



# **University Graduate Catalog 2018-2019**

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The official *University Graduate Catalog* of Oklahoma Wesleyan University is the online *University Graduate Catalog* available on the University’s website, [www.okwu.edu](http://www.okwu.edu). A printed version may be used for convenience. However, in case of a conflict, the printed version is subject to the official *University Graduate Catalog* published on the website.

## Introduction to OKWU

### History

The Wesleyan Church founded Oklahoma Wesleyan University in order to provide higher education within a Christian environment primarily for Wesleyan youth. Its predecessor, Bartlesville Wesleyan College, was established on the Bartlesville campus as a result of a series of mergers, which included Colorado Springs Bible College (founded in 1910 in Colorado Springs, Colorado), Pilgrim Bible College (founded in 1917 in Pasadena, California), and Holiness Evangelistic Institute (founded in 1932 in El Monte, California and later named Western Pilgrim College).

In 1959, the Bartlesville campus was purchased, and Colorado Springs Bible College was moved to Bartlesville, Oklahoma. The college, renamed Central Pilgrim College, held its first classes in September 1959. The following fall, Western Pilgrim College was merged with Central Pilgrim College. The name Bartlesville Wesleyan College was adopted in 1968 after the merger of the Wesleyan Methodist and Pilgrim Holiness churches. In the fall of 1972, Miltonvale Wesleyan College (founded in Miltonvale, Kansas by the Wesleyan Methodist Church in 1909) was consolidated with BWC on the Bartlesville campus. During this process of consolidation, a decision was made to create a four-year liberal arts college. In 1974 the Oklahoma State Regents for Higher Education accredited Bartlesville Wesleyan College as a four-year liberal arts, degree-granting institution. BWC received accreditation with the Higher Learning Commission in 1978. Planning to expand its offerings to include graduate degrees, BWC changed its name to Oklahoma Wesleyan University in August of 2001.

### Accreditation and Recognition

Oklahoma Wesleyan University holds institutional accreditation with the Higher Learning Commission. The baccalaureate degree in nursing and master's degree in nursing at Oklahoma Wesleyan University is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

OKWU's education programs are accredited by the Oklahoma State Regents for Higher Education and the National Council for Accreditation of Teacher Education. OKWU's teacher education graduates meet the academic requirements for licensure by the Oklahoma State Department of Education in elementary education (1-8), music education (K-12), physical education (K-12), and secondary English, math, science, and social studies education (6-12).

All programs of Oklahoma Wesleyan University are approved by the Oklahoma State Accrediting Agency for the Training of Veterans under Public Law 550. The University is approved by the United States Department of Justice for training of international students. Programs delivered in Coffeyville, Overland Park – Lowell Avenue, and Overland Park Chamber in Kansas, through our Adult and Graduate Studies division, are approved by the Kansas Board of Regents. Oklahoma Wesleyan University has a relationship with the American Association of Colleges of Nursing.

### Location

Bartlesville, Oklahoma (population 36,068) is located 40 miles north of Tulsa and 20 miles south of the Kansas state line. Because Bartlesville served as the long-time global headquarters of Phillips Petroleum Company (now ConocoPhillips and Phillips 66), the city hosts more cultural opportunities than one would expect for its size, including a symphony, ballet, and an international music festival, known as OK Mozart.

## **Campus**

OKWU's scenic 27-acre campus is located in a quiet residential area of the city. An eight-acre athletic facility and a 70-acre nature study area are located 1/4 mile north of the main campus. Currently, the University offers programs at multiple sites throughout the state of Oklahoma and online. We also have sites in Coffeyville, Overland Park – Lowell Avenue, and Overland Park Chamber in Kansas.

## **Academic Calendar**

Masters programs (offered through the Office of Adult and Graduate Studies) operate on a year-round, term basis.

## **Degrees**

The University grants the following Graduate degrees: Master of Business Administration (MBA), Master of Education (M.Ed.), Master of Nursing (MSN), Master of Science in Strategic Leadership (MSL) and Master of Arts in Theology and Apologetics (MTA).

## **Enrollment**

More than 1200 students from across the United States and around the world are currently enrolled.

## **Faculty**

OKWU's highly-qualified, full-time faculty are augmented by adjunct faculty who are specialists in their areas of instruction.

## **Financial Aid**

Substantial financial aid in the form of grants, loans, and employment is available to those who qualify through the Free Application for Federal Student Aid and are willing to work in appropriate assignments. Approximately 98% of OKWU students receive some form of financial aid.

## **Library**

The library houses over 100,000 items and has been aggressively growing the University's electronic resource collection.

## **Alumni**

The Alumni Association includes all former students (who took 24 credit hours or more at OKWU) and all graduates of Oklahoma Wesleyan University (including all schools which have merged with OKWU to form the present institution).

## **University Catalog Right to Change Policy**

The University reserves the right to make changes of any nature to the calendar, admission requirements, degree requirements, fees, regulations, course offerings, programs or academic schedules whenever they are deemed necessary or desirable, including changes or modification of course content, class scheduling, offering patterns, cancelling of scheduled classes or other academic activities.

The Oklahoma Wesleyan University Catalog does not establish a contractual relationship; rather it sets forth academic and other requirements that students must meet to be granted a degree and, in some circumstances, to continue to be enrolled at the institution. While advisors and other Oklahoma Wesleyan University personnel are available to guide students with respect to requirements, students ultimately bear the responsibility of following the requirements.

Students should view the University Catalog for college and program specific information.

The University Catalog is published annually. It provides information and procedures. It is the student's responsibility to become familiar with and adhere to the procedures contained within the University Catalog.

## 2018-2019 Academic Calendar

### 2018 Summer Term

Summer Term begins ..... July 1, 2018  
Graduation Applications due for October 27th Conferral ..... August 1, 2018  
Summer Term ends..... October 27, 2018  
Degree Conferral for Summer Graduates..... October 27, 2018

### 2018 Fall Term

Fall Term begins ..... October 28, 2018  
Graduation Applications due for March 2nd Conferral .....December 1, 2018  
Commencement Weekend.....December 7-8, 2018  
Fall Term ends..... March 2, 2019  
Degree Conferral for Fall Graduates..... March 2, 2019

### 2019 Spring Term

Spring Term begins ..... March 3, 2019  
Graduation Applications due for June 30th Conferral ..... April 1, 2019  
Commencement Weekend..... May 10-11, 2019  
Spring Term ends.....June 30, 2019  
Degree Conferral for Spring Graduates.....June 30, 2019

**NOTE: Due to the nature of delivery for AGS courses, both online and evening, holidays are not always observed. Please check your Core Registration Form (CRF) to confirm.**

## OKWU Distinctive

Oklahoma Wesleyan University believes that its Mission, Statement of Purpose, Diversity and Unity, Institutional Objectives and Doctrinal Statement reveal the distinctive advantages students will enjoy when they choose to attend this institution.

### Our Mission

As an evangelical Christian university of The Wesleyan Church, Oklahoma Wesleyan University models a way of thought, a way of life, and a way of faith. It is a place of serious study, honest questions, and critical engagement, all in the context of a liberal arts community that honors the primacy of Jesus Christ, the priority of Scripture, the pursuit of Truth, and the practice of Wisdom.

### Statement of Purpose

**Foundation** — Oklahoma Wesleyan University, an educational institution of The Wesleyan Church, has its roots in the Wesleyan theological tradition. This foundation rests on the Lordship of Jesus Christ, emphasizes a Christian worldview, and promotes a life of service.

**Scholarship** — The mission encompasses the integration of faith and learning in educational experiences designed to enhance scholarship, life-long learning, career opportunities, and Christian discipleship.

**Character** — The mission and values that OKWU promotes reflect the aim to develop genuine Christian character in all members of the University community.

**Integrity** — We promote and expect ethical and responsible behavior based on Biblical standards from all members of the University community.

**Servanthood** — We encourage care and compassion in order to foster in our students the desire to live out lives of service to both God and people everywhere.

**Community** — In order to achieve our mission, we operate as a caring, evangelical, Christian community with an academic focus.

**Stewardship** — We manage resources entrusted to us in a respectful and responsible manner in order to advance the work of God's Kingdom.

## Doctrinal Statement

### This we believe:

1. That the Bible, composed of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life
2. That there is one God, eternally existing in three Persons: Father, Son, and Holy Spirit
3. In Jesus Christ as truly God and truly man, His virgin birth, His vicarious death, His bodily resurrection, and His promised second coming
4. In the personality of the Holy Spirit and that the Spirit's ministry is to reveal Christ unto mankind
5. That God created mankind and the universe by special operation of divine power
6. In the fall of mankind and the consequent sinful nature of all humanity which necessitates a divine atonement
7. In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ; and that, although God holds tenaciously to His own, it is possible for believers to repudiate faith in Christ, and unless they turn back to saving faith, be eternally lost. But by the grace of God such persons may by true repentance and faith find forgiveness and restoration
8. That entire sanctification is an act of divine grace wrought in the believer through an act of the Holy Spirit whereby the Spirit takes full possession, cleanses, and equips for service on condition of total surrender and obedient faith
9. That the gifts of the Spirit are given to believers as God wills for the purpose of edifying and strengthening believers and are not the evidence of the Spirit's fullness, nor are they necessary for salvation. We affirm the miraculous use of languages and the interpretation of languages in its Biblical and historical setting; however, speaking or praying in an unknown language is not the evidence of the baptism with the Holy Spirit (or of the entire sanctification which the baptism accomplishes) and is therefore not to be promoted among us
10. In the personal existence of Satan
11. That the Scriptures plainly teach the bodily resurrection of the just and the unjust, the everlasting happiness of the saved, and the everlasting and conscious suffering of the lost
12. That all true Christians, assisted by the Holy Spirit, give evidence of a true faith by their good works and social concern



## Institutional Objectives

Institutional Objectives align with each of the four pillars of the OKWU Mission statement, as captured below. Each Institutional Objective is supported and measured by University-wide goals and Departmental Plans.

<b>Mission Pillar</b>	<b>Institutional Objective</b>
The Primacy of Jesus Christ	Promote an understanding of and commitment to Jesus Christ as the incarnate Son of God, the Alpha and Omega, the Beginning and the End.
The Priority of Scripture	Produce knowledge of the Bible as the inerrant, infallible, authoritative Word of God.
The Pursuit of Truth	Develop creative thinking, cultural appreciation and the objective understanding of knowledge relevant to each discipline of study.
The Practice of Wisdom	Inspire Godly conscience, responsible exercise of freedom and commitment of service to others.

## Global Graduate Learning Outcomes

Oklahoma Wesleyan University strives to impart knowledge, skills, and abilities to all graduate student regardless of specific degree program. These Global Graduate Learning Objectives encompass characteristics that are key to the success of any graduate and include:

- Graduate learners will competently engage in rigorous scholarship through rational discourse and thought, analytical inquiry, and problem solving in order to bring innovative and original ideas to their respective domains of expertise.
- Graduate learners will appreciate how the Christian worldview informs thought and its application in both the academic and professional work environments.
- Graduate learners will develop a comprehensive understanding of the practices and skills of effective and professional communication, relational dynamics and team building, and learning to think creatively.
- Graduate learners will demonstrate an in-depth knowledge and global perspective appropriate to their disciplines.
- Graduate learners will demonstrate ability to be creative, analytical and critical thinkers.
- Graduate learners will demonstrate a commitment to serving and leading others as scholar-practitioners in the imitation of Christ.

## Diversity and Unity

Diversity at Oklahoma Wesleyan University can best be described in the words of the Apostle Paul as he challenged his parishioners in Rome, Corinth, and Galatia to pursue unity rather than division. By definition St. Paul's ministry was diverse and multi-cultural in that he spoke multiple languages, embraced multiple races, and navigated multiple socio-economic realities. In all this Paul was consistent: He included all, excluded none, and celebrated many members while always emphasizing one body.

- He instructed the Romans to embrace synergy not separation: "For as in one body we have many members...so we, though many, are one..." (Romans 12:4,5).
- He told the Galatians to beware of balkanization: "There is neither Jew nor Greek... for you are all one in Christ Jesus." (Galatians 3:28).
- And he taught the Corinthians to embrace inclusion: "The eye cannot say to the hand, 'I don't need you!'... Now you are the body of Christ, and each one of you is a part of it." (1 Corinthians 12: 21,27).

So it is at Oklahoma Wesleyan University. Diversity for us is a verb more than a noun. It is the act of pursuing unity in the midst of differences. It is *E Pluribus Unum* – Out of many one. It is judgment that sees the content of a man's and woman's character not the color of their skin. It is the celebration of the *universitas - uni-vertites - uni-veritas*: The unity of truth.

In this context, Oklahoma Wesleyan University opens its doors to all people who desire an education grounded in the *pursuit of truth*, the *practice of wisdom*, the *primacy of Jesus Christ* and the *priority of Scripture*. As a university, we seek to be a reflection of the racial, socio-economic and other demographic realities of our basic region while simultaneously equipping the students we serve to adapt professionally to changes in a global society.

## Statement on Human Sexuality

At Oklahoma Wesleyan University we are committed to a biblical worldview that seeks to glorify God, recognizing and affirming Christ as King in every aspect of the created order and in every sphere of human endeavor. There is nothing over which he is not pre-eminent and to which the Bible is irrelevant. As such, our mission as a Christian University is to equip students in mind and character, to help them connect the rigorous work of the mind to the Word's renovating work in the heart – thus facilitating an intellectual and spiritual transformation. The desired outcome is an inherently consistent inner life manifested in a lived-out spirituality that we call character.

In order to facilitate this process of Christ-like character development, we knowingly and voluntarily embrace and commit to community standards of conduct that we believe are congruent with Biblical standards and conducive to a life of intellectual, physical and spiritual integrity. We aspire to be a University community where thoughtful engagement with the deepest questions of life can be examined in light of the realities of our common human sinfulness and brokenness. These (as found in our Student and Employee Handbooks) reflect and express our desire and commitment to help the members of our community to live a Biblical life that is also in full compliance with the teachings and doctrines of The Wesleyan Church (<http://www.wesleyan.org/2275/a-wesleyan-view-of-gender-identity-and-expression>) and to, thereby, develop a Christ-like maturity in their daily practices, and to encourage a healthy, vibrant Christian University community.

In keeping with our mission and our commitment to Biblical fidelity, all members of the University community are expected to follow the teachings of Scripture. We believe that the final authoritative and trustworthy norm for proper moral judgments is what God has revealed in His Word. Therefore, OKWU affirms that sexual intimacy is designed by God to be expressed solely within a marriage between one man and one woman. This view of sexuality and marriage is rooted in the Genesis account of creation, reflected in the teachings of Jesus Christ himself, and is maintained consistently throughout Scripture. It is a view based on the Biblical teaching of monogamy – that God designed sexual union for the purpose of uniting one man and one woman into a permanent, lifelong, one flesh union in the context of marriage. God created two complementary forms of humans, male and female, to bear His image together (Gen. 1:27-28), and ordained that the first human pair was to become one flesh (Gen. 2:23-24). These and other similar passages show that God views sex, procreation and marriage as good, and that male and female are necessary counterparts – differentiated partners – in a sexual complementarity. Sexual intimacy and the sexual union of intercourse between a man and a woman are intended for a purpose – to join one husband and wife together into one flesh in the context of marriage (I Cor. 6:16).

Our marriages on earth model the relationship between Christ and His bride, the church (Ephesians 5:31-33), a melding that the Apostle Paul calls "a profound mystery." This God-initiated oneness, as detailed in Genesis, is clearly recognized and affirmed by Jesus in terms of the marital union of husband and wife (Matt 19:4-6). Any sexual intimacy outside of such marriage violates God's design for marriage, and is thus to be understood as one of the disruptive consequences of the fall (Romans 1:18-32).

Thus, God's design for marriage and sexuality is the foundational reason for viewing acts of sexual intimacy between a man and a woman outside of marriage, and any act of sexual intimacy between two persons of the same sex, as unbiblical and illegitimate moral options for the confessing Christian. Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood and affirmed by Christian churches throughout history. On the other hand, chastity in the form of sexual purity for the unmarried person and chastity in the form of sexual faithfulness in marriage are blessed and affirmed. Therefore, as part of living out a

consistent, Biblical life, one dedicated to the pursuit of Christ-likeness, all members of the University are expected to avoid sexual intimacy outside of heterosexual marriage and to never encourage or promote the same in others. Indeed, whatever one's personal inclinations or proclivities, our identity and personhood in Christ is the same: sexual purity manifest among the married as complete faithfulness and by those who are unmarried by living a chaste life (1 Thessalonians 4:3-8).

Sexual purity honors God. For those in our community who are attracted to persons of the opposite sex and struggle to maintain sexual purity, as well as for those in our community who struggle with same-sex attraction, we pledge to hold each other accountable to choose behaviors consistent with Christian teaching and all concurrent Oklahoma Wesleyan University policies. We believe, in accordance with Scripture, that we are all sinful and that we are all prone to sin in different ways. We believe that God who knows us intimately, all of our thoughts and deeds, provides not only redemption through Christ, but also promises forgiveness for all of our sins and the freedom to choose to live above the power of sin. Therefore, a primary goal is to help each student and member of the OKWU community to grow in Christ in the midst of his or her unique history and struggles and discern how to walk righteously with Him and others along the way.

Finally, OKWU holds to the Biblical principle that all human beings are "fearfully and wonderfully made" with a clear and distinct biological gender that identifies them as male or female. Therefore, consistent with Biblical teaching and with The Wesleyan Church Disciplines, the University does not permit any members of its community (faculty, staff or student) to choose behaviors that disregard or discourage such gender distinctions. Behaving in ways that compromise or confuse one's biological gender identity as given by God at birth is considered a personal choice that is inconsistent with Biblical precepts and the doctrine of The Wesleyan Church, and, accordingly, is not permitted by OKWU's codes of conduct.

## General Grievance Policy

Regulations associated with the federal student financial aid program include the following requirements: "The institution must make available for review to any enrolled or prospective students upon request, a copy of the documents describing the institution's accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint." The following paragraphs and links fulfill these obligations.

### Accreditation

Information concerning OKWU's institutional and specialized accreditations is available on the accreditation page of the website (<http://www.okwu.edu/accreditation/>).

### State Authorizations

OKWU complies with Title 70 O.S §4103 and may operate educational programs beyond secondary education in Oklahoma. For more information related to OKWU's state authorizations, please contact the Office of Operational Innovation at 918-335-6212 or [pjcrouch@okwu.edu](mailto:pjcrouch@okwu.edu).

### Federal Authorizations

Title IV of the Higher Education Act of 1965 governs the federal student aid programs. OKWU is authorized to participate in federal Title IV programs. Application is made through the Title IV Program Participation Agreement. Should a student wish to review the PPA, he or she should contact the Financial Aid Office at [financialaid@okwu.edu](mailto:financialaid@okwu.edu) or 918-335-6282.

### Grievance Policy and Process

Complaints regarding any aspect of OKWU operations should be filed in writing to the appropriate OKWU office. Complaints should be filed internally to the OKWU authorities first and then, if necessary, to external authorities. Students seeking to make an appeal to an external source should use the information below to contact the correct office.

**For academic issues**, the student should refer to the Academic Grievance Policy on page 38.

### For non-academic issues,

- Residential students should seek resolution with the Director of the particular office first. If not satisfied with the resolution, a formal written complaint can be sent to Office of Student Development, care of Kyle White, [kwhite@okwu.edu](mailto:kwhite@okwu.edu).
- Adult & Graduate Studies (online and on-ground) students would seek resolution with the Director of the particular office first. If not satisfied with the resolution, a formal written complaint can be sent to Dean of AGS Operations, care of Patricia Leggett, [pleggett@okwu.edu](mailto:pleggett@okwu.edu).

### External Contacts for Student Complaints

- On-ground students taking classes in Oklahoma: Oklahoma State Regents for Higher Education <http://www.okhighered.org/current-college-students/complaints.shtml>
- On-ground students taking classes in Kansas: Kansas Board of Regents [http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)
- Online students\*: Oklahoma State Regent's Office or, where applicable by state law, the state department of higher education in the student's home state of residence
- Accreditor (Higher Learning Commission): <http://hlcommission.org/HLC-Institutions/complaints.html>

## Student Life

As a community committed to Biblical thought, behavior, and Christ-centered relationships, Oklahoma Wesleyan University has certain student life expectations and opportunities. One of the primary reasons leading students to come to Oklahoma Wesleyan University is the Christian community that is offered within the context of earning a university degree. OKWU students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If students need help in developing an effective devotional life, they are encouraged to visit with a member of the Student Life staff.

Because Oklahoma Wesleyan University strives to be a University where Jesus is Lord, the institution provides an education grounded in the liberal arts, propelled by the Bible, and aimed fearlessly at truth. This kind of education does not merely load students with a collection of unrelated pieces of information to be used for finding a job. Instead, it helps students to see knowledge as a potentially harmonious whole under the Lordship of Jesus Christ, to be used as the foundation for a life of Godly wisdom. When it succeeds, the OKWU experience gives students a start on achieving a breadth of genuine knowledge and helps them find and follow God's calling to careers of service.

### Student Services

**Academic Advisement** – Each student is assigned an Academic Advisor upon matriculation to the University. The advisor is the student's constant contact for all academic and student service matters.

**Bookstore** – OKWU Bookstore is located in the Haltom Campus Center. Students may purchase required and recommended text materials as well as school supplies, athletic wear, CD's, small gift items, snacks, and OKWU memorabilia. The Bookstore is designed to be a "service center" for the campus. Personal checks, VISA, MasterCard, and Discover are all accepted. The Bookstore also provides special order services as well as itemized receipts for students who are employed by a company that reimburses for textbooks.

**Computer Labs** – Computers are available for student use in Drake Library. Printing is also available in the Library for students.

**Counseling** – Student Life personnel are available to assist students as needed. In addition, OKWU faculty and staff are concerned about students and are willing to offer guidance. Students are encouraged to seek guidance from their advisors or other faculty members with whom they feel comfortable. When needed, students may be referred to off-campus Christian professionals for counseling needs.

**Dining** – OKWU strives to provide its students with a variety of quality foods in an atmosphere conducive to good dining. While nothing can replace home cooking, the food service staff is committed to providing a balanced diet served in an attractive manner. A food committee, chaired by the Food Service Manager, includes students and staff who are available to represent student food service concerns.

**Library** – The Library staff works closely with students to provide reference assistance, to help develop information literacy, and to help students fulfill class assignments. More information on library services is available on OKWU's extensive library website.

**Student Publications** – OKWU sponsors compelling opportunities for students to write, photograph, and design for print, web, and other media.

## Admissions Information

Admission to Oklahoma Wesleyan University is guided by the best available predictors of academic success of an applicant. Admission is based on the careful review of all credentials presented by applicants. In compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, Oklahoma Wesleyan University does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices, or procedures.

The University reserves the right to admit only students who hold promise of academic success and whose personal character and lifestyle are consistent with the mission and purpose of the institution.

### Graduate Admission Criteria

In order to be unconditionally admitted into any graduate-level program, the applicant must submit the materials listed below:

1. For students with a conferred Bachelor's degree but who have not yet attempted graduate level work:
  - a. An official transcript showing a conferred Bachelor's degree from a regionally-accredited college or university in the United States, a four-year college or university that is a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education or a foreign college or university which is approved by an international transcript evaluation organization recognized by Oklahoma Wesleyan University (see International Student Admissions Criteria).
  - b. An undergraduate GPA of 3.0 on a 4.0 scale (probationary admission may be granted for GPAs as low as 2.50).
2. For students with a conferred Bachelor's degree who have attempted graduate level work:
  - a. An official transcript showing a conferred Bachelor's degree from a regionally accredited college or university in the United States, a four-year college or university that is a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education or a foreign college or university recognized by Oklahoma Wesleyan University (see International Students Admission Criteria.)
  - b. An undergraduate GPA of 3.0 on a 4.0 scale (probationary admission may be granted for GPAs as low as 2.5).
  - c. An official transcript for all institutions where graduate level work was attempted
  - d. A graduate GPA of 3.0 on a 4.0 scale (probationary acceptance may be considered for GPAs as low as 2.5)
  - e. If suspended at most recent graduate level institution, appeal must be made through the Readmission Committee OR Probation Committee
  - f. For applicants for whom English is a second language, students must submit an acceptable score on the Test of English as a Foreign Language (TOEFL), requiring a score greater than 69 internet-based, 190 computer-based or 525 paper-based. Students who have an earned degree from a U.S. institution are exempt from the TOEFL requirement.

Once a student has been admitted to graduate study, he/she must begin taking courses within two (2) calendar years.

### **Admission on Academic Probation**

Students possessing a baccalaureate degree may be admitted on probation with prescribed deficiencies when undergraduate GPA falls between 2.50 and 2.99 on a 4.0 scale, assuming all other admission criteria is met.

Students possessing previous graduate work may be admitted on probation with prescribed deficiencies when the graduate GPA falls between 2.50 and 2.99 on a 4.0 scale, assuming all other admission criteria is met.

Students on probationary status will not be allowed to proceed beyond the first term unless the student achieves a term GPA of 3.0.

For more information about Academic Probation or Suspension, please see the Student Academic Progress section of this catalog.

### **Readmission to the University**

Former students of OKWU who have withdrawn from the university or who have been Administratively Withdrawn, suspended, or dismissed from the university must make an application for readmission. Students who were Administratively Withdrawn or Suspended must file a written appeal to the Readmission Committee and cannot be admitted until an approved appeal has been granted.

As part of the Readmission Application, students must submit all official transcripts of all institutions attended since last date of enrollment at OKWU.

Students returning to the University after an absence of more than 24 months will continue under the requirements of the newest *University Catalog*.

### **International Student Admission Criteria**

In addition to meeting the appropriate set of criteria listed above, those whose first language is not English must have a suitable TOEFL score (69 internet-based, 190 computer-based, or 525 paper-based), and all international prospective students must have proof of financial support and a specified cash deposit in U.S. dollars.

No international applications for admissions will be considered until all required documents have been received, including proof of financial support and current copies of the I-94, passport, F-1 Visa, and I-20. International applicants may not consider themselves admitted to the University until they have received an official letter of acceptance and, if applicable, an I-20 issued by OKWU. International transcripts must be evaluated by an approved organization, i.e. World Education Services ([www.wes.org](http://www.wes.org)), AACRAO ([www.aacrao.org](http://www.aacrao.org)) or National Association of Credential Evaluation Services (<http://www.naces.org/members.htm>) and an official copy of the international transcript needs to be submitted to the Admissions Office.

If using WES ICAP, the transcript evaluation service that sends authenticated academic transcripts along with the WES evaluation report, OKWU will accept the authenticated academic transcripts received via WES ICAP as OFFICIAL.

All international students must provide 50% of the payment due by the first day of class each term. In addition, the balance must be paid in full prior to beginning the next term. International students will not be allowed to carry a balance into an upcoming term.

Admission of an international student into an online program is not permitted by law. Therefore, online programs are not available to international students.



## **Undocumented Student Admission Criteria**

These students are foreign-born students who lack documentation to establish their immigration status.

In addition to meeting the appropriate set of criteria listed under General Admission Criteria, undocumented students must:

- Be a graduate from a US high school.
- Provide proof of financial support and a specified cash deposit in U.S. dollars.
- Submit an Affidavit of Intent.
- Provide 50% of the payment due before the start of classes.
- Remain current with the payment plan that is established after initial deposit is made.

Undocumented students are not eligible for federal sources of financial aid. Oklahoma residents may be eligible and should contact the Oklahoma State Board of Regents to determine eligibility. Individuals may qualify for OKWU aid but must apply and meet eligibility requirements.

Undocumented students must provide 50% of the payment due by the first day of class each semester and the balance must be paid in full prior to beginning the next semester. Students will not be allowed to carry a balance into an upcoming semester.

## **Foreign Student Admission Criteria**

Applicants who are not US Citizens or Permanent Residents who reside outside the United States may be considered for enrollment in an OKWU online program as a Foreign Student. This arrangement does not require a visa or other immigration documentation as the student is not visiting nor residing in the United States but rather is participating in the program from his/her home country. A Foreign Student must meet admission guidelines as well as make student account arrangements, since Title IV and other US government financial aid is not applicable. Additionally, the application for admission must be reviewed for approval by the Dean of Online Learning.

In addition to meeting the appropriate set of criteria listed above, those whose first language is not English must have a suitable TOEFL score (69 internet-based, 190 computer-based, or 525 paper-based), and all Foreign students must have proof of financial support and a specified cash deposit in U.S. dollars.

No Foreign Student applications for admissions will be considered until all required documents have been received, including proof of financial support and official transcripts. Foreign applicants may not consider themselves admitted to the University until they have received an official letter of acceptance. International transcripts must to be evaluated by an approved organization, i.e. World Education Services ([www.wes.org](http://www.wes.org)), AACRAO ([www.aacrao.org](http://www.aacrao.org)) or National Association of Credential Evaluation Services (<http://www.naces.org/members.htm>) and an official copy of the international transcript needs to be submitted to the Admissions Office.

If using WES ICAP, the transcript evaluation service that sends authenticated academic transcripts along with the WES evaluation report, OKWU will accept the authenticated academic transcripts received via WES ICAP as OFFICIAL.

All Foreign students must provide 50% of the payment due by the first day of class each term. In addition, the balance must be paid in full prior to beginning the next term. Foreign students will not be allowed to carry a balance into an upcoming term.

A Foreign Student must meet admission guidelines as well as make student account arrangements, since Title IV and other US government financial aid is not applicable. Additionally, the application for admission must be reviewed for approval by the Dean of Online Learning.

### **Program-Specific Master of Business Administration Admission Criteria**

No program-specific admission criteria apply to the Master of Business Administration program.

### **Program-Specific Master of Science in Strategic Leadership Admission Criteria**

No program-specific admission criteria apply to the Master of Science in Strategic Leadership program.

### **Program-Specific Master of Education Admission Criteria**

In order to be admitted into the M.Ed. program, the applicant must possess a current teacher's license or waiver signed acknowledging the license program track.

### **Program-Specific Master of Science in Nursing Admission Criteria**

In order to be admitted into the MSN program, the applicant must additionally meet the criteria listed below:

1. Baccalaureate degree in nursing or a non-nursing discipline with an associate degree in nursing from a regionally-accredited college or university in the United States or a foreign college or university which is approved by an international transcript evaluation organization recognized by Oklahoma Wesleyan University (see International Student Admissions Criteria).
2. Current unencumbered registered nurse licensure in the United States. Students must be licensed in the state in which their practicum and capstone project are implemented.
3. Completion of an undergraduate bachelor's level Statistics course with a grade of "C-" or better.
4. Completion of an undergraduate bachelor's level Health Assessment course with a grade of "C" or better only if enrolling in the Nursing Education track.

Applicants without pre-requisite courses may be admitted on probation and allowed to take Statistics and Health Assessment concurrently within the first 12 hours of program-specific MSN coursework.

### **Program-Specific Master of Arts in Theology and Apologetics Admission Criteria**

In order to be admitted into the MTA program, the applicant must additionally meet the criteria listed below:

1. Completion of a minimum of nine (9) credit hours of undergraduate coursework in Bible, Apologetics, and/or Theology with a grade of "C-" or better.
2. If an applicant does not meet these requirements he/she may take an entrance Bible and Theology exam. A passing grade of at least 70% would allow students to enroll in the program.

### **Graduate Academic Affairs Committee**

The Graduate Academic Affairs Committee (GAAC) operates as a subcommittee under the Academic Affairs Committee (AAC). This committee functions in the area of academic policies and procedures, as they relate to the Graduate Programs, including issues of

curriculum and academic policy development or revision. It is amenable to the Academic Affairs Committee in matters of graduate academic policy, graduate program development and revision, and related matters pertaining to graduate academic programming. In addition, the Graduate Academic Affairs Committee is authorized to make final decisions on behalf of the Faculty Council in the following areas: approval of new graduate courses, disposing of graduate student academic petitions, evaluating graduation eligibility of graduate students, and establishing its own sub-committees as needed.

## Financial Aid Information

The Financial Aid Office at Oklahoma Wesleyan University is committed to assisting students in meeting their educational expenses. Graduate level students are eligible for non-need-based in the forms of unsubsidized loans.

Each year, students must submit the Free Application for Federal Student Aid (FAFSA) to qualify to receive Federal and State Aid. Oklahoma Wesleyan University (Code #003151) must be listed as a college to receive the FAFSA information. By listing OKWU on the FAFSA, the Financial Aid Office will be able to determine a student's eligibility for Federal Student Aid.

### Institutional Aid

At Oklahoma Wesleyan, institutional aid is not available to graduate level students.

### Return of Title IV Funds Policy

The Higher Education Amendments of 1998 defines the formula for calculating the amount of aid a student and school can retain when the student withdraws from all classes. Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. The Financial Aid Office encourages students to read the Return of Title IV Funds Policy carefully. This policy is available in the Financial Aid Office.

**Students considering withdrawing from all classes should contact the Financial Aid Office to discuss how this will affect further financial aid.**

**Graduate student example:** A student is enrolled in 2 courses that are 8 weeks in length. To calculate the percentage of aid, the Financial Aid Office will count the days attended and divide it by the total days scheduled in the term (two 8-week courses = 70 days). The student will be eligible for that percentage of federal aid.

### Satisfactory Academic Progress Financial Aid Procedures

Federal regulations (CRF 668.16) require that a student maintains satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which he/she is enrolled, in order to receive aid under the Higher Education Act. For graduate students, these programs at OKWU include the Direct Federal Unsubsidized Stafford loan. OKWU has also adopted the following (Title IV) Satisfactory Academic Progress Policy to govern its institutional-based financial aid.

Satisfactory academic progress (SAP) will be measured at the end of each term. All students participating in the Title IV program will be evaluated to determine if SAP is being maintained. SAP will be measured on both a qualitative and quantitative standard.

#### Qualitative Standard

Cumulative GPA at or above a 3.0

#### Quantitative Standard

Students must maintain pace of progression and be on track according to the maximum time-frame at the end of each term.

**Pace of Progression:** Student must earn 67% of credits attempted cumulatively. To calculate, the credits earned will be divided by the credits attempted.

**Maximum Time-Frame:** Student must earn his/her degree in 150% of the published credit requirement. To calculate, the credits required for the degree will be multiplied by 150%. This is the maximum number of hours for which a student is eligible for aid.

### **Financial Aid Warning**

A student who fails to meet the SAP standard(s) will be placed on "Financial Aid Warning" at the end of the term. A student may still receive federal financial aid during the Warning status. This status will only last **one** term. There is no appeal necessary. If the student meets both the quantitative and qualitative standards, satisfactory academic progress will be restored. However, if the student again fails to meet one or both of the standards, the student will be ineligible for aid until SAP is restored or a SAP appeal is approved.

- A student may still receive federal financial aid during the Warning status.
- This status will only last one term.
- No appeal necessary.

### **Financial Aid Probation**

If a student has been on Financial Aid Warning and fails to meet SAP standard(s), that student will be ineligible for federal aid. Financial Aid Probation is for students who have failed to meet the standards after the warning period and been granted a successful appeal of their ineligibility.

### **Financial Aid Suspension**

Suspended students are ineligible to receive financial aid from OKWU. Eligibility may be restored by attempting and earning credits to meet the minimum SAP standards or by having an appeal granted.

The student will be placed on financial aid suspension if either of the following occurs:

- The student fails to achieve a CGPA of 3.0 within the next term after being placed on academic probation;
- The student has two consecutive terms below a 2.0;
- A student who has all F's within a term.

### **Appeal Process**

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making SAP. Mitigating circumstances may include a death in the family, a severe injury or illness to the student or other special circumstances. The appeal must explain why he/she failed to make Satisfactory Academic Progress, documentation to support this circumstance, and what has changed that will allow him/her to make satisfactory progress at the next evaluation. The appeal form may be obtained by emailing the Financial Aid Office at [finaidws@okwu.edu](mailto:finaidws@okwu.edu) or by calling 918-335-6282.

If an appeal is granted, the student will be placed on Financial Aid Probation and will be eligible for aid. His/her academic progress will be evaluated at the end of the next term. In addition, the appeal committee may create an academic plan which will define the required components of continued eligibility and will specify the length of the academic plan. If the student maintains the requirements of the plan or if SAP standards are met, the student will regain eligibility. If a student fails to meet the requirements of the academic plan, the student will be ineligible for aid until SAP is restored.

**Incompletes (I)** have no GPA implication until graded and will be treated as attempted but not earned credits.

**Withdrawal (W) grades** have no GPA implication and will be treated as attempted but not earned credits.

## **Repeated Courses**

Effective July 1, 2011, Federal Financial Aid regulations limit the number of times a student may repeat a course and receive federal financial aid for that course. At Oklahoma Wesleyan, a student may receive federal financial aid one time to repeat a course in which a failing grade was earned. However if a program within a school has a minimum passing grade policy, the program's policy will be used to determine if a grade is considered failing for repeat coursework purposes.

Examples of repeated coursework that may be counted towards enrollment status:

- Student receives a failing grade. He/she may receive federal aid to repeat the course one time.
- Student receives a 'D' grade in a course which requires a 'C' grade for his/her major. He/she may repeat the course one time.

Example of repeated coursework that may not be counted towards enrollment status:

- Student receives a grade of 'D' then repeats the course and receives another grade of 'D'. If the student decides to repeat the course a second time, the course would not count towards his/her enrollment status.

For Satisfactory Academic Progress purposes, a repeated course will calculate at face value within the term. However, the higher grade will be used to calculate cumulative GPA, cumulative attempted credits, and cumulative GPA credits.

## **Transfer Work**

Transfer credits will be treated as attempted and earned. See academic sections for policy related to what credits will be applied.

## **Non-Degree Coursework**

If a course is not required for the student's degree, these hours cannot be used to determine enrollment status. Therefore, it is important to review degree requirements with an Academic Advisor and notify financial aid if taking less than the full-time required coursework.

## **Enrollment Status**

For graduate students: Full-time status is 9 or more hours. Half-time status is 6-8 hours. Less than half-time status is 5 or fewer hours. OKWU financial aid will adjust a student's financial aid based upon a change in enrollment status when notice is received.

## **Student Accounts Information**

### **General Information**

Once students have completed the registration process (or have started attending classes), they are considered “enrolled” for financial purposes and, thus, are responsible to pay related charges at the beginning of each term or session or make other satisfactory arrangements. This is required for continued enrollment at Oklahoma Wesleyan University (the “University”). Payments and other financial arrangements are to be made in the Student Accounts Office. Students who find it necessary to withdraw from the University before the end of a course or term must follow withdrawal procedures and arrange with the Financial Aid Office and Student Accounts Office for payment of all bills in order to secure honorable dismissal.

### **Withdrawal**

Students may voluntarily withdraw from a course after the start of the second session of a course through the start of the last two sessions of the course. Students wishing to withdraw from course must notify the Academic Advisor by completing an official withdrawal form or withdrawing online and submitting for advisor approval. A 'W' grade will be recorded on the transcript as attempted but not earned; GPA is not affected. Withdrawal from a course(s) may affect the amount of the financial aid a student is entitled to receive. Arrangements must be made with Student Accounts for payment of all remaining charges. No withdrawal is permitted in the last two weeks of any AGS course.

(Withdrawals are subject to fees and tuition as outlined in the Student Accounts Information section.)

### **Credit Policy**

OKWU has established a credit policy within the guidelines provided by section HEA 484B of the Higher Education Act. The regulations of the Act are available for review in the Financial Aid Office.

When a student withdraws from a course or program, credits of applicable charges will be applied to the student’s account. All fees are not credited after the first day of classes. An exception is made for students attending an on-ground cohort at a Kansas location; these students receive a 100% tuition and student-service fee credit if the student withdraws prior to completing 25% of the course, i.e. before Day 10 of a 5-week course, Day 14 of a 7-week course, or Day 15 of an 8-week course. The student-service fee does not include the fee for the book(s) received by the student and is equivalent to \$25/credit hour. Students who receive financial aid may have aid removed from their account in accordance with OKWU’s policy and the federal Title IV formula. The federal Title IV refund policy calculates a refund by percentage based upon the timeframe within the term that a student withdraws. If a student withdraws at any time during the term, all institutional aid will be reduced. However, if a student is dismissed at any time during the term for any reason, that student forfeits all OKWU institutional aid for that term. This means that the dismissed student will have all OKWU institutional aid removed from his/her account and will be responsible for payment of that balance. Detailed information regarding this policy may be found in the Financial Aid Office.

### **Applying Credit Priority**

Credits for any courses in which students are enrolled at the time of withdrawal will be adjusted (if applicable) and handled according to policies outlined in their respective programs' Refund Policy. For students who are recipients of Title IV financial aid, money will be returned to those Title IV sources (in the order of priorities determined by federal regulations at the time of withdrawal) before any disbursement is made to students.

Credit amounts must be applied in the following order:

1. Federal loans
2. Federal grants
3. Outside scholarships/aid
4. Institutional aid
5. Student's account/student

### **Credit Appeals Process**

Written appeals regarding extenuating circumstances may be submitted in writing to the Vice President for Business Affairs within 30 days of the extenuating circumstance. Credit appeals will not be considered after 30 days.

### **Tuition Credit Scale**

In the event a student withdraws from classes, tuition for credit-bearing courses will be credited based on the following scale:

- If a student withdraws through WebAccess or gives written notification to Adult and Graduate Studies Student Services prior to the first class session, the full tuition will be credited (Online=before the 1<sup>st</sup> Sunday of each course by 11:59 p.m.).
- No tuition is credited to students who withdraw after the first class session of an online course. Eighty percent tuition credit is given for an on-ground course between the first night of class and before the second night. If the second night of class has occurred there is no tuition credit.
- An exception is made for students attending an on-ground cohort at a Kansas location; these students receive a 100% tuition and student-service fee credit if the student withdraws prior to completing 25% of the course, i.e. before Day 10 of a 5-week course, Day 14 of a 7-week course, or Day 15 of an 8-week course. The student-service fee does not include the fee for the book(s) received by the student and is equivalent to \$25/credit hour.

### **Credits for Fees**

Fees are not credited after the first day of classes/sessions, with the exception of the educational resource fee. This fee will be credited if the course is dropped at least 30 days prior to the course start date. If the course is dropped fewer than 30 days before the course starts, the fee is not credited, even if the materials are returned to OKWU. An exception is made for students attending an on-ground cohort at a Kansas location; these students receive a 100% tuition and student-service fee credit if the student withdraws prior to completing 25% of the course, i.e. before Day 10 of a 5-week course, Day 14 of a 7-week course, or Day 15 of an 8-week course. The student-service fee does not include the fee for the book(s) received by the student and is equivalent to \$25/credit hour.

### **Participation in Commencement**

Students will not be permitted to participate in Graduation ceremonies if there is a balance on their student account.

### **Student Accounts – Policies and Procedures**

The following procedures govern the payment of student tuition and fees:



1. All tuition and fee payments may be made online through the online student portal or by cash, check, cashier's check, credit card, or money order made payable to Oklahoma Wesleyan University, 2201 Silver Lake Road, Bartlesville, OK 74006.  
Note: Please mark any envelope containing payment: "Attention: Cashier."
2. All students eligible for financial aid must have all paperwork completed prior to registration.
3. All students are required to sign a Registration Contract.
4. Students who register less than 30 days before of the start of a course will be charged a late registration fee.
5. Students whose accounts are in arrears will not be allowed to register for additional courses.
6. Tuition and fees for College After Hours (elective) courses must be paid at the time of registration for those courses if financial aid has already been disbursed for the term and is not enough to cover the additional cost.
7. All tuition and fees must be paid before a student can re-enter Oklahoma Wesleyan University.
8. The issuing of transcripts and release of diplomas are contingent upon the student account being paid in full. This includes all tuition, all fees, and any late fees and/or penalties.
9. Students will be charged full tuition when a course is retaken.
10. Students who fail to pay balances can be financially withdrawn.

### **Educational Resources**

Textbooks for On-ground courses are included in the course resource fee. Online students must purchase their own textbooks. Credits are not given on books or other educational materials unless Adult and Graduate Studies cancels a course.

### **Locked-In Tuition**

Tuition charges are frozen at the time of enrollment for the balance of core classes required for the program/major selected as long as the student remains enrolled in their original cohort.

**Oklahoma Wesleyan University  
Adult and Graduate Studies  
Graduate Programs  
2018-2019 Financial Information**

Tuition (per credit hour)..... \$530

Military:Active Duty, National Guard, Reserves

All Graduate Lower or Upper Division Classes (per credit hour) ..... \$250

**Fees<sup>1</sup>**

Registration Fee (per program) ..... \$50

Late Fee for Course Registration (less than 30 days)..... \$25

Educational Resource Fees (per credit hour)

    All online classes..... \$20

    On-ground graduate courses: MBA, MSN, MSL ..... \$95

    On-ground graduate courses: M.Ed. .... \$85

    On-ground graduate courses: MTA..... \$60

Trimester Technology Fee (per term) ..... \$65

Audit Fee (per credit hour) ..... \$55

Directed Study Fee (per credit hour) ..... \$150

Graduate Graduation Fee: MBA, M.Ed., MSN, MSL, MTA..... \$140

Late Graduation Application Fee (all degrees) ..... \$25

Transcript Processing Fee per copy ..... \$10

Oklahoma Wesleyan University reserves the right to change tuition and fees without notice.

<sup>1</sup>All fees are non-refundable.

## **University Academic Policies**

### **Introduction**

The academic policies, philosophy, and practices described in this section apply specifically to students enrolled in programs facilitated by the Office of Adult and Graduate Studies (AGS). Currently, OKWU offers Master degree programs in Business Administration, Education, Nursing, Strategic Leadership and Theology and Apologetics. At this time, Adult and Graduate Studies facilitates various combinations of these programs at multiple locations throughout Oklahoma as well as online.

Adult and Graduate Studies degree programs have been designed for adult learners who must maintain professional and personal commitments while returning to school. Adult and Graduate Studies staff will assist students in discovering the best options for completing all requirements in a timely fashion.

### **Mission**

To fulfill the mission of Oklahoma Wesleyan University, the Office of Adult and Graduate Studies exists to meet the educational needs of adults.

### **Statement of Purpose**

The purpose of the Office of Adult and Graduate Studies is to be the best organization at meeting the educational needs of adults. To accomplish that goal, Adult and Graduate Studies will:

1. Deliver the University's academic programs to people whose family responsibilities, employment situations, or personal preferences do not permit them to obtain a college degree through residence on a campus.
2. Deliver academic programs that require mastery of learning outcomes appropriate to the academic level of a degree sought by the student.
3. Facilitate an understanding and application of Christian principles in personal and professional environments.

### **Transcripts and Diplomas**

Students who desire a transcript of their University work must submit a request through Transcripts on Demand at [www.iwantmytranscript.com/okwu](http://www.iwantmytranscript.com/okwu). A transcript fee of \$10 per transcript via credit card will be charged.

Transcripts and diplomas will be released only when the student's account is paid in full, loan payments are current, and the student has completed all necessary exit interviews.

### **Official Documents**

All educational records are maintained under the student's full legal name. Official documents and transcripts and diplomas will be issued only under this name.

### **Academic Freedom**

Students and faculty of the academic community that form Oklahoma Wesleyan University are encouraged to explore and discuss ideas freely, fully, and responsibly in the context of the University mission. Students and faculty are also encouraged to integrate all aspects of a Christian worldview under the Lordship of Jesus Christ. OKWU believes that in the context of this responsible exercise of academic freedom, faith mandates and illuminates learning, and learning clarifies and expands faith.

### **Release of Student Information and Access to Student Records**

Oklahoma Wesleyan University controls access to student information in a manner

consistent with the Family Educational Rights and Privacy Act (FERPA).

The University complies with the Family Education Rights and Privacy Act of 1974 as it appears in its final June 1976 form. This law protects the rights of students to review their own records and to challenge any of the content of those records. Public Law 93-380 (also known as the Buckley Amendment, the Privacy Rights of Parents and Students—Section 438 of the General Education Provisions Act) permits the release of directory information without the student's consent. It further provides that any student may, upon written request, restrict the printing of such information as is usually included in campus directories.

The law also protects students from the unlawful disclosure of information concerning their academic performance, personal campus discipline, or financial status. The law allows the disclosure of directory information as follows:

Name, addresses (campus, home, email), telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors and degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes.

For any personal information other than directory information the law requires the written consent of the student for release to anyone, except those persons and agencies provided by law. These exceptions include OKWU personnel whose job requires access to such information, certain government agencies, and the parents of dependent children. Federal law, therefore, does permit the release of academic, financial, and disciplinary information to the parents/guardians of students who are financially dependent. Financial dependency will be determined via the Free Application for Federal Student Aid (FAFSA).

Under the law, all students have the right to inspect and challenge their own educational file with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

For more information, visit the following websites:

OKWU Registrar's Office – Confidentiality of Student Records (FERPA)  
<http://www.okwu.edu/registrar/confidentiality-of-student-records-ferpa/>

US Department of Education–Family Educational Rights and Privacy Act (FERPA)  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

### **Academic Integrity**

Oklahoma Wesleyan University seeks to develop mature Christian leaders and scholars who produce their own scholastic work, who acknowledge their dependence on the work of other scholars and resources, and who demonstrate academic integrity under all conditions. Violations of academic integrity insult the Primacy of Jesus Christ, contradict the Pursuit of Truth, mock the Priority of Scripture, and reject the Practice of Wisdom. Failure to meet these standards is regarded by the OKWU academic community as a most serious offense against God's desire that we refrain from stealing and that we live honest lives (Ex. 20.15-16).

The practice of academic honesty is a high priority in our community, and the faculty expects responsible scholarship and professional conduct of all OKWU students. Academic dishonesty, cheating, plagiarism, and disruptive unprofessionalism are all prohibited.

Any violation of the academic integrity policy, including but not limited to each instance of plagiarism, cheating, or disruptive unprofessionalism, will result in a consequence such as the required resubmission of an assignment, a grade deduction for a particular assignment, failure of an assignment, dismissal from the class session, suspension from the course, failure of the course, or expulsion from the University. Each violation of academic integrity will be reported to the Vice President for Academic Affairs.

**Specific Violations of Academic Integrity:**

The potential academic violations named below do not constitute an exhaustive list, and individual schools may have unique handbooks and policies to which students must adhere. Professionalism and integrity are expected and required of OKWU students. Any student that threatens the academic environment is a violation of the academic integrity policy. Students must respect the pedagogical goals of individual instructors and take care not to disrupt the learning process for other students. Both private and public violations of academic honesty and integrity are offenses subject to disciplinary action.

Cheating: Examples of cheating include (but are not limited to) the following:

1. Using unauthorized prepared materials (cheat sheets) for answering test questions;
2. Giving aid to another student during a test or quiz;
3. Compromising the integrity of test materials;
4. Gaining answers to test questions from others during testing periods;
5. Signing another person's name to the attendance record or any such falsification of academic record;
6. Claiming to have done laboratory work or outside reading that was not done;
7. Submitting the same work (e.g. written paper, assignment, or discussion questions) for more than one course without the prior approval of the instructors involved;
8. Fabricating any academic material, content, or other information, including academic records and status;
9. Collaborating with other students in a way that violates assignment parameters.

Plagiarism: Plagiarism is defined as offering the work of another as one's own. It is an attempt to deceive by implying that one has done work that was actually done by another. Faculty and students are honor-bound to show that ideas and words match with the sources used and thus demonstrate that honest research has been done. Examples of plagiarism include (but are not limited to) the following:

1. Copying all or part of a theme, examination, paper, library reading report, or other written work from another person's production;
2. Submitting as one's own work that which was wholly or partially done by another;
3. Quoting material from any source without proper documentation;
4. Summarizing or paraphrasing from any source without proper documentation;
5. Misrepresenting documentation or resources;
6. Using in collateral reports or book reviews the opinion of a professional literary critic or of a campus friend as though it were one's own original thought;
7. Submitting workbook answers copied from another person or working in a group and submitting an identical set of answers for each member of the group without explicit permission from the instructor;
8. Presenting one's previous work as new scholarship.

Unprofessional Behavior: Unprofessional behavior restricts individual student learning or the learning of other students in the classroom. Students are expected to assume full responsibility for their actions and will be held accountable for them. Students are expected to behave in a manner that is appropriate, professional, respectful and attentive. Inappropriate, disruptive, uncooperative, or belligerent behavior in an academic setting will

be considered to be a violation of academic integrity. Lively, robust debate is encouraged, and while faculty expect students to engage fully and to think critically, interaction should reflect the Fruit of the Spirit (Galatians 5:22-23).

Examples of unprofessional conduct include (but are not limited to) the following:

1. **Inappropriate Communication:** Inappropriate communication is any verbal or non-verbal language, action, voice inflection, or insubordination that compromise rapport or working relations with fellow students and faculty. Per the OKWU Student Handbook and/or Academic Catalog, OKWU is committed to the preservation of human dignity and the protection of students. Harassment in any form—verbal, physical, sexual, or visual—is against campus policy.
2. **Disruptive or Resistant Behavior:** Disruptive or resistant behavior is exhibited when a student is disruptive or rude. Such behavior may be demonstrated by but is not limited to inappropriate or degrading words or gestures. In some cases, intervention and remediation strategies are disregarded by the student, and ultimately, the student does not accept responsibility for his/ her actions, recommendations, or errors. The student is resistant or defensive when provided with constructive feedback. The student resists adopting recommendations from faculty or others to improve learning performance.
3. **Disrespect towards Community:** Disrespect towards community occurs when the student violates normative, appropriate community standards with behavior such as disrespecting the rights of others, violating appropriate boundaries, breaching confidentiality, or exhibiting inequitable regard for fellow students, faculty, or staff because of race, gender, religion, age, disability, or socioeconomic status. The student does not demonstrate the ability to collaborate with students, faculty, and staff in a learning environment; furthermore, the student's behavior demonstrates blatant, belligerent disregard for the Practice of Wisdom or for other OKWU Pillars in a way that goes beyond acceptable academic disagreement with the Pillars and instead rudely and intentionally disparages others within the environment who support those pillars.
4. **Unprofessional Attire:** The student may also disrupt the learning environment by not dressing in attire appropriate for the setting. Per the OKWU Student Handbook and/or Academic Catalog, students at OKWU are expected to dress modestly and appropriately at all times. Teaching faculty have the prerogative to set a more conservative dress code within their own classroom or work area than outlined in the OKWU Student Handbook and/or Academic Catalog.

Procedure:

Once an instructor discovers a case of academic dishonesty or unprofessional behavior, the instructor will begin the following process:

1. The instructor will respond to the first violation of academic integrity by clarifying academic expectations and endeavoring to help the student grow. The instructor has the right to require the student to redo the assignment, reduce the grade of the assignment, assign a failing grade to the assignment, or dismiss the student from the class period. The instructor will notify in writing the Dean of the School in which the course was offered, the Dean of the School to which the student belongs, and the Office of Academic Affairs, outlining the incident and its resolution.

2. Before deciding on disciplinary action, the instructor should contact the Office of Academic Affairs to find out if the student has previous academic-integrity violations on his or her record and, if so, how many. Typically, the instructor will decide upon disciplinary action for the first infraction by a given student. For the second (and any subsequent infractions), the instructor, the Dean of the School in which the course was offered, and the Dean of the School to which the student belongs will make a disciplinary decision while also informing the Office of Academic Affairs. In general, students should expect to fail the assignment or forego participation points for their first conscious offense of plagiarism or unprofessional behavior at OKWU, to fail the course for a second recorded offense, to be suspended for a full semester for a third recorded offense, and to be expelled for a fourth recorded offense. If the disciplinary action involves suspension or expulsion, the Vice President of Student Life must also be involved in the decision making-process. (Recorded offense is documented and housed in the Office of Academic Affairs).

3. If a student wishes to appeal, s/he may appeal to the Office of Academic Affairs, which is the final appeal.

4. When plagiarism or cheating is discovered after grades have been assigned, grades will be adjusted as appropriate, and disciplinary action can be taken as long as the student is enrolled at OKWU.

### **Academic Load**

The term "academic load" refers to the number of credit hours students carry in a given term. A regular, full-time graduate load is 9 or more credit hours per term; a half-time graduate load is 6-8 credit hours per term, and less than half-time graduate load is 5 credit hours or less per term.

A credit hour is defined in the policy entitled, 'Credit Hour Definition Policy.'

In order to be the best possible stewards of their time, energy, and finances, students should carefully consider their course loads when planning any outside work schedules. The University expects students to spend an average of two hours studying per week for every one credit hour of credit. Compressed and non-traditional delivery formats may require additional independent work.

### **Credit Hour Definition Policy**

"One credit hour" shall be defined as: an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, field trips, independent study, and other academic work leading to the award of credit hours.

In courses, such as those offered online, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as defined in the intended learning outcomes for the course.

### **Credit Hour Definition Practice**

While the definition of "credit hour" references the traditional calculation of credit, i.e. approximately one hour of classroom seat time and two hours of outside class work per hour of credit, nothing in the policy is intended to eliminate or impede OKWU's flexibility in delivering course content, so long as they result in institutional equivalencies of measurable outcomes that reasonably approximate the traditional calculation of a credit hour. Factors such as non-traditional delivery methods, measurements of student work, academic calendars, disciplines, and degree levels can be considered.

The practice of determining credit hours for a new course includes the review of breadth and depth of the subject material, course content, the workload represented by that coursework, the intended learning outcomes, and the comparability of the credit-hour value of the course with other peer institutions. Through this process, the required "equivalence" component of the definition is achieved. The course credit determination is approved by the faculty and dean of the school(s) involved in the course.

### **Course Numbering System**

Each course is assigned a four-digit course number. Graduate courses are designated by numbers which begin with 5000 or 6000.

### **Learning Philosophy**

The Adult and Graduate Studies curricular format is accelerated. Interaction among participants is emphasized, and teamwork plays an important role in the learning process. This approach to learning is founded on the philosophical assumption that adult students have significant skills to draw upon and significant experience from which to share.

### **Motivation**

Adults who choose to return to school after a time in the workforce are typically motivated to give the effort needed to benefit from classes for which they are sacrificing. Because of this motivation, learning proceeds much more quickly, and faculty do not have to spend valuable time urging students to attend to their assignments.

### **Discipline**

From being in the workforce and managing the complexities of both professional and personal responsibilities, adults have developed a sense of discipline that serves them well in graduate programs. Assignments can be completed within tight periods despite busy schedules and heavy work, family, and/or church responsibilities.

### **Experience**

Educational theory teaches that students learn best by relating abstractions to concrete experiences. For this reason, a person who has experienced a work environment and been placed in leadership positions in the past is better able to absorb abstract concepts of management and leadership.

### **Independence**

To succeed in life, adults have learned to seek information on their own from a variety of sources. Consequently, Adult and Graduate Studies programs rely on student ability to independently gather and process information, without having to rely on a "teacher" as the only fountain from which all information flows. Reading and research outside the classroom allow students to fill in the gaps between their current knowledge and the knowledge necessary to meet the objectives of courses that are part of the Adult and Graduate Studies programs.



## **Activity**

The more active people are in their own learning, the better the learning. When Adult and Graduate Studies students interact in small groups, engage in role-play, prepare projects, and apply techniques in the workplace, the learning is deep, and retention is long.

## **Teamwork**

Team learning is widely recognized as an effective learning technique. Peers tutor each other in teams. There is emotional support in teams. Warm friendships develop in teams, resulting in a positive climate for learning. Learning, which would not have occurred individually, happens in teams as a synergy is created. Weaknesses in one student are offset by strengths of others in the team. Teamwork, cooperation, and leadership skills are fostered within Adult and Graduate Studies learning teams.

## **Community Expectations**

Oklahoma Wesleyan University is committed to the ideal of intellectual, spiritual, physical, and social wellness. The University does not condone the use of tobacco, alcohol, or illegal drugs. Students are expected to refrain from smoking or chewing tobacco products in all OKWU classrooms. Smoking or chewing tobacco products, alcoholic beverages, illegal drugs, and firearms are not permitted on OKWU premises, including remote classroom locations or any building or parts of buildings owned or operated by Oklahoma Wesleyan University.

The University expects students in the Adult and Graduate Studies program to adhere to federal, state, and local laws. Students are expected to exhibit behavior in all OKWU classrooms (on or off the Bartlesville campus) that is considerate of other students in the program and in keeping with the Christian mission of the institution.

Oklahoma Wesleyan University is a Christian University of higher education which upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning experience and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of other students and faculty. The University or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures or may lead to suspension from the program and/or the University. Only regularly enrolled students may attend class unless granted permission by the University administration and arrangements are made with the instructor.

## **Masters Programs**

The degree programs offered through the Office of Adult and Graduate Studies are designed for working adults who may have acquired learning through college or university courses, through career experiences, through professional or military schools, or through in-service training. The curriculum is designed and delivered to enable graduates to deal effectively with an increasingly complex work environment. The programs stress development of the leadership skills necessary to be successful in the professional world. On the graduate level, Adult and Graduate Studies delivers a Master of Business Administration program, which has concentrations in Finance, Human Resources, Organizational Leadership, Marketing, and Nursing Management, Master of Education, Master of Science in Nursing, and Master of Science in Strategic Leadership.

All Adult and Graduate Studies degree programs contain major course requirements. Completion of the academic plan fulfills the minimum requirement for the major. Each course is a required component of the program. The University reserves the right to modify the scope and sequence of the curriculum as necessary.

## **Learning Teams**

Oklahoma Wesleyan University recognizes that key employers want employees who can effectively function in teams, who understand the value of teamwork, and who assume responsibilities for accomplishments in the workplace and for continued professional development. Therefore, OKWU has designed a professional, cutting-edge curriculum in which learning teams play several essential roles. Learning teams provide educational synergy; more learning takes place in less time, thus providing much of the acceleration found in Adult and Graduate Studies programs. Learning team responsibilities, when dictated by course content, may involve activities outside of class and some in-class presentations. No more than two family members may be on the same learning team.

Graduate courses will have extensive team involvement, consisting of projects that last throughout a course. Outside class activities will be required and usually will culminate in team presentations to the entire cohort.

## **Registration**

The registration process includes accessing the online student information system, reviewing degree requirements with an advisor, submitting a schedule for advisor approval, registering motor vehicles, confirming financial aid, making financial arrangements, and purchasing textbooks. Students cannot attend classes until all financial arrangements are complete and validated by the Financial Aid Office.

## **Registration Contract**

Students are required to sign a Registration Contract for their entire program. A non-refundable fee, reserving space in a cohort, also must be paid by all students at the time of registration. Students who have been out of the program for three months or more will be required to reapply and sign a new registration contract when they re-enter.

## **Educational Resources**

Textbooks and course materials are delivered directly to students enrolled in courses held on-ground before the beginning of a new course. If a student misses a delivery date, it is the student's responsibility to contact the Adult and Graduate Studies office to make arrangements for delivery or pick up of textbooks and course materials. Students pay a reduced resource fee for any online course and are responsible to order their own textbooks.

## **Dropping a Course**

Prior to the beginning of the term, students may drop a course by logging into Web Access and submitting the drop request to the Advisor for approval.

Once the semester has started, students will need to contact their Academic Advisor in order to request a course be dropped.

Dropping a course during the first week of the course allows for the credit of tuition charges and no grade is entered for the course.

## **Withdrawal**

Students may voluntarily withdraw from a course after the start of the second session of a course through the start of the last two sessions of the course. Students wishing to withdraw from course must notify the Academic Advisor by completing an official withdrawal form or withdrawing online and submitting for advisor approval. A 'W' grade will be recorded on the transcript as attempted but not earned; GPA is not affected. Withdrawal from a course(s) may affect the amount of the financial aid a student is entitled to receive.

Arrangements must be made with Student Accounts for payment of all remaining charges. No withdrawal is permitted in the last two weeks of any AGS course.

(Withdrawals are subject to fees and tuition as outlined in the Student Accounts Information section.)

### **Late Withdrawal**

No withdrawal is permitted in the last two weeks of any AGS course.

Occasionally, students who are performing well in a course may find themselves unable to complete academic work and need to withdraw from a course due to legitimate personal reasons. In these instances, a student should contact the instructor and the advisor to request an Incomplete ('I') and an extension. In such cases, the AGS office is more than willing to work out arrangements with students to allow them the opportunity to complete their work. Any arrangements must abide by the University's Incomplete Grade policy.

Students are not permitted to withdraw or take an Incomplete for a course in which they currently have a failing grade per the University's Incomplete Grades policy.

### **Financial Aid Implications**

Students who are receiving financial aid should be aware of any implications for their aid packages because of changes in registration or enrollment hours. Students are advised to consult the financial aid office and their advisor before failing to attend a course, dropping a course, or withdrawing from a course once it has started.

### **Cohort Progression and Withdrawal**

A student who is dropped from a course due to non-attendance in the first session should consult with his/her advisor and program director to determine needed changes to course schedule. Depending on the degree program, every effort will be made to ensure that students remain on track with their cohort. Nursing programs use lock-step cohorts, so students in these programs should consult with their academic advisor before requesting any changes to their course schedules.

Students who have been withdrawn from the program due to a voluntary withdrawal (W) may submit an appeal to the program Dean for an exemption. Otherwise, to be reinstated in a program, a student who has been unofficially withdrawn from a program must apply for readmission to OKWU.

Upon readmission, the student will work with an academic advisor to register for the courses that need to be repeated. Once the courses have been successfully repeated, the student will be reassigned to a new class cohort; based on availability, and be permitted to join the new class cohort at the appropriate course.

### **Military Active Duty**

In the event of deployment, active duty military personnel may request to be withdrawn from a course and/or program up to 30 days post deployment date with no penalties and may re-enter their program at any time without penalty.

### **Academic Dismissal**

Dismissal from the University is meant to be permanent. Any student who has demonstrated a deficiency that makes it unreasonable to anticipate eventual completion of degree requirements will be subject to academic dismissal. Any student who has been academically suspended for the second time may be subject to academic dismissal.

## Grading Policy

Students have access to their grades through the University website. In accordance with the Family Rights and Privacy Act, grades are confidential information. Under no circumstance will a grade be disclosed over the phone or via email.

Only the instructor of the course can make a grade change. If a student believes that the grade has been improperly given, the instructor should be contacted no later than 6 weeks after the end of the course. If the instructor decides that a grade change is warranted, the instructor will submit an appropriate change of grade form to the Registrar.

## Grading System

The quality of a student's performance in a course is recognized by a letter grade. Except in cases of clerical error or academic dishonesty, no instructor may change a grade that has been submitted to the Registrar's Office. A student who believes a grade miscalculation has occurred should consult the professor who taught the course. A student must file an appeal to change a grade within 6 weeks after the last day of classes. At the end of the 6 week appeal period the student has lost the privilege of the appeal process.

**Grade points** (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned according to the grading scale (below). For example, an "A" in a three-hour course would give the student 12 grade points. These points express the quality of a student's performance in terms of numbers for the purpose of determining academic achievement, rank in class, and semester or graduation honors.

Grades, with their explanations and grade points (per credit hour), are as follows:

A.....(Superior) .....	4.0 grade points
A- .....	3.7 grade points
B+ .....	3.3 grade points
B.....(Above Average) .....	3.0 grade points
B- .....	2.7 grade points
C+ .....	2.3 grade points
C.....(Average).....	2.0 grade points
C- .....	1.7 grade points
D+ .....	1.3 grade points
D .....	1.0 grade point
D- .....	0.7 grade points
F.....(Failing) .....	0.0 grade points
I .....	Becomes "F" if not completed within five weeks
W.....(Withdrawn) .....	Not computed in grade point average
S.....(Satisfactory) .....	Not computed in grade point average
U.....(Unsatisfactory) .....	0.0 grade points per semester hour

A student's **grade point average** (GPA) is figured each term and cumulatively calculated. GPA is determined by dividing grade points earned by number of credit hours completed, less neutrals, plus failed courses.

## OKWU Grading Scale

A = 100.00-93.00%	C = 76.99-73.00%
A- = 92.99-90.00%	C- = 72.99-70.00%
B+ = 89.99-87.00%	D+ = 69.99-67.00%
B = 86.99-83.00%	D = 66.99-63.00%
B- = 82.99-80.00%	D- = 62.99-60.00%
C+ = 79.99-77.00%	F = Below 60.00%

## **Incomplete Grades**

An incomplete ("I") may be given when a student has done satisfactory work in a course but has been unable to complete all of the coursework because of an extenuating circumstance such as a severe and extended illness or a family situation that has resulted in the student's inability to complete all coursework by the end of the course.

For an Incomplete request to be granted, all of the following conditions must be met:

1. The instructor must confirm by signature that the student has completed at least 60% of the coursework at the time of the request (note: the term coursework refers to all activities associated with a grade).
2. The coursework completed before the request must be of a quality that would earn the student a passing grade in the course if that coursework were all that was required.
3. The request for an Incomplete must be made no earlier than 14 calendar days before the last day of the course and no later than 5:00 p.m. on the last day of the course.
4. The student must obtain signatures from the instructor, his or her academic advisor, the dean of the school through which the course is offered, and the dean of the student's major, if different from the dean of the school through which the course is offered.
5. The form must be submitted to the Registrar no later than 5:00 p.m. on the last day of the course. For a course that does not end on a regular business day, the Registrar must receive the completed form no later than 5:00 p.m. of the first business day after the course has ended. (Note that #3 above deals with due dates of the request, and this point deals with the due date for the completed request being submitted to the Registrar.)

If the request for an Incomplete is granted, the remaining work must be made up within five (5) full weeks of the end of the course for which the Incomplete was requested. If the work is not completed within the prescribed five (5) weeks, the Registrar will change the grade to an "F."

An Incomplete will not be granted for the purpose of redoing previously submitted work for the purpose of raising a grade.

Furthermore, students should note that they will need to contact their professor for information about making up submissions to online discussion forums that were missed. They should also note that instructors reserve the right to deny make-up related to online discussion forums since discussion forums are intended to foster dialogue with classmates who will no longer be engaged in a course once it has ended. Additionally, instructors reserve the right to refuse a student's contributions to group assignments and projects that were not submitted with the work from other group members.

## **Repeated Course**

Students may repeat courses according to the university's grade repeat policy. If a student repeats a course, the higher grade received will be used in computing the GPA. Both grades will remain a part of the student's permanent record. A student may not repeat courses that OKWU has discontinued or canceled, nor can courses be repeated after the student's degree has been awarded. If a student has transfer credit on the OKWU transcript and wishes to repeat the course, the course can only be repeated at OKWU, if applicable.

## **Academic Probation**

All students must maintain a minimum cumulative grade point average (CGPA) of 3.00 to be in good academic standing. A student will be placed on academic probation if their CGPA falls below a 3.0 at the end of any academic term or the grade point for their current term

falls below 2.0. **Students on academic probation must bring their CGPA back up to at least a 3.0 within the next term.** The student may have the option of raising the CGPA by repeating a graduate course in which they received a grade of C- or below.

### **Academic Suspension**

A student will be placed on academic suspension if either of the following occurs:

1. The student fails to achieve a CGPA of 3.0 within the next term after being placed on academic probation;
2. The student has two consecutive terms below a 2.0;
3. The student has all F's within a term.

Students who have been academically suspended may reapply for admission after one term of non-attendance. The application process must include a written explanation and request to the Chair of the Academic Appeal Committee, and the appeal must be approved by the dean of the appropriate graduate school . A personal interview may also be required. Students readmitted after academic suspension will be admitted on academic probation. In addition, they **must achieve a grade of B or higher in each of their classes in the next term, and/or meet any stipulations specified by the dean of the appropriate graduate school.** Students who fail to meet this standard may be asked to withdraw permanently from the university.

### **Academic Grievance Process**

If a student deems it appropriate to appeal a final course grade, the following grievance process must be followed:

1. The student should seek a solution with the concerned instructor within six weeks of the end of the course.
2. If there is no satisfactory resolution with the instructor, the review appeal must be made in writing to the contact below who will work with the Dean of the course to issue a ruling in writing to the student.
  - Adult and Graduate Studies Students: Dean of Adult & Graduate Studies Daily Operations, care of Patricia Leggett, pleggett@okwu.edu
3. If that appeal is not satisfactorily resolved, the final appeal may be pursued with the Office of Academic Affairs. The Chief Academic Officer will seek a resolution or may refer the matter to an ad hoc committee on academic standards. The decision of the Chief Academic Officer, or the ad hoc committee if so empowered, is the final word in this grievance process.

### **Attendance, Absence and Class Participation**

As an academic institution, Oklahoma Wesleyan University places the highest priority on learning. Class participation- whether online or in an evening face-to- face class -is an essential component of undergraduate and graduate learning. To ensure that the educational experience of all students is robust and constructive, students are expected to actively participate in classes. This includes engaging in class discussions and activities. Thus, although attendance is not tracked, active participation is a part of academic grading for all AGS courses. If a student's schedule hinders the ability of the student to participate, the student is responsible for coordinating with his/her instructor so that an alternative approach is identified.

### **Class Sessions**

**Evening program** – A class session in the evening program is the designated time in which the course physically meets on campus. In the AGS evening program, class sessions normally occur once each week for 4 hours.

**Online program** – A class session in the online program is defined as a calendar week beginning on Monday, 12:01 am (Central Time) and concluding seven (7) consecutive days later on Sunday, 11:59 pm (CT).

### **Unofficial Withdrawal**

The enrollment verification process is designed to ensure clear reinforcement of the message that class attendance at OKWU is important. All students get the best possible opportunity for academic success by being present at the beginning of class.

If a student does not login and complete the survey within the first 7-day period for an online course or attend the first session for an on-ground course, OKWU will consider that student an unofficial withdrawal and OKWU will terminate the enrollment for that course. If there are consecutive courses where a student does not login and complete the survey within the first 7-day period for an online course or attend the first session for an on-ground course, OKWU will consider that student an unofficial withdrawal from the course and also from the university. A student who is unofficially withdrawn will have their tuition charges reversed; however, fees may apply. An unofficial withdrawal will likely impact the amount of financial aid that a student may receive.

For online classes, the withdrawal date will be the 7<sup>th</sup> day of the course. For an on-ground course, the withdrawal date will be the date of the first class session. If you are unable to attend the first session and intend to complete the course, you must contact your instructor or Academic Advisor. It is the student's responsibility to confirm attendance, participation, and classwork requirements. If you fail to attend the second session, you will be considered an unofficial withdrawal based on your failure to attend session one.

If a student fails to earn a passing grade for all courses within a term, this student will be reviewed to determine if he/she is an unofficial withdrawal. An unofficial withdrawal is defined by the Department of Education as a student who ceases to attend classes but does not officially withdraw. If after review, it is determined that the student is an unofficial withdrawal, the Office of Financial Aid may be required to recalculate your financial aid. This may result in a balance due on your student account.

### **First Week Attendance/Participation**

Students who know they will be absent for the first class session should contact their instructor or the academic department office prior to the first class session to explain their absence and request that they not be dropped from the class.

Students who notify the instructor before the first session (evening) or before the end of the first week (online) will not be dropped from the course but will be graded according to the syllabus on all assignments, including class participation or discussion.

In all AGS online courses, students indicate their intent to participate in the course by completing a specific, designated survey during the first week. Failure to complete this Week 1 Course Participation activity will automatically result in the student being withdrawn from the course at the start of the second week.

### **Absences**

Attendance is not formally tracked or reported in AGS courses. However, because class participation is a part of the academic work of the class, students who miss class sessions should be aware of the academic or grading consequences for their absences.

AGS students are expected to carefully manage their time and personal schedules. Students who find it necessary to miss a class session should be proactive in communicating with the instructor to make arrangements for completing any missed work, where possible.

NOTE: *In AGS online courses, grades given for weekly discussion forums cannot be made up when missed due to absences. Instructors may choose, at their discretion, to allow makeup work on other non-discussion assignments, but this will not apply to Discussion Forums.*

Any student who sees he/she may have difficulty attending or completing a course is strongly encouraged to contact his/her advisor and make arrangements to withdraw from the course.

## **Second Master degree**

Any Oklahoma Wesleyan University student with an existing Master degree can transfer eligible hours from the first degree to satisfy up to half of the required hours in the second Oklahoma Wesleyan University Master degree program.

University policy does not allow students to compress or double up major courses to accelerate the existing completion or graduation schedules. Students can register or change class schedules online, with advisor approval. This should be done in a timely manner to receive course materials in ample time.

## **Course Substitutions**

Substitutions require completion of the Course Substitution Approval form with all necessary signatures and course description if transferred from another college or university.

## **Directed Study Policy**

A directed study course will be an approved course in the *University Catalog*. Due to the nature of some courses, not all courses will be available by directed study nor is a professor obligated to teach via this method. However, directed studies will be offered only under extreme circumstances. Strong self-discipline and adequate course prerequisites are essential to the successful completion of a directed study.

- This method is available only to students carrying a cumulative GPA of 3.0 or higher and may be granted only in very rare circumstances.
- The student will initiate the directed study approval process in consultation with the student's advisor.
- A directed study application form may be secured in the Registrar's Office.
- Students taking courses by directed study will need to complete the form with the assistance of the teaching professor involved and include a syllabus.
- Directed studies must be approved by the student's advisor, the teaching professor, the Dean of the School, and the Office of Academic Affairs prior to enrolling in the course.
- Students are charged an extra fee (per credit hour) for a directed study. The directed study fee may not be waived.

Directed study courses provide individualized educational experiences for students under the supervision of OKWU faculty members. Directed study courses shall not be approved unless there is strong evidence that delay in taking a course would cause an academic hardship for the student. The decisions concerning academic hardship and/or rare circumstances are at the sole discretion of the Dean of the School of the student's program of student, Dean of AGS Daily Operations, or, in the case of an online student, Dean of Online Learning.

Students taking courses by directed study will need to complete a directed study form with the assistance of the professor involved, provide a syllabus and pay tuition and the appropriate directed study fee. Directed studies must be approved by the dean of the school



of the course being offered and the professor prior to enrolling in the course. Adult and Graduate Studies directed study forms may be secured in the Registrar's Office. The Registrar's Office approves the assigned dates for any directed study and registers the student. Credit will be awarded only if all course requirements are fulfilled no later than one week past the assigned date on the registration form. If course work is not received by this time, the student will receive an F in the course.

### **Non-Degree Seeking Students**

For various reasons students may choose to take courses without seeking a degree. Non-degree-seeking students may complete 9 hours of coursework before declaring a degree. Enrolling without a declared major may restrict the availability of federal financial aid. Non-degree-seeking students must maintain a 3.0 GPA while in graduate school. Students desiring to change from a non-degree status to a degree program, need to complete the full application process and meet all admissions criteria as stated above. Admission for non-degree status requires the following:

- Baccalaureate degree from a regionally accredited institution or a four-year college or university that is a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education (official transcripts must be provided)
- Completed application form
- Payment of the application fee

### **Application for Graduation**

OKWU's commencement exercises are held on the weekend of the second Saturday of May and December each year. Students may participate in one graduation ceremony per OKWU degree completed. Students must be within six credit hours of degree completion with an approved graduation application and completion plan in place to be eligible to participate in a commencement ceremony. All degrees will be conferred at the end of the AGS term in which all degree requirements are completed.

Students who do not complete their work as scheduled will be charged an additional graduation fee during the academic term in which they actually complete their work. Their graduation date will be recorded as the appropriate conferral date of the year the work is completed.

Graduation applications will be provided to students prior to their graduation date during the second Academic Session. The application must be completed and returned to the Office of Adult and Graduate Studies for review and approval. The application must include a written plan for the completion of all required credit hours. The plan is approved by an Adult and Graduate Studies Academic Advisor and forwarded to the OKWU Registrar for final approval. Without an approved plan to earn the necessary credits within an appropriate time frame, the Adult and Graduate Studies Academic Advisor cannot forward the application form to the OKWU Registrar.

Each student must complete an application for graduation four months prior to the projected graduation date and submit a graduation fee. This application indicates the student's intent to graduate and initiates the final evaluation of the student's academic record.

Students, who have an approved graduation plan, but who do not follow through and complete that plan will be required to pay an additional fee in order to graduate.

While students are not required to participate in the graduation ceremonies, all students must submit a graduation application before conferral of the degree can be processed.

Students who will not complete their requirements by the due date may contact his/her advisor to request a change in their degree completion date. A new application for graduation must be completed, and an additional graduation fee will be charged.

Graduation applications must be received by the Academic Advisor by December 1<sup>st</sup> for March 2<sup>nd</sup> conferrals, April 1<sup>st</sup> for June 30<sup>th</sup> conferrals and August 1<sup>st</sup> for October 27<sup>th</sup> conferrals. All accounts must be paid in full to receive a diploma and/or transcripts.

### **Graduation Requirements for Master of Business Administration**

To earn a Master of Business Administration degree, students must satisfactorily complete the following graduation requirements:

1. Completion of the required curriculum with a minimum cumulative GPA of 3.00; a grade of D+ or lower will not count toward meeting graduation requirements
2. Satisfactory completion of the Capstone Business Course (BUSI 6503 Strategic Management) with a grade of C- or better
3. A minimum residency of one year and at least 27 semester hours completed at Oklahoma Wesleyan University
4. All graduation requirements completed in no more than five years after the date of the first MBA course taken at Oklahoma Wesleyan University
5. Approval of the OKWU Faculty
6. Payment of all tuition and fees

### **Graduation Requirements for Master of Education**

To earn a Master of Education degree, students must satisfactorily complete the following graduation requirements:

1. Completion of all required curriculum with a minimum cumulative GPA of 3.00; a grade of D+ or lower will not count toward meeting graduation requirements
2. Satisfactory completion of the Action Research Project with a grade of B or better
3. A minimum residency of one year and at least 24 semester hours completed at Oklahoma Wesleyan University
4. All graduation requirements completed in no more than five years after the date of the first M.Ed. course taken at Oklahoma Wesleyan University
5. Completion and approval of portfolio defense to Graduate Committee
6. Approval of the OKWU Faculty
7. Payment of all tuition and fees

### **Graduation Requirements for Master of Science in Nursing**

To earn a Master of Science in Nursing degree, students must satisfactorily complete the following graduation requirements:

1. Completion of all required curriculum with a minimum cumulative GPA of 3.00; a grade of C- or lower will not count toward meeting graduation requirements
2. Satisfactory completion of the Capstone Course (NURS 6423 or NURS 6523) with a grade of C or better
3. A minimum residency of one year and at least 24 semester hours completed at Oklahoma Wesleyan University
4. All graduation requirements completed in no more than five years after the date of the first MSN course taken at Oklahoma Wesleyan University
5. Approval of the OKWU Faculty
6. Payment of all tuition and fees

### **Graduation Requirements for Master of Science in Strategic Leadership**

To earn a Master of Strategic Leadership degree, students must satisfactorily complete the following graduation requirements:

1. Completion of the required curriculum with a minimum cumulative GPA of 3.00; a grade of D+ or lower will not count toward meeting graduation requirements
2. Satisfactory completion of the Strategic Leadership Capstone course (BUSI 6603) with a grade of C- or better
3. A minimum residency of one year and at least 27 semester hours completed at Oklahoma Wesleyan University
4. All graduation requirements completed in no more than five years after the date of the first MSL course taken at Oklahoma Wesleyan University
5. Approval of the OKWU Faculty
6. Payment of all tuition and fees

## Graduation Honors

Graduation honors are contingent upon certification by the Registrar after all grades have been posted on the student's transcript. There are two possible distinctions for Masters graduates:

**Honors:** a cumulative grade point average of 3.80 – 3.99

**High Honors:** a cumulative grade point average of 4.00

Graduate students graduating with a 4.00 grade point average will be granted "high honors" with an appropriate notation appearing on their transcripts. Graduate students graduating with a grade point average of 3.80 to 3.99 will be granted "honors" with an appropriate notation appearing on their transcripts and diplomas.

All class work and grades must be posted on student transcripts by 5:00 p.m. on the Thursday prior to the graduation ceremony in order for students to qualify to walk with honors.

## Conferral Dates

OKWU posts Master degrees three times a year at the end of the term: June 30, October 27 and March 2. Degrees will be posted on student transcripts at the next scheduled conferral date following the successful completion of all coursework and application for graduation.

- **Fall term conferral** — Students who complete degree requirements between October 28<sup>th</sup> and March 2<sup>nd</sup> are eligible for March 2<sup>nd</sup> degree conferral and may apply to participate in the May commencement ceremony.
- **Spring term conferral** — Students who complete degree requirements between March 3<sup>rd</sup> and June 30<sup>th</sup> are eligible for June 30<sup>th</sup> degree conferral and may apply to participate in the May commencement ceremony.
- **Summer term conferral** — Students who complete degree requirements between July 1<sup>st</sup> and October 27<sup>th</sup> are eligible for October 27<sup>th</sup> degree conferral and may apply to participate in the December commencement ceremony.

## Graduation Ceremony Dates

OKWU has three degree conferral dates each year, but only two graduation ceremonies. Students may participate in one graduation ceremony per OKWU degree completed. Students must be within six credit hours of degree completion with an approved graduation application and completion plan in place to be eligible to participate in a commencement ceremony.

- **May Commencement** — AGS commencement ceremonies are on the weekend of the second Saturday of May.
- **December Commencement** — AGS commencement ceremonies are on the weekend of the second Saturday of December.

## Participation in Commencement

- Students will not be permitted to participate in Graduation ceremonies if there is a balance on their student account.

### **Honorary Posthumous Degree Policy**

Such degrees shall generally be unearned, nonacademic degrees recognizing the meritorious but incomplete earned work of a deceased student, generally a student who was deceased in the last term of work. An honorary posthumous degree may be awarded to a student who dies while enrolled in a degree program of Oklahoma Wesleyan University, subject to the following conditions:

1. To be eligible, the student must have been enrolled in a degree program offered by the Oklahoma Wesleyan University and attending classes and actively pursuing and making progress towards a degree at the time of death, or between terms in such enrollment.
2. The student must not have been dismissed or suspended at the time of death.
3. The student must not have died while committing a felony (crime).
4. If the degree requirements for the student's intended degree are met, the intended degree should be awarded instead of the honorary posthumous degree.

## **Academic Programs**

### **Graduate Programs of study offered at OKWU:**

- Master of Business Administration
- Master of Education
- Master of Nursing
- Master of Science in Strategic Leadership

## Chesapeake Energy School of Business

*"Do you see a man skilled in his work? He will serve before kings . . ."*  
*Proverbs 22:29*

*Communicate effectively. Think strategically. Lead with integrity.*

**Graduate Degrees:** Master of Business Administration (MBA), Master of Science in Strategic Leadership (MSL)

### **Mission**

The Chesapeake Energy School of Business at Oklahoma Wesleyan University is a community of scholar practitioners (students, faculty, staff and community) delivering excellence in business education. Grounded unapologetically in the Christian faith, the Chesapeake Energy School of Business exists to teach learners to communicate effectively, think strategically and lead with integrity. As a professional field within a Christian liberal arts University, the Chesapeake Energy School of Business seeks to advance the professional and academic competence of its students by balancing academic theory with practical application.

### **School Distinctives**

The Chesapeake Energy School of Business offers a variety of majors that allow students to tailor their education to specific areas of interest. Today's employers often select employees based upon specific skills, but promote for general skills.

### **Accreditation**

Oklahoma Wesleyan University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. The Master of Business Administration (MBA) and Master of Science in Strategic Leadership (MSL) programs are accredited by the International Assembly for Collegiate Business Education (IACBE).

The International Assembly for Collegiate Business Education (IACBE) is a specialized, professional accrediting body for business programs in student-centered colleges and universities throughout the world. The IACBE exists to promote, develop, and recognize excellence in business education. The IACBE's philosophy of accreditation is centered on student learning and operational outcomes, which makes it flexible and adaptable.

### **Master of Business Administration**

The Chesapeake Energy School of Business offers a Master of Business Administration through the Office of Adult and Graduate Studies. The OKWU MBA is designed for the experienced working professional who, upon completion of the degree, will possess the appropriate knowledge, practical skills, and professional abilities necessary to fill executive managerial and administrative positions in industry, government, nonprofit, and ministry organizations. An integral part of the OKWU experience is to provide for students a foundation of Christian values and ethics consistent with the mission of the University and which may be used throughout their personal and professional lives.

### **Program Objectives**

The objectives of the MBA program are consistent with the mission of Oklahoma Wesleyan University and the Chesapeake Energy School of Business. The primary goal of the MBA program is to provide a superior graduate-level education that will prepare graduates for professional management careers in either private or public organizations, as well as for

positions of leadership and increasing responsibility in business and society. Specifically, graduates of the Oklahoma Wesleyan MBA program will do the following:

- Possess a managerial perspective and knowledge of finance and accounting and be able to utilize and analyze financial/accounting information in the strategic decision-making process.
- Develop and apply innovative marketing strategies to position a product or service within a market.
- Be able to apply organizational behavior and leadership theories in order to motivate and lead employees toward the achievement of organizational objectives.
- Understand and utilize computer technology and statistical techniques as tools for business decision making.
- Possess an awareness of Christian values, ethical dilemmas, and legal processes as they affect the workforce, the workplace, and the business environment.
- Develop a broad understanding of economic practices, applications, and techniques directly related to business issues.
- Masterfully communicate ideas logically and persuasively in writing and/or speech, with emphasis on effective business presentations and executive presence.
- Secure a broad understanding of team dynamics and obtain an understanding of how to develop and effectively lead a team-oriented environment.
- Survey the strategic landscape of an organization and make strategic decisions that position the firm for future success.

### **Recommended Program Preparation**

Although not required, the Chesapeake Energy School of Business strongly recommends that each MBA applicant have completed the following undergraduate coursework (or its equivalent) before entering the MBA program:

- One semester of College Algebra and/or Statistics
- One semester of Economics
- One semester of Finance
- One semester of Accounting

## Degree Requirements

Minimum MBA Course Requirements: A grade of a C- (70%) is considered a minimum passing grade for courses at the graduate level. Any grade below this minimum passing standard is considered a failing grade for program progression and for financial aid purposes. Completion of the required curriculum with a minimum cumulative GPA of 3.00 is required for graduation; a grade of D+ or lower will not count toward meeting graduation requirements.

Below is a table showing the courses required for the MBA.

<b>Master of Business Administration Course Requirements</b>		<b>36</b>
Business Ethics and Leadership (BUSI 5123)		3
Organizational Behavior (BUSI 5213)		3
Financial Accounting (BUSI 5143)		3
Advanced Managerial Accounting (BUSI 5243)		3
Strategic Marketing Management (BUSI 5503)		3
Quantitative Analysis (BUSI 5453)		3
American Framework for Free Enterprise (BUSI 5233)		3
Corporate Financial Management (BUSI 6223)		3
Leading Organizational Change (BUSI 6133)		3
Concentration Course (from below)		3
Concentration Course (from below)		3
Strategic Management (BUSI 6503)		3
<b>Finance Concentration Courses</b>		<b>6</b>
International Finance (BUSI 6413) or Special Topics (BUSI 6900)		3
Financial Institutions and Markets (BUSI 6423)		3
<b>Human Resource Management Concentration Courses</b>		<b>6</b>
Human Resource Leadership (BUSI 6013) or Special Topics (BUSI 6900)		3
Staffing (BUSI 6113)		3
<b>Marketing Concentration Courses</b>		<b>6</b>
International Marketing (BUSI 6433) or Special Topics (BUSI 6900)		3
Advertising and Public Relations (BUSI 6443)		3
<b>Nursing Management Concentration Courses</b>		<b>6</b>
Healthcare Systems (NURS 5363)		3
Health Informatics and Evidence-Based Practice (NURS 5773)		3
<b>Organizational Leadership Concentration Courses</b>		<b>6</b>
Personal Individual Leadership (BUSI 5113)		3
Advanced Leadership Theory 1 (BUSI 5333)		3



## Master of Science in Strategic Leadership

The Chesapeake Energy School of Business offers a Master of Science in Strategic Leadership through the Office of Adult and Graduate Studies. The OKWU MSL is designed for the experienced working professional who, upon completion of the degree, will possess the appropriate knowledge, practical skills, and professional abilities necessary to fill executive managerial and administrative positions in industry, government, nonprofit, and ministry organizations. An integral part of the OKWU experience is to provide for students a foundation of Christian values and ethics consistent with the mission of the University and which may be used throughout their personal and professional lives.

### Program Objectives

The objectives of the MSL program are consistent with the mission of Oklahoma Wesleyan University and the Chesapeake Energy School of Business. The primary goal of the MSL program is to provide a superior graduate-level education that will prepare graduates for professional management careers in either private or public organizations, as well as for positions of leadership and increasing responsibility in business and society. Specifically, graduates of the Oklahoma Wesleyan MSL program will do the following:

- Develop the solid foundation in theoretical concepts and leadership skill needed to lead business organizations.
- Describe and critically analyze strategic planning theories and methodologies required to lead organizational initiatives.
- Understand and appreciate the criticality of the effective delivery of leadership in organizations.
- Secure an understanding of the ethical and legal environment in which leaders determine and implement decisions.
- Develop an awareness of teaming dynamics within the context of leadership.

### Degree Requirements

Minimum MSL Course Requirements: A grade of a C- (70%) is considered a minimum passing grade for courses at the graduate level. Any grade below this minimum passing standard is considered a failing grade for program progression and for financial aid purposes. Completion of the required curriculum with a minimum cumulative GPA of 3.00 is required for graduation; a grade of D+ or lower will not count toward meeting graduation requirements.

Below is a table showing the courses required for the MSL.

<b>Master of Science in Strategic Leadership Course Requirements</b>	<b>33</b>
Personal Individual Leadership (BUSI 5113)	3
Business Ethics and Leadership (BUSI 5123)	3
Advanced Leadership Theory 1 (BUSI 5333)	3
Advanced Leadership Theory 2 (BUSI 5343)	3
Applied Leadership (BUSI 6143)	3
Strategic Planning and Execution (BUSI 6233)	3
Organizational Behavior (BUSI 5213)	3
Leading Organizational Change (BUSI 6133)	3
American Framework of Free Enterprise (BUSI 5233)	3
Human Resource Leadership (BUSI 6013)	3
Strategic Leadership Capstone (BUSI 6603)	3

## **School of Education and Exercise Science**

### **Educators Effectively Leading**

Scriptural Foundation: Mark 6:4

“When Jesus landed and saw a large crowd, he had compassion on them, because they were like sheep without a shepherd. So he began teaching them many things.”

Scriptural Foundation: Hebrews 13:7

“Remember your leaders who spoke the Word of God to you. Consider the outcome of their way of life and imitate their faith.”

**Graduate Degree:** Master of Education (M.Ed.)

### **Graduate Advisory Council**

The Oklahoma Wesleyan University School of Education and Exercise Science has formed a Graduate Advisory Council comprised of professors in the M.Ed. Program and Administrators from the public schools to govern and recommend program changes in the M.Ed. Degree for Curricular Leadership.

### **Unit Mission Statement**

As an evangelical Christian university of The Wesleyan Church, Oklahoma Wesleyan University models a way of thought, a way of life, and a way of faith. Its mission is to be a “place of serious study, honest questions, and critical engagement, all in the context of a liberal arts community that honors (1) the Primacy of Jesus Christ, (2) the Priority of Scripture, (3) the Pursuit of Truth, and (4) the Practice of Wisdom”—referred to as the 4-Ps. Although this mission is imprinted on four pillars leading to the entrance of the campus library, the mission goes beyond being purely decorative and has become the heart and soul of the university and its students, personnel, alumni, and patrons.

While the M.Ed. program’s conceptual framework builds on the foundation of the undergraduate School of Education and Exercise Science’s conceptual framework, it is a unique framework that was designed solely for the graduate program. The graduate Conceptual Framework was created to guide and instruct experienced teachers. It is also unique in that it is aligned with national standards for graduate programs: National Council for the Accreditation of Teacher Education (NCATE) and the Educational Leadership Constituent Council (ELCC). The graduate Conceptual Framework also has a research-based distinctive.

The M.Ed. program itself is designed for the experienced teacher who, upon completion of the degree, will possess the appropriate knowledge, skills, and professional dispositions necessary to be a master educator-leader compassionately ministering in a significant role of curricular leadership. It is also designed to prepare educator-leader candidates for executive managerial and administrative positions in schools at the building level of leadership. Candidates of the M.Ed. program come from the world of classroom experience and can test the foundational concepts and vision of the program through the perspective of what they know with current research and state-of-the-art educational theory.

### **Administration of the Graduate Program**

The Office of Adult and Graduate Studies (AGS) is the administrative body for the M.Ed. degree program, making and implementing administrative policy as necessary.

## **Background Information**

The Master in Education program (M.Ed.) builds on the traditional (baccalaureate-level) teacher education program at OKWU. Graduates of the traditional program as well as other experienced teachers are instructed within the guidelines provided in this Conceptual Framework and philosophy of the School of Education and Exercise Science. Experienced teachers have their knowledge of the OKWU framework both reinforced and expanded as they progress through the courses and requirements of the M.Ed. program guidelines.

## **Program of Study**

The M.Ed. Degree in Curricular Leadership consists of 33 credit hours arranged in sequential courses of rotation on a fixed schedule. Each course provides a knowledge base and experiences that are applicable to the skills required. All courses cover particular competencies required by the Oklahoma Commission on Teacher Preparation, Educational Leadership Constitute Council, the Interstate School Leaders Licensure Consortium, National Council for the Accreditation of Teacher Education, and the Oklahoma Department of Education.

## **Program Objectives**

The objectives of the M.Ed. program are consistent with the mission of Oklahoma Wesleyan University and the School of Education and Exercise Science. Specifically, Intended Student Learning Outcomes for M.Ed. include:

1. A building-level education leader applies knowledge that promotes the success of every student by collaboratively facilitating the development, articulation, implementation, and stewardship of a shared school vision of learning through the collection and use of data to identify school goals, assess organizational effectiveness, and implement school plans to achieve school goals; promotion of continual and sustainable school improvement; and evaluation of school progress and revision of school plans supported by school-based stakeholders
2. A building-level education leader applies knowledge that promotes the success of every student by sustaining a school culture and instructional program conducive to student learning through collaboration, trust, and a personalized learning environment with high expectations for students; creating and evaluating a comprehensive, rigorous and coherent curricular and instructional school program; developing and supervising the instructional and leadership capacity of school staff; and promoting the most effective and appropriate technologies to support teaching and learning within a school environment.
3. A building-level education leader applies knowledge that promotes the success of every student by ensuring the management of the school organization, operation, and resources through monitoring and evaluating the school management and operational systems; efficiently using human, fiscal, and technological resources in a school environment; promoting and protecting the welfare and safety of school students and staff; developing school capacity for distributed leadership; and ensuring that teacher and organizational time is focused to support high-quality instruction and student learning.
4. A building-level education leader applies knowledge that promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources on behalf of the school by collecting and analyzing information pertinent to improvement of the school's educational environment; promoting an understanding, appreciation, and use of the diverse cultural, social, and intellectual resources within the school community; building and sustaining positive school relationships with families and caregivers; and cultivating productive school relationships with community partners.
5. A building-level education leader applies knowledge that promotes the success of every student by acting with integrity, fairness, and in an ethical manner to ensure a school system of accountability for every student's academic and social success by modeling

school principles of self-awareness, reflective practice, transparency, and ethical behavior as related to their roles within the school; safeguarding the values of democracy, equity, and diversity within the school; evaluating the potential moral and legal consequences of decision making in the school; and promoting social justice within the school to ensure that individual student needs inform all aspects of schooling.

6. A building-level education leader applies knowledge that promotes the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context through advocating for school students, families, and caregivers; acting to influence local, district, state, and national decisions affecting student learning in a school environment; and anticipating and assessing emerging trends and initiatives in order to adapt school-based leadership strategies.
7. A building-level education leader applies knowledge that promotes the success of every student through a substantial and sustained educational leadership internship experience that has school-based field experiences and clinical internship practice within a school setting and is monitored by a qualified, on-site mentor.
8. A building-level education leader applies knowledge that promotes the success of every student by collaboratively facilitating the development, articulation, implementation, and stewardship of a shared school vision of learning through the collection and use of data to identify school goals, assess organizational effectiveness, and implement school plans to achieve school goals; promotion of continual and sustainable school improvement; and evaluation of school progress and revision of school plans supported by school-based stakeholders.

## **Philosophy**

The OKWU M.Ed. program is based on the premise that the process of becoming a more competent educational leader involves experiences and preparation beyond the teacher preparation program. Knowledge and skills are developed/improved to enable leaders to more effectively work with children, faculty, other administrators, parents, and other stakeholders in their communities. OKWU also believes that each candidate will have the skills required to work effectively and meaningfully with diverse populations and incorporate the appropriate skills in technology outlined in the NETS-A competencies. The program, in addition to meeting the state and national expectations for program competencies, believes that the education of the whole candidate is imperative by incorporating the Biblical principles that impact leadership in the role of a curriculum leader.

## **Graduate Education Committee**

The Graduate Education Committee is the organizational body that oversees all curriculum issues, student learning issues, and faculty concerns for the M.Ed. program. The committee is chaired by the Dean of the School of Education and Exercise Science and is responsible for recommending policy relative to the program. The functions of the Graduate Education Committee include:

1. Formulation of academic policy for the program
2. Formulation of the aims and objectives of the graduate program and the design and content of the graduate curricula
3. Formulation of standards for admission to the graduate program
4. Formulation of criteria for faculty membership on the graduate education faculty
5. Formulation of standards to provide quality control of courses, faculty, and student learning outcomes relative to the graduate program
6. Review and assessment of outcomes relative to the program. The committee makes recommendations in the form of action plans to overcome deficiencies related to these outcomes
7. Recommendation for admission for all graduate students. A majority of committee members is needed to admit a student.

## **Retention**

Criteria for retention in the M.Ed. Degree Program includes adhering to the scholarship requirements and retention standards in place for graduate studies at Oklahoma Wesleyan University. A minimum cumulative grade point average of 3.0 on a 4.0 scale in all work attempted for graduated credit at OKWU is required for the completion of the advanced licensure program. No grade below C- (1.7) is acceptable for credit.

## **Exit Requirements**

The M.Ed. Degree program requires thirty-three (33) hours of course work as outlined in the course rotation schedule and the Plan of Study as developed with each student.

## **Action Project**

A scholarship research-based project that is collaboratively developed by the candidate, their school district, and approved by the Graduate Education Committee consisting of, but not limited to, the program professors in the M.Ed. Degree Program. The project is required to align to the ELCC Framework of Leadership standards and be based on research that demonstrates best practice for the field. The specific requirements for this project are outlined in the program descriptions and competencies in the graduate handbook. The topic will be approved by the research professor, a program advisor, and a building level administrator that will act as a mentor for the OKWU candidate. Completion of this project is in collaboration with an approved highly qualified mentor plus faculty support in technological reporting and statistical research to properly analyze the data results from the project that is designed to improve the candidate's knowledge and skills and increase the capacity for P-12 school learners.

## **Portfolio**

The M.Ed. portfolio will be a continual compilation demonstrating a composite of learning related to the Educational Leadership Constituent Council (ELCC) and Interstate School Leaders Licensure Consortium (ISLLC) standards. Candidacy is established after the completion of six (6) hours of course work and meeting with their assigned advisor for completion of the Plan of Study to be placed with the Graduate Education Committee. Defense Committee: The M.Ed. Defense Committee will be comprised of the student's advisor, who will act as Chair, a faculty member in the M.Ed. Program, a professional colleague, and a public school mentor. The committee will convene during the student's final term for the student's oral defense, which will be based on the portfolio contents.

## **Relationship of Program to the Unit's Conceptual Framework**

The M.Ed. Degree Program at OKWU supports the conceptual framework of the unit by providing quality instruction, service, and research that prepares reflective school leaders that demonstrate high expectations for individual self-realization. The M.Ed. Program is committed to preparing these candidates with 21st century knowledge and skills required to become successful leaders in a highly technological and diverse world. The OKWU Curricular Leadership Program is committed to the development of candidates that are fair and consistent in the application of the policies of their school districts and truly believe that the education of ALL children is imperative for successful programs. The program has a mission to empower building level educators to positively impact student achievement and quality of life through teaching, learning, service, and leadership while recognizing that the focus of school leaders is increased student achievement.

Candidates who successfully complete OKWU's program demonstrate their competence, knowledge, and skills to apply best practices to school leadership and work with multiple constituencies with the ultimate goal of student achievement. Additionally, successful candidates demonstrate caring through their work with staff, students, families, and the community. Compassion and positive Christian attitudes help them create positive school

cultures, while strong interpersonal skills allow them to communicate effectively with all stakeholders. In these ways OKWU candidates encourage respect and success for all involved in the educational process.

OKWU candidates are also committed to the profession as evidenced by their adherence to a strong code of ethics and their belief in life-long learning.

### Time Limit

A graduate program must be completed within five calendar years. If a student has not completed the graduate degree in the five-year limit, the student must then meet with a member of the Graduate Education Committee and an Academic Advisor. Any extension must be approved by the advisor and the Graduate Education Committee according to the policies of OKWU. A new plan of study reflecting current program requirements must then be filed. If course(s) exceed the five-year limit, the student may be required to re-take the course(s).

### Degree Requirements

Minimum M.Ed. Course Requirements: A grade of a C- (70%) is considered a minimum passing grade for courses at the graduate level. Any grade below this minimum passing standard is considered a failing grade. Completion of the required curriculum with a minimum cumulative GPA of 3.00; a grade of D+ or lower will not count toward meeting graduation requirements.

Below is a table showing the courses required for the M.Ed.:

<b>Master of Education Core Requirements</b>	<b>27</b>
Frameworks of Educational Leadership (EDU 5033)	3
Educational Research and Application (EDU 5213)	3
Advanced Developmental Psychology for the Educational Setting (EDU 5723)	3
Leadership for Curriculum Development (EDU 5513)	3
Human Resource Leadership in Education (EDU 5883)	3
Educational Technologies and Applications in the School Setting (EDU 5023)	3
Curriculum Strategies and Assessment (EDU 5633)	3
School and Community Partnership (EDU 5733)	3
Internship/Portfolio (EDU 5823)	3
<b>Educational Licensure Track</b>	<b>6</b>
School Law and Policy Application (EDU 5613)	3
School Finance (EDU 5623)	3
<b>Non-Licensure Track</b>	<b>6</b>
Integrating Technology into the Instructional Program (EDU 5533)	3
Advanced Organizational and Classroom Management (EDU 5523)	3
<b>Total M.Ed. Degree:</b>	<b>33</b>

**Required Field and Clinical Experiences**

Field-based experiences provide opportunities for the development of professional competencies. These experiences are required through internship and as built-in components of several courses. A minimum of 240 hours of field experience/internship experiences are required for the School Principal program; each experience is either embedded in the program or documented in the Internship class to assure that students have appropriately met the full time and continuous requirement for field-based experiences to support the ELCC Standards throughout the program. The design for the Internship is to make the experience a program-long effort with students actively being engaged with an action project during the initial course EDU 5033, Frameworks of Educational Leadership. This project is developed collaboratively with the candidate's school district and will be appropriately aligned to the ELCC framework for having met the standard for OKWU and the Oklahoma Commission on Teacher Preparation. The internship experience for school principals is designed to give the prospective principal job-related experiences under the joint supervision of a school administrator (mentor) and a faculty member of the OKWU Educational Leadership Program. The Internship Class, EDU 5823, is the final capstone for this project completion and analysis of data. The embedded action project has consistently been required throughout the entire building level program of study. The Internship course, EDU 5823, is reserved for the student until the end of program to add depth of understanding to their final application of the skills mastered through the program. The Internship is a continuous part of the program as the student progresses through the mastery of the embedded competencies within each course. The three (3) hour requirement for the Internship is designed to be a true academic partnership with local school districts as they have candidates engaging in the OKWU Program. The Internship is simply not limited to one course as the action project becomes an integral part of the final exit review for each candidate in the M.Ed. degree program.

## School of Nursing

**Graduate Degree:** Master of Science in Nursing (MSN)

### Mission

Preparing professional nurses to be Christ's hands and heart, to touch the world one person, family, and community at a time. In concert with the mission of OKWU, the School of Nursing seeks to enhance scholarship, lifelong learning, and Christian discipleship, while fostering in students the desire to live out lives of service to both God and man. In particular, the School of Nursing seeks to inspire unselfish service to humanity and to develop personal and professional integrity of nurses based on Christian ethics and an appreciation of the Christian faith as a basis for the interpretation of nursing knowledge.

### School Distinctives

The School of Nursing offers two tracks that allow students to tailor their education to specific areas of interest.

### Accreditation

Our School of Nursing offers a graduate MSN degree. The baccalaureate degree in nursing and master's degree in nursing at Oklahoma Wesleyan University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>)

### Master of Science in Nursing

The OKWU MSN is designed for experienced nurses who are seeking roles that require advanced practice skills in order to function as providers and organizers of the health care delivery process or as faculty members in a nursing education program. The program consists of 12 hours of core courses for all students and 21 hours of specialized courses in either Nursing Administration or Nursing Education. Nurses must be committed to life-long learning and be willing to assume responsibility for planning their professional careers, which increasingly will include graduate study as the route to advancement.

### Program Objectives — Designer/Manager/Coordinator of Care

Nurses are designers, managers, and coordinators of care. Nurses must have the knowledge and authority to delegate tasks to other health care personnel, as well as supervise and evaluate these personnel. As health care providers who function autonomously and interdependently, nurses are responsible for professional identity and practice. Nurses are members of health care teams that deliver treatment and services in an evolving health care system. Nurses bring a unique blend of knowledge, judgment, skills, and caring to such teams. Self-awareness and self-evaluation are utilized to enhance professional relationships and improve communication.

In this role, nurses must also be information managers. As patient advocates and educators with state-of-the-art knowledge, nurses help patients acquire, interpret, and utilize information related to health care, illness, and health promotion. Health information available to patients is often overwhelming or confusing; nurses serve as information managers, assisting patients in accessing, understanding, evaluating and applying health-related information. Nurses also must be able to utilize research findings documenting the outcomes of care in designing and implementing care that is both of high quality and cost-effective. Graduates of this program are emergent leaders who will make a positive impact on both current and future healthcare organizations and university academic settings, which ultimately affect patient care.



- Graduates will be able to assess, translate, integrate, and design scientific findings which impacts quality, safety, and overall nursing practice in diverse health care settings.
- Graduates will be able to discern or understand organizational, systems, informatics, and health care technologies which enhance the diverse health care setting.
- Graduates will be prepared to intervene through policy development and advocacy strategies.
- Graduates will lead inter-professional teams while communicating and collaborating with other health care professionals to design, manage, and coordinate care.
- Graduates will design, manage, and coordinate culturally appropriate evidence-based clinical prevention and population care to individual persons, families, and communities.
- Graduates will affect health care outcomes for individual persons, families, and communities through evidence-based nursing intervention and an advanced level of understanding of nursing and related sciences.

### **Admission to the Program**

In order to be admitted into the MSN program, the applicant must meet the criteria listed below:

1. Baccalaureate degree in nursing or a non-nursing discipline with an associate degree in nursing from a regionally-accredited college or university in the United States, a four-year college or university that is a member of a regional or faith-based accrediting organization that is recognized by the Council for Higher Education or a foreign college or university which is approved by an international transcript evaluation organization recognized by Oklahoma Wesleyan University (see International Student Admissions Criteria).
2. Any other official transcripts needed to verify undergraduate prerequisite courses or graduate transfer credit.
3. An undergraduate GPA of 3.0 on a 4.0 scale (probationary admission may be granted for GPAs as low as 2.50).
4. For applicants for whom English is a second language, students must submit an acceptable score on the Test of English as a Foreign Language (TOEFL), requiring a score greater than 69 internet-based, 190 computer-based or 525 paper-based. Students who have an earned degree from a U.S. institution are exempt from the TOEFL requirement.
5. Current unencumbered registered nurse licensure in the United States. Students must be licensed in the state in which their practicum and capstone project are implemented.
6. Completion of an undergraduate bachelor's level Statistics course with a grade of "C-" or better.
7. Completion of an undergraduate bachelor's level Health Assessment course with a grade of "C" or better only if enrolling in the Nursing Education track.

### **Probationary Admission**

Students possessing a baccalaureate degree may be granted probationary admission with prescribed deficiencies when undergraduate GPA falls between 2.50 and 2.99 on a 4.0 scale, assuming all other admission criteria is met. Students on probationary status will not be allowed to proceed beyond nine (9) credit hours of work within the degree program unless the student achieves a cumulative GPA of 3.0 in the program.

### **Progression in the Program**

A minimum cumulative grade point average of 3.0 on a 4.0 scale in all work attempted for graduated credit at OKWU is required for the completion of the MSN program. No grade below C (2.0) is acceptable for credit. Students scoring below a 2.0 must repeat the course in order to progress in the lock step course sequence.

**Honors**

MSN students graduating with a 4.00 grade point average will be granted “high honors” with an appropriate notation appearing on their transcripts. MSN students graduating with a grade point average of 3.80 to 3.99 will be granted “honors” with an appropriate notation appearing on their transcripts and diplomas.

**Time Limit**

The MSN degree must be completed within five calendar years. If a student has not completed the graduate degree in the five-year limit, the student must then meet with a member of the Graduate Committee and his/her academic advisor. A new plan of study reflecting current program requirements must then be filed. In some cases, the student may be asked to re-apply for admission to graduate study. If course(s) exceed the five-year limit, the student may be required to re-take course(s).

**Pre-Requisite Course for Education Track**

Completion of an undergraduate bachelor’s level Health Assessment course with a grade of “C” or better is required prior to NURS 6853 Pathophysiology for the Graduate Nurse Educator.

Applicants without pre-requisite courses may be admitted but must complete undergraduate bachelor’s level Statistics and/or Health Assessment courses while completing the first twelve (12) hours of program-specific MSN course work. Students admitted without pre-requisite courses will not be allowed to proceed beyond twelve (12) credit hours of work within the degree program.

**Course Requirements** — below is a table showing the courses required for the MSN courses in Lock Step Progression

<b>Master of Science in Nursing Course Requirements</b>	<b>12</b>
Introduction to Graduate Nursing Concepts (NURS 5103)	3
Health Informatics/Evidence Based Practice (NURS 5773)	3
Research Scholarship (NURS 5763)	3
Management and Leadership in Nursing and Health Care (NURS 6313)	3

Student must choose one of the following concentration tracks.

<b>Nursing Administration</b>	<b>21</b>
Foundations of Adult Education (NURS 6553)	3
Health Care Systems (NURS 5363)	3
Health Care Economics (NURS 6323)	3
Corporate Financial Management (BUSI 6223)	3
Human Resource Leadership (BUSI 6013)	3
Administration Practicum (NURS 6413)	3
Application Strategies for the Nursing Administrator: Capstone (NURS 6423)	3

<b>Nursing Education</b>	<b>21</b>
Pathophysiology for the Graduate Nurse (NURS 6583)	3
Advanced Health Assessment for the Graduate Nurse Educator (NURS 5753)	3
Pharmacology for the Graduate Nurse (NURS 6573)	3
Curriculum Design and Innovations in Nursing Education (NURS 6543)	3
Transformational Nursing for the Nurse Educator (NURS 6563)	3
Education Practicum (NURS 6513)	3
Application Strategies for the Nursing Educator Capstone (NURS 6523)	3

## **COURSE DESCRIPTIONS**

### **Graduate Studies**

#### **COURSE PREFIX KEY:**

**BUSI** Business  
**EDU** Education

**PHIL** Philosophy  
**NURS** Nursing

#### **COURSE NUMBERING SYSTEM**

**First Digit** — The first digit of the four-digit course number indicates the level at which the course is normally taken. A 5000-level or 6000-level course is a graduate course.

**Fourth Digit** — The last digit (5103) identifies the number of credit hours the course carries. Courses ending in zero indicate zero or variable credits. If a course includes a laboratory period or clinical experience, the number of laboratory hours per week is stated.

#### **BUSI 5113 Personal Individual Leadership**

This course is focused on personal leadership development. Emphasis will be on self-discovery through validated leadership instruments, the development of a personal leadership strategic plan, inquiry into components of executive presence and understanding the specific steps required to improve the student's understanding of their leadership strengths and opportunity areas. Additional focus will be placed on understanding the practices, experiences, and resources that will drive improved leadership performance and execution.

#### **BUSI 5123 Business Ethics & Leadership**

This course provides the graduate learner a firm understanding of the complex issues surrounding the leadership of self, others, and organizations. Emphasis is given to ethics in a Christian context. Graduate learners explore a scriptural model for ethical decision making and apply it to practical situations.

#### **BUSI 5213 Organizational Behavior**

This course is an examination of the theory and practice of organizational behavior and management. The class examines the role of individual differences, perception, learning, motivation, group dynamics, teams, conflict, stress, communication, power, politics, leadership, and other factors having an impact on individual job and overall organizational performance in contemporary organizations. Secular theories are examined and then compared to important biblical principles.

#### **BUSI 5223 Managerial Economics**

This course applies economic theory to practical business operations. Emphasis will be given to demand, market structure, pricing, and strategy. Additional emphasis will be placed on the economic effects of organizational structure and design on firm value.

#### **BUSI 5233 American Framework for Free Enterprise**

This course provides the graduate learner with an understanding of an interrelated political, economic, and moral context of American business. Graduate students investigate five core principles -- free enterprise, our Constitutional republic, federalism, the rule of law, and Judeo-Christian values -- and are challenged to assess how they may integrate and implement those principles into their 21st century business experience.

**BUSI 5243 Advanced Managerial Accounting**

The fundamental systems and procedures of managerial accounting, built upon an overview of basic financial accounting principles and conventions, will be presented. Emphasis will be given to the preparation and analysis of financial statements, budgeting, and systems of planning and control.

**BUSI 5333 Advanced Leadership Theory 1**

This course provides a comprehensive understanding of leadership theory and its applications from the early 1900s to present. Students will examine skills and trait leadership, transformational and transactional leadership, situational, charismatic, contingency theory, path-goal theory, leader-member exchange, servant leadership, the psychodynamic approach to leadership, and women in leadership. Students will continue to develop a personal leadership plan, which will serve to identify personal leadership strengths, weaknesses, and opportunities in order to hone leadership effectiveness.

**BUSI 5343 Advanced Leadership Theory 2**

This course explores team dynamics, team membership, and the processes that lead to high performing groups and teams. Emphasis will be on team selection, formation, and the factors that lead to teaming success. In addition, this course will introduce students to emotional intelligence (EQ) and the skills and competencies that lead to effective leadership based on its premise. Graduate learners will explore how to apply EQ to leadership scenarios, will understand the business case for EQ, secure a solid understanding of its components and will employ the four components of EQ in leadership, and identify ways to improve their own levels of EQ.

**BUSI 5453 Quantitative Analysis**

This course integrates statistical concepts, procedures, and software with business applications to assist in problem analysis and managerial decision making. Topics include descriptive statistics, tests of hypotheses, linear regression, analysis of variance, and contingency analysis.

**BUSI 5503 Strategic Marketing Management**

This is an advanced course in marketing management with emphasis on management and marketing as they relate to product, price, promotion, and distribution. The legal and social environment within which marketing problems occur will be studied. Ethical problems specific to marketing will be studied through a biblical lens.

**BUSI 6013 Human Resource Leadership**

This course challenges graduate learners to examine and manipulate the major activities and subject areas necessary for the successful strategic management of an organization's people. Topic areas include planning, job analysis, law, recruitment and selection, development, performance appraisal, and compensation and benefits.

**BUSI 6113 Staffing**

This is an advanced course in organizational staffing practices and procedures. The course content covers staffing law, recruitment, selection, decision-making, and initial placement, as well as the strategic value of the staffing process.

**BUSI 6123 Training & Development**

This course focuses on the development of the individual employee. Graduate learners acquire strategies and practical methods to develop organizational employees. Coverage includes adult learning theory, learning reinforcement, training program design, assessment, and behavior modification.

**BUSI 6133 Leading Organizational Change**

This course prepares graduate learners for the hyper-turbulent environment of the twenty-first century via an in-depth exposure to organizational psychology and behavioral science techniques, deployed in order to systematically bring about high-performing organizations. The course uses the "learning by doing" technique to help graduate learners improve organizational effectiveness by means of behavior modification and individual self-actualization.

**BUSI 6143 Applied Leadership**

This course is designed to emphasize the philosophical and historical foundations of leadership in practice. Particular focus will be given to the relationships that exist among the theories of leadership, how these theories of leadership are applied, and the moral-ethical factors associated with effective leadership. A variety of teaching techniques will be employed and will involve a high degree of classroom participation and will require student participation in intensive group situations. Classes will actively involve students through lectures, seminar-style discussions, reading assignments, movies, debates, and guest speakers. Special focus will be given to the visioning process and enabling others.

**BUSI 6223 Corporate Financial Management**

This course is an intensive study of the finance function in the corporate world including the financial environment and relevant financial ratios. Emphasis will be given to financial planning, control, and problem solving of various management dilemmas as defined by selected cases.

**BUSI 6233 Strategic Planning and Execution**

In this course, graduate learners examine the strategic planning process and the principles of successfully executing strategic organizational initiatives. Students will study the leader's role in developing and executing on an organization's strategic plan. In addition, students will explore strategic processes that influence the direction of an organization. Graduate learners will acquire techniques for defining both the mission and objectives of an organization, understanding competitive forces and industry dynamics, analyzing components of a sustained competitive advantage, matching organizational strengths with environmental opportunities, and developing strategies and policies to achieve the organization's mission as well as balance the interests of relevant stakeholders.

**BUSI 6413 International Finance**

This course is designed to allow students to explore the international financial environment, including international financial markets and the international flow of funds. Other topics include exchange rate behavior and risk management, financing international trade, international cash management, direct foreign investment, multinational capital budgeting, and country risk analysis.

**BUSI 6423 Financial Institutions & Markets**

This course teaches the advanced finance student to analyze the risks faced by investors and savers interacting through financial institutions and financial markets, as well as strategies that can be adopted for controlling and managing risks. Special emphasis is put on new areas of operations in financial markets and institutions such as asset securitization, off-balance-sheet activities, and globalization of financial services.

**BUSI 6433 International Marketing**

This course examines the challenges and prospects of global markets and the pressures of competition on an international scale. Various aspects of global marketing will be surveyed such as: markets and buyers, advertising, promotion (personal selling, public relations, and sales promotion), direct marketing, internet marketing, and database marketing. Principles of managerial marketing will be applied to the global environment with an emphasis on understanding cultural complexities and obstacles.

**BUSI 6443 Advertising & Public Relations**

This course challenges the graduate learners to examine the various philosophies and methods of advertising and public relations. Advertising design techniques and the use of the internet and other technologies will also be explored. Public relations will be studied in relationship to building and improving an organization's brand through favorable publicity.

**BUSI 6503 Strategic Management**

This is a capstone course designed to summarize MBA coursework and provide graduate learners with interrelated cases for study and analysis. In this course, graduate learners examine strategic processes that influence the direction of an organization. Graduate learners acquire techniques for defining the mission and objectives of an organization, understanding competitive forces and industry dynamics, analyzing components of a sustained competitive advantage, matching organizational strengths with environmental opportunities, and developing strategies and policies to achieve the organization's mission and balance the interests of relevant stakeholders. All other courses in the MBA program must be complete prior to enrolling in this course.

**BUSI 6603 Strategic Leadership Capstone**

This course provides a culminating experience to the leadership theories and concepts learned in the MS in Strategic Leadership program. The course, which concludes the program, focuses on research, development, and analysis of a leadership specific research domain of a professional interest to the student. The capstone is a significant research project where students select a topic that allows the demonstration of previously learned leadership theories, styles, and strategies. The results of the project will be presented in a detailed written research paper and a presentation of findings. The capstone has two overarching goals: 1) Allow for students to sum up their leadership studies by combining ideas from prior coursework with additional, directed secondary research, 2) Allow students to enhance not only their understanding of leadership but acquire expertise through the mastery and presentation of their research. An expert level of knowledge on a particular leadership topic is expected.

**EDU 5023 Educational Tech/App in School Setting**

This course provides for an understanding and applications of appropriate technology in the areas of teaching, record management, and student assessment. The content of this course will involve the creation of a web page and development of the candidate's skills in the operation of the technologies that are appropriate for the classroom and office environments. Web 2.0 applications, use of I-Pad technology, and other appropriate teaching tools will be taught and experienced by the student in developing the appropriate technology for embracing the 21st Century Learner. (8 weeks)

**EDU 5033 Frameworks of Educational Leadership**

This course covers several introductory aspects of the program and the concepts of educational leadership theories and practices. A major aspect of this course will be in establishing and maintaining a quality vision for learning as demonstrated through implementation of new concepts, development of better teaching practices, and the assessment of our progress in attaining those vision goals in the programs of the classroom and within the communities that we service. The candidates will be introduced to the OKWU model and mission for a Christian World View of Leadership, the examination of some applicable contemporary educational issues that are facing our educational system at this time. The initial Internship component is incorporated into this course and is designed to set the stage as a continuous and integrated part of the program which introduces the candidate to the standards for the program as identified by ELCC, ISLLC, and the NETS-A. Each course in the Leadership Core will include an Internship component that connects to an action project that is developed in EDU 5033. (8 weeks)

**EDU 5213 Educational Research and Application**

This course is designed to develop research knowledge and skills in the educational practitioner. The course will provide participants with a foundation for understanding data-driven decision making and the continuous change and improvement process. (8 weeks)

**EDU 5513 Leadership for Curriculum Development**

This course seeks to assist candidates in the development of the knowledge, skills, and attributes to supervise and design with other appropriate curriculums and instructional programs; develop learner centered school cultures; assess outcomes; provide student personnel services; and plan with faculty professional development activities aimed at improving education. The emphasis of leadership is directed toward the supervision of instruction and the best practices of teaching. Candidates will engage in the actual process of supervising quality teaching practice. (8 weeks)

**EDU 5523 Advanced Org and Classroom Management**

An advanced study of applications of classroom management approaches. An additional review will include the total organizational structure of schools and the role that plays in the general management of adults as well as students. Candidates will be engaged in designing a plan for management for both the individual classroom and the organizational structure for their schools. (8 weeks)

**EDU 5533 Integrating Technology in Instructional Program**

Integrating technology into the curriculum requires both technological skill and knowledge of curricular and pedagogical issues entailed in the process. This course will help the master's candidate to examine current developments and issues in assessment. Developments in technology and its application to assessment requirements will be reviewed. Research in current issues, trends and applications of assessment will be examined. In this course candidates will also examine uses of technology to market their schools and programs to increase communication with all stakeholders. Candidates will learn to use various technology to communicate with the school and business community. A project to apply current theory into an assessment action plan will be required. (8 weeks)

**EDU 5613 School Law and Policy Application**

This course is a study of the legal authorities in relation to public schools with special reference to Oklahoma. The course will cover aspects of constitutional provisions, statutes, court decisions, and the relevance of Attorney General Opinions. The content of the course will be directed toward the effective application of these legal principles in the formation of policy and the importance of the development of student and teacher handbooks that cover the main points of legal interest. (8 weeks)

**EDU 5623 School Finance**

This course examines the sources of public school finance, the control of expenditures, and the general principles of financial management and public accounting. This course will examine the structure of budgeting and the allocation of funds that are appropriate for the successful implementation of processes that support student learning. The course will spend some time exploring the ethics of finance as they apply to the educational setting. (8 weeks)

**EDU 5633 Curriculum Strategies and Assessment**

This course is designed to focus on the underlying principles of curriculum development and organization including curriculum evaluations and current issues and trends in the subject fields. Attention is given to the professional decisions that must be made about curriculum alignment and assessment. A portion of this course will involve the significant use of technology and the systems available to accomplish the goals for the district. (8 weeks)

**EDU 5723 Advanced Developmental Psychology for Education Setting**

This course provides an advanced level review of human development across the life span and of developmental changes from the prenatal phase to late adulthood. Special emphasis is provided for examination and application of developmental theories and research relevant to professionals working in education settings. (8 weeks)

**EDU 5733 School and Community Partnership**

This course will provide the scholar with the knowledge and dispositions needed to facilitate and engage in effective collaboration with both internal and external publics within the school and community. Emphasis will be placed on involvement of all stakeholders in the development and implementation of an effective school-community relations program that mobilize community resources needed to ensure success for all children. (8 weeks)

**EDU 5823 Internship/Portfolio**

This course provides the student a reflection time and a clinical based experience that engages the candidate in the actual processes involved in the role of building level curriculum leadership. In this course the candidate assembles the logged clinical hours of experience for the program along with the review of selected case studies for group discussion and review. The final component of the 3 hour Internship is the Capstone Experience where the candidate finalizes the action research project and completes the Portfolio format for the program. The Capstone experience will also be the final analysis of the action research project that had been initiated at the beginning of the program. (8 weeks)

**EDU 5883 Human Resource Leadership in Education**

This course challenges graduate learners to examine and manipulate the major activities and subject areas necessary for the successful strategic management of an organization's people. Topic areas will include staff need assessments, planning, job analysis, recruitment and selection, legal issues surrounding employment practices, performance appraisal, and compensation and benefits. (8 weeks)

**NURS 5103 Intro to Graduate Nursing Concepts**

This course will provide students with an understanding of the mission of the school, the concept of collision points, policies to guide their progress, and available student services. It will also give the school an opportunity to gather information related to the students' writing and technological skills and competencies learned in the baccalaureate nursing program as well as assess professional attitudes, skills, and knowledge that will form a baseline for future assessments. Students will have the opportunity to explore their values and analyze how these values and cultural values that impact patients' use of healthcare. Additionally, the course will foster professional role development and professional behaviors, including leadership skills such as communication, collaboration, negotiation, delegation, and coordination that emphasize ethical and critical decision making, which are necessary for providing leadership in the delivery of health care to patients and communities.

**NURS 5363 Health Care Systems**

This course introduces different health care systems with a comparative lens. It presents a broad overview of health care policies as well as some detailed models and their effectiveness in relation to local and national social, economic, and cultural conditions. Throughout the course, students will learn: 1) various health care systems and their main characteristics, 2) how to assess a health care system, and 3) how to compare and analyze different health care systems.

**NURS 5753 Advanced Health Assessment for the Graduate Nurse Educator**

This course encompasses a wide array of personal/clinical and community-based interventions, in addition to the broad development and application of social policies that



influence the goal of achieving health. The need for cooperation, communication, and collaboration among all healthcare professionals to improve patient and population health outcomes and decrease/eliminate health disparities across all populations will be emphasized along with promoting nursing excellence. Advanced physical health assessment is an emphasis throughout this course.

### **NURS 5763 Research Scholarship**

This course considers research in the field of nursing, including examining policies and seeking evidence for every aspect of practice, incorporating current evidence into practice and identifying gaps where evidence is lacking. Course curriculum emphasizes conceptual understanding of design, methodology, and the development of a structured investigation of a problem.

### **NURS 5773 Health Informatics/Evidence-Based Practice**

This course provides an overview of existing and developing trends and methods in the discovery and utilization of information technologies for a variety of health care settings. There is a specific emphasis on methods, technology, equipment for assessment data, electronic and research databases, privacy, confidentiality and patient care technology. This course considers research in the field of nursing and health care, and the relationship of research to knowledge and practice.

### **NURS 6313 Management Leadership Nursing Health Care**

This course provides a study of change theories and practice, health law, marketing, human resources, and collaboration and negotiation techniques and methods to effectively resolve conflicts. This course prepares students to become transformational leaders and innovative educators. Focus is placed on improving quality and safety methods, performance measures, evaluation tools, and standards of care.

### **NURS 6323 Health Care Economics**

This course is structured to cover key factors affecting today's health care organizations regarding economic and financial management. It will provide the knowledge necessary for health service managers to apply theories and concepts to facilitate making informed and timely decisions, advancing the financial best interests of the organization.

### **NURS 6413 Administration Practicum**

This course allows students to demonstrate their mastery of the AACN Essentials. Students will demonstrate an advanced level of understanding of nursing science and integrate this knowledge into nursing practice. This course contains an Applied Learning Practicum (ALP). In the first component, graduate students must complete supervised practice experiences in their previously chosen focus area of learning and expertise. A total of 50-125 hours are to be spent in the direct care patient role that relates to the student's chosen area of specialization. The student will identify a nurse preceptor whom ideally holds a Master's or Doctorate degree.

### **NURS 6423 Application Strategies Nursing Administration: Capstone**

This final capstone course provides students opportunity to demonstrate expertise and superior level of proficiency in advanced nursing science and nursing practice. The capstone project will reflect enhanced knowledge and ability to function as a graduate nurse educator or administrator. Course work will demonstrate mastery of the AACN Masters in Nursing Essentials as well as the Oklahoma Wesleyan University MSN Program Outcomes. Students will substantiate evidence of achieving MSN Program outcomes in a final exit presentation by validating achievement of the following nursing concepts:

- Research Outcomes, Quality Improvement & Safety
- Patient Care Technologies
- Policy Development & Advocacy Strategies

- Manage & Coordinate Care
- Population Health
- Evidence Based Care

### **NURS 6513 Education Practicum**

This course allows students to demonstrate their mastery of the AACN Essentials. Students will demonstrate an advanced level of understanding of nursing science and integrate this knowledge into nursing practice. This course contains an Applied Learning Practicum (ALP). In the first component, graduate students must complete supervised practice experiences in their previously chosen focus area of learning and expertise. A total of 50-125 hours are to be spent in the direct care patient role that relates to the student's chosen area of specialization. The student will identify a nurse preceptor whom ideally holds a Master's or Doctorate degree.

### **NURS 6523 Application Strategies Nursing Education: Capstone**

This final capstone course provides students opportunity to demonstrate expertise and superior level of proficiency in advanced nursing science and nursing practice. The capstone project will reflect enhanced knowledge and ability to function as a graduate nurse educator or administrator. Course work will demonstrate mastery of the AACN Masters in Nursing Essentials as well as the Oklahoma Wesleyan University MSN Program Outcomes. Students will substantiate evidence of achieving MSN Program outcomes in a final exit presentation by validating achievement of the following nursing concepts:

- Research Outcomes, Quality Improvement & Safety
- Patient Care Technologies
- Policy Development & Advocacy Strategies
- Manage & Coordinate Care
- Population Health
- Evidence Based Care

### **NURS 6543 Curriculum Design/Innovation/Evaluation**

Students examine trends in nursing and explore the influence of these trends on nursing curriculum such as the use of simulation and application of technology in the classroom. Various teaching and learning strategies will be examined and tested by students in this course. Emphasis on Malcolm Knowles' Adult Learning Theory as well as principles of Pedagogy will be incorporated into curriculum design components.

### **NURS 6553 Foundations of Adult Education**

This course provides a study of education and learning theories with a particular emphasis on Malcolm Knowles' Adult Learning Theory. Students will examine motivation and group dynamics in learning. Best practices in nursing administration and education will be reviewed.

### **NURS 6563 Transformational Nursing for the Nurse Educator**

Graduate students will explore transformative learning in nursing education and integrate best practice strategies for nurse educators in the traditional and online classroom as well as clinical practice and simulation environments. Throughout this course emphasis is placed upon techniques that incorporate student assessment, outcome measurement, evaluation methodologies, and fair testing practices. Social, ethical and legal issues that accompany nursing program evaluation and accreditation processes will also be examined. This course contains an Applied Learning Practicum (ALP).

### **NURS 6573 Pharmacology for Graduate Nurse**

This course builds on the foundation of pharmacology taught at the baccalaureate level; this course will add to the knowledge and depth of understanding of pharmacological concepts including drug interactions, reducing medication errors, and focusing on patient teaching. In addition, students will focus on designing and implementing education programs about

medication and medication administration for patients, students, and other healthcare providers that incorporates evidence-based practice.

**NURS 6583 Pathophysiology Graduate Nurse**

This course builds on the basics of pathophysiology and focuses on increased understanding of the pathophysiology of disease processes and treatment of disease processes.

**PHIL 6443 Ethical Issues in the Contemporary World**

A study of the ethical issues facing contemporary Christians from the perspective of biblical principles. Topics to be considered may include, but are not limited to, abortion, euthanasia, capital punishment, homosexuality, racism, material possessions, ecology and war.

# Personnel Directory

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President.....	Dr. Everett Piper
Vice President.....	Mr. John Means
Acting Provost/Vice President of Academic Affairs.....	Dr. Mark Weeter
Vice President for Business Affairs .....	Mrs. Andrea Zepeda
Vice President for Student Life .....	Mr. Kyle White
Vice President for Enrollment Services .....	Mrs. Samantha Peterson

## Faculty

**Keri Bostwick, 2013\***

**School of Education and Exercise Science**

B.A., Oklahoma Wesleyan University; M.Ed., Oklahoma Wesleyan University.

**Jennifer Cunningham, 2013\***

**School of Arts and Sciences – Humanities**

B.M., Oral Roberts University; M.M., Baylor University; additional studies at Walden University.

**Jason L. Bussey, 2015\***

**Chesapeake School of Business**

B.S., Oklahoma State University; M.B.A., Oklahoma Wesleyan University; additional studies at Oklahoma State University and Anderson University

**Amanda Dickinson, 2012**

**School of Education and Exercise Science**

B.S., Oklahoma Wesleyan University; M.S., University of Central Missouri; additional studies at Concordia University Chicago.

**Charissa Dunn, 1994\***

**School of Education and Exercise Science**

B.S., Bartlesville Wesleyan College; M.S., Oklahoma State University.

**Dalene Fisher, 2015\***

**School of Arts and Sciences**

B.S., Oklahoma Wesleyan University; M.A., Union Institute and University; Ph.D., The University of Kent, Canterbury.

**Michael Fullingim, 1989-2003, 2005\***

**School of Ministry and Christian Thought**

A.A., Miltonvale Wesleyan College; B.A., Southern Nazarene University; M.A., Southern Nazarene University; M.A., University of Texas at Arlington; Ph.D., University of Texas at Arlington.

**Stacy Gerth, 2013\***

**School of Education and Exercise Science**

B.S., Oklahoma Wesleyan University; M.S., Oklahoma State University.

**Eric Gray, 2018\***

**School of Arts and Sciences – Humanities**

B.A., University of Oklahoma; M.F.A., University of Alabama; Ph.D., Oklahoma State University.

**Beverly Hartter, 2007\***

**School of Arts and Sciences – Science and Mathematics**

B.S., Illinois State University; M.S., Illinois State University; Ph.D., Illinois State University.

**Evan Hewitt, 2015\***

**School of Arts and Sciences – Humanities**

B.A., Psychology, Asbury College; M.F.A., Film & Television, Savannah College of Art & Design

**Julie Hufstetler, 2017\***

**School of Arts and Sciences – Social and Behavioral Sciences**

BS, Texas A&M University; M.A., University of Houston

**Jessica Johnson, 2013\***

**School of Nursing**

B.S.N., Pittsburg State University; M.S.N., Northeastern State University; additional studies at Capella University.

**Jeffrey Keeney, 2014\***

**School of Education and Exercise Science**

B.S., University of Central Oklahoma; M.S., Northeastern State University; Ed.D., Oral Roberts University.

**Rosanina Ketchum, 2015\***

**School of Nursing**

A.A.S., Oklahoma Wesleyan University; B.S.N., Oklahoma Wesleyan University; M.S.N., Indiana Wesleyan University

**William Korver, 2018\***

**School of Arts and Sciences – Humanities**

B.A., Oklahoma Baptist University; M.A., Northeastern State University (Oklahoma).

**Becky Le, 2006\***

**School of Nursing**

B.S., Oklahoma City University; M.S., Southern Nazarene University; additional studies at Oklahoma City University.

**Jeff LeBert, 2014\***

**Registrar**

B.A., Nazarene Bible College; M.S., John Brown University, additional studies Southern New Hampshire University.

**Cara Lee, 2018\***

**School of Nursing**

B.S.N., Oklahoma Wesleyan University; M.S.N., Oklahoma Wesleyan University.

**Stephanie Leupp, 2000\***

**Library**

B.A., Mount Vernon Nazarene College; M.S., Simmons College.

**Joshua McNall, 2009\***

**School of Ministry and Christian Thought**

B.A., Oklahoma Wesleyan University; M.A., Gordon-Conwell Theological Seminary, Ph.D., University of Manchester.

**Eric Peterson, 2011\***

**Chesapeake Energy School of Business**

B.S., Oklahoma Wesleyan University; M.B.A., Southern Nazarene University, additional studies at Walden University.

**Stacy Pierce, 2017\***

**School of Arts and Sciences – Science and Mathematics**

B.S., Trevecca Nazarene University; M.A., Western Caroline University, additional studies at Emporia State University.

**Douglas P. Quick, 2004\***

**School of Arts and Sciences – Science and Mathematics**

B.S., University of Iowa; M.S., University of North Dakota; Ph.D., University of North Dakota.

**Lisa Riggs, 2009\***

**School of Arts and Sciences – Humanities**

B.A., English, Oklahoma Wesleyan University; M.A., University of Tulsa; Ph.D., University of Tulsa.

**Andrea Rose, 2018\***

**School of Nursing**

B.S.N., Rogers State University; M.S., Southern Nazarene University.

**Cheryl Salerno, 2013\***

**Library**

B.S., Oklahoma Wesleyan University; M.L.I.S., University of Oklahoma.

**Mark Shannon, 2014\***

**Chesapeake Energy School of Business**

B.A., Covenant College; M.B.A., Oklahoma Wesleyan University, additional studies at Regent University.

**Jonathan Stewart, 2009\***

**School of Arts and Sciences – Humanities**

B.M., Southeast Missouri State University; M.M., Southern Illinois University, D.M.A., Boston University.

**Gentry Sutton, 2015\***

**School of Arts and Sciences - Humanities**

B.A., Sterling College; M.A., Emporia State University; D.Ed.Min, Midwestern Baptist Theological Seminary

**Rosimar Truitt, 2012\***

**School of Arts and Sciences – Science and Mathematics**

B.S., University of Puerto Rico at Cayey; Ph.D., North Carolina State University

**Brian Turner, 1999\***

**School of Arts and Sciences – Science and Mathematics**

B.S., Southern Nazarene University; M.S., University of Texas at Dallas; Ph.D., University of Texas at Dallas.

**Jerome Van Kuiken, 2011\***

**School of Ministry and Christian Thought**

B.A., Kentucky Mountain Bible College; M.Div., Wesley Biblical Seminary; Ph.D., University of Manchester.

**William Vieux, 2008\***

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