

The University of Tulsa

Spring Term 2017

Important Enrollment Information

The most current offerings of courses

Can be found on the TU Website at

<http://www.utulsa.edu/courses/schedule>

REGISTRATION FOR SPRING TERM 2017

Enrollment for the Spring Term, 2017 begins on Monday, October 31, 2016 for current University seniors. Students who have a hold (financial or otherwise) will not be able to register in classes until the hold(s) has been lifted by the respective offices. Holds may be viewed on WebAdvisor under Registration Readiness.

Undergraduate Admission Procedure at The University of Tulsa

The University of Tulsa uses an individualized and holistic approach in evaluating candidates for admission. All available information, including academic and personal records, will be considered. The admission policy is designed to seek students who demonstrate intellectual promise, are committed to upholding the Student Code of Conduct and reflect the purposes stated in the Mission of The University of Tulsa.

Instructions for Making Application for Undergraduate Admission to the University

Application for Admission: An application for admission, available on the website, <http://admission.utulsa.edu/apply/>, should be submitted well ahead of the beginning of the term in which enrollment is sought. The Common Application is also accepted. A one-time, non-refundable application fee of \$50.00 must accompany the application and can be paid at <https://payments.utulsa.edu/undergraduate>.

Transcripts:

- A. Entering freshmen must request official high school transcripts mailed to the Office of Admission by the high school.
- B. Transfer students must request official college transcripts from each college attended and, if fewer than 48 hours have been completed, an official high school transcript is also required. Transcripts must be mailed to the Office of Admission from the institution issuing the transcript.
- C. Students who have earned a G.E.D. must provide an official G.E.D. score report.

ACT or SAT: Freshmen and all transfer applicants who have fewer than 30 semester hours must submit official ACT or SAT results (the writing component is not required). Students who are 25 years of age or older are not required to submit an ACT or SAT score. However, the admission committee reserves the right to request additional testing if deemed necessary to the review process.

School Report Form: Freshman applicants who have graduated from high school within the past year are required to submit a school report form from their high school counselor. School Report Forms can be found through the Common Application or at <http://admission.utulsa.edu/apply>.

PRA Verification: Permanent Resident Aliens (P.R.A.) should provide a signed and dated copy of their "green card" with a signed and notarized PRA verification form available from the Office of Admission or from the website: <http://admission.utulsa.edu/apply/>.

A personal interview with an admission counselor is strongly recommended.

Concurrent Enrollment for High School Students

Qualified high school students may apply for admission to take a 1000 – 2000 level college course through the Concurrent Enrollment program. Students should have at least a 3.5 high school grade point average and a 25 Composite on the ACT or 1130 combined Critical Reading and Math scores on the SAT to be considered for the Concurrent Enrollment program.

Concurrent students must complete a Concurrent Enrollment application form and request an official transcript mailed from their high school, along with the School Approval form, to the Office of Admission, The University of Tulsa, 800 S. Tucker Dr., Tulsa, OK 74104. (Forms are available from the admission office.) Concurrent applicants are also asked to schedule an individual appointment with the Dean of Admission by calling 918-631-2307. Acceptance to the program is determined by the admission office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor. Accepted students must reapply each semester to continue concurrent enrollment. Tuition for concurrent enrollment is one half the regular tuition rate.

International Students

Undergraduate Applications for Admission are made through the International Student Services Office located on 2nd floor of Allen Chapman Student Union. A completed application includes \$50.00 application fee, complete official records, with English translations, of all academic work, proof of English proficiency, and a financial resources statement. Further information and applications are available from International Student Services.

Graduate Admission and Registration

All graduates are admitted and enrolled through the Office of the Graduate Dean in Lorton Hall. Enrollment forms should be obtained from and approved by the Graduate Program Advisor prior to being presented to the Graduate Dean for final approval.

College of Law

Application for admission is made at the Office of the Dean in the College of Law.

Late Enrollments

Late enrollments will be accepted until the end of the first week of classes.

University Calendar

January 9, Monday8:00 a.m. Class Instruction Begins
January 16, Monday, **(NO CLASSES)**..... Martin Luther King Day
March 13, MondaySpring Recess Begins
March 20, Monday8:00 a.m. Class Instruction Resumes
March 27 - April 7Registration for the Summer 2017 Term
March 27 – April 7 Registration for the Fall 2017 Term
April 25, 26 **(NO CLASSES)** Reading Days
April 27, 28 & May 1-4 Thursday, Friday,
Monday, Tuesday, Wednesday, Thursday Final Examinations
May 6 Commencement Exercises

Important Dates

January 17, 2017 ...Last day to add a class.
January 27, 2017Last day to sign for a pass/fail declaration or
withdraw from a class without academic penalty
in the Advising Offices.
March 31, 2017No withdrawals permitted after this date.

Policy for Auditing Courses

Auditors who have completed all other requirements for a course may elect to take the course for credit at any time within the first three weeks of a regular term if the course instructor and the college dean give their permission.

Students originally enrolled in a course for credit may elect to change their status to that of auditor at any time within the first three weeks of a regular term if they are passing the course at the time the change in status is requested and if they secure the consent of the course instructor. Students must complete an add/drop form and secure permission from the collegiate advising offices in order to make such a change. Students who elect to audit a course will have all the responsibilities and privileges of students taking the course for credit except those of taking the final examination or receiving credit for the course.

Pass/Fail Policy

Some courses may be taken on a pass/fail basis in which grades of A, B, and C are recorded as pass (P), grades of D are recorded as D and grades lower than D are recorded as Fail (F).

For limitations on courses that may be taken Pass/Fail, consult your advising office. Your intention to take a course on Pass/Fail basis can be made to the Collegiate Advising Office any time up to the end of the third week of the term.

Policy for Repeating a Course (Undergraduate Students)

An undergraduate student may repeat a course up to two times and will be charged the usual fees for each time. Students are not allowed to repeat a course in which they have an "Incomplete" pending. Additional repeating of a course may be allowed only with written approval from the chair of the student's academic unit and the dean of the student's college of enrollment. When a course is repeated, only the most recent grade earned in the course will be included when calculating the student's cumulative GPA.

Undergraduate Incomplete (I) Grades:

Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I (incomplete). Incompletes will not be granted, without an exceptionally good reason, to students who have been absent excessively during the term nor to students who have merely failed to complete course work.

When the instructor grants an incomplete, a "Record of Incomplete" form must be filed in the office of the undergraduate dean. This form, which is to be signed by the instructor should specify what must be done to remove the incomplete and give a deadline for the completion of unfinished work. **The contract will be attached to the course grade report for inclusion in the student's official file in the Office of the Registrar.** The incomplete grade can remain on the student record for up to one year. After that time, unless the course work is completed and the instructor changes it to an alternate grade, **the Office of the Registrar will change the grade to F. Students with more than 9 credits of I will not be permitted to enroll in courses at the university without the permission of the Office of the Dean.**

Dismissal:

Students who remain on probation for two consecutive semesters are subject to dismissal from the university. Those who fail more than 50 percent of their **grade point hours or earn a GPA of 1.0 or less** for any academic year are subject to dismissal even if they have not previously been on probation.

Voluntary Withdrawals:

A degree seeking student desiring to withdraw must do so through the collegiate advising office and will be expected to complete a questionnaire identifying their reasons for withdrawal. Mere non-attendance of classes does not constitute a withdrawal. For information concerning refunds of tuition, consult page 4 of this schedule under the heading "Refunds". Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological Withdrawals:

Students who withdraw for medical or psychological reasons should submit a written request to the Center for Student Academic Support. A request for a medical or psychological withdrawal must be supported by a letter from the attending physician or mental health practitioner. Readmission to the University is contingent upon receipt of a letter from the attending physician or mental health practitioner indicating the student is able to attend classes. Withdrawals for psychological reasons must include a 90-day absence from the University. Requests for Medical/Psychological Withdrawals must be submitted to the Center for Student Academic Support.

Non-Voluntary Withdrawals:

Students may be **required** to withdraw from the University for habitual delinquency in (absence from) class, habitual idleness or any other behavior which prevents the student from fulfilling the purposes implied by registration in the University. Grades of "W" will be entered for each of the courses in which the student was registered. Students who have been required to withdraw must apply for readmission to their dean in the same manner as a suspended student.

Grades of students withdrawing with official approval will be determined as follows:

Students who withdraw from the University due to documented extenuating circumstances before the end of the course adjustment (drop/add) period will not receive a grade. Students who withdraw from the University after the end of the course adjustment (drop/add) period without documented extenuating circumstances will receive a grade of "W". Students may not withdraw after the end of the 12th week of classes.

Students who are required to withdraw during a given term will have the notation *Involuntary Withdrawal (date)* entered on their permanent academic record following the semester in which the action occurred.

**Final Examination Schedule
Spring Term 2017**

April 27, Thursday	9:00-11:25	9:30 TTH
	1:00-3:25	3:30 TTH
April 28, Friday	9:00-11:25	8:00 TTH
	1:00-3:25	12:30 TTH
May 1, Monday	9:00-11:25	11:00 TTH
	1:00-3:25	2:00 TTH
May 2, Tuesday	9:00-11:25	11:00 MWF
	1:00-3:25	8:00 MWF
May 3, Wednesday	9:00-11:25	10:00 MWF
	1:00-3:25	1:00 MWF
May 4, Thursday	9:00-11:25	9:00 MWF
	1:00-3:25	2:00 MWF

The following classes will meet for final examinations at the time scheduled for MWF classes:

- 1) One and two hour classes meeting days other than Tuesday and Thursday;
- 2) Classes meeting for four or five days a week.

Final examinations for classes meeting after 3:00 p.m. or that do not fit into the schedule above will occur as specified by individual instructors during the regularly scheduled meeting times in final examination week.

Students who have more than 2 final examinations on the same day may appeal to their Academic Dean to request rescheduling.

**Undergraduate Tuition Rates for the
2017 Spring Term**

Continuing Students: Initial enrollment 2010-2011 or earlier
Tuition per semester for continuing full-time students--**\$18,094.00 per semester**

(private music lessons not included)
Tuition per semester hour for continuing part-time students taking 1-11 hours, including audit courses ---**\$1,298.00 per credit hour**

Overload tuition for continuing students for each semester hour
Over 18 hours-----**\$1,298.00 per credit hour**

Continuing Students: Initial enrollment 2011-2012 and 2012-13
Tuition per semester for new full-time students -----**\$18,955.00 per semester**

(private music lessons not included)
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,361.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours----- **\$1,361.00 per credit hour**

Continuing Students: Initial enrollment 2013-2014 & 2014-2015
Tuition per semester for new full-time students -----**\$19,321.00 per semester**

(private music lessons not included)
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,387.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours-----**\$1,387.00 per credit hour**

Initial enrollment 2015-2016 & 2016-2017
Tuition per semester for new full-time students.....**\$20,242.00 per semester**

(private music lessons not included)
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,453.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours-----**\$1,453.00 per credit hour**

Graduate Tuition Rate for the 2017 Spring Term

Continuing Students:
Graduate -----**\$1,235.00 per credit hour**

Master of Energy Business Tuition Rate for the 2016 Fall Term
MEB -----**\$1,235.00 per credit hour**

Master of Jurisprudence in Energy Law Rate for the 2016 Fall Term
MJEL-----**\$1,135.00 per credit hour**

Master of Jurisprudence in Indian Law Tuition Rate for the 2016 Fall Term
MJIL----- **\$948.00 per credit hour**

Law Tuition Rate for the 2017 Spring Term

Continuing Students: Initial enrollment 2012-2013 or earlier
Law- Full-time -12 or more hours..... **\$18,619.00 per semester**
Law-Part-time -4 year program..... **\$13,034.00 per semester**
Law-Part-time -5 year program..... **\$10,208.00 per semester**
Law..... **\$1,514.00 per credit hour**

Continuing and New Students: Initial enrollment 2013-2014 through Fall 2016

Law- Full-time -12 or more hours.....	\$18,980.00 per semester
Law-Part-time -4 year program.....	\$13,287.00 per semester
Law-Part-time -5 year program.....	\$10,407.00 per semester
Law.....	\$1,544.00 per credit hour

New Students: Initial enrollment Spring 2017

Law- Full-time -12 or more hours.....	\$12,300.00 per semester
Law-Part-time -4 year program.....	\$8,610.50 per semester
Law-Part-time -5 year program.....	\$6,744.00 per semester
Law.....	\$1,001.00 per credit hour

Master of Law in American Law.....	\$15,898.00 per semester
Master of Law in American Law	\$1,325.00 per credit hour
Master of Law in Energy and Natural Resources.....	\$15,898.00 per semester
Master of Law in Energy and Natural Resources.....	\$1,325.00 per credit hour
Professional Development Fee.....	\$1,000.00

Prices quoted for travel courses may be in addition to the above tuition charge. Students enrolled in study-abroad courses should consult with the Center for Global Education or the program instructors concerning the amounts and due dates for payment of additional study abroad and travel expenses.

Applicable tuition rates will be determined according to policy as established by The University of Tulsa.

Fees:

International Student Services fee.....	** \$180.00 per semester
Student Association fee - Full-time undergraduate (12-18 hours)	\$70.00
Student Association fee-Less than full-time undergraduate ..	\$6.00 per hour
Student Association fee - Full-time graduate (9 hours or more	\$70.00
Student Association fee - Less than full-time graduate	\$6.00 per hour
Student Association fee - Full-time Law (10 hours or more).....	\$70.00
Student Association fee - Less than full-time Law.....	\$6.00 per hour
Student Services Fee:	
One time charge for first time (Undergraduates) enrollees.....	\$485.00
Student Services Fee:	
One time charge for first time (Graduate and Law) enrollees	\$100.00
Community Fee-All Full-time students.....	\$175.00
Student Medical Insurance-All part-time and full-time students***	
Returning Students.....	\$662.00
New Students.....	\$770.00

** Non-refundable

***Opt-out provision available-information available at https://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?GroupID=846521

Undergraduate and Graduate course related fees, if applicable, are listed in the Undergraduate and Graduate Bulletins.

Law School fees are listed in the College of Law website <http://www.law.utulsa.edu/>.

Figures in this section are subject to change without notice at the beginning of the fall term.

As a University of Tulsa student, it is your responsibility to ensure that all educational expenses are paid during the semester in which they are incurred. If financial aid does not cover all of your expenses, you may either pay the balance in full or enroll in a payment plan. Payment plans are offered for each standard

academic semester. For the fall and spring semesters, we offer a 6 payment, 5 payment, or 4 payment plan. There is a 4 payment and 3 payment plan for the summer term. A nominal fee will be assessed to establish a monthly payment plan.

Payment plans may be set up by accessing <http://portal.utulsa.edu> > view and pay my account.

The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plans, or financial support from other off campus sources. You will receive an email at your utulsa email address advising you that a statement is available for review at <https://portal.utulsa.edu>, click on view and pay my account. It is your responsibility to ensure that your financial obligations to TU are resolved in a timely manner

Payment of current semester charges or payment arrangements must be made by 5:00 p.m. on the first day of classes. Payment arrangements may include the monthly payment plan, pending financial aid, or a combination. Payments not made when due will be subject to a finance charge of 1 1/2% per month.

Currently enrolled students with an unpaid balance may be eligible to enroll in a subsequent semester provided that:

The student balance includes current semester charges only. AND

The student has established an university approved payment plan, at least one payment of that plan has been processed, and the terms of the payment plan allow for payment in full of the current unpaid balance by the start of the semester in which the student wishes to be enrolled. AND

The student balance is not in excess of \$5000

A failed payment plan will result in cancellation of enrollment.

If the account remains unpaid, the University reserves the right to suspend or withdraw you from classes; withhold grades, transcripts, and diplomas; deny you future enrollments; and require you to move from student housing.

The University accepts charges on valid VISA, MasterCard, American Express, and Discover credit cards. A processing fee of 2.75 percent of the amount paid (\$3 minimum) will be assessed against online student account payments that are made by credit card and debit card.

Refunds: If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is processed. The University shall follow federally mandated refund schedules as they apply. **Non-attendance of classes does not constitute an official withdrawal or drop.**

Refund Schedule

First day of classes.....	100%
Day 2 thru end of first week.....	90%
Second and third week.....	50%
Fourth thru seventh week.....	25%
Remainder of semester.....	0%

Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines. The prescribed order of refund distribution is to FFEL programs, Federal Perkins Loan program, Federal Pell Grant Program, and to other Student Financial Aid Programs

Explanation and Abbreviations

The "Course" column lists the catalogue number of each course. Courses numbered from 1000 to 1990 are primarily for freshmen; 2000 to 2990 are for sophomores; 3000 to 3990 are for juniors; 4000 to 4990 are for seniors; 5000 to 5990 are advanced senior level courses taken with advisors' approval only; 6000 to 6999 are undergraduate courses being taken for graduate credit; 7000 and above are for graduates.

Numerals following course numbers indicate sections, i.e., Math 1013-01.

Synonym numbers follow section numbers and are used to facilitate data entry of courses in the computer.

Course titles are given in the "Title" column.

The "Cr" column lists the semester hours of credit given in each course.

Courses listed in bold face type are offered after 5:00 p.m.

Identification Cards

Identification cards, obtained from the ID Card Center now issued in the Parking and ID Center in Fisher Hall are required for all students and university employees. **These cards must be carried at all times when on campus and presented to University officials upon requests.** They are required for admission to the University libraries and residence halls, for access to many campus activities, and for check cashing identification at the business office.

Parking Permits

All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Parking permits and copies of parking regulations should be obtained from the Parking & ID Center located in Fisher Hall.

Family Educational Rights and Privacy Act

Annually, The University of Tulsa informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FER-PA) concerning alleged failure by the institution to comply with the Act.

Copies of the law as recorded in the Federal Register may be reviewed in the Student Affairs Office, along with the statements and policies which govern The University of Tulsa's compliance with the provisions of the act.

Nondiscrimination

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to the race, color, national origin, gender, age, religion, handicap, or status as a veteran.

Certificate Programs

The University of Tulsa has developed several certificate programs designed for individuals seeking a career change or advancement within their present career. Certificate programs are defined sequences or groups of courses that focus on an area of specialized knowledge or information. All courses are credit classes from the university's traditional curriculum.

Certificate programs are designed both for people who have already completed a college degree and for individuals interested in including a certificate program as part of a degree program. Admission requirements vary from program to program. The following certificate programs are listed with the **core courses only**. **For information on electives, see your collegiate advisor.**

Certificate in Advertising

This program is designed for the traditional or non-traditional student to prepare for a lucrative position in the account services and/or creative field. Students must complete 21 hours of approved course work.

ART	3243	Graphic Communication I
ART	3253	Graphic Communication II
ART	3443	Digital Painting with Photoshop
ART	4243	Digital Video and Animation
ART	4903	Internship
COM	3433	Principles of Advertising
COM	3573	Video Production: Location
COM	3623	Public Relations Cases and Campaigns
COM	4443	National Student Advertising Competition
COM	4543	Branding
COM	4613	Internship

Certificate in Accounting

This 24 credit-hour sequence of course work is designed to prepare individuals for entry-level accounting positions and professional certification examinations such as the Uniform Certified Public Accountant, Certified Management Accountant, and Certified Internal Auditor, and to enhance accounting skills necessary for advancement in existing positions.

ACCT	2113	Concepts in Accounting Information I
ACCT	2123	Concepts in Accounting Information II
ACCT	3113	Intermediate Financial Accounting I
ACCT	3123	Intermediate Financial Accounting II
ACCT	3133	Cost Accounting
ACCT	4143	Accounting Information Systems

Certificate in African American Studies

This program is designed for the traditional or non-traditional student who wants to gain an understanding of the history, literature, and culture of African Americans. Students must complete 18 hours of approved course work.

ANTH	4503-02	Archaeology & History of the African Diaspora
ENGL	3343	African American Novel
HIST	4853	Archaeology & History of the African Diaspora
POL	3293	Inequalities in American Democracy
SOC	1033	Sociological Imagination
SOC	2133	Inequality in American Society
SOC	3083	Urban Sociology
SOC	3403	Crime & Punishment in American History
WS	2133	Inequality in American Society

Certificate in Classical Studies

This program is designed for the traditional or non-traditional student who wants to acquire a solid foundation in Greco-Roman world and its legacy. Students must complete 21 hours of approved course work.

ARTH	3743	Italian Renaissance Art 1480-1580
ARTH	4043	Art & Architecture Across the Mediterranean C. 1000-1600
GRK	1004	Beginning Greek I
HIST	2363	Medieval World
HIST	4843	Italian Renaissance Art 1480-1580
HIST	4843	Art & Architecture across the Mediterranean C. 1000-1660
HIST	5313	Gender & Power in Late Antiquity
LAT	1014	Beginning Latin II
LAT	2013	Intermediate Latin II
PHIL	1003	Socrates to Sartre: Ideas that Shaped our World
PHIL	3283	Greek Tragedy: Philosophical Political & Religious Dimensions
REL	3283	Greek Tragedy: Philosophical Political & Religious Dimensions
REL	3363	Introduction to Early Christian Thought

Certificate in Computer Science

This program is designed to prepare individuals trained in other fields to qualify for entry-level programming positions or to enhance their computing skills in an existing position. A minimum of 18 hours of approved course work is required for this certificate.

CS	1043	Introduction to Programming & Problem-Solving
CS	2003	Fundamentals of Algorithm & Computer Applications
CS	2123	Data Structures

Certificate in Creative Writing

ENGL	2313	Major American Writers
ENGL	2513	Major British Writers I
ENGL	2523	Major British Writers II
ENGL	3223	Writing Poetry
ENGL	4243	Advanced Fiction Writing
FLM	3053	Playwriting
FLM	3143	Screenwriting
THEA	3053	Playwriting
THEA	3143	Screenwriting

Certificate in Finance

This program is designed to prepare individuals for entry-level positions in the finance industry, or to enhance the finance skills necessary for advancement in existing positions. Areas of study include corporate finance, investments and portfolio management, financial institutions, and international finance. Students are required to complete 15 credit hours of approved course work in Finance and Real Estate.

Fin	3023	Financial Institutions & Markets I
Fin	3083	Investment Analysis & Portfolio Management I

Certificate in International Studies

This program meets the needs of students with personal, academic, or career interests in other cultures; in other political and economic systems; and in the institutions and practices of international relations. Students must complete 21 hours of approved course work.

ANTH	2043	Patterns in Culture
ANTH	3443	Magic, Witchcraft & Religion
ECON	3083	International Economics
FR	3423	Business French
FR	4143	Genres and Periods
GERM	4413	Individual Authors
HIST	2363	Medieval World
HIST	2823	European Politics
HIST	4573	American Diplomatic History since 1914
HIST	4423	Russia: Reform & Revolution
HIST	4843	Topics in European History

POL	2023	European Politics
POL	2033	World Politics
POL	2263	Modern Latin America
POL	2393	The Politics of the Global Commons
POL	4133	Corruption and Government Reform
SPAN	3463	Business Spanish
SPAN	4103	The Modern Spanish Narrative
SPAN	4983	Latin American Literature

Certificate in Journalism Studies

This program is designed to give formal academic & professional attention to the practice and study of journalism, to prepare individuals for entry-level positions in the field of journalism, and to enhance the skills necessary for advancement in existing positions. This certificate is not designed for those students already majoring in communication.

Art	2153	Photography I
COM	2353	Political Communication
COM	2893	Media & Popular Culture
COM	4613	Internship
JS	3001	Journalism Practicum
POL	2363	Understanding American Politics
POL	3343	Civil Liberties in the United States
SOC	2023	Statistics for the Social Sciences
SOC	4113	Quantitative Methods of Sociological

Certificate in Medieval and Early Modern Studies

This certificate in Medieval and Early Modern Studies, also known as MEMS is an interdisciplinary program spanning the year's c. 300 to 1800 CE with a focus on the geography, cultures, and the intellectual traditions of Europe. Students must complete 21 hours of approved coursework.

ARTH	2223	Survey of Art History II
ARTH	3743	Italian Renaissance Art: 1480-1580
ARTH	4043	Art & Architecture across the Mediterranean C: 1000-1600
ENGL	2513	Reading Major British Writers I
ENGL	4543	Shakespeare
HIST	2363	Medieval World
HIST	4843	Topics in European History (Italian Renaissance Art: 1480-1580)
HIST	4843	Topics in European History (Art & Architecture Across the Mediterranean C. 1000-1600)
HIST	5313	Readings in the History of the Ancient World & Europe to 1700 (Gender & Power in Late Antiquity)
MUS	3263	Music History II
PHIL	4163	Philosophy of Natural Law & Natural Right
REL	3363	Introduction to Early Christian Thought
REL	4163	Philosophy of Natural Law & Natural Right

Certificate in Management Information Systems

The Certificate in Management Information Systems program is designed for two groups of individuals. The program prepares those without a college degree for entry level positions in data processing and management information systems (i.e., positions that do not require an undergraduate degree in MIS), and helps individuals with degrees in areas other than MIS who want to enhance their information systems skills.

MIS	2013	Business Programming Concepts I
MIS	3003	Introduction to Management Information Systems
MIS	3023	Business Programming Concepts II
MIS	3043	Telecommunications
MIS	4043	Database Design & Applications
MIS	4053	Systems Analysis & Design

Certificate in Museum Studies

This program is designed for individuals who are interested in upgrading their knowledge or preparing for careers in museum work. Students must complete 18 hours of approved course work.

ANTH	2043	Patterns in Culture: Cultural Anthropology
ANTH	4083	Introduction to Museum Work
ANTH	4503-1	Topics in Prehistory: Ice Age Americans
ANTH	4503-2	Topics in Prehistory: Archaeology & History of the African Diaspora
ANTH	4513	Regional Studies in Prehistory: Mesoamerican Archaeology
ANTH	5053	Cultural Property: Ethics & Law
ART	3243	Graphic Communication I
ARTH	2223	Survey of Art History II
ARTH	3743	Italian Renaissance Art: 1480-1580
ARTH	4043	Art & Architecture across the Mediterranean 1000-1600
COM	3573	Video Production: Location
COM	3623	Public Relations Cases and Campaigns

Certificate in Visual Studies

This program is designed to give more formal academic attention to the major changes associated with on-going developments in visual communication, encompassing graphic design, desktop publishing, photographic communication and their underlying technologies. Students are required to take 18 hours of approved course work.

ART	2053	Icons and Images: Visual Dialogue
ART	2153	Photography I
ART	3243	Graphic Communications I
ART	3253	Graphic Communications II
ART	4153	Photography Studio
COM	3573	Video Production: Location
Thea	3523	Scene Design: Background and Practice

Cultural Diversity & Gender Studies Requirement

Students enrolled in the Henry Kendall College of Arts and Sciences must take two courses to fulfill the Cultural Diversity & Gender Studies requirement. The following courses fulfill the Cultural Diversity & Gender Studies requirement:

ANTH	1063	Culture, People and Nature
ANTH	2031	Human Development and Diversity Lab
ANTH	2033	Human Development and Diversity
ANTH	2043	Patterns in Culture: Cultural Anthropology
ANTH	2083	Evolution of Human Sexual Behavior
ANTH	3033	Evolution of Human Sexual Behavior
ANTH	4503-2	Topics in Prehistory: Archaeology & History of African Diaspora
CDDE	2383	Deaf History and Culture
CHIN	3903	Topics in Chinese Literature and Culture
CHIN	4303	Topics in Chinese Media
ENGL	2923	Beyond Bella: 21st Century Girls' Adventure
ENGL	3343	African American Novel
HIST	2743	History of Women in US Since 1900
HIST	3403	Crime & Punishment in American History
HIST	4043	Cultural Representations of Disability
HIST	4853	Topics in American History: Archaeology & History of African Diaspora
HIST	5313	Readings in the History of the Ancient: "Gender & Power in Late Antiquity"
HIST	5513	Readings in the History of the United States: "Representations by/of Indians"
MUS	3263	Music History II
POL	3293	Inequalities in American Democracy
SOC	1033	The Sociological Imagination
SOC	2133	Inequality in American Society
SOC	3083	Urban Sociology
SOC	3043	Crime & Punishment in American History

SPAN	4103	Modern Spanish Narrative
SPAN	4403	U.S. Latinos on Film
SPAN	4983	Latin American Literature
THEA	2013	Survey of Dance in History & Culture
WS	2013	Introduction to Women's and Gender Studies
WS	2133	Inequality in American Society
WS	2923	Beyond Bella: 21st Century Girls' Adventure
WS	3063	Sociology of Education
WS	3283	History of Women in the U.S. since 1900
WS	3473	The Victorian Period in British Literature
WS	3713	Special Topics in Literature & Language I
WS	3863	Special Topics in Women's & Gender Studies I
WS	4703	Major Figures
WS	4843	Topics in Women's & Gender Studies
WS	4863	Special Topics in Women's & Gender Studies II

Chinese Studies (Interdisciplinary) Major-College of Arts & Sciences

CHIN	3903	Topics in Chinese Literature and Culture
CHIN	4303	Topics in Chinese Media
ECON	2073	Introduction to Chinese Economy

Environmental Policy (Interdisciplinary Major - College of Arts & Sciences)

BIOL	1703	Introduction to Molecular and Cellular Biology
BIOL	1711	Molecular and Cellular Biology Laboratory
BIOL	3314	The Fungi & Algae
CHEM	1011	General Chemistry I Laboratory
CHEM	1013	General Chemistry I
CHEM	1021	General Chemistry II Laboratory
CHEM	1023	General Chemistry II
CHEM	2024	Energy Technology for the Future
CHEM	3011	Organic Chemistry I Laboratory
CHEM	3013	Organic Chemistry I
CHEM	3021	Organic Chemistry II Laboratory
CHEM	3023	Organic Chemistry II
CHEM	4083	Analytical Chemistry I
CHEM	4133	Biochemistry I
ECON	2013	Principles of Economics I: Macroeconomics
ECON	2023	Principles of Economics II: Microeconomics
ECON	3023	Macroeconomic Theory
ECON	3073	Applied Econometric Methods
ECON	3083	International Economics
ECON	3123	Resources and the Environment
GEOL	1010	Physical Geology Lab
GEOL	1014	Physical Geology
GEOL	2000	History of the Biosphere Lab
GEOL	2003	History of the Biosphere
GEOL	2053	Earth Resources
HIST	2383	American Environmental History
SOC	1033	The Sociological Imagination: An Introduction to Sociology
SOC	3083	Urban Sociology

Organizational Studies (Interdisciplinary Major – College of Arts & Sciences)

AM	3013	Arts Administration I
ANTH	4083	Introduction to Museum Work
BUS	1013	Business & Society
COM	2013	Communication Systems
COM	4613	Internship
ECON	2013	Principles of Economics I: Macroeconomics
ECON	2023	Principles of Economics II: Microeconomics
MGT	3003	Principles of Management
MGT	3063	Organizational Behavior
MGT	3103	Human Resource Management
MGT	3173	Revenue Generation for Sport Organizations
MGT	4023	Negotiation & Management Skills
MKTG	3003	Principles of Marketing
PSY	2053	Psychology of Work
PSY	3073	Industrial/Organizational Psychology
SOC	1033	The Sociological Imagination

Russian Studies (Interdisciplinary Major – College of Arts and Sciences)

CPLT	3723	Masterpieces of Russian literature
ENGL	1133	Russian and European Cinema
ENGL	2353	Masterpieces of Russian Literature I
HIST	2823	European Politics
HIST	4423	Russia: Reform & Revolution
POL	2023	European Politics
POL	3323	U.S. National Security
RUSS	1014	Beginning Russian II
RUSS	2013	Intermediate Russian II
RUSS	3003	Approach to Russian Literature
RUSS	4113	Special Topics: Contemporary Russia

Senior Project

All seniors in the Henry Kendall College of Arts & Sciences must complete a Senior Project. See Program Directors in each Department for a list of courses that fulfill the Senior Project requirement.

Financial Aid Satisfactory Academic Progress(FASAP)
Effective for Semesters of Enrollment beginning
Summer 2011 and thereafter

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), **Oklahoma's Promise**, Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet **three (3)** requirements to maintain their financial aid eligibility at TU:

- I. QUALITATIVE:** (1), students are required to maintain a required minimum cumulative grade point average.
- II. QUANTITATIVE (Pace):** (2), students are required to complete (pass) a minimum **67%** of hours they attempt.
- III. MAXIMUM TIME FRAME:** (3), students must complete their degree within a timely manner.

These three (3) requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Financial Aid Satisfactory Academic Progress policy, when they may be placed on ***Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation**. Financial Aid Satisfactory Academic Progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

- I. **Qualitative – Grade Point Average Requirement** – Each student must meet a required minimum cumulative grade point average to remain eligible for federal financial aid.

Financial Aid Satisfactory Academic Progress requirements	Undergraduate Students	Graduate Students	Law Students
Total Hours Attempted from all Institutions	All Hours	All Hours	All Hours
Minimum Cumulative Grade Point Average (GPA) Requirements	2.0 Cumulative GPA	3.0 Cumulative GPA	2.0 Cumulative GPA

- II. **Quantitative (The pace at which a student must progress to complete the program within the maximum timeframe.) – Satisfactory Completion of Semester Hours Requirement** – Students must also successfully complete and pass **67%** of all courses they attempt. Grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. All **transfer** and **repeat** hours are included in this calculation.

$$\text{Pace} = \frac{\text{Total number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}$$

Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Financial Aid	Undergraduate Students	Graduate Students	Law Students
Students must successfully complete:	67% of attempted courses	67% of attempted courses	67% of attempted courses

III. **Maximum Time Frame for Degree Completion** – Students must complete their degree program within an allotted time frame to remain eligible for federal financial aid. The chart below indicates the **timeframe** in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, **all accepted hours from all institutions attended will be included**, even if a student did not receive federal aid. The Office of Student Financial Services recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For federal financial aid purposes, grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. Once students reach their maximum time frame (**150% of the published length of the program**) for their specified degree, they are no longer eligible for federal financial aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Office of Student Financial Services. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

Attempted Hours Allowed for Earning a Degree	<u>First Bachelor's Degree</u>	<u>First Master's Degree</u>	<u>Ph.D.</u>	<u>Law</u>
150% of the published length of the degree program	<u>186 hours</u>	<u>54 hours</u>	<u>135 hours</u>	<u>132 hours</u>

Students who wish more information concerning these requirements should make an appointment to discuss their situation with a counselor in the Office of Student Financial Services located in Collins Hall.