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Welcome to Missouri Western State University’s 2017-18 online Graduate School catalog. This catalog outlines academic programs, course information, degree requirements and policies as well as providing general information and resources.

While this catalog is an excellent resource for information, students are responsible for understanding the requirements for meeting degree or certificate completion.

University Telephone (816) 271-4200
Graduate School Telephone (816) 271-4394
Admissions (816) 271-4266
Admissions Toll Free 1-800-662-7041

4525 Downs Drive, St. Joseph, Missouri 64507-2294

Missouri Western is an equal opportunity educational institution/employer.
UNIVERSITY INFORMATION

Missouri Western State University has a proud tradition of providing a high quality, affordable education to students in the state of Missouri and beyond. More than 28,000 alumni have transformed their lives, and the lives of their families, through the power of a Missouri Western education.

From its founding as the St. Joseph Junior College in 1915 to becoming a comprehensive, master’s granting university in 2005, Missouri Western has remained committed to being a University where all students, from all backgrounds, have the opportunity to succeed.

Students hail from throughout the United States and more than 30 countries. Missouri Western alumni continue to deepen the University’s impact on the community, region, nation and world.

Missouri Western is a four-year, state-supported institution providing a variety of degree programs through the college of liberal arts and sciences, the college of professional studies, the School of Fine Arts, the Craig School of Business, School of Nursing and Health Professions and the Graduate School. The University is authorized under Missouri statutes to offer professional master’s degrees, four-year baccalaureate programs, two-year associate degrees, pre-professional transfer programs and one-year certificates. In addition, the University offers continuing education courses, seminars, conferences and workshops through the Western Institute.

The Griffon

A Griffon, which is half lion and half eagle, was chosen in 1918 as the mascot of St. Joseph Junior College, the institution which later became Missouri Western State University. The mythical creature was selected because it is considered a guardian of riches, and education is viewed as a precious treasure. Its wings are spread in the shape of the state of Missouri to signify the union of the college with the state.

Vision, Mission and Values

Vision

Missouri Western State University will set the standard for excellence in student development and community leadership.

Mission

Missouri Western State University is a learning community focused on students as individuals and as members of society. Missouri Western offers students at all stages of life the opportunity to achieve excellence in the classroom and beyond, as they prepare to be leaders in their work and in their communities. As a leader itself, Missouri Western is committed to the educational, economic, cultural and social development of the people and the region that it serves.

Values

In fulfilling our mission and pursuing our vision, we the people of Missouri Western State University hold in common these values:

Service

We share the common purpose of serving students, one another and the people of the region.

Quality

We are committed to the quality of our programs, our students, and our partnership with the people of the region.

Enthusiasm

We are enthusiastic about learning and confident that we can make a difference in the lives of students through their learning.

Freedom

We promote the free exchange of ideas that makes education liberating and democracy unique.

Respect

We act as individuals and as a campus community with respect for diversity and for the best in human potential.

Courage

We seek the challenge and adventure of shaping the future with an increasingly global perspective.

Applied Learning

(816) 271-4364
www.missouriwestern.edu/appliedlearning

In August of 2005, Missouri Western achieved university status and was designated as having a statewide mission in applied learning. Applied learning refers to student learning that occurs in nontraditional contexts on or off the university campus, involves “hands-on learning,” and can be either credit-bearing or noncredit bearing. Over 98% of Missouri Western students experience a credit-bearing applied learning course during their time at Missouri Western, and some programs require that all students complete such an experience.

Missouri Western's applied learning experiences align closely with the Missouri Department of Higher Education’s high impact educational experiences and include learning communities, collaborative assignments and projects, student/faculty research, service learning, study abroad, internships/practica/student teaching and focused field experiences. The common thread among all of these experiences is that they take place outside of the typical classroom setting. Even undergraduate research, which may occur in a laboratory setting, involves presenting research findings in a conference-type setting. Internships and practica typically take place off campus. Service-learning integrates academic content with community need in ways that enhance both student learning and community outcomes. Study abroad experiences broaden our students’ perspectives to provide a richer context for the academic knowledge they are acquiring. Each form of applied learning involves moving beyond the classroom walls to apply and understand content in context.

Noncredit bearing applied learning occurs through portions of the co-curriculum, and includes a wide variety of cultural events. Participation in the co-curriculum is not required, but encouraged, for all students.

Admission

Graduate School Admission Requirements

Application material must be submitted to the Office of Admissions by the program deadline. After screening for minimum criteria, the application and all supporting materials will be forwarded to and
evaluated by the graduate admissions committee of the appropriate program to which the student is applying. The recommendation of the program committee and/or the program director is sent to the Office of Graduate Studies for final approval by the Graduate Dean. The Graduate School Office will then notify the student of his/her admission status.

Admission to graduate programs at Missouri Western is based upon the following minimum criteria:

1. Complete an Application for Admission and pay the $45 graduate application fee.
2. A Bachelor’s degree from an accredited college or university. Official transcript(s) must be submitted. If you have completed master level course work from another university please review the information listed below.
3. A minimum 2.75 undergraduate grade point average (GPA) or previously earned Master’s degree.
4. A minimum graduate-level entrance exam score, as designated by the department or graduate program.
5. Individual programs may have further requirements for admissions such as resume, letters of recommendation, and interview.

Requirements specific to the program are given in the graduate program section of the University’s Graduate Catalog.

Applicants who fail to meet one or more of the graduate school requirements or degree program requirements (i.e. low GPA, missing pre-requisite coursework, English language requirement, entrance exam score, etc...) may still be admitted conditionally. Students receiving conditional admission students will receive notification of the conditions in their acceptance letter and must fulfill those conditions to continue in the graduate program. Failure to fulfill the conditions will result in program dismissal. Dismissed students may reapply after a one year lay-out, subject to program review.

Misrepresenting or Falsifying Information

Any student who misrepresents, falsifies or withholds required information will be referred to the Admissions and Graduation Committee for review and appropriate action. Such action may result in being denied admission to Missouri Western or immediate dismissal from Missouri Western. The University reserves the right to investigate and review the records of any prospective student to determine the applicant’s eligibility to enroll.

Admission Deadlines

Applications must be started through the Admissions web site before the application deadline for degree-seeking status.

<table>
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<th>Deadline</th>
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<td>Fall Admission</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Admission</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Admission</td>
<td>April 29</td>
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Certain programs may have deadlines that are earlier than the deadlines listed above. Consult the department offering your desired degree for more information.

After the admissions deadline you must apply as a non-degree seeking applicant. A student may request a change to degree-seeking status during the first semester (before the admission deadline).

Degree-Seeking Students

To be admitted to the Graduate School at MWSU, an applicant should submit an Application for Graduate Admission before the Admissions Deadline.

Admission to a graduate program as a degree seeking student is based upon the following minimum criteria:

1. A Bachelor’s degree or Master’s degree from an accredited college or university. Transcript(s) must be submitted with the application.
2. Entrance to Graduate School requires a minimum 2.75 undergraduate grade point average (GPA) or a previously earned Master’s degree.
3. A minimum graduate-level entrance exam score, if required, as designated by the department or graduate program.
4. Individual programs may have additional requirements for admissions such as submission of a resume, curriculum vita or portfolio of representative work for review, letters of recommendation, or an interview. Requirements specific to a given graduate program are provided in the graduate program section of this catalog.

5. Degree-seeking students admitted to a graduate program must enroll and begin classes at MWSU within the next academic year after receiving official notice of acceptance from the Graduate Office. An extension may be granted under extreme circumstances.

6. Applicants who are non-native speakers of English must receive a minimum score of 79 on the internet-based Test of English as a Foreign Language (TOEFL) or a 6.0 academic IELTS score unless they possess a baccalaureate degree from a college or university in which instruction is given in English. Tests taken more than two (2) years prior to the date of application cannot be accepted.

Applicants who fail to meet one or more of the graduate school requirements or degree program requirements (i.e. low GPA, missing pre-requisite coursework, English language requirement, entrance exam score, etc...) may still be admitted conditionally. Conditionally admitted students will receive notification of the conditions in their acceptance letter and must fulfill those conditions to continue in the graduate program. Failure to fulfill the conditions will result in program dismissal. Dismissed students may reapply after a one year lay-out, subject to program review.

Returning Students

Students whose last attendance at Missouri Western State University was other than in the semester prior to that for which application is being made must provide:

1. Completed application for admission to reactivate your record
2. Official transcript from each undergraduate college and university which has been attended since last enrolled at Missouri Western
3. Payment of any prior financial obligation to Missouri Western

International Students

International Students (F1)

1. Complete an Application for admission and pay the $50 application fee.
2. A Bachelor’s degree from an accredited college or university. Official transcript(s) must be submitted.
3. A minimum 2.75 undergraduate grade point average (GPA) or previously earned master’s degree.

4. International students transferring from other U.S. colleges or universities must submit official and complete transcripts from each institution to determine eligibility. If the student has studied outside of the U.S., they must submit official and complete transcripts from each institution and course descriptions to determine college credit. If the documents are not in English, the student must also provide an English translation. If the student chooses not to provide transcripts and course descriptions, they must arrange and pay for a course by course evaluation from a NACES accredited evaluation provider such as WES at wes.org. (http://www.wes.org)

5. A minimum graduate-level entrance exam score, as designated by the department or graduate program.

6. Individual programs may have further requirements for admissions such as resume, letters of recommendation, and interview. Requirements specific to the program are given in the graduate program section of the University's Graduate Catalog.

Applicants must submit Mumps, Measles, & Rubella Immunization Certificate and be tested for Tuberculosis.

Health insurance is required of all international students with a F1 visa status. Students must enroll in the Missouri Western International Student Health Plan. The cost of the required coverage must be paid by the student and will be applied to the student’s account upon registration.

Missouri Western will only issue an I-20 form when all requirements for admission have been met. Accepted graduate international students must be enrolled as a full-time student (eight to nine semester hours) during each semester in order to maintain their F1 visa status. The deadline for submission of all requirements for admission and I-20 issuance is sixty (60) days prior to the first day of classes. Missouri Western strongly recommends ninety (120) days to ensure timely receipt of the student visa.

Exchange Students (J1)

1. Complete the Application for Admission, Exchange Application and Application Fee of $50 U.S. dollars.

2. TOEFL (Test of English as a Foreign Language) scores with a minimum of 79 on the Internet-based exam, or 6.0 on the (IELTS) International English Language Test System.

3. Official transcript from home institution.

4. Letter of good standing and verification of enrollment in a bachelor program.

5. Two letters of recommendation from professors that can certify applicant’s English ability.

6. Financial Support Form and verification of financial resources (students must make payment by the first day of classes).

7. Health insurance is required of all international students with a J1 visa status. Students must enroll in Missouri Western's International Student Health Plan. The cost of the required coverage must be paid by the student and will be applied to the student’s account upon registration.

Applicants must submit Mumps, Measles, & Rubella Immunization Certificate and be tested for Tuberculosis.

Note: Students whose immigration status is other than F1 or J1 will be reviewed for admission on a case by case basis.

Non-Degree Seeking/Certification Students

Non-Degree Seeking Students

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor’s degree who wish to take courses for graduate credit but who do not intend to seek a master’s degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.75.

2. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 level only) for graduate credit during only the last two semesters before receiving the bachelor’s degree, provided they meet the following criteria:
   - Are within 24 hours or less of meeting the requirements for the baccalaureate degree;
   - Have a cumulative undergraduate grade point average of not less than 3.0;
   - File an application for graduate admission and receive approval before registering for the graduate course;
   - Have the consent of the instructor(s) of the graduate course(s);
   - A course taken for undergraduate graduation credit will NOT be allowed to count as graduate credit;
   - The Approval Form must be completed;
   - Students with a bachelor’s degree who do not have appropriate program-required courses for admission to graduate work but are otherwise admissible to a graduate program may, with permission of the appropriate graduate program, take as many undergraduate courses as required for a degree-seeking graduate application.

3. Students interested in taking in-service/Professional Development courses or Workshops for graduate credit may do so by seeking admission through the Graduate Office. They must show proof of a bachelor’s degree by submitting appropriate academic transcripts. These students are limited to taking certain pre-approved courses.

Non-degree seeking students are not eligible for financial aid.

Requesting a Change from Non-Degree Seeking to Degree-Seeking

Non-degree seeking students may request a change in status to degree seeking by completing a Graduate Program of Study Change form.

The student must meet all of the regular Graduate School admissions criterion as well as requirements for acceptance to the specified graduate program. Program specific requirements are given in the graduate program section of the Graduate School web site or on the individual graduate program’s web site.

A completed Program of Study Form for the graduate program of interest should be submitted with the Change of Program of Study form including signatures of approval from the Graduate Program Director and the Graduate Dean.
Certification Students

Students seeking postgraduate teacher certification, or other forms of professional certification for which Missouri Western has an academic program, are required to provide information as a college transfer or as a returning Missouri Western student as indicated previously.

Transfer Credit

A maximum of 6 approved credits of graduate work can be transferred to Missouri Western from another regionally accredited university and counted toward a Missouri Western graduate degree. Upon approval of the graduate program director and Graduate Dean, more than 6 hours can be transferred under special circumstances (e.g., student already has a Master's degree, or coursework was taken at another Missouri state funded institution). All transfer credits will be counted toward the graduate overall GPA.

To request acceptance of graduate credit from another college or university a Graduate Transfer Credit Form must be submitted to the Graduate School Office for approval.

The intent of transfer credits is to allow students who have completed coursework at other institutions prior to attending Missouri Western to count those credits. Courses taken at other institutions after admission to a Missouri Western graduate program generally will not be approved.

Financial Aid & Payment

The goal of the Missouri Western State University Financial Aid Office is to provide students and their families with a professional, unbiased approach to making the dream of higher education a reality. Our objectives include helping students attain a higher education by providing eligible students the maximum amount of financial assistance from all available sources, while keeping student loan debt as low as possible.

The Missouri Western State University Financial Aid Office belongs to the National Association of Student Financial Aid Administrators (NASFAA). We adhere to a code of ethics requiring us to be “committed to removing financial barriers for those who wish to pursue postsecondary learning.” In adhering to this code of ethics, our student aid professionals make every effort to seek and recommend the best alternatives for our students.

This section provides basic information related to application procedures, federal regulations, eligibility requirements, cost of education and Missouri Western policies. Additional information regarding these, and other topics, is available online at www.missouriwestern.edu/finaid. (http://www.missouriwestern.edu/finaid)

- Estimated cost of attending Missouri Western (information and calculators).
- Sources of federal, state, institutional and private assistance.
- Financial Aid application procedures.
- Missouri Western and affiliated scholarship application procedures.
- Student and parent loan information.
- Financial aid forms.
- Services available to veterans.
- The rights and responsibilities of students receiving financial assistance.
- Statistical information concerning the types of financial assistance received by Missouri Western students.
- Policies and other information concerning the administration of financial assistance at Missouri Western.

Communication to Students

The Office of Financial Aid communicates with enrolled and prospective students using the student’s Missouri Western email and GoldLink accounts. As a general rule, financial aid notices will not be sent by postal mail. Students are responsible for monitoring their status online through GoldLink and for ALL communications sent to their Missouri Western email account. Students who do not elect to receive electronic communication from Missouri Western should contact the Office of Financial Aid for additional information.

Business Office & Payment Information

The Business Office is Missouri Western’s central office for billing and collection of student payments for tuition, fees, and other charges incurred by students, including the Missouri Western’s Tuition Payment Plan. The Business Office also processes student refunds of excess Financial Aid and bills for delinquent accounts. Please see the website at www.missouriwestern.edu/businessoffice (http://www.missouriwestern.edu/businessoffice) for additional information.

Applying and Awards

How to Apply for Financial Aid

1. Create Federal Student Aid (FSA) user name and password. The FSA ID - user name and password - has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one online at fsaid.ed.gov (http://fsaid.ed.gov).

2. Complete the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available after October 1st each year. Students may complete the FAFSA online at www.fafsa.gov. (http://www.fafsa.gov) Be sure to indicate Missouri Western (school code 002490) as a college choice when completing the application.

3. Apply for Missouri Western Competitive Scholarships. Students may apply for Missouri Western competitive scholarships beginning in October each year. Unless otherwise specified in the scholarship description, students should complete all application requirements no later than February 1st to be considered. Students may search and apply for scholarships online at www.missouriwestern.edu/finaid. (http://www.missouriwestern.edu/finaid)

February 1st Priority Deadline

The priority deadline is February 1st for many federal, as well as, Missouri Western aid opportunities. The FAFSA should be submitted no later than the second week of January to ensure the February 1st priority deadline is met. Applications will continue to be accepted after February 1st. However, program funding may be limited.

File Review (Verification)

The federal Central Processing System (CPS) selects approximately 30% of all FAFSA filers for the verification review process. Missouri
Western may also select additional filers for review to ensure accuracy and consistency. During the review process, the Financial Aid Office will verify all mandatory items identified by the U.S. Department of Education. In addition, the Financial Aid Office may verify discretionary items.

Students who are selected for verification by either CPS or by Missouri Western will be notified via their Missouri Western email account and will see all required documents listed on GoldLink. Students who do not elect to receive electronic communication from Missouri Western should contact the Office of Financial Aid for additional information.

Applicants whose FAFSA information requires correction will have those corrections electronically processed by the Financial Aid Office. The corrections will generate an updated Student Aid Report (SAR) which will be sent to the student by the federal Central Processing System (CPS). The student's Expected Family Contribution (EFC) may change based on corrections made.

If conflicting information is discovered after aid is awarded or disbursed, the Financial Aid Office must resolve the conflicting information and the student will be required to repay aid received in excess of his/her eligibility. All conflicts must be resolved regardless of whether the student was selected for verification. If it is determined that a student has received funds for which he or she is not eligible, the student must repay the amount to Missouri Western.

Missouri Western’s priority deadline for completion of the verification process is February 1st each year. Completing the process after this date, may result in you not being considered for Missouri Western competitive process is February 1st each year.

Missouri Western's priority deadline for completion of the verification process is February 1st each year. Completing the process after this date, may result in you not being considered for Missouri Western competitive scholarships and other aid opportunities including Federal SEOG. You may also be required to make payments towards your account balance until your aid eligibility can be determined.

**Student Eligibility**

To be eligible for financial assistance, a student must:

- be accepted for admission and enroll as a degree-seeking student in an eligible program;
- be a U.S. citizen or national, U.S. permanent resident, citizen of the freely associated States or other eligible non-citizen;
- have a valid Social Security Number;
- be registered for Selective Service (if applicable);
- not be in default on a federal loan or owe an overpayment of federal grant funds; and
- be making Satisfactory Academic Progress.

Visiting college students, who are not seeking a degree from Missouri Western and self-enrichment students will not be eligible to receive financial assistance.

Graduate students are not eligible for Federal and State grants funding but may be eligible for Federal Student Loans and Institutional Scholarships.

**Enrollment Requirements**

- For financial aid purposes, a student’s enrollment status will be determined at the end of the official add/drop period each semester.
- Only classes that count toward a degree or certificate may be used in calculating financial aid eligibility.

- Financial assistance may be prorated or cancelled if the student is enrolled in less than 8 credit hours at the end of the official add/drop period.
- Only Missouri Western credit hours will be included when determining a student’s enrollment status for Missouri Western scholarships.
- Financial assistance will be recalculated for students who do not begin attendance, withdraw, are administratively withdrawn or stop attending and receive a failing or incomplete grade in all courses during a term.

Students who are enrolled at more than one college or university at the same time may receive financial aid from only one of the institutions, not both. Contact the Office of Financial Aid for more information.

**Financial Aid Awards**

Students may view and accept offered awards on GoldLink beginning March 15th each year. Regulations require students to report any external sources of monetary assistance that are not reflected on the award notification.

Financial aid awards are based on the student’s demonstrated financial need, enrollment status, achievement, and other criteria. It is the student’s responsibility to notify the Financial Aid Office when there is a change in enrollment status, or if there is a change in family, or financial situation that may affect eligibility to receive financial assistance.

Financial aid awards may be reduced or cancelled if aid received from ALL sources causes the student to exceed unmet need or cost of attendance or if the student does not meet eligibility criteria. Adjustments made to financial aid awards or in a student’s eligibility to receive financial assistance will be posted on GoldLink.

**Disbursement of Financial Aid**

Financial aid funds will be released to student accounts in two equal disbursements and will first be applied to outstanding charges for tuition, fees, room, board, and other authorized University expenses. Remaining funds will be issued to the student. By Federal regulation, excess funds MUST be used for educational expenses.

If a student’s aid package includes PLUS loan funds, credit balance checks will be made payable to the student or parent and will be mailed to the parent’s home address.

The Financial Aid Office will disburse funds each Friday beginning the 2nd Friday of each semester. Students who elect to receive credit balance refunds by direct deposit, should allow five (5) additional business days for the transfer of funds to a personal bank account. Students who have not elected direct deposit, should allow ten (10) additional business days for the check to be mailed to the student’s permanent address of record.

**Financial Aid Advance to Purchase Books and Supplies**

If a student is scheduled to receive more financial assistance than his or her current charges, Missouri Western will notify the campus bookstore of the student’s eligibility to apply up to $750 of pending financial assistance to purchase required books and supplies. The bookstore is located in the Blum Student Union.

Eligible students will receive an email notification and instructions 10 days prior to the first day of classes each semester. Students who do not
elect to receive electronic communication from Missouri Western should contact the Financial Aid Office for additional information.

Students who purchase books and supplies through this program must authorize the campus bookstore to submit the actual value of his or her purchases to Missouri Western State University to be deducted from pending financial aid, regardless of its source. Only the amount of actual purchases will be deducted from the student's pending financial aid. Any additional funds will be issued to the student in the form of a credit balance refund.

Should the student's financial aid be reduced for any reason the student's account must be paid within thirty (30) days. Students who default on their account, will be responsible for all attorneys’ fees, other costs and charges necessary for the collection of the unpaid balance.

If a student needs to return books or supplies purchased through this program, the items must be returned to the campus bookstore. The bookstore will forward the return amount to Missouri Western State University and the student's account will be credited. All refunds will be issued within two weeks.

Only textbooks and school supplies may be purchased. Clothing, emblematic gifts and convenience items may not be purchased.

To participate in the program, students must present a valid Missouri Western student ID card at the time of purchase. Student may elect to opt out simply by not presenting his or her ID at the campus bookstore.

**Penalties for Drug Law Violations**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table. If convicted of an offense involving:

<table>
<thead>
<tr>
<th>Possession of a Controlled Substance</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second Offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sale of a Controlled Substance</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the eligibility period if:

1. the student satisfactorily completes a drug rehabilitation program that:
   a. complies with the criteria prescribed in the federal regulations; and
   b. includes two unannounced drug tests;
2. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; OR
3. the conviction is reversed, set aside, or otherwise rendered nugatory.

**Treatment of Federal Financial Assistance When a Student Withdraws or Stops Attending**

Federal regulations specify how Missouri Western must determine the amount of Title IV program assistance that a student has earned if he or she officially withdraws or stops attending. The Title IV programs that are governed by this law are the Federal Pell Grants, TEACH Grants, Stafford Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws or stops attending, the amount of assistance that the student has earned is determined on a prorata basis. For example, if the student has completed 30% of the semester, he or she has earned 30% of the assistance that was scheduled for the period. Once a student has completed more than 60% of the semester, he or she has earned all scheduled assistance for the period. If the student did not receive all of the assistance that was earned, a post-withdrawal disbursement may be due. Additional information about post-withdrawal disbursements is available online at www.missouriwestern.edu/finaid (http://www.missouriwestern.edu/finaid).

If a student has received unearned Title IV program funds, Missouri Western MUST return a portion of the excess that is equal to the student's institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds, whichever is less.

If Missouri Western is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return may be repaid in accordance with the terms of the promissory note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds he or she received or was scheduled to receive. The student must make arrangements with the Missouri Western Business Office to return unearned grant funds.

Missouri Western's Refund Policy may be found online at www.missouriwestern.edu/businessoffice (http://www.missouriwestern.edu/businessoffice).

Missouri Western's Official Withdrawal Policy may be found online at www.missouriwestern.edu/registrar (http://www.missouriwestern.edu/registrar).

**Satisfactory Academic Progress (SAP)**

**Satisfactory Academic Progress Policy**

Federal regulations require institutions to establish reasonable standards to ensure that recipients of Title IV financial aid are making satisfactory academic progress toward completion of a degree program. These standards must establish the maximum timeframe for degree completion and include minimum standards for rate of completion (pace) and cumulative GPA.

Satisfactory academic progress (SAP) will be evaluated at the end of each semester based on each of the standards outlined below. A student who fails to meet satisfactory academic progress standards will lose
eligibility for federal financial assistance the following semester (Federal Student Loans, PLUS Loans, and Federal Teach Grant).

**SAP Standard Definition**

**Minimum Cumulative GPA**
Students must maintain a minimum cumulative GPA of 3.00 to remain eligible for federal financial assistance.

The calculation of cumulative GPA will include grades earned from all coursework, including transfer coursework that is accepted toward the student's educational program. A student who loses financial aid eligibility based on GPA must receive grades sufficient to increase his or her cumulative GPA to the required 3.00 to regain eligibility. The student will be required to use his or her own financial resources to cover the cost of education until he or she is again meeting satisfactory academic progress standards.

**Completion Rate (Pace)**
Completion Rate is defined as the pace at which a student must progress through an educational program to ensure completion within the maximum timeframe. This rate is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted.

Students must maintain a completion rate of 67% to remain eligible for federal financial assistance.

A student who loses financial aid eligibility based on rate of completion must attend, and successfully complete, a sufficient number of credit hours to raise his or her completion rate (pace) to the required 67%. The student will be required to use his or her own financial resources to cover the cost of education until he or she is again meeting satisfactory academic progress standards.

**Maximum Timeframe**
The maximum timeframe allowed for completion of a degree program should not exceed 150% of the published length of the program as measured in hours attempted.

- A student pursuing a master's degree must be able to complete his or her program within 52 attempted hours.

If it is determined that a student cannot complete his or her program of study within this timeframe, he or she will become ineligible for federal financial assistance. The student will be required to use his or her own financial resources to cover the cost of education within this timeframe, he or she will become ineligible for federal financial assistance.

**Approaching the Maximum Timeframe**
Federal regulations require Missouri Western to ensure that each recipient of federal financial assistance is able to complete degree requirements within 150% of the published length of the program as measured in attempted hours. In compliance with this regulation, Missouri Western will conduct an evaluation of each student’s degree progress each semester beginning at 35 attempted credit hours. The Maximum timeframe allowed to complete degree requirements is 52 credit hours.

If it is determined that a student cannot complete his or her program of study within this timeframe, he or she will become ineligible for federal financial assistance.

**Satisfactory Academic Progress Appeal Process**
A student may submit a written appeal to the Satisfactory Academic Progress Committee if documentable extenuating circumstances caused the student to fall below satisfactory academic progress standards or exceed the maximum timeframe allowed for degree completion.

Examples of circumstances that may warrant an appeal include:

- Lengthy hospitalization or illness;
- Death of a parent, spouse or child at a critical time during the semester;
- Lengthy illness of a child or spouse; or
- Other mitigating circumstance.

Appeals should include the following documentation:

- A completed Statement in Support of Appeal form found online at forms.missouriwestern.edu/finaid/SAPAppealForm.asp (https://forms.missouriwestern.edu/finaid/SAPAppealForm.asp) (Form 10);
- A letter of explanation describing how extenuating circumstances resulted in the student’s inability to maintain satisfactory academic progress;
- Sufficient documented evidence that the extenuating circumstance clearly caused the student to fall below the required standards or exceed the maximum timeframe; and
- An explanation of what has changed that will allow the student to maintain satisfactory academic progress at the next evaluation.

Examples of documentation supporting the extenuating circumstance may include medical documentation; notice of death; accident reports; court documentation; or other relevant documentation.

Appeal deadlines for each term should be posted on the financial aid website. Students may also contact the Financial Aid Office for deadline dates.

**The decision of the University Satisfactory Academic Progress Committee is final.**

**Probationary Period**
A probationary period may be granted only after a student has appealed and has had eligibility for aid reinstated based on the appeal. Students who are granted a one (1) semester probationary period will be required to adhere to an academic plan that, if followed, will ensure the student will complete his or her degree program within the maximum timeframe.
As a general rule, a student on an academic plan will be required to successfully complete all attempted courses with a grade of C or higher and not withdraw from any course. In addition, the student may be required to enroll in only those courses required for completion of his or her degree program and may not be allowed to change his or her program without approval from the Satisfactory Academic Progress Committee. An individual academic plan may also include additional requirements as deemed appropriate by the Satisfactory Academic Progress Committee.

A student on financial aid probation may receive Title IV funds for one semester. At that point, the student must meet satisfactory academic progress standards or the requirements of the established individual academic plan to maintain eligibility for federal financial assistance.

Additional Degree Programs and Degree Completion
A student, who is pursuing an additional graduate degree, after completion of the first graduate program, should be able to complete degree requirements within 200% of the published length of the program as measured by the student’s overall attempted hours.

A student who has completed all required coursework for his or her degree program but has not yet received the degree, may not receive further financial aid for that program.

Repeated Coursework
Federal financial aid regulations allow students to repeat any coursework previously taken in the program as long as it is not a result of more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework. Repeating coursework can affect a student’s satisfactory academic progress status in the following manner:

- The repeated course and the original attempt will be counted in calculation of overall attempted hours; and
- The most recent grade received for the course will be included in the calculation of GPA.

Communication of Satisfactory Academic Progress Status
Although students will be notified in writing, should they fall below satisfactory academic progress standards, it is the student’s responsibility to know his or her academic standing in regard to this policy. Failure to receive notification does not disprove or reverse the termination of a student’s eligibility to receive financial assistance.

Students are responsible for monitoring their status online through GoldLink and for ALL communications sent to their Missouri Western email account. Students who do not elect to receive electronic communication from Missouri Western should contact the Office of Financial Aid for additional information.

Tuition and Fees
Tuition and fees are payable at registration. Any special payment arrangements should be coordinated with the Business Office, Eder 104. A complete listing of current tuition and fees plus payment due dates and options can be found at www.missouriwestern.edu/businessoffice (http://www.missouriwestern.edu/businessoffice).

Students who complete the registration process must agree to pay the University according to an agreed upon payment schedule with the Business Office. Students who fail to meet the terms of the agreement may entitle Missouri Western State University to:

1. declare the full balance plus late fees immediately due and payable by law.
2. refuse subsequent registration for any classes and/or drop current classes.
3. deny future enrollment in any payment plan.
4. withhold grades, diplomas or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses and other collection costs are paid in full.

Residency
It is the student’s responsibility to register under the proper residence and to pay the proper fees. Petition forms and rules of residency are available at www.missouriwestern.edu/registrar (http://www.missouriwestern.edu/registrar) or in the Registrar’s Office. A student requesting a change of residency classification for fee purposes must submit an appeal with the Registrar’s Office by the end of the first week of classes in order to be considered for the current term. The student will be required to complete a Residency Petition and furnish evidence in support of the claim.

Refund Policy
- Students who make schedule changes during the add/drop period will be charged for the added class and/or credited the cost of the dropped class.
- No refunds are given to students who make schedule changes after the add/drop period but remain in school.
- Students completely withdrawing from school within the add/drop period will receive a refund of tuition and fees assessed, based on the withdrawal refund schedule found in the appropriate term’s online Registration Guide, www.missouriwestern.edu/registrar/registration (http://www.missouriwestern.edu/registrar/registration). Withdrawal refunds are computed based upon the date the Registrar receives the completed/correctly executed withdrawal form. Withdrawal computations are not effective the date the student stops attending classes. The refund must be claimed during the semester in which the refund applies.
- Failure to attend classes does not constitute a withdrawal. Students must officially withdraw in the Registrar’s Office to be eligible for a refund.
- If after all charges/credits have been applied to the account the student is eligible for a refund, then the funds will be refunded directly to the student. If, however, payment has been made either partially or fully by financial aid (scholarships, grants, or loans) or another source (e.g., Vocational Rehabilitation), the excess funds will be returned to the financial aid source(s) up to 100 percent of the original aid amount. After restoring the financial aid or other source to its original amount, any excess of refund monies will be returned to the student.
- Students who feel that individual circumstances warrant exceptions from this policy may appeal in writing to the University Bursar.

Veteran Services
Missouri Western State University assists military members and veterans, their dependents and active duty service-members attending classes and receiving veteran benefits. The University is a Yellow Ribbon
Program participating institution and also participates in the Community College of the Air Force's (CCAF) General Education Mobile (GEM) program.

Missouri Western State University is in compliance with the requirement of PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702, as amended. Missouri Western will assess in-state tuition for eligible uniformed service veterans and their qualified dependents covered under Section 702. The School Certifying Official, located in the Financial Aid Office (Eder Hall, Room 103), coordinates the services for veterans including:

- certification of enrollment for educational benefits;
- referrals for tutorial assistance;
- referrals for counseling for financial, personal, vocational, and academic problems;
- veterans work study job information;
- information about changes in legislative regulations which affect veterans; and
- information about MWSU procedures.

The School Certifying Official also acts as a direct liaison between Missouri Western State University and the Veterans Administration Regional Office in St. Louis regarding payment of benefits. Additional information is available online at www.missouriwester.edu/finaid (http://www.missouriwester.edu/finaid).

### Academic Standards & Regulations

- Academic Programs (p. 12)
- General Degree Requirements (p. 13)
- Academic Standards & Grading (p. 15)
- Enrollment & Registration (p. 17)
- Rights & Responsibilities (p. 18)
- Consumer Information (p. 20)

### Academic Programs

#### Graduate Degrees Offered at Missouri Western

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<tr>
<th>Graduate Program</th>
<th>Degrees</th>
<th>Sponsoring Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA</td>
<td>Master of Applied Arts</td>
<td></td>
</tr>
<tr>
<td>MAS</td>
<td>Master of Applied Science</td>
<td></td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
<td></td>
</tr>
<tr>
<td>MIM</td>
<td>Master of Information Management</td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td>Master of Science</td>
<td></td>
</tr>
<tr>
<td>MSN</td>
<td>Master of Science in Nursing</td>
<td></td>
</tr>
<tr>
<td>CERT</td>
<td>Graduate Certificate</td>
<td></td>
</tr>
<tr>
<td>Applied Science: Chemistry</td>
<td>MAS</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Applied Science: Engineering Technology Management</td>
<td>MAS</td>
<td>Engineering Technology</td>
</tr>
<tr>
<td>Applied Science: Human Factors and Usability Testing</td>
<td>MAS</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Degrees</th>
<th>Sponsoring Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science: Industrial Life Science</td>
<td>MAS</td>
<td>Biology</td>
</tr>
<tr>
<td>Applied Science: Sport and Fitness Management</td>
<td>MAS</td>
<td>Health, Physical Education and Recreation</td>
</tr>
<tr>
<td>Assessment: Autism Spectrum Disorder</td>
<td>MAS/CERT</td>
<td>Education</td>
</tr>
<tr>
<td>Assessment: Teaching English to Speakers of Other Languages (TESOL)</td>
<td>MAS/CERT</td>
<td>Education</td>
</tr>
<tr>
<td>Assessment: Writing</td>
<td>MAS</td>
<td>English and Modern Languages</td>
</tr>
<tr>
<td>Business Administration: Enterprise Resource Planning</td>
<td>MBA</td>
<td>Craig School of Business</td>
</tr>
<tr>
<td>Business Administration: Forensic Accounting</td>
<td>MBA</td>
<td>Craig School of Business</td>
</tr>
<tr>
<td>Business Administration: General Business</td>
<td>MBA</td>
<td>Craig School of Business</td>
</tr>
<tr>
<td>Business Administration: Life and Animal Science</td>
<td>MBA</td>
<td>Craig School of Business</td>
</tr>
<tr>
<td>Digital Media</td>
<td>MAA/CERT</td>
<td>Communication and Journalism; Music; Art; Theatre, Cinema and Dance</td>
</tr>
<tr>
<td>Forensic Investigation</td>
<td>MAS/CERT</td>
<td>Criminal Justice, Legal Studies and Social Work</td>
</tr>
<tr>
<td>Information Management: Enterprise Resource Planning</td>
<td>MIM</td>
<td>Craig School of Business</td>
</tr>
<tr>
<td>Information Technology Assurance Administration</td>
<td>MS</td>
<td>Computer Science, Mathematics and Physics</td>
</tr>
<tr>
<td>Nursing: Health Care Leadership</td>
<td>MSN</td>
<td>Nursing and Allied Health</td>
</tr>
<tr>
<td>Nursing: Nurse Educator</td>
<td>MSN/CERT</td>
<td>Nursing and Allied Health</td>
</tr>
<tr>
<td>Professional Skills</td>
<td>CERT</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Technical Communication</td>
<td>CERT</td>
<td>English and Modern Languages</td>
</tr>
<tr>
<td>Written Communication: Technical Communication</td>
<td>MAA</td>
<td>English and Modern Languages</td>
</tr>
<tr>
<td>Written Communication: Writing Studies</td>
<td>MAA</td>
<td>English and Modern Languages</td>
</tr>
</tbody>
</table>
**General Degree Requirements**

**Programs of Study**

Every degree candidate must have on file in the Registrar's Office an approved Program of Study form. Students complete a Program of Study form with an advisor in the academic department in which the graduate program is hosted. The Program of Study form is valid for six years. A Program of Study form should be completed by the end of a student's first semester of graduate study.

In the process of earning a degree, students must complete requirements for that degree and any appropriate state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

Some degree programs require a capstone experience such as a thesis or project, internship, portfolio, comprehensive exam or external certification.

**Requesting a Change to a Program of Study**

Students may request a change in their Program Study in the following categories:

1. Change from certificate program to a master's degree
2. Declare a second graduate program of study (certificate or master's degree)
3. Change program of study from one degree program to another
4. Change from non-degree seeking to degree seeking

The student must meet all of the regular Graduate School admissions criterion as well as requirements for acceptance to the specified graduate program. Program specific requirements are given in the graduate program section of the Graduate Catalog or on the Graduate School web site: www.missouriwestern.edu/graduate (http://www.missouriwestern.edu/graduate).

A student with a declared certificate program of study which has an associated master's degree program may request acceptance into that degree. However, a student may not have both a certificate and master's degree program of study in the same area on file simultaneously. Upon acceptance into the degree program the certificate program of study will be dropped.

A student with an awarded Missouri Western graduate certificate program of study which has an associated master's degree program may request acceptance into the master's program and earn that degree.

A student with a declared or awarded Missouri Western master's level degree program of study which has an associated certificate program may not declare or earn that certificate.

A student with a declared program of study or awarded Missouri Western MAS-Applied Science degree may not declare or earn the Professional Skills certificate.

A student with a declared program of study or awarded Missouri Western master’s level degree may request acceptance into a certificate program which is not associated with the master's program.

For students seeking a "second degree option" within a degree program, such as MAS Applied Science, Assessment or MSN option areas, the student must complete at least "12 credits" of "unique" course work between the two option areas.

A completed Program of Study Form for the graduate program of interest should be submitted with the change of program form including signatures of approval from the Graduate Program Director and the Graduate Dean.

**Graduate Certificate Programs**

Missouri Western State University offers graduate certificate program in the following areas:

- Assessment: Autism Spectrum Disorder
- Assessment: TESOL
- Digital Media
- Forensic Investigation
- Nurse Educator
- Professional Skills
- Teaching of Writing
- Technical Communication

**General Requirements for Graduate Certificate Programs**

To earn a graduate certificate, students must:

- Complete the required courses for the certificate program;
- Earn a minimum of 15 credit hours (500 level and above);
- Earn an overall GPA of at least 3.0 with no more than 6 credits of C

**Graduate Degree Programs**

Missouri Western State University offers sixteen graduate degree programs, with majors in various academic fields. The graduate degrees offered are:

- Master of Applied Arts
- Master of Applied Science
- Master of Business Administration
- Master of Information Management
- Master of Science
- Master of Science in Nursing

The Master of Applied Arts (MAA) degree programs are generally focused in the fields of humanities and the arts, with the applied component adding specializations in the use technology or technical skills.

The Master of Applied Science (MAS) degree is considered a professional major degree and is recommended to anyone intending to enroll in continuing graduate study or work in the professional world of science or technical areas.

The Master of Business Administration (MBA) degree is a professional degree that provides both theoretical and practical training for a better understanding of general business management, accounting, marketing and finance practices.
The Master of Information Management (MIM) degree focuses on the management and administration of information systems with an emphasis on business and organizational applications.

The Master of Science (MS) degree is a traditional postgraduate degree usually focused in a science or technology fields often with a focus on research and solving technical problems.

The Master of Science in Nursing (MSN) degree is based on more concentrated and specialized areas of study in the Nursing profession and for students who want to pursue advancement in leadership or supervising areas of nursing or in the training of future nurses or developing nurses who want to become involved in educating future nurses.

General Requirements for Graduate Degree Programs
All Missouri Western masters programs must contain a minimum of 30 graduate credits. Graduate certificate programs must contain a minimum of 15 graduate credits.

Requirements for completion of each graduate degree or certificate are specified in the Program of Study.

A student must:
• Complete the course work specified in the degree or certificate’s Program of Study.
• Earn an overall GPA of at least 3.0 with no more than 6 credits of C
• Complete capstone experience if required in the Program of Study

Multiple Certificates or Master’s Level Degrees
A student seeking an additional certificate or master’s level degree or requesting to change to a new certificate or degree must meet the admission criteria for the new program and receive approval from the graduate program director and dean of the graduate school.

A student seeking an additional certificate or master’s level degree will be required to complete a minimum of 12 credit hours in approved, unique coursework. The student must meet all of the admissions requirements and receive approval from the graduate program coordinator and dean of the graduate school.

Transfer Credit
A maximum of 6 approved credits of graduate work can be transferred to Missouri Western from another regionally accredited university and counted toward a Missouri Western graduate degree. Upon approval of the graduate program director and Graduate Dean, more than 6 hours can be transferred under special circumstances (e.g., student already has a Master’s degree, or coursework was taken at another Missouri state funded institution). All transfer credits will be counted toward the graduate overall GPA.

To request acceptance of graduate credit from another college or university a Graduate Transfer Credit Form must be submitted to the Graduate School Office for approval.

The intent of transfer credits is to allow students who have completed coursework at other institutions prior to attending Missouri Western to count those credits. Courses taken at other institutions after admission to a Missouri Western graduate program generally will not be approved.

Satisfaction of MAS Professional Core with MBA Degree
Students who have completed an MBA from a regionally accredited college or university prior to matriculation to the Graduate School may request to the graduate program director and Graduate Dean that their completed MBA count for the entire MAS professional core, with the exception of MAS 695 Graduate Colloquium. This request must be made and approved prior to completion of the student’s first semester at Missouri Western.

Courses Taken While Non-Degree Seeking
A maximum of 6 graduate credits taken at Missouri Western while at non-degree seeking status may be counted toward a graduate degree, unless a student is accepted to an accelerated graduate program.

Application for Graduation
To be considered as a candidate for graduation, the student must declare candidacy by submitting an Application for Graduation to the Registrar’s Office. Applications are available in Eder 102 or at www.missouriwestern.edu/registrar/candidates (http://www.missouriwestern.edu/registrar/candidates). Payment is required at the time of application; applications are subject to late fees if submitted after the fifth day of the Fall/Spring semester and second day of the Summer term. To assure the candidates’ records are reviewed by the Registrar’s Office prior to the final semester the following deadlines must be observed:

| Fall graduation | July 1 |
| Spring graduation | October 1 |
| Summer graduation | March 1 |

Students must submit documentation showing that all requirements have been met (i.e. submission of transcripts with transfer work completed, exit exams, makeup of incomplete grades) within 60 days of the end of the semester in which they plan to graduate. Students who do not meet this deadline, must file a new Application for Graduation along with the required documentation.

Commencement
Commencement is held in December and May. Participation in commencement is voluntary on the part of the student.

Students who complete all degree requirements in the Fall will be eligible to attend the DECEMBER commencement ceremony. Students who complete all degree requirements in the Spring or Summer will be eligible to attend the MAY commencement ceremony. Exceptions must be approved by the Dean of the Graduate School.

Commencement attendance information is required on the Application for Graduation form found in the Registrar’s Office or at www.missouriwestern.edu/registrar/candidates (http://www.missouriwestern.edu/registrar/candidates).

Accelerated Graduate Programs
Accelerated graduate programs are designed to allow Missouri Western undergraduates to apply for early admission to the Graduate School and acceptance into a specified graduate program.
Accelerated programs allow accepted students to begin taking graduate coursework before completion of their undergraduate degree. An accelerated graduate program should allow a student to complete a master’s program 1-2 semesters earlier than is typical for a particular graduate program.

An accelerated graduate program will allow an accepted undergraduate student to begin taking course work toward a graduate degree during the senior year (after earning 90 undergraduate credits). Students must have a minimum overall undergraduate GPA of 3.0, and meet all of the requirements (except for completion of their undergraduate degree) for a degree seeking graduate student and any program specific requirements. An individual graduate program may have specific requirements for students to be accepted into an accelerated graduate program.

Undergraduate students accepted into an accelerated graduate program are exempt from taking a maximum of 6 graduate credit hours, and the restriction of only enrolling in 500 level courses.

Students accepted into an accelerated graduate program may take up to 12 credits of graduate course work (500 or 600 level) during the time in which they are recognized as a senior student. Undergraduates must complete all the requirements for and graduate with their bachelor’s degree before continuing on with additional graduate course work.

Failure to complete the bachelor’s degree during the accelerated period will result in a registration hold being placed on the student’s ability to enroll in additional graduate courses.

Graduate course work will be billed at the regular graduate tuition rate. It is the student’s responsibility to check with the Financial Aid Office about how enrollment in graduate course work may impact financial aid eligibility.

The Graduate School will consider applications from Missouri Western undergraduates for early acceptance into the graduate programs listed below.

- Master of Applied Science, Chemistry
- Master of Applied Science, Forensic Investigation
- Master of Science in Nursing, Health Care Leadership
- Master of Science in Nursing, Nurse Educator

Processes and required paperwork for acceptance into an accelerated program can be found in the Graduate Office or in the relevant academic department housing the graduate degree.

### Academic Standards & Grading

#### Grading System

Grades used in evaluating the work of students are as follows:

<table>
<thead>
<tr>
<th>Level of Performance</th>
<th>Letter Grade</th>
<th>Quality Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>A</td>
<td>4 per credit</td>
</tr>
<tr>
<td>Good (above average)</td>
<td>B</td>
<td>3 per credit</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2 per credit</td>
</tr>
<tr>
<td>Minimum (passing below average)</td>
<td>D</td>
<td>1 per credit</td>
</tr>
<tr>
<td>Failing</td>
<td>F</td>
<td>0 per credit</td>
</tr>
<tr>
<td>Incomplete (pending official grade)</td>
<td>I</td>
<td>0 per credit</td>
</tr>
<tr>
<td>Withdraw (no grade assessment)</td>
<td>W</td>
<td>0 per credit</td>
</tr>
</tbody>
</table>

#### Grade-Point Averages

Grade-point averages are used to determine class standing and eligibility for graduation.

The grade-point average (GPA) is a numerical ratio of credits and grade points received. The following are examples of the method of computing the grade-point average:

- A student receiving 16 credits of B has earned 48 grade points. The GPA is 48 ÷ 16 = 3.0
- A student receiving 16 credits of which 8 credits are B and 8 credits are C has earned 40 grade points. The GPA is 40 ÷ 16 = 2.5

Credits earned in courses in which a grade of CR is given are not included in the computation of the GPA. When a course is repeated, only the last grade is included in the calculation. Grades of I or W do not represent credit earned and are not included in the computation of the GPA. When a grade of F is received, the credits are included in the computation of the GPA.

#### Pass-Fail Grading

Courses evaluated by pass-fail criteria receive the number of credits for that course with a grade of CR. A failure will result in a grade of F and no credit. Credits earned in courses that are stipulated in the catalog as being graded on a pass-fail basis will not be used in computing grade-point-averages for honors.

#### Grade Change

A course grade change must be approved by the instructor, program director and dean. The approved grade change must be submitted to the Registrar prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

#### Incomplete Grades

Under certain circumstances, during the final grading process an Incomplete Grade Contract may be completed, approved and signed by the instructor, student and graduate dean. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied and the student is receiving a passing grade in said coursework.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an "F". Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the "F" (see Grade Change policy).

The Incomplete Grade Contract with all signatures must be submitted to the Registrar’s Office by the last day to submit final grades for the term which the incomplete grade is being requested. No Incomplete Grade
Contracts will be accepted after this date. Copies of the contract should be made and given to the instructor, student and program director.

Transcripts and Records of Academic Work

Official transcripts will have a certifying signature, date of issue, and university seal. Requests for official transcripts must be made online through the student's GoldLink account or at www.missouriwester.edu/registrar/transcripts (http://www.missouriwester.edu/registrar/transcripts) and requires the student's signature. A fee will be charged. Official transcripts will not be issued to or for students who have a debt with the university until such indebtedness has been paid in full, or to students who have failed to complete required entrance and/or exit requirements. Unofficial transcripts may be obtained by a student through their GoldLink account from the Missouri Western website. Unofficial transcripts may not be accessed by students who have a debt with the university until such indebtedness has been paid in full, to students who have failed to complete required entrance and/or exit requirements, or to students with coursework prior to 1985. Questions about unofficial transcript restrictions may be directed to the Registrar’s Office at 816-271-4211 or Eder Hall 102. Student transcripts received from other colleges and universities become the property of Missouri Western, and are not reissued to the student or to another institution.

Academic Probation and Dismissal

A graduate student will be placed on academic probation if the overall graduate GPA falls below a 3.0.

If placed on probation, the student must earn a GPA of 3.0 or higher in the next semester (including Summer) in which the student registers for classes. A student will continue on probation until the overall GPA is raised to 3.0 or higher or is dismissed for reasons described below.

Dismissal from the Graduate School occurs when a probationary student:

- Fails to earn a term GPA of 3.0 or higher in the next enrolled semester (including Summer); OR
- Has three consecutive semesters (including Summer if enrolled) of probation status.

A student who is not on academic probation may also be dismissed from the Graduate School if the student earns two or more grades below a C in a single semester.

Student who are dismissed may re-apply for admission following a one year lay-out, subject to graduate program review and approval.

Appealing an Academic Dismissal

Students who believe that the causes of their dismissal merit special consideration may submit a letter of appeal challenging their dismissal. The deadline date for appeals is stated in the official notice of dismissal that is emailed to the student’s campus email address and sent to the current mailing address reported by the student. Appeals received after the deadline stated in the notice of dismissal will not be considered. The Academic Regulations and Standards Committee will review all appeals. The Committee may reinstate a student based on documented circumstances beyond the student’s control. It is the student's responsibility to complete a Dismissal Appeal form and provide documentation clarifying how the circumstances that caused poor performance have been addressed. More information can be found at www.missouriwester.edu/registrar/probation (http://www.missouriwester.edu/registrar/probation).

Readmission After Dismissal

Graduate students who have been dismissed may not attend MWSU for one year unless the Academic Regulations and Standards Committee grants their appeal. Students applying for readmission after completing a required dismissal period must file a new application with the Admissions Office. Students readmitted after dismissal will enter on academic probation.

Final Exam Policy

The final exam schedule will be published by the Registrar’s Office prior to each semester and the designated period will be used either for administration of a final exam or for other appropriate course terminating activities. All courses, including 1 and 2 credit hour courses, will have final exams in their regular classrooms during final exam week according to the published schedule. It is the responsibility of both students and faculty to comply with the final exam policy. Final exam guidelines are listed below:

- Final exam periods are 2 hours with 1 hour between periods.
- Final exam information will be documented in the course syllabus.
- Classes which begin at a time not listed on the final exam schedule will observe the final exam time of the closest previous class time listed.
- Classes which meet at different hours (for example, 9:00am on Monday/Wednesday and 10:00am on Thursday) will hold the final exam based on the first hour and day listed.
- Classes with linked lecture and laboratory sections will observe the final exam period based on the section that carries the credit hours.
- Classes which meet at 4:30pm or after will hold final exams at their regular class time during the final exam week. Those evening classes with two meetings per week will use the first meeting for the final exam with the second meeting used at the discretion of the instructor.
- Blended classes (B1=Online 1%-69%) which have weekly meeting times will hold final exams in their regular classrooms according to the published schedule.
- Blended classes (B2=Online 70%-99%) and 100% online classes will hold final exams during the final exam week according to the course syllabus.
- Saturday classes will hold final exams at their regular class time during the final exam week.
- Off-Schedule classes will hold final exams on the last scheduled class meeting.
- First 8-week classes will hold final exams on the last scheduled class meeting.
- Second 8-week classes will hold final exams according to the designated time during the full-semester final exam week.
- Summer classes will hold final exams on the last scheduled class meeting.
- Any student who has three or more final exams scheduled on the same day may make arrangements with instructors of those courses to reschedule one final exam to another day during the final exam week. The student may appeal to the appropriate dean for assistance, if needed. That appeal should be made no later than one month prior to the last day of the final exam week.
• If a final exam is canceled for inclement weather every effort will be made to make the exam up prior to the end of the published final exam week. Communication regarding any final exam schedule adjustments will be made via the Missouri Western website and through the Griffon Alert system.

Enrollment & Registration

Credit Units
The unit of credit is the semester hour, which represents a period of weekly study for a semester. The number of credit hours is shown in parentheses after the course title within the course description.

Course Numbering System
Graduate courses will have a designated 500 or 600 level number.

500-level designation will be used for graduate courses which allow for the possibility of having a cross-listed 400 level equivalent undergraduate course. 500 level graduate courses must have additional academic components required beyond the 400 level cross-listed course as described in the course syllabus.

The 600 level designation is used for graduate-only courses.

Whether or not the course description lists it as a prerequisite, all graduate level courses (500+) can only be taken by students admitted to the Graduate School. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 level) for graduate credit during only the last two semesters before receiving the bachelor’s degree, provided they are admitted as Non-Degree Seeking Students (For more information see the section on Non-Degree Seeking Students.)

Each course bears a number that identifies its level, as follows:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-599</td>
<td>Graduate-level courses (senior level undergraduates may apply to enroll in 500 level courses)</td>
</tr>
<tr>
<td>600-699</td>
<td>Graduate-level courses</td>
</tr>
</tbody>
</table>

Departments may offer special topics courses without prior approval of the Graduate Council in order to experiment with innovative methods, content or to take advantage of visiting faculty. Course numbers 596-599 and 696-699 are reserved for assignment to special topics courses. These offerings require approval by the Provost/Vice President for Academic Affairs.

Description of Course
All courses and detailed description are listed within the offering academic department. Before the opening of each term, a class schedule is available on-line at griff.vn/schedule (http://www.griff.vn/schedule) which lists the specific courses to be offered that term with the time of meeting, the building, and the room number. The University reserves the right to cancel, without notice, any course listed in the catalog or in the class schedule for any term.

Semester Designation
Each course indicates the semester(s) in which it is normally offered, however course availability is subject to staffing changes and student enrollment.

Graduate Student Course Load
Graduate students admitted as degree seeking or who have provisional admission are required to take a minimum of one graduate course per academic year (Fall, Spring, Summer). International students are required to be full-time.

Academic Status
For the purpose of academic status at Missouri Western, the following will be applied to graduate students:

During each regular academic semester
- 8 or more credits = full time student
- 5-7 credits = half-time time student
- Less than 5 credits = part-time student

During each summer academic semester
- 5 or more credits = full time student
- 3-4 credits = half-time time student
- Less than 3 credits = part-time student

Maximum Course Load
Graduate students are allowed to take a maximum of twelve credits per academic semester. To enroll in more than 12 credits in one semester the student must submit a Request for Overload form, with approval of the academic advisor and program director, to the Graduate Dean for final decision.

Registration and Change of Class Schedule
Refer to the on-line class schedule at griff.vn/schedule (http://www.griff.vn/schedule) for detailed information on registration.

Currently enrolled students are encouraged to register early for classes. An alternate PIN is required for registration. The start of the registration period is announced in the academic calendar at www.missouriwestern.edu/acadaff/calendars (http://www.missouriwestern.edu/acadaff/calendars) and student's are sent communications to their Missouri Western email account.

New and returning students will be notified by the Admissions Office of dates for registration. More information can be found in the class schedule at griff.vn/schedule (http://www.griff.vn/schedule) and in the appropriate term's online Registration Guide, www.missouriwestern.edu/registrar/registration (http://www.missouriwestern.edu/registrar/registration).

Registered students may, at anytime prior to the first day of the term, drop any or all classes resulting in a reduced fee assessment. Registered students may also add or drop classes according to the add/drop schedule found in the appropriate term’s online Registration Guide, www.missouriwestern.edu/registrar/registration (http://www.missouriwestern.edu/registrar/registration). A special fee is assessed for adding or dropping classes once the term has started.

Late Registration is held once classes have begun. The Late Registration Schedule can be found in the appropriate term’s online Registration Guide, www.missouriwestern.edu/registrar/registration (http://www.missouriwestern.edu/registrar/registration). Degree-seeking status
may only be declared on the first day of Late Registration. A special fee is assessed for Late Registration.

Alternate PIN
A 4-digit Alternate Personal Identification Number (PIN) is distributed by advisors and academic departments to currently enrolled degree seeking students for the purpose of registration. The Alternate PIN changes before each registration period.

Withdrawal from the University
Prior to the official first day of the term, students may drop all classes on-line or by notifying the Registrar’s Office in writing. As of the first day of the term students who, for any reason, find it necessary to completely withdraw from the University are required to notify the Registrar’s Office, Eder Hall 102, in writing (include name, student I.D. number, last date of attendance, signature and contact information). The effective date of withdrawal will be the date on which the written notification is received by the Registrar’s Office. After the withdrawal deadline a student must petition the Admissions and Graduation Committee, through the Registrar’s Office, to withdraw from all or individual classes. Only documented situations, beyond the control of the student will be considered. Failure to submit a formal request for a withdrawal will result in the student receiving failing grades.

Repeating Courses
Students are permitted to repeat any course. (When a course is repeated, the original grade remains on the transcript but is excluded (E) from the GPA calculation and the most recent grade is included (I) in the GPA. Topics and related format courses which change in content on a semester to semester basis do not apply in this regard.

Auditing a Class
Graduate level courses cannot be audited or taken for Credit/No Credit or the A/CR/U option. Thesis courses, however, can be taken Pass/Fail.

Rights & Responsibilities

Family Educational Rights and Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any educational program administered by the U.S. Secretary of Education is bound by FERPA requirements.

Students have the following inherent rights under FERPA –

1. Control the disclosure of their “education records” to others.
2. Inspect and review their “education records”.
3. Seek amendment to their “education records”.
4. File a complaint with the Department of Education.

Once students are enrolled at MWSU, FERPA rights transfer to the student, regardless of the student’s age.

In the absence of an official request, information contained in a student’s records remains confidential between the student and MWSU and will not be released to third parties without the consent of the student, with the following exceptions:

- as directory information;
- to school officials with legitimate education interest;
- to schools which the student is seeking admission;
- to organizations conducting studies of or on behalf of educational institutions;
- to federal, state or local education authorities;
- in connection with the receipt of financial aid;
- to accrediting agencies;
- to comply with a judicial order or subpoena;
- in health or safety emergencies;
- results of a disciplinary hearing to an alleged victim of a crime of violence;
- to parents of students under the legal drinking age if caught possessing or using alcohol or drugs.

Missouri Western State University defines directory information as:

- name;
- mailing address;
- phone numbers;
- campus e-mail address;
- date of birth (month/day);
- major or field of study;
- dates of attendance;
- enrollment status;
- anticipated graduation date;
- classification;
- degrees awarded;
- honors awarded;
- previous institutions attended;
- participation in activities/sports;
- weight/height of athletes.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar’s Office (Eder Hall 102). A hold will not apply retroactively and will remain valid until the student submits notification in writing, stating otherwise. Missouri Western assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

Request for records inspection should be directed to the official in charge of maintaining the record. The personally identifiable educational records of each student and former student maintained by the university are open for inspection by the student, except in limited cases where privacy, confidentiality, or professional privileges of another person is involved.

The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance that the record is inaccurate. If desired, the student may submit a written explanation of a record’s content, which then becomes a part of the record. Additional information regarding FERPA may be obtained from the Registrar’s Office, Eder 102 or the University’s Risk Manager, Popplewell 119.
University E-Mail/Portal Use Policy
Missouri Western State University has designated the MWSU e-mail system and the Missouri Western GoldLink electronic portal (goldlink.missouriwestern.edu) as official methods of communication to students, faculty, and staff. Each student, faculty, and staff member receives a MWSU hosted e-mail account and network login/password. This e-mail account is the primary resource used for MWSU communications between students, faculty, and staff. Official notices and information regarding the University will be sent through the MWSU e-mail system and/or posted on the Missouri Western GoldLink electronic portal.

The University has determined that use of the MWSU e-mail system and the GoldLink portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their e-mail accounts and access GoldLink at least once per week. Faculty and staff are expected to check their e-mail accounts and access GoldLink every 1–2 business days during active work periods.

Typical e-mail communications sent by MWSU include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the Missouri Western GoldLink portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system. It is the responsibility of students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access these electronic communication mediums to stay informed of the activities of MWSU and to communicate in a timely manner.

Preferred Name Policy
The Preferred Name Policy at Missouri Western State University allows students to change their first names in most university information systems without pursuing a legal name change. The University hopes to give students an empowering, safe and nondiscriminatory university experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, students known by names that are different from their legal names, etc. The complete policy and procedures on how to make a name change can be found at www.missouriwestern.edu/registrar/namechange (https://www.missouriwestern.edu/registrar/namechange).

Access to Personal Information
Students may access university and personal information by logging into their GoldLink account at goldlink.missouriwestern.edu (https://goldlink.missouriwestern.edu). A unique username and password will provide secure entry to view grades, schedule of classes, unofficial transcript, financial statements, address, and other personal and confidential information. Students who lose their password may visit the GoldLink login page for instructions to reset their password. The username and answers to unique and personal security questions will be required in order to receive a new password.

Academic Advisement
Academic advisement of students is an integral part of academics at Missouri Western. All degree-seeking students are assigned an advisor who helps provide information regarding degree requirements, semester class selection, and career direction. Most graduate programs require academic advising each semester.

Advisors will recommend completing developmental courses during the first semesters enrolled at Missouri Western. This will allow students to move into their general studies courses and help complete acceptance requirements needed for many MWSU degree programs. Degree-seeking graduate students who are required to take prerequisite coursework (undergraduate courses or graduate courses not listed on a program of study) must follow the university admissions criteria to be enrolled in such coursework their first semester at Missouri Western. Further, the student will be expected to complete those same courses continuously during subsequent semesters.

As part of the procedure for the academic advisement/preregistration system at Missouri Western, students will meet with their respective advisors each semester to work out their schedules for the next semester of study. However, students are encouraged to meet with their advisor on a regular basis to develop the type of meaningful advisor-student relationship that we at Missouri Western prize as one of the hallmarks of our institution.

All degree-seeking students should declare a program of study for graduates degrees or certificates during the first semester of course work. Owing to the nature of the graduate certificates and two-year masters degrees, students in these programs are advised to consult with the graduate program directors of the appropriate program as early as possible.

Declaring a Program of Study
A student officially declares a program of study by completing a Program of Study Form with an advisor in the academic department where the program is housed. The completed document(s), with appropriate signatures, must be received in the Registrar's Office in order for the process to be complete. The program of study form should be filed during the first semester of course work.

The university catalog in effect at the time of completion of the appropriate Program of Study form will be used to determine course requirements. The degree program remains effective for no more than six years following its approval date. Students are responsible for the requirements of their educational programs and should work closely with their advisor to see that those requirements are met.

In the process of earning a degree, students must complete requirements for that degree and any necessary state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

Current Program of Study Forms can be found through the website of the appropriate academic department or www.missouriwestern.edu/registrar (http://www.missouriwestern.edu/registrar).

Class Attendance
Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.
Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs to make certain disclosures to students. Additional information pertaining to the consumer information topics listed below may be found online at www.missouriwestern.edu/sci (http://www.missouriwestern.edu/sci).

- Academic Programs and Accreditations
- Alcohol and Other Drug Policy
- Annual security report (Clergy Act)
- Annual fire safety report
- Availability of Financial Assistance
- Complaint Resolution
- Constitution Day
- Copyright Infringement and Peer-to-Peer File Sharing Policies and Sanctions
- Cost of Attendance
- Equity In Athletics Disclosure Act (report on athletic program participation rates and financial support data.
- Family Educational Rights and Privacy Act (FERPA) - rights regarding inspection, review and consent to disclosure of personally identifiable information.
- Federal Student Financial Aid Penalties for Drug Law Violations
- Financial Aid Application procedures and methods by which financial aid is disbursed
- Graduation and Retention Rates (Student Right-to-Know Act)
- Graduation or completion rates and transfer-out rates of undergraduate student athletes
- Placement of and types of employment obtained by graduates of Missouri Western's degree and certificate programs.
- Placement of and types of employment obtained by graduates of Missouri Western's graduate certificate programs (Gainful Employment)
- Refund Policy, Requirements for Withdrawal and Return of Title IV Funds
- Retention rate as reported to IPEDS
- Rights and responsibilities of Title IV aid recipients
- Services for Students with Disabilities
- Standards for maintaining Satisfactory Academic Progress (SAP)
- Student Body Diversity
- Textbook Information/Required Course Materials
- Vaccination Policies
- Voter Registration Information

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination, Section 504 of the Rehabilitation Act of 1973 in regard to disability discrimination and the Age Discrimination Act of 1975 as to age discrimination, as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disabled, Missouri Western State University follows a policy of nondiscrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX Coordinator is Adam McGowan, Student Affairs and the Equal Opportunity Officer is Sara Freemyer, Director of Human Resources. The Section 504-ADA Coordinator is Michael Ritter, Disability Service Coordinator.

For additional information, including requesting a paper copy of any materials, please contact the appropriate office.

Academic Services & Support

- ATLAS (Advising, Tutoring, Learning, & Academic Support) (p. 20)
- Study Abroad & Exchange Programs (p. 20)
- Library (p. 21)
- Instructional Media Center (p. 21)

ATLAS (Advising, Tutoring, Learning, & Academic Support)

The ATLAS unit is comprised of the Center for Academic Support, Student Success & Academic Advising Center, and Freshman Seminar. ATLAS provides pathways to foster student academic and individual success. Our vision is to work as a unit, helping students navigate their educational journal through advising, tutoring, learning, and academic support.

Center for Academic Support

(816) 271-4524
www.missouriwestern.edu/cas (http://www.missouriwestern.edu/cas)

The Center for Academic Support is dedicated to helping students excel in college. The primary goal of the Center is to complement students’ classroom instruction by providing support in the following areas:

1. tutoring in general studies math, from MAT 081 Foundations for University Mathematics I through MAT 167 Calculus with Analytic Geometry I;
2. tutoring in writing for any course on campus;
3. content tutoring for most courses on campus.

The Center also sponsors study groups, Supplemental Instruction (SI), and special sessions such as graphing calculator workshops. The Center’s services are designed to assist students in both their general studies and upper division courses.

Staffed by full-time professionals and trained student tutors, the Center emphasizes individualized attention and flexible services. Most students receive one-on-one tutoring, while others work in small groups or independently with computer software, books and other materials. The Center’s website contains numerous handouts that students can download, a list of available content tutors, information about the staff, and a detailed explanation of services and hours.

The Center for Academic Support is located in Hearnes Center 213. The services, materials and programs the Center has to offer are free to Missouri Western students. For more information or to make an appointment, call the CAS.

Study Abroad & Exchange Programs

(816) 271-4194
www.missouriwestern.edu/studyabroad (http://www.missouriwestern.edu/studyabroad)
The Office of Study Abroad and Exchange Programs exists to offer Missouri Western students the opportunity to enrich their educational experience by studying away from the St. Joseph campus. This is achieved through institutional affiliation with several international universities and domestic organizations that provide study abroad and exchange opportunities around the world. In addition, the Office of Study Abroad and Exchange Programs sponsors several study abroad opportunities each year that are taught by Missouri Western faculty. Study abroad and exchange programs vary in length, but can last as little as a few days or extend to an entire academic year.

Students wishing to participate in a study abroad or an exchange program are encouraged to contact the Office of Study Abroad and Exchange Programs in Spratt 105. The email address is studyaway@missouriwestern.edu.

**Library**

The MWSU Library has a variety of resources and services that meet the learning and research needs of the students, faculty, and staff. The collection contains print and electronic resources in a variety of subject areas. In addition to the 228,000 volumes housed in the library, students have access to over 25 million items through the Missouri Consortium of Academic Libraries (MOBIUS). Professionally trained librarians provide individual assistance and classroom instruction. Research assistance is available by walk-in, email, chat, or Book-a-Librarian for personalized assistance.

Group and individual study rooms are available for collaboration or quiet study. A general use computer lab is housed in the library. Laptops are also available for use in the library. MWSU library provides a variety of seating and study spaces as well as a coffee bar. The library is a popular destination for research, study, meetings, and group work.

**Instructional Media Center**

The IMC provides Missouri Western’s faculty and students with computer and video-based technology and services to enhance educational outcomes. The IMC provides equipment, equipment maintenance, production and design services, programming, training, and consulting. The IMC also serves non-academic sectors of the University and the community. Below are summaries of the functional units of the IMC.

For assistance, please call (816) 271-5880, visit the IMC in Hearnes 149 or refer to www.missouriwestern.edu/imc (http://www.missouriwestern.edu/imc).

**Classroom Services** facilitates the use of multimedia presentation technologies in all university classrooms and meeting rooms, consults on university projects involving computer-based technologies, and provides a variety of instructional technology services to faculty and students.

**Instructional Design and Web Development Services** provides training and support to help faculty design, create and implement online courses and computer-based instructional modules for face-to-face courses, with the goal of enhancing educational outcomes. This unit is also responsible for the University’s Web site, and provides Web-based applications programming, reporting and database services.

**Video Services** provides a variety of video-based services to assist in the development and delivery of courses, programs the University’s television systems, provides videoconferencing services, and participates in the development of University video-based products (e.g., promotional videos, video capture of University events).

**Academic Computing Services** provides oversight for academic computing labs, including supervision of student monitors and maintenance of lab software and supplies.

**Engineering Services** is responsible for the design, installation and maintenance of computer-based equipment in classrooms, labs and meeting rooms, and provides engineering assistance to the other areas of the IMC.

**Adaptive Technology** provides a wide array of services and tools to enhance the learning and teaching experiences of students and faculty with disabilities.

**Cinema Equipment Cage** is responsible for checking out, organizing and maintaining cinema equipment used by faculty and undergraduate and graduate students.

**Graphics Services** develops animations and graphics for IMC projects.

**Student Services**

- Health and Wellness (p. 21)
- Student Development (p. 22)
- Other Services (p. 24)

**Health and Wellness Counseling Center**

Free counseling is available to assist students in becoming oriented to college, making a career choice and resolving personal difficulties. Areas of difficulty for which students frequently seek counseling include poor concentration, test anxiety, performance anxiety; sexual assault healing, self-esteem struggles, depression, time management, stress management and relationship problems. Visits to the Counseling Center are strictly confidential and information from counseling sessions will not be shared on campus or off campus without the written consent of the student. There is no charge for counseling services. The Counseling Center is located in Eder Hall 203. For more information see www.missouriwestern.edu/counseling (http://www.missouriwestern.edu/counseling) or contact (816) 271-4327.

**Accessibility Resource Center (Disability Student Services)**

Students with disabilities are provided accommodations and services as mandated by the Americans with Disabilities Act (1990). These services are tailored to their particular disability as stated in their documentation (must be from the last three years). Services may include testing in a quiet room with extended time, peer note takers, accessible seating in the classroom, interpreters for the hearing impaired and use of adaptive equipment (including a reading machine, voice-activated computers, etc.).

Students who are registered with this office provide each of their professors with a confidential form at the beginning of each semester that details what services they are provided based on their disability. Additional information may be found at www.missouriwestern.edu/arc
**Esery Student Health Center**

Esery Student Health Center is located on the second floor of Blum Union in Room 203. A nurse practitioner and nursing staff are available to provide assistance with health care needs through diagnosis and treatment, immunizations, health counseling and specialist referral services. The Health Center also offers a variety of educational pamphlets and health information. Health records are maintained with strict confidentiality.

The following is Missouri State Mandated and is required for all students:

1. Tuberculosis Screening Questionnaire

The following is Missouri State Mandated and is required for students living on campus:

1. Tuberculosis Screening Questionnaire
2. Meningococcal (Meningitis), given at 16 years of age or older

The link to complete the Tuberculosis Screening Questionnaire, required forms, as well as the MWSU health policy is available at www.missouriwestern.edu/HealthServ (http://www.missouriwestern.edu/HealthServ). Records may be mailed or faxed to Esery Student Health Center, (816) 271-4498 or emailed to health@missouriwestern.edu.

International students who do not plan to live on campus should complete the Tuberculosis Risk Assessment, the Health History Form and the Immunization Documentation Form and submit them to:

Esery Student Health Center
4525 Downs Drive – Blum 203
St. Joseph, MO 64507.

The Esery Health Center is open 8:00-4:30, Monday through Friday. Contact the Health Center at (816) 271-4495 for information regarding nurse/nurse practitioner hours and appointments or any other questions.

**Recreation Services**

MWSU Recreation Services Department includes the Looney Complex, Baker Fitness Center and outdoor amenities on campus.

The Looney Complex includes the arena, old gymnasium and pool. A full intramural sports recreation program is offered in Looney to enrolled college students and Missouri Western personnel. The program includes individual, dual, team and special events for men, women and coeds. The intramural program encourages the development of mental, physical, emotional and social health. In general, Missouri Western State University provides the opportunity for every individual, regardless of ability to realize the fun of participation in a favorite sport or activity at various levels of competition. For more information, visit our website: www.missouriwestern.edu/recreation (http://www.missouriwestern.edu/recreation).

The Baker Fitness Center includes the Nautilus Nitro weight machines, Hammer Strength weight machines, Dumbbells, Multi-Functioning Weight Station, Dual Pulley machine, Smith Machine and various benches with free weights for lifting. The Baker Fitness Center also offers LifeFitness Treadmills, Ellipticals, Bicycles, Stair Climbers, a Concept II Rowing machine and Cybex Arc Trainers. Fitness Classes for students are offered for free during the Fall and Spring semesters in Baker. Students, Faculty and Staff can access Baker with a valid MWSU ID; some membership restrictions apply. Membership information can be found at www.missouriwestern.edu/recreation/fitnesscenter (http://www.missouriwestern.edu/recreation/fitnesscenter).

Outdoor amenities on the beautiful MWSU campus include the Trap Range, Disc Golf Course, Wood Chip Trail and Intramural practice field. The Trap Range is located on the west portion of campus and is open approximately April 1 to November 1. The Disc Golf Course has 18 holes located behind the Baker Fitness Center. More information on the course can be found at the Missouri Western DG Course Review (https://www.dgcoursereview.com/course.php?id=1568&amp;mode=ci). The Wood Chip Trail is 1.9 miles long with the start/end back behind Baker. The Intramural Practice Field is located behind Leaverton Hall. For a campus map, please visit: www.missouriwestern.edu/recreation/directions-and-parking/campus-map (https://www.missouriwestern.edu/recreation/directions-and-parking/campus-map)

**Student Development**

**The Center for Multicultural Education**

The Center for Multicultural Education (CME) envisions a campus that is dynamic, challenging and welcoming to its diverse constituents. Toward this end, the CME will enhance student, faculty and staff understanding and appreciation of peoples, traditions and cultures, while promoting academic inquiry and self-reflection. As it is committed to developing leaders who are culturally competent and poised to create environments and communities that encourage, respect, and celebrate diversity, you will find the CME has an exciting and vibrant atmosphere.

The CME invites students to get involved by attending programs, volunteering on planning committees or visiting the office to discuss college success tips or dialogue about current issues on campus and in the community. The CME also offer community service opportunities in the St. Joseph area and beyond, throughout the year.

The Center for Multicultural Education is located in the Blum Student Union, Room 207. Visitors are always welcome. For more information contact The Center for Multicultural Education at www.missouriwestern.edu/cme (http://www.missouriwestern.edu/cme) or call (816) 271-4150.

**Career Development Center**

The Career Development Center is a centralized, comprehensive operation offering career preparedness services to students at the St. Joseph and Northland campus locations. MWSU’s Griffons for Hire Career Management Portal is the official 24/7/365 online career and employment system to which all students have access. The portal provides students career readiness and workforce development resources at their fingertips.

Trained professional staff and student Career Mentor staff facilitate career services including; seminars, workshops, events, assessment instruments and discussion in the areas of career skills, job search strategies and contemporary business and social networking etiquette to meet the needs of the global workforce. Please visit us in Eder Hall, Suite 202, see www.missouriwestern.edu/careerdevelopment (http://www.missouriwestern.edu/careerdevelopment) or contact (816) 271-4292.
Student Employment Program

The Student Employment Program is comprised of the Griffons for Hire Career Management Portal and the Campus-Based Community Experience Program, Learn Serve Change the World. The Student Employment Program is a unit with the Career Development Center located in Eder Hall, Suite 202. Please call (816) 271-4292 or view the website at www.missouriwestern.edu/careerdevelopment/ (http://www.missouriwestern.edu/careerdevelopment).

Center for Student Involvement (Student Life)

The Center for Student Involvement offers campus involvement and engagement opportunities to all students. Student organizations are offered in the areas of academic/departmental, cultural/ethnic, governance, Greek life (fraternities & sororities), honorary/scholastic, political/advocacy, religious, service, sports and recreation, and special interest. Students not finding an organization that meets their interests are invited to form a new student organization. The process for starting new student organizations can be obtained in the Center for Student Involvement. Additionally, the Barbara Sprong Leadership Challenge and the Student Organization Leadership Institute serve to prepare Missouri Western’s top students for leadership roles at Missouri Western and upon graduation.

To find out more, visit us in the Blum Student Union, Room 207, phone (816) 271-4159, or find us at www.missouriwestern.edu/csi (http://www.missouriwestern.edu/csi).

Nontraditional/Veterans/Commuter Student Center

Nontraditional, Veterans and Commuter Student Center provides support and assistance for nontraditional students, veterans, and for those students who are commuters to Missouri Western’s campus. The Center is located in Eder Hall 200. For more information refer to www.missouriwestern.edu/nontrad (http://www.missouriwestern.edu/nontrad) or contact (816) 271-4281.

International Recruitment & Student Services

The office provides ongoing support for all international students at Missouri Western. Dedicated staff hold an orientation for incoming international students and are available for F1 and J1 visa immigration advisement and other non-academic related services. The office also promotes cultural understanding, global perspective and learning opportunities through a variety of events on campus including but not limited to the Global Hot Topic Series, International Education Fair, and International cuisine food tasting. The office provides mentorship and guidance to the International Student Association. Contact the office for volunteer opportunities, program initiatives, partnerships, co-sponsorships, and/or general international student recruitment/admission guidance. Call (816) 271-5981, or visit Blum Union, Room 210. www.missouriwestern.edu/international (http://www.missouriwestern.edu/international).

Residential Life

Residential Life is an integral part of the academic and educational mission of the University. The department provides a variety of living options and joins with students to create and maintain safe, supportive communities that promote the development of life and leadership skills. We further provide meaningful experiences and opportunities for student growth through activities and programs that recognize, address, and appreciate the needs, interests, and diversity in our population.

We are committed to continuous improvement in the quality of the residential experience. In order to fulfill our mission, the Office of Residential Life employs a variety of professional and student staff including Master's degree-level professionals as the Director, Assistant Director, and Residence Hall Directors; and Resident Assistants, whose purpose is to assist residents in their success at Missouri Western. If you would like to learn more about campus living, please contact the Office of Residential Life, located in the Commons Building, at (816) 383-7100, or at www.missouriwestern.edu/reslife (http://www.missouriwestern.edu/reslife).

Blum Student Union

The Student Union is the campus center for co-curricular programs and activities. The Union houses many services for students, including the Campus Cupboard, Barnes and Noble Bookstore, Starbucks coffee, Western Dining Hall, Food Court (Chick-Fil-A, Zoca, and Subway), Catering Services, student computers & printing services, lost & found, parking permits, technologically advanced event facilities, ATMs, technology charging stations, the Kelley Commons, and student commons areas. The following offices are located in the Student Union: Vice President for Student Affairs, Center for Student Involvement, Center for Multicultural Education, Missouri Western State University Police Department, Esry Student Health Center, Griffins Give Back, International Recruitment and Student Services, Student Governor, Student Government Association and the Western Activities Council.

Student Conduct

The University has established rules and policies that all students, as responsible members of the learning community, are required to follow in order to provide and maintain an effective environment for learning. Students are expected to fully respect the rights of others and to observe university rules and regulations as well as city, state and federal laws.

The Student Handbook (www.griff.vn/handbook (http://www.griff.vn/handbook)) contains specific information concerning student conduct and related disciplinary action, which may include dismissal in case of serious infraction. For more information, call (816) 271-4432.

Student Government Association (SGA)

Students of Missouri Western State University are encouraged to take part in the Student Government Association, the governing body for students. SGA is comprised of the Legislative Branch, Judicial Branch, and the Executive Branch. The Mission Statement of SGA is: The Student Government Association (SGA) at Missouri Western is committed to being an advocate for the student body, enhancing campus life and promoting the image of the University. SGA holds itself to the highest standards of: Service, Enthusiasm, Respect, Quality, Freedom, and Courage. As SGA, we lead with integrity, listening to the students and serving Missouri Western State University. Visit www.missouriwestern.edu/sga (http://www.missouriwestern.edu/sga) for more information, call (816) 271-4164, or drop by Blum Union, Room 217.

Title IX Coordinator

Missouri Western State University is committed to providing a learning, working, and living environment that promotes personal integrity, civility,
and mutual respect in an environment free of discrimination on the basis of sex. Missouri Western considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

The Title IX Coordinator oversees the University’s compliance with Title IX by managing the investigation of complaints of sex discrimination, providing information on services and resources for students who have faced sexual discrimination and for those accused, and facilitating campus training initiatives on prevention. For more information on Missouri Western’s Title IX Policies and Procedures and available resources please see www.missouriwestern.edu/titleix (http://www.missouriwestern.edu/titleix) or call (816) 271-4432.

University Bookstore

All required textbooks are available at the University Bookstore, in new and used copies. Many titles can be rented or purchased in a digital format. The bookstore also stocks test guides, barcharts, best-selling paperbacks, and a wide variety of other books. Other items are also available at the Bookstore, including school supplies, art supplies, clothing, insignia novelty items, candy, and many other sundry items.

Normal Bookstore hours are from 8:00 a.m. - 5:00 p.m. Monday through Thursday and 8:00 a.m. - 4:30 p.m. Friday. Hours are extended at the beginning of each semester for your shopping convenience. More information may be found at www.missouriwestern.bncollege.com (http://www.missouriwestern.bncollege.com) or by visiting the Bookstore on the first floor of the Blum Student Union.

Other Services

Scheduling Services

Scheduling Services is responsible for oversight of all campus facility usage and reservation and coordination of event support services. Campus facilities may be reserved and used by campus departments and student organizations free of charge (charges may apply for event support services, extensive set-up/tear-down or use of the Fulkerson Center, Griffon Indoor Sports Complex or Spring Sports Complex). Event support services include facility set-up and tear-down, campus dining, audiovisual equipment and support, sound and light production (in facilities where available), recreational and athletic equipment, and Police Department. Information about Scheduling Services may be obtained on-line at www.missouriwestern.edu/scheduling (http://www.missouriwestern.edu/scheduling).

Priority for facility usage and governing policies are outlined in the Missouri Western Policy Guide that can be found on-line at www.missouriwestern.edu/hr (http://www.missouriwestern.edu/hr).

Testing Center

The Testing Center is responsible for standardized tests offered to University students, prospective students and to community residents; and monitors testing for students and community residents whose exams need to be proctored. Visit www.missouriwestern.edu/testing (http://www.missouriwestern.edu/testing) for more information.

Information Technology Services

The Information Technology Services (ITS) department, located in Hearnes Center Room 110, is a technology services group that provides centralized computer services, microcomputer support, network services, and an optical character recognition scanning service. Central Computer Systems Administration provides support for centralized computer operations, registration of PCs, programming services, and production control services for running centralized computer based applications. Microcomputer Support Services provides the faculty and staff with support for hardware installation and repair service, software installation and problem resolution, hardware and software acquisition support, printer installation and repair services, and a help desk. Network Support provides services for network administration, printer and file sharing, wireless networking, Local Area Network (LAN), Internet, centralized servers, campus-wide data cable plant including fiber optics cable between buildings and Category-5 cable to each desktop. Optical Character Recognition (OCR) Scanning Services provides a scanning service for academic tests and campus elections. ITS may be contacted at (816) 271-4354; the Help Desk is available at (816) 271-4555; further information may be found at www.missouriwestern.edu/its (http://www.missouriwestern.edu/its).

Police Department

The Missouri Western Police Department is located on the second floor of Blum Union, Room 201. The Police Department Office is open 8:00 a.m. until 3:30 p.m. during the week. The office is closed on weekends and University observed holidays. Police assistance is provided 24 hours a day, every day of the year by calling (816) 271-4438.

The Missouri Western Police Department has commissioned police officers that assist students by responding to calls concerning thefts, vandalism, uninvited guests, fires, vehicle assists, medical assists and any emergency situation.

Missouri Western Police Department information is also available at www.missouriwestern.edu/policedepartment (http://www.missouriwestern.edu/policedepartment).

Parking & Security Services

The Parking and Security Services Office is located in Blum Union, Room 100 (next to Barnes and Noble Bookstore). The Parking and Security Services Office is open 7:00 a.m. until 6:00 p.m. Monday through Friday. Students and staff may register their vehicles, receive their Identification Cards and obtain information about parking and other services during office hours. Parking and Security Services may be reached at (816) 271-5666. Vehicle operation and parking regulations are also available at www.missouriwestern.edu/policedepartment/aboutparking (http://www.missouriwestern.edu/policedepartment/aboutparking).

Griffon Media

The Griffon News

The Griffon News is the award-winning official student newspaper and designated campus forum for Missouri Western State University. The paper has won numerous national and state awards and has had Missouri College Journalist of the Year and Photojournalist of the Year recipients. It is published weekly during the fall and spring semesters and its weekly content and back issues are available on its website, www.theg riffonnews.com (http://www.theg riffonnews.com). For more
information, contact The Griffon News in Eder Hall 221 or at (816) 271-4446.

**Griffon Yearbook**
The Griffon Yearbook is a yearly campus publication that consistently wins both national and state awards. It covers all aspects of university life through full color photography, in-depth interviews, feature stories, and enlightening articles. Working for the Griffon Yearbook is a learning experience. Students apply what they have learned in their classrooms to the actual production. Students who want to become journalists learn first hand what journalism is all about. For more information, visit Murphy Hall 208 or (816) 271-4312.

**Griffon Update**
Griffon Update is an award-winning student-produced digital media program highlighting the people, places and events at Missouri Western State University and the surrounding region. Students apply the theory and practical knowledge learned in class to produce feature news packages. These packages are combined to create a broadcast feature magazine-format program shown on local cable and the web. Students who want to gain experience in broadcast journalism can find more information, by visiting Murphy Hall 208 or calling (816) 271-5605.

**Athletics**
Griffon Athletics consists of 16 intercollegiate athletic teams, seven for men (football, cross country, basketball, indoor track and field, baseball, golf, outdoor track and field) and nine for women (volleyball, cross country, basketball, indoor track and field, softball, tennis, soccer, golf, outdoor track and field). Missouri Western is affiliated with the National Collegiate Athletic Association (NCAA) at the Division II level and competes within the Mid-America Intercollegiate Athletics Association (MIAA). The MIAA is composed of 14 institutions in Kansas, Missouri, Nebraska and Oklahoma and is widely considered the top conference at the Division II level. A varied amount of scholarship aid is available to student-athletes in each sport at Missouri Western. For more information on Griffon Athletics, visit www.GoGriffons.com (http://www.GoGriffons.com).
Applied Science, Chemistry (Master of Applied Science, M.A.S.)

Dr. Stan Svojanovsky, Program Director
ssvojano@missouriwestern.edu
(816) 271-4125
www.missouriwestern.edu/chemistry/maschemistry

The Master of Applied Science in Chemistry degree is designed to allow you to pursue advanced training in chemistry, while simultaneously developing workplace skills highly valued by employers. The program is an innovative degree consisting of academic training in chemistry, along with a professional component including cross-training in business and communications developed in concert with industry and designed to dovetail into present and future professional career opportunities. Graduates are equipped to manage the breakthroughs that are created by the research teams. They can interact between researchers and managers, especially in the marketing, finance, and legal departments. The Master of Applied Science in Chemistry allows students to pursue advanced training and excel in the field of chemistry while simultaneously developing highly-valued business skills, preparing them for science careers in business, government, or nonprofit organizations, where workforce needs are increasing. The program is certified as a Professional Science Masters program by the Committee on Graduate Schools, combining rigorous study of chemistry with skills-based coursework in business fundamentals, economics, regulatory affairs, intellectual property, project management, and skills-oriented training in: communications, computation, and working in teams.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Completion of an undergraduate degree in chemistry, or a closely related discipline from an accredited undergraduate institution.
- Minimum undergraduate GPA of 3.0.
- Application essay stating career goals and how this program fits into those goals. Submit this directly to the Department at the address below.
- Two letters of reference, preferably at least one from an academic source. These should be sent directly to the Department on your behalf.
- Application reviewed and approved by the MAS Chemistry Graduate Admissions Committee.

Requirements

Professional Core

Select one of the following: 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGT 603</td>
<td>Organizational Theory</td>
<td>3</td>
</tr>
<tr>
<td>MKT 605</td>
<td>Strategic Marketing</td>
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Chemistry Courses

<table>
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<th>Title</th>
<th>Credits</th>
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<td>ECO 607</td>
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<tr>
<td>MAT 609</td>
<td>Technical Analysis for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 515</td>
<td>Applied Univariate and Multivariate Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAS 695</td>
<td>Graduate Colloquium</td>
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Select three credit hours from the following: 3

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<td>CHE 611</td>
<td>Applied Spectroscopy</td>
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<td>CHE 612</td>
<td>Applied Biochemical Techniques</td>
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<td>CHE 613</td>
<td>Principles of Drug Discovery</td>
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</tr>
<tr>
<td>CHE 675</td>
<td>Graduate Internship in Chemistry</td>
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</table>

Total Credit Hours 35

NOTE: Students are required to submit a capstone portfolio prior to graduation.

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
**Applied Science, Engineering Technology Management (Master of Applied Science, M.A.S.)**

Dr. Long Qiao, Program Director  
lqiao@missouriwestern.edu  
(816) 271-4561  
www.missouriwestern.edu/engtech/graduate-studies

The Master of Applied Science in Engineering Technology Management, a STEM major program, is aimed at expanding your knowledge in both the technical aspects of engineering technology and project management, as well as advancing your career. The program provides a thorough understanding of emerging technologies and management skills with emphases on applied research and practical experiences. Graduates of the program are expected to fill positions such as: assembly line supervisor, job supervisor, shift supervisor, maintenance manager, shop manager, plant manager, group leader, project leader, high school technology teachers or college level engineering technology instructors.

**Admission**

**Admission Requirements**

- Submission of application for admission to the MWSU Graduate School.
- Completion of an undergraduate degree in engineering, technology, business or a closely related discipline from an accredited undergraduate institution.
- Minimum undergraduate GPA of 2.75.
- Submission of an application essay stating career goals and how this program fits into those goals. Submit this directly to the graduate program director.
- Two letters of reference, preferably at least one from an academic source. These should be sent directly to the graduate program director on your behalf.
- Application reviewed and approved by the Engineering Technology Graduate Admission Committee.

**Requirements**

**Professional Core**

<table>
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<tr>
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**Core Courses**

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<td>EGT 520</td>
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<tr>
<td>EGT 530</td>
<td>Current Advancements in Engineering Technology</td>
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</tr>
<tr>
<td>EGT 610</td>
<td>Advanced Engineering Technology</td>
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<tr>
<td>EGT 690</td>
<td>Engineering Technology Research</td>
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Total Credit Hours: 33

**Graduation Requirements**

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Applied Science, Human Factors and Usability Testing (Master of Applied Science, M.A.S.)

graduate@missouriwestern.edu
(816) 271-4394

Our interaction with computing technologies is rapidly changing. This change is driven by an exponential growth of technology, which is quickly resulting in smaller and less expensive computing devices. This technological growth is requiring professionals with multidisciplinary backgrounds (Psychology, Business, Marketing, Communications, Computer Science, Design, etc.) Our curriculum focuses on producing business professionals with this multidisciplinary education.

Which Undergraduate Majors best prepare you for a Human Factors Graduate Program?

• Engineering (Industrial, Mechanical or Electrical)
• Computer Science, Informatics, Information Technology
• Psychology, Sociology, Anthropology

With a master’s degree in Human Factors & Usability Testing you are qualified to work with major employers such as telecommunications companies (e.g., Sprint, AT&T), software companies (e.g., Microsoft, Google), automobile companies (e.g., Toyota, General Motors), and the military. Human Factors specialists conduct research, perform analyses and make recommendations to:

• Design products.
• Reduce human error.
• Increase productivity and reduce fatigue.
• Improve work environments.

The program is certified as a Professional Science Master’s (http://www.sciencemasters.com) program by the Council of Graduate Schools, combining rigorous study of Human Factors and Usability with skills-based coursework in business fundamentals, economics, regulatory affairs, intellectual property, project management, and skills-oriented training in: communications, computation, and working in teams.

Admission

Admission Requirements

• Submission of application for admission to the MWSU Graduate School.
• Completion of an undergraduate degree in psychology, computer science, engineering or a related discipline from an accredited undergraduate institution.
• Minimum undergraduate GPA of 2.75.
• GRE Score of at least 141 (450) quantitative reasoning and at least 146 (400) verbal reasoning.
• Application essay with a personal statement and how this program fits into those goals. Submit this directly to the Program Director.
• One to three letters of recommendation from persons who know your academic work or your professional work. Three letters are preferred. These should be sent directly to the Program Director on your behalf.
• Application reviewed and approved by the MAS Human Factors and Usability Graduate Admissions Committee.

Requirements

Professional Core

Select one of the following:

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Human Factors and Usability Testing Courses

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<td>PSY 600</td>
<td>User Experience Principles</td>
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<td>PSY 610</td>
<td>User Experience Lab</td>
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<td>PSY 692</td>
<td>Designing User Experiences Lab</td>
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<td>PSY 590</td>
<td>Human Factors Theory and Methods</td>
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<td>PSY 693</td>
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<td>PSY 680</td>
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<tr>
<td>or PSY 695</td>
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</table>

Total Credit Hours 36

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.

Dr. Jason Baker, Program Director
cjbaker@missouriwestern.edu
(816) 271-4380
www.missouriwestern.edu/mas-ils (https://www.missouriwestern.edu/mas-ils)

The Master of Applied Science in Industrial Life Science degree provides students the opportunity to pursue advanced training in biology and chemistry, while simultaneously developing their business and communication skills. The curriculum is characterized as science-plus, combining a rigorous study of biology and chemistry with skills-based coursework in business fundamentals, economics, regulatory affairs, intellectual property, project management, and skills-oriented training in communications, data-driven decision making, and working in teams.

Graduates will be prepared for science careers in business, government, and nonprofit organizations, where workforce needs are increasing. They will be able to manage research team breakthroughs, serve in quality assurance roles, and interact with researchers and managers, especially in the marketing, finance, and legal departments.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Completion of an undergraduate degree majoring in biology, chemistry, or related science discipline.
- Minimum undergraduate GPA of 3.0.
- Application essay stating career goals and how this program fits into those goals (this should be sent directly to the program director.)
- Two letters of reference, preferably at least one from an academic source. (this should be sent directly to the program director.)
- Applicants should have experience in the following disciplines: Cell Biology, Organismal Biology, Microbiology, Statistics, Biochemistry, Quantitative Chemical Analysis.
- Application reviewed and approved by the MAS ILS Graduate Admissions Committee.

Requirements

Professional Core

Select one of the following: 3

- COM 601 Professional and Organizational Communications
- ENG 540 Writing for Management and Supervision
- ETC 600 Technical Communications Theory and Practice
- MGT 603 Organizational Theory
- MKT 605 Strategic Marketing
- ECO 607 Managerial Economics
- MAT 609 Technical Analysis for Decision Making
- or PSY 515 Applied Univariate and Multivariate Statistics

MAS 695 Graduate Colloquium 3

Industrial Life Science Courses

- ILS 520 Laboratory Safety and Management 3
- ILS 530 Principles of Quality Assurance 3
- ILS 640 Principles of Industrial Scale-up and Production 3
- ILS 680 Intellectual Property in the Scientific Setting 2

Science Elective Courses

Select six credit hours of the following not previously taken for undergraduate credit: 6

- BIO 510 Molecular Cell Biology
- BIO 511 Developmental Biology
- BIO 516 Vertebrate Biology
- BIO 517 Medical Parasitology
- BIO 521 Immunology
- BIO 530 Molecular Basis of Disease
- BIO 541 Virology
- BIO 625 Graduate Internship in Biology
- CHE 526 Graduate Topics in Chemical Instrumentation
- CHE 541 Graduate Topics in Inorganic Chemistry
- CHE 545 Advanced Chemical Methods
- CHE 570 Graduate Topics in Biochemistry
- CHE 675 Graduate Internship in Chemistry
- 500/600 level course approved by the program admissions committee

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
Applied Science, Sport and Fitness Management (Master of Applied Science, M.A.S.)

Dr. Paul Choi, Program Director
hchoi@missouriwestern.edu
(816) 271-4246

www.missouriwestern.edu/hper/mas-sport-fitness-management (https://www.missouriwestern.edu/hper/mas-sport-fitness-management)

The Sport and Fitness Management graduate program is a comprehensive masters degree that prepares students to assume supervisory and administrative positions in sport and fitness settings, such as running health clubs and managing sport teams at all levels. Students learn business, sales and marketing skills as applied to the sport and fitness industry. The program also provides training in health and safety standards and public communication to foster professional growth. Graduates of the MAS Sport and Fitness Management program are well prepared for leadership positions and careers in facility and event management, college athletics, professional sports organizations, non-profit agencies, public/private/corporate fitness facilities, cardiac rehabilitation and community based/amateur athletic programs.

Admission

Admission Requirements

• Submission of application for admission to the MWSU Graduate School.
• Completion of an undergraduate degree in Health, Sport Management, or a closely related discipline.
• Minimum undergraduate GPA of 2.75.
• Application essay stating career goals and how this program fits into those goals.
• One letter of reference from an academic source.
• Applications are reviewed and approved by the MAS Sport & Fitness Management Graduate Admission Committee.

Requirements

Professional Core

Select one of the following: 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGT 603</td>
<td>Organizational Theory</td>
<td>3</td>
</tr>
<tr>
<td>MKT 605</td>
<td>Strategic Marketing</td>
<td>3</td>
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<td>ECO 607</td>
<td>Managerial Economics</td>
<td>3</td>
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<tr>
<td>MAT 609</td>
<td>Technical Analysis for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 515</td>
<td>Applied Univariate and Multivariate Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAS 695</td>
<td>Graduate Colloquium</td>
<td>3</td>
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Sport and Fitness Management Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFM 525</td>
<td>Legal Aspects of Sport and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>SFM 542</td>
<td>Facilities and Design Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Assessment, K-12 Cross-Categorical Special Education (Masters of Applied Science, M.A.S.)

Overview
Dr. Susan M. Bashinski, Program Director
sbashinski@missouriwestern.edu
(816) 271-5629
www.missouriwestern.edu/masa/asd-option (https://www.missouriwestern.edu/masa/asd-option)

The K-12 Cross-Categorical Special Education option is designed to meet the needs of the following professionals:

• Current and future educators, from both general education and special education, who want to learn techniques to more effectively support learners who experience mild/moderate disability in diverse, inclusive, PreK-12 classrooms
• Speech/language pathologists and other related service providers, who desire additional information to assist them to more effectively serve learners who experience mild/moderate disability
• School administrators, who are interested in improving special education services in their school or district
• Current or future educational policy makers, who wish to enhance their understanding of the unique needs of learners who experience mild/moderate disability and the most up-to-date research in the field of special education

Successful completion of the K-12 Cross-Categorical Special Education master’s degree will prepare graduates for special education licensure from the Missouri Department of Elementary and Secondary Education.

The need for effective educators knowledgeable of strategies for teaching learners who experience mild/moderate disability becomes more critical every year. Severe shortages of qualified special education teachers continue to persist - locally, regionally, statewide and nationally. In addition to learning how to advocate for effective and responsive education for learners who experience mild/moderate disability, graduate students should gain the following from coursework in the K-12 Cross-Categorical Special Education program:

• A deep understanding of fundamental issues associated with teaching learners who experience a broad range of mild/moderate disabilities
• Specific skills associated with assessment and eligibility determination for learners who experience mild/moderate disabilities
• Knowledge of differentiated instructional methods needed to successfully teach learners who experience mild/moderate disabilities
• Opportunities to learn the effective implementation of behavioral interventions with learners who experience mild/moderate disabilities
• Knowledge of considerations for the selection and effective implementation of assistive technologies and augmentative communication strategies
• Focused methods for preparing learners and their families for transition from secondary education to a successful career
• Opportunities to learn a variety of strategies for effectively collaborating with families and members of inter-professional teams in education
• Enhanced general knowledge of diverse, inclusive classroom settings
• Training in analytical and critical thinking methods
• Support for a capstone experience (thesis or internship), which requires the application of content information gained from participation in the M.A.S. program

What are the unique benefits of the K-12 Cross-Categorical Special Education program option at Missouri Western State University?

• All required courses are available online; this flexibility allows courses to be completed from anywhere in the world
• The master’s degree in K-12 Cross-Categorical Special Education includes a professional core sequence, which focuses on critical reading of education literature and designing, conducting and analyzing research in education
• Strong foundation in current research in the field of K-12 Cross-Categorical Special Education

Admission

Admission Requirements
Admission to either of the graduate programs in K-12 Cross-Categorical Special Education requires meeting all qualifications for acceptance to the Missouri Western State University Graduate School.

• Submission of application for admission to the MWSU Graduate School.
• Completion of an undergraduate degree in education, or a closely related discipline, from an accredited undergraduate institution.
• Minimum undergraduate GPA of 2.75.
• The GRE is not required.

Requirements

<table>
<thead>
<tr>
<th>Professional Core</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 510</td>
<td>Introduction to Research in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 611</td>
<td>Research Development and Literature Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDU 615</td>
<td>Data Informed Analysis and Decisions</td>
<td>3</td>
</tr>
<tr>
<td>EDU 630</td>
<td>Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 571</td>
<td>Fundamentals of Autism Spectrum Disorder</td>
<td>3</td>
</tr>
<tr>
<td>EDU 572</td>
<td>Assistive Technology and Augmentative Communication in Inclusive Settings</td>
<td>3</td>
</tr>
<tr>
<td>EDU 573</td>
<td>Preparing Students and Families for Transitions and Careers</td>
<td>3</td>
</tr>
<tr>
<td>EDU 574</td>
<td>Collaborating with Families and School Personnel for Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>EDU 675</td>
<td>Assessment and the Identification Process</td>
<td>3</td>
</tr>
<tr>
<td>EDU 676</td>
<td>Behavioral Interventions</td>
<td>3</td>
</tr>
<tr>
<td>EDU 677</td>
<td>Advanced Methods, Differentiation, and Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 33
Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Autism Spectrum Disorders (ASD)
Dr. Susan M. Bashinski, Program Director
sbashinski@missouriwestern.edu
(816) 271-5629
www.missouriwestern.edu/masa/asd-option

The Autism Spectrum Disorders (ASD) program options are designed to meet the needs of the following professionals:

- Current and future educators, from both general education and special education, who want to effectively teach learners who experience an autism spectrum disorder in diverse, inclusive, PreK-12 classrooms
- Speech/language pathologists and school psychologists who desire additional information to assist them to more effectively serve learners with autism spectrum disorders
- School administrators, who are interested in improving special education services in their school or district
- Current or future educational policy makers, who wish to enhance their understanding of the unique needs of learners who experience autism spectrum disorders and the most up-to-date research in the field of autism

The need for effective educators knowledgeable of strategies for teaching learners who experience autism spectrum disorders (ASD) becomes more critical every year, as the number of children and young adults diagnosed with ASD is increasing. In addition to learning how to advocate for effective and responsive education for learners who experience autism spectrum disorders, graduate students should gain the following from coursework in the ASD programs:

- A deep understanding of fundamental issues associated with autism spectrum disorders
- Specific skills associated with the assessment and identification of learners with autism spectrum disorders
- Knowledge of programming strategies needed to successfully teach learners who experience autism spectrum disorders
- Opportunities to learn the effective implementation of behavioral intervention and instructional strategies with learners who experience autism spectrum disorders
- Enhanced general knowledge of diverse, inclusive classroom settings
- Training in analytical and critical thinking methods
- Support for a capstone experience (thesis or internship), which requires the application of content information gained from participation in the M.A.S. program

The Gainful Employment Disclosure for the Autism Spectrum Disorders Certificate may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Admission
Admission Requirements
Admission to either of the graduate programs in ASD requires meeting all qualifications for acceptance to the Missouri Western State University Graduate School.

Programs
- Autism Spectrum Disorders (ASD) (Graduate Certificate) (p. 33)
- Assessment, Autism Spectrum Disorders (ASD) (Masters of Applied Science, M.A.S.) (p. 33)

Autism Spectrum Disorders (ASD) (Graduate Certificate)
Requirements
Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 571</td>
<td>Fundamentals of Autism Spectrum Disorder</td>
<td>3</td>
</tr>
<tr>
<td>EDU 651</td>
<td>Assessment and Planning for the Student with Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 652</td>
<td>Classroom Programming for Students with Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 653</td>
<td>Behavioral Interventions for Students with Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 654</td>
<td>Teaching Communication and Social Skills for Students with Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>EDU 655</td>
<td>Intensive Early Intervention for Students with Autism Spectrum Disorder</td>
<td>3</td>
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</table>

Total Credit Hours 18

Graduation Requirements
1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.

The Gainful Employment Disclosure for this program may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Assessment, Autism Spectrum Disorders (ASD) (Masters of Applied Science, M.A.S.)
Requirements
Professional Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 510</td>
<td>Introduction to Research in Education</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>EDU 611</td>
<td>Research Development and Literature Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDU 615</td>
<td>Data Informed Analysis and Decisions</td>
<td>3</td>
</tr>
<tr>
<td>EDU 630</td>
<td>Capstone</td>
<td>3</td>
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<tr>
<td><strong>Concentration Requirements</strong></td>
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<td></td>
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<tr>
<td>EDU 571</td>
<td>Fundamentals of Autism Spectrum Disorder</td>
<td>3</td>
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<tr>
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<td>Teaching Communication and Social Skills for Students with Autism Spectrum Disorders</td>
<td>3</td>
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<tr>
<td>EDU 655</td>
<td>Intensive Early Intervention for Students with Autism Spectrum Disorder</td>
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<tr>
<td>EDU 630</td>
<td>Capstone</td>
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</table>

**Total Credit Hours**: 33

**Graduation Requirements**

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
The MWSU Master of Business Administration program is a professional degree program that offers students, of all educational and professional backgrounds, a broad business education to help launch or advance their professional careers. The program focuses on applied education to enhance a student’s analytical and decision making abilities. The MBA program includes classes covering several business disciplines such as accounting, finance, marketing, and management. By offering late afternoon and evening classes, the program is designed to accommodate working professionals seeking to advance their careers as well as recent graduates eager to advance into graduate studies.

The AACSB accredited MBA program offers several concentrations. The first is a general business concentration, which allows students to focus on graduate work in business or the student's particular professional discipline. Next, the forensic accounting concentration is designed for students wanting to work in either forensic fields of study or accounting students wanting to qualify for the CPA examinations. Also, the MBA program offers a concentration in enterprise resource planning (ERP) for students wanting a deeper understanding of business processes and ability to apply that knowledge to any ERP environment. Finally, the MBA program offers a concentration in animal and life sciences, which allows students to pursue advanced training in biology and chemistry, while simultaneously developing their business and communication skills.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Bachelor's degree in Business with an overall GPA of 3.0 or higher
- Bachelor's degree in Business with an overall GPA of 2.75 or higher and a GPA of 3.0 or higher in the last 60 hours.
- Minimum 24 hour minor in business with a minimum GPA 3.0 in the business minor courses AND an overall GPA of 2.75 or higher.
- GMAT exam (or equivalent) of score 450 or higher AND non Business Bachelor's Degree with either an overall GPA of 3.0 or higher or (an overall GPA of 2.75 or higher and a GPA of 3.0 or higher in the last 60 hours).
- Successfully complete MWSU competency exams AND non Business Bachelor's Degree with either an overall GPA of 3.0 or higher or (an overall GPA of 2.75 or higher and a GPA of 3.0 or higher in the last 60 hours).
- Students applying for the Life and Animal Science concentration must also meet the admission criteria for the ILS program.

All students must meet course prerequisites. Students with an undergraduate degree other than Business will meet with an advisor to determine if prerequisites or competency exams are required in addition to the 30 hours necessary to complete the degree.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Professional Core</th>
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<tbody>
<tr>
<td></td>
<td>ACC 633 Foundations of Finance and Accounting 3</td>
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<tr>
<td></td>
<td>GBA 633 Managerial Communication 3</td>
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<tr>
<td></td>
<td>MKT 633 Applied Strategic Marketing 3</td>
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<tr>
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<td>MGT 633 Contemporary Issues in Management 3</td>
</tr>
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<td></td>
<td>MIM 633 Business Intelligence and Analytics 3</td>
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<tr>
<td></td>
<td>MIM 643 Supply Chain and Customer Relationship Management 3</td>
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<td></td>
<td>MGT 695 Applied Strategic Management 3</td>
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<th>Select one of the following concentrations:</th>
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<td></td>
<td>Enterprise Resource Planning</td>
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<tr>
<td></td>
<td>Forensic Accounting</td>
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<tr>
<td></td>
<td>General Business</td>
</tr>
<tr>
<td></td>
<td>Life and Animal Science</td>
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<table>
<thead>
<tr>
<th>Concentration Requirements:</th>
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<tbody>
<tr>
<td>Enterprise Resource Planning (p. 35)</td>
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<tr>
<td>Forensic Accounting (p. 35)</td>
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<tr>
<td>General Business (p. 35)</td>
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<tr>
<td>Life and Animal Science (p. 36)</td>
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</table>

Enterprise Resource Planning Concentration

Concentration Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>MIM 613 ERP Fundamentals 3</th>
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<td></td>
<td>MIM 623 ERP Configuration 3</td>
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<td>Three credit hours from the following electives 3</td>
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<td></td>
<td>MIM 673 EA Technology</td>
</tr>
<tr>
<td></td>
<td>MIM 683 Strategic Information Systems</td>
</tr>
<tr>
<td></td>
<td>MIM 693 SAP TERP 10 Certification</td>
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</table>

Total Credit Hours 9

Forensic Accounting Concentration

Concentration Requirements

<table>
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<th>Requirements</th>
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<td>Six credit hours from the following electives 6</td>
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<tr>
<td></td>
<td>ACC 623 Auditing for Fraud</td>
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<td></td>
<td>ACC 643 Advanced Accounting</td>
</tr>
<tr>
<td></td>
<td>ACC 653 Business Taxation</td>
</tr>
<tr>
<td></td>
<td>LAW 535 Introduction to Computer Forensics</td>
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<tr>
<td></td>
<td>LAW 600 Criminal Law, Evidence and Legal Procedures</td>
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</table>

Total Credit Hours 9

General Business Concentration

Concentration Requirements

<table>
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<tr>
<th>Requirements</th>
<th>Select nine credit hours chosen in consultation with the MBA advisor (with a maximum of three credit hours at the 500 level)</th>
</tr>
</thead>
</table>
Total Credit Hours 9

Life and Animal Science Concentration

Concentration Requirements
Nine credit hours of CHE, ILS, or BIO courses chosen in consultation with an advisor 9

Total credit hours 9

Graduation Requirements
1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Digital Media

Dr. Bob Bergland, Program Director
bergland@missouriwestern.edu
(816) 271-4446
www.missouriwestern.edu/digitalmedia

The Master of Applied Arts in Digital Media curriculum covers the full range of issues and skills to prepare graduates for the 21st century digital workplace. Students learn to think creatively and effectively meet the challenges facing businesses, media, and digital artists today. They acquire team-based and hands-on experience that is highly valued in the professional marketplace. This interdisciplinary approach gives graduates the knowledge and confidence required to merge with and thrive in the new media landscape. Both students and faculty come from a wide range of fields, including graphic design, journalism, animation, music, and cinema.

The Digital Media graduate certificate can be especially beneficial for high school teachers, journalists, and graphic design or music or video professionals who want to expand their skill set but do not have the time to complete the full degree. The certificate is designed with flexibility in mind, allowing students to take only those courses that fit their needs and schedule.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Minimum undergraduate GPA of 2.75.
- Statement of purpose essay outlining goals and how this program fits into those goals. Email this to the program director.
- Three letters of recommendation, preferably at least one from an academic source, also sent directly to the program director.
- A resume/C.V. detailing skills, education and work experience, sent to the program director.
- A portfolio, preferably put on the WWW, that demonstrates both technical skill and creativity in one or more areas of digital media.

The Digital Media faculty will evaluate the student’s transcripts and all of these other materials in deciding upon admission.

Programs

- Digital Media (Graduate Certificate) (p. 37)
- Digital Media (Master of Applied Arts, M.A.A.) (p. 37)

Digital Media (Graduate Certificate)

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Digital Media Orientation</td>
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<td>Select fifteen credit hours of the following:</td>
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<tr>
<td>ADM 505</td>
<td>Convergent Media Theory and Practice</td>
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</tr>
<tr>
<td>ADM 510</td>
<td>Research and Development</td>
<td></td>
</tr>
<tr>
<td>ADM 520</td>
<td>Professional Writing for Media</td>
<td></td>
</tr>
<tr>
<td>ADM 525</td>
<td>Project Management</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 16

1. To be taken in the first semester
2. Eight credit hours must be 600-level.
3. While master’s students currently repeat the Collaboratory course twice, certificate students may not have more than three Collaboratory/Internship credits apply toward their certificate (they cannot repeat Collaboratory or take a Collaboratory and an Internship). Both the Collaboratory and Internship courses require students to complete nine hours in the program before enrollment.

Graduation Requirements

1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. At least half of the 16 credit hours must be 600-level.

Digital Media (Master of Applied Arts, M.A.A.)

Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 500</td>
<td>Digital Media Orientation</td>
<td>1</td>
</tr>
<tr>
<td>ADM 505</td>
<td>Convergent Media Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>ADM 510</td>
<td>Research and Development</td>
<td>2</td>
</tr>
<tr>
<td>ADM 520</td>
<td>Professional Writing for Media</td>
<td>3</td>
</tr>
<tr>
<td>ADM 525</td>
<td>Project Management</td>
<td>2</td>
</tr>
<tr>
<td>ADM 610</td>
<td>Media Expression</td>
<td>2</td>
</tr>
<tr>
<td>or ADM 630</td>
<td>Convergent Media Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ADM 615</td>
<td>Digital Compositing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 635</td>
<td>Collaboratory</td>
<td>3</td>
</tr>
<tr>
<td>ADM 635</td>
<td>Collaboratory (repeat for credit)</td>
<td>3</td>
</tr>
<tr>
<td>or ADM 625</td>
<td>Digital Media Internship</td>
<td>3</td>
</tr>
<tr>
<td>ADM 640</td>
<td>Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ADM 645</td>
<td>Digital Cinema</td>
<td>3</td>
</tr>
<tr>
<td>ADM 650</td>
<td>Digital Production</td>
<td>3</td>
</tr>
<tr>
<td>ADM 665</td>
<td>Digital Audio Production</td>
<td>2</td>
</tr>
<tr>
<td>ADM 690</td>
<td>Final Project</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credit Hours 38

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.

3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.

4. Official approval of required capstone.
Forensic Investigation

Dr. Monty Smith, Program Director
msmith84@missouriwestern.edu
(816) 271-4434

The Master of Applied Science Forensic Investigations degree is designed to expose the student to broad based forensic investigations, to provide advanced training in crime scene investigation, evidence evaluation, collection and documentation, case management, data analysis, critical thinking, and professional writing. Students are challenged in an academic setting as well as practical application of skills required to process crime scenes, collect evidence, and analyze various types of evidence to understand the sequence of events at a crime scene.

The Master of Applied Science Forensic Investigations program will prepare the student for careers as crime scene investigators, crime laboratory personnel, police detectives, evidence technicians, and other fields related to forensic investigations. The Master of Applied Science Forensic Investigations program will also benefit those currently employed in law enforcement or forensic fields by improving their knowledge and skills necessary to perform their duties and prepare them for professional advancement.

The Graduate Certificate in Forensic Investigations is ideal for the student who has already earned a graduate degree in another discipline and seeks to increase or formalize their knowledge of forensic fields. The Certificate will also be of interest to persons already employed in a related field, but not requiring a degree.

The Gainful Employment Disclosure for the Forensic Investigations Certificate may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures (http://www.missouriwestern.edu/finaid/gainful-employment-disclosures).

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Completion of a B.A. or B.S. degree in any discipline from an accredited college or university.
- Minimum overall G.P.A. of 2.75.
- Personal Statement describing how the Forensic Investigations degree will further their career goals.
- Two letters of reference; one from an academic source and another from an employer. References and Personal Statement should be submitted to the Forensic Investigation Program Director.
- Application reviewed and approved by the MAS Forensic Investigations Admissions Committee.

Programs

- Forensic Investigation (Graduate Certificate) (p. 39)
- Forensic Investigation (Master of Applied Science, M.A.S.) (p. 40)

Forensic Investigation (Graduate Certificate)

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 500</td>
<td>Basic Forensic Pathology and Death Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LAW 600</td>
<td>Criminal Law, Evidence and Legal Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives

Select twelve credit hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 505</td>
<td>Research Methods in Criminal Justice</td>
</tr>
<tr>
<td>LAW 510</td>
<td>Bloodstain Pattern Analysis in Violent Crimes</td>
</tr>
<tr>
<td>LAW 520</td>
<td>Quantitative Analysis in Criminal Justice</td>
</tr>
<tr>
<td>LAW 525</td>
<td>Forensic Anthropology for Law Enforcement</td>
</tr>
<tr>
<td>LAW 530</td>
<td>Human Remains: Search, Recovery, and Identification</td>
</tr>
<tr>
<td>LAW 535</td>
<td>Introduction to Computer Forensics</td>
</tr>
<tr>
<td>LAW 540</td>
<td>Forensic Entomology</td>
</tr>
<tr>
<td>LAW 596-599</td>
<td>Special Topics</td>
</tr>
<tr>
<td>LAW 610</td>
<td>Moot Court</td>
</tr>
<tr>
<td>LAW 615</td>
<td>Forensic Photography and Crime Scene Investigation</td>
</tr>
<tr>
<td>LAW 620</td>
<td>Analysis of Biological Evidence</td>
</tr>
<tr>
<td>LAW 630</td>
<td>Analysis of Physical Evidence</td>
</tr>
<tr>
<td>LAW 650</td>
<td>Advanced Research Methods</td>
</tr>
<tr>
<td>LAW 680</td>
<td>Research and Publication</td>
</tr>
<tr>
<td>LAW 696-699</td>
<td>Special Topics</td>
</tr>
</tbody>
</table>

Total Credit Hours: 18

1 At least six credit hours must be 600-level.

Graduation Requirements

1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Satisfactory completion of an oral examination.*
5. Satisfactory completion of a written examination.*

*The Executive Director of the Southern Institute of Forensic Science and a committee appointed by Missouri Western State University’s Department of Criminal Justice and Legal Studies will determine successful completion of these exams.

The Gainful Employment Disclosure for this program may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures (http://www.missouriwestern.edu/finaid/gainful-employment-disclosures).
Forensic Investigation (Master of Applied Science, M.A.S.)

Requirements

**Professional Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 500</td>
<td>Basic Forensic Pathology and Death Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LAW 505</td>
<td>Research Methods in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>LAW 520</td>
<td>Quantitative Analysis in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>LAW 600</td>
<td>Criminal Law, Evidence and Legal Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Electives**

Select twenty-four credit hours from the following: 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 510</td>
<td>Bloodstain Pattern Analysis in Violent Crimes</td>
</tr>
<tr>
<td>LAW 525</td>
<td>Forensic Anthropology for Law Enforcement</td>
</tr>
<tr>
<td>LAW 530</td>
<td>Human Remains: Search, Recovery, and Identification</td>
</tr>
<tr>
<td>LAW 535</td>
<td>Introduction to Computer Forensics</td>
</tr>
<tr>
<td>LAW 540</td>
<td>Forensic Entomology</td>
</tr>
<tr>
<td>LAW 610</td>
<td>Moot Court</td>
</tr>
<tr>
<td>LAW 615</td>
<td>Forensic Photography and Crime Scene Investigation</td>
</tr>
<tr>
<td>LAW 620</td>
<td>Analysis of Biological Evidence</td>
</tr>
<tr>
<td>LAW 625</td>
<td>Crime Reconstruction and Forensic Case Management</td>
</tr>
<tr>
<td>LAW 630</td>
<td>Analysis of Physical Evidence</td>
</tr>
<tr>
<td>LAW 635</td>
<td>Internet Commerce Fraud and Investigation</td>
</tr>
<tr>
<td>LAW 650</td>
<td>Advanced Research Methods</td>
</tr>
<tr>
<td>LAW 670</td>
<td>Graduate Internship</td>
</tr>
<tr>
<td>LAW 680</td>
<td>Research and Publication</td>
</tr>
</tbody>
</table>

1 Three credit hour special topics courses are also offered at the 500 and 600-level.

**Graduation Requirements**

1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Completion of at least 18 credit hours in 600-level coursework.
5. Satisfactory completion of an oral examination.*
6. Satisfactory completion of a written examination.*

*The Executive Director of the Southern Institute of Forensic Science and a committee appointed by Missouri Western State University’s Department of Criminal Justice and Legal Studies will determine successful completion of these exams.
Information Management, Enterprise Resource Planning (Master of Information Management, M.I.M.)

Dr. Mike Lane, Dean, Craig School of Business
mim@missouriwestern.edu
(816) 271-4338
www.missouriwestern.edu/mim (https://www.missouriwestern.edu/mim)

This Master of Information Management degree with an Enterprise Resource Planning (ERP) concentration prepares graduates to work in an ERP environment in the business world. The software utilized in the program is SAP. This is the number one software used by companies around the globe including most Fortune 500 companies as well as local and regional companies. Implementing ERP applications is not a technical exercise but is a strategic business initiative. It requires involvement of all areas in a business; those that are leading the initiative work with all areas in a business. Graduates of the program will have a deep understanding of business processes and will be able to apply that knowledge to any ERP environment. Students have the opportunity to take a course that includes a SAP certification exam. The MIM program is classified as a STEM program.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Once admitted to the MWSU Graduate School, prospective students must meet one of the 4 requirements below. If none of these requirements are met, a minimum GMAT (or GRE equivalent) score of 450 is required to request conditional admission:
  a. Undergraduate Degree in Business from an AACSB accredited school with a minimum overall GPA of 3.0 (or an overall GPA of 2.75 or higher and a GPA of 3.0 or higher in the last 60 hours.) OR
  b. Non-business undergraduate degree in a technical field such as Computer Science, Engineering, Computer Information Systems or related field with a minimum overall GPA of 3.0 (or an overall GPA of 2.75 or higher and a GPA of 3.0 or higher in the last 60 hours.) OR
  c. Undergraduate degree in any field with a minimum overall GPA of 2.75 or higher and at least 3 years of relevant work experience (a one paragraph description of relevant work experience is required) OR
  d. Undergraduate degree in any field with a minimum overall GPA of 2.75 or higher and GMAT Test– Minimum 450 (or GRE equivalent).

Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIM 603</td>
<td>SDLC Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>MIM 613</td>
<td>ERP Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MIM 623</td>
<td>ERP Configuration</td>
<td>3</td>
</tr>
<tr>
<td>MIM 633</td>
<td>Business Intelligence and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>MIM 643</td>
<td>Supply Chain and Customer Relationship Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

Select twelve credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIM 502</td>
<td>Business Process Integration</td>
<td></td>
</tr>
<tr>
<td>MIM 663</td>
<td>e-Commerce and Mobile Platforms</td>
<td></td>
</tr>
<tr>
<td>MIM 673</td>
<td>EA Technology</td>
<td></td>
</tr>
<tr>
<td>MIM 683</td>
<td>Strategic Information Systems</td>
<td></td>
</tr>
<tr>
<td>MIM 692</td>
<td>Special Topics in ERP</td>
<td></td>
</tr>
<tr>
<td>MIM 693</td>
<td>SAP TERP 10 Certification</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 30

1 Six of the twelve credit hours may be taken from a related technical field selected in consultation with the advisor.

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
Information Technology Assurance Administration (Master of Science, M.S.)

Dr. Yipkei Kwok, Program Director
itaa@missouriwestern.edu
(byan@missouriwestern.edu)
(816) 271-4288
www.missouriwestern.edu/itaa

The Master of Science in Information Technology Assurance Administration (ITAA) program provides a broad technical understanding of current and evolving technologies in Information Assurance with an emphasis on applying concepts to business fundamental needs. The information assurance specification provides a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of secure information systems and with the protection of an organization's information assets. The specialization provides students with a practical understanding of the principles of data protection, network administration and security, cryptography, etc. The specialization also introduces students to the ethical, legal, and policy issues associated with information security. Laboratory exercises are included in courses to enhance the learning experience.

Admission

Admission Requirements
- Submission of application for admission to the MWSU Graduate School.
- Completion of an undergraduate degree in computer science, computer information system, engineering or a closely related discipline from an accredited undergraduate institution.
- Minimum undergraduate GPA of 3.0.
- Application reviewed and approved by the ITAA Graduate Admissions Committee.

Requirements

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 500</td>
<td>Research Methods in Information Systems and Technology 3</td>
</tr>
<tr>
<td>CSC 520</td>
<td>Advance Networking and Network Administration 3</td>
</tr>
<tr>
<td>CSC 550</td>
<td>Applied Cryptography 3</td>
</tr>
<tr>
<td>CSC 605</td>
<td>Software Implementation and Integration 3</td>
</tr>
<tr>
<td>CSC 625</td>
<td>Network Information Systems Security 3</td>
</tr>
<tr>
<td>CSC 630</td>
<td>Database Management and Security 3</td>
</tr>
<tr>
<td>CSC 640</td>
<td>Applied E-Commerce 3</td>
</tr>
<tr>
<td>MAT 609</td>
<td>Technical Analysis for Decision Making 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>12</th>
</tr>
</thead>
</table>
- Select one from the following two options: |
  - Group A and two courses from B |
  - Group C and two courses from either A and/or B |

<table>
<thead>
<tr>
<th>Group A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 570</td>
<td>Ethical Hacking 3</td>
</tr>
<tr>
<td>CSC 580</td>
<td>Cloud Computing Security 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications 3</td>
</tr>
<tr>
<td>ETC 508</td>
<td>Technical Editing 3</td>
</tr>
<tr>
<td>ETC 600</td>
<td>Technical Communications Theory and Practice 3</td>
</tr>
<tr>
<td>ENG 540</td>
<td>Writing for Management and Supervision 3</td>
</tr>
<tr>
<td>ECO 607</td>
<td>Managerial Economics 3</td>
</tr>
<tr>
<td>EGT 530</td>
<td>Current Advancements in Engineering Technology 3</td>
</tr>
<tr>
<td>EGT 610</td>
<td>Advanced Engineering Technology 3</td>
</tr>
<tr>
<td>LAW 535</td>
<td>Introduction to Computer Forensics 3</td>
</tr>
<tr>
<td>LAW 635</td>
<td>Internet Commerce Fraud and Investigation 3</td>
</tr>
<tr>
<td>MGT 603</td>
<td>Organizational Theory 3</td>
</tr>
<tr>
<td>MIM 613</td>
<td>ERP Fundamentals 3</td>
</tr>
<tr>
<td>MKT 605</td>
<td>Strategic Marketing 3</td>
</tr>
<tr>
<td>PSY 600</td>
<td>User Experience Principles 3</td>
</tr>
<tr>
<td>PSY 610</td>
<td>User Experience Lab 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group C</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 694</td>
<td>Thesis Preparation 3</td>
</tr>
<tr>
<td>CSC 695</td>
<td>Professional Project/Thesis 3</td>
</tr>
</tbody>
</table>

To take CSC694 and CSC695, a student must submit a formal proposal that needs to be approved by the graduate faculty committee of ITAA.

Graduation Requirements
1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Students must complete one of the following approved capstone options:
   a. One Certification (approved by the ITAA program)
   b. Comprehensive Exam (covers relevant topics from the required courses)
Nursing

Dr. Carolyn Brose, Program Director
brose@missouriwestern.edu
(816) 271-5912
www.missouriwestern.edu/nursing/msn

The Master of Science in Nursing program is comprised of two tracks (Health Care Leadership and Nurse Educator). Each track requires completion of 32 credit hours, 20 of these hours are Core shared courses between the two tracks.

Additionally, a graduate Nurse Educator Certificate is available. This option requires completion of 15 credit hours and is designed to serve those individuals who do not want to complete the full MSN program, but desire to build knowledge and skills specific to the academic or professional staff development educator role.

Graduates will demonstrate leadership abilities in:

- Promoting professional practice
- Creating effective work environments
- Applying health informatics for informed decision-making
- Leading and developing teams
- Managing resources effectively
- Embracing organizational complexity and change
- Fostering evidenced-based practice
- Influencing healthcare policy

The Gainful Employment Disclosure for the Nurse Educator Certificate may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Minimum undergraduate GPA of 2.75 and nursing GPA 3.0 or higher.
- B.S.N. from a CCNE or NLNAC accredited college or university.
- Evidence of current, unencumbered RN license.
- Completion of undergraduate statistics and research methods courses with a minimum of 'B' in each.
- Completed MSN program application form and curriculum vitae/resume.
- A supporting statement of interest discussing career goals and interest in the MSN Health Care Leadership or Nurse Educator track; or the Nurse Educator Certificate.
- Three (3) professional references; sent directly to the MSN Program Director on your behalf.
- Criminal background checks may be required. An applicant who has been found guilty of a Class A or B Felony will not be admitted.

Programs

- Nurse Educator (Graduate Certificate) (p. 43)
- Nursing (Master of Science in Nursing, M.S.N.) (p. 43)

Nurse Educator (Graduate Certificate)

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 504</td>
<td>Professional Role Development for Nursing Leaders</td>
<td>3</td>
</tr>
<tr>
<td>NUR 608</td>
<td>Curriculum and Program Development</td>
<td>3</td>
</tr>
<tr>
<td>NUR 610</td>
<td>Instructional and Evaluation Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

- NUR 501 Foundations for Nursing Leadership
- NUR 502 Advanced Health Assessment and Health Promotion
- NUR 503 Advanced Pathopharmacology
- NUR 507 Statistics for Decision Support
- NUR 606 Informatics for Decision Support
- NUR 616 Research for Evidence-Based Nursing Leadership

Total Credit Hours 15

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.

The Gainful Employment Disclosure for this program may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Nursing (Master of Science in Nursing, M.S.N.)

Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 501</td>
<td>Foundations for Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NUR 504</td>
<td>Professional Role Development for Nursing Leaders</td>
<td>3</td>
</tr>
<tr>
<td>NUR 505</td>
<td>Nursing Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>NUR 507</td>
<td>Statistics for Decision Support</td>
<td>3</td>
</tr>
<tr>
<td>NUR 606</td>
<td>Informatics for Decision Support</td>
<td>3</td>
</tr>
<tr>
<td>NUR 616</td>
<td>Research for Evidence-Based Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NUR 624</td>
<td>Nursing Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>NUR 650</td>
<td>Nurse Leader Internship</td>
<td>3</td>
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</tbody>
</table>
Nursing Track
Select one of the following: 12

Nurse Educator Track

Health Care Leadership Track

Total Credit Hours 32

**Nurse Educator Track**

**Track Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NUR 502</td>
<td>Advanced Health Assessment and Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>NUR 503</td>
<td>Advanced Pathopharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 608</td>
<td>Curriculum and Program Development</td>
<td>3</td>
</tr>
<tr>
<td>NUR 610</td>
<td>Instructional and Evaluation Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

**Health Care Leadership Track**

**Track Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 603</td>
<td>Organizational Theory</td>
<td>3</td>
</tr>
<tr>
<td>NUR 506</td>
<td>Health Care Policy, Organization, and Financing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 607</td>
<td>Leadership in Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>NUR 618</td>
<td>Health Promotion and Disease Prevention in Diverse Populations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

**Graduation Requirements**

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Professional Skills (Graduate Certificate)

Dr. Ben Caldwell, Program Director
caldwell@missouriwestern.edu
(816) 271-4394
www.missouriwestern.edu/graduate/profskills

The Graduate Certificate in Professional Skills is designed to allow students to pursue and develop workplace skills that are highly valued by employers. Graduates will gain and understanding of business fundamentals, economics, project management, and skills-oriented training in communications, statistical analysis, and team work. The program’s professional components are designed to dovetail into present and future career opportunities that will help you gain an advantage in today’s increasingly competitive job market.

The Graduate Certificate in Professional Skills is designed for working professionals who are seeking to advance their careers where a full MBA is not desired or required. This program is particularly valuable to recent graduates looking to gain a competitive edge in the professional job market, and anyone re-entering the workforce who is looking to refine professional and technical skills.

The Gainful Employment Disclosure for this program may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Admission

Admission Requirements

• Submission of application for admission to the MWSU Graduate School.
• Completion of an undergraduate degree from an accredited undergraduate institution.
• Minimum undergraduate GPA of 2.75.

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGT 603</td>
<td>Organizational Theory</td>
<td>3</td>
</tr>
<tr>
<td>MKT 605</td>
<td>Strategic Marketing</td>
<td>3</td>
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<tr>
<td>ECO 607</td>
<td>Managerial Economics</td>
<td>3</td>
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<tr>
<td>MAT 609</td>
<td>Technical Analysis for Decision Making</td>
<td>3</td>
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<tr>
<td>or PSY 515</td>
<td>Applied Univariate and Multivariate Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.

The Gainful Employment Disclosure for this program may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.
Teaching English to Speakers of Other Languages (TESOL)

Dr. Susan M. Bashinski, Program Director
sbashinski@missouriwestern.edu
(816) 271-5629
www.missouriwestern.edu/masa/tesol-option

The Teaching English to Speakers of Other Languages (TESOL) program options are designed to meet the needs of the following professionals:

- Current and future educators, who want to effectively teach English in a wide variety of settings, including: PreK-12 diverse classrooms, adult language programs, businesses, community colleges, and international schools
- Speech/language pathologists and school psychologists, who desire additional information to assist them to better distinguish language differences from language delay and language impairment
- School administrators, who are interested in creating or improving English as a Second Language programs in their school or district
- Current or future educational policy makers, who wish to enhance their understanding of the unique needs of the English language learner and the most up-to-date research in second language acquisition

The need for knowledgeable and effective teachers of English to speakers of other languages (TESOL) is growing, both nationally and internationally. In addition to learning how to advocate for effective and responsive education for English language learners from diverse communities, graduate students should gain the following from coursework in the TESOL programs:

- A deep understanding of the challenges faced by English language learners
- Specific skills and knowledge needed to successfully teach English language learners
- Experience teaching and interacting with linguistically and culturally diverse communities
- Training in analytical and critical thinking methods
- Professional licensure (for the State of Missouri and reciprocal states) in TESOL education (optional)

Four programs in Teaching English to Speakers of Other Languages (TESOL) programs are offered at the graduate level:

1. Master's degree in TESOL
2. Master's degree in TESOL, with State of Missouri licensure to teach in K-12 public schools
3. Graduate certificate in TESOL
4. Graduate certificate in TESOL, with State of Missouri licensure to teach in K-12 public schools

The Gainful Employment Disclosure for the TESOL Certificate may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.
Missouri Western State University

TSL 665 Practicum in ELL: Elementary 1 2
TSL 667 Practicum in ELL: Secondary 1 2
Total Credit Hours 22

Graduation Requirements
1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.

For students Seeking the Master’s Degree and State of Missouri Licensure

Professional Core
EDU 510 Introduction to Research in Education 3
EDU 611 Research Development and Literature Analysis 3
EDU 615 Data Informed Analysis and Decisions 3
EDU 630 Capstone 1,2 3

Concentration Requirements
TSL 559 Policy, Curriculum and Instruction for ELLs 3
TSL 560 Methods of Teaching ELLs 3
TSL 561 Second Language Acquisition 3
TSL 562 Materials and Assessments for ELLs 3
TSL 632 Introduction to Linguistics 3
TSL 664 Language and Culture 3
Select one of the following: 3 - 4
TSL 665 Practicum in ELL: Elementary and TSL 667 Practicum in ELL: Secondary 1
EDU 630 Capstone 3

Assessment, Teaching English to Speakers of Other Languages (TESOL) (Master of Applied Science, M.A.S.)

Requirements
For Students Seeking the Master’s Degree Only, but not State of Missouri Licensure
A minimum of 33 credit hours is required.

Professional Core
EDU 510 Introduction to Research in Education 3
EDU 611 Research Development and Literature Analysis 3
EDU 615 Data Informed Analysis and Decisions 3
EDU 630 Capstone 1,2 3

Concentration Requirements
TSL 559 Policy, Curriculum and Instruction for ELLs 3
TSL 560 Methods of Teaching ELLs 3
TSL 561 Second Language Acquisition 3
TSL 562 Materials and Assessments for ELLs 3
TSL 632 Introduction to Linguistics 3
TSL 664 Language and Culture 3

1 A student may choose to complete TSL 665 Practicum in ELL: Elementary and TSL 667 Practicum in ELL: Secondary or three additional credit hours of EDU 630 Capstone.
2 TSL 665 and TSL 667 require prerequisites of EDU 311 Secondary Reading Techniques, EDU 315 Psychology and Education of the Exceptional Child and EDU 430 Teaching Students with Reading Deficits or EDU 521 Teaching Students with Reading Deficits.
Writing
Dr. Michael Charlton, Program Director
mcharlton@missouriwestern.edu
(816) 271-4323
www.missouriwestern.edu/eml/graduate-studies/masaw

The Master of Applied Science in Assessment with a Writing option is intended for new or experienced teachers interested in improving their skills at the teaching of writing. Key ideas include constructing writing assignments, integrating writing into the curriculum, applying exciting and innovative approaches to writing, assessing writing, and communicating the value and results of writing and writing assessment to students, parents, and administrators.

The MAS in Assessment with a Writing option uses core courses taught primarily by Education Department faculty. The core courses are offered online. Descriptions of these courses can be found on the Education Department’s website (http://www.missouriwestern.edu/masa).

The MAS in the Assessment of Writing option also uses experienced writing teachers and researchers from the English and Modern Languages faculty. English faculty, including those involved in Missouri Western’s National Writing Project, teach courses on topics such as composition theory and research and intensive institutes on curricular design.

The Graduate Certificate in the Teaching of Writing is primarily focused on current teachers who want greater practice and application with teaching writing in the K-12, community college, or college writing classroom. It is closely aligned with the English and Modern Languages department and with the Prairie Lands Writing Project, a member of the National Writing Project.

The Gainful Employment Disclosure for the Teaching of Writing Certificate may be found online at www.missouriwestern.edu/finaid/gainful-employment-disclosures.

Admission
Admission Requirements (Master of Applied Science, M.A.S.)

• Submission of application for admission to the MWSU Graduate School.
• Bachelor’s degree in Education or closely related field.
• Letter of intent that summarizes the skills, experiences, and competencies students can bring to the program.
• Curriculum Vitae or resume.
• Portfolio, 10 to 15 pages total length, that includes two or three writing samples.
• Undergraduate G.P.A. of at least 2.75, as indicated on undergraduate transcript submitted to the Graduate School.
• Three letters of reference from professors, supervisors, or other suitably qualified personnel.

• Application reviewed and approved by the English and Modern Languages Graduate Committee.

Admission Requirements (Graduate Certificate)

• Submission of application for admission to the MWSU Graduate School.
• Letter of intent.
• Writing samples.
• Professional resume.
• Appropriate documentation from Summer Institute.
• Application reviewed and approved by Prairie Lands Writing Project director.

Programs
• Teaching of Writing (Graduate Certificate) (p. 48)
• Assessment, Writing (Master of Applied Science, M.A.S.) (p. 49)

Teaching of Writing (Graduate Certificate)

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 512</td>
<td>Teaching Writing with Technology</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 512</td>
<td>Teaching Writing with Technology</td>
<td>3</td>
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<tr>
<td>EDU 610</td>
<td>Prairie Lands Writing Project Invitational Institute</td>
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<tr>
<td>or ENG 610</td>
<td>Prairie Lands Writing Project Invitational Institute</td>
<td>6</td>
</tr>
<tr>
<td>EDU 612</td>
<td>Seminar in Professional Writing for Teachers</td>
<td>3</td>
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<tr>
<td>or ENG 612</td>
<td>Seminar in Professional Writing for Teachers</td>
<td>3</td>
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<td>Elective</td>
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<td>6</td>
</tr>
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<td>EDU 501</td>
<td>Topics in Teaching Writing</td>
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<td>or ENG 501</td>
<td>Topics in Teaching Writing</td>
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<tr>
<td>EDU 502</td>
<td>Professional Learning Community</td>
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<tr>
<td>or ENG 502</td>
<td>Professional Learning Community</td>
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<tr>
<td>EDU 570</td>
<td>Seeking Support for Assessment: Funds, Partners, and Disseminating Results</td>
<td>6</td>
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<tr>
<td>ENG 500</td>
<td>Literature for Adolescents</td>
<td></td>
</tr>
<tr>
<td>ENG 503</td>
<td>Literature for Children</td>
<td></td>
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<tr>
<td>ENG 567</td>
<td>Grammar and the Teaching of Grammar</td>
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<tr>
<td>ENG 573</td>
<td>History of the English Language</td>
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<tr>
<td>ENG 664</td>
<td>Composition Theory and Pedagogy</td>
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</table>

Total Credit Hours 18

Graduation Requirements

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.


**Assessment, Writing (Master of Applied Science, M.A.S.)**

**Requirements**

**Professional Core**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 510</td>
<td>Introduction to Research in Education</td>
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</tr>
<tr>
<td>EDU 611</td>
<td>Research Development and Literature Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDU 615</td>
<td>Data Informed Analysis and Decisions</td>
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<td>EDU 630</td>
<td>Capstone</td>
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**Concentration Requirements**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 512</td>
<td>Teaching Writing with Technology</td>
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<tr>
<td>or ENG 512</td>
<td>Teaching Writing with Technology</td>
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<tr>
<td>EDU 609</td>
<td>Educational Research Formation</td>
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<td>EDU 610</td>
<td>Prairie Lands Writing Project Invitational Institute</td>
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<tr>
<td>or ENG 610</td>
<td>Prairie Lands Writing Project Invitational Institute</td>
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<tr>
<td>EDU 630</td>
<td>Capstone</td>
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<td>ENG 664</td>
<td>Composition Theory and Pedagogy</td>
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Select three credit hours from the following:

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<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>EDU 501</td>
<td>Topics in Teaching Writing</td>
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<tr>
<td>or ENG 501</td>
<td>Topics in Teaching Writing</td>
<td></td>
</tr>
<tr>
<td>EDU 502</td>
<td>Professional Learning Community</td>
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<tr>
<td>or ENG 502</td>
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<tr>
<td>EDU 570</td>
<td>Seeking Support for Assessment: Funds, Partners, and Disseminating Results</td>
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<tr>
<td>ENG 503</td>
<td>Literature for Children</td>
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<td>ENG 500</td>
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<tr>
<td>ENG 567</td>
<td>Grammar and the Teaching of Grammar</td>
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</tr>
<tr>
<td>ENG 573</td>
<td>History of the English Language</td>
<td></td>
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</table>

**Total Credit Hours**

33

**Graduation Requirements**

1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
Written Communication (Master of Applied Arts, M.A.A.)

Dr. Michael Charlton, Program Director
mcharlton@missouriwestern.edu
(816) 271-4323
www.missouriwestern.edu/eml/graduate-studies/maawc

The Master of Applied Arts in Written Communication is an interdisciplinary degree that helps students to improve their understanding of how to identify, develop, and guide others in the creation of quality writing. The program offers two options: Technical Communication and Writing Studies.

The Technical Communication option was developed for students who want to advance their careers in government, business, and industry through improved writing skills and preparation to supervise and train others to become better writers. This program is also designed for students who are seeking to put their technical expertise to work as technical communicators, as well as students who are already working in the field and wish to earn a Master’s degree to move into supervisory positions or otherwise advance their career. In the Technical Communication option, students will study publications management, organizational behavior, user-centered design, and effective written communication.

The Writing Studies option was developed for educators who want a masters degree that gives them strength in writing as a content area and for students who are interested in preparing to teach writing at the post-secondary level. Students in the Writing Studies option include writing and technology, their preparation to use technology in the teaching of writing. Issues explored in the Writing Studies option include writing and technology, the connections between rhetorical theory and writing pedagogy, and effective writing program administration.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Minimum undergraduate GPA of at least 3.0.
- Letter of intent that summarizes the skills, experiences, and competencies students can bring to the program. Students should also explain why they are applying to this program, which of the two options (Writing Studies or Technical Communication) the student intends to enroll in, and what their goals are for their work in the program. The letter should also discuss the portfolio materials (see below), explaining the audience, context, and purpose for which they were written.
- Curriculum Vitae or resume.
- Portfolio, 10 to 15 pages total length, that includes two or three writing samples. Students applying for the Writing Studies option should include at least one academic paper. Students applying for the Technical Communication option should include at least one example of workplace writing. Students in both options are encouraged to prepare a portfolio that shows the range and quality of their writing.
- Three letters of reference from professors, supervisors, or other suitably qualified personnel. These may sent directly to the address below.
- Application reviewed and approved by the English and Modern Languages Graduate Committee.

Programs

- Written Communication - Technical Communication (Graduate Certificate) (p. 50)
- Written Communication - Technical Communication (Master of Applied Arts, M.A.A.) (p. 51)
- Written Communication - Writing Studies (Master of Applied Arts, M.A.A.) (p. 51)

Technical Communication (Graduate Certificate)

Dr. Michael Charlton, Program Director
mcharlton@missouriwestern.edu
(816) 271-4323

The Graduate Certificate in Technical Communication is a fifteen credit hour program which can be taken completely online and is taught by full-time faculty at Missouri Western State University. The goal of the Certificate is for people currently working in industry, government, non-profit, or other professional settings to gain graduate-level experience with the many facets of technical communication, including practice with day-to-day workplace writing, writing for management and supervision, writing for digital environments, grant and proposal writing, and editing. People who complete the program should be more competitive as technical and professional writers and would be well positioned for career advancement or further graduate study. The program is designed to be completed in a single academic year but is flexible. Required application materials include the standard Graduate School admission form, a brief writing sample, and two letters of recommendation.

Admission

Admission Requirements

- Submission of application for admission to the MWSU Graduate School.
- Completion of an undergraduate degree from an accredited undergraduate institution.
- Minimum undergraduate GPA of 2.75.

Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 508</td>
<td>Technical Editing</td>
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<td>ETC 524</td>
<td>Writing for Digital Environments</td>
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<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
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<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
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<tr>
<td>EPR 620</td>
<td>Proposal and Grant Writing</td>
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</tbody>
</table>

Total Credit Hours 15
Graduation Requirements
1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.

Written Communication, Technical Communication (Master of Applied Arts, M.A.A.)

Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 609</td>
<td>Qualitative Methods Theories and Methods</td>
<td>3</td>
</tr>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>or MGT 603</td>
<td>Organizational Theory</td>
<td></td>
</tr>
<tr>
<td>ENG 620</td>
<td>History and Theory of Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>EPR 620</td>
<td>Proposal and Grant Writing</td>
<td>3</td>
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</tbody>
</table>

Select one of the following options: 6

Option A:
- ETC 690 Capstone Project
- or ENG 690 Capstone Project
- Additional Graduate Elective

Option B:
- ETC 695 Thesis
- or ENG 695 Thesis

Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
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<td>ETC 616</td>
<td>Internship in Technical Communication</td>
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</table>

Select nine credit hours from the following: 9

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ADM 505</td>
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<tr>
<td>ADM 520</td>
<td>Professional Writing for Media</td>
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<td>ADM 630</td>
<td>Convergent Media Law and Ethics</td>
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</tr>
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<td>ADM 640</td>
<td>Interactive Design</td>
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<tr>
<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
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<td>ENG 612</td>
<td>Seminar in Professional Writing for Teachers</td>
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<tr>
<td>ETC 508</td>
<td>Technical Editing</td>
<td></td>
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<tr>
<td>ETC 520</td>
<td>Publications Management</td>
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<td>ETC 524</td>
<td>Writing for Digital Environments</td>
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<td>ETC 612</td>
<td>Seminar in Professional Writing</td>
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<tr>
<td>PSY 600</td>
<td>User Experience Principles</td>
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Total Credit Hours 33

Literature course numbered 500 or higher

Written Communication, Writing Studies (Master of Applied Arts, M.A.A.)

Requirements

Required Courses

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 609</td>
<td>Qualitative Methods Theories and Methods</td>
<td>3</td>
</tr>
<tr>
<td>COM 601</td>
<td>Professional and Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>or MGT 603</td>
<td>Organizational Theory</td>
<td></td>
</tr>
<tr>
<td>ENG 620</td>
<td>History and Theory of Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>EPR 620</td>
<td>Proposal and Grant Writing</td>
<td>3</td>
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</tbody>
</table>

Select one of the following options: 6

Option A:
- ENG 690 Capstone Project
- or ETC 690 Capstone Project
- Additional Graduate Elective

Option B:
- ENG 695 Thesis
- or ETC 695 Thesis

Concentration Requirements

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 512</td>
<td>Teaching Writing with Technology</td>
<td>3</td>
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<tr>
<td>or EDU 512</td>
<td>Teaching Writing with Technology</td>
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<td>ENG 664</td>
<td>Composition Theory and Pedagogy</td>
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Select nine credit hours from the following: 9

<table>
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<th>Course</th>
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<td>Topics in Teaching Writing</td>
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</tr>
<tr>
<td>or ENG 501</td>
<td>Topics in Teaching Writing</td>
<td></td>
</tr>
<tr>
<td>EDU 502</td>
<td>Professional Learning Community</td>
<td></td>
</tr>
<tr>
<td>or ENG 502</td>
<td>Professional Learning Community</td>
<td></td>
</tr>
<tr>
<td>ENG 567</td>
<td>Grammar and the Teaching of Grammar</td>
<td></td>
</tr>
<tr>
<td>ENG 573</td>
<td>History of the English Language</td>
<td></td>
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<tr>
<td>EDU 610</td>
<td>Prairie Lands Writing Project Invitational Institute</td>
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<td>EDU 612</td>
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<td>ENG 616</td>
<td>Internship in Writing Program Administration</td>
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<td>ENG 540</td>
<td>Writing for Management and Supervision</td>
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<td>ETC 600</td>
<td>Technical Communications Theory and Practice</td>
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Total Credit Hours 33
Graduation Requirements
1. Filing an approved Application for Graduation.
2. Satisfactory completion of all required coursework as listed on the approved Program of Study.
3. Earn a minimum overall GPA of 3.0, with no more than 6 credit hours of C in all required coursework.
4. Official approval of required capstone.
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COURSE DESCRIPTIONS

Accounting (ACC)

ACC 613 Forensic Accounting  Credits: 3
Typically Offered: Fall.
Course Description: This course will explore the forensic accountant's role in today's society. Topics include fraud detection and fraud investigation techniques, valuation of closely held businesses, lost profit analysis and various types of litigation support services. Prerequisite(s): B.S. in Business or ACC Competency exam.

ACC 623 Auditing for Fraud  Credits: 3
Typically Offered: Spring.
Course Description: This course will cover the major methods used to commit occupational fraud including an examination of how and why occupational fraud is committed, how to assess where an organization is at the greatest risk for fraud, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Prerequisite(s): B.S. in Business or ACC Competency exam.

ACC 633 Foundations of Finance and Accounting  Credits: 3
Typically Offered: Spring.
Course Description: A decision focused study of the nature of business transactions including identification of economic events and how they are recorded on financial statements. This course presents the analytical tools to be used for decision purposes and financial asset valuation. Prerequisite(s): B.S. in Business or ACC Competency exam.

ACC 643 Advanced Accounting  Credits: 3
Typically Offered: Fall.
Course Description: Accounting principles and procedures relating to consolidated statements, partnerships, principles of fund accounting, budgeting, auditing and financial reporting in governmental and not-for-profit entities. Prerequisite(s): B.S. with a Major in Accounting or Minor in Accounting.

ACC 653 Business Taxation  Credits: 3
Typically Offered: Spring.
Course Description: Business Taxation is an examination of the theory, practice and research methodology of taxation as applied to profit entities. Prerequisite(s): B.S. with a Major in Accounting or Minor in Accounting.

Applied Digital Media (ADM)

ADM 500 Digital Media Orientation  Credits: 1
Typically Offered: Fall.
Course Description: A two-day orientation to the Digital Media program, including university resources and access, expectations of graduate student performance, basic training in use of key equipment, review of Digital Media curriculum, completion of individual skill set inventories, advisement for any remedial coursework, and explanation of final project requirements.

ADM 505 Convergent Media Theory and Practice  Credits: 3
Typically Offered: Fall.
Course Description: A consideration of the mixing and convergence of contemporary media: print, film, video, photography, music, electronic, and digital. The course delineates media forms, including their emergence and uses, and examines theories of culture, media, and information that include theories of audience participation, non-hierarchical flattening, rhetorical positioning, long tails and niches, pervasive economical marketing, dispensers of authority, and others.

ADM 510 Research and Development  Credits: 2
Typically Offered: Fall.
Course Description: In-depth study of digital media developers, educational resources, media analysis and criticism. Includes the structuring of a continuous research agenda.

ADM 520 Professional Writing for Media  Credits: 3
Typically Offered: Fall.
Course Description: Introduction to the varied demands of professional writing, including storyboarding, scripting, and creative expression for convergent and interactive contexts.

ADM 525 Project Management  Credits: 2
Typically Offered: Fall.
Course Description: Study of media project organization from original conception to finished project. Includes responsibilities, timeline, marketing, etc.

ADM 610 Media Expression  Credits: 2
Typically Offered: Fall.
Course Description: In-depth analysis of digital media creations: conceptualizing visualization, sound design, sequencing, and narrative form.

ADM 615 Digital Compositing  Credits: 3
Typically Offered: Fall.
Course Description: Techniques and theory of motion graphics and digital compositing. The course will focus on developing and gathering elements for integrating animation, video, audio, and still sources while applying techniques to manipulate them. Project emphasis will be given to motion graphics and combining real-world and digital elements using chroma keying (green screen). The class will be project based and will encourage students to produce portfolio-quality work.

ADM 625 Digital Media Internship  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: Students gain hands-on experience producing digital media products for a business or non-profit organization, working a minimum 100 clock hours. Course grade will be based on an end-of-semester portfolio and self-evaluation and an evaluation from the client. Prerequisite(s): Must complete one semester of graduate coursework prior to internship.

ADM 630 Convergent Media Law and Ethics  Credits: 2
Typically Offered: Fall.
Course Description: Relevant legal issues and ethical concerns arising from convergent media. Issues examined include copyright law and its relevance in an electronic age, privacy issues, fair use in the context of mixed- or multi-media, legal and ethical responsibilities of Internet site providers, ethical and rhetorical positioning of bloggers, and implications of the Telecommunications Act of 1996.

ADM 635 Collaboratory  Credits: 3
Typically Offered: Fall, Spring.
Course Description: Creation of original media projects with an integrated team approach. Project management and collaboration are emphasized. May be repeated for credit.
ADM 640 Interactive Design  Credits: 3  
Typically Offered: Spring.  
Course Description: A study of the integration of components utilized in multimedia applications with authoring software. Students use industry standard software as a tool for producing interactive projects for CD-ROM, information kiosk, DVD, or Internet delivery. Students will learn the fundamentals of design for these platforms, including interactive storytelling, navigation metaphors, technical constraints, and usability. Topics include but are not limited to basic animation techniques, transitions, user interactivity, basic scripting, interactive development process, and usability. Efficiency and optimization of programs as well as usability and interface design will be emphasized.

ADM 645 Digital Cinema  Credits: 3  
Typically Offered: Fall.  
Course Description: Application of the theories, aesthetics, and techniques used in Digital Video Production. Examines the preproduction, production, and postproduction processes from concept, scripting, budgeting and directing, to completion, evaluation, and distribution. Students will expand upon practical knowledge in the realization of a short narrative, experimental, or documentary style digital video project.

ADM 650 Digital Production  Credits: 3  
Typically Offered: Fall, Spring.  
Course Description: Advanced project to develop in-depth knowledge with Media Tools and techniques in all digital media. May be repeated for credit.

ADM 665 Digital Audio Production  Credits: 2  
Typically Offered: Spring.  
Course Description: Digital audio production: hardware, software, concepts and terminology involved in signal capture, processing, synthesis. Includes equipment setup, software selection methods, file formats, and individual/group projects. Critical analysis of professional productions will be developed.

ADM 680 Independent Graduate Study  Credits: 1-3  
Typically Offered: Fall.  
Course Description: This course is an advanced study of a particular theme or topic related to digital media through readings, research, seminars, project development and analysis. Independent projects will be developed in consultation with a graduate faculty mentor. May be repeated for credit.

ADM 690 Final Project  Credits: 1-6  
Typically Offered: Fall, Spring.  
Course Description: A major cumulative and integrated media project and the creation of a portfolio of all degree activity. Must be taken during the final semester of the program.

Applied Science (MAS)

MAS 501 TA Training  Credits: 3  
Typically Offered: Fall.  
Course Description: This course is designed to provide an overview of Departmental and University policies, regulations and resources to new Graduate Students. The course aims to emphasize teaching practices and problem solving at a college level, providing new TA’s with the fundamentals required for their teaching experience. The course will cover the following topics: course design, syllabus creation, setting course objectives, assignment and test creation, evaluation and assessment, as well as intercultural awareness. This course is designed to meet the requirements of the Missouri Revised Statutes, Chapter 170 Section: 170.012.3.

MAS 695 Graduate Colloquium  Credits: 3  
Typically Offered: Fall, Spring, Summer.  
Course Description: Preparation of individual plan for idea development to solicit funding from internal or external sources; professional development factors including project management and leadership.  
Prerequisite(s): Graduate standing, MGT 603, MKT 605 and taken the last semester of program.

Biology (BIO)

BIO 510 Molecular Cell Biology  Credits: 3  
Typically Offered: Spring.  
Course Description: Advanced cell biology covering topics relevant to cellular structure and function. Selected topics may include: Cell signaling, cell adhesion, membrane function, cell motility and cytoskeletal structure and function. The cellular basis for some human syndromes and disease will also be covered. Prerequisite(s): BIO 205 or equivalent with grade of C or higher and graduate standing.

BIO 511 Developmental Biology  Credits: 3  
Typically Offered: Spring.  
Course Description: Examines the morphological changes and the genetic and molecular pathways involved in animal embryonic development. Prerequisite(s): BIO 205 or equivalent with grade of C or higher and graduate standing.

BIO 516 Vertebrate Biology  Credits: 3  
Typically Offered: Spring (odd-numbered years).  
Course Description: Comparative anatomy, biological principles, and taxonomy of the vertebrates. Prerequisite(s): Graduate standing; BIO 205 and BIO 225, or equivalent, both with a grade of C or higher.

BIO 517 Medical Parasitology  Credits: 3  
Typically Offered: Spring.  
Course Description: An introduction to the major protozoal, helminth, and arthropod parasites of humans. Prerequisite(s): BIO 205 and BIO 225 or equivalent, both with grade of C or higher and graduate standing.

BIO 521 Immunology  Credits: 3  
Typically Offered: Spring (odd-numbered years).  
Course Description: Investigation of the cellular and molecular basis of the immune response. Methods in immunology as applied to various fields. Prerequisite(s): Graduate standing; BIO 390 or equivalent with a grade of C or higher.

BIO 530 Molecular Basis of Disease  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: Investigation of the basic biological causes of human disease at molecular, cellular, and physiological levels. Prerequisite(s): BIO 205 or equivalent with a grade of C or higher and graduate standing.

BIO 541 Virology  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: Principles of virology that will focus on virus classification, various molecular aspects of virus replication, and pathogenesis. Prerequisite(s): BIO 390 or equivalent with a grade of C or higher and graduate standing.

BIO 625 Graduate Internship in Biology  Credits: 1-3  
Typically Offered: Fall and Summer.  
Course Description: An extracurricular experience related to a biological career. Must contain a significant amount of independent thinking and problem solving. Course grades assigned on a credit/fail basis. May be repeated for a maximum of 3 credits. Prerequisites: Department approval and graduate standing.
Chemistry (CHE)

CHE 520 Laboratory Safety and Management  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: Covering chemical safety, biological safety, chemical management, risk management, industrial toxicology, industrial hygiene, best practices, chemical compatibility, and regulatory controls and compliance. Prerequisite(s): Graduate standing in Chemistry.

CHE 526 Graduate Topics in Chemical Instrumentation  Credits: 5  
Typically Offered: Spring (even-numbered years).  
Course Description: Advanced applications and troubleshooting of chemical instrumentation. Three hours lecture, six hours lab. Prerequisite(s): Graduate standing and completion of organic chemistry with lab (CHE 381 and CHE 382) and quantitative analysis (CHE 321) or the equivalents.

CHE 530 Principles of Quality Assurance  Credits: 3  
Typically Offered: Fall (even-numbered years).  
Course Description: Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP), quality control, process monitoring and control, statistical methods, record keeping and regulatory compliance. Prerequisite(s): Graduate standing in Chemistry.

CHE 541 Graduate Topics in Inorganic Chemistry  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: Graduate topics in the field of inorganic chemistry. Three hours lecture. Prerequisite(s): Graduate standing and completion of organic chemistry with lab (CHE 310 and CHE 311) or equivalent.

CHE 545 Advanced Chemical Methods  Credits: 3  
Typically Offered: Spring (odd-numbered years).  
Course Description: Advanced chemical methods for process control, monitoring and analysis as applied to the practice of industrial chemistry. Topics include: Environmental Chemical Methods, Forensic Chemical Methods, Synthetic Chemical Methods, Clinical Chemical Methods, and Biochemical Methods. Prerequisite(s): Graduate standing in Chemistry.

CHE 570 Graduate Topics in Biochemistry  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: Advanced study of the biochemical properties of living systems, the diversity of biochemical functions, and mechanisms for biosynthesis. Emphasis on developing a more expansive understanding of biomolecular structure and dynamics, and intermediary metabolism. Prerequisite(s): Graduate standing and completion of biochemistry (CHE 370) or equivalent.

CHE 610 Applied Chemical Separations  Credits: 1  
Typically Offered: Summer.  
Course Description: Covering applications of chemical separations as they relate to industrial process monitoring and control, drug discovery and development, environmental analysis, and research and development. Prerequisite(s): Graduate standing in Chemistry.

CHE 611 Applied Spectroscopy  Credits: 1  
Typically Offered: Summer.  
Course Description: Covering applications of spectroscopy to industrial process monitoring and control, drug discovery and development, environmental analysis, and research and development. Prerequisite(s): Graduate standing in Chemistry.

CHE 612 Applied Biochemical Techniques  Credits: 1  
Typically Offered: Summer.  
Course Description: Covering applications of biochemical methods as they relate to industrial process monitoring and control, drug discovery and development, environmental analysis, and research and development. Prerequisite(s): Graduate standing in Chemistry.

CHE 613 Principles of Drug Discovery  Credits: 1  
Typically Offered: Summer.  
Course Description: Covering general principles of drug discovery. Topics include the drug discovery process, drug targets, design and screening methods, and approaches to synthesis. Prerequisite(s): Graduate standing in Chemistry.

CHE 640 Principles of Industrial Scale-up and Production  Credits: 3  
Typically Offered: Fall (odd-numbered years).  
Course Description: Topics include industrial chemical and biotechnology processes and process scale up, catalysis, process monitoring, green chemistry, and industrial scale preparations. Prerequisite(s): Graduate standing in Chemistry.

CHE 650 Analytical Method Development and Validation  Credits: 3  
Typically Offered: Spring (even-numbered years).  
Course Description: This course will cover topics including defining the chemical problem, stability indicating methods, impurity testing, process monitoring and control, classes of methods including instrumental and wet methods. Validation will be covered with respect to validation of equipment, process, method, and cleaning. Prerequisite(s): Graduate standing in Chemistry.

CHE 675 Graduate Internship in Chemistry  Credits: 3  
Typically Offered: Fall, Spring, Summer.  
Course Description: The Graduate Internship offers qualified students the opportunity to work in a setting or workplace outside of the University to gain industrial or professional experience. Student will be supervised by an on-site supervisor and a departmental coordinator.

CHE 680 Intellectual Property in the Scientific Setting  Credits: 2  
Typically Offered: Summer (even-numbered years).  
Course Description: Physical limitations to present technologies will be examined along with the use of chemistry and biology to identify potential opportunities for new venture creation. The course will provide experience in using life sciences for the identification of incremental improvements and as the basis for alternative technologies. A proposal for a new business venture with applications in the life sciences will be required. Case studies will be used to illustrate recent commercially successful (and unsuccessful) ventures, and the associated characteristics for success. Prerequisite(s): Graduate standing in Chemistry.

Communication Studies (COM)

COM 601 Professional and Organizational Communications  Credits: 3  
Typically Offered: Fall.  
Course Description: Theories, applications, research and problems in human communication within a variety of organizational environments; the relationship of communication to motivation, leadership, organizational culture, organizational structure, and other advanced topics. Prerequisite(s): Graduate standing.
Computer Science (CSC)

CSC 500 Research Methods in Information Systems and Technology
Credits: 3
Course Description: This course focuses on the research methods, tools, instruments, and devices used in Information Sciences and Information Technology; it appraises the logic of the scientific method, research design, qualitative and quantitative analysis of data for the purpose of conducting and reporting basic research in a scholarly and academic setting. The course will cover the concepts and methods for creating an annotated bibliography and a literature review. It will investigate current trends, legal and ethical issues, global and societal impact, policies, and applications in the fields of information technology, information security, cyber law, digital forensics, and media management. This course evaluated methods to collect, classify, categorize, evaluate, assess, and report research data, to formulate valid research questions, and to derive logical conclusions. The principles, practices, tools, and methodologies presented in this course are applicable throughout the program of graduate studies. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 520 Advance Networking and Network Administration
Credits: 3
Typically Offered: Spring.
Course Description: Exploration of protocols and methods needed to plan, deploy, and manage network resources at the small business through corporate scale. Includes the use of network monitoring tools and exploration of emerging technologies. Prerequisite(s): Admittance to ITAA or CSC 294 or approval by instructor.

CSC 550 Applied Cryptography
Credits: 3
Typically Offered: Fall.
Course Description: This course focuses on the issues associated with the design, provision and management of security services for modern communication and information systems. Students will learn different practical encryption methods for data protection. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 570 Ethical Hacking
Credits: 3
Typically Offered: Fall.
Course Description: This course will introduce the student to the essential concepts and skills in ethical hacking. A practical, hands-on approach will be adopted to examine computer/networking security for protection of sensitive data. Topics include security policy, vulnerability assessment, port scanning, penetration testing, WIFI hacking, footprinting, social engineering, etc. This course helps the student prepare for an ethical hacking certification test. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 580 Cloud Computing Security
Credits: 3
Typically Offered: Spring.
Course Description: Enterprise-scale cloud computing is proliferating because of its cost effectiveness and enhanced resource manageability. The primary objective of this course is to equip students with solid understanding of cloud computing. It covers cloud computing and services in both business and technical viewpoints. Cloud security architecture will also be covered with an emphasis on the four major categories of security controls. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 605 Software Implementation and Integration
Credits: 3
Typically Offered: Fall.
Course Description: The review of major advances in software technology (focusing particularly on database technologies) to better understand the challenges associated with data integration, including *workarounds* that IT shops use in making products address the realities of supporting the actual business; data warehousing; business process management through content management and knowledge management; development of large enterprise IT infrastructure; and the criteria used in evaluating products and methodologies. Prerequisite(s): Admittance to the Information Technology Assurance Administration program.

CSC 625 Network Information Systems Security
Credits: 3
Typically Offered: Fall.
Course Description: This course is designed to instruct students on various facets of network security and to introduce students to the tools that are available to secure and monitor TCP/IP-based networks. Students will have an opportunity to see both commercial and open source tools in action and to learn about the technology behind each tool. Some of the technologies discussed include public keys cryptography, firewalls, authentication, intrusion detection and control of malicious code. Students also learn about OS hardening fundamentals as well as security assessment tools and techniques. A research project is required. Prerequisite(s): Admittance to the ITAA program or approval by instructor.

CSC 630 Database Management and Security
Credits: 3
Typically Offered: Fall.
Course Description: This course will introduce the student to the essential best practices in database security strategies. The student will be provided with the tools, techniques and industry accepted methodologies so that upon completion of the course the student will be able to describe key concepts database security and how to apply those concepts to securing database management systems within their organization. It will also acquaint the student with key concepts in database security. The student will learn DBMS concepts: modeling, modeling languages, relational database theory as applied to database security/integrity and concurrency. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 640 Applied E-Commerce
Credits: 3
Typically Offered: Spring.
Course Description: This course focuses on the technology foundations and e-business applications in electronic commerce. The topics include the E-Commerce infrastructure, the World Wide Web, E-Commerce site administration, shopping cart and security, etc. Prerequisite(s): Admittance to ITAA or approval by instructor.

CSC 660 Graduate Research and Internship Practicum
Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: This course offers graduate students in the Information Technology Assurance Administration program an opportunity to integrate theory with practice. Students work full-time or part-time for a company in a position related to their graduate research. Anticipated learning objectives are established in a contract agreed to by the student, the company supervisor, and the departmental faculty sponsor. May be repeated for credit, but at most 3 hours may count towards the total number of hours required for the master’s program. International students should enroll in this course when completing their CPT training.
CSC 694 Thesis Preparation Credits: 3
Typically Offered: Fall, Spring.
Course Description: This course will prepare graduate students for a Master's Thesis—a substantive paper of publishable quality that involves original collection or treatment of data and/or results. The final thesis will be completed during the CSC 695 Professional Project/Thesis course.
Prerequisite(s): Admittance to ITAA and CSC 500 or its equivalent.

CSC 695 Professional Project/Thesis Credits: 1-3
Typically Offered: Fall, Spring.
Course Description: Focuses on the implementation of ideas developed and proposed from CSC 694. The students can either write a thesis paper or develop a software. Deliverables include finished thesis paper or project documentation. The students must do a PowerPoint presentation of all aspects of the completed project/thesis and demonstrate their project if applicable. Prerequisite(s): CSC 694.

Criminal Justice (LAW)

LAW 500 Basic Forensic Pathology and Death Investigation Credits: 3
Typically Offered: Spring.
Course Description: A required course for the Certificate and Masters Program designed to present the basic topics in forensic pathology. These topics include manner, cause and mechanism of death, sharp force trauma, blunt force trauma, gunshot wounds, child abuse, deaths from drug abuse, motor vehicular deaths, sex-related deaths, and sudden-unexpected deaths. Students will attend a series of forensic autopsies to observe the role of this procedure in determining the cause, manner, and mechanism of death.

LAW 505 Research Methods in Criminal Justice Credits: 3
Typically Offered: Spring.
Course Description: A required course for the Masters Program provides a comprehensive overview of key methods of evaluation and research in criminal justice. This includes essential components to consider prior to evaluation, such as organizational mission and ethical dilemmas. Techniques of sampling, data gathering, and evaluation will be demonstrated via classroom application and academic resources. Academic writing skills will be generated within the framework of a research proposal. Requirement will be waived for students with comparable credit or suitable professional experience, to be determined by the director.

LAW 510 Bloodstain Pattern Analysis in Violent Crimes Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course is a combination of lecture and laboratory experiences. It is designed so that the student understands the physics of bloodstains and what forces act on blood in forming bloodstains. At the completion of the course, students should be able to analyze bloodstains found at the scenes of various crimes and determine the angles of impact, directionality of impact, and velocity of impact, pattern transfer and photography of bloodstains.

LAW 520 Quantitative Analysis in Criminal Justice Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Masters Program, quantitative analysis bridges the gap between evaluation and policy implication by providing the student experience utilizing, interpreting, and presenting statistics and statistical models. A key component of this course will be examining restrictions on data and matching the appropriate statistical technique to the date source. Requirement will be waived for students with comparable credit or suitable professional experience, to be determined by the director. Prerequisite(s): LAW 505.

LAW 525 Forensic Anthropology for Law Enforcement Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Masters Program designed to allow the student to study human skeletal material and determine basic information from this material. Topics include establishing age, sex, race, stature, and other individual characteristics from skeletal remains. Special lectures on recognition of trauma, common bone diseases, and the taphonomy of bone will also be provided. Laboratory exercises will allow student groups to analyze forensic cases to reinforce lecture material.

LAW 530 Human Remains: Search, Recovery, and Identification Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course provides the student with a series of lectures and field experiences in the various methods of the recovery of human skeletal remains. Lecture topics include recovery techniques, map reading, scene documentation, and basic forensic anthropology to aid in identification. Forensic odontology, forensic radiology, and other basic methods of identification will also be presented. Field experiences on recovery and documentation of surface scenes, grave scenes, and fire scenes will be provided to support principals discussed in lecture.

LAW 535 Introduction to Computer Forensics Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course will cover the basic concepts of computer forensics including computer file systems, file attributes and data structures. Processes and procedures to recover and interpret digital evidence will be discussed. The legal theory and evolution of the field will be covered in depth.

LAW 540 Forensic Entomology Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A course designed to provide students with the basic concepts of forensic entomology. Topics covered will include insect identification, proper specimen sampling and collection of field data, and the importance of collecting, preserving, and rearing immature forms of insects of forensic interest. Field exercises using animal models will be used to reinforce lecture topics.

LAW 600 Criminal Law, Evidence and Legal Procedures Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Certificate Program and the Masters Degree introducing the student to the basic principles of criminal law as it applies to physical and biological evidence and the presentation of this evidence in court. Other topics will include the role and qualifications of the expert witness, rules of evidence, maintaining a chain of custody, and administrative procedures that apply to the forensic scientist and courtroom presentations.

LAW 610 Moot Court Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course is designed to prepare the student for courtroom testimony. Prosecution and defense attorneys will serve as instructors. Topics include examination of expert witnesses, admissibility of evidence, maintaining a chain of custody, use of notes and reports while on the witness stand, and courtroom ethics and protocol.
LAW 615 Forensic Photography and Crime Scene Investigation  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A course designed to provide the student with the basic concepts of crime scene photography and documentation. Special lectures will be given on use of Polaroids, videotaping, copy stand photography, bloodstain documentation, tool mark analysis, and court presentations. Staged crime scenes will be used to support the concepts provided in lecture. These scenes will be designed to allow the student to photograph and document difficult pieces of evidence such as bloodstain patterns. Group discussions and critiques will also allow participants to present their assessments and scene evaluations to the class and instructors.

LAW 620 Analysis of Biological Evidence  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Certificate Program and the Masters Degree, this course presents a series of lectures given by invited experts in biological evidence. Topics include collecting biological evidence, examination of hair, DNA evidence, and the analysis of blood and other body fluids. This course will allow students to be introduced to the latest developments in the fields of biological evidence. A series of landmark cases will be used to illustrate the role of this type of evidence in forensic science.

LAW 625 Crime Reconstruction and Forensic Case Management  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: The purpose of this course is to introduce the student to the advanced concepts that are used to manage complex forensic investigations. The use of math and physics in bloodstain pattern analysis, shooting event reconstruction, and crash site reconstruction will be covered. The history of event reconstruction as a scientific field will be studied with a more thorough look at general crime scene reconstruction. No case is worked in a vacuum and this class will dissect the management of major case events (ex. school shootings, multiple victim homicides) as well as task force investigated pattern crimes (ex. serial robberies, serial burglaries). All concepts will be partnered with relevant real-life casework examples and historical cases. An introduction to the concept of crime analysis will be included as well as the relevance to the study of pattern crime tracking.

LAW 630 Analysis of Physical Evidence  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Certificate Program and the Masters Degree, this course presents a series of lectures given by invited experts in physical evidence. Topics include collecting physical evidence, fingerprints, tool marks, ballistics, and fiber analysis. This course will allow students to be introduced to the latest developments in the field of physical evidence. A series of landmark cases will be used to illustrate the role of this type of evidence in forensic science.

LAW 635 Internet Commerce Fraud and Investigation  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course will expose the student to the wide range of criminal activity committed, facilitated and enhanced by digital technology and its effect on commerce such as digital terrorism; viruses and malicious code; digital laws and legislation; information security and infrastructure protection. Students will also be expected to put themselves in the theoretical position of company executive, school official or other decision maker to devise means to secure and prevent degradation in the ability to conduct commerce via digital means as well as protect users and institutions.

LAW 650 Advanced Research Methods  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A required course for the Masters Program designed to provide students with advanced research methods, statistics and design. As part of this course, students will be required to attend the annual meeting of the American Academy of Forensic Science, attend a pre-determined number of presentations, and submit a written critical review of the presentations and the published abstracts. Prerequisite(s): Grade of C or higher in LAW 505 and LAW 525, or consent of instructor.

LAW 660 Advanced Research Internship  Credits: 1-3
Typically Offered: Departmental Discretion.
Course Description: This Internship is a one to three credit hour course that is an applied learning experience for the Certificate or the Masters of Applied Science Degree and is specifically designed to allow students to develop independent research projects or case studies. Students should select an advisor or advisors with expertise appropriate for the proposed project. The culmination of the project is the presentation of the work at a regional or national meeting and acceptance for publication in a recognized professional journal. Research projects are usually awarded 3 hours credit, and case studies 1 hour credit for each case. Students are limited to three case studies for credit. Offered on demand.

Economics (ECO)

ECO 607 Managerial Economics  Credits: 3
Typically Offered: Fall (even-numbered years).
Course Description: The application of microeconomic principles and methodologies to managerial decision problems. Topics include consumer choice and demand for products, production and cost functions, alternative market structures and the profit criteria for long-run planning and investment decisions. Prerequisite(s): Graduate standing and ECO 260 or 261 or equivalent.

Education (EDU)

EDU 501 Topics in Teaching Writing  Credits: 1-2
Typically Offered: Departmental Discretion.
Course Description: Writing seminar for teachers or pre-service teachers with senior standing at MWSU which addresses a particular issue related to literacy teaching. May be repeated for a total of four credits. Prerequisite(s): Senior standing at MWSU with successful completion of EDU Junior Experience or BS or BA degree.

EDU 502 Professional Learning Community  Credits: 1-2
Typically Offered: Departmental Discretion.
Course Description: Professional Learning Communities emphasize enhancing student achievement by involving classroom teachers in a cycle of inquiry, reflection, and action in regard to a particular issue regarding literacy instruction. Teachers question common practice, explore specific problems, consider research and evidence that proposes solutions, try some of those solutions in their teaching, and evaluate the results, starting the cycle anew. May be repeated for a total of four credits. Prerequisite(s): Senior standing at MWSU with successful completion of EDU Junior Experience or BS or BA degree.
EDU 510 Introduction to Research in Education  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: This course is designed to acquaint the beginning graduate student with the methods professional scholars use to conduct their own inquiries in the field of education. Students will be introduced to major categories of educational policy, as well as the research that supports key pieces of current federal and state policy. Students will investigate different research designs, including qualitative, quantitative, single-subject, ethnography, survey and case study. To prepare students for the process of developing their capstone projects, the course will emphasize the rules and guidelines of APA format and style, including the basic features of technical and bias-free writing. This course might include one or two synchronous, on-line class meetings. The instructor will schedule these meetings at a time convenient to as many enrolled students as possible.

EDU 512 Teaching Writing with Technology  Credits: 3
Typically Offered: Spring.
Course Description: In this course, participants will learn how to use technology to improve writing and learning in their classrooms. Students will investigate, experiment with and use word processing, spreadsheet, electronic images, presentation software, and web pages. With these technologies, students will 1) Design writing assignments that follow the writing process; 2) Review software and Web design considerations; 3) Critique their own designs as well as existing software and Web programs for possible incorporation into their own curriculum; 4) Learn how to harness the power of the Internet to create writing and learning communities; 5) Develop a CD Portfolio of course lessons and assignments for use in their teaching. Prerequisite(s): Senior standing at MWSU with successful completion of EDU Junior Experience or BS or BA degree. Participants should have a basic understanding of computer applications.

EDU 520 21st Century Educator: Foundations of Professional Behaviors  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: How the philosophical, historical, and political foundations of education inform research. Special attention will be placed on understanding the theories, values, and assumptions that drive much of the current research base in American schools and to help the professional educator engage research practices with more rigor and understanding.

EDU 521 Teaching Students with Reading Deficits  Credits: 3
Typically Offered: Fall.
Course Description: Literacy assessment techniques and interventions for upper elementary, middle and high school students with reading deficits. Prerequisite(s): EDU 311 or EDU 310 and credit or concurrent enrollment in EDU 360.

EDU 540 Current Barriers to Learning Improvement  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: A constructivist/research approach to identifying barriers to learning within P-12 classrooms and developing strategies to improve learning.

EDU 570 Seeking Support for Assessment: Funds, Partners, and Disseminating Results  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: Exploration of the importance of partnerships to include funding opportunities and drafts of proposals to gain support. Attention will also be given to the importance of disseminating results and ways in which technology can assist.

EDU 571 Fundamentals of Autism Spectrum Disorder  Credits: 3
Typically Offered: Fall.
Course Description: Provides an understanding of autism spectrum disorder (ASD) and its effects on life and learning (PreK-adulthood), as well as a comprehensive overview of history, issues, and practices. Topics include: the breadth and viability of ASD; educational criteria, identification, and assessment; interdisciplinary collaboration; learning, socialization, perception, communication, and sensory processing characteristics and teaching strategies; and the perspectives of individuals with ASD, as well as their family members.

EDU 572 Assistive Technology and Augmentative Communication in Inclusive Settings  Credits: 3
Typically Offered: Spring.
Course Description: Focuses on current technology to support learners progress in the general curriculum in the areas of motor disabilities, sensory disabilities, reading and writing deficits, language disorders, and communication disorders. Includes theory and practical applications for students with and without identified disabilities in the context of universal design for learning.

EDU 573 Preparing Students and Families for Transitions and Careers  Credits: 3
Typically Offered: Spring.
Course Description: Focuses on transition points for individuals with disabilities across, into, and out of their PreK-12 experience, from the initial identification or transition from early childhood services to the transition to postsecondary education or career. Emphasizes preparation at all grade levels for future career and employment, and identifying and preparing for postsecondary education options. Highlights ways to include parents and families in the process and provide them with resources.

EDU 574 Collaborating with Families and School Personnel for Inclusion  Credits: 3
Typically Offered: Fall.
Course Description: Explores effective ways to work with parents/guardians and other family members as collaborators and to provide them with resources. Considers the collaborative relationships between school personnel: co-teachers; general educators; ancillary teachers, and consulting special educators; curriculum teams; teachers and paraeducators; and related services personnel.

EDU 609 Educational Research Formation  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: Using the essential content from EDU 510 as a foundation, this course will emphasize the selection of a narrowed topic for investigation. From this narrowed topic, students will develop an initial draft of the problem statement for the formal academic argument being developed by the student in his or her capstone project. To inform these efforts, this course will introduce students to appendices. Finally, the course will present important information about the Institutional Review Board and its procedures, and will challenge students to understand and to adhere to appropriate research ethics, this course might include one or two synchronous, on-line class meetings. The instructor will schedule these meetings at a time convenient to as many enrolled students as possible. Prerequisite(s): EDU 510 with a grade of C or better.
EDU 610  Prairie Lands Writing Project Invitational Institute  Credits: 6
Typically Offered: Summer.
Course Description: This four-week writing workshop (plus spring orientation and fall reflection) brings together teachers, grades k-16, as they prepare to assume leadership roles that promote good writing in their own schools. Participants will 1) Write, revise, and publish their own writing; 2) Study current theory and research, especially research of teachers of writing; 3) Share classroom expertise, especially their most successful writing practices. Prerequisite(s): Admission into the Invitational Institute: at least one year of successful teaching experience; a commitment to writing as a way to learn and to communicate learning; recommendation from building administrator, department head or Prairie Lands Teacher Consultant; potential for leadership; successful meeting with Prairie Lands interview team.

EDU 611  Research Development and Literature Analysis  Credits: 3
Typically Offered: Spring.
Course Description: This course focuses on the development of a research project from the initial selection of refined topic, first considered in EDU 609, to a definitive research proposal. Students will continue their exploration of the concepts and strategies of educational research and apply that information to their own planned research. Students will compare and contrast scholarly publications in order to refine their skills in synthesizing literature, and will participate in the peer review process by providing feedback to classmates regarding literature reviews that have composed. The authentic assessment woven throughout this course is the development of a preliminary presentation of the candidate's proposed capstone project for faculty members and colleagues. This course might include one or two synchronous, on-line class meetings. The instructor will schedule these meetings at a time convenient to as many enrolled students as possible. Prerequisite(s): EDU 510 with a grade of C or higher.

EDU 612  Seminar in Professional Writing for Teachers  Credits: 3
Typically Offered: Summer.
Course Description: This capstone course is designed for participants to develop the dual roles of writer and teacher of writing. Although the course will work with both types of professional writing, each participant will choose one of two emphases: (1) research writing growing out of a classroom inquiry into an issue of the teaching of writing; (2) expository and creative writing growing out of an inquiry into his/her own evolution as a writer. At the heart of both projects is a study of what is involved in becoming a writer. The work may build on writing produced in the Prairie Lands Writing Project Invitational Institute. May be repeated once for a total of six credits. Prerequisite(s): Completion of ENG 510 or EDU 510 Prairie Lands Writing Project Invitational Institute.

EDU 615  Data Informed Analysis and Decisions  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: This final course in the professional core sequence focuses on an examination for the various types of measurement scales (i.e., nominal, ordinal, interval, and ratio) and a discussion of which particular statistical analyses are appropriate for use with each type of data. Content of EDU 615 will include coverage of descriptive statistical measures and basic inferential statistics. Students will examine various data sets, master Excel database construction and use, and learn the principles of data-based decision-making. EDU 615 should prepare students with the essential tools they will need to develop the methodology and data analysis sections of the experimental capstone project. This course might include one or two synchronous, on-line class meetings. The instructor will schedule these meetings at a time convenient to as many enrolled students as possible. Prerequisite(s): EDU 510 and EDU 611 with grades of C or higher.

EDU 620  Applied Educational Research: Developing a Learning and Assessment Plan  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: The development of an applicable knowledge base regarding learning and assessment that is based on current research and best practice. Prominent educational research regarding learning and assessment with an emphasis on validity, reliability, measurability, accountability, differentiation, and application will be key elements as well as traditional and non-traditional methodologies to learning and assessment. As a culminating activity for the course, a comprehensive learning and assessment plan for a classroom, building, or district will be developed.

EDU 630  Capstone  Credits: 1-6
Typically Offered: Fall, Spring, Summer.
Course Description: This capstone course can be taken as a traditional thesis, an internship experience project, for which the student will seek out and collect relevant data, and complete analyses and discussion; and (b) a capstone internship experience project, for which the student will seek out and identify a host site and on-site mentor, then complete an intensive field-based internship, which must be beyond the scope of the graduate student's current employment. Prerequisite(s): EDU 510, EDU 611, and EDU 615 with grades of C or higher.

EDU 640  Applied Research for School Improvement  Credits: 3
Typically Offered: Fall, Spring, Summer.
Course Description: Refinement of the draft learning and assessment plan to include interaction with in-school professional school leaders and on-one mentoring by an education faculty member. This course provides students with an opportunity to examine their learning and assessment plan within the authentic context of the school.

EDU 651  Assessment and Planning for the Student with Autism Spectrum Disorders  Credits: 3
Typically Offered: Fall.
Course Description: Students become competent in the identification and assessment of individuals with autism spectrum disorders. Research based best practices in assessment will be discussed. Students will effectively select, utilize, and report results on appropriate tools for evaluation of autism spectrum disorders. Prerequisite(s): Credit or concurrent enrollment in EDU 650.

EDU 652  Classroom Programming for Students with Autism Spectrum Disorders  Credits: 3
Typically Offered: Spring.
Course Description: Students examine the design and implementation of effective classroom programs, such as those based on the TEACCH model, for students with autism spectrum disorder who differ in age and level of functioning. The course topics include classroom structure and organization, group instruction strategies, educational assessment and IEP development, record keeping, curriculum, instructional activities and materials, parent involvement, and staffing and support services. Prerequisite(s): Credit or concurrent enrollment in EDU 650.
EDU 653 Behavioral Interventions for Students with Autism Spectrum Disorders  Credits: 3
Typically Offered: Summer.
Course Description: Students explore the growing body of research findings showing that students with autism spectrum disorders can derive significant and durable benefits from interventions based on the principals of applied behavior analysis. Strategies for conducting functional analysis of problem behavior and developing multidimensional intervention plans are reviewed. Prerequisite(s): Credit or concurrent enrollment in EDU 650.

EDU 654 Teaching Communication and Social Skills for Students with Autism Spectrum Disorders  Credits: 3
Typically Offered: Fall.
Course Description: This course examines the assessment and instructional strategies that have been shown to be effective in promoting the development of cognitive, language, and social skills for students with autism spectrum disorders. Language development and communication strategies, augmentative and alternative communication systems (AAC), social deficits in autism, and approaches to teaching social skills will be addressed. Participants examine the instructional adaptations needed to promote the development of cognitive, communicative, and social skills in students with ASD, and review relevant empirical literature. Prerequisite(s): Credit or concurrent enrollment in EDU 650.

EDU 655 Intensive Early Intervention for Students with Autism Spectrum Disorder  Credits: 3
Typically Offered: Spring.
Course Description: This course focuses on children with autistic spectrum disorder (ASD) birth to age six. Topics addressed will include basic characteristics of children with ASD birth to age six, the developmental implications for these children and their families, and research supported early interventions utilizing a family centered approach with an emphasis on natural learning opportunities. Prerequisite(s): Credit or concurrent enrollment in EDU 650.

EDU 675 Assessment and the Identification Process  Credits: 3
Typically Offered: Fall.
Course Description: Follows the identification process from the first evidence of a student’s distress to eligibility determination. Emphasizes the roles and procedures of the following teams: pre-referral, child study, eligibility, and individualized education program (IEP). Focuses on data-based decision-making in the response-to-intervention (RTI) process and using behavioral data. Includes discussion of achievement, adaptive, social, and behavioral assessments.

EDU 676 Behavioral Interventions  Credits: 3
Typically Offered: Summer.
Course Description: Approaches behavioral interventions through the lens of practical and legal aspects. Concentrates on collecting observational data, such as for a functional behavioral assessment (FBA), and developing data-based interventions documented through behavior intervention plans (BIP). Includes behavioral methods for working with students with challenging behavior in all education settings, including positive behavior intervention support (PBIS), as well as the legal aspects of manifestation determination.

EDU 677 Advanced Methods, Differentiation, and Instruction  Credits: 3
Typically Offered: Summer.
Course Description: Builds on students’ existing knowledge of methods for teaching students with disabilities by focusing on current research in the field. Emphasizes evaluating educational methods for usefulness and evidence-base, highlighting incorporation of these methods in inclusive environments to differentiate and serve all students. Additional focus is on the individualized education program (IEP) and how to serve a student’s individualized needs within the general education curriculum. Prerequisite(s): EDU 311, EDU 351, EDU 355, EDU 360, and EDU 411, or equivalents for each.

Engineering Technology (EGT)

EGT 520 Project and Process Management  Credits: 3
Typically Offered: Fall.
Course Description: Examination of project management for the total development process, including inter-relationships between owners, developers, financing sources, designers, contractors, and users; methods of project delivery; introduction to planning and scheduling; role and tasks of the project manager, feasibility analyses; construction claims, financing and cash flow analysis; introduction to control of cost, time and technical performance; computer applications. Lean process and six-sigma process. Three hours lecture.

EGT 530 Current Advancements in Engineering Technology  Credits: 3
Typically Offered: Fall.
Course Description: Study one or more of the most recent developments in Engineering Technology such as dynamics, thermodynamics, digital image processing, renewable energy, data acquisition and automation, computer applications in structural analysis, and communication networks. Three hours of lecture.

EGT 610 Advanced Engineering Technology  Credits: 3
Typically Offered: Spring.
Course Description: In-depth study of specific fundamental engineering technology subjects such as statics, structure analysis, signal processing, heat transfer, and fluids mechanics. Emphasis will be placed on theory development and problem-solving methodologies and techniques in those subjects. Three hours lecture.

EGT 690 Engineering Technology Research  Credits: 3
Typically Offered: Fall, Spring.
Course Description: Research and study of a specific subject in Engineering Technology under the supervision of a graduate advisor. A detailed report and an intra-departmental presentation will be required. Three credit hours and can be repeated.

English (ENG)

ENG 500 Literature for Adolescents  Credits: 3
Typically Offered: Spring.
Course Description: A study of literature for young adults designed to increase appreciation of the genre through literary evaluation. Students will consider trends in publishing, the issues behind censorship, the history of literature for young adults and complete a research project. Prerequisite(s): Senior standing at MWSU with successful completion of EED, SED Junior Experience or BS or BA degree.
ENG 501 Topics in Teaching Writing Credits: 1-2
Typically Offered: Departmental Discretion.
Course Description: Writing seminar for teachers or pre-service teachers with senior standing at MWSU which addresses a particular issue related to literacy teaching. May be repeated for a total of four credits.
Prerequisite(s): Senior standing at MWSU with successful completion of EED, SED Junior Experience or BS or BA degree.

ENG 502 Professional Learning Community Credits: 1-2
Typically Offered: Departmental Discretion.
Course Description: Professional Learning Communities emphasize enhancing student achievement by involving classroom teachers in a cycle of inquiry, reflection, and action in regard to a particular issue regarding literacy instruction. Teachers question common practice, explore specific problems, consider research and evidence that proposes solutions, try some of those solutions in their teaching, and evaluate the results, starting the cycle anew. May be repeated for a total of four credits.
Prerequisite(s): Senior standing at MWSU with successful completion of EED, SED Junior Experience or BS or BA degree.

ENG 503 Literature for Children Credits: 3
Typically Offered: Fall.
Course Description: A study of literature for children designed to increase appreciation of children’s books through literary evaluation. Students will read and evaluate picture books, junior novels and poetry, and complete a research project.
Prerequisite(s): Senior standing at MWSU with successful completion of EDU Junior Experience or BS or BA degree.

ENG 510 Prairie Lands Writing Project Invitational Institute Credits: 6
Typically Offered: Summer.
Course Description: This four-week writing workshop (plus spring orientation and fall reflection) brings together teachers, grades k-16, as they prepare to assume leadership roles that promote good writing in their own schools. Participants will 1) Write, revise, and publish their own writing; 2) Study current theory and research, especially research of teachers of writing; 3) Share classroom expertise, especially their most successful writing practices.
Prerequisite(s): Admission into the Invitational Institute; at least one year of successful teaching experience; a commitment to writing as a way to learn and to communicate learning; recommendation from building administrator, department head or Prairie Lands Teacher Consultant; potential for leadership; successful meeting with Prairie Lands interview team.

ENG 512 Teaching Writing with Technology Credits: 3
Typically Offered: Spring.
Course Description: In this course, participants will learn how to use technology to improve writing and learning in their classrooms. Students will investigate, experiment with and use word processing, spread sheet, electronic images, presentation software, and web pages. With these technologies, students will 1) Design writing assignments that follow the writing process; 2) Review software and Web design considerations; 3) Critique their own designs as well as existing software and Web programs for possible incorporation into their own curriculum; 4) Learn how to harness the power of the Internet to create writing and learning communities; 5) Develop a CD portfolio of course lessons and assignments for use in their teaching.
Prerequisite(s): Senior standing at MWSU with successful completion of EED, SED Junior Experience or BS or BA degree. Participants should have a basic understanding of computer applications.

ENG 540 Writing for Management and Supervision Credits: 3
Typically Offered: Spring (odd-numbered years).
Course Description: Investigation of traditional business genres such as correspondence and reports, with special attention to writing situations common for supervisors and managers, such as evaluations, directives, and employment documents, as well as managing the writing of others. Includes examination of the influence of transmission media and rhetorical context on written communication in professional settings.
Prerequisite(s): Admission to graduate study program.

ENG 567 Grammar and the Teaching of Grammar Credits: 3
Typically Offered: Fall (odd-numbered years).
Course Description: Explores various definitions of grammar, review knowledge base required by teachers, demonstrates teaching methods that illustrate current theory and research. Students will complete a research project related to teaching grammar.
Prerequisite(s): Senior standing at MWSU with successful completion of EED, SED Junior Experience or BS or BA degree.

ENG 573 History of the English Language Credits: 3
Typically Offered: Fall.
Course Description: From the development of the Indoeuropean language family to English as a world language, this course explores the influence of historical and cultural developments, internal changes, and language attitudes on the English language. Students will come to understand how languages begin and why they change, how language is a product of its socio-cultural history, and why there are dialectal differences in the English heard around the world. They will complete a research project related to language learning and teaching writing.
Prerequisite(s): Senior standing at MWSU with successful completion of EDU Junior Experience or BS or BA degree.

ENG 590 Selected Topics in Literature Credits: 3
Typically Offered: Departmental Discretion.
Course Description: A detailed examination of a specific topic in literature. The course may focus on a literary genre, theme, period, movement or authority. Topic will change each time the course is offered.

ENG 601 Practicum in the Teaching of College Writing Credits: 3
Typically Offered: Fall.
Course Description: A survey of major concepts and issues in the study of writing, especially as applied to teaching composition. Practices in writing pedagogy are also discussed, and students’ teaching of composition is observed and explored. Required of and enrollment limited to new teachers of ENG 104. May not be repeated for credit toward graduate degree.

ENG 609 Qualitative Methods Theories and Methods Credits: 3
Typically Offered: Fall.
Course Description: Introduction to major issues and research methods in technical communication and writing studies. Includes qualitative research methods. Students will practice writing appropriate to Master’s level work in written communication.
ENG 610  Prairie Lands Writing Project Invitational Institute  Credits: 6
TypicallyOffered: Summer.
CourseDescription: This four-week writing workshop (plus spring orientation and fall reflection) brings together teachers, grades k-16, as they prepare to assume leadership roles that promote good writing in their own schools. Participants will 1) Write, revise, and publish their own writing; 2) Study current theory and research, especially research of teachers of writing; 3) Share classroom expertise, especially their most successful writing practices. Prerequisite(s): Admission into the Invitational Institute: at least one year of successful teaching experience; a commitment to writing as a way to learn and to communicate learning; recommendation from building administrator, department head or Prairie Lands Teacher Consultant; potential for leadership; successful meeting with Prairie Lands interview team.

ENG 612  Seminar in Professional Writing for Teachers  Credits: 3
TypicallyOffered: Summer.
CourseDescription: This capstone course is designed for participants to develop the dual roles of writer and teacher of writing. Although the course will work with both types of professional writing, each participant will choose one of two emphases: (1) research writing growing out of a classroom inquiry into an issue of the teaching of writing: (2) expository and creative writing growing out of an inquiry into his/her own evolution as a writer. At the heart of both projects is a study of what is involved in becoming a writer. The work may build on writing produced in the Prairie Lands Writing Project Invitational Institute. May be repeated once for a total of six credits. Prerequisite(s): Completion of ENG, EED, or SED 510 Prairie Lands Writing Project Invitational Institute.

ENG 616  Internship in Writing Program Administration  Credits: 1-3
TypicallyOffered: Fall, Spring, Summer.
CourseDescription: Practical application of rhetoric and writing theory in a campus setting such as the Composition program, Developmental Writing program, or Center for Academic Support; correlates academic preparation with on-site professional experience (thirty clock hours of work for each hour of credit). Projects developed in the course may be used in the thesis project. Prerequisite(s): Admission to graduate study at Missouri Western and departmental approval.

ENG 620  History and Theory of Rhetoric  Credits: 3
TypicallyOffered: Spring.
CourseDescription: Survey of major rhetorical theories, with attention to their use in creating and evaluating written discourse. Prerequisite(s): Admission to graduate study and departmental approval.

ENG 664  Composition Theory and Pedagogy  Credits: 3
TypicallyOffered: Fall.
CourseDescription: Survey of composition theory as a field of study, examining major issues and theories in the study of writing.

ENG 685  Multilingual Graduate Writing  Credits: 3
TypicallyOffered: Departmental Discretion.
CourseDescription: This course will help multilingual students examine the basic assumptions of academic writers, observe and target their variety of readers (general, academic, and field-expert), and use language effectively and correctly. Each student is encouraged to spotlight topics connected to their individual program of study. At the end of the semester, students will be better prepared to write academic papers, including their final projects. Prerequisite(s): Departmental permission.

ENG 690  Capstone Project  Credits: 1-3
TypicallyOffered: Fall, Spring.
CourseDescription: Provides direction and support for students during the semester in which they are creating materials for the capstone project in Written Communication. Capstone project must include a portfolio of professional materials and reflective writing and a scholarly paper that reviews major theories in the student’s field of study. Student must pass oral exam on the capstone project for credit to be recorded. May be repeated for up to 6 hours. Prerequisite(s): Successful completion of at least 27 hours of graduate credit and permission of department.

ENG 695  Thesis  Credits: 1-6
TypicallyOffered: Fall, Spring, Summer.
CourseDescription: Provides direction and support for students during the semesters in which they are researching and writing their thesis. Thesis must be approved by thesis committee and student must pass oral exam on the thesis for credit to be recorded. May be repeated for up to 9 hours. Prerequisite(s): Successful completion of at least 18 hours of graduate credit and permission of department.

English Public Relations (EPR)

EPR 620  Proposal and Grant Writing  Credits: 3
TypicallyOffered: Spring (even-numbered years).
CourseDescription: Practice in writing proposals and grant applications for a wide range of organizations, including business and industry, non-profits, and educational institutions.

English Technical Communication (ETC)

ETC 508  Technical Editing  Credits: 3
TypicallyOffered: Fall (odd-numbered years).
CourseDescription: Emphasis on the role of the editor in organizational settings, including creating successful writer/editor collaboration. Practice in editing documents for grammar, syntax, organization, style, emphasis, document design, graphics, and user-centered design. Introduction to technology for creating, publishing, and distributing technical documents.

ETC 520  Publications Management  Credits: 3
TypicallyOffered: Spring (odd-numbered years).
CourseDescription: Workshop oriented practice in producing and editing a variety of documents, as well as management of documentation projects and project teams. Discussion of the role of technical writers and managers in adapting texts for discourse communities and of current issues in technical writing. Included will be instruction in grammar and usage.

ETC 524  Writing for Digital Environments  Credits: 3
TypicallyOffered: Spring (even-numbered years).
CourseDescription: Study of communication assignments likely to be encountered by those creating documentation for access through a variety of digital platforms such as on-line Help, e-books, and mobile applications. Students will practice communication requiring careful on-the-job analysis, planning, preparation, writing and editing. Topics will include current issues such as computer-mediated communication, information design, and single sourcing.
ETC 600  Technical Communications Theory and Practice  Credits: 3
Typically Offered: Spring.
Course Description: Introduces the issues, goals, and methodologies of professional and technical communication. Examines definitions and histories of the field; relevant theories, practices and genres; data gathering and research; technology related issues; ethical and intercultural implications; and professionalism.

ETC 612 Seminar in Professional Writing  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: Selected topics in workplace writing and applied rhetorical or discourse theory.

ETC 616 Internship in Technical Communication  Credits: 3
Typically Offered: Fall, Spring.
Course Description: Practical application of technical and organizational communication skills in a professional setting; correlates academic preparation with on-site professional experience (thirty clock hours of work for each hour of credit). Writing or design projects developed in the course may be tested and used in the thesis project. Prerequisite(s): Admission to graduate study at Missouri Western and departmental approval.

ETC 690 Capstone Project  Credits: 1-3
Typically Offered: Fall, Spring.
Course Description: Provides direction and support for students during the semester in which they are creating materials for the capstone project in Written Communication. Capstone project must include a portfolio of professional materials and reflective writing and a scholarly paper that reviews major theories in the student's field of study. Student must pass oral exam on the capstone project for credit to be recorded. May be repeated for up to 6 hours. Prerequisite(s): Successful completion of at least 27 hours of graduate credit and permission of department.

ETC 695 Thesis  Credits: 1-6
Typically Offered: Fall, Spring, Summer.
Course Description: Provides direction and support for students during the semesters in which they are researching and writing their thesis. Thesis must be approved by thesis committee and student must pass oral exam on the thesis for credit to be recorded. May be repeated for up to 9 hours. Prerequisite(s): Successful completion of at least 18 hours of graduate credit and permission of department.

**General Business (GBA)**

GBA 633 Managerial Communication  Credits: 3
Typically Offered: Fall.
Course Description: This course emphasizes the importance of interpersonal relations and professional presentation skills. Organizational communication theories specifically pertaining to management will be covered. A variety of interpersonal communication issues will also be covered.

**Industrial Life Science (ILS)**

ILS 520 Laboratory Safety and Management  Credits: 3
Typically Offered: Spring (even-numbered years).
Course Description: Covering chemical safety, biological safety, chemical management, risk management, industrial toxicology, industrial hygiene, best practices, chemical compatibility, and regulatory controls and compliance. Prerequisite(s): Graduate standing in MAS ILS program.

ILS 530 Principles of Quality Assurance  Credits: 3
Typically Offered: Fall (even-numbered years).
Course Description: Covering Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP), quality control, process monitoring and control, statistical methods, record keeping, and regulatory compliance. Prerequisite(s): Graduate standing in MAS ILS program.

ILS 640 Principles of Industrial Scale-up and Production  Credits: 3
Typically Offered: Fall (odd-numbered years).
Course Description: Topics include industrial chemical and biotechnology processes and process scale up, catalysis, process monitoring, green chemistry, and industrial scale preparations. Prerequisite(s): Graduate standing in MAS ILS program.

ILS 680 Intellectual Property in the Scientific Setting  Credits: 2
Typically Offered: Summer (even-numbered years).
Course Description: Physical limitations to present technologies will be examined along with the use of chemistry and biology to identify potential opportunities for new venture creation. The course will provide experience in using life sciences for the identification of incremental improvements and as the basis for alternative technologies. A proposal for a new business venture with applications in the life sciences will be required. Case studies will be used to illustrate recent commercially successful (and unsuccessful) ventures, and the associated characteristics for success. Prerequisite(s): Graduate standing in MAS ILS program.

**Information Management (MIM)**

MIM 502 Business Process Integration  Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course will examine how business processes are integrated in SAP. After looking at Enterprise Systems, processes including Financial Accounting, Cost Accounting, Procurement, Sales, Production and Planning, Warehouse Management, and Material Planning will be discussed and explored in SAP. For each module, the organizational data needed, master data necessary, key concepts, business processes, and reporting are the main chapter topics. How the modules are integrated in SAP is discussed.

MIM 603 SDLC Analysis and Design  Credits: 3
Typically Offered: Fall.
Course Description: This course provides a detailed examination of systems analysis and design. Emphasis is placed on the Systems Development Life Cycle (SDLC) tools and techniques that a project leader and systems analyst would use to analyze, design, and document an information system including an Enterprise Applications implementation with different approaches. The course will also emphasize the importance of various skills, which the systems analyst should possess, including: communication, problem solving and risk assessment. Team-oriented projects and cases are utilized to aid in understanding how systems concepts are developed in the business world.

MIM 613 ERP Fundamentals  Credits: 3
Typically Offered: Fall.
Course Description: Basic understanding of business process through both discussion and hands on activities in ERP software. Concepts discussed to include why a company would implement ERP software, what it means to a company to implement ERP, change management, successes and failures will both be discussed. Students will use ERP software in basic business processes including sales, procurement, and production.
MIM 623  ERP Configuration  Credits: 3  
**Typically Offered:** Spring.

**Course Description:** Configuration using ERP software. Configuration is discussed in this course. Students setup their own organizational structures for their company and then test their companies through completing basic business processes. An added dimension includes integrating companies together to complete business processes.

**Prerequisite(s):** MIM 613.

MIM 633  Business Intelligence and Analytics  Credits: 3  
**Typically Offered:** Spring.

**Course Description:** The focus on this course is on analyzing data by utilizing techniques such as building data cubes and data mining to perform predictive analysis to answer the question why did something happen and what will happen if it continues to happen in the future. Databases and spreadsheet skills will be utilized in this course.

MIM 643  Supply Chain and Customer Relationship Management  Credits: 3  
**Typically Offered:** Fall.

**Course Description:** APICS Standard Planning Framework is discussed and then applied with Enterprise Applications (EA) software. Time series forecasting, sales and operations planning, master scheduling, material requirements planning, capacity planning, and the purchasing cycle are covered in the course. Customer Relationship Management concepts are discussed and then applied with EA software.

MIM 653  Systems Project Management  Credits: 3  
**Typically Offered:** Fall.

**Course Description:** This course will present project management techniques, potential problems, and overall decision-making associated with the System Development Life Cycle (SDLC) and software development projects. Specific topics will address planning, organizing, scheduling, and controlling information technology projects, current tools and techniques, and the roles and responsibilities of project managers. SAP project management software will be used.

MIM 663  e-Commerce and Mobile Platforms  Credits: 3  
**Typically Offered:** Fall.

**Course Description:** This course explores the role of information and communication technology in the conduct of business activities via the Internet and mobile technologies. **Prerequisite(s):** Credit or concurrent enrollment in MIM 613.

MIM 673  EA Technology  Credits: 3  
**Typically Offered:** Spring (even-numbered years).

**Course Description:** Technology utilized in the behind the scenes applications of Enterprise Technologies will be explored in this course. The rapidly changing topics will include areas such as system security and documenting and customizing modules properly so that enhancements can be applied in a timely fashion. **Prerequisite(s):** MIM 633.

MIM 680  Internship Experience  Credits: 1-6  
**Typically Offered:** Departmental Discretion.

**Course Description:** Internship experience in industry to supplement the MIM curriculum. This course does not count toward the MIM degree requirements. May be repeated for credit.

MIM 683  Strategic Information Systems  Credits: 3  
**Typically Offered:** Spring (odd-numbered years).

**Course Description:** A high level approach will be utilized in this course to examine how information systems in general and ERP systems in particular are strategic information systems. Cases and industry contacts will be utilized to examine how different companies have had both successes and eventual successes with their implementations.

MIM 692  Special Topics in ERP  Credits: 3  
**Typically Offered:** Departmental Discretion.

**Course Description:** As Enterprise Applications special topics are developed, they can be taught under this course so that we can be agile and offer the material as soon as possible.

MIM 693  SAP TERP 10 Certification  Credits: 3  
**Typically Offered:** Summer.

**Course Description:** The objective of this course is to prepare students to take the TERP 10 certification exam offered by SAP. Emphasis is placed on data needs and understanding complex organizational structures. **Prerequisite(s):** Credit or concurrent enrollment in MIM 613.

MGT 603  Organizational Theory  Credits: 3  
**Typically Offered:** Fall.

**Course Description:** This course focuses on the organizational level of analysis and how the organization relates to the individuals and departments within the organization as well as other organizations in the community or industry. It analyzes the whole organization as a unit that provides the context in which organizational behavior occurs. This course does not count toward MBA requirements.

MGT 604  Organizational Behavior Management  Credits: 3  
**Typically Offered:** Fall, Spring, Summer.

**Course Description:** This course will provide an overview of contemporary research and practice in the field of Organizational Behavior Management (OBM). Students will study individual-level theories of human behavior (e.g., self-efficacy, perception, motivation, attitudes, personality, and stress) in organizational settings. Additionally, students examine the dynamics of organizational behavior such as motivation, group dynamics, leadership, performance management, decision making, power and politics.

MGT 633  Contemporary Issues in Management  Credits: 3  
**Typically Offered:** Spring.

**Course Description:** Discussion of contemporary issues in management, including application, development and study of relevant cases and research findings. **Prerequisite(s):** B.S. in Business or MGT Competency exam or MGT 603.

MGT 695  Applied Strategic Management  Credits: 3  
**Typically Offered:** Fall, Spring.

**Course Description:** Preparation of individual plan for idea development to solicit funding from internal or external sources; professional development factors including project management and leadership. **Prerequisite(s):** Completion or concurrent with all core courses in the MBA program; within 12 credit hours of completing degree.
Marketing (MKT)

MKT 605 Strategic Marketing Credits: 3
Typically Offered: Fall, Spring.
Course Description: Examines the extension of corporate mission, image, and goals into the marketing arena. Utilization of marketing principles and advanced techniques in the development of marketing strategies and policies. Discussions of marketing concepts and their applications to marketing cases. This course does not count toward MBA requirements.
Prerequisite(s): Graduate standing.

MKT 633 Applied Strategic Marketing Credits: 3
Typically Offered: Fall.
Course Description: A strategic approach to a firm's activities from the point of view of the marketing function. This course focuses on traditional and contemporary strategic marketing concepts in a dynamic business environment. Prerequisite(s): B.S. in Business or MKT Competency exam or MKT 605.

Mathematics (MAT)

MAT 609 Technical Analysis for Decision Making Credits: 3
Typically Offered: Spring.
Course Description: Exploration of the role of data analysis and statistical analysis in the decision-making process. In particular, the application database concepts and analysis of large-scale database projects, as well as the application of estimation procedures, tests of hypotheses, analysis of variance and linear regression will be examined.

Nursing (NUR)

NUR 501 Foundations for Nursing Leadership Credits: 3
Typically Offered: Fall.
Course Description: Historical, contemporary and evolving theories and concepts from nursing and related disciplines provide the framework for examination of nursing leadership in a variety of settings. Prerequisite(s): Admission to the MSN Program or consent of department.

NUR 502 Advanced Health Assessment and Health Promotion Credits: 3
Typically Offered: Fall.
Course Description: This course focuses on detailed health history taking, advanced physical assessment skills with an emphasis on diagnostic reasoning and communication, and documentation of findings throughout the life span. Prerequisite(s): Admission to the MSN program.

NUR 503 Advanced Pathopharmacology Credits: 3
Typically Offered: Spring.
Course Description: This course focuses on integration of advanced concepts of pathophysiology and related pharmacologic interventions across the lifespan. Prerequisite(s): Admission to the MSN program.

NUR 504 Professional Role Development for Nursing Leaders Credits: 3
Typically Offered: Spring.
Course Description: Role theory provides the integrative foundation for professional nursing leadership at the individual, interpersonal, organizational and societal levels. Roles are explored in relation to standards-based practice with an emphasis on human resource management and workforce development.

NUR 505 Nursing Seminar I Credits: 1
Typically Offered: Fall.
Course Description: This seminar supports orientation to the graduate curriculum and related knowledge, skills and competencies that will be integrated throughout the program.

NUR 506 Health Care Policy, Organization, and Financing Credits: 3
Typically Offered: Spring.
Course Description: Foundational knowledge of U.S. health care delivery and financing system, with an emphasis on the role of health care leaders in advocating for health policies that reflect professional nursing values.

NUR 507 Statistics for Decision Support Credits: 3
Typically Offered: Fall.
Course Description: An examination of statistics with a practical application to healthcare data management and decision support. Emphasis on quantitative research methods as a foundation for evidence-based health care decision-making. Completion of an undergraduate statistics course and a minimum working knowledge of basic Excel or SPSS functions prior to taking this course are recommended.

NUR 508 Informatics for Decision Support Credits: 3
Typically Offered: Fall, Spring.
Course Description: Integration of concepts from nursing, computer science and related disciplines to assist the students in the management, communication, and assimilation of data necessary for informed decision making. Students will gain experience in information processing, database platforms and analysis to promote quality outcomes. Prerequisite(s): Graduate school admission and NUR 507.

NUR 509 Leadership in Financial Management Credits: 3
Typically Offered: Fall.
Course Description: Financial management concepts and language are presented to prepare the nurse leader for collegial relationships with financial managers and other executives in health care organizations and setting to support attainment of optimal health care outcomes using fiscally sound management principles.

NUR 510 Curriculum and Program Development Credits: 3
Typically Offered: Fall.
Course Description: The philosophical foundations, principles & issues involved in curriculum & program development are explored. Curriculum designs, frameworks, implementation and program outcomes are considered in view of contemporary forces & issues in nursing education. Prerequisite(s): Admission to the MSN program.

NUR 606 Research for Evidence-Based Nursing Leadership Credits: 3
Typically Offered: Spring.
Course Description: This course focuses on elements of rigorous research approaches including analyzing and interpreting study outcomes. Theory, researchable practice problems, research methods, as well as ethical consideration are examined.
NUR 618 Health Promotion and Disease Prevention in Diverse Populations Credits: 3
Typically Offered: Spring.
Course Description: Various health promotion and prevention strategies across the lifespan are reviewed. Emphasis is on health program planning, implementation and evaluation of nursing health care initiatives.

NUR 624 Nursing Seminar II Credits: 1
Typically Offered: Fall.
Course Description: This seminar supports the preparatory phase for the Internship experience. Prerequisite(s): NUR 501, NUR 504, NUR 505, NUR 506, NUR 507, NUR 616, NUR 618, MGT 603 and COM 601.

NUR 650 Nurse Leader Internship Credits: 1-4
Typically Offered: Fall, Spring, Summer.
Course Description: Synthesize and apply knowledge and experience from graduate courses to enhance preparation for advanced leadership. Prerequisite(s): NUR 501, NUR 504, NUR 505, NUR 507, NUR 616; and either NUR 506, NUR 606, NUR 607, NUR 618, and MGT 603; or NUR 502, NUR 503, NUR 608, and NUR 610.

Psychology (PSY)

PSY 500 Psychological Testing and Assessment Credits: 3
Typically Offered: Spring.
Course Description: Basic principles of tests, measurements, and assessment. Detailed study and evaluation of some of the most useful and meaningful person assessment techniques. Professional and ethical standards as well as social issues related to testing.

PSY 515 Applied Univariate and Multivariate Statistics Credits: 3
Typically Offered: Departmental Discretion.
Course Description: Statistical procedures applied to behavioral research; focuses on the integration of the use of computers for data collection, analysis, and presentation.

PSY 550 Graduate Research Credits: 1-5
Typically Offered: Fall, Spring, Summer.
Course Description: Graduate Research.

PSY 590 Human Factors Theory and Methods Credits: 3
Typically Offered: Fall.
Course Description: The fundamental principles of Human Factors theory and evaluation methods. This course covers human performance in system design, perception, attention, displays, communication, selection of action, spatial cognition, haptic control, signal detection, judgment and decision making in system design, workload, situation awareness, operator stress, automation, and related topics. Prerequisite(s): Admission to the Psychology Major or MAS in Human Factors and Usability Testing program.

PSY 600 User Experience Principles Credits: 3
Typically Offered: Fall.
Course Description: The fundamental principles and theoretical bases of human computer interaction from a cross disciplinary perspective. This course covers the history of human computer interaction, the evolution of methodologies, and the current best practices.

PSY 610 User Experience Lab Credits: 3
Typically Offered: Spring.
Course Description: User Experience (UX) as it applies in professional practice, including current development practices, current tools, and current design processes and related topics. Prerequisite(s): PSY 600.

PSY 680 Internship Credits: 1-4
Typically Offered: Fall, Spring.
Course Description: Develops and applies skills and then work with professional development teams in a career work experience. May be repeated up to 4 credit hours.

PSY 692 Designing User Experiences Lab Credits: 1-6
Typically Offered:
Course Description: Current professional practices in User Experience, Interaction Design, Human Factors, and related topics.

PSY 693 Seminar in Human Centered Design I Credits: 1
Typically Offered: Fall.
Course Description: This course is the first of two one credit seminars students take in the Human Factors and Usability Testing option. The goal is to facilitate discussion of general trends in Human Factors, share experiences from internships, and discuss current research in the area. Prerequisite(s): Admission to the Human Factors Program.

PSY 695 Thesis Credits: 1-4
Typically Offered: Fall, Spring.
Course Description: Graduate level research in Human Factors/Usability/ Human Computer Interaction which culminates in a Master’s level thesis. May be repeated up to 4 credit hours.

Sport and Fitness Management (SFM)

SFM 525 Legal Aspects of Sport and Fitness Credits: 3
Typically Offered: Fall.
Course Description: To assist each student in understanding legal issues related to the fields of sport and fitness management.

SFM 542 Facilities and Design Management Credits: 3
Typically Offered: Spring.
Course Description: Explores problems, principles, and techniques of management, design, and operation of general park, recreation, and sport facilities. Course will emphasize sustainable techniques for design and management of facilities, including issues such as alternative energy sources and environmentally friendly practices.

SFM 610 Leadership and Effectiveness in Sport and Fitness Management Credits: 3
Typically Offered: Spring.
Course Description: This course will provide application for the development of the skills necessary to be an effective and efficient leader regarding communication, motivation and decision making. An overview of the diverse leadership opportunities within the sports and fitness industry, keys to success and techniques for business development will be examined.

SFM 630 Internship Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course will provide the student with applied learning experiences in such areas of management, supervision, and organizational leadership in a variety of different sport and fitness settings.

SFM 650 Independent Study Credits: 3
Typically Offered: Departmental Discretion.
Course Description: This course is an individualized in-depth study of a subject in which the student is particularly interested in. The student investigate a research problem, project, or topic on an individual basis.
SFM 651 Research Methods Credits: 3
Typically Offered: Fall.
Course Description: This course will cover the fundamental tools of research, providing students with the skills to be able to engage in the process of graduate level research within the field. Various types of research process of scientific inquiry and critical analysis of research will be covered throughout the course. Topic selection and development of a research proposal will also be part of this course. Prerequisite(s): Graduate status within the program.

SFM 655 Thesis Credits: 1-6
Typically Offered: Spring.
Course Description: The thesis project is designed to enable students to choose a thesis topic with the consent of the student’s thesis faculty director, implement the topic research design and produce a master’s degree thesis suitable for publication.

SFM 680 Practicum in Sport and Fitness Credits: 3
Typically Offered: Summer.
Course Description: This course is designed to provide students with applied learning experiences at the Kansas City Chief’s summer training camp/sport & fitness agency in order to utilize competencies learned in the classroom and embrace a deeper conceptual view of intended professional aspirations. This course may not be substituted for other required courses in the student’s Sport and Fitness Management option area.

Teaching Second Language (TSL)

TSL 559 Policy, Curriculum and Instruction for ELLs Credits: 3
Typically Offered: Fall.
Course Description: Exploration of the legal requirements for providing services to ELLs, as well as the advocacy, political, and instructional issues related to curriculum development and program management. Students will examine best practices for delivering services to ELLs with diverse needs.

TSL 560 Methods of Teaching ELLs Credits: 3
Typically Offered: Spring.
Course Description: This course provides an overview of the theoretical foundations and applications of language instruction approaches, methods, and techniques that are effective in the classroom. It will focus on interactive and communicative language teaching methods as well as specific strategies for students and English language learners (ELL) in mainstream classrooms. This course is the foundation course for the TESOL Option and is a prerequisite for all other courses in the Option. However, this course can be taken concurrently with any other course in the TESOL Option.

TSL 561 Second Language Acquisition Credits: 3
Typically Offered: Spring.
Course Description: This course includes a study of the theories of first and second language acquisition specifically as related to the teaching of English as a second language and foreign languages. Subtopics of this area of study include: bilingualism, cognitive styles, communicative styles, personality factors, socio-cultural differences among learners, learning theory, models of language acquisition, strategies used by adults and children in acquiring second or third language and the application of these factors to TESOL and foreign language learning situations. Prerequisite(s): A grade of C or higher in TSL 560.

TSL 562 Materials and Assessments for ELLs Credits: 3
Typically Offered: Spring.
Course Description: Advanced course in the analysis and preparation of materials and the basics of test development in the field of ESOL. Prerequisite(s): A grade of C or higher in TSL 560.

TSL 632 Introduction to Linguistics Credits: 3
Typically Offered: Summer.
Course Description: This course provides an introduction to linguistics, the scientific study of human language, targeted to language educators. Core theoretical areas surveyed in this course include phonetics, phonology, morphology, syntax, and semantics, as well as interdisciplinary areas such as language acquisition and sociolinguistics. Students will explore how each of these theoretical areas apply to the field of language teaching.

TSL 663 Research in ELL Credits: 3
Typically Offered: Summer.
Course Description: This class is designed to challenge students to discover, formulate ideas, and discuss various factors relating to second language acquisition and the successful instruction of second language students. Using approved research techniques and procedures, students will produce a research paper on a topic chosen by them and approved by the instructor. The final paper will be presented to both undergraduate and graduate students enrolled in the program. Prerequisite(s): TSL 560 and TSL 561 both with a grade of C or higher.

TSL 664 Language and Culture Credits: 3
Typically Offered: Fall, Spring.
Course Description: Focuses on understanding the foundation on which language acquisition, reading, writing, specific instructional technologies, ELL curriculum development, assessment tools and theories, education reform, philosophy of second language instruction, and other topics relevant to instruction function in diverse classroom settings. This course is designed to provide insight into the multiple factors related to teaching second language students in grades K-12. Prerequisite(s): TSL 560 with a grade of C or higher, or concurrent enrollment.

TSL 665 Practicum in ELL: Elementary Credits: 2
Typically Offered: Fall, Spring, Summer.
Course Description: Students having completed the required courses in the TESOL Option and are seeking the ELL certification will conclude the program of study by working in a classroom/s containing ELL students. The Practicum focuses on peer observation/peer coaching under the supervision of experienced teachers in the context of the ELL or regular classroom setting. Prerequisite(s): TSL 559, TSL 560, TSL 561, TSL 562, and TSL 664, each with a grade of C or higher.

TSL 667 Practicum in ELL: Secondary Credits: 2
Typically Offered: Fall, Spring, Summer.
Course Description: Students having completed the required courses in the TESOL Option and are seeking the ELL certification will conclude the program of study by working in a classroom/s containing ELL students. The Practicum focuses on peer observation/peer coaching under the supervision of experienced teachers in the context of the ELL or regular classroom setting. Prerequisite(s): TSL 559, TSL 560, TSL 561, TSL 562, and TSL 664, each with a grade of C or higher.
The Western Institute provides varied educational opportunities in a variety of settings. The institute serves college students attending satellite sites or taking online courses, business and industry seeking to improve employees’ skills and knowledge, adults seeking workplace skills or specific job training, adults seeking to complete a college degree they began earlier in life, high school students seeking college credit, children desiring to expand their skills in art and music, adults seeking personal enrichment, traditional college students taking elective courses, incarcerated individuals pursuing educational goals, and adults needing improvement in literacy skills and English language skills. The Western Institute is also the home for Conferences, the Walter Cronkite Memorial, Scheduling, Study Abroad & Exchange Programs, the Law Enforcement Academy, the Intensive English Program and the Testing Center. The mission of the Institute is to serve the community through a wide range of educational programs and educational delivery options.

Credit Courses
The Western Institute offers a number of elective courses for college students. A maximum of six (6) credits in continuing education courses, numbered 100 or higher, and bearing the CED prefix, may be applied toward the total requirements required for a Missouri Western degree, but may not be applied toward the academic major.

The Western Institute provides initial advisement to adults seeking to complete college degrees begun earlier in life.

The Western Institute sponsors several education programs for off-campus and nontraditional students. These include: online courses, Dual Credit classes (college credit offered in high schools), upper-division and graduate credit classes in Kansas City; and English as a Second Language classes.

The Western Institute is home for the MWSU Regional Law Enforcement Academy/Police Officer Standardized Training (P.O.S.T.) program. This program takes approximately 23 weeks and consists of 18 hours of Criminal Justice coursework (12 hours in Fall or Spring Semester, and 6 offered in two mini-semesters). A year-long part-time program is also available. These programs certify participants to become police officers in the state of Missouri. The 18 hours are fully applicable to both Western’s associate and baccalaureate degrees in Criminal Justice. In addition, the curriculum includes physical training and health coursework that sufficiently overlaps PED 101 Fitness and Wellness such that cadets are required to enroll in an additional 3 credits for this course. Cadets who already have credit for PED 101 Fitness and Wellness will enroll in a substitute PED course.

Missouri Western State University offers degree programs and coursework at the North Kansas City site located at the Village at Burlington Creek:

6364 North Cosby Ave
Kansas City, Missouri 64151
(816) 746-1001

Also, MSN courses are offered in a blended format (live and video conference) at hospitals in the Kansas City Northland. For information on this program call (816) 271-5845.

Conferences and Community
The Western Institute is responsible for non-resident and resident conferences, seminars, and special events. Using University facilities, these conferences, seminars and special events serve local, regional and international groups and organizations.

The Western Institute offers training programs for business and industry and other workforce development programs, including re-certification courses. Programs may be customized to meet corporate needs.

The Western Institute is responsible for Artscape, the Griffon Junior Singers, and the Symphonic Youth Orchestra. These programs are designed to engage children in arts activities and to build their appreciation for and skills in the performing and creative arts.

Personal enrichment courses (e.g., photography, sign language, nutrition & weight control) are offered to the community.

Scheduling Services
Scheduling Services is responsible for oversight of all campus facility usage and reservation and coordination of event support services. Campus facilities may be reserved and used by campus departments and student organizations free of charge (charges may apply for event support services, extensive set-up/tear-down or use of the Fulkerson Center, Griffon Indoor Sports Complex or Spring Sports Complex). Event support services include facility set-up and tear-down, campus dining and audio/visual equipment and support. Information about Scheduling Services may be obtained on-line at www.missouriwestern.edu/scheduling. (http://www.missouriwestern.edu/scheduling)

Priority for facility usage and governing policies are outlined in the Missouri Western Policy Guide that can be found on-line at www.missouriwestern.edu/hr. (http://www.missouriwestern.edu/hr)

Study Abroad & Exchange Programs
(816) 271-4194
www.missouriwestern.edu/studyabroad (http://www.missouriwestern.edu/studyabroad)

The Office of Study Abroad and Exchange Programs exists to offer Missouri Western students the opportunity to enrich their educational experience by studying away from the St. Joseph campus. This is achieved through institutional affiliation with several international universities and domestic organizations that provide study abroad and exchange opportunities around the world. In addition, the Office of Study Abroad and Exchange Programs sponsors several study abroad opportunities each year that are taught by Missouri Western faculty. Study abroad and exchange programs vary in length, but can last as little as a few days or extend to an entire academic year.

Students wishing to participate in a study abroad or an exchange program are encouraged to contact the Office of Study Abroad.
and Exchange Programs in Spratt 105. The email address is studyaway@missouriwestern.edu. (studyaway@missouriwestern.edu)

INT 100  International Study-Lower Division  Credits: 1-12
Typically Offered: Departmental Discretion.
Course Description: Students studying in a semester abroad or exchange program recognized by Missouri Western State University may receive INT 100 credit if hours taken off campus are equivalent to a Western lower level course. By enrolling in INT 100, the students maintains MWSU enrollment and upon return to the campus facilitates the translation of courses taken abroad into Western credit. All credits received in INT 100 are subject to the pre-approval of the Director of Study Abroad and Exchange Programs.

INT 200  International Study-Cultural Experience  Credits: 1-12
Typically Offered: Departmental Discretion.
Course Description: Students studying in a semester abroad or exchange program recognized by Missouri Western State University may receive INT 200 credit if hours have no equivalent in Missouri Western's curriculum. INT 200 allows credit for a cultural experience for which there is no MWSU equivalent. By enrolling in INT 200, the student maintains MWSU enrollment and upon return to the campus facilitates the translation of courses taken abroad into Western credit. All credits received in INT 200 are subject to the pre-approval of the Director of Study Abroad and Exchange Programs.

INT 300  International Study-Upper Division  Credits: 1-12
Typically Offered: Departmental Discretion.
Course Description: Students studying in a semester abroad or exchange program recognized by Missouri Western State University may receive INT 300 credit if hours taken off campus are equivalent to upper division Missouri Western courses. By enrolling in INT 300, the student maintains MWSU enrollment and upon return to the campus facilitates the translation of courses taken abroad into Western credit. All credits received in INT 300 are subject to the pre-approval of the Director of Study Abroad and Exchange Programs.

Testing Center
The Testing Center is responsible for standardized tests offered to University students, prospective students and to community residents; and monitors testing for students and community residents whose exams need to be proctored. Visit www.missouriwestern.edu/testing (http://www.missouriwestern.edu/testing) for more information.

Intensive English Program
The Intensive English Program at Missouri Western State University has been developed to offer non-native English speaking students a strong foundation in the English language. This foundation will enable non-native English speaking students to succeed in their chosen academic fields and to become more comfortable living in the community. Each course consists of 5 hours per week of seat time, generally split between 4 hours of lecture and 1 hours of lab. Students in countries outside the U.S. can find information about the Intensive English Program by sending questions to GoGlobal@missouriwestern.edu. Community students can learn more about the program for non-credit students by completing the form on www.missouriwestern.edu/iep/noncredit-students (https://www.missouriwestern.edu/iep/noncredit-students). Contact the Intensive English Program Coordinator at (816) 271-4121 for information. View website at www.missouriwestern.edu/iep/ (http://www.missouriwestern.edu/iep).

Credit and non-credit ELL courses are offered in the Beginning, Intermediate & Advanced level in each of the following areas:

- Listening and Speaking
- Grammar and Composition
- Reading
- Academic Writing

Listening and Speaking (CED 086 Beginning Listening and Speaking, CED 096 Intermediate Listening & Speaking, CED 166 Advanced Listening & Speaking, depending on level):
These classes are designed for non-native English speaking students seeking to increase their listening and speaking abilities in English. Study and practice will concentrate on pronunciation skills, speaking skills, presentation skills, listening skills, and American idioms.

Grammar and Composition (CED 087 Beginning Grammar, CED 097 Intermediate Grammar, CED 167 Advanced Grammar, depending on level):
These classes are designed for non-native English speaking students seeking to increase their understanding of English grammar and beginning composition. The emphasis of this course will be to study the rules of grammar through simple composition of papers and presentations. Both oral and written grammar will be included in this course.

Reading (CED 088 Beginning Reading, CED 098 Intermediate Reading, CED 168 Advanced Reading, depending on level):
These classes are designed for non-native English speaking students seeking to increase their reading skills in English. Study and practice will concentrate on vocabulary expansion, reading comprehension in a variety of genres, word usage, character analysis, and journaling.

Academic Writing (CED 089 Beginning Academic Writing, CED 099 Intermediate Academic Writing, CED 169 Advanced Academic Writing, CED 179 Transitional Academic Writing, depending on level):
These classes are designed for non-native English speaking students seeking to improve their writing skills for the college classroom. Students taking these classes will be asked to produce various forms of written work, practice editing and peer-editing, make the necessary corrections, and complete final drafts of their assignments. NOTE: CED 179 Transitional Academic Writing is designed for non-native English speaking students who are also enrolled in ENG 100 Introduction to College Writing during the same semester. This course focuses on reading and writing. Assignments include full-length essays using accurate vocabulary and correct grammar. Emphasis on using transitions and applying appropriate mechanics is maintained. Self-evaluation and peer editing are used to encourage students to work toward clear written expression.

Registration Procedures: Most Western Institute courses are open to anyone who may benefit from them. Other courses and programs have specific enrollment requirements. Students may register for most courses through walk-in registration in the office of the Western Institute. Online registration options are also available. Call the Institute (816) 271-4100 or visit us online www.missouriwestern.edu/wi (http://www.missouriwestern.edu/wi) for more information.

Fees: Fees for continuing education classes are divided into two categories: credit and noncredit courses. Most credit courses carry the same tuition and fees as regular Missouri Western courses. Non-credit course fees are based on the expense to offer each course.
**Refund Policy:** The refund policy for credit classes is the same as other credit courses at MWSU. Noncredit students may receive a full refund on noncredit Institute classes, if notification is received one week prior to the first class period or if the class is cancelled. After the first class meeting, but prior to the second class session, students may receive a 50% refund (minus a $5 administrative charge) if it is requested in writing. No refunds will be made after the second scheduled class meeting.

**Walter Cronkite Memorial**

Since St. Joseph, Mo., is both the birthplace of Walter Cronkite and the home of Missouri Western State University, the university established the Walter Cronkite Memorial in 2013 as a tribute to the St. Joseph native - www.missouriwestern.edu/wcm (http://www.missouriwestern.edu/wcm). The memorial, which continues to expand in size and scope, currently occupies 6,000 square feet in the Spratt Hall Atrium. The memorial includes images, videos and memorabilia from Cronkite’s life and the many events he covered as a journalist. Additionally, the University created two original multimedia productions to honor Cronkite. These plays are periodically performed live at the memorial; recorded versions also are shown for visitors.

A central feature of the Walter Cronkite Memorial is a 9’ X 21’ work of art that includes 39 images of world and national news events reported by Cronkite. An interactive kiosk enables visitors to bring these images to life via video clips of actual news broadcasts, Cronkite’s reflections and summaries of the historical significance of the events.

The memorial includes a replica of the newsroom from which Cronkite broadcast the news during the 1960s-1970s. Tours can be arranged calling (816) 271-4100.
UNIVERSITY GOVERNANCE

University Cabinet
Dr. Robert A. Vartabedian, President
Dr. Jeanne Daffron, Provost and Vice President for Academic Affairs
Dr. Cale Fessler, Vice President for Financial Planning & Administration
Shana Meyer, Vice President for Student Affairs
Jerry Pickman, Vice President for University Advancement and Executive Director of University Foundation
Patsy Smith, Interim Director of Athletics
Brandt Shields, Director of External Relations
Jomel Nichols, Director, Public Relations and Marketing
Kim Sigrist, Executive Associate to the President

Board of Governors
David Liechti (term expires October 29, 2019)
Appointed by Governor Jay Nixon, March 2014

Brigadier General Gregory Mason (term expires October 29, 2018)
Appointed by Governor Jay Nixon, December 2012

Alfred Purcell (term expires October 29, 2018)
Appointed by Governor Jay Nixon, December 2012

Debbie Smith (term expires October 29, 2020)
Appointed by Governor Jay Nixon, November 2015

Joseph Kellogg (Student Governor) (term expires December 31, 2017)
Appointed by Governor Jay Nixon, May 2016
UNIVERSITY ACCREDITATIONS & APPROVALS

Missouri Western State University is accredited by the Higher Learning Commission (HLC). For information about HLC Accreditation, contact:

The Higher Learning Commission
30 North La Salle Street, Suite 2400
Chicago, IL 60602-2504
Telephone (800) 621-7440
www.hlcommission.org (http://www.hlcommission.org)

In addition, Missouri Western has earned the following specialized accreditations:

• Commission on Collegiate Nursing Education (CCNE) – Nursing: MSN

Program Affiliation

• Professional Science Masters – Chemistry: MAS,
• Professional Science Masters – Human Factors and Usability Testing: MAS

Campus Locations

Higher Learning Commission approved locations include:

• Missouri Western State University main campus located at:
  4525 Downs Drive
  St. Joseph, MO 64507
  (816) 271-4200
• MWSU Northlands campus located at:
  6364 N Cosby Avenue
  Kansas City, MO 64151
  (816) 746-1001
ALUMNI & FOUNDATION

Foundation
The Missouri Western State University Foundation was established in 1969 as an independent entity to promote private giving to help the University move into the forefront of public higher education. The Foundation encourages, holds, invests and disburses private gifts of cash, securities, appreciated assets and personal property, all toward the goal of providing services, programs and facilities that strengthen the mission of the University.

Donations and gifts may be unrestricted or restricted to target specific interests of the University including scholarships, awards, equipment grants, program funding and capital improvements or may be unrestricted to assist with the future needs that meet the goals of the institution.

Major gifts to the Foundation have contributed substantially toward the growth of the University and its continuous goal of excellence in such projects as the Fulkerson Center, Spratt Memorial Stadium, improvements to the Hearnes Center, Leah Spratt Hall, the Glenn E. Marion Memorial Clock Tower, the University Plaza, Kelley Commons, the Walter Cronkite Memorial, and the Agenstein/Remington Halls project, and the establishment of the Craig School of Business.

Capital campaigns allow the Foundation to secure private sector resources to perpetuate the distinctive values and contributions of Missouri Western State University. Funding for the Agenstein Hall renovation and construction of Remington Hall were part of Missouri Western’s previous capital campaign, Achieving Greatness. The Foundation is currently raising funds for facilities, endowments and programming as part of the Centennial Capital Campaign, which went public in January 2015.

The Missouri Western Foundation is a tax-exempt corporation; therefore, gifts made through it are tax deductible as appropriate. Its activities are directed by an independent, volunteer board that works closely with the University administration to identify needs and allocate funds.

The Missouri Western Alumni Association
The Missouri Western Alumni Association was established in 1970 to advance the educational interests of the University. The Association provides opportunities for alumni to stay connected to Missouri Western and offers student scholarships each year.

The Alumni Association hosts Homecoming activities and reunions, Commencement receptions for graduates and their families, as well as the Forever Griffons Luncheon, which celebrates graduates of 40 years or more. The Alumni Association coordinates as many as 40 activities throughout the year through its regional chapters – St. Joseph, Kansas City and St. Louis – and its alumni networks – Mama Griffins (a family-focused group), the Craig School of Business Alumni Network, Black Alumni Network, Griffon Band Alumni and Forever Griffons.

During Homecoming week, the Association recognizes outstanding alumni, a current faculty member and a University supporter at its annual banquet. Nominations for the awards may be submitted year round on the University website. Distinguished alumni include Esther George ’80, president of the Federal Reserve Bank of Kansas City, Bill Snyder ’59, Kansas State head football coach, Charles Bruffy ’81, multiple Grammy Award winner conductor of the Kansas City Chorus and Phoenix Chorale, and Cheri Kempf ’85, softball analyst for ESPN and commissioner of National Pro Fastpitch.

The Association serves more than 29,000 Missouri Western alumni who reside in all 50 states as well as several foreign countries and territories. A list of alumni events and activities can be found at www.missouriwestern.edu/alumni/events (http://www.missouriwestern.edu/alumni/events).

Missouri Western Ambassadors
The Missouri Western State University Ambassadors is comprised of community and campus members who are interested in the University and what it offers to the community at large. The Ambassadors serve as a bridge between the campus and community.

Through their activities, they make St. Joseph and surrounding communities aware of the educational, cultural and financial benefits of Missouri Western. The major focus of the Ambassadors is to raise funds for scholarships for nontraditional students. Their fundraiser, Night at the Ritz, is held every spring, and three luncheon/meetings are held every year. For more information, contact Diane Holtz, (816) 271-5651 or holtz@missouriwestern.edu.
GRADUATE FACULTY

A

Kaye Adkins (1999) Professor, English & Modern Languages Department. B.S., Pittsburg State University; M.A., Ph.D., University of Kansas.

B Jason Baker (2000) Professor, Biology Department. B.S., Ph.D., Kansas State University.

Julie Baldwin (2004) Associate Professor, School of Nursing & Health Professions. A.S.N., Riverside Community College; B.S.N., California State University-Fullerton; M.S.N., University of Missouri-Kansas City.

Csengele Barta (2012) Assistant Professor, Biology Department. B.S., Babes-Bolyai University; M.S., Biological Research Center of the Hungarian Academy of Sciences; Ph.D., University of Szeged.

Susan Bashinski (2013) Associate Professor, Education Department. B.S., M.Ed., University of Missouri-Columbia; Ed.D., University of Kansas.

Stacia Bensyl (1991) Chairperson and Professor, English & Modern Languages Department. B.S.Ed., Northwest Missouri State University; M.A., University College Dublin; Ph.D., University of Nebraska-Lincoln.

Robert Bergland (1997) Professor, Communication & Journalism Department. B.A., Millikin University; M.A., Ph.D., Purdue University.

Evelyn Brooks (1995) Professor, School of Nursing & Health Professions. B.S.N., Fort Hays State University; M.S.N., Wichita State University; Ph.D., University of Kansas.

Carolyn Brose (1998) Associate Professor, School of Nursing & Health Professions. B.S., Oklahoma Baptist University; M.S., Ohio State University; Ed.D., University of Kansas.


Benjamin Caldwell (1998) Professor, Chemistry Department. B.Sc., Randolph-Macon College; Ph.D., University of Virginia.

Elizabeth Canon (2015) Assistant Professor, English & Modern Languages Department. B.A., University of Florida; Ph.D., University of Georgia.

James Carviou (2013) Assistant Professor, Communication & Journalism Department. B.A., M.A., University of Wisconsin-Milwaukee; Ph.D., University of Iowa.


Gary Chevalier (1996) Professor, Biology Department. B.S., M.S., Arizona State University; Ph.D., University of California.

Cheng-Huei Chiao (2007) Associate Professor, Craig School of Business. B.S., M.S., National Chung-Hsing University; Ph.D., University of Wisconsin-Milwaukee.

Hong Choi (2007) Associate Professor, Health, Physical Education & Recreation Department. B.A., Yon Sei University; M.S., United States Sports Academy; Ph.D., Oklahoma State University.

Martha Claflin (2008) Associate Professor, Education Department. B.A., Ottawa University; M.A., University of Denver; Ph.D., University of Kansas.

Jeanie Crain (2009) Professor, English & Modern Languages Department. B.A., Berry College; M.A., Ph.D., Purdue University.

Brian Cronk (2012) Chairperson and Professor, Psychology Department. B.S., University of Wisconsin-Madison; M.A., Bradley University; Ph.D., University of Wisconsin-Milwaukee.

D Melissa Daggett (2004) Associate Professor, Biology Department. B.S., Kansas State University; Ph.D., University of Kansas.

Regan Dodd (2012) Assistant Professor, Health, Physical Education & Recreation Department. B.S., M.S.E., Northwest Missouri State University; M.B.A., Baker University; Ph.D., University of Kansas.

Dawn Drake (2012) Associate Professor, History & Geography Department. B.S., Indiana University of Pennsylvania; M.S., University of Delaware; Ph.D., University of Tennessee.

Michael Ducey (2001) Chairperson and Professor, Chemistry Department. B.S., University of Kansas; Ph.D., University of Michigan.

E Todd Eckdahl (1993) Chairperson and Professor, Biology Department. B.S., University of Minnesota-Duluth; Ph.D., Purdue University.

John Ellis (2006) Associate Professor, Education Department. B.S., Indiana State University; M.A., Ed.D., Ball State University.

Benjamin England (2014) Assistant Professor, Psychology Department. B.A., Western Connecticut State University; M.A., Texas Tech University.

G Carissa Ganong (2016) Assistant Professor, Biology Department. B.S., Mansfield University; M.S., University of Central Arkansas; Ph.D., University of Georgia.

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Konrad Gunderson (2000) Associate Professor, Craig School of Business. B.A., Luther College; M.S., University of Wisconsin-Madison; Ph.D., University of Nebraska-Lincoln.

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Matthew Hepworth (2014) Assistant Professor, Art Department. B.A., Eastern Washington University; M.F.A., Savannah College of Art & Design.

Shauna Hiley (1997) Professor, Chemistry Department. B.S., Central Missouri State University; Ph.D., University of Wyoming.

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William Russell (2005) Professor, Health, Physical Education & Recreation Department. B.A., Cleveland State University; M.S., Ball State University; Ph.D., University of Missouri-Columbia.

Daniel Shepherd (2014) Chairperson and Assistant Professor, Education Department. B.A., Cedarville University; M.Ed., Indiana Wesleyan University; Ed.S., Ed.D., Ball State University).

Kay Siebler (2008) Professor, English & Modern Languages Department. B.A., M.A., University of Nebraska-Lincoln; Ph.D., Miami University.

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Shensheng Tang (2009) Associate Professor, Engineering Technology Department. B.S., Tianjin University; M.S., China Academy of Telecommunications Technology; Ph.D., University of Toledo.

John Tapia (1976) Professor, Communication & Journalism Department. B.A., California State University; M.A., University of Massachusetts; Ph.D., University of Arizona.

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Kristen Walton (2006) Professor, Biology Department. B.S., Missouri State University; Ph.D., University of North Carolina.

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Xiaoning Yang (1998) Professor, Engineering Technology Department. B.S., M.S., Zhejiang University; Ph.D., Kansas State University.

Pi-Ming Yeh (2008) Associate Professor, School of Nursing & Health Professions. B.S., Taiwan College of Nursing; M.S., Institute of Medicine in Chung-Shan; Ph.D., University of Wisconsin-Milwaukee.

Kirill Yurov (2015) Assistant Professor, Craig School of Business. B.A., Far Eastern Federal University; M.S., Eastern Michigan University; Ph.D., University of Illinois at Chicago.

Mei Zhang (2009) Professor, Communication & Journalism Department. B.A., Hangzhou University; B.A., Fudan University; M.A., Ph.D., University of Pittsburgh.

Zhao Zhang (1998) Professor, Engineering Technology Department. B.S., Tsinghua University; M.S., Peking Union Medical College; Ph.D., University of Missouri-Rolla.

Christine Ziemer (2012) Assistant Professor, Psychology Department. B.A., Lawrence University; Ph.D., University of Iowa.
EMERITI FACULTY

A
Jerry Anderson, Professor Emeritus of Music.
William Andresen, Professor Emeritus of Biology.
Leonard Archer, Professor Emeritus of Chemistry.
Jerry Aschermann, Professor Emeritus of Education.
John Atkinson, Professor Emeritus of Mathematics.

B
James Bargar, Professor Emeritus of Psychology.
Denise Bartles, Professor Emerita of Business.
George Bishop, Professor Emeritus of Computer Science.
Brenda Blessing, Professor Emerita of Health, Physical Education & Recreation.
Richard Boutwell, Professor Emeritus of Biology.

C
Joseph Castellani, Professor Emeritus of English.
Richard Crumley, Professor Emeritus of Biology.

D
Marsha Dolan, Professor Emerita of Health Information Management.

E
Nancy Edwards, Professor Emerita of Education.
William Eickhorst, Professor Emeritus of Art.
Charles Erickson, Professor Emeritus of Health, Physical Education & Recreation.
Cordelia Esry, Professor Emerita of Nursing.
James Estes, Professor Emeritus of Art.
Lee Evinger, Professor Emeritus of Biology.

F
Mary Jane Fields, Professor Emerita of Education.
Frances Flanagan, Professor Emerita of English.
Harry Force, Professor Emeritus of Biology.
M. Lou Fowler, Professor Emerita of Business.
M. Jane Frick, Professor Emerita of English.

G
Ruth Galloway, Professor Emerita of English.
Mary Jo Gay, Professor Emerita of Nursing.

H
John Gilgun, Professor Emeritus of English.
Sue Gille, Professor Emerita of Nursing.
F. Matthew Gilmour, Professor Emeritus of Music.
James Grechus, Professor Emeritus of Health, Physical Education & Recreation.
Bonnie Greene, Professor Emerita of Health, Physical Education & Recreation.
Barry Greenwald, Professor Emeritus of Business.
Bonnie Gregory, Professor Emerita of Nursing.
Steven Greiert, Professor Emeritus of History.

I
Thomas C. Hansen, Professor Emeritus of Education.
Jeannie Harmon-Miller, Professor Emerita of Art.
Solon Earl Haynes, Professor Emeritus of Education.
Achsah M. Heckle, Professor Emeritus of Chemistry.
Susan Hinrichs, Professor Emerita of Computer Science.
Rosemary Hoffmann, Professor Emerita of Foreign Languages.
John T. Hughest, Professor Emeritus of Art.

J
David John, Professor Emeritus of Mathematics.
Martin A. Johnson, Dean Emeritus.
Ernest Johnston, Professor Emeritus of Physics.

K
Joanne Katz, Professor Emerita of Criminal Justice.
Frank Kessler, Professor Emeritus of Political Science.
Dale Krueger, Professor Emeritus of Business.

L
Louise Lacy, Professor Emerita of Humanities & Communications.
Larry Lambing, Professor Emeritus of Chemistry.
Elizabeth Latosi Sawin, Professor Emerita of English.
Cathy Lawson, Professor Emerita of Economics.
Larry Lawson, Professor Emeritus of Business.
Kenneth Lee, Professor Emeritus of Mathematics.
Donald Lillie, Professor Emeritus of Theatre (posthumous).
James L. Long, Professor Emeritus of Physical Education.
William G. Mack, Professor Emeritus of Bands.

Michael Magoon, Professor Emeritus of Foreign Languages.

Don Mahaffy, Professor Emeritus of Mathematics.

Michael Matthews, Professor Emeritus of Music.

Janet Gorman McCarthy, President Emerita.

Christa McCay, Professor Emerita of English.

Patrick McLean, Professor Emeritus of History.

Jon Mark Mikkelsen, Professor Emeritus of Philosophy.

Jill Miller, Professor Emerita of Criminal Justice.

Marian Mitchell, Professor Emerita of Business.

Julia Mullican, Professor Emerita of Psychology.

C. Phil Mullins, Professor Emeritus of Philosophy.

G. Barry Nelson, Professor Emeritus of Engineering Technology.

Gloria Owen-Roddy, Professor Emerita of English.

Henry Pilgram, Professor Emeritus of Social Work.

Richard Porr, Professor Emeritus of Education.

Thomas C. Price, Professor Emeritus of Music.

Thomas Rachow, Professor Emeritus of Biology.

Sally Radmacher, Professor Emerita of Psychology.

Roberta Riemer, Professor Emerita of Music.

Donald Robbins, Professor Emeritus of Biology.

Carol Roever, Professor Emerita of Business.

Marcia Rogers, Professor Emerita of Office Information Systems.

Kenneth Rosenauer, Professor Emeritus of English.

John Rushin, Professor Emeritus of Biology.

Allison Sauls, Professor Emerita of Art.

James Scanlon, President Emeritus.

Leo Schmitz, Professor Emeritus of Mathematics.

Julia Schneider, Library Director Emerita.

Richard Schwarz, Professor Emeritus of Chemistry.

Ethel H. Shrout, Professor Emerita of Business.

Faye Smith, Professor Emerita of Business.

Russell Smith, Professor Emeritus of Chemistry.

David Steiniche, Professor Emeritus of Political Science.

Keith Stutterheim, Professor Emeritus of Engineering Technology.

Ann Thorne, Professor Emerita of English.

Nader Vargha, Professor Emeritus of Economics.

Phil Wann, Professor Emeritus of Psychology.

Jerry Wilkerson, Professor Emeritus of Mathematics.

Diana Winston, Professor Emerita of Education.

Nannette Wolford, Professor Emerita of Health, Physical Education & Recreation.

Gerald Zweerink, Professor Emeritus of Chemistry.
UNIVERSITY ADMINISTRATION & STAFF

A


Ryan Addington (2016) University Police Officer, University Police. A.S., Drury University.


B

Dawn Baker (2014) Administrative Assistant, Academic, CST Department. B.S., Missouri Western State University.


Belinda Ball (2001) Educational Psychologist WRDCC, WRDCC. B.S., M.S., M.S.E., Emporia State University.


Elaine Bryant (1996) Director of Advising, Tutoring, Learning and Academic Support; Student Success. B.S.B.A., Missouri Western State University; M.S., Kansas State University.


Jennifer Callow (2014) Assistant Cataloging Librarian, Library. B.S.E. Missouri Western State University; M.A., University of Missouri-Columbia.

Benjamin Caldwell (1998) Dean of Graduate School, Graduate School. B.Sc., Randolph-Macon College; Ph.D., University of Virginia.

Marian Carbin (2009) Head Coach (Volleyball), Athletics. B.S., M.A.S, Missouri Western State University.


Blair Carmichael (2013) Instructional Designer, Instructional Media Center. A.S., Full Sail Center for the Recording Arts; B.S., Walden University.


Gary Clapp (2016) Director of Workforce Development & Grants Procurement, Western Institute. B.S./A.C.S., Mankato State University; Ph.D., Oregon State University.


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Amy Coats (2016) Purchasing Clerk, Purchasing Department.


Aaron Coombs (2013) Assistant Coach (Men's Basketball), Athletics. B.S., University of North Carolina-Wilmington; M.A.S., Missouri Western State University.

Signe Coombs (2013) Academic Services Director, Athletics. B.A., University of Iowa; M.A.S., Missouri Western State University.

Minerva Correa Torres (2010) Executive Administrative Associate, Student Affairs. B.A., Texas A&I University; M.S., University of North Texas.


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D

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Craig Darrough (1998) Environmental Safety Coordinator, Physical Plant. A.A., St. Louis Community College at Florissant Valley; B.S., Northwest Missouri State University.


Mary Dean (1997) Administrative Coordinator, Admissions Department. B.S., Missouri Western State University.

Susan Deering (2005) Office Coordinator, University Police, University Police.


Michelle Diaz (2005) Acquisitions/ Collections Management Librarian, Library. B.A., Missouri Western State University; M.A., University of Missouri-Kansas City; M.L.S., Emporia State University.


E


Chad Edwards (2011) Head Coach (Women's Soccer), Athletics. B.S.B.A, Missouri Southern State University; M.B.A, Baker University.

Annette Eisminger Weeks (2014) Director, Center for Entrepreneurship, Craig School of Business. B.S.E., Missouri Western State University.

Chad Elifrits (2007) Interim Director of Diagnostic, WRDCC. B.S., M.S., Ed.S., Northwest Missouri State University.

Randy Ellis (2001) Print Shop Technician, Campus Printing.

Brett Esely (2004) Associate Director of Athletic External Relations, Athletics. B.S., Missouri Western State University; M.S.S., United States Sports Academy.


Derek Evans (2012) Academic Advisor, Student Success. B.S., Northwest Missouri State University; M.A., University of Missouri-Columbia.

Cale Fessler (2013) Vice President, Financial Planning & Administration, Financial Planning & Administration. B.S., William Woods University, M.B.A., Lincoln University; Ph.D., Northcentral University.


Tom Flaska (2013) Instructional Technologist, Instructional Media Center. B.S., Missouri Western State University.

Amy Foley (2000) Fitness Center Coordinator, Recreation Services. A.A., Highland Community College; B.S., Northwest Missouri State University; M.S., University of Kansas.

Tim Ford (2000) Special Education Teacher, Team Leader WRDCC, WRDCC. B.S.E., Missouri Western State University.


Roberta Foster (2015) Admissions Counselor, Admissions Department. B.S., Appalachian State University.

Sara Freemoyer (2013) Director of Human Resources, Human Resources. B.S., Northwest Missouri State University.


Cathy Gann (1999) Academic Advisor, Student Success. B.S., Missouri Western State University; M.S., Northwest Missouri State University.

Susan Garrison (2011) Center for Academic Support Director/Writing Coordinator, CAS Department. B.S., University of Missouri-Columbia; M.S., Northwest Missouri State University.

Jerry Gentry (2014) Director of Physical Plant, Physical Plant.

Sally Gibson (2016) Director of Library, Library. B.A., University of Kansas; M.L.S., Texas Women’s University; M.S.B.A., Creighton University.

Robyn Gleason (2017) Associate Dean for School of Nursing and Health Professions/Director of Nursing Program, Nursing Department. B.S.N., Florida Southern College; M.S.N., University of Florida; Ph.D., University of Florida.


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Scott Groner (2015) Athletic Facilities Coordinator, Athletics. B.S., Missouri Western State University.

Traci Grove (2017) Simulation Lab Manager, Nursing Department. B.S., Missouri Western State University; M.S., West Texas A & M University.


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Scorp Horn (2016) Assistant Coach (Football), Athletics. B.S.B.A., Missouri Western State University; M.A. University of Central Missouri.


Kody King (2016) Administrative Assistant, Academic, Psychology Department. B.S., Missouri Western State University.


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Patty Kuechler (1998) Conferences & Special Programs Director, Western Institute.


Mike Lane (2013) Dean, Craig School of Business, Craig School of Business. B.S.B.A., Lowell Technological Institute; M.S., Northeastern University; Ph.D., Texas A&M.


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Shelly Lundy (2014) Administrative Assistant, Student Success. B.S., Missouri Western State University.


Mark Mabe (1986) Director of Information Technology Services, Information Technology Service. A.S., B.S., Missouri Western State University.

Gordon Mapley (2008) Dean for Western Institute, Western Institute. B.A., Oakland University; M.A., Ph.D., Wayne State University.

Vincenza Marash (2004) Counselor, Diversity & Women's Issues, Counseling Center. B.A., M.A., Stony Brook University; M.A., Ph.D., Cornell University; M.S.W., Syracuse University.


Sarah McCumber (2014) Information Services Librarian, Library. B.S., University of Central Missouri.

Nick McCutcheon (2014) Athletic Media Relations Director, Athletics. B.S., Missouri Western State University.

Jennie McDonald (1995) Executive Administrative Associate, Academic Affairs. B.S.B.A., Missouri Western State University.

Matt McDonald (2011) Manager of ITS - Contracts, Procurement and Telephone Services, Information Technology Service. A.S., B.S., B.S., Missouri Western State University.

Hassan McGaughy (2012) University Police Officer, University Police.

Adam McGowan (2016) Title IX Coordinator, Student Affairs. B.S., Washington State University; J.D., University of Idaho College of Law.


Carey McMillian (1991) Associate Vice President for Financial Planning & Administration, Accounting Services. B.S.B.A., Missouri Western State University; M.B.A., Northwest Missouri State University.

Colin McQuillan (2016) Assistant Coach (Football), Athletics. B.S., Missouri Western State University.

Kevin McQuirter (2007) Video Communications Specialist, Instructional Media Center. B.A., University of Southern Mississippi.

Derin McQuiston (2013) Custodian (Auxiliary), Physical Plant.

David McWilliams (1996) Developmental Math Specialist, CSMP Department. B.S., M.A., Missouri State University.


Shana Meyer (2013) Vice President, Student Affairs, Student Affairs. B.S., M.S., Emporia State University.

Tyler Meyer (2016) Transcript Evaluation Coordinator, Admissions Department. B.S.B.A., Missouri Western State University.


Murray Nabors (2008) Dean, Liberal Arts & Sciences, LAS Department. B.S., Yale College; Ph.D., Michigan State University.


Tammy Norris (2014) Academic Advisor, Western Institute. B.A., Missouri Western State University; M.L.S., University of Missouri.


Kathleen O'Connor (1981) Dean, Professional Studies, Professional Studies. B.S.N., Creighton University; M.N., University of Kansas; Ph.D., University of Missouri-Kansas City.

Natasha Oakes (2014) Associate Director of Athletics/Senior Women's Administrator, Athletics. B.S., Emporia State University.
Paul Orscheln (2016) Associate Vice President for Enrollment Management & Student Retention, Admissions Department. Ed.D, University of Missouri; B.S., M.S., University of Central Missouri.


Alex Owens (2015) Content Tutor Coordinator, CAS Department. B.S., M.S., Missouri State University.

P

Paul Orschel (2016) Associate Vice President for Enrollment Management & Student Retention, Admissions Department. Ed.D, University of Missouri; B.S., M.S., University of Central Missouri.


Alex Owens (2015) Content Tutor Coordinator, CAS Department. B.S., M.S., Missouri State University.

P


Sandy Pennock (2016) Custodian, Physical Plant.

Jerry Pickman (2004) Vice President, University Advancement, University Advancement. B.S., Missouri Western State University; E.M.B.A., Benedictine College.

Chet POBOLISH (2016) Assistant Coach (Football), Athletics. B.S., Emporia State University.

Jessica Poet (2016) Administrative Assistant, Academic, Biology Department.


R


Justin Richter (2016) Assistant Coach (Football), Athletics. B.S., University of Saint Mary.


Anne Roberts (2017) Administrative Coordinator, Student Development. B.F.A., Oklahoma State University.


Nicki Robertson (2016) Benefits Coordinator, Human Resources. B.S.B.A., Missouri Western State University.


Ben Rops (2011) Articulation Coordinator, Admissions Department. B.S., University of Northern Iowa.


S

Steven Saffell (1999) Institutional Research Analyst, Academic Affairs. A.A., Metropolitan Community College; B.S., Missouri Western State University; M.S.E., Northwest Missouri State University.


Victoria Sample (1999) Central Stores/ Lab Coordinator, Chemistry Department. B.S., Missouri Western State University.

Laura Sapp (1997) Administrative Assistant, Western Institute.

Amy Saxton (2016) Support Staff Coordinator, WRDCC, WRDCC. B.S., Missouri Western State University.


Kendy Scudder (1996) Director, Campus Printing Services, Campus Printing. B.S., Missouri Western State University.

Tracy Sharp (2001) Associate Registrar, Registrars Department. B.A., Missouri Western State University.


Kim Sigrist (2016) Executive Associate to President, Presidents Office. B.S.T., Missouri Western State University.


Kelly Sloan (1998) Purchasing Manager, Purchasing Department. B.A., University of Iowa; B.S., Missouri Western State University.

Debbie Smith (2014) Administrative Assistant, Academic, CSMP Department. A.S., B.S., Missouri Western State University.


Patrick St. Louis (2016) Assistant Coach (Football), Athletics. B.S., Missouri Western State University; M.A., Morehead State University.

Marissa Steimel (2016) Events & New Student Program Coordinator, Admissions Department. B.A., University of Missouri-St. Louis; M.Ed., University of Arkansas.

Debby Steinman (2016) Western Institute, Office Coordinator, Western Institute. B.S.B.A., Missouri Western State University.


Troy Stewart (2016) HVAC/R Technician, Physical Plant.

Tara Stoll (2000) Video Communications Producer, Instructional Media Center. B.S., Missouri Western State University.


Elliot Swope (2015) Video Communications Specialist, Instructional Media Center. B.S., Missouri Western State University.


Carlton Teff (2016) Academic Computing Technician, Instructional Media Center. B.S., Missouri Western State University.

Yen To (2015) Director of Assessment & Institutional Research, Academic Affairs. B.A., University of California; M.A., Ph.D., Texas Tech University.

Deb Treat (2013) Administrative Assistant, Academic, English & Modern Languages. B.S., Missouri Western State University; M.Ed., Colorado State University; M.Ed., Midwestern Baptist Theological Seminary.

Jennifer Trotter (2001) Head Coach (Softball), Athletics. B.S., Moorhead State University; M.Ed., North Dakota State University.


Stacy Turner (2002) Special Credit Programs Coordinator, Western Institute.


Bob Vartabedian (2008) President, Presidents Office. B.A., California State University; M.A., Wichita State University; Ph.D., University of Oklahoma.


Charles Verduzco (1999) Head Coach (Baseball), Athletics. B.S., Washington State University; M.S., University of Nevada.

Sharon Vest (2013) Special Education Teacher, WRDCC, WRDCC. B.S.E., Missouri Western State University.


Jill Voltmer (2017) University Police Officer, University Police. B.S., Creighton University.

Christi Waggoner (2015) Academic Advisor, Craig School of Business. B.S., Missouri Western State University; M.S.C., Pittsburg State University.


Kevin Walsh (2013) Remote Campus Computer Technician, Instructional Media Center. B.S., Missouri Western State University.

Mike Walton (2016) Assistant Coach (Football), Athletics. B.S., Eastern New Mexico University; M.S., Eastern New Mexico University.


Ryan Watts (2016) Assistant Coach (Football), Athletics. B.S., Stephen F. Austin State University.


Brett Weiberg (2013) Head Coach (Men's Basketball), Athletics. A.A., Northern Oklahoma College; B.S., Sam Houston University; M.Ed., Northwestern Oklahoma State University.

Colette Weipert (2017) Library Technician, Senior Technician Services, Library. B.S., Missouri Western State University.


Dustin Whetstine (2017) University Police Officer, University Police.
Matt Whipple (2015) Instructional Designer, Instructional Media Center. A.A., Indian Hills Community College; B.S., M.Ed, Northern Arizona University; M.Ed., Northwest Missouri State University.


Bob Willenbrink (2013) Founding Dean School of Fine Arts, School of Fine Arts. B.A., M.A., Morehead State University; Ph.D., Bowling Green State University.


Dixie Williams (2016) Associate Director of Admissions, Admissions Department. B.S., Missouri Western State University; M.S., Eastern Illinois University.


Matt Williamson (2016) Head Coach (Football), Athletics. B.S., Missouri Western State University; M.S., Northwest Missouri State University.

Thomas Williamson (2001) Special Assistant to the Dean, Craig School of Business, Craig School of Business. B.S., South Dakota State University; M.P.A., University of South Dakota.


Michelle Wolfe (2011) Administrative Assistant, Academic, Chemistry Department. A.S., B.S., Missouri Western State University.


Barbara Young (1996) Administrative Assistant, Academic, RLEA Department. A.S., Missouri Western State University.


## ACADEMIC CALENDAR

### 2017-2018 Missouri Western Academic Calendar

#### Fall 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Plan Week</td>
<td>August 21-25</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 28</td>
<td>Monday</td>
</tr>
<tr>
<td>Labor Day (no classes/campus closed)</td>
<td>September 4</td>
<td>Monday</td>
</tr>
<tr>
<td>Registration Begins for Spring</td>
<td>October 9</td>
<td>Monday</td>
</tr>
<tr>
<td>Mid-term Grades Due</td>
<td>October 25</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Last day to Withdraw</td>
<td>November 3</td>
<td>Friday</td>
</tr>
<tr>
<td>Fall Break (no classes/campus closed)</td>
<td>November 19-26</td>
<td>Sunday-Sunday</td>
</tr>
<tr>
<td>Last Day of classes</td>
<td>December 8</td>
<td>Friday</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 9-15</td>
<td>Saturday-Friday</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 16</td>
<td>Saturday</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>December 19</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Campus Closed</td>
<td>December 24-January 1</td>
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#### Spring 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus re-opens</td>
<td>January 2</td>
<td>Monday</td>
</tr>
<tr>
<td>Martin Luther King Day (no classes/campus closed)</td>
<td>January 15</td>
<td>Monday</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 16</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Presidents’ Day (classes in session/campus open)</td>
<td>February 19</td>
<td>Monday</td>
</tr>
<tr>
<td>Registration Begins for Summer/Fall</td>
<td>February 26</td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Break (no classes/campus open)</td>
<td>March 11-18</td>
<td>Sunday-Sunday</td>
</tr>
<tr>
<td>Mid-Term Grades Due</td>
<td>March 21</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>March 30</td>
<td>Friday</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>April 27</td>
<td>Friday</td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 28-May 4</td>
<td>Saturday-Friday</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 5</td>
<td>Saturday</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>May 8</td>
<td>Tuesday</td>
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</table>

#### Summer 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin for Eight-week/1st Four-week sessions</td>
<td>May 29</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Classes in session</td>
<td>June 1</td>
<td>Friday</td>
</tr>
<tr>
<td>Last Day to Withdraw from 1st Four-week session</td>
<td>June 14</td>
<td>Thursday</td>
</tr>
<tr>
<td>Final Exams for 1st Four-week session</td>
<td>June 21</td>
<td>Thursday</td>
</tr>
<tr>
<td>Classes Begin for 2nd Four-Week session</td>
<td>June 25</td>
<td>Monday</td>
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This academic calendar is subject to change.

The most up-to-date academic calendar information can be found at [www.missouriwestern.edu/acadaff/calendars](http://www.missouriwestern.edu/acadaff/calendars).
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<td>Teaching English to Speakers of Other Languages (TESOL)</td>
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<td>Teaching of Writing (Graduate Certificate)</td>
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<td>Teaching Second Language (TSL)</td>
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<td>Technical Communication (Graduate Certificate)</td>
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<td>TESOL (Graduate Certificate)</td>
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<td>Western Institute</td>
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<td>Written Communication</td>
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<td>Written Communication: Technical Communication (M.A.A.)</td>
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<tr>
<td>Written Communication: Writing Studies (M.A.A.)</td>
<td>51</td>
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</tbody>
</table>
### Fall 2017
- **Faculty/Staff Plan Week**: August 21-25
- **Classes Begin**: August 28, Monday
- **Labor Day (no classes/campus closed)**: September 4, Monday
- **Registration Begins for Spring**: October 9, Monday
- **Mid-term Grades Due**: October 25, Wednesday
- **Last day to Withdraw**: November 3, Friday
- **Fall Break (no classes/campus closed)**: November 19-26, Sunday-Sunday
- **Last Day of classes**: December 8, Friday
- **Final Exams**: December 9-15, Saturday-Friday
- **Commencement**: December 16, Saturday
- **Final Grades Due**: December 19, Tuesday

### Spring 2018
- **Campus re-opens**: January 2, Monday
- **Martin Luther King Day (no classes/campus closed)**: January 15, Monday
- **Classes Begin**: January 16, Tuesday
- **Presidents’ Day (classes in session/campus open)**: February 19, Monday
- **Registration Begins for Summer/Fall**: February 26, Monday
- **Spring Break (no classes/campus open)**: March 11-18, Sunday-Sunday
- **Mid-Term Grades Due**: March 21, Wednesday
- **Last Day to Withdraw**: March 30, Friday
- **Last Day of Classes**: April 27, Friday
- **Final Exams**: April 28-May 4, Saturday-Friday
- **Commencement**: May 5
- **Final Grades Due**: May 8, Tuesday

### Summer 2018
- **Classes Begin for Eight-week/1st Four-week sessions**: May 29, Tuesday
- **Classes in session**: June 1, Friday
- **Last Day to Withdraw from 1st Four-week session**: June 14, Thursday
- **Final Exams for 1st Four-week session**: June 21, Thursday
- **Classes Begin for 2nd Four-Week session**: June 25, Monday

### Final Grades Due

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Four-Week session</td>
<td>June 27</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Last Day to Withdraw from Eight-week session</td>
<td>June 28</td>
<td>Thursday</td>
</tr>
<tr>
<td>Independence Day (no classes/campus closed)</td>
<td>July 4</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Classes in session</td>
<td>July 6</td>
<td>Friday</td>
</tr>
<tr>
<td>Last Day to Withdraw from 2nd Four-week session</td>
<td>July 12</td>
<td>Thursday</td>
</tr>
<tr>
<td>Final Exams for Eight-week/2nd Four-week sessions</td>
<td>July 19</td>
<td>Thursday</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>July 25</td>
<td>Wednesday</td>
</tr>
</tbody>
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