government & Politics	3	POLS 1333	GOVT 2301
World History	6	HIST 1333, 1433	HIST 2311, 2312

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

To request Advanced Placement test scores call (888) 225-5427 (toll-free) or write to:

AP Exams  
P.O. Box 6671  
Princeton, NJ 08541

The transcript should be sent to:

Midwestern State University  
Admissions Office  
3410 Taft Blvd.  
Wichita Falls, TX 76308-2099

### **Defense Activity for Non-Traditional Education Support (DANTES)**

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

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

### **International Baccalaureate Program**

Midwestern State University's prospective students who earn the International Baccalaureate (IB) diploma are offered unconditional admission status to MSU. Students under 21 years of age must submit official SAT or ACT scores with the required writing portion. Scholarships will be offered to diploma students through the University scholarship program if MSU Admissions is notified by March 1, and students enter MSU directly from high school. It is the responsibility of the prospective IB student to notify MSU Admissions. Students from high schools that offer IB courses but not the diploma may receive credit according to the same criteria. An official IB transcript must be sent to MSU Admissions. All IB students must show proof of meeting the Texas Success Initiative requirements prior to their initial enrollment at Midwestern State and meet published university application deadlines.

Midwestern State University recognizes the value of the International Baccalaureate program and has approved the granting of credit for the IB Higher and Standard level exams when a score of 5 or higher is obtained. A score of 4 or higher on any Higher or Standard level exams will be awarded to IB diploma candidates only. Credit will be granted for the following Higher level exams: Art, Biology, Business, Chemistry, Computer Science, Economics, English, French, Geography, German, History, Mathematics, Music, Philosophy, Physics, Psychology, Spanish, and Theatre. Standard level credits will be given for Art, Biology, Chemistry, Computer Science, Economics, French, German, Mathematics, Philosophy, Physics, Psychology, Spanish, and Theatre. Where applicable, credit will count toward the major and meet university requirements.

**\* Any new student receiving the IB diploma with a score of at least a 4 on all subjects will be granted a minimum of 24 semester credit hours.**

**Higher Level Exams:** Grades accepted: 7 or 6 = A, 5 = B, (4 = credit for diploma candidates only\*)

<b>Higher Level Exam</b>	<b>Semester Credit Hours</b>	<b>Equivalent MSU Course</b>	<b>Texas Common Course Number</b>
Art	3	ART 1413	ARTS 1301
Biology	8	BIOL 1144, 1544	BIOL 1413, 1411

Business & Organization	6	FINC 3733, MGMT 3013	N/A
Chemistry	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312
Computer Science	3	CMPS 1033	N/A
Economics	6	ECON 3323, 3333	N/A
English	6	ENGL 1113, 1123	ENGL 1301, 1302
French	14	FREN 1134, 1234, 2133, 2233	FREN 1411, 1412, 2311, 2312
Geography	3	GEOG 3003	N/A
German	14	GERM 1134, 1234, 2133, 2233	GERM 1411, 1412, 2311, 2312
History	6	HIST 1133, 1233	HIST 1301, 1302
History-Europe	6	Humanities Core	N/A
Mathematics	8	MATH 1634, 1734	MATH 2413, 2414
Music	6	MUSC 3723/1603 <sup>+</sup>	N/A
Philosophy	3	Humanities Core	N/A
Physics	8	PHYS 1144, 1244	PHYS 1401, 1402
Psychology	3	PSYC 1103	PSYC 2301
Spanish	14	SPAN 1134, 1234, 2133, 2233	SPAN 1411, 1412, 2311, 2312
Theatre	3	THEA 1503	DRAM 1310

*<sup>+</sup>Incoming students from IB programs will need to take a music theory placement exam for advising purposes.*

**Standard Level Exams:** Grades accepted: 7 or 6 = A, 5 = B, (4 = credit for diploma candidates only\*)

<b>Standard Level Exam</b>	<b>Semester Credit Hours</b>	<b>Equivalent MSU Course</b>	<b>Texas Common Course Number</b>
Art	3	ART 1413	ARTS 1301
Economics	6	ECON 2333, 2433	ECON 2301, 2302
Music	6	MUSC 1033/1603 <sup>+</sup>	MUSI 1306 or 1310, 1311
Theatre	3	THEA 1503	DRAM 1310
<b>Grades accepted: 7 or 6 = A, (5 or 4 = credit for diploma candidates only*)</b>			
Biology	8	BIOL 1144, 1544	BIOL 1413, 1411
Chemistry	8	CHEM 1141, 1143, 1241, 1243	CHEM 1111, 1311, 1112, 1312
Computer Science	3	CMPS 1033	N/A
Mathematics	7	MATH 1534, 1634	MATH 2412, 2413
Mathematical Studies	6	MATH 1233, 1433	MATH 1314, 1316
Mathematical Methods	7	MATH 1433, 1634	MATH 1316, 2413
Physics	8	PHYS 1144, 1244	PHYS 1401, 1402

**Grades accepted: 7, 6, or 5 = credit, (4 = credit for diploma candidates only\*)**

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

**Grades accepted: 5 or 4 = credit**

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

**Grades accepted: 7 or 6 = credit, (5 or 4 = credit for diploma candidates only\*)**

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

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

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

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

**Proficiency Examinations**

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

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

**CORRESPONDENCE WORK**

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

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

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

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

## OTHER NON-TRADITIONAL CREDITS

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

For active service under honorable conditions for a continuous period of at least six months and less than one year, the University will grant 1 semester hour of physical activity credit; for one year or more of continuous active service, 2 semester hours of physical activity credit. Note: This credit will not be allowed if all required activity courses have been completed in residence or if the student is majoring or minoring in kinesiology.

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

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

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

**DANTES:** See page 58 under Credit by Examination.

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

No credit is awarded for work experience or on-the-job training except in the BAAS program. (See page 267.) Work experience may be regarded as a basis for proficiency exams.

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

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

**Undergraduate Transfer of Non-traditional Credits.** Credits not earned in regular course work may be accepted toward a bachelor's degree at MSU. Scores for credit by examination, course descriptions or other appropriate documentation may be requested

as necessary by MSU Admissions although another accredited institution may have evaluated and given credit for such work. (Refer to listings under CLEP, DANTES, U.S. Military Credits, etc., for specific guidelines.)

When a regionally accredited institution has determined that a certain examination score or non-traditional work is equivalent to a specifically numbered and titled course at that institution, MSU will accept such work at face value regardless of score if a student has earned or earns a C or better in a subsequent course. If a student has not earned a C or better, or has not taken a subsequent course, MSU required score levels must be met.

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

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

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

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

## 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](mailto: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.*

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 79).

### **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 (approximately 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> and click on "Enter Secure Area". The student must enter the Mustangs I.D. Number, 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 (mmddy), 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, Federal Supplemental Educational Opportunity Grant, TEACH 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 31.

**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 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 your 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 1.70 for the Undergraduate program (0-29 earned hours) and 2.00 for the Undergraduate program (30+ hours) and 2.00 for the 2nd Baccalaureate 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, as published in the University catalog.
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)

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

***Federal Academic Competitiveness Grant: Need must be established by filing the FAFSA.*** Awarded only to undergraduate students who are Pell Grant eligible; enrolled at least half-time in their first or second academic year of study; and, have graduated from a rigorous high school program of study.

***Federal National Science and Mathematics Access to Retain Talent (SMART): Need must be established by filing the FAFSA.*** Awarded only to undergraduate students who are Pell Grant eligible; enrolled at least half-time in their third or fourth academic year of study; major in mathematics, science, technology, engineering or critical foreign languages; and, have at least a 3.0 cumulative grade point average.

***Teacher Education Assistance for College and Higher Education (TEACH) Grant: Not need-based but FAFSA application is required;*** awarded to eligible student majoring in designated MSU Education programs. Student must commit to a 4-year service obligation with 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.

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

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

***Mustangs Guarantee Program:*** *Need must be established by filing the FAFSA.* Available to beginning freshmen students who are Texas residents, Pell Grant eligible, and whose family's combined annual Adjusted Gross Income (AGI) is \$50,000 or less. The Mustangs Guarantee Program will cover the remaining balance of any tuition and mandatory fees (for up to 15 credit hours each semester for up to four academic years – summer terms not included) that are NOT covered by other grants, scholarships (all sources), exemptions, benefits, and/or waiver programs received by the student. Additional information is available at <http://finaid.mwsu.edu>.

***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.

***Top 10% Scholarship:*** *Need must be established by filing the FAFSA.* Provided by the Texas Higher Education Coordinating Board, the Top 10% Scholarship encourages students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by March 1 and have financial need are entitled to receive a \$2,000 scholarship if they enroll full-time in a Texas public college or university. Students who submit their FAFSA after March 1 will be awarded on a first-come, first-served basis until available funds have been spent. Additional details are available at <http://finaid.mwsu.edu>.

***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:

- \* SLEAP/LEAP Grant
- \* FDR Grant/Scholarship
- \* Boren Grant/Scholarship
- \* Student Property Deposit Grant
- \* Texas Coordinating Board Nursing Scholarships
- \* 5th Year Accounting Grant/Scholarship
- \* DAR Grant/Scholarship
- \* MSU Gold 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.

***TEXAS B-On-Time Loan: Need must be established by filing the FAFSA***. Provides eligible Texas students with no-interest loans; if the student meets specified goals, the entire loan can be forgiven upon graduation. Student must be a Texas resident, enrolled full-time and has graduated under the recommended high school program from a public or accredited high school in Texas OR have graduated in the 2002-03 academic year or later from a high school operated by the U.S. Department of Defense OR have earned an associate's degree from an eligible institution no earlier than May 1, 2005.

***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 (available at <http://www.mwsu.edu/busoffice/paymentplans.asp>), the student must print and sign a promissory note **which must be delivered to 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. Repayment is due as scheduled during the summer terms or 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 online at <http://www.mwsu.edu/busoffice/paymentplans.asp>. 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.

**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 refunds are 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

**Robert C. Byrd Scholarship:** Administered by the Texas Higher Education Coordinating Board. Interested persons must contact the Coordinating Board ([www.theccb.state.tx.us](http://www.theccb.state.tx.us)) to obtain an application; selections are made by the Coordinating Board based on the student's academic record and anticipated success in college.

**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>.

## INTERNATIONAL SERVICES

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

Midwestern State University actively recruits qualified students from all over the world. MSU has special outreach programs in the Caribbean, Africa, and India. The International Services staff has worldwide expertise particularly on the education systems of the British Commonwealth, including West Africa.

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

Our international student body is extremely successful academically. The graduation and graduate school placement rates are exemplary. The Office of International Services works to insure that all of our students have the opportunity to achieve optimum success.

See page 48 for information on International Student Admission. Please visit our website at <http://students.mwsu.edu/international>.



## OFFICE OF THE REGISTRAR

### TEXAS SUCCESS INITIATIVE

The Texas Success Initiative (TSI) is a program which was developed by the 78th Texas State Legislature under which all undergraduate students, other than those exempted\*, who enter Texas public institutions of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any college-level course.

The approved TSI assessment tests are: Accuplacer, Asset, Compass, or THEA (Texas Higher Education Assessment). MSU offers the Accuplacer and THEA tests. Students who take the Accuplacer, Asset, or Compass at another institution must have the official scores sent to MSU directly by the issuing institution. An institution may not use performance on the test as a condition of admission into the institution.

#### \*Exemptions

The following groups are exempt from meeting TSI requirements.

1. Students with ACT composite+ score of 23 or higher, with individual math and/or English scores of no less than 19. (Scores must be no more than 5 years old.) (Meeting the composite and English scores will exempt students from both the reading and writing TSI requirements.) Students must take an approved TSI test for sections from which they are not exempt.
2. Students with SAT combined+ score of 1070 or higher, with individual math and/or reading (formerly verbal section) scores of no less than 500. (Scores must be no more than 5 years old.) Residual SAT cannot be used for exemption. (Meeting the combined and reading scores will exempt students from both the reading and writing TSI requirements.) Students must take an approved TSI test for sections from which they are not exempt.
3. Students with 11th grade exit-level TAKS scores of 2200 or higher on math and/or 2200 or higher on English Language Arts with a written composition rating of at least 3. (Scores must be no more than 3 years old.) Students must take an approved TSI test for sections from which they are not exempt. (Note: The English Language Arts and written composition sections must be met together. If neither or only one area is met, students must take both the reading and writing sections of a TSI test.)
4. Students who have an associate or bachelor's degree from a regionally accredited college or university. ++
5. Students who are in the following military categories: a) active duty members of the Armed Forces of the United States; b) actively serving in the Texas National Guard; c) members of a Reserve component of the Armed Forces of the United States for at least 3 years preceding enrollment; and d) students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty in the Armed Forces of the United States, Texas National Guard, or Reserve component. ++
6. Students transferring to MSU from regionally accredited private or out-of-state institutions with specified courses completed with grades of "C" or better may use the course(s) to clear the respective section(s) of the Texas Success Initiative. For more information regarding these courses, students should contact the TSI Coordinator in the Office of the Registrar or check the TSI website at <http://registrar.mwsu.edu/success.asp>.
7. Students previously considered TSI exempt or complete from another Texas public institution will not have to meet additional TSI requirements; however, all course prerequisites must be met.

- + The writing components of the ACT/SAT tests are not currently used in determining TSI exemptions.
- ++ Students who are in these TSI exempt groups may be required to take the MSU Placement Test if transcript(s) are not on file indicating credit for college-level English and mathematics, or certain test scores are not on file which meet prerequisites for reading, writing, and mathematics.

NOTE: Transfer students should have all transcripts forwarded to MSU immediately so that MSU can determine if any previous college work clears them from a section or sections of the TSI requirement. If such proof is not provided prior to enrollment, the student must be tested.

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

### **Temporary Exemptions and Other Special Testing Criteria**

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

Note: State policy allows high school juniors seeking dual credit enrollment who have not yet taken, or for whom 11th grade exit level TAKS test scores have not been received, to be temporarily allowed to enroll concurrently if they meet the 10th grade TAKS college-readiness score levels. This temporary waiver using the 10th grade TAKS is only for high school students seeking dual credit enrollment. Dual credit enrollment is taking college-level courses and receiving simultaneous academic credit for the courses from both MSU and the high school. For more information, contact the TSI Coordinator in the Office of the Registrar.

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

## COURSE CHANGES, DROPS, AND WITHDRAWALS

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

**State Limitation on Dropped Courses.** Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if: "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Exemptions include:

1. Severe illness or debilitating condition preventing completion of course
2. Responsible for caring for a sick, injured or needy person
3. Death of close family member
4. Active duty service in US Armed Forces or National Guard, or that of an immediate family member
5. Change in student's work schedule beyond control of student
6. Other good cause determined by the institution

**Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar.** The date the drop 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 8th week of a long semester, the 6th week 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

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

	<b>Grade points per Semester hour</b>
A indicates excellent work.	4
B indicates good work.	3
C indicates satisfactory work.	2
D indicates passing work.	1
*P indicates passing work taken for pass/fail credit. Not in effect after Fall 1985.	0
CR indicates passing work in designated courses.	0
NC indicates non-credit in designated courses.	0
F indicates failing work.	0
<p>F is given for an unofficial withdrawal or a course dropped after the 8th week of a long semester, 6th week of a 10 week summer term, or after the 11th class day of a 4 or 5 week summer term consisting of 20 days.</p> <p>F may be given in a course any time during the semester if an instructor drops the student.</p>	
*F indicates failing work taken for pass-fail credit. Not in effect after Fall 1985.	
I indicates <b>incomplete</b> work. A student is expected to complete a course of study during a semester. In an emergency an instructor may assign a grade of I. An I in a course numbered 0003-4999 must be converted into a letter grade within 30 days after the beginning of the next long semester or the I will become an F. An I in a course numbered 5000-6993 must be converted into a letter grade within 90 days after the beginning of the next long semester or the I will become an F.	

**Extension of time to remove an incomplete.** If it is impossible for an incomplete to be removed within the time period allowed due to extenuating circumstances, “Extension of Time” forms must be completed by the instructor and approved by the college dean.

Any exception to these regulations must be approved by the college dean.

**Procedures for Removing I.** As soon as the student has completed the course requirements, the faculty member will send the official grade to the Office of the Registrar.

X indicates **incomplete** thesis.

W indicates that the student has withdrawn or dropped officially from a course during the first 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. (See semester schedule for exact dates.) W is not computed in the grade point average.

WF indicates that the instructor dropped the student during the first 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. (See semester schedule for exact dates.) WF is not computed in the grade point average.

WX indicates administrative withdrawal.

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

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

**Grade Reports.** Semester grades may be viewed at the MSU WebWorld site if student has current PIN.

**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, MSU Admissions, 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.

## APPEAL OF COURSE GRADE

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

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

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

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

1. The student must consult with the appropriate instructor, unless the instructor is no longer on staff.
2. If this does not resolve the problem, the student should present a formal written appeal to the dean of the college in which the course was taught. This must be done no later than thirty (30) calendar days from the first day of the next long semester. In cases where the student was terminated from a program, the student should submit his or her petition for reinstatement to the dean of the college in which the program is located. The dean should immediately request a written response to the student's complaint from the faculty member.
3. Within ten working days from receipt of the appeal, the dean of the college should respond to the student in writing as to his or her disposition of this appeal.
4. Should the appeal not be disposed of by the dean of the college in a manner satisfactory to the appellant, the appeal may be presented to the university's Academic Appeals Committee. In such cases the following procedures should be followed:
  - A. The student should obtain from the Office of the Provost a REQUEST FOR HEARING form and a copy of this policy. The student should fill out the form carefully and submit it, along with all other information pertinent to the student's position, to the Provost. These materials will constitute the student's formal written appeal and will then be forwarded by the Provost to the chair of the Academic Appeals Committee.
  - B. Upon receipt of the appeal, the chair of the Academic Appeals Committee will at once distribute a copy to each member of the Academic Appeals Committee. Within five working days from receipt of the appeal, each committee member will inform the chair of the Academic Appeals Committee in writing whether or not he or she believes the appeal has established, on its face, at least one of the bases for appeal as noted above.
  - C. If a simple majority of committee members finds no basis for the appeal, a hearing before the Academic Appeals Committee shall be denied, and the chair of the committee will at once inform the Provost of this decision in writing. The Provost should then inform the student by letter that the appeal has been denied because it did not meet either of the stated bases for appeal.
  - D. If, however, a simple majority of the Academic Appeals Committee finds that the appeal appears to have a basis, then the chair will as soon as possible inform the student, the faculty member, and the dean of the college that a legitimate appeal has been filed and of specific procedures to be followed. The chair will also provide copies of the appeal to the faculty member and the dean of the college and by the same letter will inform the faculty member (or in certain situations noted as follows, the dean of the college) that he or she has ten working days in which to respond in writing to the Academic Appeals Committee.

Both the student petitioning for a hearing by the Academic Appeals Committee and the faculty member involved have the right to challenge one member of the committee. This is a peremptory challenge, and the chair will choose a replacement from among the alternate members of the committee. The initial correspondence between the chair of the committee and the principals should specify this right and request prompt written response.

In cases where the appeal concerns the performance of a teaching assistant or part-time faculty member, the dean of the college or other full-time faculty member directly responsible will represent the university before the Academic Appeals Committee. A teaching assistant or part-time faculty member may appear before the Academic Appeals Committee. In cases where the faculty member responsible is not available, the dean of the college involved will represent the university.

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

- J. Should the faculty member decline to change the grade, the Provost may, based on the Academic Appeals Committee's recommendation, change the grade by administrative action to the specific grade recommended by the committee. If there is an administrative grade change, the student's transcript will reflect this. In addition, on request from the Provost, the committee may reconsider its findings and recommendations. However, once the committee's decision has been accepted by the Provost along with the other documents specified above, the committee's work will be considered complete.

## GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

1. Faculty sponsors or coaches should draft a memorandum or letter to the Provost. This memorandum should include information concerning the nature of the event, the date(s) on which students would be absent from class, and the names and identification numbers of the students involved.
2. Upon approval of the Provost, a copy of the memorandum should be given to each student listed.
3. Students should be directed to communicate with their instructor(s) at least two class days prior to the date of the planned absence. Make-up assignments will occur at the convenience of the professor.

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

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

**Campus Wide I.D. (CWID):** See Mustangs I.D.

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

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

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

A freshman has fulfilled all admission requirements.

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

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

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

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

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

**Common Course Numbering System.** Midwestern State University has joined with

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

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

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

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

**Fall and Spring (Undergraduate)**

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

\*Six hours of student teaching plus a 3 semester

hour course = full-time

RADS 2114, 2215, or 2315 plus a 3 semester hour

course = full-time

Nursing courses - 11 semester hours = full-time

**Fall and Spring (Graduate)**

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

\*9 hours or 6 hours plus graduate assistant

or graduate teaching assistant status = full-time

6 hours for Family Nurse Practitioner major = full-time

**Summer Sessions (Graduate and Undergraduate)**

6 hours	full-time
3 hours	1/2 time

Financial Aid award status rules may differ. Please see page 63.

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

1000 courses — first year, for freshmen

2000 courses — second year, for sophomores

3000 courses — third year, for juniors and in a limited amount for graduate students

4000 courses — fourth year, for seniors and in a limited amount for graduate students

5000 courses — fifth year, for graduate students

6000 courses — for graduate students, primarily seminar and thesis courses

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

The second and third digits are college identification numbers.

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

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

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

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

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

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

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

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

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

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

Transferred grades are not considered in MSU grade point average computation. Transfer students admitted with a grade point deficiency must remove the deficiency with grades earned at Midwestern State University. A student must have a 2.0 major, minor, and cumulative average based on MSU work as well as transfer work accepted to graduate.

**Honor Rolls.** A student who completes a semester schedule of at least 12 hours in one semester with no grade lower than A (4.0) will be included on the President's Honor Roll. The student cannot have semester grades of I, WF or NC.

A student who completes a semester schedule of at least 12 semester hours in one semester with a grade point average of 3.75 to 3.99 and no grade lower than C will be included on the Provost's Honor Roll. The student cannot have semester grades of I, WF or NC.

A student who completes a semester schedule of at least 12 semester hours in one semester with a grade point average of 3.50 - 3.74 and no grade lower than C will be included on the Dean's Honor Roll. The student cannot have semester grades of I, WF or NC.

**Independent Study Course.** An individual research course.

The requirements for enrollment in an independent study course are as follows:

1. The student must have at least a B average in the area of the proposed independent study course or directed readings course with an overall average of not less than 2.5.
2. Approval must be obtained from both the college involved and the professor who will direct the course.
3. Any student below senior standing applying for an independent study course will be referred to the college dean of the course concerned for final approval. An applicant of questionable eligibility will be referred to the dean for final approval.
4. A maximum of six semester hours of undergraduate credit earned in independent study courses, conference courses, or other non-scheduled class type courses in any one subject matter area may be counted in the 120 hours required for the bachelor's degree.

**Invalidation of Courses:** Students who decide not to remain enrolled prior to the first day of classes must contact the Dean of Students to invalidate or withdraw. Their office is located in the Clark Student Center, Room 104, or call (940) 397-6273.

**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. number. 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.

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

**Semester Hour.** The unit of credit in a course for a semester. For example, in a long semester, a three hour course meets three hours per week for 15 weeks. The minimum number of semester hours required for graduation with a bachelor's degree is 120 semester hours including exercise physiology requirements. Developmental courses are excluded from the 120 hours.

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

**Student I.D. Number.** See Mustangs I.D.

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

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

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

**WebWorld.** MSU provides student self-service opportunities via WebWorld. With the 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>.

## 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 32.

## **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 Studies Records - Office of the Graduate School
- F. Placement Records - Career Management Center
- G. Progress Records - Faculty Offices and Academic Advising Office
- 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.

## 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.

## UPWARD BOUND

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

