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Welcome to Ohio Valley University! As our mission statement proclaims, “We seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith, and service to God and humanity.” Our hope for you is that you also personally will experience this life-changing transformation that will equip you to receive all that life has to offer you and to give all that God has enabled you to give to the world around you.

This transformation will occur in at least five significant ways: Academic Engagement, Career Cultivation, Servant Leadership, Global Connection, and Cultural Enrichment.

We believe that these strategies will enable OVU to fulfill its mission in you and enable you to realize your God-given potential to chart an enriched life of “service to God and humanity.” Please peruse the pages of this catalog to begin to think about how you can take advantage of the many opportunities that await you at Ohio Valley University.

I can assure you that the OVU campus community stands prepared to embrace, educate, and energize you in your quest to become the best you can be. Our more than three dozen baccalaureate majors, four associate degrees, and five certifications and degree endorsements provide you a wealth of academic possibilities. Internships at the local, state, national, and international levels offer you the ability to get real-world experience in your chosen career even before you graduate. A multitude of award-winning community service and civic engagement venues enable you to plug in to the local community in meaningful and leadership-developing service. Abundant international studies and mission opportunities connect you to the global community and create the real possibility of international careers after graduation. A wide variety of cultural activities, including music, theatre, and art, introduce you to cultural experiences that can deeply enrich your world as you live among a highly diverse population comprised of students from 30 states and 20 foreign nations.

Again, we welcome you to OVU and encourage you to begin today to find the exciting future that God has designed for you.

Jim Bullock
Vice President for Academic Affairs
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Ohio Valley University is accredited by the
Higher Learning Commission of the
North Central Association of Colleges and Schools
30 N. La Salle Street – Suite 2400
Chicago, IL 60602

Ohio Valley University
1 Campus View Drive
Vienna, WV 26105-8000
(304) 865-6000
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The information provided in this catalog is subject to change without
notice and does not constitute a contract between Ohio Valley University
and a student or an applicant for admission.
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GENERAL INFORMATION
Mission of Ohio Valley University
At Ohio Valley University, we seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith, and service to God and humanity. Ohio Valley University seeks to accomplish this mission by:

- Equipping students for life through quality academic programs
- Encouraging life-shaping relationships among faculty, staff, and students
- Fostering holistic growth through varied co-curricular activities
- Promoting knowledge, values, and skills inherent in healthy families and quality relationships
- Connecting students to the global community
- Instilling a desire for life-long learning
- Creating opportunities for growth in faith and service

Ohio Valley University Cornerstones
Fulfilling our mission is possible because of important values held by all members of the Ohio Valley University community:

Christ (Colossians 1:15-20): God has placed Christ at the center of everything. All creation began with Christ and finds its true purpose in Him. Our belief in Christ is central to who we are; it directs our academic pursuits, our community, and our service. Christ is our chief cornerstone.

Education that Transforms (Romans 12:1-2): Christ-centered education transforms the whole person—mind, body, and soul. It demands recognition of God’s purposes and a swift response to them in every facet of our daily lives, including our vocation, our career, our relationships, and our service. Christ-centered education changes us from the inside and brings out the best in each of us.

Community (Acts 2:42, 44-47): A Christ-centered community calls for respect, love, and service. It values the worth of each individual. A Christ-centered community unites, bringing harmony and fellowship.

Commitment to Excellence (Philippians 4:8, Colossians 3:23): A commitment to excellence asks us to devote our attention to worthy endeavors. It requires us to utilize our talents without reservation. A commitment to excellence calls us to care more, risk more, dream more, and expect more.

Faith Manifested in Service (James 2:18, 22): Faith is manifested in service, and service is motivated by faith. Faith without service is unexpressed. Service without faith is incomplete. There is a perfect unity between believing and doing that demands both words and actions.
Academic Principles
The following principles represent the philosophy of education at Ohio Valley University. These principles represent ideals derived from our Christian and American heritages and from sound educational research and practice.

A Christian Worldview: The recognition of God as the Creator of the world and the source of ultimate truth underlies Ohio Valley University’s very reason for existence. This recognition directs the creation of the curriculum, the selection of faculty, the methods of instruction, and the development of the entire campus environment. The Christian worldview—as it relates to all the academic disciplines—is explored, discussed, and presented for consideration. However, as students are recruited from a diversity of backgrounds, an interchange of ideas is encouraged and basic tenets of academic freedom are upheld.

Responsibility: The objective of the campus community is to identify and develop students' levels of personal, academic, and civic responsibility. As high expectations are necessary for quality performance, all students are expected to work to the best of their own abilities, to contribute to the quality of life on campus and in the neighboring communities, and to achieve their highest potential in scholarship. Increased levels of accountability translate into greater measures of personal and vocational success.

Creative and Critical Thinking Skills: Thinking creatively and critically serves both as a foundation of the learning experience and as a goal. Ohio Valley University is committed to the educational values of the liberal arts and sciences, a broad-based preparation that develops wholeness in human life as well as vocational flexibility. Since ideas are discovered and learning takes place within the process of writing, Ohio Valley University is committed to writing throughout the disciplines. Writing tasks may be used to learn course content, to demonstrate progress or mastery, and to explore areas where disciplines overlap.

Application of Knowledge: While knowledge is considered intrinsically valuable, worth having in its own right, the Ohio Valley University community also recognizes that knowledge is best retained when applied; therefore, instructors stress application of knowledge and provide appropriate experiences both inside and outside the classroom. Internships, practicums, observations, and student teaching are examples of opportunities to apply knowledge.

Mastery of Core Knowledge in the Disciplines: While education must transcend mastery of facts or theory, Ohio Valley University instructors recognize that students must attain a basic foundation of information in the disciplines represented in the core curriculum and in the various majors available. Such mastery entails much more than, but certainly includes, a knowledge of the basic ideas, information, and skills that enable one to be an informed, competent participant in the world community.

Mentoring: The close relationships that develop between Ohio Valley University staff and students are integral to the educational environment. Faculty members are available to students in many roles outside the classroom, whether advising, sponsoring activities,
coaching sports, participating in worship activities, or simply sharing in discussions of current events. Students perceive themselves to be valuable members of a community of learners. Through the mentoring relationships, students are provided with models of professionals who have accomplished much, but who remain lifelong learners.

**Lifelong Learning**: The rapid changes brought about through the information revolution are a significant reality of the twenty-first century. The marketplace will demand ever increasing training and retraining. Academic institutions can best serve their constituents and the marketplace by teaching students how to learn efficiently and by instilling in the students a love for lifelong learning. Students need a desire to seek knowledge, and they need to know how to attain it.

**A Christian University**
Ohio Valley University offers academic training in an environment that encourages Christian living. It is the hope of Ohio Valley University that as students grow intellectually, they will also mature as Christians, building the foundation of their lives on the Bible and its principles. By providing a setting conducive to these principles, Ohio Valley University allows students the opportunity to develop academically, personally, and spiritually. Ohio Valley University is determined to maintain this Christian atmosphere, and the university expects each student to cooperate by maintaining the highest possible standards of honorable conduct.

**A Liberal Arts University**
Ohio Valley University is a Christian liberal arts university. The concept of a liberal arts education dates from medieval times and has come to mean a general introduction to the basic areas of knowledge, commonly divided into arts, humanities, natural sciences, and behavioral sciences. This broad-based approach to higher education has special relevance in today’s marketplace where employers seek people who can think critically and creatively, solve problems, work effectively with other people, and communicate clearly both orally and in writing. For these reasons, a student's course of study includes not only the specific requirements of the major, but also a foundation of general education courses that are common to all students. Ohio Valley University’s approach to the liberal arts fosters integration and interdisciplinary learning through a Christian worldview that recognizes truth in all disciplines as emanating from God, the ultimate source of truth.

**A Small University**
The advantages of a small school are many. There are numerous opportunities for students to demonstrate initiative and assume leadership roles. The informal campus atmosphere enables students to be on friendly terms with all faculty and staff. Classes are small, and students know their instructors personally. Students receive individual attention from teachers in the classroom, through academic advising, and at social events. Faculty and staff are eager to mentor students.

**History of Ohio Valley University**
In 1956, several Harding College alumni who dreamed of a Christian college in the Ohio Valley formed a steering committee to begin realizing that dream. The following year,
the Ohio Educational Foundation was chartered and began to solicit funds. Parkersburg was chosen in 1958 as the permanent site for the College, and the Ohio Educational Foundation was dissolved and re-chartered in West Virginia as Ohio Valley College, Inc. On September 12, 1960, the first classes began in what had been the facilities of the Sixth & Buckeye Church of Christ. The South Campus was established in 1963 with the construction of an administration/classroom building on 133 acres adjoining Parkersburg and Vienna. In 1963, two residence halls were built, and in 1966, another residence hall and a classroom/library/audiovisual center were constructed. A new auditorium/student center building was built in 1969. A cafeteria/student center complex was completed in 1979-80, and a new residence hall was added in 1981. A gymnasium/weight room complex was renovated in 1992.

Ohio Valley College consolidated with Northeastern Christian Junior College (NCJC) in 1993. Located near Philadelphia in Villanova, Pennsylvania, NCJC served the Churches of Christ on the Atlantic seaboard from its founding in 1957 until the consolidation. The Morris Clothier mansion served as the primary setting of the infant institution, which was first called Northeastern Institute for Christian Education. In 1964, the Institute became Northeastern Christian Junior College upon approval of the Department of Education of the Commonwealth of Pennsylvania. In 1978, NCJC received regional accreditation through the Middle States Association of Colleges and Schools.

In 1994, Ohio Valley College acquired an additional 134 acres and a four-story educational complex owned by the Roman Catholic Diocese of Wheeling-Charleston, West Virginia. This purchase became the Ohio Valley College Main Campus in the fall of 1994. The new facility boasted two auditoriums, a large chapel, several classrooms, a gymnasium, a dining hall, a commercial kitchen, conference rooms, living quarters for over 200 students, and two athletic fields. Since its acquisition, the Main Campus has been continuously renovated, and two new residence halls with adjoining student lounge and lobby were completed in August 2003. In June 2005, the Board of Trustees approved the change to university status, and Ohio Valley College became Ohio Valley University. In 2006, the Higher Learning Commission of the North Central Association granted the university the ability to begin offering graduate programs. In 2007, new science labs were opened. In 2010, OVU awarded its first graduate degrees, when a cohort completed a Master of Education in Curriculum and Instruction.

Presidents of Ohio Valley College and Ohio Valley University
Don Gardner 1959-1964
Lewis Case 1964-1966
J.M. Powell 1966-1970
Justin B. Roberts 1970-1977
Robert W. Stephens, Jr. 1998-2005
James A. Johnson 2005-2009
E. Keith Stotts 2009-present
Academic deans of Ohio Valley College and Ohio Valley University
Lewis Case 1960-1963
Justin B. Roberts 1967
J. Ridley Stroop 1967-1968
Harding Lowry 1969
Charles J. Aebi 1970-1985
John E. Williams 1985-1986
John H. Williams 1986-1990
Daniel C. Doak 1991-1999
David Keller 2000-2001
Joy Jones 2001-2007
James Bullock 2007-present

Presidents of Northeastern Christian Junior College
Rex F. Johnston 1957-1959
J. Harold Thomas 1959-1962
Elza Huffard 1962-1980
Larry Roberts 1980-1986
Bill Bowen 1991-1993

Academic deans of Northeastern Christian Junior College
W. Everett Ferguson, Jr. 1959-1962
C. F. Myer, Jr. 1962-1988
Larry Norworthy 1991-1993

Relationship to the Churches of Christ
Chartered in 1958 by members of the churches of Christ, Ohio Valley University is a private, independent, regional, faith-proclaiming, liberal arts university.

Accreditation
In May 1965, the state of West Virginia granted accreditation to Ohio Valley College. Since July 1978, the university has been accredited by the North Central Association of Colleges and Schools. The Higher Learning Commission of the North Central Association of Colleges and Schools may be contacted at 1-800-621-7440.

The education programs are approved by the West Virginia Board of Education, which may be contacted at 1-800-982-2378.

All bachelor of science programs in the College of Business have been accredited by the International Assembly for Collegiate Business Education (IACBE) since October 1998. The IACBE may be contacted at 1-913-631-3009.
The associate of applied science in nursing offered in cooperation with West Virginia University at Parkersburg is approved by the West Virginia Board of Examiners for Registered Professional Nurses, and it is accredited by the National League for Nursing Accrediting Commission, Inc.

**Non-discrimination Statement**
Ohio Valley University admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the university. Ohio Valley University does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational or admissions policies, scholarship and loan programs, or other school-administered programs. If you believe that you have been a victim of discrimination, please contact Human Resources, Ohio Valley University, 1 Campus View Drive, Vienna WV 26105 (humanresources@ovu.edu).

**Student Rights and Responsibilities**

*You Have the Right:*
1) To receive full information from colleges and universities regarding their admissions and financial aid policies. Prior to applying, you should be fully informed of policies and procedures concerning application fees, deposits, refunds, housing, and financial aid.
2) To defer responding to an offer of admission and/or financial aid until you have heard from all colleges or universities to which you have applied, or until May 1, whichever is earlier.

*You Have the Responsibility:*
1) To be aware of the policies (deadlines, restrictions, etc.) regarding admission and financial aid of colleges and universities of your choice.
2) To complete and submit required materials to colleges and universities to which you are applying.
3) To meet all application deadlines.
4) To follow the college application procedures of your high school.
5) To notify the colleges and universities that have offered you admission of your acceptance or rejection of their offer as soon as you have heard from all to which you have applied, or by May 1, whichever is earlier.

**Registering a Formal Complaint**
Despite the University’s best efforts to ensure your safety and security, personal and professional development, and overall transformation, situations may arise that cause you concern. In such cases, you have the right to file a formal complaint in writing with the dean of students. Your formal complaint should describe the basis for your concern, and you are encouraged to be specific in identifying all individuals involved. Additionally, your complaint must be signed.
The dean of students will investigate the allegations in your complaint, keep you informed about the progress of the investigation, and share the outcome with you.

The Higher Learning Commission of the North Central Association requires the university to maintain a record of formal complaints as well as any follow-up efforts. To protect privacy and in accordance with federal law, neither the complainant’s name nor the names of the individuals identified will be recorded in the university’s complaint log. Individuals may view the formal complaint log in the dean of student’s office.

**Academic Structure**

The vice president for academic affairs is the chief academic officer at Ohio Valley University. The university is organized into four colleges: Arts and Sciences, Biblical Studies and Behavioral Sciences, Business, and Education. Each college is led by a dean. Colleges are further divided into schools; schools are led by a school chair.

**Library**

It is the aim of the library to build and maintain a balanced collection of print, non-print, and electronic resources to support the academic programs of Ohio Valley University. The library’s holdings include approximately 34,000 volumes, 140 print periodical subscriptions, 60,200 microforms, and 6,800 audiovisuals. The library also provides access to more than 30 electronic databases; these include reference sources, e-books (over 90,000 titles are available), and periodicals. Through OCLC, a library service provider, students and faculty may receive interlibrary loan materials from a national network of libraries. The library also provides audiovisual equipment to students and faculty. In addition, librarians offer bibliographic instruction to students.
ACADEMIC POLICIES
Scope of Academic Policies
All policies in this section of the catalog apply to all Ohio Valley University students unless they are specifically overridden by a more stringent college, school, program, or departmental policy.

General Admission Requirements
An applicant must be of good character, have a good attitude, and show a willingness to support the Christian ideals of the University by complying fully with its regulations. For unconditional acceptance, an applicant for the undergraduate program must do the following:

1) Submit a completed application form.
2) Submit a high school transcript or results of the General Educational Development (GED) test.
3) Earn a composite score of at least an 18 on the ACT (or a combined score of at least 1290 on the SAT) and submit a score report.

Some applicants who earn an ACT composite score of 16 or 17 (or a combined SAT score of 1140 to 1280) may be granted provisional admission to the university. Students granted provisional admission will enter on academic warning and be required to sign a provisional letter; they also may be required to undergo additional placement testing, take additional course work (including leveling courses), and agree to an individualized study plan.

Applicants with an ACT composite score of 16 or 17 (or a combined SAT score of 1140 to 1280) are eligible to apply for the Occupational Preparedness Program (OPP). Applicants whose ACT composite score is between 12 and 15 (or a combined SAT score between 780 and 1140) are also eligible to apply for the Occupational Preparedness Program. Those admitted to the OPP will enter Ohio Valley University on academic warning. Those who wish to be considered for the OPP should submit two academic references as well as documentation of any factors that relate to the applicant’s ability to succeed in the program (e.g., an IEP). Applicants qualified for unconditional acceptance into the university are also automatically qualified for the OPP. A detailed description of the Occupational Preparedness Program is available elsewhere in the catalog, in the Special Academic Programs section.

Students with ACT composite scores below 12 or combined SAT scores below 780 are not eligible for any program.

Ohio Valley University reserves the right to deny admission to any applicant it determines to be unqualified on the basis of personal conduct, character, or academic preparation inconsistent with its standards.

Transfer Student Admission
A transfer student is defined as any student transferring undergraduate credits from an institution of higher learning that were earned after the completion of high school.
However, students entering college following graduation from high school who have earned college credit while in high school are considered first time college students; they should refer to the general admissions requirements above for admissions information.

Undergraduate students transferring from other colleges or universities must submit an official transcript from each college or university previously attended. A high school transcript and an ACT or SAT score report must also be submitted if the student has not earned a minimum of 32 semester credit hours that have been accepted for transfer. For these students, the student’s high school transcript and ACT and/or SAT scores will be used to determine financial aid, as stated in the Academic Scholarships section of this catalog; however, the student’s class level and academic standing will be based on the guidelines provided below.

For unconditional acceptance, a student must have a cumulative GPA from the previous institution(s) of at least 2.0. An applicant whose cumulative GPA is below 2.0 will be evaluated as follows:

- If the applicant left his or her most recent previous institution more than three years ago and has a cumulative GPA under 2.0, the applicant will receive provisional acceptance and be placed on Academic Warning or Academic Probation; the academic standing will be determined by applying OVU Satisfactory Academic Progress standards to the applicant’s cumulative record.
- If the applicant left his or her most recent previous institution fewer than three years ago and has a cumulative GPA between 1.0 and 2.0, the applicant will receive provisional acceptance and be placed on either Academic Warning or Academic Probation; the academic standing will be determined by applying OVU Satisfactory Academic Progress standards to the applicant’s cumulative record.
- If the applicant left his or her most recent previous institution fewer than three years ago and has a cumulative GPA of 1.0 or below, the applicant will be admitted as a part-time student and allowed to take up to six credit hours per term. This student is not eligible for financial aid.

An applicant with a cumulative GPA below 2.0 who believes that special circumstances are affecting his or her record is encouraged to present such information at the time of application.

A transfer student’s academic standing after the first term completed at Ohio Valley University will be based on the student’s cumulative hours from all institutions, but the student’s GPA will reflect only the credit hours earned at Ohio Valley University.

**Transfer Credit**

A student who transfers course work to Ohio Valley University will have that work evaluated on a course-by-course basis; the registrar is the only person who decides which courses will be accepted for transfer. Before course work accepted in transfer can be used to fulfill specific program requirements for a bachelor’s degree, the transcript will be reviewed by the appropriate school chair or college dean. The registrar will assign general education credit. No more than six credit hours of course work with a grade of $D$
will be accepted in transfer; in addition, if for a particular course the student earned a grade lower than the grade Ohio Valley University requires in that course, the course will not be accepted in transfer.

Ohio Valley University does not accept developmental courses in transfer. Transfer students who have completed developmental courses at their previous institutions and have not completed courses equivalent to ENG131 (College Writing I) or higher or MAT147 (Intermediate Algebra) or higher will need to take placement testing. Students who pass the placement tests will be placed in ENG131 or MAT147 as is appropriate. Students who do not pass the placement tests will be required to take the appropriate developmental courses in English, mathematics, and reading.

Course work that is transferred to Ohio Valley University does not affect the student’s GPA. This work is shown on the student’s transcript according to the equivalent Ohio Valley University course when an equivalent exists. The grade will be $TA$, $TB$, $TC$, or $TD$, based on whether the student earned a grade of $A$, $B$, $C$, or $D$, respectively, at the previous institution. When course work is transferred for which there is no equivalent Ohio Valley University course or if the university is accepting a degree in its entirety, the grade appears as $TR$.

Course work that is accepted in transfer, but which is not the same credit hour value as an equivalent Ohio Valley University course, will be considered as fulfilling degree requirements if the value of the transferred course is at least two-thirds the value of the equivalent Ohio Valley University course.

If an Ohio Valley University student plans to complete course work at another institution and transfer the credit toward a degree from Ohio Valley University, the student should seek approval from the registrar’s office before beginning such course work. A transient form will need to be completed by the student and verified by an official in the registrar’s office. The student is responsible for providing the completed transient letter to the other institution. Financial aid from Ohio Valley University is not provided for transient courses unless a consortium agreement is also completed. Once a student has completed transient courses, an official transcript of the student’s work must be sent to Ohio Valley University. Enrolling in courses at another institution, called a host institution, may affect a student’s financial aid. At least 23 of the last 32 credit hours completed must be earned from Ohio Valley University; in other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours.

A student who transfers into a bachelor’s degree program with an associate of science, an associate of arts, or a higher degree from a regionally accredited institution will be considered to have fulfilled general education requirements. However, specific requirements of the program still must be completed. Other associate degrees (for example, an associate of applied science) and work from other types of schools (schools of preaching, unaccredited colleges, colleges without regional accreditation, vocational/technical colleges, etc.) will be evaluated on an individual basis. Contact the vice president for academic affairs for details.
Early College Entry Program
Select high school juniors and seniors are eligible to participate in the Early College Entry Program. While attending classes at Ohio Valley University, a high school junior may ordinarily take a maximum of three credit hours per semester, and a high school senior may ordinarily take a maximum of six credit hours per semester. Typically, those who enter as juniors may earn a maximum of eighteen credit hours total, and those who enter as seniors may earn a maximum of twelve credit hours total. All classes must be completed prior to a student’s graduation from high school. Students participating in this program pay a special, discounted tuition rate of $39 per credit hour; in no case may a student earn more than 24 credit hours at this discounted tuition rate.

To qualify for this program, students must meet the following requirements:

1) Be a high school junior or senior
2) Have a high school GPA of at least a 2.8 (on a 4.0 scale)
3) Be recommended for the program by his or her high school guidance counselor
4) Receive approval to participate from the coordinator of the early college entry program

Special Program for High School Seniors
In order to broaden educational opportunities for qualified high school seniors, Ohio Valley University will admit as full-time students those who have completed their high school junior year if the prospective student meets met one of the following conditions: (1) Is in the upper one-fifth of his or her class, or (2) Received an ACT composite score of at least 22 (SAT total of 1530). After the freshman year at Ohio Valley University, a student may receive a high school diploma either through special arrangement with his or her high school or by passing the General Educational Development test (GED).

Home-Schooled Students
Ohio Valley University welcomes home-schooled applicants. Home-schooled students must meet the general admission requirements outlined earlier. Transcripts should demonstrate completion of high school, but Ohio Valley University will be flexible regarding documentation of basic credit hours. Because Ohio Valley University believes in the validity of home-school education, home-schooled students will not be required to produce an accredited diploma or the results of a GED test in order to gain admission. However, students who plan to receive financial aid must have either an accredited diploma or a GED.

International Students
A prospective international student must submit either an ACT or an SAT score before being admitted into the traditional university program as a full-time student. Furthermore, a prospective international student whose native language is not English will also need to submit a TOEFL score that is less than two years old before admission into the traditional university program as a full-time student. The minimum TOEFL score accepted for admission is 500 on the Paper-based test, 173 on the Computer-based test, or 61 on the
Internet-based test. Those with lower scores may apply for the Intensive English Program described below.

International students who transfer from other colleges or universities and who do not transfer at least a grade of C in a college-level English composition course may be required to take an English language placement test before registering for classes. Transfer students who do not meet the above requirement and who have not submitted a current TOEFL score that meets minimum requirements will be required to take ESL courses.

International students who transfer with academic credit need to submit their transcripts with an official evaluation of academic credits in terms of United States equivalents. Recommendations for finding an evaluator company can be given by the admissions office or the registrar.

**Intensive English Program**

The Intensive English Program at Ohio Valley University is designed for students whose English language skills are below what is necessary to succeed in regular university work; the goal is to boost the ability of these students so that they can enroll in either Ohio Valley University or another university. The program offers students one year of course work that earns will earn them institutional credit that is designed to prepare and equip students to complete university-level course work in English. (Institutional credit cannot be used as elective credit, does not count toward the credit hours needed to earn a degree, and will not transfer to other colleges or universities.) A detailed description of this program is available elsewhere in the catalog, in the Special Academic Programs section.

**Student Athlete Eligibility**

Student athletes must meet the requirements of the NCAA Eligibility Center in order to be eligible during their freshman year. An incoming freshman must have graduated from high school, earned a GPA of at least a 2.0 in a core curriculum of at least 14 academic courses that were successfully completed during grades 9 through 12, and earned either a sum of scores of at least 68 on the ACT or a combined critical reading and math score of at least 820 on the SAT (test taken on a national test date). A student athlete transferring from another four-year institution must meet the following requirements for eligibility: have eligibility remaining at the institution being transferred from, be released from the previous institution, and meet all OVU academic standards; in addition, before becoming eligible for intercollegiate athletic competition in any sport participated in at the previous four-year institution, the student athlete must reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at OVU before becoming eligible for intercollegiate competition (the OVU athletic department can explain any exceptions to this rule).

**Orientation Program**

New students who begin attending Ohio Valley University are required to attend the orientation program scheduled prior to the first day of the semester. The program
includes a variety of workshops, small group discussion sessions, lectures, and social activities designed to acquaint our new students with the important aspects of college life. Each student will have the opportunity to meet with an academic advisor and to plan his or her first semester academic schedule.

**Developmental Course Policy**

Ohio Valley University offers a placement program specifically designed to meet the particular academic needs of first-year students. Students will be placed in appropriate courses based on their ACT or SAT scores. All students who score below 19 on the English or reading examination of the ACT (or below 440 on the writing or critical reading examinations of the SAT) or below 18 on the math examination of the ACT (below 450 on the SAT) will be enrolled in a developmental course for institutional credit. These courses are prerequisites for college-level courses and are given the same weight as other courses in determining a student’s status for full-time enrollment and financial aid. However, institutional credit cannot be used as elective credit, does not count toward the credit hours needed to earn a degree, and will not transfer to other colleges or universities. Students may not withdraw from developmental courses. In addition, a student required to enroll in two developmental courses is required to enroll in UNI 090 (Concentrated Study Skills). Developmental courses taken at another college or university will not transfer to Ohio Valley University.

Students attending Ohio Valley University who have not completed the ACT or SAT or successfully complete courses equivalent to ENG131 (College Writing I) or higher or MAT147 (Intermediate Algebra) or higher will be required to take placement testing to determine their readiness for English, mathematics and reading courses.

Students placed in developmental courses who wish to begin at a higher level must demonstrate their competency or readiness by passing an examination designed for that purpose. The placement program ensures that Ohio Valley University students will be given the best possible opportunity for academic success. It is designed to help entering students progress from where they are academically to where they can be successful.

Students required to take developmental course work in reading must enroll in the appropriate course during their first semester of enrollment at Ohio Valley University and must continue reading course work until Concepts of College Reading (REA 090) has been successfully completed. Students may earn grades of A, B, NC (no credit), or F in all developmental reading courses (including ESL reading courses).

Students required to take developmental course work in English composition must enroll in the appropriate course during their first semester of enrollment and must continue to take English course work until College Writing II (ENG 132) has been successfully completed. Students may earn grades of A, B, and F in all English courses numbered below 100 (including ESL English courses); students may earn grades of A, B, C, and F in all 100-level English courses.

Students required to take developmental courses in mathematics must continue in the next higher math course each semester until Intermediate Algebra (MAT 147) has been
successfully completed. Students may earn grades of A, B, and F in all math courses numbered below 100.

Ohio Valley University does not accept developmental courses in transfer. Transfer students who have completed developmental courses at their previous institutions and have not completed courses equivalent to ENG131 (College Writing I) or higher or MAT147 (Intermediate Algebra) or higher will need to take placement testing. Students who pass the placement tests will be placed in ENG131 or MAT147 as is appropriate. Students who do not pass the placement tests will be required to take the appropriate developmental courses in English, mathematics, and reading.

**Student Responsibility**

It is the responsibility of the student to be informed about and to observe all current regulations, policies, and procedures required by the university and by the academic program being pursued. In no case will a regulation be waived or an exception granted because the student pleads ignorance of the regulation or asserts that he or she was not informed of the regulation by an advisor, the registrar, or other authority. It is essential for the student to remain informed of and to observe deadlines established and published by the university or by the major academic area.

**Credit by Examination**

Students with sufficient understanding and training in a subject area may earn academic credit by examination. Four types of exam are available: (1) Students applying for admission to Ohio Valley University may earn credit by taking the Advanced Placement (AP) Examination of the College Board in any of several subject areas. A minimum score of 3 is required for credit. Advanced Placement exams should be completed prior to enrollment. (2) Students applying for admission to Ohio Valley University may also earn credit by taking certain International Baccalaureate (IB) Credit exams; IB exams should be completed prior to enrollment. (3) Students enrolled at Ohio Valley University may earn credit by making a satisfactory score on a CLEP subject area. (4) Current students may also earn credit by passing a departmental exam with a grade of C or above. Departmental exams are not available for all courses; to learn whether credit by examination may be earned for a particular course, a student should consult the school or college offering the course.

Credit by examination may be attempted under the following conditions:

1) When a student has not audited the course or attempted and failed the course.
2) When the student needs to validate credit from unaccredited institutions.
3) When the course is not a prerequisite for, or in prior sequence to, a course for which the student has already received credit.
4) When the school or college involved believes there is a reasonable chance for success.

Up to 30 hours of credit, none of which may count toward the 32 hours of credit that must be earned at Ohio Valley University, may be earned through examination. There will be a nominal charge for recording any credit by exam. In addition, a fee for each
departmental examination, whether passed or failed, will be added to the student’s bill. Each course for which credit is granted through an examination will be recorded on the student’s transcript with a *P*, and this credit will not be counted in calculating a student’s grade point average.

**Classification of Students**

To be considered a full-time student, one has to be enrolled for 12 or more credit hours on the last day to enroll or add a class.

Undergraduate students are classified according to how many credit hours they have completed:

- **Freshman**: Up to 27 credit hours completed
- **Sophomore**: 28 to 59 credit hours completed
- **Junior**: 60 to 89 credit hours completed
- **Senior**: 90 or more credit hours completed

**Auditing Courses**

Full-time students may audit any course as part of their full-time load. Auditors benefit from the classroom lectures and discussions, but they do not turn in assignments, take examinations, or earn a grade. The course will be recorded on the student’s transcript as “audit.” The number of auditors in any course may be limited.

No student will be permitted to change from audit to credit after the fifth class day of the semester. No student will be permitted to change from credit to audit after the twelfth week of the semester.

For each audited course, an audit fee applies (and when there is a course fee, the course fee applies); see the Finances section in this catalog for information. The regular audit fees do not apply to courses that are part of an off-campus program (e.g., the Study Abroad Program). There is no refund of tuition on audited classes.

**Academic Honors**

All full-time undergraduate students who have earned a grade point average of 3.5 or above for a particular semester are given recognition by being placed on the Dean’s List for that semester.

Juniors and seniors who meet selection criteria may also be eligible for inclusion in the Alpha Chi honor society. In addition, juniors and seniors who have a cumulative GPA of 3.0 or higher will be considered for nomination to *Who’s Who Among Students in American Universities and Colleges*.

Graduation honors for undergraduates will be based on the following cumulative grade point averages:

- *cum laude* 3.35 to 3.59
- *magna cum laude* 3.60 to 3.84
- *summa cum laude* 3.85 to 4.0
Satisfactory Academic Progress Guidelines

Satisfactory academic progress guidelines are instituted to ensure that students are making progress toward meeting graduation requirements. To maintain satisfactory academic progress, a student must (1) achieve a minimum semester and cumulative grade point average during each semester of full-time enrollment (qualitative progress) and (2) successfully complete a minimum number of credit hours each semester (quantitative progress). Based on his or her academic performance each semester, a student will be considered at one of the following levels: good academic standing, academic warning, academic probation, academic suspension, or academic dismissal. In order to maintain eligibility for federal financial aid, a student must maintain satisfactory academic progress; recipients of federal financial aid who maintain satisfactory academic progress may receive assistance for as many as twelve semesters, depending on the specific parameters for each federal financial aid program. A student’s academic standing affects his or her financial aid eligibility, as explained below.

**Good Academic Standing**

Each semester, to be considered in good academic standing, a student must achieve minimum grade point averages and earn a minimum cumulative number of credit hours. The requirements for the first four semesters of enrollment at OVU are shown in the chart below.

<table>
<thead>
<tr>
<th>Semester of Enrollment at OVU</th>
<th>Minimum Semester GPA</th>
<th>Minimum Cumulative GPA</th>
<th>Minimum Number of Credit Hours Earned (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>1.6</td>
<td>1.6</td>
<td>9</td>
</tr>
<tr>
<td>Second</td>
<td>1.8</td>
<td>1.7</td>
<td>19</td>
</tr>
<tr>
<td>Third</td>
<td>1.9</td>
<td>1.9</td>
<td>29</td>
</tr>
<tr>
<td>Fourth</td>
<td>2.0</td>
<td>2.0</td>
<td>40</td>
</tr>
</tbody>
</table>

To remain in good academic standing during the fifth semester of enrollment at OVU and each subsequent semester, a student must earn a minimum GPA of 2.0 and successfully complete at least 12 credit hours. If a student in good standing does not make satisfactory academic progress, he or she will be placed on either academic warning or academic probation, as explained below.

**Academic Warning**

If a student in good academic standing fails to achieve either the minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic warning. (However, if a student in good academic standing earns a semester GPA below 1.0, he or she will be placed on academic probation, not warning.) Students on warning may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Also, a student on academic warning will be placed on warning for financial aid eligibility.

If a student on warning earns the required minimum GPA and minimum number of credit hours, he or she will be returned to good academic standing. If a student on warning does
not make satisfactory academic progress, he or she will be placed on either academic probation or academic suspension, as explained below.

**Academic Probation**
If a student on academic warning fails to achieve either the minimum semester or cumulative GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on either academic probation or academic suspension. If the student’s semester GPA is below 1.0, the status will be academic suspension; otherwise, the status will be academic probation. In addition, a student in good academic standing who earns a semester GPA below 1.0 will be placed on academic probation.

Students on academic probation may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Furthermore, as the purpose of probation is to encourage students to concentrate on their studies to avoid suspension, a student on probation may not hold an elective campus office, may not represent Ohio Valley University in public functions off campus unrelated to an academic course, and may not compete in intercollegiate athletics. Students on probation are limited in their academic load to fifteen credit hours (sixteen if a laboratory science course is included). Also, a student on academic probation will be placed on probation for financial aid eligibility.

If a student on probation earns the required minimum GPA and minimum number of credit hours, he or she will be placed on academic warning. If a student on academic probation does not make satisfactory academic progress, the student will be placed on academic suspension, as explained below.

**Academic Suspension**
If a student on academic probation fails to achieve the required minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic suspension. If a student on academic warning earns a semester GPA below 1.0, he or she will be placed on academic suspension.

A student on academic suspension will not be permitted to enroll at Ohio Valley University as a full-time student, nor will he or she be permitted to represent Ohio Valley University in public functions. The student will be marked as withdrawn.

Students on academic suspension may enroll for up to six credit hours per semester at Ohio Valley University, but they are not eligible for federal or institutional financial aid; in other words, the cost of those credit hours will be the responsibility of the student. In addition, a student on academic suspension may not be eligible to receive federal financial aid in future periods of enrollment.

**Academic Dismissal**
If a student who has already been placed on academic suspension once receives a second academic suspension, the student’s status will be academic dismissal. An academic dismissal is permanent.
Readmission Following Academic Suspension

Students who wish to reapply to the university after academic suspension may do so after at least one fall or spring semester. To be readmitted after academic suspension, one of two conditions must be met: (1) The student must have completed a minimum of 6 credit hours at a regionally accredited college or university with a minimum term GPA of 2.0; the course work must be approved by the vice president for academic affairs. (2) Three or more calendar years must have passed since the suspension. A student readmitted after suspension will return on either academic warning or academic probation. The status will be academic warning if, since suspension, the student has completed a minimum of 12 credit hours with a minimum term GPA of 2.0 at a regionally accredited college or university. Otherwise, the status will be academic probation. A student readmitted on academic warning can return to good standing after one semester of satisfactory academic progress; a student readmitted on academic probation can return to good standing after two consecutive semesters of satisfactory academic progress. Until a student admitted after academic suspension has been returned to good academic standing, any course in which he or she earned a failing grade must be retaken (if those courses are being offered).

A student readmitted after academic suspension might not be eligible for financial aid. If a readmitted student is denied financial aid, an appeal may be filed with the director of financial aid in order to renew financial aid eligibility (see Appealing a Financial Aid Suspension below).

Appealing a Financial Aid Suspension

A student whose financial aid eligibility has been suspended as a result of a failure to maintain satisfactory academic progress may appeal in writing to the director of financial aid to have his or her financial aid eligibility reinstated. Written appeals will be considered on an individual basis. Special circumstances such as the death of an immediate family member, a student’s serious injury or illness requiring lengthy recuperation, or other potential situations beyond the student’s control will be considered. If eligibility is reinstated, the student must continue to maintain satisfactory academic progress. Failure to do so may result in a permanent loss of eligibility for assistance. Students whose appeals are denied may continue on a cash-only basis until good academic standing has been achieved.

Students Admitted on Academic Warning or Probation

Provisionally admitted students are admitted on academic warning, and they may be required to sign a contract that imposes additional requirements for satisfactory academic progress. A provisionally admitted student who fails to complete required developmental concept courses within the first year may lose eligibility for federal financial aid.

A transfer student’s academic standing is determined by the cumulative GPA and hours transferred to the university from all previous institutions and will be assessed using Ohio Valley University’s satisfactory academic progress guidelines. The student’s academic standing after the first term completed at Ohio Valley University will be based on the student’s cumulative hours from all institutions, but the student’s GPA will reflect only the credit hours earned at Ohio Valley University.
Academic Policies

Course Incompletes
When figuring a student’s GPA, a grade of I (Incomplete) is equivalent to a grade of F until a course instructor has submitted a grade change form. The submission must occur prior to the end of the sixth week of the following term (ten weeks in the School of Professional Studies). In the absence of a timely submission of a grade change form, the registrar will change an I to an F and record the F as the final grade in the course.

Withdrawals
A grade of W (withdrawal) does not affect a student’s GPA. A W, however, can cause the student to fail to earn the minimum number of credit hours required each semester and thus cause a student’s academic standing to be lowered.

Repetitions
To determine whether a student meets the minimum requirements for GPA and for the number of credit hours completed, Ohio Valley University will compute only the most recent grade for a course that has been repeated to remove a lower grade. If a student has already earned credit hours for a course, repeating it to earn a higher grade will not earn additional credit hours.

Semesters
For the purposes of this policy, a semester is defined as any term in which a student is enrolled in at least twelve credit hours on the last day to add a class. Course work completed during the summer or winterim does not affect academic standing. Part-time students will be considered to have completed a semester for each period of time in which sixteen credit hours have been attempted.

Satisfactory Academic Progress in the Professional Accounting Certificate Program, Special Education Endorsement Program, and School of Graduate Education
Maintaining satisfactory academic progress and continuing eligibility for Title IV financial aid are just as essential in the Professional Accounting Certificate program, the Special Education Endorsement Program, and the School of Graduate Education as in each of the university’s baccalaureate programs. However, due to the unique nature and purpose of these programs, there are some differences in the programs’ satisfactory academic progress standards as compared to the traditional undergraduate programs (see Satisfactory Academic Progress above).

Students in these programs take courses as they are offered on a pre-determined schedule during the fall, spring, and summer terms. The minimum grade requirement for satisfactory progress in each program is given in the section of the catalog describing the program. A student who fails to achieve the minimum grade standards will be placed on warning until he or she has repeated (with a higher grade) the course(s) in which minimum standards were not met. While on warning, if a student again fails to meet the minimum standard, the student will be placed on probation until he or she has repeated (with a higher grade) the courses in which minimum standards were not met; while on probation, any future course grade below the minimum standard will result in both a permanent suspension from the program and a suspension of Title IV eligibility at the University.
Also, students wishing to maintain eligibility for federally-funded financial aid must complete the 30 semester hours of Professional Accounting Certificate course requirements in no more than eight terms following the first term of enrollment. Students enrolled in the Special Education Endorsement Program who wish to maintain their aid eligibility must complete the 27 hours required in the program in no more than nine terms. Students in the School of Graduate Studies will have a maximum of ten terms to complete the required 36 hours in the program. Students who fail to complete their programs within the specified limits may be allowed to continue without the assistance of federal financial aid.

The University’s policies regarding the effect of Incompletes (I) and Course Repetitions in determining satisfactory academic progress are equally applicable in each of these programs. Students who withdraw from a course prior to completing it may receive a grade of W. Because these programs are offered only periodically on a rotating basis, it is advisable for students to do everything they can to avoid withdrawing from a course. Since all courses in these programs are required for program completion, students must repeat those courses in which they receive a W. In such instances, students may not be able to complete their course work within the specified time limits.

**Dismissal from Class**

Students who consistently fail to attend classes, to prepare assignments, to act honestly and responsibly in the academic community, or to behave appropriately in class may be considered to have forfeited their status as students and may be dismissed from one or all of their classes by the vice president for academic affairs.

If a student is dismissed from a class or classes, the student will earn a grade of F and a note of explanation will be affixed to his or her permanent record. A student who is dismissed from a required Bible course faces suspension from the university for the next full semester.

**Grade Appeals**

If a student believes that a final grade is unjust, the student may appeal for the grade to be reviewed. The student should first meet with the instructor and present an appeal in writing; this written appeal must be submitted no more than three weeks after the grade has been posted. The instructor may take up to three days to deliberate the appeal and communicate the decision to the student in writing.

If the matter is not resolved between the student and the instructor, the student may appeal in writing to the vice president for academic affairs; this appeal must be submitted no more than one week after the instructor’s response to the initial written request. (If the vice president for academic affairs is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are ordinarily assigned to the vice president for academic affairs.) The vice president for academic affairs will convene an ad hoc grade appeal committee to consider the appeal. The committee will consist of three faculty members, one junior or senior student, and one administrator. Within one week of their
appointment, the grade appeal committee will meet to hear the testimony of the student, the instructor, and any other appropriate witnesses. The committee will communicate its decision to the student, the instructor, and the registrar within 24 hours after the conclusion of the meeting. The committee’s decision is final; since both the student and the instructor have had full opportunity to testify before the committee, neither the student nor the instructor may appeal the decision unless it can be demonstrated to the president that the committee failed to follow proper procedures.

**Academic Integrity Policy**

Because Ohio Valley University expects students to follow the highest standards of honorable conduct in all areas of life, it is essential that students maintain high standards of academic integrity. Cheating, plagiarizing (whether intentionally misrepresenting another’s work as one’s own or failing to follow appropriate requirements of documentation), and helping others cheat or plagiarize are all violations of these standards. Students who engage in these behaviors in a course in which they are enrolled will face appropriate consequences, which could include failing the assignment in question, failing the course, being placed on restricted status (i.e., the student will not be allowed to participate in on-campus activities, including intramurals, and may not represent Ohio Valley University in public events, including athletic competitions, performances, and presentations), or being suspended or dismissed from Ohio Valley University. Students who engage in these behaviors when they are unrelated to a course in which they are enrolled will also face appropriate consequences, which could include being placed on restricted status or being suspended or dismissed from Ohio Valley University.

If a student believes that he or she is being falsely accused of academic dishonesty, or if the student believes the consequences of an incident of academic dishonesty are unjust, the student may ask that the situation be reviewed.

To ask for a review, the student should give to the vice president for academic affairs written notice of the appeal and the reasons for it within 48 hours of being informed of the consequences of the alleged incident. (If the vice president for academic affairs is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are ordinarily assigned to the vice president for academic affairs.) Within 72 hours of receiving notice of the appeal, the vice president for academic affairs will form an ad hoc Academic Integrity Appeal Committee consisting of three faculty members, one junior or senior student, and one administrator. The faculty member and the student may refuse any two of the initial appointees; however, the replacement appointees must be accepted. Within one week of their appointment, the Academic Integrity Appeal Committee will meet with the parties concerned to hear testimony from the student, instructor, and any other appropriate witnesses. Both the student and the instructor may call witnesses; however, neither the student nor the instructor may bring legal counsel or other advisors to the Committee’s hearings. All hearings will be taped for the record.

Within 24 hours of the conclusion of the meeting, the Academic Integrity Appeal Committee will officially communicate its decision to the student, teacher, and vice
president for academic affairs. The committee’s decision is final; since both the student and the instructor have had full opportunity to testify before the committee, neither the student nor the instructor may appeal the decision unless it can be demonstrated to the president that the committee failed to follow proper procedures.

A student making an appeal should continue to attend all class sessions and complete any required assignments while the appeal is underway.

**Grades and Quality Points**

The following scale is used:

- **A** designates excellent work 4 quality points per credit hour
- **B** designates good work 3 quality points per credit hour
- **C** designates average work 2 quality points per credit hour
- **D** designates poor work 1 quality point per credit hour
- **F** designates failing work 0 quality points per credit hour
- **I** designates incomplete work 0 quality points per credit hour
- **IP** designates work in progress not computed in the GPA
- **NC** indicates no credit was granted not computed in the GPA
- **NP** indicates course requirements were not met not computed in the GPA
- **P** designates passing not computed in the GPA
- **T** (including TR, TA, TB, etc.) not computed in the GPA
- **W** designates withdrawal not computed in the GPA

Grades that begin with a **T** are designated for transfer work. Incomplete grades are given only because of illness, emergency, or special circumstances. A grade of **I** (incomplete) becomes an **F** if the course work is not completed within six weeks (ten weeks in the School of Professional Studies) after the close of the semester or session. An **IP** (in progress) becomes an **F** if it is not completed within one year after the close of the semester or session. An **IP** may be changed to a **W** within nine months after the close of the semester or session; a grade of **I** cannot be changed to **W**.

**Final Examinations**

Final examinations are given at the end of each semester. No examination will be given before the scheduled time; in cases of emergency, a test may be given later. If a student has more than three exams scheduled on one day, he or she may petition the vice president for academic affairs to reschedule one or more exams.

**Address Changes**

Students should notify the registrar’s office of any address changes.

**Email Addresses**

Each student enrolled in Ohio Valley University is issued an Ohio Valley University email address. Each student is expected to check this address frequently as important information is sent to it from various campus offices. Students may choose to forward
this email to a more frequently checked email account for their convenience; the IT staff can show students how to forward email.

Grade Reports
Ohio Valley University does not send out paper grade reports at midterm or at the end of the term. Students can learn their grades by checking their online student record. Students are expected to check grades in a timely manner.

Transcripts
For a nominal fee, the registrar’s office will send official transcripts of Ohio Valley University course work. Because student transcripts are confidential, they will not be sent unless the student makes a written request. The registrar’s office only prints official copies of transcripts; students needing unofficial transcripts must print them themselves. A transcript request form is available in the registrar’s office or online at www.ovu.edu/transcripts.

Student Records
Students have the right to inspect, view, and/or request a copy of any of their records that are not specifically exempted by Section 438 of the General Education Provisions Act. The cost of reproduction will be $1 per page.

The registrar maintains all student records, and all requests for examination of student records should be made in writing and directed to the registrar. All examinations of student records will take place in the registrar’s office with a representative of the university present.

After examining their records, students or former students may request that certain records be removed on grounds that the records in question are inaccurate, misleading, or otherwise in violation of student rights. Should the request be refused, students have the right to a formal hearing before a committee appointed by the president within 60 days of receipt of the original request.

Repeating Courses to Improve Grades
Students may repeat only those courses in which they have earned a grade of C or below. When a course is repeated, the most recent grade is the one counted in computing the grade point average.

Repeating Courses for Additional Credit
In most cases, credit can only be earned once for each course; ordinarily, if a student repeats a course, the student will earn no additional credit, and Ohio Valley University will compute the most recent grade for a course. However, certain courses are repeatable for additional credit. The following courses may be repeated for additional credit, but except for specific exceptions made for students in certain majors, no more than four credit hours earned in that course may apply toward a student’s degree at Ohio Valley University:
COM 111  Newspaper Workshop (1-3 credit hours)
MUS 108  Ohio Valley University Choral Union (1 credit hour)
MUS 110  Instrumental Ensemble (1 credit hour)
MUS 111  Jazz Ensemble (1 credit hour)
MUS 112  A Cappella Singers (1 credit hours)
MUS 114  Express (1 credit hour)
MUS 113  Private Piano (1-2 credit hours)
MUS 115  Private Voice (1-2 credit hours)
MUS 116  Private Brass (1-2 credit hours)
MUS 117  Private Percussion (1-2 credit hours)
MUS 118  Private String (1-2 credit hours)
MUS 119  Private Woodwind (1-2 credit hours)
MUS 313  Private Piano (1-2 credit hours)
MUS 315  Private Voice (1-2 credit hours)
MUS 316  Private Brass (1-2 credit hours)
MUS 317  Private Percussion (1-2 credit hours)
MUS 318  Private String (1-2 credit hours)
MUS 319  Private Woodwind (1-2 credit hours)
PHED 220  Junior Varsity Baseball (1 credit hour)
PHED 221  Junior Varsity Basketball, Men (1 credit hour)
PHED 226  Junior Varsity Golf, Men (1 credit hour)
PHED 227  Junior Varsity Soccer, Men (1 credit hour)
PHED 250  Varsity Baseball (1 credit hour)
PHED 251  Varsity Basketball, Men (1 credit hour)
PHED 252  Varsity Basketball, Women (1 credit hour)
PHED 253  Varsity Cheerleading (1 credit hour)
PHED 254  Varsity Cross-Country, Men (1 credit hour)
PHED 255  Varsity Cross-Country, Women (1 credit hour)
PHED 256  Varsity Golf, Men (1 credit hour)
PHED 257  Varsity Soccer, Men (1 credit hour)
PHED 258  Varsity Soccer, Women (1 credit hour)
PHED 259  Varsity Softball (1 credit hour)
PHED 260  Varsity Volleyball (1 credit hour)
PHED 261  Varsity Golf, Women (1 credit hour)
PHED 262  Varsity Lacrosse (1 credit hours)
PHED 263  Varsity Wrestling (1 credit hour)
THE 113  Private Acting (1 credit hour)
THE 115  Theatre Production Workshop (1 credit hour)
THE 117  Ambassadors (1 credit hour)

**Student Load**

For a student to be considered full-time, the minimum load is 12 credit hours. To take more than 18 credit hours, a student must receive special permission from the vice president for academic affairs. In no case will a student be allowed to take more than 21 credit hours.
Academic Advising

Each student at Ohio Valley University is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the university’s expectations, requirements, and resources, and to help students complete a degree successfully. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

Changing Majors

To change majors, a student should pick up the correct form from the registrar’s office and fill it out. The student will retrieve his or her advising file from the current advisor and give it to the advisor in the new major.

Adding and Dropping Courses

Students may make changes to their schedule by adding and dropping courses until the add-drop period closes. The add-drop period for a fifteen-week semester lasts through the fifth day of classes. The add-drop period for a term that is between four and fifteen weeks long lasts through the third day of classes. The add-drop period for a term that is less than four weeks long lasts through the second day of classes. Courses dropped by the close of the add-drop period are not shown on the student’s grade report.

Students may drop or withdraw from a course any time through the last class day of the term. During a regular semester, courses dropped by Friday of the twelfth week will show a grade of $W$ for withdrawal on the grade report; courses dropped between Friday of the twelfth week and the Friday before finals will show a grade of either $W$ if passing or $F$ if failing on the grade report depending on whether the student is passing or failing at the time of withdrawal. A course may not be dropped after the last class day of the term.

Students may not drop or withdraw from a developmental course, an English course numbered below 199, or a course that fulfills the university’s Bible course requirement.

A fee will be charged for any course dropped after the drop-add period closes.

To add or drop a course (or courses), a student should obtain the appropriate form from the registrar’s office. The student’s advisor and the business office must sign the form; if the student is a student-athlete, his or her coach’s signature is also required, as a reduced number of hours may affect athletic eligibility. If the course is being dropped between the Friday of the twelfth week and the Friday before finals, the instructor’s signature is also required, as the instructor will assign a grade of $W$ or $F$, depending on whether the student was passing ($W$) or failing the course ($F$) at the time of withdrawal. The completed form must be returned to the registrar’s office. If a student does not follow the proper drop procedure, the student has not officially withdrawn from a course, and he or she may receive a grade of $F$ in the course.
Because a change in course load may adversely affect financial aid, students are advised to consult with the financial aid office and the business office before dropping a course, especially if dropping a course changes the student’s status from full-time to part-time.

If a student is withdrawing from all courses, the procedure for withdrawing from the university must be followed.

**Participation in Online Courses**

Students who enroll in online courses must make contact with the instructor by the add-drop date; a student who does not make contact by that date will be dropped from the course. A student who makes contact with the instructor by the add-drop date but who wishes to drop the class may do so by following regular add-drop procedures. A student will not be given a refund for any course dropped after the add-drop date.

**Withdrawal from the University**

During a fall or spring semester, a student who decides to drop all classes and leave the university on or after the first day of classes must follow the steps for a complete withdrawal. This option applies only to the regular fall and spring semesters. A student may initiate the withdrawal with the dean of students in person, by phone, or by email, with the date of the initial contact counted as the date of withdrawal. A student may not initiate withdrawal after the Friday before final exams. To process a complete withdrawal from the university, a student must complete the following steps:

1. Meet with the dean of student’s office to explain the reasons for the withdrawal.
2. Obtain a withdrawal form from the registrar’s office and complete it. The form must be signed by the student, registrar, dean of students, vice president for academic affairs, financial aid office, Perkins loan officer (if appropriate), and business office.
3. Complete a financial aid exit interview.
4. Turn in his or her student ID card.
5. Return all library books and receive clearance from library personnel.
6. Provide a forwarding address for mail.
7. If a residence hall student, completely check out of the residence hall, receive clearance from the residence hall supervisor, and return all keys.

If a student initiates a complete withdrawal by the end of the add-drop period (the fifth day of classes), there is no academic penalty and no courses will be shown on the student’s transcript for that semester. If a withdrawal is initiated between the end of the add-drop period and Friday of the twelfth week, transcripts will show a grade of W for withdrawal on the transcript; if the withdrawal is initiated between the Friday of the twelfth week and the Friday before finals, transcripts will show a grade of either W or F on the grade report depending on whether the student is passing or failing at the time of the withdrawal. A complete withdrawal after the add-drop period closes will affect the student’s academic standing; a student in good standing will move to academic warning, a student on academic warning will move to academic probation, and a student on...
academic probation will move to academic suspension. (See Satisfactory Academic Progress guidelines for details.)

If the student initiates withdrawal before the 25th day of classes, the student may receive a partial tuition refund, but if the withdrawal is initiated on or after the 26th day of classes, the student is not eligible for any refund of tuition (see the section “Withdrawals and Refunds” in the Finances portion of the catalog for details on withdrawal and tuition).

A withdrawal becomes final only when a student has completed the withdrawal process. Students who simply absent themselves from class without providing appropriate notice of intent to may have failing grade(s) posted to their records. This is considered an unofficial withdrawal and student records will be marked the following semester as withdrawn from the institution.

If a student completes a semester or more at Ohio Valley University, but decides not to continue to enroll, he or she will be marked as withdrawn on the 60th day of the semester following the student’s last completed semester.

**Leave of Absence**

Undergraduate students wishing to leave the University temporarily are able to return to campus after a one- or two-semester absence without having to reapply or pay readmission fees if they are granted a Leave of Absence. To be granted a Leave of Absence, a student needs to satisfy each of the following criteria:

1) The student must be registered during the semester immediately prior to the beginning of the leave.

2) The student must have a cumulative GPA of 2.0 or higher; the student must have this GPA at the time of applying for a Leave of Absence and after final grades have been posted for the term that immediately precedes the term of the requested Leave of Absence.

3) The student must have his or her university account paid in full, both at the time of applying for a Leave of Absence and after final grades have been posted for the term that immediately precedes the term of the requested Leave of Absence.

4) The student must have no pending disciplinary action.

A student who is considering leaving the university temporarily is encouraged to discuss this desire with his or her college dean or advisor before initiating Leave of Absence procedures in order to discuss the potential academic consequences of this action. To begin Leave of Absence procedures, a student should pick up the required form in the registrar’s office. The form must be signed by the student, the registrar, the dean of students, the vice president for academic affairs, the financial aid office, a Perkins loan officer (if appropriate), and the business office; the completed form should be returned to the registrar’s office. Students needing assistance through the withdrawal process should contact the dean of students.

The deadline for a completed Leave of Absence application to be received (not mailed) in the registrar’s office is the last day to drop courses, i.e., the fifth class day of the
semester. If a student submits an incomplete application, it will be sent back to the student; if this action causes the deadline to be missed, the student will not be eligible for a Leave of Absence. A final decision regarding approval or disapproval of a Leave of Absence request will be available after grades have been posted for the term that immediately precedes the term of the requested Leave of Absence. After processing the application, the registrar’s office will email the student confirmation and also send confirmation to the appropriate college dean and to the student’s advisor.

For a decision on a Leave of Absence request to be made before the first day of classes, the request must be received three business days before the first day of classes.

A student who does not return at the end of two semesters leave must reapply for readmission and comply with readmission rules.

The Leave of Absence becomes final only when a completed Leave of Absence form or a written notice of intent to take a leave of absence has been approved and filed with the University. Students who simply absent themselves from the university without providing appropriate notice will be considered unofficially withdrawn from the institution.

For a summer term, a Leave of Absence is only necessary if the student’s program requires summer enrollment.

A student on a Leave of Absence will be marked as “Not Attending” until the expiration date of the leave.

**Class Attendance Policy**

Regular class attendance is most important. Instructors are responsible for recording and reporting attendance in each of their classes. Attendance at 75 percent of the scheduled class sessions is required to receive credit for a given course; in other words, if a student misses more than 25 percent of the class sessions, including both excused and unexcused absences, the student will be dropped from the course and will fail the course.

The instructor of each course will outline in the course syllabus the attendance policy for that course; that policy will be in effect when a student misses up to 25 percent of class sessions. Such policies will define an excused absence, describe how being late for class will affect absences, explain the consequences of unexcused absences, and outline any reinstatement policy. Potential consequences for unexcused absences include (but are not limited to) dropping the student from the course with a failing grade or lowering the student’s grade in the course.

Students are responsible for knowing the attendance policy for each course and clearing excused absences with the instructor. Although students involved in Ohio Valley University activities may need to be excused from a class session, it is the student’s responsibility to request the absence from the instructor and to discuss with the instructor how the absence may affect the student’s ability to meet course requirements. While instructors should make reasonable accommodations for students who miss class because of Ohio Valley University-sponsored activities or other sound reasons (e.g., illness or
family emergencies), students should recognize that not every course can accommodate absences and that neither the absence nor the notification of the absence will relieve the student from meeting course requirements.

Any student who is dropped from two or more classes for excessive absences may be suspended for the next full semester.

**Late Instructors**

Students are expected to wait a minimum of 15 minutes for a late instructor; unless they receive word of a necessary delay, students may leave after 15 minutes without being marked absent from class.

**Learning Disabilities**

Ohio Valley University recognizes that many people who have difficulty with standardized tests or who have learning problems are quite capable of achieving their academic goals with effective assistance. A student with a documented disability who needs special accommodations should notify the vice president for academic affairs.

**Changes in Classes**

To accommodate enrollment or staffing requirements, Ohio Valley University reserves the right to change instructors, cancel and/or add classes, and alter room or time assignments without notice.

**Independent Study**

Students desiring an independent study course must submit, in cooperation with the teacher who would guide such study, a learning contract to the vice president for academic affairs, who must approve it prior to registration for the semester involved and before work begins. Learning contract forms are available from the registrar and the vice president for academic affairs.

Students may not take a course by independent study if it is possible to take the course in the classroom. The vice president for academic affairs may grant exceptions to this policy in certain circumstances.

**Consortium Agreements**

If a student needs to enroll in courses that are not being offered by Ohio Valley University in order to fulfill program requirements (such as those in the Track IV - Area Concentrations of the Interdisciplinary Studies programs), a consortium agreement may be entered into with another college or university, called a host institution. The host institution must agree to the consortium contract. Once a student has completed the courses at the host institution, a transcript of the student’s work must be sent to Ohio Valley University. Enrolling in courses at a host institution may affect a student’s financial aid.
Writing Competency Requirement

To meet the writing competency requirements, students must do the following:

1) Enroll in an English (ENG) course each semester until College Writing II (ENG 132) has been successfully completed.

2) Earn a grade of at least a C in both College Writing I (ENG 131) and College Writing II (ENG 132).

3) Earn a grade of at least a C on three writing-enhanced courses; these courses are all at the 200-level or above. At least one of these courses must be in the student’s major. Writing-enhanced courses are listed below and are designated as such in the Course Description section of this catalog. Students who transfer to OVU in their junior or senior year and who will still lack one of the classes in the final semester before graduation may petition the writing enhanced committee for a waiver based on a formal writing sample of at least eight (8) pages which they submit by the end of the semester before graduation.

*Students in the honors program are exempt from the first two requirements. Students who began enrollment at Ohio Valley University before the fall of 2005 must pass the English Proficiency exam (ENG 133).*

The following courses are designated as writing-enhanced courses:

- BIB 322 Introduction to Missions (3 credit hours)
- BIB 347 Scripture Interpretation (3 credit hours)
- BUS 310 Business Communications (3 credit hours)
- COM 238 Media Writing (3 credit hours)
- EDUC 414 Teaching Reading in the Content Area (3 credit hours)
- EDUC 451 Student Teaching Seminar (2 credit hours)
- ENG 301 Advanced Grammar and Composition (3 credit hours)
- ENG 302 Research, Writing, and Speaking (2 credit hours)
- ENG 331 Creative Writing (3 credit hours)
- ENG 333 Professional Writing (3 credit hours)
- HIS 341 History of the Christian Church (3 credit hours)
- HIS 342 Restoration Church History (3 credit hours)
- HUM 451 Senior Seminar (3 credit hours)
- LIT 309 Short Story (3 credit hours)
- LIT 313 Poetry (3 credit hours)
- LIT 314 Drama (3 credit hours)
- MAT 152 Trigonometry (3 credit hours)
- MAT 420 History of Mathematics (3 credit hours)
- MGT 230 Principles of Management (3 credit hours)
- MGT 430 Entrepreneurship and Small Business Management (3 credit hours)
- NSC 431 Ecology (3 credit hours)
- NSC 451 Senior Seminar (3 credit hours)
- PSY 290 Research Design (4 credit hours)
- PSY 355 Introduction to Counseling Theories and Practice (3 credit hours)
- PSY 489 Psychology Practicum (3 credit hours)
- REL 341 History of the Christian Church (3 credit hours)
Bible Course Requirement

Every student who has full-time status on the last day to add a class at Ohio Valley University must successfully complete a Bible course offered by Ohio Valley University each semester until all of the following requirements have been met:

1) Four Bible core courses or the approved equivalents are completed.

   Bible core courses:
   - BIB 106 Life of Christ
   - BIB 107 Acts through Revelation
   - BIB 205 Old Testament Survey
   - BIB 206 Christian Thought

2) A total of 16 credit hours in Bible have been completed.

3) A total of 112 credit hours have been completed.

Freshmen and sophomores are required to select from the Bible core courses, preferably in sequence. (Students may apply to the Bible department for exceptions to this freshman and sophomore requirement.) Juniors who have not taken Christian Thought (BIB 206) are encouraged to select this course; see below for other Bible course recommendations.

Transfer students (or students who complete graduation requirements on an accelerated schedule) may normally complete Bible course requirements by passing a Bible course during each full-time semester of enrollment.

Part-time students may meet Bible course requirements by passing one Bible course for each 16 credit hours of course work successfully completed.

Certain courses that do not have a BIB prefix may meet the Bible course requirement. Courses that currently meet this requirement are any Religion (REL) course, Business Ethics (BUS 371), and the following History (HIS) courses, all of which are crosslisted as Religion (REL) courses with the same titles: History of the Christian Church (HIS 341), Restoration Church History (HIS 342), and Major World Religions (HIS 441).

Students who are enrolled in only one Bible course during a semester may not drop the course.

Students who are dismissed from a required Bible course face suspension from the university for the next full semester.

Students who have completed the core courses and who are not completing a Bible major, a Bible minor, or a Bible certificate are encouraged to choose from the following courses to meet the Bible requirement:
BIB 211 Marriage and Family (2 credit hours)
BIB 306 Acts (2 credit hours)
BIB 308 I Corinthians (2 credit hours)
BIB 309 Selected Pauline Epistles (2 credit hours)
BIB 311 General Epistles (2 credit hours)
BIB 312 Gospel of John (2 credit hours)
BIB 317 Bible Lands and Ways (2 credit hours)
BIB 327 Religious Speaking for Women (3 credit hours)
BIB 329 Women in Christian Service (3 credit hours)
BIB 332 Global Missions Awareness (2 credit hours)
BIB 344 Christian Evidences (2 credit hours)
BIB 348 New Testament Church (2 credit hours)
BIB 413 Teaching the Bible (2 credit hours)
BIB 415 Personal Spiritual Development (2 credit hours)

All students are welcome to take other Bible courses; however, other courses will often be more technical in nature.

Diversity Requirement

In today’s world, an understanding of, appreciation of, and respect for diverse cultures is essential; consequently, to earn a bachelor’s degree, each student must do one of the following: (1) successfully complete one course that fulfills the diversity requirement, (2) successfully complete two semesters of study of a modern foreign language, (3) participate in a study abroad program, or (4) participate in an international trip with a member program of the OVU faculty. Those fulfilling the requirement via the second or third options (and who are not signing up for one of the courses below) should enroll in SOC 250, Introduction to Cross-Cultural Understanding, for either 0 or 1 credit. The following courses will fulfill this requirement:

BIB 322 Introduction to Missions
BIB 332 Global Missions Awareness
BIB 353 Urban Ministry
BUS 433 International Business
HIS 323 Non-Western History
POL 231 Global Community Relations
REL 441 Major World Religions
SOC 130 ESL American International Culture
SOC 250 Introduction to Cross-Cultural Understanding
SOC 341 Cultural Anthropology
SOC 351 Understanding Multicultural Diversity
SOC 352 Understanding Multicultural Diversity – International
SOC 383 Diversity Management

University Orientation Requirement

Incoming students are required to enroll in First-Year FOCUS (Focusing on College Understanding and Success) during their first semester of enrollment as a full-time student at Ohio Valley University. This requirement is waived for Honors Program
students and for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.

**Second Bachelor’s Degrees**
Students who are seeking a second bachelor’s degree will normally complete a minimum of 30 additional credit hours.

**Major and Minor Requirements**
A major requires at least 40 credit hours, 21 of which must be in upper-level work; a minor requires at least 18 credit hours, at least 6 of which must be in upper-level work (or a designated equivalent).

**Graduation Policies**
The following policies apply to all students seeking a degree from Ohio Valley University:

1) Students may graduate under the degree requirements of the catalog in force at the time of enrollment or any subsequent catalog, as long as that catalog is not more than seven years old.
2) Candidates must pay the graduation fee.
3) Students must apply for a degree in the registrar’s office by the published deadline; at that time, students must indicate their intended major(s) and, if applicable, any minor(s).
4) All students receiving degrees must participate in graduation exercises unless excused in writing by the vice president for academic affairs.
5) Candidates must complete the required courses specified for the degree earned as well as the specific courses required for the major and, if applicable, any minor(s).
6) Candidates may participate in May graduation even if not all degree requirements have been met, if one of the following conditions has been met: (a) The student will have 9 or fewer credit hours left to complete; (b) The student has filed a plan to complete all degree requirements by the following December; the plan must be approved by the vice president for academic affairs by February 1.

**General Institutional Requirements for an Associate Degree**
The following requirements apply to students seeking an associate of arts or an associate of science:

1) Candidates must complete 64 credit hours.
2) Candidates must satisfy the Bible course requirement.
3) Candidates must have a minimum cumulative GPA of 2.0.
4) Candidates must earn at least 32 credit hours from Ohio Valley University.
5) At least 23 of the last 32 credit hours completed must be earned from Ohio Valley University; in other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours.

6) Candidates for the Associates of Arts must fulfill the general education requirements (students in the honors program may use the honors program requirements); candidates for the Associate of Science must meet the Associate of Science course requirements.

**General Institutional Requirements for a Bachelor’s Degree**

The following requirements apply to students seeking a bachelor of arts or a bachelor of science:

1) Candidates must have a minimum cumulative GPA of 2.0 (some programs require a higher GPA or have other GPA requirements).

2) Candidates must complete 128 credit hours.

3) Candidates must complete 40 credit hours of upper-level work (i.e., 300- or 400-level courses); at least 15 of these hours must have been earned from Ohio Valley University.

4) Candidates must earn at least 32 credit hours from Ohio Valley University.

5) At least 23 of the last 32 credit hours completed must be earned from Ohio Valley University; in other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours.

6) Candidates must fulfill the general education requirements.

7) Candidates must satisfy the Bible course requirement.

8) Candidates must satisfy the writing competency requirement.

9) Candidates must satisfy the diversity requirement.

10) Candidates must meet the specific requirements for their program explained elsewhere in this catalog as well as the requirements published by their colleges or schools.
PROGRAM REQUIREMENTS
General Education Course Requirements
The following courses constitute the university’s general education requirements. These requirements must be met to earn any bachelor’s degree as well as an associate of arts. Students in the Honors Program will meet general education requirements while fulfilling the requirements of the Honors Program. A student who transfers into a bachelor’s degree program with an associate of science, an associate of arts, or a higher degree from a regionally accredited institution will be considered to have fulfilled general education requirements.

University Orientation (1 credit hour)
Required course:
UNI 101 First-Year FOCUS (1 credit hour)
(UNI 101 must be taken during a student’s first semester of full-time enrollment; it is waived for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.)

Communications (9 credit hours)
Required courses:
ENG 131 College Writing I (3 credit hours)
ENG 132 College Writing II (3 credit hours)
COM 131 Basic Speech Communication (3 credit hours)

Literature (3 credit hours)
Select from the following:
LIT 235 Western Literature through the Renaissance (3 credit hours)
LIT 236 Western Literature since the Enlightenment (3 credit hours)
LIT 280 Western Literature Seminar International (3 credit hours)

Fine Arts (3 credit hours)
Select from the following:
All art (ART) courses can be used to fulfill this requirement. Except for private music lessons, all music (MUS) courses can be used to fulfill this requirement; however, if a student is using music performance courses to fulfill the requirement, he or she must take at least two consecutive semesters of the same performing ensemble (as well as at least one additional credit hour in the fine arts). In addition, the following courses will fulfill the fine arts requirement: Introduction to Fine Arts (HUM 121), Theatre Appreciation (THE 121), Introduction to Film (THE 123), and Theatre Appreciation Seminar International (THE 280).

History (3 credit hours)
Select from the following:
HIS 131 Western Civilization I (3 credit hours)
HIS 132 Western Civilization II (3 credit hours)
HIS 133 United States History I (3 credit hours)
HIS 134 United States History II (3 credit hours)
HIS 280 Historical Studies Seminar International (3 credit hours)
Psychology or Sociology (3 credit hours)
Required course:
Any psychology (PSY) course (except PSY 229, Introduction to Statistics for the Behavioral Sciences) or any sociology (SOC) course.

Social Sciences Elective (3 credit hours)
Select from the following:
Any history (HIS) course, any political science (POL) course, any psychology (PSY) course (except PSY 229, Introduction to Statistics for the Behavioral Sciences), any sociology (SOC) course, World Political Geography (GEO 231), or Principles of Economics (ECO 238).

Physical Education and Wellness (2 courses)
Required course:
One activity-based physical education (PHED) course; these courses are numbered from PHED 100 to PHED 260. Exemptions from physical activity courses will require a letter from an attending physician; a student seeking such an exemption must submit a formal petition to the vice president for academic affairs.
Select from the following:
Any lower-level PHED course (including another activity-based course; only varsity sports may be repeated for physical education credit) or the following Wellness (WEL) courses: Personal and Community Health (WEL 231) and Safety, Accident Prevention, and First Aid (WEL 232).

Mathematics (3 credit hours)
Required course:
Intermediate Algebra (MAT 147) or any math (MAT) course numbered above MAT 147.

Natural Sciences (4 credit hours)
Required course:
Any natural science (NSC) course with a lab.

Information Technology (2 credit hours)
Required courses:
Any computer information technology (CIT) course.

Mathematics, Natural Sciences, or Information Technology Elective (2 credit hours)
Select from the following:
Any natural science (NSC) course, any computer information technology (CIT) course, any math (MAT) course numbered above MAT 147, Anatomy and Physiology for Wellness (WEL 300), Exercise Physiology (WEL 309), or Technical Applications for Education (EDUC 300).

Bible
Generally, two credit hours of Bible are required for each fulltime semester of enrollment at Ohio Valley University or the equivalent credit hours of part-time work; see the catalog section entitled Bible Course Requirement for details.
**Associate of Arts Course Requirements**

To achieve an associate of arts degree, a student must fulfill the requirements listed under both “General Education Course Requirements” and “Requirements for an Associate Degree.” Students in the honors program can earn an associate of arts degree by completing the general education requirements of the Honors Program as well as the “Requirements for an Associate Degree.”

**Associate of Science Course Requirements**

To achieve an associate of science degree, a student must fulfill the following course requirements as well as the requirements listed under “Requirements for an Associate Degree” elsewhere in this catalog.

**University Orientation (1 credit hour)**

*Required course:*

UNI 101 First-Year FOCUS (1 credit hour)

*(UNI 101 must be taken during a student’s first semester of full-time enrollment; it is waived for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.)*

**Communications (9 credit hours)**

*Required courses:*

ENG 131 College Writing I (3 credit hours)
ENG 132 College Writing II (3 credit hours)
COM 131 Basic Speech Communication (3 credit hours)

**Literature (3 credit hours)**

*Select from the following:*

LIT 235 Western Literature through the Renaissance (3 credit hours)
LIT 236 Western Literature since the Enlightenment (3 credit hours)
LIT 280 Western Literature Seminar International (3 credit hours)

**History (3 credit hours)**

*Select from the following:*

HIS 131 Western Civilization I (3 credit hours)
HIS 132 Western Civilization II (3 credit hours)
HIS 133 United States History I (3 credit hours)
HIS 134 United States History II (3 credit hours)
HIS 280 Historical Studies Seminar International (3 credit hours)

**Psychology or Sociology (3 credit hours)**

*Required course:*

Any psychology (PSY) course (except PSY 229, Introduction to Statistics for the Behavioral Sciences) or any sociology (SOC) course.
Social Sciences Elective (3 credit hours)
Select from the following:
Any history (HIS) course, any political science (POL) course, any psychology (PSY) course (except PSY 229, Introduction to Statistics for the Behavioral Sciences), any sociology (SOC) course, World Political Geography (GEO 231), or Principles of Economics (ECO 238).

Physical Education and Wellness (2 courses)
Required course:
One activity-based physical education (PHED) course; these courses are numbered from PHED 100 to PHED 260. Exemptions from physical activity courses will require a letter from an attending physician; a student seeking such an exemption must submit a formal petition to the vice president for academic affairs.
Select from the following:
Any lower-level PHED course (including another activity-based course; only varsity sports may be repeated for physical education credit).
The following Wellness (WEL) courses: Personal and Community Health (WEL 231) and Safety, Accident Prevention, and First Aid (WEL 232).

Mathematics (6 credit hours)
Required courses:
College Algebra (MAT 151) or any math (MAT) course numbered above MAT 151.

Natural Sciences (8 credit hours)
Required courses:
Any natural science (NSC) course; at least one course must have a lab.

Information Technology (2 credit hours)
Required course:
Any computer information technology course (CIT).

Mathematics, Natural Sciences, or Information Technology (12 credit hours)
Select from the following:
Any natural science (NSC) course, any computer information technology (CIT) course, any math (MAT) course numbered above MAT 151, Anatomy and Physiology for Wellness (WEL 300), Exercise Physiology (WEL 309), or Technical Applications for Education (EDUC 300)

Bible
Generally, two credit hours of Bible are required for each fulltime semester of enrollment at Ohio Valley University or the equivalent credit hours of part-time work; see the catalog section entitled Bible Course Requirement for details.

Bible Program
The Bible program aims to prepare men and women to be better servants of God and humanity, whether as a professional or a volunteer. At every level of study, emphasis is placed on building a sound understanding of God’s inspired Word and on applying it in
practical ways. The curriculum is designed to prepare students to serve effectively according to biblical principles in whatever professional discipline they pursue. Students receive instruction in biblical studies, preaching and teaching, church leadership, counseling, personal spirituality, ethics, and Christian education according to their specific interests. Bible majors are prepared to go directly into ministry or to pursue graduate studies.

Students desiring to major in Bible choose from four degrees: (1) Bachelor of Arts in Biblical Studies, (2) Bachelor of Science in Bible and Ministry, (3) Bachelor of Science in Bible—Vocational Ministry, or (4) Bachelor of Science in Bible—Vocational Missions. The latter two are available only as second majors.

A minor is required for the B.A. in Biblical Studies and the B.S. in Bible and Ministry. When one or more minors that relate to Bible or ministry are chosen, they serve as specializations or emphases for the Bible degrees. Other minors can be used toward graduation, but they do not serve as specializations. Specializations include such minors as biblical languages, Christian counseling, Christian service for women, Greek, missions, practical ministry, preaching, and youth ministry, among others.

**Requirements for Bachelor of Arts in Biblical Studies**

Students who plan to pursue graduate study or who would like to keep graduate study as a future option should complete this degree. This degree will also serve those who plan to begin full-time ministry upon graduation. The degree program includes a core curriculum of language, textual, doctrinal, historical, and practical ministry courses.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the School of Biblical Studies, preferably by the end of the sophomore year; the application is part of BIB 299.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all Bible-related course work.
   - Earn no hours of D in Bible-related course work required for graduation.

4) Complete at least 24 credit hours of upper-level Bible courses (courses with a BIB prefix) at Ohio Valley University; at least nine of these credit hours must be in textual studies courses.

5) Complete a minor area of study.

6) Complete 59 credit hours, distributed as follows (see the classification of Bible courses below to determine which courses meet each requirement):
Program Requirements

- 8 credit hours in Bible core courses. The following courses are required:
  - BIB 106 Life of Christ (2 credit hours)
  - BIB 107 Acts through Revelation (2 credit hours)
  - BIB 205 Old Testament Survey (2 credit hours)
  - BIB 206 Christian Thought (2 credit hours)

- 6 credit hours of Greek readings (students will likely need to take two semesters of New Testament Greek as a prerequisite).

- 18 credit hours in textual studies courses, with at least nine credit hours in New Testament and six credit hours in Old Testament.

- 8 credit hours in doctrinal and historical studies courses. BIB 347 – Scripture Interpretation (3 credit hours) is required; students must select one of the following courses: REL 341 – History of the Christian Church (3 credit hours) or REL 342 – Restoration Church History (3 credit hours).

- 14 credit hours in practical ministry. The following courses are required:
  - BIB 225 Introduction to Ministry Seminar (2 credit hours)
  - BIB 320 Personal Evangelism (3 credit hours)
    - or BIB 353 Urban Ministry (3 credit hours)
  - BIB 322 Introduction to Missions (3 credit hours)
  - BIB 323 (men) Sermon Preparation and Delivery (3 credit hours)
    - or BIB 327 (women) Religious Speaking for Women (3 credit hours)
  - BIB 425 Practicum in Ministry (3 credit hours)

  Students who have worked for at least five consecutive years in full-time ministry may petition for a waiver of Practicum in Ministry (BIB 425); if the waiver is granted, the student must replace this course with an additional three credit hours of course work in practical ministry.

- BIB 299 – Bible Program Admission (0 credit hours)
- BIB 451 – Senior Seminar (2 credit hours)
- 3 elective credit hours of Bible (BIB) or Religion (REL)

Requirements for Bachelor of Science in Bible and Ministry

This degree will serve well those students who plan to begin full-time ministry upon graduation; however, because of the lack of a language requirement, it is not recommended for those seriously considering graduate school as a future option. The degree program includes a core curriculum of textual, doctrinal, historical, and practical ministry courses.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the School of Biblical Studies, preferably by the end of the sophomore year; the application is part of BIB 299.
3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all Bible-related course work.
   - Earn no hours of D in Bible-related course work required for graduation.

4) Complete at least 24 credit hours of upper-level Bible (BIB) courses at Ohio Valley University; at least nine of these credit hours must be in textual studies courses.

5) Complete a minor area of study.

6) Complete 56 credit hours, distributed as follows (see the classification of Bible courses below to determine which courses meet each requirement):
   - 8 credit hours in Bible core courses. The following courses are required:
     - BIB 106 Life of Christ (2 credit hours)
     - BIB 107 Acts through Revelation (2 credit hours)
     - BIB 205 Old Testament Survey (2 credit hours)
     - BIB 206 Christian Thought (2 credit hours)
   - 18 credit hours in textual studies courses, with at least nine hours in New Testament and six hours in Old Testament.
   - 3 credit hours in biblical language studies course work.
   - 8 credit hours in doctrinal and historical studies courses. BIB 347 – Scripture Interpretation (3 credit hours) is required; students must select one of the following courses: REL 341 – History of the Christian Church (3 credit hours) or REL 342 – Restoration Church History (3 credit hours).
   - 14 credit hours in practical ministry courses. The following courses are required:
     - BIB 225 Introduction to Ministry Seminar (2 credit hours)
     - BIB 320 Personal Evangelism (3 credit hours)  
       or BIB 353 Urban Ministry (3 credit hours)
     - BIB 322 Introduction to Missions (3 credit hours)
     - BIB 323 (men) Sermon Preparation and Delivery (3 credit hours)  
       or BIB 327 (women) Religious Speaking for Women (3 credit hours)
     - BIB 425 Practicum in Ministry (3 credit hours)
       Students who have worked for at least five consecutive years in full-time ministry may petition for a waiver of Practicum in Ministry (BIB 425); if the waiver is granted, the student must replace this course with an additional three credit hours of course work in practical ministry.
   - BIB 299 – Bible Program Admission (0 credit hours)
   - BIB 451 – Senior Seminar (2 credit hours)
   - 3 elective credit hours of Bible (BIB) or Religion (REL)

Requirements for Bachelor of Science in Bible—Vocational Ministry
Because many students are interested in preparing to serve in ministry roles while supporting themselves in another occupation or vocation, the Vocational Ministry major was created to provide a brief yet balanced study of biblical and ministry concerns. This degree program is designed to serve a student who desires enough Bible and ministry
training to serve in a ministry role in a small church or mission area, but whose primary major is in another discipline. This degree program is also designed to serve a student who already has a bachelor’s degree but would like to change careers; with careful planning, it is possible to earn this degree in one year.

To be eligible for this major, the student must have a primary major outside the School of Biblical Studies. Students who have previously completed a bachelor’s degree at an accredited institution are also eligible to complete this degree.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

   *If a student has already received a bachelor’s degree from an accredited institution, it will be assumed that the above requirements for a bachelor’s degree have been met.*

2) Complete a primary major outside the School of Biblical Studies.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all Bible-related course work.
   - Earn no hours of D in Bible-related course work required for graduation.

4) Give the School of biblical studies a formal declaration of intent to seek the Bible—Vocational Ministry degree; the application is part of BIB 299. This declaration should be given as soon as possible so that a suitable plan of study can be made.

5) Complete at least 24 credit hours of upper-level Bible (BIB) courses at Ohio Valley University; at least nine of these credit hours must be in textual studies courses.

6) Complete 36 credit hours, distributed as follows (*see the classification of Bible courses below to determine which courses meet each requirement*):
   - 8 credit hours in Bible core courses. The following courses are required:
     - BIB 106 Life of Christ (2 credit hours)
     - BIB 107 Acts through Revelation (2 credit hours)
     - BIB 205 Old Testament Survey (2 credit hours)
     - BIB 206 Christian Thought (2 credit hours)
   - 9 credit hours in textual studies courses, with at least five hours in New Testament.
   - 3 credit hours in doctrinal and historical studies courses; BIB 347 – Scripture Interpretation (3 credit hours) is required.
11 credit hours in practical ministry courses; the following courses are required:
- BIB 225 Introduction to Ministry Seminar (2 credit hours)
- BIB 322 Introduction to Missions (3 credit hours)
- BIB 323 (men) Sermon Preparation and Delivery (3 credit hours)
  or BIB 327 (women) Religious Speaking for Women (3 credit hours)
- BIB 425 Practicum in Ministry (3 credit hours)
  Students who have worked for at least five consecutive years in full-time ministry may petition for a waiver of Practicum in Ministry (BIB 425); if the waiver is granted, the student must replace this course with an additional three credit hours of course work in practical ministry.
- BIB 299 – Bible Program Admission (0 credit hours)
- BIB 451 – Senior Seminar (2 credit hours)
- 3 elective hours of Bible (BIB) or Religion (REL)

*Biblical Language Studies course work is recommended.*

**Requirements for Bachelor of Science in Bible—Vocational Missions**

Because many students are interested in preparing to serve in mission and ministry roles while supporting themselves in another occupation or vocation, the Vocational Missions major was created to provide a brief yet balanced study of biblical and missions concerns. This degree program is designed to serve a student who desires enough Bible and missions training to serve in a ministry role in a small church or mission area, but whose primary major is in another discipline. This degree program is also designed to serve a student who already has a bachelor’s degree but would like to change careers.

To be eligible for this major, the student must have a primary major outside the School of Biblical Studies. Students who have previously completed a bachelor’s degree at an accredited institution are also eligible to complete this degree.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

   *If a student has already received a bachelor’s degree from an accredited institution, it will be assumed that the above requirements for a bachelor’s degree have been met.*

2) Complete a primary major outside the School of Biblical Studies.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all Bible-related course work.
   - Earn no hours of D in Bible-related course work required for graduation.
4) Give the School of Biblical Studies a formal declaration of intent to seek the Bible—Vocational Missions degree; the declaration is part of BIB 299. This declaration should be given as soon as possible so that a suitable plan of study can be made.

5) Complete at least 24 credit hours of upper-level Bible (BIB) courses at Ohio Valley University; at least nine of these credit hours must be in textual studies courses.

6) Complete 36 credit hours, distributed as follows (see the classification of Bible courses below to determine which courses meet each requirement):

- 8 credit hours in Bible core courses. The following courses are required:
  - BIB 106 Life of Christ (2 credit hours)
  - BIB 107 Acts through Revelation (2 credit hours)
  - BIB 205 Old Testament Survey (2 credit hours)
  - BIB 206 Christian Thought (2 credit hours)

- 9 credit hours in textual studies courses, with at least five hours in New Testament.

- 3 credit hours in doctrinal and historical studies courses; BIB 347 – Scripture Interpretation (3 credit hours) is required.

- 12 credit hours in practical ministry courses. The following are required:
  - BIB 320 Personal Evangelism (3 credit hours)
  - or BIB 353 Urban Ministry (3 credit hours)
  - BIB 322 Introduction to Missions (3 credit hours)
  - SOC 341 Cultural Anthropology (3 credit hours)
  - REL 441 Major World Religions (3 credit hours)

- BIB 299 – Bible Program Admission (0 credit hours)

- BIB 451 – Senior Seminar (2 credit hours)

- 2 elective hours of Bible (BIB) or Religion (REL). Recommended: Ministry Field Laboratory (BIB 325) or Practicum in Ministry (BIB 425) with an emphasis in missions.

Classification of Bible Courses
Students completing Bible majors, Bible minors, or Bible certificates should use the following classification of courses to determine which courses fulfill course distribution requirements.

Textual Studies
Certain Biblical Language Studies courses also may count as textual studies courses; see below.

- BIB 304 Pastoral Epistles (3 credit hours)
- BIB 305 Galatians and Romans (3 credit hours).
- BIB 306 Acts (2 credit hours)
- BIB 307 Hebrews (3 credit hours)
- BIB 308 I Corinthians (2 credit hours)
- BIB 309 Selected Pauline Epistles (2 credit hours)
BIB 310  Synoptic Gospels (3 credit hours)
BIB 311  General Epistles (2 credit hours)
BIB 312  Gospel of John (2 credit hours)
BIB 313  Pentateuch (3 credit hours)
BIB 315  Joshua-Esther (3 credit hours)
BIB 401  Old Testament Wisdom Literature (3 credit hours)
BIB 402  Luke-Acts (3 credit hours)
BIB 403  Major Prophets (3 credit hours)
BIB 405  Minor Prophets (3 credit hours)
BIB 406  Acts (3 credit hours)
BIB 407  Daniel and Revelation (3 credit hours)
BIB 408  1-2 Corinthians (3 credit hours)
BIB 412  Gospel of John (3 credit hours)

**Biblical Language Studies**
BIB 160  Introduction to Biblical Languages (3 credit hours)
BIB 161  New Testament Greek I (4 credit hours)
BIB 162  New Testament Greek II (4 credit hours)
BIB 261  Hebrew I (4 credit hours)
BIB 262  Hebrew II (4 credit hours)

*The following readings courses may count as textual studies courses unless they are required for the major or minor.*
BIB 265  Greek Readings I (3 credit hours)
BIB 266  Greek Readings II (3 credit hours)
BIB 363  Hebrew Readings I (3 credit hours)
BIB 364  Hebrew Readings II (3 credit hours)
BIB 365  Greek Readings III (3 credit hours)
BIB 366  Greek Readings IV (3 credit hours)

**Doctrinal and Historical Studies**
BIB 343  Old Testament Doctrine (3 credit hours)
BIB 344  Christian Evidences (2 credit hours)
BIB 345  New Testament Doctrine (3 credit hours)
BIB 346  Doctrinal Issues (3 credit hours)
BIB 347  Scripture Interpretation (3 credit hours)
BIB 348  New Testament Church (2 credit hours)
REL 341  History of the Christian Church (3 credit hours)
REL 342  Restoration Church History (3 credit hours)
REL 371  Christian Ethics (3 credit hours)
REL 441  Major World Religions (3 credit hours)

**Practical Ministry**
BIB 211  Marriage and Family (2 credit hours)
BIB 225  Introduction to Ministry Seminar (2 credit hours)
BIB 320  Personal Evangelism (3 credit hours)
BIB 321  Educational Program of the Church (3 credit hours)
Program Requirements

BIB 322  Introduction to Missions (3 credit hours)
BIB 323  Sermon Preparation and Delivery (3 credit hours)
BIB 324  Advanced Homiletics (3 credit hours)
BIB 325  Ministry Field Laboratory (1-6 credit hours)
BIB 327  Religious Speaking for Women (3 credit hours)
BIB 329  Women in Christian Service (3 credit hours)
BIB 332  Global Missions Awareness (2 credit hours)
BIB 351  Youth Ministry (3 credit hours)
BIB 352  Ministerial Counseling (3 credit hours)
BIB 353  Urban Ministry (3 credit hours)
BIB 354  Children’s Ministry (3 credit hours)
BIB 413  Teaching the Bible (2 credit hours)
BIB 415  Personal Spiritual Development (2 credit hours)
BIB 422  Church Growth and Planting (2 credit hours)
BIB 423  Church Leadership Dynamics (2 credit hours)
BIB 425  Practicum in Ministry (3 credit hours)
BIB 451  Senior Seminar (2 credit hours)
CIT 240  Computer Applications for Ministry

The following courses may also be counted as practical ministry courses; except for Marriage and Family (PSY 211), these courses do not fulfill the university’s Bible course requirement.

COM 321  Public Speaking (3 credit hours)
COM 331  Interpersonal Communications (3 credit hours)
COM 332  Argumentation and Persuasion (3 credit hours)
MUS 122  Song Leading and Worship Skills (1 credit hour)
PSY 211  Marriage and Family (3 credit hours)
PSY 242  Group Dynamics (3 credit hours)
PSY 320  Abnormal Psychology (3 credit hours)
PSY 340  Personality Theories (3 credit hours)
PSY 350  Family Systems (3 credit hours)
PSY 355  Introduction to Counseling Theories and Practices
SOC 341  Cultural Anthropology (3 credit hours)
SOC 381  Introduction to Alternative Dispute Resolution (3 credit hours)
SOC 382  Conflict Mediation (3 credit hours)
SOC 383  Diversity Management (3 credit hours)

Biochemistry Program

Biochemistry is a multi-disciplinary science that connects many scientific and engineering disciplines, e.g., biology, agriculture, medicine, pharmacy and biomedical engineering. The core concepts are invaluable for students to build the knowledge and skills in biology and chemistry needed for careers in operational science, teaching, research, and graduate studies. Our BS major in Biochemistry has been designed to meet those needs. Specifically, our students will develop competence in the application of scientific methods for problem-solving, data collection and analysis, and science communication. In addition, the program will integrate faith and learning principles to help our students to become both good scientists and faithful believers.
Requirements for Bachelor of Science in Biochemistry

Students majoring in Biochemistry must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the Biochemistry program, preferably during a student’s sophomore year; the application is part of NSC 299.

3) Complete a portfolio of work satisfactory to the science faculty.

4) Complete 7 credit hours of mathematics by completing the following courses:
   - MAT 229: Introduction to Statistics (3 credit hours)
   - MAT 241: Calculus and Analytics I (4 credit hours)

5) Complete 62 credit hours distributed as follows:
   - NSC 141 General Biology I (4 credit hours)
   - NSC 142 General Biology II (4 credit hours)
   - NSC 145 General Chemistry I (4 credit hours)
   - NSC 146 General Chemistry II (4 credit hours)
   - NSC 244 Physics I (4 credit hours)
   - NSC 245 Physics II (4 credit hours)
   - NSC 246 Organic Chemistry I (4 credit hours)
   - NSC 247 Organic Chemistry II (4 credit hours)
   - NSC 299 Natural Science Program Admission (0 credit hours)
   - NSC 310 Human Anatomy and Physiology I (4 credit hours)
   - Student must select one of the following three courses:
     - NSC 343 Introduction to Physical Chemistry (3 credit hours)
     - NSC 344 Inorganic Chemistry (3 credit hours)
     - NSC 345 Introduction to Instrumental Analysis (3 credit hours)
   - NSC 400 Microbiology (4 credit hours)
   - NSC 423 Genetics (3 credit hours)
   - NSC 434 Biochemistry I (4 credit hours)
   - NSC 435 Biochemistry II (4 credit hours)
   - NSC 441 Cell Biology (3 credit hours)
   - NSC 451 Senior Seminar (2 credit hours)
   - 3 credit hours of elective course work in science (courses numbered above NSC 135) or mathematics (courses numbered MAT 151 or higher)

Biology Program

The bachelor of science with a major in Biology will prepare students for graduate programs and careers in biology. Students in the program will use scientific methodology to address questions appropriate to the discipline. Students will develop competence in
application of the scientific method, writing within the discipline, and data collection and analysis. The program will integrate faith and learning in an environment designed to show students that they can be scientists and maintain a viable faith in God.

**Requirements for Bachelor of Science in Biology**

Students majoring in Biology must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the Biology program, preferably during a student’s sophomore year; the application is part of NSC 299.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA in all life science courses.
   - Earn at least a 2.0 GPA in all physical science courses.

4) Complete a portfolio of work satisfactory to the science faculty.

5) Complete 7 to 9 credit hours of mathematics by choosing one of the following math sequences:
   - MAT 151: College Algebra (3 credit hours), MAT 152: Trigonometry (3 credit hours), and MAT 229: Introduction to Statistics (3 credit hours).
   - MAT 241: Calculus and Analytics I (4 credit hours) and MAT 229: Introduction to Statistics (3 credit hours).

6) Complete 67 credit hours distributed as follows:
   - 33 credit hours of required life science course work:
     - NSC 141 General Biology I (4 credit hours)
     - NSC 142 General Biology II (4 credit hours)
     - NSC 310 Human Anatomy and Physiology I (4 credit hours)
     - NSC 311 Human Anatomy and Physiology II (4 credit hours)
     - NSC 400 Microbiology (4 credit hours)
     - NSC 431 Ecology (3 credit hours)
     - NSC 423 Genetics (3 credit hours)
     - NSC 441 Cell Biology (3 credit hours)
     - NSC 451 Senior Seminar (2 credit hours)
     - NSC 489 Natural Sciences Practicum (2 credit hours)
- 27 credit hours of required physical science course work:
  - NSC 145 General Chemistry I (4 credit hours)
  - NSC 146 General Chemistry II (4 credit hours)
  - NSC 244 Physics I (4 credit hours)
  - NSC 245 Physics II (4 credit hours)
  - NSC 246 Organic Chemistry I (4 credit hours)
  - NSC 247 Organic Chemistry II (4 credit hours)
  - NSC 434 Biochemistry I (3 credit hours)
  - NSC 299 Natural Sciences Program Admission (0 credit hours)
- 4 credit hours of elective science course work
- ENG 333 Professional Writing (3 credit hours)

## Business and Information Technology Programs

The business programs at Ohio Valley University are designed to prepare men and women for professional leadership careers. Consistent with the university’s mission, all instruction offered by the College of Business is presented within the framework of Christian principles. Business instruction prepares students for professional careers by helping them to develop technical, analytical, and people skills, and by cultivating in them an awareness of the social, political, and economic environments in which organizations make decisions.

The College of Business is proud to have had its bachelor of science programs accredited by the International Assembly of Collegiate Business Education (IACBE). This organization provides an outcomes assessment that measures the effectiveness of business programs and discovers any need for future changes or improvements within the programs. By selecting a program that has IACBE accreditation, students are at an advantage in reaching their goals.

## Requirements for Bachelor of Science in Business and Information Technology

All graduates receiving a bachelor of science with a major in a business area or in information technology must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the School of Business and Information Technology. Admission should occur either toward the end of the sophomore year or near the beginning of the junior year; the application is part of BUS 299. If a junior or senior transfers into the program, formal admission must occur before the student registers for his or her second semester of course work.
3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all business-related course work.
   - Earn no more than six credit hours of D on business-related course work.
   - Complete Business Policy Seminar (BUS 451), the capstone course, with a minimum grade of C.

4) Complete a portfolio of work that is satisfactory to the chair of the School of Business and Information Technology; the portfolio will include work from general education courses and business courses.

5) Complete the Educational Testing Service (ETS) Major Field Test in Business, ordinarily, students must complete this test twice, once while taking Introduction to Business (BUS 121) and once while taking Business Policy Seminar (BUS 451).

6) Demonstrate mathematics competencies by completing the following courses: (Business Administration majors are exempt from this requirement.)
   - MAT 151 College Algebra (or a higher-level math course)
   - MAT 229 Introduction to Statistics

7) Complete 48 credit hours of business core courses described below:
   - Business Core Courses – Lower Division (27 credit hours)
     - ACC 220 Accounting Excel Lab (1 credit hour)
     - ACC 221 Accounting I (3 credit hours)
     - ACC 222 Accounting II (3 credit hours)
     - BUS 121 Introduction to Business (3 credit hours)
     - BUS 299 Business Program Admission (0 credit hours)
     - CIT 140 Information Processing (2 credit hours)
     - CIT 142 Principles of Information Systems (3 credit hours)
     - ECO 238 Principles of Economics (3 credit hours)
     - FIN 233 Personal Finance (3 credit hours)
     - MGT 230 Principles of Management (3 credit hours)
     - MKT 230 Principles of Marketing (3 credit hours)
   - Business Core Courses – Upper Division (21 credit hours)
     - BUS 310 Business Communications (3 credit hours)
     - BUS 371 Business Ethics (3 credit hours)
     - BUS 431 Business Law I (3 credit hours)
     - BUS 433 International Business (3 credit hours)
     - BUS 451 Business Policy Seminar (3 credit hours)
     - FIN 333 Principles of Business Finance (3 credit hours)
     - MGT 331 Management Information Systems (3 credit hours)
   (Information Technology majors may substitute another upper-division business course for MGT 331.)

8) Complete the specific course work required for one of the business majors.
Accounting Major
Accounting is the language of business, and it is essential to the management of commerce throughout the world. The accounting major is designed to prepare students for careers in managerial accounting, governmental accounting, and public accounting. Consequently, students who major in accounting are constantly needed for financial and business management positions in financial institutions, manufacturing and service firms, governmental entities, and public accounting firms. The accounting major provides students with the required course work to take the Certified Public Accountant (CPA) examination. The accounting major also provides an excellent background for graduate education in business, law, and public administration.

A bachelor of science with a major in accounting requires a student to meet all of the requirements for a bachelor of science in business and information technology; in addition, the following courses, worth 30 credit hours, are required:

**Required Courses (30 credit hours)**
- ACC 321 Intermediate Accounting I (3 credit hours)
- ACC 322 Intermediate Accounting II (3 credit hours)
- ACC 341 Cost Accounting (3 credit hours)
- ACC 421 Introduction to Taxation (3 credit hours)
- ACC 422 Federal Income Tax (3 credit hours)
- ACC 431 Accounting Systems (3 credit hours)
- ACC 441 Auditing (3 credit hours)
- ACC 451 Advanced Accounting (3 credit hours)
- ACC 461 Government & Not-for-Profit Accounting (3 credit hours)
- BUS 432 Business Law II (3 credit hours)

**Professional Accounting Certificate**
In addition to a major in Accounting, Ohio Valley University offers a Professional Accounting Certificate. The certificate requires 57 credit hours; on this course work, the student must earn a GPA of at least a 2.5, and no more than six credit hours of D grades will be accepted. To earn this certificate, a candidate must have first earned a bachelor’s degree (128 credit hours) that included the following 21 credit hours of course work: 6 credit hours in principles of accounting, and 3 credit hours each in economics, finance, management, marketing, and statistics. In addition, a student must complete the following upper core courses worth 36 credit hours:
**Program Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 321</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 322</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 335</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 421</td>
<td>Introduction to Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 431</td>
<td>Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACC 441</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 371</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 431</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 432</td>
<td>Business Law II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students must select three of the following courses:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 341</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 422</td>
<td>Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>ACC 451</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 461</td>
<td>Governmental and Not-for-Profit Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

To earn the certificate, at least 21 of the upper core hours must be earned from Ohio Valley University. Students enrolled in the program also must fulfill the Bible Course Requirement.

**Human Resources Management Major**

As we embark upon the 21st century, the principal source of economic activity in the United States is shifting from manufacturing industries to service industries. As a result of this shift, employers are becoming increasingly aware of the importance of their people to the success of their operations. This shift in economic activity, coupled with the growing complexity of laws and regulations that relate to human resources, has resulted in a growing need for Human Resource Management (HRM) professionals in mid- and large-sized organizations. Responsibilities of HRM professionals include recruiting, selecting, training, and appraising employees. HRM professionals are involved in staffing, compensation, benefits, labor relations agreements, and budgeting. Many advance to executive positions.

A bachelor of science with a major in human resource management requires a student to meet all of the requirements for a bachelor of science in business and information technology; in addition, the following courses, worth 24 credit hours, are required:

**Required Courses (21 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 334</td>
<td>Employee Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 336</td>
<td>Organizational Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MGT 431</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 436</td>
<td>Compensation and Benefits</td>
<td>3</td>
</tr>
<tr>
<td>MGT 451</td>
<td>Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>SOC 351</td>
<td>Understanding Multicultural Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students must select one of the following courses:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 242</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 360</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
Information Technology Major
Managers can be more effective and efficient when assisted by computer-based information systems. In this specialization, the student learns how information technology can be used to solve business problems, enhance corporate performance, and gain a competitive advantage in the marketplace.

A bachelor of science with a major in information technology provides the educational background to pursue a career in applying information technologies in both corporate and non-profit environments. Courses provide students with the knowledge and ability to function successfully in a rapidly changing organizational and technological environment. Students may pursue career opportunities in business information technology, management information systems, information centers, systems analysis, database administration, network administration, project management, and other related areas.

A bachelor of science with a major in information technology requires a student to meet all of the requirements for a bachelor of science in business and information technology (however, a student may substitute another upper-division business course for MGT 331). In addition, the following courses, worth 24 credit hours, are required:

**Required Courses (24 credit hours)**
- CIT 241 Networks and Networking Technology (3 credit hours)
- CIT 342 Database Management Systems (3 credit hours)
- CIT 344 Information Technology Project Management (3 credit hours)
- CIT 345 Operating Systems (3 credit hours)
- CIT 441 Information Technology Audit and Security (3 credit hours)
- CIT 442 Systems Analysis and Design (3 credit hours)

*Students must select two specialty areas by taking two of the following courses:*
- CIT 340 Network Design and Administration (3 credit hours)
- CIT 440 Database Design and Administration (3 credit hours)
- CIT 445 Advanced Server Administration (3 credit hours)

Management Major
The management major is designed to provide the broad base of knowledge needed for a career in this multifaceted discipline. Students develop planning, decision-making, analytical, and leadership skills. Like the broad nature of management itself, career opportunities are varied and include various levels of management in corporate as well as not-for-profit organizations.

A bachelor of science with a major in management requires a student to meet all of the requirements for a bachelor of science in business and information technology; in addition, the following courses, worth 18 credit hours, are required:
**Required Courses (18 credit hours)**

ACC 335  Managerial Accounting (3 credit hours)
MGT 336  Organizational Concepts (3 credit hours)
MGT 430  Entrepreneurship and Small Business Management (3 credit hours)
MGT 431  Human Resource Management (3 credit hours)

*Students must select one of the following courses:*

CIT 344  Information Technology Project Management (3 credit hours)
MGT 333  Operations Management (3 credit hours)

*Students must select one of the following courses:*

MGT 334  Employee Relations (3 credit hours)
MGT 436  Compensation and Benefits (3 credit hours)

**Marketing Major**

Every business seeks to accomplish the same goal of creating an exchange between producer and consumer involving a product, a good, a service, or an idea. The market is where that exchange takes places. Determining what to produce, what to charge for it, how to deliver it, and how to promote it is the responsibility of marketing professionals. A marketing degree prepares the student for careers in market research, product development, cost analysis and pricing, distribution, logistics, advertising, promotion, and professional selling.

A bachelor of science with a major in marketing requires a student to meet all of the requirements for a bachelor of science in business and information technology; in addition, the following courses, worth 18 credit hours, are required.

**Required Courses (18 credit hours)**

MGT 430  Entrepreneurship and Small Business Management (3 credit hours)
MKT 331  Consumer Behavior (3 credit hours)
MKT 332  Promotional Strategy (3 credit hours)
MKT 333  Professional Selling (3 credit hours)
MKT 430  Marketing Management (3 credit hours)
MKT 432  Marketing Research (3 credit hours)

**Business Administration Major**

Consistent with the concept of a broad-based curriculum, the business administration major is designed for the individual who desires a broad spectrum of business courses that combine several fields of study. Those completing their degree in business administration may choose to pursue graduate or professional education, begin their careers in entry-level management training positions, or initiate an entrepreneurial enterprise. The course work included in the general business administration major may also be combined with a planned sequence of electives from outside the business curriculum in order to meet the student’s specific objectives.

A bachelor of science with a major in business administration requires a student to meet all of the requirements for a bachelor of science in business and information technology; in addition, 18 additional hours of business-related courses are required.
**Required Courses (18 credit hours)**

This major does not require specific courses; instead students will choose 18 credit hours of upper-level course work (i.e., 300- and 400-level courses) in the following disciplines: Accounting (ACC), Business (BUS), Computer Information Technology (CIT), Economics (ECO), Finance (FIN), Marketing (MKT), and/or Management (MGT). *This major does not require College Algebra (MAT 151) or Introduction to Statistics (MAT 229).*

**Sports Management Major**

The School of Business and Information Technology also offers a major in sports management, an interdisciplinary program that incorporates the principles of marketing and management with the knowledge of sporting activities and wellness programs. The program focuses on the business of sports; students with this degree will be able to compete for positions in promotion and event management, sales administration, and sports marketing, and will work in such settings as health resorts, wellness centers, and country clubs.

**Requirements for Bachelor of Science in Business (Sports Management)**

Students majoring in sports management must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the School of Business and Information Technology. Admission should occur either toward the end of the sophomore year or near the beginning of the junior year; the application is part of BUS 299. If a junior or senior transfers into the program, formal admission must occur before the student registers for his or her second semester of course work.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all business-related course work.
   - Earn no more than six credit hours of D on business-related course work.
   - Complete Business Policy Seminar (BUS 451), the capstone course, with a minimum grade of C.

4) Complete a portfolio of work that is satisfactory to the chair of the School of Business and Information Technology; the portfolio will include work from general education courses and business courses.

5) Complete the Educational Testing Service (ETS) Major Field Test in Business, ordinarily, students must complete this test twice, once while taking Introduction to Business (BUS 121) and once while taking Business Policy Seminar (BUS 451).
6) Complete the following five foundational courses, worth 15 credit hours (these courses also will meet general education requirements):
   CIT 140  Information Processing (2 credit hours)
   ECO 238  Principles of Economics (3 credit hours)
   NSC 141  General Biology I (4 credit hours)
   MAT 229  Introduction to Statistics (3 credit hours)
   PSY 101  General Psychology (3 credit hours)

7) Complete 40 credit hours in business courses, distributed as follows:
   ACC 220  Accounting Excel Lab (1 credit hour)
   ACC 221  Principles of Accounting I (3 credit hours)
   ACC 222  Principles of Accounting II (3 credit hours)
   BUS 121  Introduction to Business (3 credit hours)
   BUS 299  Business Program Admission (0 credit hours)
   BUS 310  Business Communications (3 credit hours)
   BUS 371  Business Ethics (3 credit hours)
   BUS 431  Business Law I (3 credit hours)
   BUS 451  Business Policy Seminar (3 credit hours)
   FIN 233  Personal Finance (3 credit hours)
   MGT 230  Principles of Management (3 credit hours)
   MGT 431  Human Resource Management (3 credit hours)
   MKT 230  Principles of Marketing (3 credit hours)
   MKT 333  Professional Selling (3 credit hours)

   Select one of the following courses:
   MKT 332  Promotional Strategies (3 credit hours)
   MKT 430  Marketing Management (3 credit hours)

8) Complete 20 credit hours in physical education courses, distributed as follows:
   PHED 300  Kinesiology (3 credit hours)
   PHED 301  Sports Officiating (2 credit hours)
   PHED 302  Principles of Coaching (3 credit hours)
   PHED 303  Organization and Administration of Sports (3 credit hours)
   PHED 305  Sports Psychology (3 credit hours)
   PHED 461  Internship in Physical Education and Health (3 credit hours)
   PHED 462  Coaching Internship (3 credit hours)

9) Complete 9 credit hours in wellness courses, distributed as follows:
   WEL 231  Personal and Community Health (3 credit hours)
   WEL 232  Safety, Accident Prevention, and First Aid (3 credit hours)
   WEL 300  Anatomy and Physiology for Wellness (3 credit hours)

Education Program
Ohio Valley University strives to fulfill its mission by developing teachers who have sound ethical principles, a genuine desire to serve and guide their students, and strong academic preparation. Therefore, the education program is interdisciplinary, clinical, and field-based. Its conceptual framework is “The Teacher Professional” (TTP), and this framework provides alignment for state and program goals. Instructional models used
included direct instruction, cooperative learning, direct experiences, and interactive learning; these models promote an awareness of individual teaching and learning styles, with a continuous emphasis in faith-based learning and growth.

Teacher preparation and certification is a key issue in education, taken very seriously by the federal and state departments of education, which set high standards for the Ohio Valley University program. To complete this certification program, teacher education candidates must be willing to comply with all program requirements stated in the catalog and in program documents. Degree requirements are subject to change based on certification requirements from the West Virginia Department of Education; to achieve certification, students might be required to use a more recent catalog than the one in force at the time of first enrollment.

The teacher education program requires that specific criteria be met for program admission, retention, and exit (i.e., graduation) from the program. In addition, at certain transition points (program admission, admission to student teaching, and program completion), each student will be required to complete several requirements before moving on to the next stage of the program. These transition points provide a time for reflection by the student and program faculty to be sure that the student’s program is progressing satisfactorily and that the certification program is a good career goal for the student. Program advisors work closely with the students, helping them to fulfill all program components.

**Admission Criteria**

To achieve admission to the program, a student must fulfill the following requirements:

1) Submit an application for admission to the education program by the required deadline (October 1 or February 1). The application should be submitted in the semester during which a student will complete 60 credit hours; the student should also enroll in EDUC 299, Education Program Admission.

2) Present a portfolio of academic work to the Teacher Education Review Panel (TERP).

3) Achieve a cumulative GPA of 2.50 or higher.

4) Complete 60 semester credit hours of college work.

5) Complete ENG 131 (College Writing I) and ENG 132 (College Writing II) with a grade of B or better.

6) Complete CIT 140 (Information Processing) and COM 131 (Basic Speech Communication) with a grade of B or better.

7) Complete EDUC 200 (Introduction to Education) with a grade of B or better. (This course may be repeated only once.)
Program Requirements

8) Receive two positive references from instructors outside the education program.
9) Receive a negative tuberculosis test.
10) Complete the required background check.
11) Achieve West Virginia Department of Education passing scores on the PreProfessional Skills Tests (PPSTs) or receive a West Virginia PPST exemption. Details about this requirement are below.

The Teacher Education Review Panel ( TERP) will meet to evaluate applicants to the program. After the panel has evaluated the applicant’s paperwork, the student will meet with TERP to present the academic portfolio and a work sample and to make a case for admission to the program.

To be granted full admission to the program, students must meet all of the above criteria and receive a positive evaluation from TERP; full admission is necessary before a student is permitted to take certain courses within the program and to student teach.

In some cases, a student will be granted provisional admission, which can be valid for up to one year (two semesters). Provisional admission may be obtained if the student fulfills requirements 1 through 10. During the time a student is on provisional admission, he or she should work to fulfill the unmet requirement so that full admission can be obtained. In addition, if a student on provisional admission has earned a grade of D or F in any required course, or a C in a course that requires a grade of B, the course must be retaken before full admission may be granted.

PreProfessional Skills Tests (PPSTs)

For full admission to the program, a student must either achieve West Virginia passing scores on the PreProfessional Skills Tests in Reading (174), Writing (172), and Mathematics (172) or be granted a West Virginia exemption. Exemptions are given to those whose ACT or SAT scores meet the West Virginia Department of Education guidelines for a waiver (currently, a 26 composite or higher on the ACT and an 1125 or higher on the SAT), to those who have earned a master’s degree, and to those who are currently licensed to teach. (However, a student who receives a West Virginia exemption but who wishes to teach outside West Virginia may be required by other state departments of education to pass the PPST series.) During the semester in which a student enrolls in EDUC 200 (Introduction to Education), the student must register for EDUC 220 (PPST Preparation) and must take the PPSTs.

In order to obtain full admission to the program and enroll in those courses that have as a prerequisite full admission to the education program, a student must achieve passing scores. A student who does not achieve passing PPST scores on the first attempt must pass all three tests within no more than two additional attempts at each test; in addition, students who did not succeed in passing the PPSTs on the first attempt must re-enroll in EDUC 220 (PPST Preparation) for one credit hour each semester until passing scores on all three tests have been achieved. If a student does not pass all PPSTs the first time, during the first two semesters after completing EDUC 200, he or she will be allowed to enroll in Education (EDUC) courses that do not require full admission to the program.
However, a student who does not achieve passing PPST scores within two semesters of completing EDUC 200 must leave the program for at least two semesters, during which time the student will not be allowed to enroll in any Education (EDUC) courses. A student who has been required to leave the program for failing to pass the PPSTs must successfully pass all PPSTs before reapplying.

*The West Virginia Department of Education may change its requirements at any time during a student’s program.*

**Retention Criteria**

In order to maintain their standing in the program, students (whether fully admitted or provisionally admitted) must meet certain requirements.

1. A student must make satisfactory progress in the program, accepting responsibility and working with the advisor to satisfy program requirements and, for a provisionally admitted student, to fulfill requirements for full admission.

2. If a student has earned a D or an F in any required course, or a C in a course that requires a grade of B, the student must retake the course. As the program progresses, a student who is not flourishing academically will be counseled to enable progress or to consider other options.

3. A student is expected to make satisfactory progress in developing specific knowledge, skills, and dispositions. Assessments include course work, feedback from instructors and cooperating teachers, and the student’s self-reflection using the Ohio Valley University mission statement rubric.

4. A student must meet all requirements of EDUC 200 (Introduction to Education), including the field experience and preparing for taking PPSTs in that semester.

5. A student must achieve passing PPST scores according to the guidelines described above.

6. Before student teaching, the student must have passed with a grade of at least a B all the required courses that have as a prerequisite full admission to the education program.
   
   ▪ For elementary education students, these courses are EDUC 319 (Methods of Teaching Social Studies K-6), EDUC 321 (Curriculum and Methods of Teaching K-12), EDUC 325 (Methods of Teaching Mathematics K-6), EDUC 326 (Methods of Teaching Science K-6), EDUC 327 (Methods of Language Arts K-6), EDUC 328 (Methods of Teaching Reading K-6), EDUC 413 (Diagnostic and Prescriptive Reading), and SPED 341 (Educating Exceptional Children).

   ▪ For secondary education students, these courses are EDUC 321 (Curriculum and Methods of Teaching K-12), SPED 341 (Educating Exceptional Children), and the curriculum and methods course appropriate to their content specialization, i.e., either ENG 330 (Curriculum and Methods of Teaching English 5-Adult), HIS 330 (Curriculum and Methods of Teaching Social Studies 5-Adult), MAT 330 (Curriculum and Methods of Teaching
Program Requirements

Mathematics 5-Adult), or NSC 330 (Curriculum and Methods of Teaching General Science 5-Adult).

- For wellness education students, these courses are EDUC 321 (Curriculum and Methods of Teaching K-12), EDUC 322 (Methods of Teaching Health and P.E., K-6), SPED 341 (Educating Exceptional Children), and WEL 330 (Methods of Teaching School Health and Wellness).

7) By the required deadline in the semester before student teaching, a student must apply for admission to student teaching. This initiates a process that includes an audit of the student’s program by the Teacher Education Review Panel and the OVU registrar. See details below.

8) By the required deadline in the semester before student teaching, a student must achieve the established West Virginia Board of Education score(s) in all appropriate content knowledge Praxis II exams.

9) The student must produce a portfolio of work that is satisfactory to the Teacher Education Review Panel (TERP). The initial portfolio will be submitted as part of the process of applying for program admission to the program and to student teaching; the finished portfolio will be presented to TERP during the student teaching semester.

10) The student must complete a full-time semester of student teaching in the OVU service area during a fall or spring semester. A student must earn a cumulative GPA of at least 2.75 before student teaching, and must earn a letter grade of at least a B on all student teaching course work.

Transition Points
As mentioned above, at certain points within a student’s program he or she will be required to complete several requirements before moving on to the next stage of the program. The first transition point is admission to the program, the requirements for which are detailed above. The second transition point is admission to student teaching, and the final transition point is program completion.

Admission to Student Teaching
In the semester prior to student teaching, a student must apply for admission to student teaching by the required deadline (February 1 or October 1). All who apply to student teach should have been fully admitted to the education program, and in all cases the students must have achieved passing PPST scores on all three tests by the middle of the semester prior to student teaching. In addition, the student will present the updated professional portfolio to the Teacher Education Review Panel; the portfolio must meet acceptable levels on an assessment rubric. The Teacher Education Review Panel will determine whether or not a student is eligible to participate in student teaching; the Handbook for the College of Education contains the specific criteria for admission to student teaching.

Program Completion
To complete the program, a student must earn acceptable ratings on all student teaching and on all Student Teaching Seminar (EDUC 451) tasks. In addition, the student will
present the completed professional portfolio to the Teacher Education Review Panel. The portfolio must meet acceptable levels on an assessment rubric. In particular, the student teacher must include sufficient data on his or her effect on student learning and provide evidence that the action research project has been completed successfully. In addition, the student must fulfill all components of the diversity experience and document those in the portfolio.

**Requirements for Bachelor of Science in Education (Elementary Education)**

To fulfill program exit requirements and to earn a bachelor of science in education, students majoring in elementary education must meet the requirements described below. This program normally requires 128 credit hours. To ensure that students are fulfilling all requirements, all students must meet with their advisors at least once each semester to receive advising and to update their individual progress sheets. Students are also expected to keep track of their credit hours.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive full admission to the teacher education program, preferably by the end of the sophomore year; the application is part of EDUC 299. A student who has not been admitted to the program will not be permitted to student teach.

3) Meet the following grade requirements:
   - Earn at least a 2.75 cumulative GPA.
   - Earn no credit hours of D on required course work.

4) Achieve within three attempts the established West Virginia Board of Education scores on the PreProfessional Skills Tests (PPST) in Reading, Writing, and Mathematics, or receive a West Virginia exemption. See program admission requirements for further details about PPST requirements.

5) Produce a satisfactory portfolio of work, and submit it to the Teacher Education Review Panel (TERP) at the times required in the Handbook for the College of Education.

6) Achieve the established West Virginia Board of Education scores on all Praxis II exams, i.e., the content knowledge exam(s) and the Principles of Learning and Teaching Test(s).

7) Complete a full-time semester of student teaching in the OVU service area during a fall or spring semester. A student must earn a cumulative GPA of at least a 2.5 before student teaching, and must earn a letter grade of at least a B on all student teaching course work.
8) Complete the following courses, worth 36 credit hours, with a grade of B or higher (many of these courses will also be used to fulfill general education requirements):

- CIT: Any computer information technology course (2 credit hours)
- COM 131: Basic Speech Communication (3 credit hours)
- ENG 131: College Writing I (3 credit hours)
- ENG 132: College Writing II (3 credit hours)
- HIS 132: Western Civilization II (3 credit hours)
- HIS 133: United States History I (3 credit hours)
- MAT 149: Mathematics for Teachers (3 credit hours)
- NSC 148: General Physical Science (4 credit hours)
- REL 441: Major World Religions (3 credit hours)
- SOC 351: Understanding Multicultural Diversity (3 credit hours)

Students should select one of the following courses:

- GEO 231: World Political Geography (3 credit hours)
- POL 135: United States Government (3 credit hours)
- POL 231: Global Community Relations (3 credit hours)

Students should select one of the following courses:

- LIT 235: Western Literature through the Renaissance (3 credit hours)
- LIT 236: Western Literature since the Enlightenment (3 credit hours)

9) Complete 36 credit hours in the professional education component; unless special permission is received from the director of teacher education, all courses except EDUC 431, 432, and 451 must be completed before student teaching. A minimum grade of B is required in each of these courses, and a student must earn at least a 3.0 GPA on the courses in this component.

- EDUC 200: Introduction to Education (2 credit hours)
- EDUC 215: Classroom Management (2 credit hours)
- EDUC 220: PPST Preparation (audit)

(The above course is waived for students who are exempt from taking the PPSTs.)

- EDUC 299: Education Program Admission (0 credit hours)
- EDUC 300: Technology Applications in Education (3 credit hours)
- EDUC 320: Educational Psychology (3 credit hours)
- EDUC 321: Curriculum and Methods of Teaching K-12 (3 credit hours)
- EDUC 431: Student Teaching K-3 (5 credit hours)
- EDUC 432: Student Teaching 4-6 (5 credit hours)
- EDUC 451: Student Teaching Seminar (2 credit hours)
- ENG 302: Research, Writing, and Speaking (2 credit hours)
- PSY 233: Human Growth and Development (3 credit hours)
- SPED 341: Educating Exceptional Children (3 credit hours)
- SPED 305: Program Planning in Special Education (3 credit hours)

10) Complete 33 credit hours in the content specialization component; unless special permission is received from the director of teacher education, these courses must be completed before student teaching. A student must earn a 2.75 GPA on the courses in this component. In addition, and a student must earn a grade of at least
a $B$ in all but two courses; in the one or two courses in which a $B$ is not earned, the student must earn a $C$.

EDUC 237 Children’s Literature (3 credit hours)
EDUC 319 Methods of Teaching Social Studies K-6 (2 credit hours)
EDUC 322 Methods of Teaching Health and P.E., K-6 (2 credit hours)
EDUC 323 Methods of Teaching Art K-6 (1 credit hour)
EDUC 324 Methods of Teaching Music K-6 (1 credit hour)
EDUC 325 Methods of Teaching Mathematics K-6 (3 credit hours)
EDUC 326 Methods of Teaching Science K-6 (3 credit hours)
EDUC 327 Methods of Teaching Language Arts K-6 (3 credit hours)
EDUC 328 Methods of Teaching Reading K-6 (3 credit hours)
EDUC 413 Diagnostic and Prescriptive Reading (3 credit hours)
HIS 301 West Virginia History (3 credit hours)
MAT 151 College Algebra (3 credit hours)
MAT 251 Math in the Elementary Schools (3 credit hours)

**Special Education Certification, Elementary (K-6)**
Students majoring in elementary education may earn an additional K-6 certification in multicategorical special education or in one of the following areas: learning disabilities (LD), behavior disorder (BD), or mental impairments (MI). To achieve this certification, students must pass the appropriate Praxis II examinations, complete student teaching requirements, and complete the following course requirements:

- For all of the K-6 special education certifications, students must complete the following courses with a grade of at least a $B$ (all of these courses except SPED 306 and SPED 307 are required for the elementary education program at Ohio Valley University):
  - EDUC 200 Introduction to Education (2 credit hours)
  - EDUC 320 Educational Psychology (3 credit hours)
  - (Student may substitute a course in tests and measurements for EDUC 320.)
  - EDUC 325 Methods of Teaching Math, K-6 (3 credit hours)
  - EDUC 328 Methods of Teaching Reading, K-6 (3 credit hours)
  - EDUC 413 Diagnostic and Prescriptive Reading (3 credit hours)
  - PSY 233 Human Growth and Development (3 credit hours)
  - SPED 305 Program Planning in Special Education (3 credit hours)
  - SPED 306 Assessment in Special Education (3 credit hours)
  - SPED 307 Collaboration and Consultation in Special Education (3 credit hours)
  - SPED 341 Educating Exceptional Children (3 credit hours)

- For BD certification, students must also (1) complete Curriculum and Methods of Behavior Disorders – SPED 302 (3 credit hours) with a grade of at least a $B$, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.

- For LD certification, students must also (1) complete Curriculum and Methods of Learning Disabilities – SPED 303 (3 credit hours) with a grade of at least a $B$, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.
Program Requirements

- For MI certification, students must also (1) complete Curriculum and Methods of Mental Impairments – SPED 304 (3 credit hours) with a grade of at least a B, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.
- For multicategorical certification, students must also (1) complete Curriculum and Methods of Behavior Disorders (SPED 302), Curriculum and Methods of Learning Disabilities (SPED 303), and Curriculum and Methods of Mental Impairments (SPED 304) with a grade of at least a B, (2) complete 20 hours of field experience in each area while taking these courses (for a total 60 hours of field experience), and (3) complete EDUC 435 – Student Teaching in Special Education for 1 credit hour.

An endorsement in autism may be added to a special education endorsement by completing six credit hours in autism course work and applying to the West Virginia Department of Education. OVU offers two courses in Autism Spectrum Disorders, Introduction to Autism Spectrum Disorders (SPED 308) and Interventions for Autism Spectrum Disorders (SPED 309).

Requirements for Bachelor of Science in Education (Secondary Education)
The secondary education program trains teachers of students at the secondary school level (grades 5-12) and adults. Certification in secondary English, mathematics, general science, and social studies is grade 5 through adult. The number of credit hours required for each program varies. English Education normally requires 129 credit hours, Mathematics Education normally requires 134 credit hours, General Science Education normally requires 131 credit hours, and Social Studies Education normally requires 136 credit hours.

To fulfill program exit requirements and to earn a bachelor of science in education, students majoring in secondary education must meet the requirements described below.

To ensure that students are fulfilling all requirements, all students must meet with their advisors at least once each semester to receive advising and to update their individual progress sheets. Students are also expected to keep track of their credit hours.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive full admission to the teacher education program, preferably by the end of the sophomore year; the application is part of EDUC 299. A student who has not been admitted to the program will not be permitted to student teach.

3) Meet the following grade requirements:
- Earn at least a 2.75 cumulative GPA.
- Earn no credit hours of D on required course work.

4) Achieve within three attempts the established West Virginia Board of Education scores on the PreProfessional Skills Tests (PPST) in Reading, Writing, and Mathematics, or receive a West Virginia exemption. See program admission requirements for further details about PPST requirements.

5) Produce a satisfactory portfolio of work, and submit it to the Teacher Education Review Panel (TERP) at the times required in the Handbook for the College of Education.

6) Achieve the established West Virginia Board of Education scores on all Praxis II exams, i.e., the content knowledge exam(s) and the Principles of Learning and Teaching Test(s).

7) Complete a full-time semester of student teaching in the OVU service area during a fall or spring semester. A student must earn a cumulative GPA of at least a 2.75 before student teaching, and must earn a letter grade of at least a B on all student teaching course work.

8) Complete the following courses, worth 26 credit hours, with a grade of B or higher (these courses can also be used to fulfill general education or content specialization requirements):

   - CIT Any computer information technology course (2 credit hours)
   - COM 131 Basic Speech Communication (3 credit hours)
   - ENG 131 College Writing I (3 credit hours)
   - ENG 132 College Writing II (3 credit hours)
   - HIS Any history course (3 credit hours)
   - LIT Any literature course (3 credit hours)
   - MAT 147 Intermediate Algebra (3 credit hours)
   - (A higher-level math course may be substituted for the above.)
   - REL 441 Major World Religions (3 credit hours)
   - SOC 351 Understanding Multicultural Diversity (3 credit hours)

9) Complete the professional education component; unless special permission is received from the director of teacher education, all courses except EDUC 433 and 451 must be completed before student teaching. A minimum grade of B is required in each of these courses, and a student must earn at least a 3.0 GPA on the courses in this component. The number of credit hours earned in professional education will be 39 (37 for English Education majors). All courses are required, even if a different catalog was in force at the time the student first enrolled at Ohio Valley University

   - EDUC 200 Introduction to Education (2 credit hours)
   - EDUC 215 Classroom Management (2 credit hours)
   - EDUC 220 PPST Preparation (audit)
   - (The above course is waived for students who are exempt from taking the PPSTs.)
   - EDUC 299 Education Program Admission (0 credit hours)
   - EDUC 300 Technology Applications in Education (3 credit hours)
Program Requirements

EDUC 320  Educational Psychology (3 credit hours)
EDUC 321  Curriculum and Methods of Teaching K-12 (3 credit hours)
EDUC 414  Teaching Reading in the Content Area (3 credit hours)
EDUC 433  Student Teaching 5-12 (10 credit hours)
EDUC 451  Student Teaching Seminar (2 credit hours)
ENG 302  Research, Writing, and Speaking (2 credit hours)

(The above course is waived for those majoring in English Education.)

PSY 233  Human Growth and Development (3 credit hours)
SPED 305  Program Planning in Special Education (3 credit hours)
SPED 341  Educating Exceptional Children (3 credit hours)

10) Complete the courses required for the appropriate content specialization component; unless special permission is received from the director of teacher education, these courses must be completed before student teaching. A student must earn a 2.75 GPA on the courses in this component. In addition, a student must earn a grade of at least a B in all but two courses; in the one or two courses in which a B is not earned, the student must earn a C.

Content Specialization: English Education, 5-Adult (48 credit hours)

Required courses (39 credit hours):
ENG 301  Advanced Grammar and Composition (3 credit hours)
ENG 330  Curriculum & Methods of Teaching English, 5-Adult (3 credit hours)
ENG 333  Professional Writing (3 credit hours)
LIT 235  Western Literature through the Renaissance (3 credit hours)
LIT 236  Western Literature since the Enlightenment (3 credit hours)
LIT 301  American Literature to 1865 (3 credit hours)
LIT 302  American Literature since 1865 (3 credit hours)
LIT 310  Novel (3 credit hours)
LIT 411  Foundations of Literary Theory (3 credit hours)
LIT 422  Young Adult Literature (3 credit hours)
LIT 441  British Literature to 1800 (3 credit hours)
LIT 442  British Literature since 1800 (3 credit hours)
LIT 446  Shakespeare (3 credit hours)

Students should select two of the following courses (6 credit hours):
LIT 309  Short Story (3 credit hours)
LIT 313  Poetry (3 credit hours)
LIT 314  Drama (3 credit hours)

Students should select one of the following courses (3 credit hours):
COM 238  Media Writing (3 credit hours)
EDUC 237  Children’s Literature (3 credit hours)
ENG 331  Creative Writing (3 credit hours)
LIT 280  Western Literature Seminar International (3 credit hours)
THE 121  Theatre Appreciation (3 credit hours)
THE 123  Introduction to Film (3 credit hours)
Any foreign language reading course (3 credit hours)

Transfer students may substitute upper-level literature hours taken at their previous institution for certain courses required by Ohio Valley University, subject to approval of the advisor and the director of teacher education.

Content Specialization: General Science Education, 5-Adult (52-53 credit hours)

Biological Sciences (16 credit hours):
- NSC 141  General Biology I (4 credit hours)
- NSC 142  General Biology II (4 credit hours)
- NSC 310  Human Anatomy and Physiology I (4 credit hours)
- NSC 311  Human Anatomy and Physiology II (4 credit hours)

Physical Sciences (24 credit hours):
- NSC 145  General Chemistry I (4 credit hours)
- NSC 146  General Chemistry II (4 credit hours)
- NSC 231  Introduction to Astronomy (4 credit hours)
- NSC 232  Physical Geology (4 credit hours)
- NSC 244  Physics I (4 credit hours)
- NSC 245  Physics II (4 credit hours)

Science elective—one course chosen from the following (3-4 credit hours):
- NSC 400  Microbiology (4 credit hours)
- NSC 431  Ecology (3 credit hours)
- NSC 432  Genetics (3 credit hours)
- NSC 434  Biochemistry (3 credit hours)
- NSC 441  Cell Biology (4 credit hours)

Additional requirements (9 credit hours):
- MAT 151  College Algebra (3 credit hours)
(A higher-level math course may be substituted for the above.)
- MAT 229  Introduction to Statistics (3 credit hours)
- NSC 330  Curriculum & Methods of Teaching General Science, 5-Adult (3 credit hours)

Content Specialization: Mathematics Education, 5-Adult (49 credit hours)

Required courses:
- MAT 151  College Algebra (3 credit hours)
- MAT 152  Trigonometry (3 credit hours)
- MAT 229  Introduction to Statistics (3 credit hours)
- MAT 241  Calculus and Analytics I (4 credit hours)
- MAT 242  Calculus and Analytics II (4 credit hours)
- MAT 255  Discrete Mathematics (3 credit hours)
- MAT 289  Practicum in Mathematics (2 credit hours)
- MAT 301  Calculus and Analytics III (3 credit hours)
- MAT 310  Foundations of Geometry (3 credit hours)
- MAT 321  Statistical Methods (3 credit hours)
- MAT 325  Foundations of Mathematics (3 credit hours)
Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 330</td>
<td>Curriculum &amp; Methods of Teaching Math, 5-Adult (3 credit hours)</td>
</tr>
<tr>
<td>MAT 340</td>
<td>Linear Algebra (3 credit hours)</td>
</tr>
<tr>
<td>MAT 401</td>
<td>Differential Equations with Numerical Methods (3 credit hours)</td>
</tr>
<tr>
<td>MAT 410</td>
<td>Modern Algebra (3 credit hours)</td>
</tr>
<tr>
<td>MAT 420</td>
<td>History of Mathematics (3 credit hours)</td>
</tr>
</tbody>
</table>

**Content Specialization: Social Studies Education, 5-Adult (54 credit hours)**

*Required history course work (21 credit hours):*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 131</td>
<td>Western Civilization I (3 credit hours)</td>
</tr>
<tr>
<td>HIS 132</td>
<td>Western Civilization II (3 credit hours)</td>
</tr>
<tr>
<td>HIS 133</td>
<td>United States History I (3 credit hours)</td>
</tr>
<tr>
<td>HIS 134</td>
<td>United States History II (3 credit hours)</td>
</tr>
<tr>
<td>HIS 301</td>
<td>West Virginia History (3 credit hours)</td>
</tr>
<tr>
<td>HIS 323</td>
<td>Non-Western History (3 credit hours)</td>
</tr>
<tr>
<td>HIS 330</td>
<td>Curriculum and Methods of Social Studies 5-Adult (3 credit hours)</td>
</tr>
</tbody>
</table>

*Additional history course work (12 credit hours)*

HIS Twelve credit hours of upper-level history courses work; 6 hours should be in U.S. History and 6 hours in European and/or World History.

*Required additional social science course work (21 credit hours)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 238</td>
<td>Principles of Economics (3 credit hours)</td>
</tr>
<tr>
<td>GEO 231</td>
<td>World Political Geography (3 credit hours)</td>
</tr>
<tr>
<td>POL 135</td>
<td>United States Government (3 credit hours)</td>
</tr>
<tr>
<td>POL 231</td>
<td>Global Community Relations (3 credit hours)</td>
</tr>
<tr>
<td>PSY</td>
<td>Three credit hours of psychology</td>
</tr>
<tr>
<td>SOC 351</td>
<td>Understanding Multicultural Diversity (3 credit hours)</td>
</tr>
<tr>
<td>SOC</td>
<td>Three credit hours of sociology</td>
</tr>
</tbody>
</table>

**Special Education Certification, Secondary (5-Adult)**

Students majoring in secondary education English, mathematics, general science, or social studies may earn an additional 5-12 certification in multicategorical special education or in one of the following areas: learning disabilities (LD), behavior disorder (BD), or mental impairments (MI). To achieve this certification, students must pass the appropriate Praxis II examinations, complete student teaching requirements, and complete the following course requirements:

- For all of the 5-12 special education certifications, students must complete the following courses with a grade of at least a B: (Each of these courses except for EDUC 413, MAT 330, SPED 306, and SPED 307 is required by all of the secondary education programs at Ohio Valley University.)
  - EDUC 200 Introduction to Education (2 credit hours)
  - EDUC 320 Educational Psychology (3 credit hours)
  - EDUC 413 Diagnostic and Prescriptive Reading (3 credit hours)
  - EDUC 414 Teaching Reading in the Content Area, 5-12 (3 credit hours)
  - MAT 330 Methods of Teaching Mathematics, 5-Adult (3 credit hours)
  - PSY 233 Human Growth and Development (3 credit hours)
SPED 305  Program Planning in Special Education (3 credit hours)
SPED 306  Assessment in Special Education (3 credit hours)
SPED 307  Collaboration and Consultation in Special Education
           (3 credit hours)
SPED 341  Educating Exceptional Children (3 credit hours)

- For BD certification, students must also (1) complete Curriculum and Methods of Behavior Disorders – SPED 302 (3 credit hours) with a grade of at least a B, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.

- For LD certification, students must also (1) complete Curriculum and Methods of Learning Disabilities – SPED 303 (3 credit hours) with a grade of at least a B, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.

- For MI certification, students must also (1) complete Curriculum and Methods of Mental Impairments – SPED 304 (3 credit hours) with a grade of at least a B, (2) complete 20 hours of field experience while taking this course, and (3) complete Student Teaching in Special Education (EDUC 435) for 1 credit hour.

- For multicategorical certification, students must also (1) complete Curriculum and Methods of Behavior Disorders (SPED 302), Curriculum and Methods of Learning Disabilities (SPED 303), and Curriculum and Methods of Mental Impairments (SPED 304) with a grade of at least a B, (2) complete 20 hours of field experience while taking these courses (for a total 60 hours of field experience), and (3) complete EDUC 435 – Student Teaching in Special Education for 1 credit hour.

An endorsement in autism may be added to a special education endorsement by completing six credit hours in autism course work and applying to the West Virginia Department of Education. OVU offers two courses in Autism Spectrum Disorders, Introduction to Autism Spectrum Disorders (SPED 308) and Interventions for Autism Spectrum Disorders (SPED 309).

**Requirements for Bachelor of Science in Education (Wellness Education)**
The Bachelor of Science in Education with a major in physical education and wellness trains teachers of students from preschool through adults. The program normally requires 135 credit hours.

To fulfill program exit requirements and to earn a bachelor of science in education, students majoring in wellness education must meet the requirements described.

To ensure that students are fulfilling all requirements, all students must meet with their advisors at least once each semester to receive advising and to update their individual progress sheets. Students are also expected to keep track of their credit hours.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
Program Requirements

- General Institutional Requirements for a Bachelor’s Degree
- General Education Requirements
- Writing Competency Requirements
- Bible Course Requirement
- Diversity Requirement

2) Receive full admission to the teacher education program, preferably by the end of the sophomore year; the application is part of EDUC 299. A student who has not been admitted to the program will not be permitted to student teach.

3) Meet the following grade requirements:
   - Earn at least a 2.75 cumulative GPA.
   - Earn no credit hours of D on required course work.

4) Achieve within three attempts the established West Virginia Board of Education scores on the PreProfessional Skills Tests (PPST) in Reading, Writing, and Mathematics, or receive a West Virginia exemption. See program admission requirements for further details about PPST requirements.

5) Produce a satisfactory portfolio of work, and submit it to the Teacher Education Review Panel (TERP) at the times required in the Handbook for the College of Education.

6) Achieve the established West Virginia Board of Education scores on all Praxis II exams, i.e., the content knowledge exam(s) and the Principles of Learning and Teaching Test(s).

7) Complete a full-time semester of student teaching in the OVU service area during a fall or spring semester. A student must earn a cumulative GPA of at least a 2.5 before student teaching, and must earn a letter grade of at least a B on all student teaching course work.

8) Complete Biology I – NSC (4 credit hours) with a grade of C or higher (this course can also be used to fulfill general education requirements).

9) Complete the following courses, worth 23 credit hours, with a grade of B or higher (these courses can also be used to fulfill general education requirements):

   CIT Any computer information technology course (2 credit hours)
   COM 131 Basic Speech Communication (3 credit hours)
   ENG 131 College Writing I (3 credit hours)
   ENG 132 College Writing II (3 credit hours)
   LIT Any literature course (3 credit hours)
   MAT 147 Intermediate Algebra (3 credit hours)
   (A higher-level math course may be substituted for the above.)
   REL 441 Major World Religions (3 credit hours)
   SOC 351 Understanding Multicultural Diversity (3 credit hours)

10) Complete 36 credit hours in the professional education component; unless special permission is received from the director of teacher education, all courses except EDUC 434 and 451 must be completed before student teaching. A minimum
grade of B is required in each of these courses, and a student must earn at least a 3.0 GPA on the courses in this component.

EDUC 200  Introduction to Education (2 credit hours)
EDUC 215  Classroom Management (2 credit hours)
EDUC 220  PPST Preparation (audit)
(The above course is waived for students who are exempt from taking the PPSTs.)
EDUC 299  Education Program Admission
EDUC 300  Technology Applications in Education (3 credit hours)
EDUC 320  Educational Psychology (3 credit hours)
EDUC 321  Curriculum and Methods of Teaching K-12 (3 credit hours)
EDUC 414  Teaching Reading in the Content Area (3 credit hours)
EDUC 434  Student Teaching in Wellness Education P-A (10 credit hours)
EDUC 451  Student Teaching Seminar (2 credit hours)
ENG 302  Research, Writing, and Speaking (2 credit hours)
PSY 233  Human Growth and Development (3 credit hours)
SPED 341  Educating Exceptional Children (3 credit hours)

11) Complete 50 credit hours in the content specialization component; unless special permission is received from the director of teacher education, these courses must be completed before student teaching. A minimum grade of C is required in each of these courses, and a 2.75 GPA must be earned on the courses in this component.

- 5 credit hours from physical education activity courses, distributed as follows:
  - PHED 110  Foundations of Physical Fitness (1 credit hour)
  - 4 additional 1-credit hour activity-based physical education courses; these courses are numbered from PHED 100 to PHED 260. Varsity sports may count for one of these credit hours.
- 3 credit hours in special education, earned by taking the following required course:
  - SPED 401  Adapted Physical Education (3 credit hours)
- 2 credit hours in education, earned by taking the following required course:
  - EDUC 322  Methods of Teaching Health and P.E., K-6 (2 credit hours)
- 17 credit hours of physical education courses, distributed as follows:
  - PHED 300  Kinesiology (3 credit hours)
  - PHED 301  Sports Officiating (2 credit hours)
  - PHED 302  Principles of Coaching (3 credit hours)
  - PHED 303  Organization and Administration of Sports (3 credit hours)
  - PHED 304  Motor Control and Learning (3 credit hours)
  - PHED 305  Sports Psychology (3 credit hours)
- 23 credit hours in wellness courses, distributed as follows:
  - WEL 231  Personal and Community Health (3 credit hours)
  - WEL 232  Safety, Accident Prevention, and First Aid (3 credit hours)
  - WEL 300  Anatomy and Physiology for Wellness (3 credit hours)
  - WEL 303  Contemporary Health Issues (2 credit hours)
  - WEL 304  Human Sexuality (2 credit hours)
  - WEL 305  Nutrition (3 credit hours)
**Program Requirements**

- WEL 309  Exercise Physiology (4 credit hours)
- WEL 330  Methods of Teaching School Health and Wellness (3 credit hours)

**English Program**

Ohio Valley University seeks to fulfill its mission by preparing students for employment or for graduate study in English and language arts. This program is also designed to prepare English education majors in critical areas such as literature, writing, grammar, the media, language, and other aspects of communication.

Courses are designed to include faith-based concepts and to prepare students academically for their chosen careers. Because the major provides students room for many elective credits in their degree program, it gives students the opportunity to explore diverse academic disciplines.

**Requirements for Bachelor of Arts in English**

Students majoring in English must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the English program, preferably during a student’s sophomore year; the application is part of ENG 299.

3) Meet the following grade requirements:
   - Earn a grade of B or higher in College Writing I (ENG 131) and College Writing II (ENG 132).
   - Earn a grade of C or higher in Basic Speech Communication (COM 131) and in the course(s) taken to fulfill the general education program’s fine arts appreciation requirement.
   - Earn at least a 2.75 GPA on the required literature, genre, and writing courses.
   - Earn a grade of C or higher on all required courses.

4) Complete a portfolio of work satisfactory to the school chair.

5) Complete at least 15 credit hours of upper-level English (ENG) or literature (LIT) courses at Ohio Valley University

6) Complete 47 credit hours, distributed as follows:
   - 27 credit hours of required literature courses:
     - LIT 235  Western Literature through the Renaissance (3 credit hours)
     - LIT 236  Western Literature since the Enlightenment (3 credit hours)
     - LIT 301  American Literature to 1865 (3 credit hours)
     - LIT 302  American Literature since 1865 (3 credit hours)
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- LIT 310 Novel (3 credit hours)
- LIT 411 Foundations of Literary Theory (3 credit hours)
- LIT 441 British Literature to 1800 (3 credit hours)
- LIT 442 British Literature since 1800 (3 credit hours)
- LIT 446 Shakespeare (3 credit hours)

- 6 credit hours of genre requirements chosen from the following:
  - LIT 309 Short Story (3 credit hours)
  - LIT 313 Poetry (3 credit hours)
  - LIT 314 Drama (3 credit hours)

- 6 credit hours of writing requirements:
  - ENG 301 Advanced Grammar and Composition (3 credit hours)
  - ENG 333 Professional Writing (3 credit hours)

- 6 credit hours chosen from the following:
  - COM 238 Media Writing (3 credit hours)
  - EDUC 237 Children’s Literature (3 credit hours)
  - ENG 331 Creative Writing (3 credit hours)
  - LIT 280 Western Literature Seminar International (3 credit hours)
  - LIT 442 Young Adult Literature (3 credit hours)
  - THE 121 Theatre Appreciation (3 credit hours)
  - THE 123 Introduction to Film (3 credit hours)
  - Any foreign language reading course (3 credit hours)

- ENG 299 English Program Admission (0 credit hours)
- ENG 451 English Senior Seminar (2 credit hours)

History Program

The history major at Ohio Valley University is designed to meet the needs of students who are challenged by the past and who see its relevance today and in the future. Because we live in an ever-changing world, it is vital to understand what issues and trends have molded us into what we are and what we will become. History is the basic element that ties all the academic disciplines together and gives insight into how they developed, not in a static vacuum, but in a dynamic environment that has been shaped by all events, all persons, and all knowledge.

History is a discipline that promotes a general understanding of the human condition and hones a number of life skills vital to every profession, like critical thinking, information gathering and synthesis, and inductive and deductive reasoning. The history major prepares students for many professions, though typically the history major is a traditional avenue into law, government service, and teaching.

Requirements for Bachelor of Arts in History

Students majoring in history must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
Program Requirements

- General Institutional Requirements for a Bachelor’s Degree
- General Education Requirements
- Writing Competency Requirements
- Bible Course Requirement
- Diversity Requirement

2) Receive formal admission to the history program, preferably during a student’s sophomore year; the application is part of HIS 299.

3) Complete 50 credit hours, distributed as follows:
   - 12 credit hours of required foundational courses:
     - HIS 131 Western Civilization I (3 credit hours)
     - HIS 132 Western Civilization II (3 credit hours)
     - HIS 133 United States History I (3 credit hours)
     - HIS 134 United States History II (3 credit hours)
   - 9 credit hours of United States history, chosen from the following:
     - HIS 301 West Virginia History (3 credit hours)
     - HIS 311 Colonial American History (3 credit hours)
     - HIS 317 Contemporary American History (3 credit hours)
     - HIS 421 Nineteenth-Century U.S. History (3 credit hours)
   - 12 credit hours of European and world history, chosen from the following:
     - HIS 280 Historical Seminar International (3 credit hours)
     - HIS 321 Modern European History, 1650-1900 (3 credit hours)
     - HIS 323 Non-Western History (3 credit hours)
     - HIS 451 Renaissance and Reformation (3 credit hours)
     - HIS 453 World History since 1945 (3 credit hours)
     - HIS 460 Women’s History (3 credit hours)
   - 6 credit hours of religious history, chosen from the following:
     - REL 341 History of the Christian Church (3 credit hours)
     - REL 342 Restoration Church History (3 credit hours)
     - REL 441 Major World Religions (3 credit hours)
   - 3 credit hours of political science or geography, chosen from the following:
     - GEO 231 World Political Geography (3 credit hours)
     - POL 135 United States Government (3 credit hours)
     - POL 231 Global Community Relations (3 credit hours)
   - 8 credit hours of additional required courses
     - HIS 299 History Program Admission (0 credit hours)
     - ENG 333 Professional Writing (3 credit hours)
     - HUM 451 Senior Seminar (2 credit hours)
     - HUM 489 Humanities Practicum (3 credit hours)

Interdisciplinary Studies Programs
The bachelor’s degree in interdisciplinary studies at Ohio Valley University is designed to integrate multiple disciplines around a core curriculum. Such a program will enable students to gain understanding of the fundamental ideas that cross a broad range of disciplines. The programs are further designed to provide students with a perspective that
focuses on the unchanging human values in a constantly changing world. The interdisciplinary degree provides good career preparation since its broad program of study enables students to develop skills in analytical thinking, effective writing, and meaningful oral communication. The professional world is volatile and uncertain, and a broad education is good insurance against possible obsolescence of job skills obtained in a much narrower program of study. What many employers value most is a person’s ability to communicate and think.

A degree in interdisciplinary studies provides a student with a future that allows for career mobility. In order to provide students with a choice of various combinations of academic subject areas, the program in interdisciplinary studies includes four distinct tracks. The first three tracks and some of the area concentrations of the fourth track lead to a bachelor of arts; some of the area concentrations of the fourth track lead to a bachelor of science.

**Requirements for a Bachelor of Arts or a Bachelor of Sciences in Interdisciplinary Studies**

Each student majoring in interdisciplinary studies will meet the following requirements as well as the specific requirements of the chosen track: Liberal Studies, Specialized Studies, Pre-Law, or Area Concentration.

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the interdisciplinary studies program, preferably by the sophomore year; the application is part of HUM 299.

3) Propose a specific program of course work and have it approved by the school chair.

4) Complete a portfolio of work satisfactory to the school chair (the portfolio is completed in Senior Seminar – HUM 451).

5) Complete the specific requirements of the chosen track: Liberal Studies, Specialized Studies, Pre-Law, or Area Studies.

**Liberal Studies – Track I (Bachelor of Arts)**

This program allows students to choose from as many as six academic areas within the humanities (art, communications, economics, English, modern foreign languages, geography, history, humanities, literature, music, political science, religion, and theatre) and behavioral and social sciences to form a broad-ranging interdisciplinary degree. It requires students to fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and 63 credit hours distributed according to the following area requirements (the credit hours are in addition to those used to fulfill general education requirements):
1) Religion: 8 credit hours are required, including REL 371 – Christian Ethics (3 credit hours) and REL 372 – Philosophy of Religion (3 credit hours).

2) History: 8 credit hours are required, including HIS 317 – Contemporary American History (3 credit hours).

3) Literature: 8 credit hours are required, and at least one course must be an upper-level course.

4) Fine Arts and Communication: 8 credit hours are required, including at least one upper-level communications (COM) course.

5) Behavioral and Social Sciences: 8 credit hours are required, including PSY 101 – General Psychology (3 credit hours) and at least one upper-level course.

6) 8 credit hours in an elective area chosen in consultation with the advisor. Alternatively, students may take 8 additional credit hours in one of the previously listed five areas.

7) Complete 6 credit hours in a single foreign language or 6 additional hours in one of the areas (including the elective area) listed above.

8) Complete the following 9 credit hours:
   
   ENG 333  Professional Writing (3 credit hours)
   HUM 299  Humanities Program Admission (0 credit hours)
   HUM 451  Senior Seminar (3 credit hours)
   HUM 489  Humanities Practicum (for at least 3 credit hours)

**Specialized Studies – Track II (Bachelor of Arts)**

This program is designed to allow students to concentrate on the humanities while synthesizing one or two academic subject areas together to form the degree. It requires student to fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and to complete 57 credit hours distributed according to the following area requirements:

1) Complete 26 credit hours in the humanities; these credit hours are beyond those used to fulfill general education requirements. The 26 credit hours must include the following 17-18 credits hours:

   ENG One of the following: Advanced Grammar (ENG 301; 3 credit hours), Research, Writing, and Speaking (ENG 302; 2 credit hours), Professional Writing (ENG 333; 3 credit hours), or Creative Writing (ENG 331; 3 credit hours)
   HIS Any upper-level history course (3 credit hours)
   HUM 299 Humanities Program Admission (0 credit hours)
   HUM 451 Senior Seminar (3 credit hours)
   HUM 489 Humanities Practicum (for at least 3 credit hours)
   REL 371 Christian Ethics (3 credit hours)
   LIT Any upper-level literature course (3 credit hours)

2) Complete 18 credit hours each in two of the following areas; the credit hours are in addition to those used to fulfill general education requirements: Bible, business,
communication, education, history, humanities, literature, mathematics, natural sciences, or behavioral sciences.

Pre-Law – Track III (Bachelor of Arts)

This track is designed to provide the student with a meaningful academic background that prepares them for law school. Law schools do not recommend a specific academic major, but instead want prospective students to possess strong analytical and critical thinking skills, to write clearly, to speak effectively, and to understand individual and group behavior. Ohio Valley University offers students the opportunity to be trained in alternative dispute resolution (ADR), a subject matter that few colleges or universities offer at the undergraduate level. National surveys have consistently shown that alternative dispute resolution is one of the most desired skills for anyone involved with jurisprudence; consequently, course work in ADR is integral to the pre-law track. To complete this track, students fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 56-57 credit hours distributed according to the following area requirements (the credit hours are in addition to those used to fulfill general education requirements):

1) Complete 18 credit hours for a minor in alternative dispute resolution, with courses distributed as follows:
   - 15 credit hours of foundational courses:
     - PSY 340 Counseling Theories
     - PSY 355 Intro. to Counseling Theories & Practices (3 credit hours)
     - SOC 381 Introduction to Alternative Dispute Resolution (3 credit hours)
     - SOC 382 Conflict Management (3 credit hours)
     - SOC 383 Diversity Management (3 credit hours)
   - 3 credit hours chosen from the following:
     - BIB 421 Church Growth and Leadership Dynamics (3 credit hours)
     - BUS 431 Business Law I (3 credit hours)
     - MGT 334 Employee Relations (3 credit hours)
     - PSY 360 Social Psychology (3 credit hours)
     - REL 371 Christian Ethics (3 credit hours)
     - REL 373 Contemporary Religious Issues (3 credit hours)
     - SOC 351 Understanding Multicultural Diversity (3 credit hours)

2) Complete 39-40 credit hours distributed as follows; the credit hours are in addition to those used to fulfill general education requirements. (*Up to 6 credit hours of a foreign language may be used as a substitute in communications, history, or literature, but no more than 3 credit hours may be substituted in any one area.*)
   - Complete the following specific courses, worth 26 credit hours:
     - BUS 431 Business Law I (3 credit hours)
     - BUS 432 Business Law II (3 credit hours)
     - COM 332 Argument and Persuasion (3 credit hours)
     - ENG 301 Advanced Grammar and Composition (3 credit hours)
     - ENG 333 Professional Writing (3 credit hours)
     - HUM 299 Humanities Program Admission (0 credit hours)
Program Requirements

- HUM 451  Senior Seminar (3 credit hours)
- HUM 489  Humanities Practicum (for at least 3 credit hours)
- MGT 451  Employment Law (3 credit hours)
- POL 135  United States Government (3 credit hours)

- Complete one of the following, for 3 credit hours:
  - COM 321  Public Speaking (3 credit hours)
  - COM 331  Interpersonal Communication (3 credit hours)

- Complete one of the following, for 3-4 credit hours:
  - ACC 220  Accounting Excel Lab (1 credit hour) and
  - ACC 221  Accounting I (3 credit hours)
  - MAT 229  Introduction to Statistics (3 credit hours)

- Complete the following, for 6 credit hours:
  - HIS  Any upper-level history course (3 credit hours)
  - LIT  Any upper-level literature course (3 credit hours)

**Area Concentrations – Track IV**

Earning a bachelor of arts or a bachelor of sciences in with a concentration in one of the areas described below will require students to take some courses either at or online from another college or university. Ohio Valley University has entered into agreements with certain colleges and universities in the vicinity so that OVU students can take required courses on their campuses while paying tuition to OVU; see the Finances section of this catalog for details. The courses listed below as “support courses” are those that Ohio Valley University does not presently offer.

A student who completes a degree in Interdisciplinary Studies in one of these areas is taking course work that is substantially the same as what would be taken by a student majoring in that area, and a student who has performed well while pursuing the interdisciplinary studies degree should be prepared for graduate school or a job in the chosen area.

**Communications and Mass Media (Bachelor of Arts)**

Students in this concentration should fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 46 credit hours according to the following requirements:

1) Complete the following 6 credit hours in the humanities:
   - HUM 299  Humanities Program Admission (0 credit hours)
   - HUM 451  Senior Seminar (3 credit hours)
   - HUM 489  Humanities Practicum (for at least 3 credit hours)

2) Complete these 24 credit hours, distributed as follows:
   - Complete the following required courses, worth 18 hours:
     - COM 238  Media Writing (3 credit hours)
     - COM 321  Public Speaking (3 credit hours)
     - COM 332  Argument and Persuasion (3 credit hours)
     - HUM 490  Guided Research (in journalism for 3 credit hours)
THE 123  Introduction to Film (3 credit hours)
MKT 332  Promotional Strategies (3 credit hours)

- Complete 6 credit hours chosen from the following:
  - BUS 310  Business Communication (3 credit hours)
  - COM 111  Newspaper Workshop (1-3 credit hours)
(Students normally earn one credit hour per semester in the above course.)
  - COM 331  Interpersonal Communication (3 credit hours)
  - COM 498  Communications Seminar (1-3 credit hours)
  - ENG 333  Professional Writing (3 credit hours)

3) Complete 16 credit hours of support courses chosen from the following disciplines: advertising, broadcasting, communications, mass media, or public relations.

Criminal Justice (Bachelor of Science)

Students in this concentration should fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 66 credit hours according to the following requirements:

1) Complete the following 9 credit hours in the humanities:
   - ENG 333  Professional Writing (3 credit hours)
   - HUM 299  Humanities Program Admission (0 credit hours)
   - HUM 451  Senior Seminar (3 credit hours)
   - HUM 489  Humanities Practicum (for at least 3 credit hours)

2) Complete the following 36 credit hours:
   - POL 135  United States Government (3 credit hours)
   - POL 231  Global Community Relations (3 credit hours)
   - PSY 233  Human Growth and Development (3 credit hours)
   - PSY 242  Group Dynamics (3 credit hours)
   - PSY 320  Abnormal Psychology (3 credit hours)
   - PSY 340  Personality Theories (3 credit hours)
   - PSY 350  Family Systems (3 credit hours)
   - PSY 360  Social Psychology (3 credit hours)
   - SOC 351  Understanding Multicultural Diversity (3 credit hours)
   - SOC 381  Introduction to Alternative Dispute Resolution (3 credit hours)
   - SOC 382  Conflict Management (3 credit hours)

   Select one of the following history courses:
   - HIS 301  West Virginia History (3 credit hours)
   - HIS 317  Contemporary American History (3 credit hours)

3) Complete 21 hours of support courses, distributed as follows:
   - Complete the following required courses, worth 6 credit hours:
     - Introduction to Criminal Justice (3 credit hours)
     - Criminal Law (3 credit hours)
- Complete 5 of the following courses, for 15 credit hours:
  - Introduction to Corrections (3 credit hours)
  - Criminal Behavior (3 credit hours)
  - Probation and Parole (3 credit hours)
  - Constitutional Law (3 credit hours)
  - Victimology (3 credit hours)
  - Criminal Procedures (3 credit hours)
  - Police Tactics (3 credit hours)
  - Court Systems in the United States (3 credit hours)
  - Race and Gender (3 credit hours)

**Journalism (Bachelor of Arts)**

Students in this concentration should fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 52 credit hours according to the following requirements:

1) Complete the following 6 credit hours in the humanities:
   - HUM 299  Humanities Program Admission (0 credit hours)
   - HUM 451  Senior Seminar (3 credit hours)
   - HUM 489  Humanities Practicum (for at least 3 credit hours)

2) Complete the following 22 credit hours:
   - COM 111  Newspaper Workshop (4 credit hours)
   (Students normally earn one credit hour per semester in the above course.)
   - COM 238  Media Writing (3 credit hours)
   - ENG 301  Advanced Grammar and Composition (3 credit hours)
   - ENG 331  Creative Writing (3 credit hours)
   - ENG 333  Professional Writing (3 credit hours)
   - HUM 490  Guided Research (in journalism for 3 credit hours)
   - THE 123  Introduction to Film (3 credit hours)

3) Complete 24 credit hours of support courses in journalism (or a closely related area).

**Music (Bachelor of Arts)**

Students in this concentration should fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 56-58 credit hours according to the following requirements:

1) Complete the following 9 hours of humanities:
   - ENG 333  Professional Writing (3 credit hours)
   - HUM 299  Humanities Program Admission (0 credit hours)
   - HUM 451  Senior Seminar (3 credit hours)
   - HUM 489  Humanities Practicum (for at least 3 credit hours)

2) Complete the following 47-49 credit hours of music, distributed as follows:
   - Complete 6 semesters of Music Recital Attendance (MUS 100). This is a 0-credit hour course.
Complete the following music theory courses, worth 12 credit hours:

- MUS 141 Music Theory I (3 credit hours)
- MUS 142 Music Theory II (3 credit hours)
- MUS 143 Sight Singing and Ear Training I (1 credit hour)
- MUS 144 Sight Singing and Ear Training II (1 credit hour)
- MUS 241 Music Theory III (3 credit hours)
- MUS 243 Sight Singing and Ear Training III (1 credit hour)

Complete the following music history courses, worth 9 credit hours:

- MUS 211 Music Literature (3 credit hours)
- MUS 394 Music History I (3 credit hours)
- MUS 395 Music History II (3 credit hours)

Complete 6 credit hours from participation in music ensembles, selected from the following (students may enroll in each course more than once; the ordinary limitation that a student may earn only 4 credit hours in any one ensemble is waived for students completing the area concentration in music):

- MUS 110 Instrumental Ensemble (1 credit hour)
- MUS 111 Jazz Ensemble (1 credit hour)
- MUS 112 A Cappella Singers (1 credit hour)

Complete 12 credit hours through private instruction in a primary area, either voice or an instrument. Four credit hours (two semesters) will be taken at the 100-level; 8 credit hours (four semesters) will be taken at the 300-level.

Complete 2 credit hours (two semesters) through private instruction in a secondary area, either voice or an instrument.

Complete 2 credit hours in piano instruction, either through private instruction or class piano (this requirement is waived if the student’s primary or secondary instrument is piano).

Complete 6 credit hours chosen from the following courses:

- MUS 421 Form and Analysis (3 credit hours)
- MUS 422 Conducting (3 credit hours)
- MUS 423 Orchestration and Arranging (3 credit hours)

**Spanish (Bachelor of Arts)**

Students in this concentration should fulfill all the requirements for a bachelor’s degree in interdisciplinary studies, and complete 33 credit hours according to the following requirements:

1) Complete the following 9 credit hours in the humanities:

- ENG 333 Professional Writing (3 credit hours)
- HUM 299 Humanities Program Admission (3 credit hours)
- HUM 451 Senior Seminar (3 credit hours)
- HUM 489 Humanities Practicum (for at least 3 credit hours)

2) Complete one of the following courses in sociology:

- SOC 351 Understanding Multicultural Diversity (3 credit hours)
- SOC 342 Cultural Anthropology (3 credit hours)
3) Complete 21 credit hours in upper-level Spanish. (In addition, before enrolling in upper-level Spanish courses, the student needs to demonstrate his or her competency for these courses, either through course work or through placement exams.)

**Mathematics Programs**

Mathematics is a great way to explore the workings of our world; indeed, some of the greatest achievements of the human mind belong to the discipline of mathematics. A good example is calculus: it has provided a framework which helps us understand population growth, engineering, economics, and even sports. The invention of calculus by Newton and Leibnitz ranks with the works of Shakespeare, Beethoven, and Einstein in the spectrum of human accomplishment throughout history.

Mathematics, including calculus, algebra, analysis, graph theory, number theory, and their applications, gives structure and logic to a universe that sometimes seems fraught with inexplicable issues. However, there are two central ideas which underpin all of mathematics: infinity and absolute truth. Without an understanding of these conceptual pillars, we cannot unlock the power of the discipline. It is no accident that these two principles of mathematics underlie all of creation, because they are also central to attaining an insight into the nature of God. It follows naturally that mathematics provides a wonderful vehicle for one of the main tenets of Christian education: the integration of faith and learning. For all of these reasons, the College of Arts and Sciences at Ohio Valley University provides the following two programs.

**Requirements for Bachelor of Science in Mathematics**

A Bachelor of Science with a major in Mathematics will prepare students for a wide variety of careers upon graduation. Students in the program will study the structure, form, and relationships of our world from a quantitative perspective and learn to analyze, digest, and use them more completely for the benefit of humanity. Students will develop competence in the language of science, logic, problem solving, numerical career skills, application of abstract concepts, writing within the discipline, and data collection and analysis.

Students seeking a Bachelor of Science in Mathematics must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the program, preferably during the student’s sophomore year while completing the lower level core curriculum; the application
is part of MAT 299. To achieve admission, a student must earn a 2.75 GPA on courses listed below as the lower level core curriculum.

3) Earn at least a 2.5 GPA in all mathematics courses.
4) Complete a portfolio of work satisfactory to the math faculty.
5) Complete the requirements in a minor approved by the math faculty.
6) Complete the following information technology and natural science courses, worth 13 credit hours (these can be used to fulfill general education requirements):
   - CIT 140 Information Processing (2 credit hours)
   - CIT 248 Structured Programming (3 credit hours)
   - NSC 244 Physics I (4 credit hours)
   - NSC 245 Physics II (4 credit hours).
7) Complete one of the following sequences, worth 6 or 8 credit hours:
   - ACC 221 & 222: Accounting I & Accounting II (6 credit hours)
   - NSC 141 & 142: General Biology I & II (8 credit hours)
   - NSC 145 & 146: General Chemistry I & II (8 credit hours)
8) Complete 45 credit hours distributed as follows:
   - 14 credit hours of required lower level core curriculum:
     - MAT 229 Introduction to Statistics (3 credit hours)
     - MAT 241 Calculus and Analytics I (4 credit hours)
     - MAT 242 Calculus and Analytics II (4 credit hours)
     - MAT 252 Discrete Mathematics (3 credit hours)
     - MAT 299 Mathematics Program Admission (0 credit hours)
   - 18 credit hours of required upper level core curriculum:
     - MAT 301 Calculus and Analytics III (3 credit hours)
     - MAT 321 Statistical Methods (3 credit hours)
     - MAT 325 Foundations of Mathematics (3 credit hours)
     - MAT 401 Differential Equations (3 credit hours)
     - MAT 340 Linear Algebra (3 credit hours)
     - MAT 410 Modern Algebra (3 credit hours)
   - 6 credit hours of mathematics electives, chosen from the following:
     - MAT 310 Foundations of Geometry (3 credit hours)
     - MAT 420 History of Mathematics (3 credit hours)
     - MAT 421 Probability (3 credit hours)
     - MAT 430 Introduction to Real Analysis (3 credit hours)
   - 7 credit hours of required professional courses:
     - MAT 289 Mathematics Practicum (2 credit hours)
     - MAT 333 Professional Writing for Mathematics (3 credit hours)
     - MAT 451 Senior Seminar (3 credit hours)

Requirements for Bachelor of Arts in Mathematics
Mathematics in particular, as with higher education in general, is concerned with abstraction, not just in scientific learning, but also in humane learning: it trains the
intellect and helps to form good habits of mind. Mathematics is an excellent discipline on which to center a well-rounded liberal arts education, since it explicitly leads students to develop skills in problem-solving, critical thinking, and precise communication. Mathematics is the language of description, analysis, and design used in the study of structure, form, and relationship, common threads in areas of human endeavor beyond just the sciences. Quick reflection brings to mind music, language, and art, any of which could be included in this program as a minor. Additionally, the Bachelor of Arts requires foreign language competency, which is useful in unlocking various components of a complete education. Considering this context, the Bachelor of Arts in mathematics offers a satisfying major to Ohio Valley University students, providing intellectual challenge, and developing necessary skills of reason. For employability, its completion would be an excellent recommendation of a well-rounded applicant. A command of mathematical skills and processes allows one to deal with complex challenges more efficiently and effectively, solve practical problems, and consider theoretical alternatives.

Students seeking a Bachelor of Arts in Mathematics must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   ▪ General Institutional Requirements for a Bachelor’s Degree
   ▪ General Education Requirements
   ▪ Writing Competency Requirements
   ▪ Bible Course Requirement
   ▪ Diversity Requirement

2) Receive formal admission to the program, preferably during the student’s sophomore year while completing the lower level core curriculum; the application is part of MAT 299. To achieve admission, a student must earn a 2.75 GPA on courses listed below as the lower level core curriculum.

3) Earn at least a 2.5 GPA in all mathematics courses.

4) Complete a portfolio of work satisfactory to the math faculty.

5) Complete the requirements in a minor approved by the school chair.

6) Complete two semesters of a foreign language, or equivalent.

7) Complete the following information technology and natural science courses, worth 9 credit hours (these can be used to fulfill general education requirements):
   CIT 140 Information Processing (2 credit hours)
   CIT 248 Structured Programming (3 credit hours)
   NSC 244 Physics I (4 credit hours)

8) Complete 42 credit hours distributed as follows:
   ▪ 14 credit hours of required lower level core curriculum:
     ○ MAT 229 Introduction to Statistics (3 credit hours)
     ○ MAT 241 Calculus and Analytics I (4 credit hours)
     ○ MAT 242 Calculus and Analytics II (4 credit hours)
MAT 252  Discrete Mathematics (3 credit hours)
MAT 299  Mathematics Program Admission (0 credit hours)

18 credit hours of required upper level core curriculum:
MAT 301  Calculus and Analytics III (3 credit hours)
MAT 310  Foundations of Geometry (3 credit hours)
MAT 321  Statistical Methods (3 credit hours)
MAT 325  Foundations of Mathematics (3 credit hours)
MAT 340  Linear Algebra (3 credit hours)
MAT 410  Modern Algebra (3 credit hours)

3 credit hours of mathematics electives, chosen from the following:
MAT 401  Differential Equations with Numerical Methods
MAT 420  History of Mathematics (3 credit hours)
MAT 421  Probability (3 credit hours)
MAT 430  Introduction to Real Analysis (3 credit hours)

7 credit hours of required professional courses:
MAT 289  Mathematics Practicum (2 credit hours)
MAT 333  Professional Writing for Mathematics (3 credit hours)
MAT 451  Senior Seminar (3 credit hours)

Psychology Program

The bachelor of science in psychology is a natural fulfillment of the mission of Ohio Valley University, and it addresses in considerable depth each of the desired learning outcomes for the university. The program also provides the training for a profession that demonstrates the understanding that service to God and others is the key to a useful and rewarding life.

Requirements for Bachelor of Science in Psychology

Each student majoring in psychology will fulfill a set of core requirements; in addition, each student must choose one of the following tracks and fulfill the requirements of that specific track: Pre-Professional, Christian Counseling, Human Services, or General. The requirements are as follows:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the psychology program, preferably during the second semester of the sophomore year; the application is part of PSY 299.

3) Meet the following grade requirements:
   - Earn at least a 2.5 GPA on all psychology-related course work.
   - Earn no more than 3 credit hours of D in psychology-related course work required for graduation.
Program Requirements

- Complete Psychology Senior Seminar (PSY 451) with a minimum grade of B

4) Complete the following 29 credit hours in core courses:
   - PSY 101  General Psychology (3 credit hours)
   - PSY 111  Introductory Psychology Seminar (3 credit hours)
   - PSY 229  Introduction to Statistics for the Behavioral Sciences (4)
   - PSY 290  Research Design (4 credit hours)
   - PSY 299  Psychology Program Admission (0 credit hours)
   - PSY 320  Abnormal Psychology (3 credit hours)
   - PSY 340  Personality Theories (3 credit hours)
   - PSY 355  Introduction to Counseling Theories and Practice (3 credit hours)
   - PSY 451  Senior Seminar (3 credit hours)
   - PSY 489  Psychology Practicum (3 credit hours)

5) Complete the additional requirements for one of the four tracks: Pre-Professional (26-29 credit hours), Christian Counseling (35 to 38 credit hours), Human Services (27 credit hours), or General (12 credit hours).

6) A minor area of study is recommended. Certain minors are recommended for each track; see below for specific information about each track.

Pre-Professional Track

The pre-professional or clinical track provides a generalist degree in psychology; it is designed for those planning to pursue graduate work or to enter the work force in such areas as clinical psychology, counseling psychology, marriage and family therapy, and counseling.

The following minors are recommended for students in this track: Alternative Dispute Resolution, Christian Counseling, Christian Service for Women, Human Services, Sociology, and Youth and Family Ministry.

In addition to fulfilling the psychology core requirements (29 credit hours) and other requirements listed above, students completing this track must meet the following course requirements (26-29 credit hours).

Required Psychology Course Work (26-29 credit hours):

- The following courses (12 credit hours) are required:
  - PSY 421  History and Systems of Psychology (3 credit hours)
  - PSY 439  Biological Psychology (3 credit hours)
  - PSY 440  Tests and Measurements (3 credit hours)
  - PSY 460  Learning Theories (3 credit hours)
Students must choose one of the following courses (3 credit hours):
  - PSY 233  Human Growth & Development (3 credit hours)
  - PSY 234  Child Development (3 credit hours)
  - PSY 236  Adult Development and Aging (3 credit hours)

Students must choose one of the following courses (2 or 3 credit hours):
  - PSY 201  Stress Management (2 credit hours)
  - PSY 242  Group Dynamics (3 credit hours)
  - PSY 304  Human Sexuality (2 credit hours)
  - PSY 305  Sports Psychology (3 credit hours)
  - PSY 353  Drugs and Behavior (3 credit hours)
  - PSY 470  Behavior Modification (3 credit hours)

Students must choose three of the following courses (9-11 credit hours):
  - PSY 350  Family Systems (3 credit hours)
  - PSY 360  Social Psychology (3 credit hours)
  - PSY 441  Cognitive Psychology (3 credit hours)
  - PSY 442  Industrial & Organizational Psychology (3 credit hours)
  - PSY 443  Health Psychology (3 credit hours)
  - PSY 480  Advanced Statistics (4 credit hours)
  - PSY 485  Advanced Research and Design (4 credit hours)

Recommended Bible or Religion Courses:
BIB 211  Marriage and Family (2 credit hours)
BIB 415  Personal Spiritual Development (2 credit hours)
REL 371  Christian Ethics (3 credit hours)
REL 372  Philosophy of Religion (3 credit hours)
REL 441  Major World Religions (3 credit hours)

Christian Counseling Track
The Christian counseling track couples a background of psychology with specific courses in Bible. It is designed for those who wish to practice counseling in a ministry setting.

The following minors are recommended for students in this track: Bible, Biblical Languages, Biblical Text, Christian Service for Women, Human Services, Sociology, and Youth and Family Ministry.

In addition to fulfilling the psychology core requirements (29 credit hours) and other requirements listed above, students completing this track must meet the following course requirements (35-38 credit hours).

Required Psychology Course Work (18 credit hours):
  - The following courses are required (6 credit hours):
    - PSY 242  Group Dynamics (3 credit hours)
    - PSY 350  Family Systems (3 credit hours)
Program Requirements

- Students must choose one of the following courses (3 credit hours):
  - PSY 233 Human Growth and Development (3 credit hours)
  - PSY 234 Child Development (3 credit hours)
  - PSY 236 Adult Development & Aging (3 credit hours)

- Students must choose three 300- or 400-level PSY courses (9 credit hours):

Required Bible or Religion Course Work (17-20 credit hours):

- The following courses are required (8 credit hours):
  - BIB 211 Marriage and Family (2 credit hours)
  - BIB 347 Scripture Interpretation (3 credit hours)
  - BIB 352 Ministerial Counseling (3 credit hours)

- Students must choose one of the following courses (3 credit hours):
  - BIB 343 Old Testament Doctrine (3 credit hours)
  - BIB 345 New Testament Doctrine (3 credit hours)
  - BIB 346 Doctrinal Issues (3 credit hours)

- Students must choose one of the following two courses (2 or 3 credit hours):
  - BIB 415 Personal Spiritual Development (2 credit hours)
  - REL 373 Contemporary Religious Issues (3 credit hours)

- Students must choose two Bible textual studies courses (4 to 6 credit hours). These courses may be 2-credit-hour or 3-credit-hour courses; to determine which courses are classified as textual studies courses, see the Bible program description or the course descriptions of Bible courses.

Human Services Track

The human services track couples a background in psychology with courses in social work and sociology. It is designed for students who intend to attend graduate school in social work or to work in such settings as a human service agency or a community-based agency.

The following minors are recommended: Alternative Dispute Resolution, Christian Counseling, Christian Service for Women, Family Ministry, Sociology, or Youth and Family Life Ministry.

In addition to fulfilling the psychology core requirements (29 credit hours) and other requirements listed above, students completing this track must meet the following course requirements (27 credit hours).

Required Psychology Course Work (6 credit hours):

- The following course is required (3 credit hours):
  - PSY 360 Social Psychology (3 credit hours)

- Students must choose one of the following courses (3 credit hours):
  - PSY 242 Group Dynamics (3 credit hours)
  - PSY 350 Family Systems (3 credit hours)
Required Sociology Course Work (6 credit hours):
- The following courses are required (6 credit hours):
  - SOC 231 Principles of Sociology (3 credit hours)
  - SOC 351 Understanding Multicultural Diversity (3 credit hours)

Required Social Work Course Work (15 credit hours):
- The following courses are required (15 credit hours):
  - SWK 231 Introduction to Social Work (3 credit hours)
  - SWK 233 Human Behavior and the Social Environment I (3 credit hours)
  - SWK 333 Human Behavior and the Social Environment II (3 credit hours)
  - SOC 350 Social Welfare Policy (3 credit hours)
  - SOC 352 Methods of Social Work (3 credit hours)

Recommended Bible or Religion Courses:
BIB 211 Marriage and Family (2 credit hours)
BIB 415 Personal Spiritual Development (2 credit hours)
REL 371 Christian Ethics (3 credit hours)
REL 372 Philosophy of Religion (3 credit hours)
REL 441 Major World Religions (3 credit hours)

General Track (Second, or Double, Major)
Because many students are interested in the subject of psychology and how it may supplement another occupation or violation, the Psychology – General Track was created to provide a brief yet balanced study of the field of psychology. This degree program is designed to serve a student who desires enough content knowledge in psychology to improve life and interpersonal skills, but whose primary major is in another discipline. This degree program is also designed to serve a student who already has a bachelor’s degree but would like to change careers.

To be eligible for this major, the student must have a primary major outside the School of Behavioral Sciences. Students who have previously completed a bachelor’s degree at an accredited institution are also eligible to complete this degree.

In addition to fulfilling the psychology core requirements (29 credit hours) and other requirements listed above, students completing this track must have a primary major outside the School of Behavioral Sciences and meet the following course requirement (12 credit hours).

Required Psychology Course Work
- Students must select at least 12 additional credit hours chosen from the 300- or 400-level psychology courses. Those students who may attend graduate school in counseling or psychology are strongly encouraged to select History and Systems of Psychology (PSY 421), Tests and Measurements (PSY 440), and Learning Theories (PSY 460)
Wellness Program

The health sciences wellness program is a general health program for those interested in pursuing careers in community health education, community services and public health, or in enrolling in graduate courses in public health, community health, health promotion, or health sciences. The program is interdisciplinary; besides course work in wellness, students also take courses in physical education, psychology, math, and science.

Requirements for Bachelor of Science in Wellness

Students majoring in wellness must meet the following requirements:

1) Satisfy all of the university’s requirements for a bachelor’s degree, including the following:
   - General Institutional Requirements for a Bachelor’s Degree
   - General Education Requirements
   - Writing Competency Requirements
   - Bible Course Requirement
   - Diversity Requirement

2) Receive formal admission to the wellness program, preferably during the sophomore year; the application is part of WEL 299.

3) Complete 65 credit hours, distributed as follows (some courses also fulfill general education requirements):
   - 28 credit hours of required wellness courses:
     - WEL 231 Personal and Community Health (3 credit hours)
     - WEL 232 Safety, Accident Prevention, and First Aid (3 credit hours)
     - WEL 299 Wellness Program Admission (0 credit hours)
     - WEL 300 Anatomy and Physiology for Wellness (3 credit hours)
     - WEL 303 Contemporary Health Issues (2 credit hours)
     - WEL 304 Human Sexuality (2 credit hours)
     - WEL 305 Nutrition (3 credit hours)
     - WEL 309 Exercise Physiology (4 credit hours)
     - WEL 411 Epidemiology (3 credit hours)
     - WEL 451 Senior Seminar (2 credit hours)
     - WEL 489 Wellness Practicum (3 credit hours)
   - 8 credit hours of required physical education courses:
     - PHED Any lower-level physical activity course (1 credit hour)
     - PHED 110 Foundations of Physical Fitness (1 credit hour)
     - PHED 300 Kinesiology (3 credit hours)
     - PHED304 Motor Control and Learning (3 credit hours)
   - 10 credit hours of required lower-level psychology courses:
     - PSY 101 General Psychology (3 credit hours)
     - PSY 233 Human Growth and Development (3 credit hours)
     - PSY 290 Research Design (4 credit hours)
- 6 credit hours of upper level psychology courses chosen from the following:
  o PSY 320 Abnormal Psychology (3 credit hours)
  o PSY 340 Personality Theories (3 credit hours)
  o PSY 350 Family Systems (4 credit hours)
  o PSY 353 Drugs and Behavior (3 credit hours)
  o PSY 360 Social Psychology (3 credit hours)
  o PSY 439 Biological Psychology (3 credit hours)
  o PSY 443 Health Psychology (3 credit hours)
  o PSY 460 Learning Theories (3 credit hours)
  o PSY 470 Behavioral Modification
- 3 credit hours of required sociology courses:
  o SOC 231 Principles of Sociology (3 credit hours)
- 3 credit hours of special education course work, chosen from the following:
  o SPED 341 Educating Exceptional Children (3 credit hours)
  o SPED 401 Adapted Physical Education (3 credit hours)
- 10 credit hours of additional required courses
  o ENG 333 Professional Writing (3 credit hours)
  o MAT 229 Introduction to Statistics (3 credit hours)
  o NSC 141 General Biology I (4 credit hours)

Recommended courses for fulfilling Bible course requirement:
BIB 415 Personal Spiritual Development
BIB 211 Marriage and Family
REL 371 Christian Ethics
REL 441 Major World Religions

Minors

Accounting
This minor is available only to students majoring in business administration, human resources management, information technology, management, or marketing.
This minor requires students must take 18 credit hours of upper-level (300- or 400-level) accounting courses, including the following: Intermediate Accounting I (ACC 321), Intermediate Accounting II (ACC 322), and Introduction to Taxation (ACC 421).

Alternative Dispute Resolution
This minor requires 18 credit hours. The following courses are required: Introduction to Alternative Dispute Resolution (SOC 381), Conflict Management (SOC 382), Diversity Management (SOC 383), Personality Theories (PSY 340), and Introduction to Counseling Theories and Practices (PSY 355). In addition, students must take 3 credit hours chosen from the following: Church Leadership Dynamics (BIB 423), Business Ethics (BUS 371), Employee Relations (MGT 334), Social Psychology (PSY 360), Christian Ethics (REL 371), Contemporary Religious Issues (REL 373), or Understanding Multicultural Diversity (SOC 351). Bible majors are strongly encouraged to select BIB 423 or REL 373.
Bible
This minor requires 21 credit hours of Bible (BIB) courses. The following are required: 8 credit hours chosen from Introduction to the Bible (BIB 105), Life of Christ (BIB 106), Acts through Revelation (BIB 107), Old Testament Survey (BIB 205), Christian Thought (BIB 206); 6 credit hours of upper-level textual studies courses; 2 credit hours of doctrinal and historical studies courses; 3 credit hours of practical ministry courses; and 2 credit hours of biblical electives. See the Bible program description for classification of Bible courses. *This minor is not available to Bible majors.*

Biblical Languages
This minor requires 22 credit hours of biblical languages courses, including at least 8 credit hours of Hebrew, 8 credit hours of Greek, and at least 6 credit hours of Greek and/or Hebrew readings (it may include the Greek required for the B.A. in Bible).

Biblical Text
This minor requires 18 credit hours, including 15 credit hours of upper-level textual studies courses, plus 3 credit hours chosen from biblical language courses, practical ministry courses, or doctrinal or historical studies courses; these courses are in addition to those required of the major. See the Bible program description for classification of Bible courses.

Biology
This minor requires 19 credit hours. Biology I (NSC 141) is required; the remaining fifteen credit hours must be upper-division courses selected from any of the upper-division life science offerings as long as prerequisites (or co-requisites) are met. (For example, Human Anatomy and Physiology I and II have chemistry as a prerequisite or co-requisite.)

Business
This minor requires 21 credit hours of business courses. The following courses are required: Accounting I (ACC 221), Accounting II (ACC 222), Personal Finance (FIN 233), Principles of Management (MGT 230), and Principles of Marketing (MKT 230). In addition, a student must earn 6 credit hours in an upper-level course in accounting (ACC), business (BUS), computer information technology (CIT), finance (FIN), management (MGT), or marketing (MKT). *This minor is not available to business majors.*

Children’s Ministry
This minor requires a minimum of 18 credit hours. The following courses are required: Educational Program of the Church (BIB 321), Children’s Ministry (BIB 354), Youth Ministry (BIB 351), and Human Growth and Development (PSY 233). In addition, students must take two 300- or 400-level textual studies courses (see the Bible program description for a list of textual courses) and either Teaching the Bible (BIB 413) or Scripture Interpretation (BIB 347).
Christian Counseling
This minor requires 29 credit hours of course work in psychology and Bible. The following psychology courses, worth 9 credit hours, are required: Personality Theories (PSY 340), Family Systems (PSY 350), and Introduction to Counseling Theories and Practice (PSY 355). In addition, students must choose 3 credit hours from the following courses, all of which are worth 3 credit hours: General Psychology (PSY 101), Human Growth and Development (PSY 233), Child Development (PSY 234), or Adult Development and Aging (PSY 236). The following Bible courses, worth 6 credit hours, are required: Scripture Interpretation (BIB 347) and Ministerial Counseling (BIB 352). For 2 credit hours, students must choose either Marriage and Family (BIB 211) or Personal Spiritual Development (BIB 415). Students must choose 3 credit hours from the following courses, all of which are worth 3 credit hours: Old Testament Doctrine (BIB 343), New Testament Doctrine (BIB 345), or Doctrinal Issues (BIB 346). In addition, students must complete 6 credit hours of upper-level textual studies courses (see the Bible program description for a list of textual studies courses).

Christian Service for Women
This minor is only available to women only.
This minor requires 18 credit hours of Bible (BIB) courses. The following courses are required: Introduction to Ministry Seminar (BIB 225), Religious Speaking for Women (BIB 327), Women in Christian Service (BIB 329), and Personal Spiritual Development (BIB 415). In addition, a student must earn 5 credit hours in 300- or 400-level textual studies, at least 3 of which must be in addition to the requirements for the major. Three credit hours of biblical (BIB) electives are also required; Bible majors, however, must select Children’s Ministry (BIB 354) in place of this biblical elective. See the Bible program description for a list of textual studies courses.

Coaching
This minor requires 18 credit hours of course work in wellness and physical education courses. The following courses are required: Foundations of Physical Fitness (PHED 110), Sports Officiating (PHED 301), Principles of Coaching (PHED 302), Organization and Administration of Sports (PHED 303), Sports Psychology (PHED 305 or PSY 305), and Nutrition (WEL 305); in addition, students must take one of the following for 3 credit hours: Internship in Physical Education and Health (PHED 461), Internship in Coaching (PHED 462), or Seminar in Physical Education (PHED 470).

Communications
This minor requires 18 credit hours of course work selected from the following courses, all of which are worth 3 credit hours: Business Communications (BUS 310), Media Writing (COM 238), Public Speaking (COM 321), Interpersonal Communication (COM 331), Argumentation and Persuasion (COM 332), Advanced Grammar and Composition (ENG 301), Creative Writing (ENG 331), or Professional Writing (ENG 333).
**Docrinal Studies**

*This minor is only available to students who are majoring in Bible.*

A minor in doctrinal studies requires 18 credit hours beyond the requirements of the Bible major. Fifteen credit hours should be in doctrinal and historical studies courses, and 3 credit hours should be in upper-level textual studies courses.

**Education**

This minor requires 18 credit hours. The following courses (for 11 credit hours) are required: Introduction to Education (EDUC 200), Educational Psychology (EDUC 320), Educating Exceptional Children (SPED 341), and Human Growth and Development (PSY 233). Students also must select 7 credit hours from the following: Children’s Literature (EDUC 237), Mathematics in the Elementary School (MAT 251), General Physical Science (NSC 148), Christian Ethics (REL 371), Philosophy of Religion (REL 372), or other courses chosen in collaboration with the advisor and the dean of the college of education.

**English**

This minor requires 18 credits hours beyond the 3 credit hours of literature taken to fulfill general education requirements; 9 credit hours must be in upper-level courses. Advanced Grammar and Composition (ENG 301) is required; the remaining courses may be chosen from English (ENG) and literature (LIT) courses at the 200-level or above.

**Greek**

This minor requires 20 hours of Greek (the 14 hours of Greek required for the Bachelor of Arts in Bible may be included).

**History**

This minor requires 18 credit hours. Students must choose at least 6 credit hours from the following courses: Western Civilization I (HIS 131), Western Civilization II (HIS 132), United States History I (HIS 133), and United States History II (HIS 134). In addition, students should select at least 9 credit hours from upper-level history courses. Any of following religion courses may be substituted for the upper-level history courses: History of the Christian Church (REL 341), Restoration Church History (REL 342), or Major World Religions (REL 441); students taking REL 341, REL 342, and Renaissance and Reformation, 1400-1648 (HIS 451) will have an emphasis in church history.

**Human Services**

This minor requires 18 credit hours. The following courses are required: Understanding Multicultural Diversity (SOC 351), Introduction to Social Work (SWK 231), Human Behavior and the Social Environment I (SWK 233), Human Behavior and the Social Environment II (SWK 333), Social Welfare Policy and Services (SWK 350), and Methods of Social Work (SWK 352).
Information Technology
This minor requires 18 credit hours. The following courses are required: Principles of Information Systems (CIT 142), Networks and Networking Technology (CIT 241), Database Management Systems (CIT 342), and Operating Systems (CIT 345). In addition, a student must earn 6 credit hours of upper-level course work in Computer Information Technology (CIT) courses.

Interdisciplinary Studies
This minor requires 18 credit hours of upper-level course work in a variety of areas, with no more than 6 credit hours in any one area: the areas are Bible, education, wellness, religion, history, literature, fine arts (art, music, or theatre) and communication, and the behavioral and social sciences (geology, political science, psychology, social work, or sociology).

Mathematics
A minor in mathematics requires 20 credit hours. The following courses, worth 14 credit hours, are required: Introduction to Statistics (MAT 229), Calculus and Analytics I (MAT 241), Calculus and Analytics II (MAT 242), and Discrete Mathematics (MAT 255). In addition, a student must earn 6 credits of upper-level course work in Mathematics; for this work, any upper-level Mathematics course except for Curriculum and Methods of Mathematics (MAT 330) or Professional Writing for Mathematics (MAT 333) may be selected.

Missions
This minor requires 25 credit hours, including the following courses: Introduction to Missions (BIB 322), Cultural Anthropology (SOC 341), Personal Evangelism (BIB 320), Church Growth and Leadership Dynamics (BIB 421) or Church Growth and Planting (BIB 422), and Major World Religions (REL 441). For the additional 10-11 credit hours, students must take 7 to 10 credit hours in upper-level textual studies (see the Bible program description for a classification of textual studies courses), including at least one class from Acts (BIB 306 or BIB 406) or First Corinthians (BIB 308 or BIB 408), and one of the following: Global Missions Awareness (BIB 332), Ministry Field Laboratory (BIB 325) focused in missions, or Practicum in Ministry (BIB 425) focused in missions.

Music
A minor in music requires 19 credit hours. The following courses, worth 11 credit hours, are required: Music Theory I (MUS 141), Music Theory II (MUS 142), Sight Singing and Ear Training I (MUS 143), Sight Singing and Ear Training II (MUS 144), Music Literature (MUS 221). In addition, students must take four semesters of Music Recital Attendance (MUS 100), 2 credit hours of private voice or instrument instruction at the lower level (MUS 113, 115, 116, 117, 118, or 119), 1 credit hour of private voice or instrument instruction at the upper level (MUS 313, 315, 316, 317, 318, or 319), 4 credit hours of participation in ensembles (MUS 110, 111, 112, or 114), and 1 credit hour of piano instruction.
New Testament
This minor is only available to students who are majoring in Bible.
A minor in New Testament requires 18 credit hours of New Testament textual studies courses beyond the requirements of the Bible major. (At least 8 credit hours of New Testament Greek are recommended and can be counted toward this minor.)

Old Testament
This minor is only available to students who are majoring in Bible.
A minor in Old Testament requires 18 credit hours of Old Testament textual studies courses beyond the requirements of the Bible major. (At least 8 credit hours of Hebrew are recommended and can be counted toward this minor.)

Practical Ministry
This minor is only available to students who are majoring in Bible.
A minor in practical ministry requires 18 credit hours. Fifteen credit hours should be in practical ministry courses beyond the requirements of the major, and 3 credit hours should be in upper-level textual studies courses beyond the requirements of the major. At least 9 credit hours must be in courses with a BIB prefix.

Preaching
This minor is only available to students who are majoring in Bible.
A minor in preaching requires 18 credit hours beyond the requirements of the Bible major. The following courses are required: Advanced Homiletics (BIB 324), Ministry Field Lab (BIB 325) focused on preaching for 3 credit hours, Public Speaking (COM 321), Interpersonal Communication (COM 331) or Argument and Persuasion (COM 332), Ministerial Counseling (BIB 352), and Doctrinal Issues (BIB 346).

Psychology
This minor requires 18 credit hours of psychology course work. The following courses are required: General Psychology (PSY 101), Personality Theories (PSY 340), and Introduction to Counseling Theories and Practices (PSY 355). In addition, a student must take either Human Growth and Development (PSY 233), Child Development (PSY 234), or Adult Development and Aging (PSY 236), and at least 6 credit hours of 300- and 400-level psychology course work.

Religious Education
This minor requires 18 credit hours for students who are majoring in Bible; for students with other majors, 23 credit hours are required. Students should choose 15 credit hours from the following courses: Educational Program of the Church (BIB 321), Old Testament Doctrine (BIB 343), New Testament Doctrine (BIB 345), Scripture Interpretation (BIB 347), Educational Psychology (EDUC 320), or Learning Theories (PSY 460). In addition, students majoring in Bible must take 3 hours of upper-level textual studies in addition to the requirements of the major, and students with other majors must take 8 hours of upper-level textual studies. See the Bible program description for classification of Bible courses.
Religious Studies
This minor requires 21 credit hours. Doctrinal Issues (BIB 346) is required, and students also must take 6 credit hours of upper-level textual studies (these textual studies hours are in addition to the requirements of the student’s major; see the Bible program description for classification of Bible courses). Students also are required to take 12 credit hours of religion (REL) courses.

Sociology
This minor requires 18 hours. The following courses are required: Principles of Sociology (SOC 231), Cultural Anthropology (SOC 341), and Understanding Multicultural Diversity (SOC 351). Students must select 3 credit hours from the following courses, all of which are worth 3 credit hours: Human Growth and Development (PSY 233), Child Development (PSY 234), or Adult Development and Aging (PSY 236). In addition, students must choose 6 credit hours from the following courses, all of which are worth 3 credit hours: Economics (ECO 238), Christian Ethics (REL 371), Contemporary Religious Issues (REL 373), Major World Religions (REL 441), Field Work in Sociology (SOC 327), Diversity Management (SOC 383), Human Behavior in the Social Environment (SWK 233), or Social Welfare Policy and Services (SWK 350). The courses chosen cannot also be a requirement of the student’s major area of study.

Wellness
This minor requires 20 hours. The following courses are required: Personal and Community Health (WEL 231); Safety, Accident Prevention, and First Aid (WEL 232), Contemporary Health Issues (WEL 303), Human Sexuality (WEL 304 or PSY 304), Nutrition (WEL 305), and Foundations of Physical Fitness (PHED 110). Students also must choose two of the following courses: Anatomy and Physiology for Wellness (WEL 300), Exercise Physiology (WEL 309), Epidemiology (WEL 311), Adapted Physical Education (SPED 401), or Kinesiology (PHED 300).

Youth and Family Ministry
This minor requires 30 to 35 credit hours, depending on which courses are chosen. The following courses are required: Introduction to Ministry Seminar (BIB 225), Youth Ministry (BIB 351), Ministerial Counseling (BIB 352), Marriage and Family (PSY 211 or BIB 211), Human Growth and Development (PSY 233), Group Dynamics (PSY 242), Family Systems (PSY 350), and either Pastoral Epistles (BIB 304) or Scripture Interpretation (BIB 347). Students also must take 11 credit hours of upper-level textual studies (BIB 304 can count toward these 11 hours). See the Bible program description for classification of Bible courses.

Certificate Programs in Bible
To encourage students who are not completing a Bible major or minor to find their place of ministry in the kingdom of God, Ohio Valley University offers certificates in seven ministry areas; each certificate requires a student to complete 12 credit hours. See the Bible program description for classification of Bible courses. These areas and their requirements are as follows:
Biblical Text  
*Required courses:*
12 credit hours of upper-level textual studies courses

Children’s Ministry  
*Required courses:*
One textual studies course  
BIB 354  Children’s Ministry  
EDUC 215  Classroom Management  
PSY 233  Human Growth and Development

*Select one of the following:*
- BIB 321  Educational Program of the Church
- BIB 351  Youth Ministry
- REL 413  Teaching the Bible

Church History  
*Required courses:*
REL 341  Church History  
REL 342  Restoration Church History  
HIS 351  Renaissance and Reformation

*Select one of the following:*
- BIB 280  Biblical Studies International
- BIB 290  Sophomore Seminar: Special Topics in Archeology
- REL 441  Major World Religions

Greek  
*Required courses:*
Four semesters of Greek

Hebrew  
*Required courses:*
Four semesters of Hebrew

Missions  
*Required courses:*
BIB 322  Introduction to Missions  
SOC 341  Cultural Anthropology

*Select six credit hours from the following:*
- BIB 320  Personal Evangelism
- BIB 325  Ministry Field Laboratory focused on missions
- BIB 353  Urban Ministry
- BIB 421  Church Growth and Leadership
- BIB 422  Church Growth and Planting
- REL 441  Major World Religions
- 3-4 credit hours of upper-level textual studies course
Preaching

Required courses:
BIB 323  Sermon Preparation and Delivery
BIB 324  Advanced Homiletics
BIB 347  Scripture Interpretation
COM 321  Public Speaking

Teaching the Bible

Required courses:
BIB 321  Educational Program of the Church
PSY 233  Human Growth and Development

Select one of the following:
- BIB 325  Sermon Preparation and Delivery (for men)
- BIB 327  Religious Speaking for Women (for women)

Select one of the following:
- EDUC 321  Curriculum and Methods of Teaching K-12  
  *(prerequisite is EDUC 320 – Educational Psychology)*
- One 3-hour upper-level textual studies course

Women’s Ministry

Required courses:
BIB 225  Introduction to Ministry
BIB 327  Religious Speaking for Women
BIB 329  Women in Christian Service
One 300- or 400-level textual studies course

Select one of the following:
- BIB 354  Children’s Ministry
- A second 300- or 400-level textual studies course

Youth Ministry

Required courses:
BIB 351  Youth Ministry
PSY 233  Human Growth and Development

Select one of the following:
- BIB 304  Pastoral Epistles
- BIB 347  Scripture Interpretation

Select one of the following:
- BIB 352  Ministerial Counseling
- BIB 211  Marriage and Family and BIB 325 (Internship in Youth Ministry) for 1  
  credit hour
- PSY 242  Group Dynamics
- PSY 350  Family Systems
- One 3-hour upper-level textual studies course
SPECIAL ACADEMIC PROGRAMS
Intensive English Program
The Intensive English Program at Ohio Valley University is designed for students whose English language skills are below what is necessary to succeed in regular university work; the goal is to boost the ability of these students so that they can enroll in either Ohio Valley University or another university. The program offers students one year of non-credit classes designed to prepare and equip students to complete university-level course work in English.

Students are admitted to begin during fall semester only. To enter the program, a student must have completed the Ohio Valley University application for admissions, submitted high school transcripts, and procured a valid United States visa.

In this program, students spend about 20 hours in the classroom each week; in addition, included in the regular fee are trips to Washington, DC (fall), New York City (spring), and local areas, as well as academic support (conversation partners, language lab, tutoring, etc.). Students in the program are eligible to live in the residence halls.

Students who successfully complete the program who are interested in continuing at OVU will need to apply for regular admission.

Intensive English Curriculum
Students in the program will enroll in the following non-credit courses. After successfully completing all courses, students will obtain a certificate of completion.

Fall Semester:
ESL 071 English Speaking and Pronunciation I
ESL 075 English Reading I
ESL 080 English Writing I
ESL 085 English Grammar I
ESL 095 English Listening

Spring Semester
ESL 072 English Speaking and Pronunciation II
ESL 076 English Reading II
ESL 081 English Writing II
ESL 086 English Grammar II
ESL 099 American Culture

Intensive English Course Descriptions
ESL 071 English Speaking and Pronunciation Focus on improving spoken communication of the English language through oral instruction and practice as well as instruction in how to decode common spelling patterns, how to stress syllables and words, become more familiar with the English alphabet, and practice intonation and rhythm. Grade basis is A, B, C, NC, or F. Lecture 3 hours; lab 3 hours.

ESL 072 English Speaking and Pronunciation II Continued focus on improving spoken communication of the English language through oral instruction and practice as
well as instruction in how to decode common spelling patterns, how to stress syllables and words, become more familiar with the English alphabet, and practice intonation and rhythm. Grade basis is A, B, C, NC, or F. Lecture 3 hours; lab 3 hours.

**ESL 075 English Reading** Instruction and practice in reading and studying text, including understanding the nature of reading, reading for specific purposes, and comprehension. Grade basis is A, B, C, NC, or F.

**ESL 076 English Reading II** Continued instruction and practice in reading and studying text, including understanding the nature of reading, reading for specific purposes, and comprehension. Grade basis is A, B, C, NC, or F.

**ESL 080 English Writing** Concentration on word formation, spelling, and syntax necessary to correctly use the English language to read, speak, listen, and write. Grade basis is A, B, C, NC, or F.

**ESL 081 English Writing II** Continued concentration on word formation, spelling, and syntax necessary to correctly use the English language to read, speak, listen, and write. Grade basis is A, B, C, NC, or F.

**ESL 085 English Grammar** Instruction and practice in learning the correct usage of all parts of speech, including nouns, verbs, prepositions, adjectives, adverbs, and the like. Grade basis is A, B, C, NC, or F.

**ESL 086 English Grammar II** Continued instruction and practice in learning the correct usage of all parts of speech, including nouns, verbs, prepositions, adjectives, adverbs, and the like. Grade basis is A, B, C, NC, or F.

**ESL 095 English Listening** Students will learn to recognize and use the stress, rhythm, and intonation patterns of English. As a part of this course, students will meet weekly with a conversation partner in order to enhance their listening skills. Grade basis is A, B, C, NC, or F.

**ESL 099 American Culture** Promotion of the understanding of American culture through the study of American history, language, customs, and institutions. In connection with this course, students will take a variety of field trips to both local and national sites of interest. Grade basis is A, B, C, NC, or F.

**Program Costs**
Students will pay $19,850 for tuition and fees and $6,886 for room (standard double) and meals (19 meals per week, 300-block plan), making a total cost of $26,736. Not included in the fee is the cost of books and materials, which is estimated to be approximately $600.

**Requirements for an Associate of Applied Science in Nursing**
An Associate of Applied Science in Nursing is a cooperative program offered by Ohio Valley University and West Virginia University at Parkersburg (WVUP). To complete the program, students must earn a minimum of 75 credit hours; 39 of the credit hours are
earned at WVUP. Because of course prerequisites and other institutional policies, a student will likely need to complete more than 75 credit hours and to enroll in at least five semesters to complete the program. The degree is approved by the West Virginia Board of Examiners for Registered Professional Nurses, and it is accredited by the National League for Nursing Accrediting Commission, Inc.

**Application Requirements**

Application to the nursing program is competitive, and not all students who meet the minimum requirements will be admitted.

To be considered for admission, students must meet the following requirements:

1) An applicant must have been admitted by Ohio Valley University.

2) An applicant must be eligible to meet the requirements for licensure in the state of West Virginia as stated in the Code of West Virginia. Applicants must be a high school graduate (or the equivalent). Furthermore, the Board of Examiners for Registered Professional Nurses may deny testing to any applicant for reasons cited in Chapter 30, Article 7, Section 11, of the Code of West Virginia. See [http://www.legis.state.wv.us/WVCODE/30/masterfrmFrm.htm](http://www.legis.state.wv.us/WVCODE/30/masterfrmFrm.htm) for further details.

3) An applicant must meet one of the following sets of requirements (an applicant may apply during the semester in which he or she is enrolled in one or more of the required courses, but the applicant’s status will not be finalized until the course work has been completed):

   - Be a high school graduate with a grade point average of 2.5 or higher; obtain a composite ACT score of 23 or higher (or a combined SAT score of 1590); and complete certain college courses with a grade of C or better. These courses are Introduction to General Chemistry (NSC 135), Anatomy & Physiology I (NSC 210), and Anatomy and Physiology II (NSC 211). If a student has already completed Anatomy & Physiology I (NSC 210) and Anatomy & Physiology II (NSC 211), then the student is exempt from taking Introduction to Chemistry (NSC 135).

   - Be a college student who has a cumulative grade point average of 2.5 or higher; obtain a composite ACT score of 19 or higher (or a combined SAT score of 1350); and complete certain college courses with a grade of C or better. These courses are College Writing I (ENG 131), General Psychology (PSY 101), Principles of Sociology (SOC 231), Introduction to General Chemistry (NSC 135), Anatomy & Physiology I (NSC 210), and Anatomy & Physiology II (NSC 211). The student’s GPA for these courses also must be at least a 2.5. If a student has already completed Anatomy & Physiology I (NSC 210) and Anatomy & Physiology II (NSC 211), then the student is exempt from taking Introduction to Chemistry (NSC 135).

4) An applicant must submit the following documents by the application deadline; materials received after the deadline cannot be accepted:
Special Academic Programs

- Application to the nursing program
- Two letters of recommendation
- Official high school transcript (or GED certificate with a score of 56 or higher)
- Official ACT or SAT scores
- Official transcripts of any college work from another college or university

5) An applicant must take the Health Education Systems Inc. (HESI) Admission Assessment examination, which measures general aptitude for nursing. Only students who have submitted materials by the application deadline will be eligible to take this examination. Applicants are responsible for paying the costs associated with this exam.

6) An applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

7) Participate in an interview with the selection committee.

All initial admission to the program is provisional. After a student has successfully completed all course outcomes in Nursing 111: Medical-Surgical Nursing 1 with a minimum grade of C, the student will be fully admitted to the program. Students who do not meet this requirement will not be able to advance in the program.

Clinical Practice Requirements

After initial admission to the nursing program, students must provide documentation of the following:

- **Physical Examination.** A student must have a physical examination and file the results of the physical examination in the Health and Wellness Center. The student must provide documentation of hearing and visual acuity, Hepatitis B vaccination series with titer, and annual TB tests, chickenpox, and MMR titers. A student born after 1957 will not need titers if an immunization record is provided that indicates the varicella vaccine was given at 12-18 months of age and that two MMR vaccinations were given. A student may also provide documentation by a physician indicating that he or she has had chickenpox, the mumps, and/or the measles.

- **Participation in Clinical Experiences.** Each student admitted into the nursing program is required annually to maintain current American Heart Association CPR for the Healthcare Provider (with use of AED, or Automated External Defibrillator) as well as in-service education as determined by the faculty and affiliate health care agencies.

- **Drug Screening.** West Virginia University at Parkersburg and Ohio Valley University are drug free communities. To that end, students in the nursing program will be required to submit to annual mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for controlled substances and/or alcohol will enroll in a rehabilitation program and will submit to random mandatory drug screening on a monthly basis. Costs associated with the screenings and counseling
will be the responsibility of the student. A second positive drug screening will result in administrative dismissal from the program.

- **Criminal Background Check.** Criminal background checks are required for all students entering the nursing program. A clinical facility has the right to refuse a student access to clinical experiences based on results of the criminal background check, and the nursing program reserves the right to nullify a student’s admission based on the results of his or her background check. The costs associated with the state and federal criminal history checks will be the responsibility of the student.

- **Confidentiality Statements and HIPAA Training.** Students in the nursing program are subject to institutional, state, and federal regulations regarding confidentiality and the enforcement of the Health Insurance Portability and Accountability Act.

### Course Requirements
The following Ohio Valley University courses, worth 40 credit hours, are required:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BIB</td>
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</tr>
<tr>
<td>ENG 131</td>
<td>College Writing I</td>
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<td>ENG 132</td>
<td>College Writing II</td>
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</tr>
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<td>NSC 135</td>
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<tr>
<td>NSC 210</td>
<td>Human Anatomy and Physiology I</td>
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<td>NSC 211</td>
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<tr>
<td>NSC 400</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 233</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 231</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>UNI 101</td>
<td>First-Year FOCUS</td>
<td>1</td>
</tr>
</tbody>
</table>

Students also must meet the requirements of Ohio Valley University’s Bible Course Policy described elsewhere in this catalog; generally speaking, a student must enroll in one Bible course for each full-time semester of enrollment.

The following West Virginia University at Parkersburg courses, worth 39 credit hours, are required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 111</td>
<td>Medical-Surgical Nursing 1</td>
<td>9</td>
</tr>
<tr>
<td>NURS 112</td>
<td>Medical-Surgical Nursing 2</td>
<td>9</td>
</tr>
<tr>
<td>NURS 216</td>
<td>Medical-Surgical Nursing 3</td>
<td>9</td>
</tr>
<tr>
<td>NURS 213</td>
<td>Family-Centered Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NURS 224</td>
<td>Perspectives of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 231</td>
<td>Physical Assessment</td>
<td>1</td>
</tr>
</tbody>
</table>
Sample Schedule
It is imperative that students follow the schedule suggested to them by their advisor; a course not taken in the correct semester might not be offered again at a time suitable to the student.

First Semester (19 credit hours)
- BIB 106  Life of Christ (2 credit hours)
- ENG 131  College Writing I (3 credit hours)
- NSC 135  Introduction to General Chemistry (4 credit hours)
- NSC 210  Human Anatomy and Physiology I (4 credit hours)
- PSY 101  General Psychology (3 credit hours)
- SOC 231  Principles of Sociology (3 credit hours)

Second Semester (13 credit hours)
- BIB 107  Acts through Revelation (2 credit hours)
- ENG 132  College Writing II (3 credit hours)
- NSC 211  Human Anatomy and Physiology II (4 credit hours)
- PSY 233  Human Growth and Development (3 credit hours)
- UNI 101  First-Year FOCUS (1 credit hour)

Third Semester (12 credit hours)
- BIB  Any Bible course (2 credit hours)
- NURS 111  Medical-Surgical Nursing 1 (9 credit hours)
- Elective  Any course (1 credit hour)

Fourth Semester (16 credit hours)
- BIB 206  Any Bible course (2 credit hours)
- NSC 400  Microbiology (4 credit hours)
- NURS 112  Medical-Surgical Nursing 2 (9 credit hours)
- NURS 231  Physical Assessment (1 credit hour)

Fifth Semester (12 credit hours)
- BIB  Any Bible course (2 credit hours)
- NURS 216  Medical-Surgical Nursing 3 (9 credit hours)
- Elective  Any course (1 credit hour)

Sixth Semester (13 credit hours)
- BIB  Any Bible course (2 credit hours)
- NURS 213  Family-Centered Nursing (9 credit hours)
- NURS 224  Perspectives of Nursing (2 credit hours)

Honors Program
The Ohio Valley University Honors Program was created to attract, inspire, and retain exceptional students who seek intense intellectual challenge and who are prepared to invest the high degree of effort required to thrive in the honors community. The program
encourages students to develop high academic standards, exercise independent thought, and gain insight into the scholarship and leadership responsibilities associated with the intellectual gifts that God has given them.

In harmony with the university’s mission, participants develop and refine these attributes:

- **Breadth**, as achieved through interdisciplinary course work.
- **Depth**, as achieved through significant accomplishments in a focused area of study.
- **Global awareness**, as achieved through reflection on the interconnectedness of the world.
- **Collaborative capacity**, as achieved through intellectual and social exploration within a community of learners.
- **Commitment to service**, as achieved through active involvement in addressing the interests of others.

**Admission Standards**
To qualify for the Honors Program, an incoming freshman should score 26 or above on the ACT (or a 1760 or above on the SAT) and have a minimum 3.0 cumulative grade point average (GPA) from high school. Other students who show potential for outstanding academic success might also be considered. Interested students should complete an Honors application, and they will be interviewed by the director of the program. Applicants must also meet all requirements for admittance into Ohio Valley University before being accepted into the Honors Program. The maximum number of students admitted in an academic year is 20. As the program is designed to take eight semesters to complete, students transferring in from other colleges and universities will only be admitted in rare circumstances.

**Satisfactory Academic Progress for the Honors Program**
To remain eligible to participate in the Honors Program, a student must maintain a 3.35 cumulative GPA. A student whose cumulative GPA drops below 3.35 will be placed on program probation for one semester. If the cumulative GPA requirement is met after the probationary semester, the student will be taken off probation; if the GPA requirement is not met, then he or she is ineligible to earn honors credits until that minimum GPA requirement has been met.

**Honors Curriculum**
Honors students will complete 29 semester hours of required honors credit. Seventeen semester hours are in core courses taken during a student’s freshman and sophomore years. There are four core courses, all of which are required:

- **HNRS 101** Honors Symposium (4 credit hours), taken fall semester, freshman year
- **HNRS 102** Leadership Development (3 credit hours), taken spring semester, freshman year
Special Academic Programs

- **HNRS 201**  Interdisciplinary Study of the Humanities (6 credit hours), taken fall semester, sophomore year
- **HNRS 202**  Contemporary Issues in the Sciences (4 credit hours), taken spring semester, sophomore year

These Honors core courses, besides fulfilling Honors Program requirements, will fulfill 17 credit hours toward Ohio Valley University’s 38 credit hours of general education requirements. For a student in the Honors Program, the remaining 21 credit hours of general education will be selected from among the disciplines below, with one course required from each of the four clusters, and no more than two courses in any one discipline. The Honors student will work closely with his or her advisor in selecting these courses, and the Honors director must approve a student’s selections. Clusters and disciplines are as follows:

- **Cluster: Arts (minimum of 3 credit hours)
  - Disciplines: Art, Music, Theatre, and Literature
  *(Some courses in these disciplines will not fulfill the Arts requirement.)*

- **Cluster: Wellness (minimum of 1 credit hour)
  - Disciplines: Physical Education and specified Wellness courses

- **Cluster: Math, Natural Sciences, & Information Technology (minimum of 2 credit hours)
  - Disciplines: Mathematics, Natural Sciences, specified Wellness courses, and Information Technology

- **Cluster: Social Sciences (minimum of 3 credit hours)
  - Disciplines: Economics, Geography, History, Political Science, Psychology, and Sociology

- **Additional disciplines:
  - English and communications

A student will complete the 12 credit hours remaining to fulfill the 29 credit hours required by the Honors Program by entering into honors contracts with instructors in 300- and 400-level courses within the student’s desired major or other areas approved by his or her advisor. These courses will generally be taken during the student’s junior and senior years; preferably, a student will complete one course with an honors contract during each semester of the junior and senior years. In a course with an honors contract, the instructor will give Honors students more challenging work to earn the Honors designation. The instructor’s emphasis is on the quality of the completed assignments rather than on the quantity of the work assigned; in other words, Honors students will be completing different assignments, not additional assignments.

**Honors Co-Curricular Activities**
The program is committed to the university’s ideal of transforming lives, a process that means more than merely learning skills or preparing for a specific career. Transformation involves finding connections between the classroom and life and embracing those connections in every facet of one’s existence. Honors students will be given the opportunity to participate in a variety of co-curricular activities that encourage and facilitate discussion; these activities will include such things as traveling to historical and cultural sites and attending lectures, devotionals, and performing arts events. The Honors
Program at Ohio Valley University is a member of the National Collegiate Honors Council (NCHC), and students in the program will have the opportunity to participate in NCHC-sponsored conferences and activities.

**Occupational Preparedness Program**

The Occupational Preparedness Program (OPP) is a one-year, 26-credit hour program designed primarily to help students with ACT composite scores under 18 (SAT 1280) to pursue the opportunity for higher education. Students in this program will take two semesters of pre-selected courses.

A student who completes this program but who decides not to pursue further higher education should be more marketable in the job market than a high school graduate because a completer will have had the chance to strengthen skills in such areas as writing, mathematics, reading, and information technology.

**Admission Standards for Occupational Preparedness Program**

An applicant who does not meet regular admission requirements may be eligible for admission to the Occupational Preparedness Program; the program is designed specifically for those applicants whose ACT or SAT scores make them ineligible for other Ohio Valley University programs, though students with higher scores may also apply. Space in the program is limited. Those with ACT composites of 12 to 17 (or SAT scores of 780 to 1280) who wish to be considered for the OPP should submit two academic references as well as documentation of any factors that relate to the applicant’s ability to succeed in the program (e.g., an IEP). A student whose ACT composite is 18 or above (or SAT combined score of 1290 or above) is automatically qualified for the OPP; those students who wish to be considered should notify admissions of their preference. A student whose ACT composite is below 12 (or whose combined SAT score is below 780) is not eligible for the OPP program.

Students enrolled in the program are subject to the following policies:

1. Students admitted to the OPP will enter Ohio Valley University on academic warning.

2. OPP students are expected to complete the program in one academic year; students must complete all of the required course work within two academic years.

3. If an OPP student does not pass all of the course work in this program, he or she may repeat the class(es) as needed according to the Satisfactory Academic Progress guidelines later in this catalog.

4. OPP students cannot drop any of their required course work and remain eligible for the program.

**Occupational Preparedness Program Curriculum**

Students in the Occupational Preparedness Program take a prescribed curriculum of 26 credit hours. The following courses are required; however, a student whose ACT, SAT,
or placement scores are higher in a particular area will be allowed to enroll in prescribed higher-level courses than the ones listed below (a list of these courses is available from the director of the Occupational Preparedness Program).

**First Semester (13-14 credit hours)**
- BIB 105 Introduction to the Bible (2 credit hours)
- ENG 090 Concepts of College Writing (3 credit hours)
- MAT 080 Concepts of Mathematics (3 credit hours)
- REA 090 College Reading (3 credit hours)
- UNI 090 Concentrated Study Skills (1 credit hour)
- UNI 101 First-Year FOCUS (1 credit hour)
- PHED Physical Education (1 credit hour) *optional*

**Second Semester (13-14 credit hours)**
- BIB 106 Life of Christ (2 credit hours)
- CIT 140 Information Processing (2 credit hours)
- ENG 131 College Writing I (3 credit hours)
- MAT 090 Concepts of Algebra (3 credit hours)
- UNI 095 Workplace Communication and Calculation (3 credit hours)
- PHED Physical Education (1 credit hour) *optional*

**Special Education Endorsement Program**

The Special Education Endorsement Program is delivered in a Special Education Institute format for certified teachers who need to add multicategorical special education certification or a single special education area to their core certifications. Participants are eligible for an endorsement in multicategorical special education that is added to an existing teaching license. This credential program is approved by the West Virginia Board of Education. Students in the program take courses in a combination of online and blended formats using the Sakai learning system. Class size is limited to 20.

The courses offered are on the undergraduate level. The grade level of the endorsement a participant receives corresponds with the participant’s current certificate. For example, a participant with an elementary education certificate will be eligible to receive the special education endorsement for grades K-6, while a participant with a secondary education certification will be eligible to receive the special education endorsement for grades 5-Adult.

Additionally, an endorsement in autism may be added to a special education endorsement by completing six credit hours in autism course work and applying to the West Virginia Department of Education. OVU offers two courses in Autism Spectrum Disorders, Introduction to Autism Spectrum Disorders (SPED 308) and Interventions for Autism Spectrum Disorders (SPED 309).

**Admission Standards for Special Education Endorsement Program**

To be eligible, participants should have a bachelor’s degree in education with prior certification in one of the following areas: elementary education, secondary English, secondary mathematics, secondary general science, secondary social studies, biology, or
reading specialist. Teachers in other certification programs may earn certification in special education through an alternative program created by the West Virginia Department of Education (WVDE); details are available directly from the WVDE website. In addition, participants must have already successfully completed the following courses (or equivalents): Introduction to Education, Survey of Exceptional Children (Introduction to Special Education), Human Growth and Development, Curriculum K-12 (including Differentiated Instruction), Regular Education Student Teaching (or Practicum), and either Educational Psychology or Tests and Measurements.

**Endorsement Criteria**

To earn multicategorical certification, students must meet the following requirements:

1) Satisfactorily complete the courses listed below (unless the course was taken in a prior certification program).

   - EDUC 415 Differentiated Instruction (1 credit hour)
   - SPED 302 Curriculum and Methods for Behavior Disorders (3 credit hours)
   - SPED 303 Curriculum and Methods for Learning Disorders (3 credit hours)
   - SPED 304 Curriculum and Methods for Mental Impairments (3 credit hours)
   - SPED 305 Program Planning in Special Education (3 credit hours)
   - SPED 306 Assessment in Special Education (3 credit hours)
   - SPED 307 Collaboration and Consultation in Special Education (3 credit hours)

2) A student must earn a grade of at least a B in all but two required courses; in the one or two courses in which a B or higher is not earned, the student must earn a C. No single course may be repeated more than once to raise the student’s grade.

3) Achieve West Virginia passing scores on the required Praxis II tests in Special Education for multicategorical certification.

In addition, certain course work in reading and mathematics is required for a student to be highly qualified in special education in West Virginia, unless these courses were taken in other programs.

**For K-6 special education certification, the requirements are as follows:**

   - EDUC 325 Methods of Teaching Mathematics K-6 (3 credit hours)
   - EDUC 328 Methods of Teaching Reading K-6 (3 credit hours)
   - EDUC 413 Diagnostic and Prescriptive Reading (3 credit hours)

**For 5-Adult special education certification, the requirements are as follows:**

   - EDUC 413 Diagnostic and Prescriptive Reading (3 credit hours)
   - EDUC 414 Teaching Reading in the Content Area (3 credit hours)
   - MAT 330 Curriculum and Methods of Math, 5-12 (3 credit hours)

*Requirements are subject to change based on certification requirements from the West Virginia Department of Education; to achieve certification, students might be required to use a more recent catalog than the one in force at the time of first enrollment.*
Study Abroad Program

In today’s world, a meaningful education should include an international component. Students who study abroad will often be more deeply affected and will remember the international experience long after they have forgotten much of a traditional classroom course. Regardless of what academic field or career a student pursues, global awareness will provide a significant component for a successful education.

The Study Abroad Program at Ohio Valley University helps create various learning opportunities. Most students will use the course work earned through these opportunities to meet general education requirements.

In the travelers program, students will spend approximately four weeks in Europe, split between England, Paris, and Italy (primarily Florence, Venice, and Rome). In addition, students will spend approximately two weeks in classes on campus prior to departure. The program begins the week following final exam week in the spring. Twelve credit hours are available.

Students have also traveled to London and Paris for approximately two weeks during winter break. Three hours of credit for either art appreciation or theatre appreciation are available.

Various instructors or departments also create study abroad offering; these programs might offer course work to meet general education or program requirements.

Program fees vary; usually included in the fees are tuition, room and board, round-trip air fare, group travel, museum entrance fees, and tickets to performing arts events. Personal travel, books, cost for passport, and other expenses not directly related to the program are not included.

To be eligible for participation, a student must have a minimum cumulative GPA of 2.5.

Best Semester Programs

Through the Best Semester programs from the Council for Christian Colleges & Universities (CCCU), Ohio Valley University students have the opportunity to participate in exciting semester-long and summer programs in the United States and abroad. These programs offer a unique opportunity for students to make the world their classroom, going beyond the confines of the traditional classroom. These interdisciplinary learning opportunities are available to second-semester sophomores, juniors and seniors. Students may earn at least 16 credit hours in the semester programs. Financial aid is available.

The CCCU is a higher education association of more than 170 intentionally Christ-centered institutions around the world. The Council’s mission is to advance the cause of Christ-centered higher education and to help its institutions transform lives by faithfully relating scholarship and service to biblical truth.
The following programs are available:
American Studies Program
Australian Studies Centre
China Studies Program
Contemporary Music Center
Latin American Studies Program
Los Angeles Film Studies Center
Middle East Studies Program
Oxford Summer Programme
Scholars’ Semester in Oxford
Uganda Studies Program
Washington Journalism Center

For further details, contact the Best Semester website (www.bestsemester.com) or the director of international programs.

**Washington Center for Internships and Academic Seminars**
Ohio Valley University is affiliated with The Washington Center for Internships and Academic Seminars, an independent, nonprofit organization serving hundreds of colleges and universities by providing students opportunities to work and learn in Washington, D.C. for academic credit. Semester-long internships are available in the fall, spring, and summer; one- or two-week seminars occur at various times throughout the academic year. Students in all disciplines are eligible to participate, and financial aid is available. For further details, contact The Washington Center website (www.twc.edu) or the vice president for academic affairs.
COURSE DESCRIPTIONS
Course Numbering Conventions

Course numbers have three digits. The first digit indicates the level of the course: 1 for freshmen, 2 for sophomore, 3 for junior, and 4 for senior. Courses numbered 300 and above may be taken only by juniors and seniors, except by special arrangements with the instructor and the dean or vice president for academic affairs. Courses numbers that begin with a 1 or a 2 are called lower-division or lower-level in this catalog; course numbers that begin with a 3 or 4 are called upper-division or upper-level in this catalog. Course descriptions show the scheduled rotation for courses; courses for which no rotation is shown are generally offered each semester.

Accounting

ACC 220 Accounting Excel Lab (1 credit) This course focuses on some of the advanced features of Excel, including templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration. Prerequisite: CIT 140 or instructor’s approval. Co-requisite: ACC 221. Offered fall.

ACC 221 Accounting I (3 credits) The basic course in accounting theory and practice, which includes the analysis and recording of business transactions from a managerial viewpoint with applications to single proprietorships, partnerships, and corporations. Co-requisite: ACC 220. Offered fall.

ACC 222 Accounting II (3 credits) Continuation of ACC 221. Partnership and corporation accounting, control accounting, decision making, and further study of statements and analysis. Prerequisite: ACC 221. Offered spring.

ACC 321 Intermediate Accounting I (3 credits) In-depth study of conceptual framework of accounting, disclosure standards for general purpose financial statements, and measurement standards for cash, receivables, inventories, revenues and expenses. Prerequisite: ACC 222. Offered fall.

ACC 322 Intermediate Accounting II (3 credits) Measurement and reporting standards for tangible and intangible operating assets, investments, liabilities, contingencies, stockholder’s equity, and special problems of revenue recognition. Prerequisite: ACC 321. Offered spring.

ACC 335 Managerial Accounting (3 credits) Study of the use of cost accounting data by management as a tool for planning, control, and decision making. Focus on cost behavior, design of job order and process costing systems, cost-volume-profit analysis, segment reporting, direct and absorption costing, standard cost systems, flexible budgets, capital budgeting, relevant costs, and product pricing. Not required for accounting majors. Prerequisite: ACC 222 and or consent. Offered fall.
ACC 341 Cost Accounting (3 credits) Cost control systems and procedures will be emphasized. Job and process cost accounting; dealing with determining, reporting, analyzing, and controlling the cost of a particular process, job, service, unit or department will be undertaken. Standard costs, transfer pricing, variable costing and capital decisions will be introduced. Prerequisite: ACC 222. Offered spring, even-numbered years.

ACC 399 Accounting Internship (1-3 credits) Professional accounting work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Fifty hours of work per credit hour, plus written assignments. Prerequisite: Accounting major or minor with minimum of ACC 321 or ACC 421, 64 credit hours, cumulative GPA of 2.0, business course work GPA of 2.5, and approval of school chair. Offered fall, spring, and summer.

ACC 421 Introduction to Taxation (3 credits) Introduction to taxation with emphasis on broad provisions of federal income tax as it applies to individuals, and proprietorships. Prerequisite: ACC 222. Offered fall.

ACC 422 Federal Income Taxes (3 credits) Continuation of ACC 421 with emphasis on the impact of federal income taxes on business proprietorships, partnerships, corporations and fiduciaries. Prerequisite: ACC 421. Offered spring.

ACC 431 Accounting Systems (3 credits) Computer systems as they relate to design, implementation, and operation of accounting information systems and internal control procedures. Lab use of accounting computer programs. Prerequisite: ACC 321. Offered fall, even-numbered years.

ACC 441 Auditing I (3 credits) The principles, standards, techniques, procedures, legal responsibilities, and professional ethics of auditing are covered in this course. The student will be introduced to the internal control procedures review, the audit program, fieldwork, and the audit report. Prerequisite: ACC 322, or consent of school chair. Offered spring.

ACC 451 Advanced Accounting (3 credits) Application of financial accounting principles to specialized problems in business mergers and acquisitions; consolidated financial reporting; introduction to not-for-profit accounting; advanced partnership accounting; foreign currency translation and measurement for financial reporting purposes; exposure to current accounting problems. Prerequisite: ACC 322, or consent of school chair. Offered fall.

ACC 461 Governmental and Not-for-Profit Accounting Accounting, reporting, and budgeting for governmental and not-for-profit entities and the use of fund accounting data for planning and control. Prerequisites: ACC 321. Offered spring, odd-numbered years.
ACC 486 Independent Study In Accounting (3 credits) In-depth analysis and presentation of selected topics in financial accounting, managerial accounting, or tax accounting; broadens student’s knowledge of topic analyzed and enhances the student’s understanding of accounting theory. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Accounting major, junior standing, 2.75 GPA, and approval of school chair. Offered on demand.

ACC 488 Accounting Seminar (1-3 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program.

ACC 490 Guided Research (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

ACC 494 Special Topics (1-3 credits) A senior-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

Art

ART 101 Drawing I (3 credits) An introduction to basic drawing principles designed for the student with limited drawing experience or for the more experienced student who needs a systematic study of drawing fundamentals as a prerequisite for advanced studies. Consists of compositional theory and problem-rendering techniques and an exploration of drawing in a variety of subject matter in several drawing media. Offered fall, odd-numbered years.

ART 102 Drawing II (3 credits) Continuation of Drawing I. Increased emphasis on the creative factor, development of personal style and refinement of technique. Introduction to color in drawing media is given. Prerequisite: ART 101. Offered spring, even-numbered years.

ART 111 Design I (3 credits) A study of design, its elements and principles. The varied application of line, shape, space, texture, pattern and value will be explored in depth. An introduction to design in the graphic arts is given. Offered fall, even-numbered years.

ART 112 Design II (3 credits) A continuation of Design I with the addition of use of color. Extensive work with the principles of balance and rhythm with an emphasis on unity, variety, and proportion to enhance creativity and visual expression. Some three-dimensional work includes an introduction to commercial art. Prerequisite: ART 111. Offered spring, odd numbered years.

ART 121 Art Appreciation (3 credits) A historical study of painting, sculpture, and architecture from prehistoric times to the present. Various works are discussed in relation to the culture of their times. Offered on demand.
ART 131 Water Color (3 credits) This course introduces the novice artist to a variety of water color tools and supplies, and students will learn many water color painting techniques. Realism and abstraction will be explored through the elements and principles of art, and student work will be critiqued. Offered fall, even-numbered years.

ART 132 Oil Painting (3 credits) This course introduces the novice artist to basic oil painting techniques, color theory, and composition. Subject matter will include still life, landscape, and contemporary content. Elements of art and principles of design will be used as a foundation for this course. Studio time and critique will be included. Offered spring, odd-numbered years.

ART 280 Art Appreciation Seminar International (1-4 credits) Offered as part of an international program and designed to provide a general introduction to the nature and history of art as it is reflected in the geographical region included in the itinerary of the international program, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region.

Bible

BIB 90 Introduction to the Bible - ESL (2 credits) A general introduction to the Bible taught within the context of an English as a Second Language setting. The basic structure of the Bible, key ideas, events and people will be presented at an English comprehension level appropriate to international students who are at the college level of their English language capabilities. Available only to students in the ESL program. Offered on demand.

BIB 105 Introduction to the Bible (2 credits) An introduction for the beginning Bible student to such concerns as how we got the Bible, the authority and inspiration of Scripture, basic Bible content with an emphasis on the timeline of the Bible, and how to understand the Bible. Offered on demand.

BIB 106 Life of Christ (2 credits) A survey of the gospel accounts of the life of Christ, designed to introduce students to both historical and thematic content of the Gospels from which practical applications can be drawn.


BIB 160 Introduction to Biblical Languages (3 credits) This course is an introduction to Greek and Hebrew. Students will learn the Greek and Hebrew alphabets, basic issues in grammar, methods of doing word studies, and the use of basic tools for biblical languages. Offered spring.

BIB 161 New Testament Greek I (4 credits) The essentials of New Testament Greek language including vocabulary, the basic inflections, and syntax. Offered fall.
BIB 162 New Testament Greek II (4 credits) A continuation of Greek I. Includes exercises in translation. Prerequisite: BIB 161. Offered spring.

BIB 205 Survey of the Old Testament (2 credits) A survey of the books of the Old Testament, from Genesis to Malachi, designed to acquaint students with OT historical chronology and events, OT wisdom and prophetic literature, as well as such themes as the acts and nature of God, His covenants with mankind, and the morality He expects of man.

BIB 206 Christian Thought (2 credits) A survey of major biblical doctrines designed to help the student identify distinctive Christian thought. Prerequisite: at least one of BIB 106, 107, or 205.

BIB 211 Marriage and Family (2 credits) A study of dating, marriage, and family relationships with emphasis on building mutual Christian responsibilities. This course examines the biblical model of marriage and family through the use of scriptural study and Christian worldview development. Prerequisite: sophomore standing. Students cannot earn credit for both BIB 211 and PSY 211.

BIB 225 Introduction to Ministry Seminar (2 credits) An introduction to ministry which employs a variety of self-discovery instruments to help the student understand the nature of ministry informed by his or her personal preferences and aptitudes. Required for Bible program admission. A practical ministry course. Prerequisite: 30 hours or permission. Offered spring.

BIB 261 Hebrew I (4 credits) The essentials of the Hebrew language, including vocabulary, forms, and syntax. Offered fall, odd-numbered years.

BIB 262 Hebrew II (4 credits) A continuation of Hebrew I. Includes exercises in translation. Prerequisite: BIB 261. Offered spring, even-numbered years.

BIB 265 Greek Readings I (3 credits) A review of grammatical principles, development of vocabulary, and translation of selected New Testament passages. The emphasis in translation is from the gospel of John and from I John. Prerequisite: BIB 162. Offered fall, odd-numbered years.

BIB 266 Greek Readings II (3 credits) A continuation of Greek Readings I with special attention to backgrounds of the Greek text and the critical study of the biblical text and the textual apparatus. Selected passages are translated from the gospels and from Paul’s letters. Prerequisite: BIB 162. Offered spring, even-numbered years.

BIB 280 Biblical Studies International (1-4 credits) Offered as part of an international program and designed to provide a general introduction to a topical study appropriate to Biblical literature and/or its historical and cultural background, enhanced by visiting the historical sites, museums, and artifacts, associated with the topical study. Specific course topics may vary according to the geographic region.
**BIB 281 Biblical Studies International: Luke–Acts** (3 credits) Offered as part of an international program and designed to introduce the teachings and life of Jesus and trace the activities of the early Christian church through a study of Luke’s writings and by visiting the actual sites of these events.

**BIB 290-298 Sophomore Seminar** (1-6 credits) A lower-division seminar course that serves to integrate and apply knowledge acquired from the college’s general education core or from a more narrowly focused perspective of one major discipline.

**BIB 299 Bible Program Admission** (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

**BIB 304 Pastoral Epistles** (3 credits) An exegetical study of the text of 1-2 Timothy and Titus with an emphasis on defining an appropriate doctrine of leadership. A textual studies course. Offered fall, even-numbered years.

**BIB 305 Galatians and Romans** (3 credits) An exegetical study of the text of Galatians and Romans with emphasis upon Paul’s concept of law, gospel, grace, and faith. A textual studies course. Offered fall, odd-numbered years.

**BIB 306 Acts** (2 credits) A study of the text of Acts with special attention to the establishment, growth, and distinctive features of the first-century church. A textual studies course. Offered fall. Students cannot earn credit for both BIB 306 and 406.

**BIB 307 Hebrews** (3 credits) An exegetical study of the epistle to the Hebrews with emphasis on the distinctive contributions of the author to New Testament thought. A textual studies course. Offered spring, odd-numbered years.

**BIB 308 I Corinthians** (2 credits) A general study of I Corinthians focused on practical applications, moral choices, and healthy church dynamics and relationships. A textual studies course. Offered spring. Students cannot earn credit for both BIB 308 and BIB 408.

**BIB 309 Selected Pauline Epistles** (2 credits) An introductory historical and exegetical study working toward practical applications in selected Pauline passages. A textual studies course. Offered spring, odd-numbered years.


**BIB 311 General Epistles** (2 credits) An introductory historical and exegetical study working toward practical applications in selected passages from the General Epistles. A textual studies course. Offered fall, odd-numbered years.
BIB 312 Gospel of John (2 credits) An in-depth study of the Gospel of John with special attention to introductory material and critical questions. A textual studies course. Offered spring, even-numbered years. Students cannot earn credit for both BIB 312 and BIB 412.

BIB 313 Pentateuch (3 credits) A study of the first five Old Testament books with special attention to developing themes, historical and exegetical studies, and applications for the contemporary church. A textual studies course. Offered spring, odd-numbered years.

BIB 315 Joshua–Esther (3 credits) An examination of Israel’s history from their establishment in the Promised Land to their return from exile, drawing upon historical, exegetical, and archaeological materials. A textual studies course. Offered fall, odd-numbered years.

BIB 317 Bible Lands and Ways (2 credits) A study of the geography and culture of the lands mentioned in the Bible as they relate to the events which took place in the ancient world.

BIB 320 Personal Evangelism (3 credits) Methods of and motives for personal evangelism are combined with laboratory and field experiences in personal and home Bible study. A practical ministry course. Offered fall, odd-numbered years.

BIB 321 Educational Program of the Church (3 credits) The teaching program of the church is described and its organization studied. Emphasis is given to methods of teaching and characteristics of good Bible teachers. A practical ministry course. Offered spring, even-numbered years.

BIB 322 Introduction to Missions (3 credits) A study of biblical principles relating to world evangelism, with a survey of current world evangelism methods and how the most productive methods relate to Biblical methods. A practical ministry course. A writing-enhanced course. Fulfills diversity requirement. Offered fall, even-numbered years.

BIB 323 Sermon Preparation and Delivery (3 credits) An introduction to homiletics with emphasis on preparing and delivering effective, biblical sermons through classroom practice and critique. A practical ministry course. Offered spring.

BIB 324 Advanced Homiletics (3 credits) An advanced study of homiletics which explores and evaluates various homiletic approaches. A practical ministry course. Offered summer and on demand.
**BIB 325 Ministry Field Laboratory** (1-6 credits) Individual or group experience in conducting ministry or missions. Field Laboratory may be focused in pulpit ministry, educational ministry, youth ministry, family life ministry, missions, or another ministry experience. Techniques of interpersonal communications and ministry or mission methods are practiced in a natural setting. If the Field Laboratory is focused on missions, either BIB 322 or SOC 341 is recommended previously or simultaneously. If Field Laboratory is taken as a second practicum in addition to BIB 425, the field laboratory experience must differ from the 425 experience. If Field Laboratory is focused on camp counseling, PHED 130 must be taken previously or simultaneously. Does not fulfill institutional Bible course requirements. A practical ministry course.

**BIB 327 Religious Speaking for Women** (3 credits) A study of homiletics and textual applications with an emphasis on developing religious presentations of special interest to women’s groups and seminars. A practical ministry course. Offered spring, odd-numbered years.

**BIB 329 Women in Christian Service** (3 credits) A study of the opportunities for Christian service available to women in contemporary society, with a focus on the history of women in Christian service, the service of women as described in the biblical text, and practical applications. A practical ministry course. Offered fall, even-numbered years.

**BIB 332 Global Missions Awareness** (2 credits) An introduction to global religious concerns, with components introducing world religions, missions issues, global ethical issues, and cultural and social anthropology. A practical ministry course. *Fulfills diversity requirement.* Offered fall, even-numbered years.

**BIB 343 Old Testament Doctrine** (3 credits) A study of the major themes developed in the Old Testament including God, mankind, and nature of revelation, sin, salvation, prophecy, God’s eternal purpose, and mortality. A doctrinal and historical studies course. Offered fall, odd-numbered years.

**BIB 344 Christian Evidences** (2 credits) A study of the evidences for the existence of God and the Bible as God’s inspired revelation. Emphasis given to internal and external evidences of the inspiration of the Bible. A doctrinal and historical studies course. Offered fall, even-numbered years.

**BIB 345 New Testament Doctrine** (3 credits) A study of the overall life of the Christian in the church. The righteousness of God, faith, atonement, morality, and a comprehensive view of God’s purpose in Christ are emphasized. A doctrinal and historical studies course. Offered spring, odd-numbered years.

**BIB 346 Doctrinal Issues** (3 credits) An examination of the theology and systems of doctrine found in modern denominations in comparison to Biblical teaching. A doctrinal and historical studies course. Offered fall, even-numbered years.
BIB 347 Scripture Interpretation (3 credits) A study of the history of hermeneutics focused on understanding the various theories of Biblical interpretation and interpreting the biblical text using historical-grammatical exegesis. A doctrinal and historical studies course. A writing-enhanced course. Offered fall.

BIB 348 New Testament Church (2 credits) A study of the biblical teaching concerning the identity, nature, composition, history, purpose, and evangelistic thrust of the New Testament church, with a special emphasis upon the conditions of entry and the implications for Christian practice and lifestyle. A doctrinal and historical studies course. Offered spring.

BIB 351 Youth Ministry (3 credits) A practical course designed to introduce the goals, needs, programs, methods, materials, and structure of a youth ministry program in a local congregation. Emphasis will be given to understanding adolescents and to the particular responsibilities of the youth worker. A practical ministry course. Offered fall, even-numbered years.

BIB 352 Ministerial Counseling (3 credits) A practical course designed to introduce the skills and biblical texts needed in church ministry counseling. Course topics include paradigms of ministerial counseling, problems commonly encountered in ministry, counseling men and women, understanding your own natural style, knowing when to refer, and developing a network of trusted referral resources. A practical ministry course. Offered spring, odd-numbered years.

BIB 353 Urban Ministry (3 credits) This course focuses on Christian mission and ministry in the world’s growing cities. A practical ministry course. Fulfills diversity requirement. Offered fall or summer, even-numbered years.

BIB 354 Children’s Ministry (3 credits) An introduction to basic methods and programs of children’s ministry. A practical ministry course. Offered fall, odd-numbered years.

BIB 363 Hebrew Readings I (3 credits) A review of grammatical principles, vocabulary development, and translation of selected Old Testament passages. Prerequisite: BIB 262. Offered fall, even-numbered years.

BIB 364 Hebrew Readings II (3 credits) A continuation of Hebrew Readings I with special attention to understanding and applying the knowledge of Hebrew to interpretation of Old Testament passages. Prerequisite: BIB 262. Offered spring, odd-numbered years.

BIB 365 Greek Readings III (3 credits) A continuation of Greek Readings II with translation and interpretation of additional New Testament passages. The course also addresses the application of grammatical principles to the interpretation of New Testament passages. Prerequisite: BIB 265 or BIB 266. Offered fall, on demand.
**Course Descriptions**

**BIB 366 Greek Readings IV** (3 credits) A continuation of Greek Readings III with translation and interpretation of additional New Testament passages and a focus on syntactical, grammatical, and interpretive concerns so that the student is equipped to read regularly from the Greek text. Prerequisite: BIB 265 or BIB 266. Offered spring, on demand.

**BIB 390-399 Junior Seminar** (1-3 credits) An upper-level seminar course that serves to learn, integrate, and apply knowledge acquired from the Bible and ministry experience.

**BIB 401 Old Testament Wisdom Literature** (3 credits) A study of Job, Proverbs, Ecclesiastes, Psalms, and the Song of Solomon with special emphasis on content, teaching, historical backgrounds, and New Testament citations. A textual studies course. Offered spring, even-numbered years.


**BIB 403 Major Prophets** (3 credits) A study of the historical, social, political, and religious backgrounds of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. Selected passages will be used in understanding the importance of the message of the prophets for their own day and in the present. A textual studies course. Offered fall, even-numbered years.

**BIB 405 Minor Prophets** (3 credits) A study of the historical, social, and religious backgrounds of the prophets Hosea through Malachi. Attention is given to the importance of the message of the prophets to their own period and to the present day. A textual studies course. Offered fall, odd-numbered years.

**BIB 406 Acts** (3 credits) A study of the text of Acts with special attention to the establishment, growth, and distinctive features of the first-century church. A textual studies course. Offered fall. Prerequisite: Bible major or permission of the instructor. Students cannot earn credit for both BIB 306 and BIB 406.

**BIB 407 Daniel and Revelation** (3 credits) An exegetical and comparative study of the books of Daniel and Revelation with special emphasis given to the nature of apocalyptic literature. A textual studies course. Offered spring, even-numbered years.

**BIB 408 1-2 Corinthians** (3 credits) A general study of Corinthian correspondence focused on practical applications, moral choices, healthy church dynamics and relationships, and authenticity. A textual studies course. Prerequisite: Bible major or permission of the instructor. Offered spring. Students cannot earn credit for both BIB 308 and BIB 408.

**BIB 411 Jesus, The Master Teacher** (1 credit) Seminar examining Jesus’ teaching content, style, and context with practical applications. Co-requisite: EDUC 431, 432, 433, or 434.
BIB 412 Gospel of John (3 credits) An exegetical study of the Gospel of John with special attention to introductory material and critical questions. A textual studies course. Prerequisite: Bible major or permission of the instructor. Students cannot earn credit for both BIB 312 and BIB 412. Offered spring, even-numbered years.

BIB 413 Teaching the Bible (2 credits) A practical study of the techniques and tools for bringing the Biblical text into a practical, classroom situation. A practical ministry course.

BIB 415 Personal Spiritual Development (2 credits) A practical study of spiritual development based in scripture while exploring journaling, the spiritual disciplines, classic spiritual literature, and the history of spirituality. A practical ministry course. Offered fall, and on demand, in spring.

BIB 422 Church Growth and Planting (2 credits) A survey of crucial factors in church growth and methodology for planting a church at home or abroad. A practical ministry course. Offered spring, odd-numbered years.

BIB 423 Church Leadership Dynamics (2 credits) A study of the organization and culture of the local church with emphasis in the roles of elders, deacons, and ministers. A practical ministry course. Offered spring, even-numbered years.

BIB 425 Practicum in Ministry (3 credits) Practical experience working with a church under the supervision of a faculty member and a local minister or field supervisor in a local congregation. The student must develop a written contract of expectations and duties and is required to work at least twelve hours per week for one semester (180 hours) or its equivalent. A paper summarizing the work and experience is required from the student at the conclusion of the practicum. The faculty member, with the assistance of the field supervisor, will give the student a written evaluation of the work experience. A practical ministry course. Prerequisite: BIB 225.

BIB 451 Senior Seminar (2 credits) A review of the content of the student’s studies in the Bible program, with a special emphasis on reviewing and processing the content of the Biblical text. The student will produce a portfolio, resume, and senior research project. The oral examination required for a degree in Bible is given as a component of this course. A practical ministry course. Prerequisite: senior standing and BIB 299, or consent of the school chair.

BIB 490 Guided Research (1-3 credits) An upper-level independent research project designed by the student with assistance from the instructor.

BIB 494 Special Topics (1-3 credits) An upper-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.
**Course Descriptions**

**BIB 496 Independent Study** (1-3 credits) Seminar or independent study and research in an area of special interest and application to the student under the guidance and mentoring of a faculty member. A learning contract is required. Work may be completed in textual, doctrinal, ministry or language studies. Offered on demand. Repeatable for credit with change of course content.

**BIB 498 Advanced Seminar** (1-6 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered on demand.

**Business**

**BUS 121 Introduction to Business** (3 credits) Orientation to the modern business world through a survey of business principles, practices, and procedures; a background for subsequent specialized courses in business. Fee required. Offered fall and summer.

**BUS 199 Business Practicum** (3 credits) Students gain professional work experience in an external setting. Students may select a work setting from several pre-approved sites. Prerequisite: Participation in Occupational Preparedness Program, or permission. Offered in spring.

**BUS 290-298 Sophomore Seminar** (1-6 credits) Seminar on selected topics of current interest in business administration. May be on campus or in field laboratory setting. Offered on demand.

**BUS 299 Business Program Admission** (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

**BUS 310 Business Communications** (3 credits) A study of effective business writing; application of these principles in writing and making oral communications for typical business situations. Prerequisite: Basic typing skills, ENG 132, and COM 131. A writing-enhanced course.

**BUS 371 Business Ethics** (3 credits) A study of corporate ethics, individual ethics, the mutual responsibilities of employers and employees, and the legal framework under which U.S. businesses operate. The course will look at ethical teachings of the Bible as applied to business. An approved substitute for Bible the semester it is taken. Prerequisite: Admission to the business program and junior standing, or consent. Offered spring. Students cannot earn credit for both REL 371 (Christian Ethics) and BUS 371 nor can they earn credit for both BUS 394 (Business Ethics) and BUS 371.

**BUS 399 Business Administration Internship** (1-3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Fifty hours of work per credit hour, plus written assignments. Prerequisite: Business Administration major with minimum of 64 credit hours, cumulative GPA of 2.0, business course work GPA of 2.5, and approval of school chair. Offered fall, spring, and summer.
**BUS 431 Business Law I** (3 credits) Study of the basic legal framework under which U.S. businesses operate. Topics include the legal environment of business, contracts, sales and lease contracts, and negotiable instruments. Prerequisite: Junior standing or consent. Offered fall.

**BUS 432 Business Law II** (3 credits) An advanced study of the legal framework under which U.S. businesses operate. Topics include debt or creditor relationships, business organizations, government regulation, property and its protection, and the international legal environment. Prerequisite: BUS 431. Offered spring, even-numbered years.

**BUS 433 International Business** (3 credits) Overview of economic, managerial, and cultural issues relating to international trade. Topics include comparative advantage, balance of trade and payments, international financial structures, monetary exchange systems, and current topics relating to North American, European, and Asian trade and business ventures. *Fulfills diversity requirement.* Prerequisite: junior standing and ECO 236, 237, or 238, or consent. Offered spring.

**BUS 451 Business Policy Seminar** (3 credits) Capstone course designed to integrate all concepts and tools studied in the business administration program. Includes the use of case studies and computer simulations to analyze policies, strategies, and ethical considerations encountered in business organizations. Prerequisite: senior standing with a minimum of 36 hours of general business core courses completed and BUS 299, or consent of the school chair; cumulative GPA of 2.0 in all business courses taken. Course must be passed with a C or above to receive credit. A *writing-enhanced course.* Fee required. Offered spring.

**BUS 486 Independent Study In Business Administration** (3 credits) In-depth analysis and presentation of selected topics in accounting, economics, finance, management, or marketing; broadens student’s knowledge of topic analyzed and enhances the student’s understanding of business administration. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Business major, junior standing, 2.75 GPA, and approval of school chair. Offered on demand.

**BUS 488 Seminar** (1-3 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Prerequisite: junior standing, or consent. Offered on demand.

**BUS 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**BUS 494 Special Topics** (1-3 credits) A senior-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

**Chinese**

**CHN 101 Chinese I** (3 credits) Mandarin Chinese grammar, vocabulary, writing, listening, speaking, and reading. 3 credits. Offered fall.
CHN 102 Chinese II (3 credits) Continuation of CHN 101. Prerequisite: CHN 101 or equivalent competence. 3 credits. Offered spring.

CHN 201 Chinese III (3 credits) Continuation of CHN 102. Prerequisite: CHN 102 or equivalent competence. 3 credits. Offered fall.

CHN 202 Chinese IV (3 credits) Continuation of CHN 201. Prerequisite: CHN 201 or equivalent competence. 3 credits. Offered spring.

Computer Information Technology

CIT 140 Information Processing (2 credits) An introduction to the use of business applications for commonly needed reports, documents, and presentation materials. This course will instruct students in the use of various applications and culminate in a semester project which uses all the applications to solve a business or industry issue. Topics include: Word, Excel, PowerPoint, Outlook. Fee required.

CIT 142 Principles of Information Systems (3 credits) This is an introductory course in computer hardware and operating systems. Basic concepts and terminology regarding PC hardware, peripherals, computing concepts, and customer service will be covered. Fee required.

CIT 240 Computer Applications for Ministry (3 credits) A hands-on course in how to use the computer in ministry situations. Includes how to develop web pages using HTML, Javascript, and CSS, how to develop vision aids using presentation software, how to use the computer for Bible study, and how to develop a church bulletin using the computer. A practical ministry course. Prerequisites CIT 140 or consent. Offered summer.

CIT 241 Networks and Networking Technology (3 credits) This course is designed to provide students with a firm grasp of basic networking concepts as they pertain to the IT industry. Students will obtain a baseline of knowledge that will enable them to pursue all levels of networking certification, including MCSA, MCSE, CNA and CCNA designations. Designed with a focus on networking software. Topics include: Networking Concepts and Fundamentals, Various types of Cabling and uses of them. Fee required. Offered spring.

CIT 248 Structured Programming (3 credits) This course is designed to provide an introduction to programming logic and program design. The comprehensive, nature of the course provides the beginning programmer with a guide to developing structured program logic. This course assumes no programming language experience and focuses on programming concepts and enforces good style and logical thinking. Topics include: Logic, Algorithms, various programming languages introduced. Fee Required. Offered fall.

CIT 290-298 Seminar in Information Technology (1-6 credits) Seminar on selected topics in computer information technology. Offered on demand.
CIT 340 Network Design and Administration (3 credits) This course is designed to provide an in-depth view of the design and administration of modern communications networks. Students will learn various networking design and administration skills. Topics include: network design and specification, router and switching technologies, firewalls and intrusion detection technologies, and advanced TCP/IP network administration. Prerequisites: CIT 241. Fee Required. Offered fall.

CIT 342 Database Management Systems (3 credits) This course is an introduction to database systems. Students will learn the fundamentals of using and implementing relational database management systems. First, from the user perspective (i.e., how to use a database system), the course will discuss conceptual data modeling, the relational and other data models, database schema design, and the SQL query language. Further, from the systems perspective (i.e., how to design and implement a database system), the course will study data representation, indexing, transaction processing, and crash recovery. Topics include: Data Modeling, Normalization, SQL, Microsoft Access, MySQL. Fee required. Offered fall, odd-numbered years.

CIT 344 Information Technology Project Management (3 credits) This course is designed to provide students with an understanding of Project Management. Students will build their skills from an introductory level to become a foundation for tomorrow’s creators and managers by providing meaningful examples of real projects—both successful and failed—and applying the lessons they teach to a sound framework in IT project management. Topics include: Project Management Skills, Microsoft Project. Fee required. Offered fall, even-numbered years.

CIT 345 Operating Systems (3 credits) This course is designed to provide students with an introduction to operating systems. From Red Hat Linux to Mac OS, this course provides basic-to-intermediate skills in the areas of the organization and structure of modern operating systems and concurrent programming concepts. Issues researched include deadlock, virtual memory, processor scheduling, disk systems, performance, security, and protection. Topics include: Linux, Microsoft Windows, Mac OS, as well as concepts and fundamentals of Operating Systems. Fee required. Offered fall, odd-numbered years.

CIT 440 Database Design and Administration (3 credits) This course is designed to provide an in-depth view of the design and administration of modern database systems. Students will learn advanced techniques in database design and administration. This course will provide the basic skills needed for a database administrator. Students will gain experience with one or more Enterprise-level database management systems. Prerequisite: CIT 342. Fee required. Offered spring.
CIT 441 Information Technology Auditing and Security (3 credits) This course is designed to provide comprehensive overview of network security. Students will learn various concepts and fundamentals including, general security, communication security, infrastructure security, cryptography basics and operational/organizational security. Issues such as Physical Security, Disaster Recovery, and Business Continuity, will be covered as well as coverage of Computer Forensics and how it relates to further avenues of IT. Topics include: Security, management’s relationship and responsibilities to security. Fee required. Offered spring, even-numbered years.

CIT 442 Systems Analysis and Design (3 credits) Students will learn real-world system analysis skills and techniques within the framework of the systems development life cycle (SDLC). Examples and cases are used to provide actual systems projects that enable students to learn in the context of solving problems, much like the ones they will encounter on the job. Students (assigned to teams) will be required to determine a problem issue and design the various elements necessary to solve it, by drawing on the information and skills they have obtained during their various courses. Topics include: Systems Analysis and Design, Project Skills, Team Orientation, and Object Oriented Programming. Fee required. Offered spring odd numbered years.

CIT 445 Advanced Server Administration (3 credits) This course is designed to provide an in-depth view of the administration of server operating systems. Students will learn advanced techniques in server installation, administration, and maintenance, as well as the installation and maintenance of middleware services. Topics include: Linux/Unix and Windows Server installation and configuration, network services administration, basic operating systems security, and middleware installation and configuration. Prerequisite: CIT 345. Fee required. Offered spring.

CIT 490 Special Topics in Management Information Systems (3 credits) This course is designed to provide students with a case course that includes discussions of ethics in Information Technology as well as educating them in various evolving technologies. As IT professionals there are tremendous opportunities to impact the use of information technology in the modern business world. Students will also be given the foundation they need to make appropriate decisions when faced with difficult situations and make a positive impact in the field of information technology. Offered on demand.

Communications

COM 111 Newspaper Workshop (1-3 credits) Fundamentals of preparing a school newspaper. Actual experience in writing for and editing The Highlander, Ohio Valley University’s student newspaper. COM 111 may be repeated for credit, but a maximum of 4 hours credit toward a degree may be earned. Meets at specially arranged lab times.

COM 131 Basic Speech Communication (3 credits) Instruction and practice in theory and skills of public, small group, and interpersonal communication, as well as general overview of basic communication forms and methods.
**COM 238 Media Writing** (3 credits) Fundamentals of writing and editing for the media. Emphasis on news, feature, and editorial writing for print and broadcast journalism. Prerequisite: ENG 132. A *writing-enhanced course*. Offered spring, even-numbered years.

**COM 290-99 Communications Seminar** (1-6 credits) Seminar on selected topics in communications, education, English, or journalism. Offered on demand.

**COM 321 Public Speaking** (3 credits) Preparation, delivery, and crucial evaluation of prepared speeches, including entertaining, informative, persuasive, inspirational, and motivational speeches. Prerequisite: COM 131 or consent of instructor. Offered fall.

**COM 331 Interpersonal Communication** (3 credits) Study and practice in theory and skills of interpersonal communications including self-perception, verbal and nonverbal behavior, conflict resolution principles, and perceptions of others in one-to-one contexts. Offered spring.

**COM 332 Argumentation and Persuasion** (3 credits) Study of principles of practical argumentation and current persuasion theory. Emphasis is placed on recognizing and evaluating the various types of arguments and applying persuasive theory in various contexts. Offered spring.

**COM 498 Communications Seminar** (1-6 credits) Seminar on selected topics in communications, education, English, or journalism. Designed to meet academic needs on significant topics of current interest in the communications field. Offered on demand.

**Economics**

**ECO 236 Principles of Macroeconomics** (3 credits) A study of the workings of the economy as a whole, including price levels, employment, national income accounting, fiscal policy, monetary policy, and the banking system. Meets social science general education requirement. Students cannot earn credit for both ECO 236 and ECO 238. Offered on demand.

**ECO 237 Principles of Microeconomics** (3 credits) A study of specific economic units in a capitalist market system (individuals, firms, and industries) focusing on the pricing and output of goods, services, and resources in various market structures. Offered on demand.

**ECO 238 Principles of Economics** (3 credits) A one-semester economics course with emphasis on macroeconomic principles; select microeconomics principles will be incorporated into the course. Meets social science general education requirement. Students cannot earn credit for both ECO 236 and ECO 238, nor can they earn credit for both BUS 391 and ECO 238. Offered fall, spring, and summer.
Education

EDUC 200 Introduction to Education (2 credits) Career opportunities in education; the nature of the school, the profession, school law, and teacher education. Twenty hours of field experience are required. Usually taken during the second semester of the sophomore year. This course may be repeated only once. Co-requisites: EDUC 220 (unless the student has achieved passing scores on or is exempt from PPSTs) and EDUC 299. Prerequisite: ENG 131 and ENG 132, each with a grade of B or higher. Offered fall 2010; beginning in 2011-12, in spring.

EDUC 215 Classroom Management (2 credits) Techniques necessary for effective teaching are presented. Attention is given to practical aspects of teaching such as discipline, communication, and interpersonal relationship skills, classroom environment, use of time, and evaluative procedures. Twenty hours of field experience are required. Prerequisites: EDUC 200, 233, 320, and provisional admission to the education program. Offered fall.

EDUC 220 PPST Preparation (audit) This seminar will assist teacher education majors in preparing to take the Praxis I tests, PreProfessional Skills Tests, in reading, writing, and math. All students who do not pass one or more PPSTs the first time will be required to continue to participate in this seminar each semester until all three tests are passed. Audit only. Offered fall and spring.

EDUC 237 Children’s Literature (3 credits) This course provides a study of the types and sources of children’s literature, involves the extensive reading necessary to acquaint a prospective teacher with the wealth of material available in the field, and demonstrates procedures in the teaching of literature to children. Prerequisite: LIT 235 or 236 and provisional admission to the education program, or instructor’s consent. Offered spring.

EDUC 299 Education Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Co-requisite: EDUC 200. Grade basis is pass/no grade.

EDUC 300 Technology Applications in Education (3 credits) Use and apply software, programs, and equipment needed by teachers and students in K-12 classrooms. Prerequisite: CIT 140 or 142. Offered spring.

EDUC 319 Methods of Teaching Social Studies K-6 (2 credits) A study of the philosophy and methods of teaching social studies to elementary students. Emphasis will be placed on collecting materials and resources to plan and teach K-6 social studies lessons for peer and faculty review. Requires five hours of field experience. Prerequisites: HIS 132; HIS 133; POL 135, 231, or GEO 231; EDUC 320; and full admission to the education program. Offered fall.
EDUC 320 **Educational Psychology** (3 credits) Principles of learning theories and introduction to standardized tests and teacher-constructed assessments used in classrooms. Emphasis will be placed on the interpretation and application of learning theories and assessments to assist the teacher in planning for, delivering, and evaluating student learning. Offered fall and summer.

EDUC 321 **Curriculum and Methods of Teaching K-12** (3 credits) A practical and contemporary study of methods and materials of teaching along with study of the organization and development of curriculum. An exploration of future trends in the subject-field content will be examined through discussion, problem solving, and projects. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. This course may be repeated only once. Offered fall and spring.

EDUC 322 **Methods of Teaching Health and P.E., K-6** (2 credits) A study of methods as they apply to the total program and to the organization, instruction, and selection of activities at the elementary school level. Five hours of field experience are required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered spring.

EDUC 323 **Methods of Teaching Art K-6** (1 credit) A study of the skills, concepts, methods, and materials used for teaching art in the elementary school classroom. Students are required to produce art projects, teach developmentally appropriate art lessons, and adapt lessons and materials for students with exceptionalities. Prerequisite: Provisional admission to the education program. Offered fall.

EDUC 324 **Methods of Teaching Music K-6** (1 credit) A study of the skills, concepts, methods, and materials used for teaching music in the elementary school classroom. Students will participate in and teach developmentally appropriate music lessons and adapt lessons and materials for students with exceptionalities. Special emphasis will be placed upon developing the students’ abilities to integrate music with other disciplines in regular classroom instruction. Prerequisite: Provisional admission to the education program. Offered fall.

EDUC 325 **Methods of Teaching Mathematics K-6** (3 credits) A study of the philosophy and methods of teaching mathematics to elementary students. Emphasis will be placed on collecting materials and resources to plan and teach K-6 math lessons for peer and faculty review. Twenty hours of field experience are required. Prerequisites: MAT 149, 251, EDUC 320, and full admission to the education program. Offered spring.

EDUC 326 **Methods of Teaching Science K-6** (3 credits) A study of philosophical and methodological issues related to teaching science to elementary students. At least 10 hours of laboratory work is required to collect and organize materials and resources for planning and teaching K-6 science lessons for peer and faculty review. Prerequisites: NSC 141, NSC 143 or 148, EDUC 320, and full admission to the education program. Offered fall.
EDUC 327 Methods of Teaching Language Arts K-6 (3 credits) A study of methods, resources, and materials for teaching language arts, understanding the processes involved in learning and teaching language arts: listening, speaking, handwriting, spelling, and grammar. Ten hours of field experience are required. Prerequisites: ENG 302, EDUC 320, and full admission to the education program. Co-requisite: EDUC 328. Offered fall.

EDUC 328 Methods of Teaching Reading K-6 (3 credits) A study designed to acquaint teachers with resources, methods, and materials for teaching reading. A study of the processes involved in learning and teaching reading, with emphasis given to diversity, learning styles, and special needs. Ten hours of field experience are required. Prerequisites: ENG 302, EDUC 320, and full admission to the teacher education program. Co-requisite: EDUC 327. Offered fall.

EDUC 413 Diagnostic and Prescriptive Reading (3 credits) A study of assessment and correction of reading problems, their causes, and remediation. Instruction in use of various diagnostic instruments and using the results to plan remediation. Ten hours of field experience are required. Prerequisites: EDUC 237, 320, 327, 328, 414 and full admission to the education program. Offered spring.

EDUC 414 Teaching Reading in the Content Area (3 credits) A study of the skills necessary to teach students in grades 4-12 to read content-area textbooks, to develop intrinsic motivation, critical thinking, study skills, vocabulary, fluency, comprehension strategies, and self-monitoring strategies in all students, especially weak readers and English Language Learners. Ten hours of field experience are required. Prerequisites: ENG 132, ENG 302 or 333, EDUC 320, and provisional admission to the teacher education program. A writing-enhanced course. Offered spring.

EDUC 415 Differentiated Instruction (1 credit) This course is for those who need study in differentiated instruction as a foundation for effective work with diverse students, including English-Language Learners, students with special needs, and students with diverse learning styles. The course addresses research-based strategies for curriculum and lesson design with focus on assessment of prior knowledge, setting learning goals, planning instruction, assessment of learning, and documenting achievement. Prerequisites: Full admission to the program or teaching certification. Offered spring and summer.

EDUC 431 Student Teaching K-3 (5 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. A grade of A or B is required for course to fulfill program requirements. Prerequisite: Full admission to the education program, approval of the Teacher Education Review Panel, and the following courses: EDUC 299, 319, 321, 325, 326, 327, 328, 413, and SPED 341. Offered fall and spring.
EDUC 432 Student Teaching 4-6 (5 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. A grade of A or B is required for course to fulfill program requirements. Prerequisite: Full admission to the education program, approval of the Teacher Education Review Panel, and the following courses: EDUC 299, 319, 321, 325, 326, 327, 328, 413, and SPED 341. Offered fall and spring.

EDUC 433 Student Teaching 5-12 (10 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. A grade of A or B is required for course to fulfill program requirements. Prerequisite: Full admission to the education program, approval of the Teacher Education Review Panel, and the following courses: EDUC 299, EDUC 321, and SPED 341, and either ENG 330, HIS 330, MAT 330, or NSC 330. Offered fall and spring.

EDUC 434 Student Teaching in Wellness Education P-A (10 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. A grade of A or B is required for course to fulfill program requirements. Prerequisite: Full admission to the education program, approval of the Teacher Education Review Panel, and the following courses: EDUC 299, EDUC 321, SPED 341, and WEL 330. Offered fall and spring.

EDUC 435 Student Teaching in Special Education K-A (1 credit) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. A grade of A or B is required for course to fulfill program requirements. Prerequisite: Elementary or secondary education certification or currently in program, and approval of the Teacher Education Review Panel. Offered fall and spring.

EDUC 451 Student Teaching Seminar (2 credits) A study of classroom performance variables, problem-solving strategies in classroom management, and organizational techniques. Review of establishing schedules, maintaining protocols, and managing attitudes. Co-requisite: EDUC 431 and 432, 433, or 434. Prerequisite: Full admission to the education program, EDUC 299, and approval of the Teacher Education Review Panel. Taken during the student teaching semester.

EDUC 490 Guided Research (1-6 credits) A senior level independent research project designed by the student with assistance from an instructor. Offered on demand to students with full admission in the education program.

EDUC 494 Special Topics (1-6 credits) A senior level independent project designed to address a topic of special or current interest in the discipline, in an in-depth manner. Offered on demand to students with full admission in the education program.
EDUC 498 Advanced Seminar (1-6 credits) A senior level seminar course that serves to integrate and apply knowledge acquired in the required components of the course work in the program. Offered on demand to students with full admission in the education program.

English

ENG 070 and 080 English as a Second Language (3 credits) These courses concentrate on word formation, grammar, spelling and phonetics necessary for listening, speaking, reading and writing. Grade basis is A, B, or F; students may not withdraw from this course. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered on demand.

ENG 090 Concepts of College Writing (3 credits) Instruction in the process of writing from prewriting activities through revision and editing with a primary focus on the writing of paragraphs. Review of basic principles of grammar, usage, and mechanics. Grade basis is A, B, or F; students may not withdraw from this course. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand.

ENG 131 College Writing I (3 credits) Instruction and practice in planning, drafting, revising, and editing expository and persuasive prose, for application to academic and personal writing. Introduction of the literary genres of the essay and the short story. Basic principles and forms for citing and documenting outside sources. Grade basis is A, B, C, or F; students may not withdraw from this course. Prerequisite: ENG 090 or a minimum of 19 on the English section of the ACT (or equivalent SAT score).

ENG 132 College Writing II (3 credits) Instruction and practice in writing a research paper. Continued instruction in writing expository papers for academic and personal uses. Introduction to the genres of poetry and drama. As in ENG 131, emphasis will be on the process of writing. Grade basis is A, B, C, or F; students may not withdraw from this course. Prerequisite: ENG 131 or equivalent.

ENG 133 English Proficiency Examination (0-1 credit) Completion of an essay demonstrating satisfactory competence in written English. Students enrolled prior to fall 2005 who have not successfully completed ENG 133 must re-enroll in ENG 133 for credit each succeeding semester until a passing mark is attained.

ENG 290-298 English Seminar (1-6 credits) Seminar on selected topics in communications, English, or journalism. Offered on demand.

ENG 299 English Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.
ENG 301 Advanced Grammar and Composition (3 credits) An in-depth analysis of English grammar with attention to syntax and semantics. Study and practice in advanced writing techniques emphasizing skills in analysis, synthesis, and evaluation. Prerequisite: ENG 132. A writing-enhanced course. Offered fall, even-numbered years.

ENG 302 Research, Writing, and Speaking (2 credits) Develop proficiency in use of correct oral and written communication. Prospective teachers will demonstrate their knowledge and skills by completing a research paper, writing and identifying errors, and giving oral presentations. Prerequisites: ENG 132. A writing-enhanced course.

ENG 330 Curriculum and Methods of Teaching English 5-Adult (3 credits) A study of the methods, resources, and materials used in middle and senior high schools. Skills to be emphasized include listening, speaking, handwriting, spelling, and grammar. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. Offered as needed by the program.

ENG 331 Creative Writing (3 credits) Development of creative and critical thinking and writing skills. Study of basic literary genres and effective use of language. The primary method of instruction is the writing workshop. Writers give and receive feedback on original work. Prerequisite: ENG 132. A writing-enhanced course. Offered on demand.

ENG 333 Professional Writing (3 credits) An intensive writing course with an emphasis on writing in the workplace and/or for graduate school. Prerequisites: ENG 132 and junior standing. A writing-enhanced course. Offered spring.

ENG 451 English Senior Seminar (2 credits) Course designed as a culmination of knowledge and skills acquired during the program. Students will complete an action research project under the supervision of a member of the English faculty. Emphasis is on research, writing, analysis, synthesis, and evaluation of an approved topic. Prerequisite: Senior standing with a 2.5 GPA, ENG 299, and a minimum of 30 hours toward major course work. Offered on demand.

ENG 498 English Seminar (1-6 credits) Seminar on selected topics in communications, English, or journalism. Offered on demand.

Finance

FIN 233 Personal Finance (3 credits) Topics designed to assist the consumer in management of personal financial affairs. Includes insurance, savings instruments, banking, personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning. Prerequisite: Business or IT majors or consent. Offered spring and summer.

FIN 333 Principles of Business Finance (3 credits) Study of the finance function of the firm. Topics include financial statement analysis, ratios, cash budgeting, cost of capital and capital budgeting, debt and equity capital structures, types and evaluation of securities, and overview of securities markets. Prerequisite: ACC 222 and junior standing, or consent. Offered fall.
French

FRE 137 French I (3 credits) An introduction to the basic skills of listening, speaking, reading, and writing. Offered on demand.

FRE 138 French II (3 credits) A continuation of FRE 137. Prerequisite: FRE 137 or equivalent. Offered on demand.

Geography

GEO 231 World Political Geography (3 credits) An interpretive study of world regions. Attention is focused on the role of location, physical environment, population, ethnic groups, natural resources, and technological change in the evolution of nation-states and dependent territories. Offered on-line only.

History

HIS 131 Western Civilization I (3 credits) Historical survey of Western civilization from ancient times to the Renaissance and Reformation with emphasis on the Greek, Roman, and medieval cultures. Offered fall.

HIS 132 Western Civilization II (3 credits) Historical survey of Western civilization from the development of the national state system in seventeenth century Europe to the challenges of the post-Cold War era. Offered spring.

HIS 133 United States History I (3 credits) Study of the history of the United States from colonial times through the Civil War with emphasis on the political life and economic and social trends that dominated the U.S. through the first half of the nineteenth century. Offered fall.

HIS 134 United States History II (3 credits) Growth of the United States politically from 1876 and for other phases of American life from 1860 with special attention to twentieth-century economic, social, and political development. Offered spring.

HIS 280 Historical Seminar International (1-4 credits) Offered as part of an international program and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region.

HIS 290-298 History Seminar (1-6 credits) Seminar on selected topics in history. Offered on demand.

HIS 299 History Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.
**HIS 301 West Virginia History** (3 credits) A study of the formation of the state from its earliest historic beginnings; emphasizes economic, cultural, social, and political developments. Prerequisite HIS 133 or permission. Offered spring.

**HIS 311 Colonial American History, 1607-1776** (3 credits) A study of the European background, discovery and settlement of the thirteen colonies; British colonial policy, religion, economic life, and cultural development. Prerequisite: HIS 133 or permission of instructor. Offered fall, odd-numbered years.

**HIS 317 Contemporary American History, 1914-Present** (3 credits) A study of the United States in World War I, the Depression, World War II, the Cold War and post-Cold War eras, with emphasis on social, political, and economic developments. Prerequisite: HIS 134 or permission of instructor. Offered spring, even-numbered years.

**HIS 321 Modern European History, 1650-1900** (3 credits) A study of the most significant events, people, movements and ideas that occurred in Europe during the modern era, giving special attention to how and why many of these issues continue to influence Europe and the world. Prerequisite: HIS 132 or permission of instructor. Offered spring, even-numbered years.

**HIS 323 Non-Western History** (3 credits) This course is designed to provide students with an overview of non-Western (Asian, African, and Latin American) civilizations from ancient to modern times. Special attention will be given to those individuals, events, and other aspects of history which have made the most lasting impact on their geographic region and the contemporary world. *Fulfills diversity requirement.* Offered fall, odd-numbered years.

**HIS 330 Curriculum and Methods of Social Studies 5-Adult** (3 credits) A study of methods, resources, and materials for teaching social studies at the secondary level. Emphasis will be placed on teaching methodology and student learning strategies. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. Offered as needed by the program.

**HIS 341 History of the Christian Church** (3 credits) A survey of the history of the Christian Church from the post-apostolic period to modern times, with an emphasis on major personalities and movements as they inter-acted to formulate basic Christian doctrine. The doctrinal developments will be analyzed through the biblical texts on which they were based. *Fulfills Bible course requirement. A writing-enhanced course.* Cross-listed as REL 341; students cannot earn credit for both courses. Offered fall, odd-numbered years.
HIS 342 Restoration Church History (3 credits) A survey of how the idea of restoring the New Testament church in modern times developed into a Restoration Movement (Church of Christ, Christian Church-Independent, Disciples of Christ) in America from the 18th century to the present. Concepts integral to the Movement such as, defining the New Testament Church, unity, salvation, music in worship, congregational leadership, fellowship, hermeneutics, etc., will be dealt with not only historically but also in regard to the textual basis. Fulfills Bible course requirement. A writing-enhanced course. Cross-listed as REL 342. Offered spring, odd-numbered years.

HIS 421 Nineteenth-Century U.S. History (3 credits) A study of the development and expansion of the United States, emphasizing the themes of nationalism, “manifest destiny,” the Civil War and Reconstruction, the Industrial Revolution, and imperialism. Prerequisite: HIS 133 or 134, or consent of instructor. Offered fall, even-numbered years.

HIS 441 Major World Religions (3 credits) A historical and comparative analysis of the major living world religions: Hinduism, Buddhism, Judaism, and Islam. Key religious concepts such as, divinity, revelation, spirituality, community, liturgy, cosmology, ethics and eschatology will be compared to and contrasted with the corresponding biblical perspective. Fulfills Bible course requirement. Fulfills diversity requirement. Cross-listed as REL 441; students cannot earn credit for both courses. Offered spring, even-numbered years.

HIS 451 Renaissance and Reformation, 1400-1648 (3 credits) A study of cultural and economic developments of the Renaissance, and of the religious, political and social challenges of the Protestant Reformation. Prerequisite: HIS 131 or permission of instructor. Offered fall, even-numbered years.

HIS 453 World History Since 1945 (3 credits) A study of the most significant events and people of the second half of the 20th century with particular attention given to how these have resulted in a globalization and interdependency of all aspects of modern life. Prerequisite: HIS 132 or permission of instructor. Offered spring, odd-numbered years.

HIS 460 Women’s History (3 credits) A study of the modern women’s movement and the major contribution of women in both western and nonwestern cultures. Prerequisite: HIS 131, 132, 133 or 134, or consent of instructor. Offered fall, even-numbered years.

HIS 498 History Seminar (1-6 credits) Seminar on selected topics in history. Offered on demand.

Honors

HNRS 101 Honors Symposium (4 credits) This course introduces students to University life and to the Honors Program, promotes critical thinking skills through the study of literature, and provides instruction in both conducting research and writing about research. This course is a substitute for UNI 101. Prerequisite: Participation in the Honors Program. Offered fall.
HNRS 102 Leadership Development (3 credits) This course examines the mission, values, vision, and principles of leadership. Students will gain a better understanding of themselves, develop their leadership knowledge, and learn how to make a difference in their communities. Prerequisite: Participation in the Honors Program. Offered spring.

HNRS 201 Humanities Symposium (6 credits) In this interdisciplinary course, students will engage in extensive reading and discussion of the history, philosophy, fine arts, and literature of a particular time period. Prerequisite: Participation in the Honors Program. Offered spring.

HNRS 202 Contemporary Issues in Science (4 credits) Students will examine contemporary issues in the sciences, looking both at the science behind the issues and at public policy implications. Students will develop and use mathematical and laboratory skills. Prerequisite: Participation in the Honors Program. Offered fall.

Humanities

HUM 101 Chapel in Service to God and Humanity (1 credit) Students maintain faithful attendance at daily chapel and volunteer 10 hours of community service with an approved community organization or agency as determined by the University. Offered fall 2010.

HUM 121 Introduction to Fine Arts (3 credits) This course is designed for students who have little to no experience with the arts. It is designed to be an introduction to multiple art forms, such as visual art, architecture, sculpture, music, theatre, and film. Students will become familiar with the basic terminology, genre, and creation process associated with each artistic discipline and will gain a better understanding for how to view, listen to, and experience each art form. Emphasis will be placed on the artistic experience; therefore, central to the course will be trips to a concert, an art gallery, and a play. Offered fall.

HUM 290-298 Sophomore Seminar (1-8 credits) Seminar in selected topics in art, history, literature, or music. May be taken on campus or in field laboratory setting. Offered on demand.

HUM 299 Humanities Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

HUM 451 Senior Seminar (3 credits) A capstone project which involves choosing a specific vocation that reflects the student’s interest and academic background. The project will include doing background research in that occupational field, including job descriptions, prospects for employment, job qualifications, and interviewing a person currently employed in that field. A portfolio will be prepared which includes these items as well as other information, such as a resume, examples of written work, letters of recommendation, and an essay on how the student’s degree program helped in preparing for this type of occupation. The course will also include a volunteer community service component. Prerequisite: HUM 299.
**HUM 489 Humanities Practicum** (1-6 credits) Assignment in a supervised situation involving observation and written response to legal proceedings, judicial processes, public administrative procedures, or similar activities. The practicum can be repeated for credit. The practicum is given by the consent of the director of interdisciplinary studies or by a designated instructor.

**HUM 490 Guided Research** (1-6 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**HUM 494 Special Topics** (1-6 credits) A senior-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

**HUM 496 Independent Study** (1-6 credits) In-depth analysis and presentation of selected topics in the humanities. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: program admission, junior standing, 2.75 GPA, and approval of school chair. Offered on demand.

**Literature**

**LIT 235 Western Literature through the Renaissance** (3 credits) This course surveys literature of Western cultures from ancient civilizations through the seventeenth century. Focus is on discussion of and response to primary texts. Prerequisite: ENG 132 or consent of instructor.

**LIT 236 Western Literature since the Enlightenment** (3 credits) This course surveys literature of Western cultures from early eighteenth century through late twentieth century. Focus is on discussion of and response to primary texts. Prerequisite: ENG 132 or consent of instructor.

**LIT 280 Western Literature Seminar International** (1-4 credits) Offered as part of an international program and designed to provide a general survey of the literature of a specific region, enhanced by visiting the historical sites, museums, and artifacts associated with the literature. Specific course topics may vary according to the geographic region.

**LIT 290-298 Literature Seminar** (1-6 credits) Seminar on selected topics in literature. Offered on demand.

**LIT 301 American Literature to 1865** (3 credits) Survey of American literature from the colonial period through 1865. Prerequisite: LIT 235 or 236. Offered fall, odd-numbered years.

**LIT 302 American Literature since 1865** (3 credits) Survey of American literature since 1865. Prerequisite: LIT 235 or 236. Offered spring, even-numbered years.
LIT 309 Short Story (3 credits) A study of short fiction from different cultures and time periods. Emphasis is placed on setting, character, plot point of view, symbol, theme, and style. Attention will be given to different kinds of critical interpretation and to literary analysis. Prerequisite: LIT 235 or 236. A writing-enhanced course. Offered fall, odd-numbered years.

LIT 310 Novel (3 credits) A study of selected novels primarily from the western tradition. Emphasis is placed on the author, setting, character, plot, point of view, symbol, theme, and style. Literary criticism and analysis are also considered. Prerequisite: LIT 235 or 236. Offered fall, even-numbered years.

LIT 311 Poetry (3 credits) A study of poetry structured on the rhetorical strategies of the genre: voice, pattern, image, metaphor, symbol, diction, form, and tone. Prerequisite: LIT 235 or LIT 236. A writing-enhanced course. Offered spring, even-numbered years.

LIT 314 Drama (3 credits) A study of dramatic literature from the classical period to the modern era. Emphasis is placed on a close reading of the texts, on the characteristics and vocabulary of the genre, and on the production styles of each time period. Prerequisite: LIT 235 or LIT 236. A writing-enhanced course. Offered spring, odd-numbered years.

LIT 411 Foundations of Literary Theory (3 credits) Analysis and application of a variety of trends in literary criticism and literary theory. Prerequisite: LIT 235 or LIT 236. Offered spring, fall, odd-numbered years.

LIT 422 Young Adult Literature (3 credits) Study of selected literature appropriate for students in junior and senior high school. Emphasis on methods in responding to literature through composition. Prerequisite: LIT 235 or 236. Offered spring, even-numbered years.

LIT 441 British Literature to 1800 (3 credits) Survey of British literature from Beowulf through Samuel Johnson. Focus is on discussion of and response to primary texts. Prerequisite: LIT 235 or 236 or permission of instructor. Offered fall, even-numbered years.

LIT 442 British Literature since 1800 (3 credits) Survey of British literature from William Blake through contemporary writers. Prerequisite: LIT 235, 236 or permission of instructor. Offered spring, odd-numbered years.

LIT 446 Shakespeare (3 credits) A study of a representative sample of Shakespeare’s works. Prerequisite: LIT 235 or LIT 236. Offered fall, even-numbered years.

LIT 494 Special Topics (1-6 credits) An upper-level course designed to address in an in-depth manner a topic of special, current interest in the discipline. Offered on demand.
Mathematics

MAT 080 Concepts of Mathematics (3 credits) A review of the basic computations and operations on whole numbers, integers, and rational numbers. Designed to develop skill in the use of whole number operations, fractions, decimals, percentages, proportion, equation concepts, elementary algebra, and units of measure. Grade basis is A, B, or F. Does not fulfill the mathematics general education requirement. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand.

MAT 090 Concepts of Algebra (3 credits) A review of basic concepts in algebra and geometry, including topics such as variable expressions, linear equations, polynomials, inequalities, radical expressions, and the Pythagorean Theorem. Grade basis is A, B, or F. Does not fulfill the general education mathematics requirement. Prerequisite: MAT 080 or equivalent. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand.

MAT 147 Intermediate Algebra (3 credits) Preparatory course for college algebra. Designed for students enrolling with fewer than one and a half years of algebra course work in high school. Prerequisite: MAT 090 or at least a 18 on the mathematics section of the ACT (or 450 on the SAT).

MAT 149 Mathematics for Teachers (3 credits) Sets and set operations, logic, number systems, operations and bases; introduction to algebraic operations; emphasis on the needs of the elementary teacher. Prerequisite: MAT 090 or equivalent or at least an 18 on the mathematics section of the ACT (or SAT equivalent). Offered fall.

MAT 151 College Algebra (3 credits) Quadratic equations, ratios, proportions, variation, binomial theorem, progressions, inequalities, complex numbers, permutation and combinations, determinants, probability, partial fractions, and mathematical induction. Prerequisite: MAT 147 or equivalent, or at least a 20 on the mathematics section of the ACT (or 500 on the SAT), or consent of instructor.

MAT 152 Trigonometry (3 credits) Trigonometric functions, the right triangle, trigonometric identities and equations, addition formulas, the oblique triangle, logarithms, and the solution of all triangles. Prerequisite: MAT 151 or equivalent, or at least a 22 on the mathematics section of the ACT (or 540 on the SAT), or consent of instructor. Offered spring.

MAT 229 Introduction to Statistics (3 credits) A mathematical development of the basic techniques of descriptive and inferential statistics including methods of analysis and presentation. Includes hypothesis testing and correlation and regression. Prerequisite: MAT 147 or higher, or at least a 22 on the mathematics section of the ACT (or 540 on the SAT), or consent of instructor. Students cannot earn credit for both MAT 229 and PSY 229.
MAT 241 Calculus and Analytics I (4 credits) A detailed study of differential and integral calculus. Primarily for majors in mathematics and technical fields. Prerequisite: MAT 151 and 152, or at least a 26 on the mathematics section of the ACT (or 620 on the SAT), or consent of instructor. Offered fall.

MAT 242 Calculus and Analytics II (4 credits) Continuation of MAT 241. Primarily for majors in mathematics and technical fields. Prerequisite: MAT 241. Offered spring.

MAT 251 Mathematics in the Elementary School (3 credits) A study of geometry, probability, and statistics from the elementary school perspective. Prerequisite: MAT 147 or higher, or consent. Offered spring.

MAT 255 Discrete Mathematics (3 credits) This course is an introduction to the mathematics of computer science, including algorithms, combinatorics, number theory, set theory, graph theory, Boolean algebra, functions, relations, binomial theorem, and computability. Prerequisite: MAT 151, a 22 on the mathematics section of the ACT (or 540 on the SAT), or consent of the instructor. Offered fall.

MAT 289 Mathematics Practicum (2 credits) Completion of supervised tutoring and teaching assignments as specified in a mathematics learning contract, including documentation of activities and reflective paper. Prerequisite: Sophomore standing and permission of math faculty.

MAT 290-298 Seminar in Mathematics (1-6 credits) Seminar on selected topics in mathematics. Offered on demand.

MAT 299 Mathematics Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

MAT 301 Calculus and Analytics III (3 credits) Continuation of MAT 242. Primarily for majors in mathematics and technical fields. Prerequisite: MAT 242. Offered fall, odd-numbered years.

MAT 310 Foundations of Geometry (3 credits) Topics include axiomatic method, triangles and circles, parallelism, constructions, and modern concepts of Euclidean geometry. Prerequisite: MAT 241. Offered fall, even-numbered years.

MAT 321 Statistical Methods (3 credits) A mathematically based view of statistics including a brief review of probability, studies of discrete and continuous probability distributions, applications of statistical inference, and sampling distribution theory. Prerequisites: MAT 229 and MAT 242. Offered spring, odd-numbered years.
MAT 325 Foundations of Mathematics (3 credits) Introduces the art of the mathematical proof. Gives an overview of basic ideas and techniques from abstract mathematics, and prepares the student who will take upper-level abstract mathematics courses. Topics covered may include logic, set theory, mathematical induction, relations and orders, functions, equivalence relations and cardinality. Prerequisite: MAT 242. Offered fall, odd-numbered years.

MAT 330 Curriculum and Methods of Math 5-Adult (3 credits) A study of the philosophy and methodology of teaching mathematics to high school students. Emphasis will be placed on higher level math. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. Offered as needed by the program.

MAT 333 Professional Writing for Mathematics (3 credits) An intensive writing course with an emphasis on writing in the workforce and/or for graduate school. Prerequisite: ENG 132 and junior standing. A writing-enhanced course. Offered on demand.

MAT 340 Linear Algebra (3 credits) Systematic study of finite dimensional vector spaces and linear transformations. Dependence, dimension, determinants, eigenvalues and eigenvectors, and canonical forms. Prerequisite: MAT 241. Offered fall, even-numbered years.

MAT 401 Differential Equations with Numerical Methods (3 credits) Introduction to differential equations. First order differential equations, linear differential equations, and numerical methods such as Runge-Kutta methods. Prerequisite: MAT 242. Offered spring, even-numbered years.

MAT 410 Modern Algebra (3 credits) Topics include concepts from set theory, number systems, groups, rings, and fields. Prerequisite: MAT 325. Offered spring, even-numbered years.

MAT 420 History of Mathematics (3 credits) Gives a survey of the historical developments and achievements in mathematics from ancient civilizations to the modern era with emphasis on its integral role in the development of civilization. Prerequisite: MAT 241. A writing-enhanced course. Offered spring, odd-numbered years.

MAT 421 Probability (3 credits) Random variables and their distributions, statistical inference, limited theorems, and consideration of probability as a mathematical system. Prerequisite: MAT 321. Offered on demand.

MAT 430 Introduction to Real Analysis (3 credits) This course emphasizes analysis and applications in multiple math areas, including sequences, convergence, limits, continuity, definite integrals and derivatives, differentials, functional dependence, multiple integrals, and series of functions. Prerequisite: MAT 242. Offered on demand.
MAT 451 Senior Seminar (2 credits) A capstone course designed as a culmination of knowledge and skills acquired during the program. Students will complete a research project on an approved topic under supervision of faculty. Prerequisite: Senior standing or faculty approval with a 2.5 GPA, MAT 299, and a minimum of 30 credit hours toward major course work. Offered on demand

MAT 494 Special Topics (1-6 credits) An upper-level course designed to address in an in-depth manner a topic of special, current interest in the discipline. Offered on demand.

Management

MGT 230 Principles of Management (3 credits) Introduction to the management process of planning, organization, leadership, and control, including the history and development of management theory. Prerequisite: BUS 121. A writing-enhanced course. Offered spring and summer.

MGT 331 Management Information Systems (3 credits) Study of manual and computer-based information systems used to support managerial decision making, including input, processing, output, and storage systems, systems design and managerial control of information systems. Prerequisite CIT 140 or 142; recommended: MGT 230. Offered spring.

MGT 333 Operations Management (3 credits) Study of the management of operations systems used to produce both goods and services, including system design and analysis. Topics studied include break-even analysis, inventory models, location, layout and transportation models, and other quantitative managerial tools; analysis of quality standards in current business use. Prerequisite: Math above MAT 147 and MGT 230. Offered spring, odd-numbered years.

MGT 334 Employee Relations (3 credits) Study of the labor movement in the U.S., including historical background, current organization and practice of the American labor movement, principles of collective bargaining, U.S. labor law, and current labor-management issues. Prerequisite: ECO 237 or 238. Offered spring, odd-numbered years.

MGT 336 Organizational Concepts (3 credits) Interdisciplinary study of behavioral science management and organizational theory. Study of organizational environments, structure, and behavior, with special emphasis placed on theories of leadership, motivation, formal and informal structures, communication, and group processes. Prerequisites: MGT 230 or consent. Offered spring.

MGT 399 Management Internship (1-3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Fifty hours of work per credit hour, plus written assignments. Prerequisite: Business Management or Human Resource Management major with minimum of 64 credit hours, cumulative GPA of 2.0, business course work GPA of 2.5, and approval of school chair. Offered fall, spring, and summer.
MGT 430 Entrepreneurship & Small Business Management (3 credits) Examination of issues involving the creation and management of new business ventures; overview of managerial, financial, and legal issues affecting small business firms. Prerequisite: ECO 236, 237 or 238, MGT 230, and junior standing, or consent. A writing-enhanced course. Offered fall.

MGT 431 Human Resource Management (3 credits) Study of employer/employee relationships, personnel policies and administration, recruitment, training, supervision, and discipline issues. Recommended: MGT 230 and junior standing. Offered fall.

MGT 433 Organizational Leadership (3 credits) Study of the major theories of leadership, examines the types of leader power, traces the scholarly history of leadership theory development, and integrates popular business literature. Prerequisite: MGT 230 and junior standing, or consent. Offered on demand.

MGT 436 Compensation and Benefits (3 credits) An introduction to the management of employee compensation and benefits. Topics include evaluation systems, reward systems, legal and government constraints, wage and salary structures, incentive-based compensation, health and retirement benefits, and administration. Recommended: MGT 431 and junior standing. Offered spring, even-numbered years.

MGT 451 Employment Law (3 credits) Survey of the legal principles guiding the employer-employee relationship. Examines laws regulating hiring, job opportunity, discrimination, affirmative action, sexual harassment, wages, benefits, privacy rights, health safety, employment at will, layoffs and termination. Prerequisites: BUS 431 and MGT 431. Offered spring, odd-numbered years.

MGT 486 Independent Study In Management (3 credits) In-depth analysis and presentation of selected topics in business management or human resource management, or related topic; broadens student’s knowledge of topic analyzed and enhances the student’s understanding of management and/or human resource management. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Business Management or Human Resource Management major, junior standing, 2.75 GPA, and approval of school chair. Offered on demand.

MGT 488 Management Seminar (1-3 credits) A senior-level course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered on demand.

MGT 491 Guided Research (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

MGT 494 Special Topics in Management (1-3 credits) A senior-level designed to address in an in-depth manner a topic of special, current interest in the discipline.
Marketing

MKT 230 Principles of Marketing (3 credits) An introduction to the fundamentals of marketing that cover product development, distribution, promotion, and pricing with emphasis on developing a managerial point of view in planning, and evaluating market decisions. Prerequisite: BUS 121. Offered spring.

MKT 331 Consumer Behavior (3 credits) A study of the influence of social and psychological factors upon the behavior of buyers. Topics include the consumer decision process and how it impacts marketing strategy. Prerequisite: BUS 121. Offered fall.

MKT 332 Promotional Strategies (3 credits) Analysis of the uses of various promotions in formulating an overall consumer communication strategy. Topics include advertising, publicity, sales promotion, creative strategies, evaluation of results, and the advantages and disadvantages of differing media and vehicles in reaching the target audience. Prerequisite: MKT 230 or consent. Offered spring, odd-numbered years.

MKT 333 Professional Selling (3 credits) This course covers the fundamentals of selling, sales theory, and sales techniques. Through the use of classroom instruction, role-playing, demonstrations, and sales presentation the student builds skills necessary to succeed in the dynamic world of the corporate sales executive. The personal qualifications required for effective selling are reviewed. Prerequisite: MKT 230 or consent. Offered fall, even-numbered.

MKT 399 Marketing Internship (1-3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Fifty hours of work per credit hour, plus written assignments. Prerequisite: Marketing major with minimum of 64 credit hours, cumulative GPA of 2.0, business course work GPA of 2.5, and approval of the school chair. Offered fall, spring, or summer.

MKT 430 Marketing Management (3 credits) An advanced study of the practices and policies of sales and marketing management in major business firms. The course includes the study of markets, market trends, sales organization, sales planning and forecasting, sales promotion, advertising, and consumer relations. Prerequisite: A minimum of 9 hours in previous marketing course work or consent. Offered spring, even-numbered years.

MKT 432 Marketing Research (3 credits) A study of the research methods and techniques applicable to problem solving in marketing. Topics include the planning and execution of market research projects, primary and secondary data collection, use of statistical methods, questionnaire design, interview methods, sampling tabulation, and report writing. Prerequisite: MKT 230, MAT 229, or consent. Offered fall, odd-numbered years.
MKT 486 Independent Study in Marketing (3 credits) In-depth analysis and presentation of selected topics in marketing that will broaden the student’s knowledge of the topic analyzed and enhances the student’s understanding of marketing. Topic selection, method of analysis, and mode of presentation is to be determined in collaboration with a supervising faculty member. Prerequisite: Junior standing, 2.75 GPA, and approval of the school chair. Offered on demand.

MKT 488 Marketing Seminar (1-3 credits) A senior-level course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered on demand.

MKT 494 Special Topics in Marketing (1-3 credits) A senior-level course designed to address, in an in-depth manner, a marketing topic of special and/or current interest. Offered on demand.

Music

MUS 100 Music Recital Attendance (0 credits) Students are required to attend a select number of concerts and performances each semester, both on campus and in the community. Required for students pursuing a minor or an area concentration in music. Grade basis is pass/no pass.

MUS 103 Class Piano I (1 credit) An introductory course in piano for beginners that emphasizes basic musical concepts of rhythm, notation and keyboard theory. Develop skills of musical expression through performance of solo and ensemble piano music. Meets for one hour each week. Class size is limited to four students.

MUS 104 Class Piano II (1 credit) Prerequisite: MUS 103 or permission from instructor. Meets for one hour each week. Class size is limited to four students.

MUS 108-112, 114 Participation in Performance Ensembles A maximum of four credit hours toward a degree may be earned in each ensemble, but students may participate in any or all of the ensembles each semester, subject to the approval of the director.

MUS 108 Ohio Valley University Choral Union (1 credit) The Choral Union is a community choir open to all students, faculty, staff, and community members. The group rehearses regularly for two hours per week, and it performs concerts on campus and for local churches and functions. The Choral Union performs a wide variety of a cappella choral music including hymns, spirituals, and contemporary choral works. No audition is required to join, but singing experience is preferred.

MUS 110 Instrumental Ensemble (1 credit) OVU students join with musicians from the local community to rehearse. The group rehearses several hours a week and presents two concerts each year. Open by audition.
MUS 111 Jazz Ensemble (1 credit) Students perform jazz standards of all styles and periods in a “big band” format of saxophone, brass, and rhythm sections. The group rehearses several hours per week. Open by audition.

MUS 112 A Cappella Singers (1 credit) Ohio Valley’s oldest and largest music ensemble. Rehearses several hours each week; audition is required. Scholarship auditions are conducted each spring semester. The A Cappella Singers travel on one extended tour either during Spring Break or in May after graduation.

MUS 114 Express (1 credit) Ohio Valley’s Contemporary Christian ensemble. Audition and interview are required. This group travels extensively throughout the United States on its annual summer tour as well as during the school year. Emphasis is placed not only on musical and vocal talent, but also on each member’s ability to communicate effectively with prospective students. Auditions and subsequent interviews for available positions in this ensemble are held each spring on campus. Students rehearse extensively in the summer and during the school year.

Private Instruction in Piano, Instrument, and Voice (variable credit) The teacher will determine a student’s level of ability and prescribe an individualized program of study to maximize student achievement. One 30-minute lesson per week and 30 minutes of practice per day constitute one hour of credit. Students planning to major in music should take two credits per semester. After completing two semesters of study, students who wish to receive more intensive private training will register for the 300-level lesson. Private instruction courses may be repeated for credit, but a maximum of 4 hours credit toward a degree may be earned. Prerequisite: Consent of the instructor.

MUS 113 Private Piano (1-2 credits) Consent of instructor required.
MUS 115 Private Voice (1-2 credits) Consent of instructor required.
MUS 116 Private Brass (1-2 credits) Consent of instructor required.
MUS 117 Private Percussion (1-2 credits). Consent of instructor required.
MUS 118 Private String (1-2 credits). Consent of instructor required.
MUS 119 Private Woodwind (1-2 credits) Consent of instructor required.

MUS 121 Music Appreciation (3 credits) A survey of the history of Western music with a particular emphasis on the genre of blues, jazz, rock and Western Art Music. Emphasis is placed on learning to listen critically to all styles of music and to gain fluency in describing and writing about music. Much time is devoted to understanding music in a cultural context. No prior musical knowledge is necessary. Offered spring.

MUS 122 Song Leading and Worship Skills (1 hour) Basic fundamentals of song leading—using a pitch pipe, recognizing key and time signatures, learning basic conducting patterns and better use of the voice. Worship planning, public prayer and public reading of scripture. Offered on demand.
MUS 141 Music Theory I (3 credits) A detailed study of the components that make up the language of music. Melody, rhythm and diatonic harmony are analyzed through listening, performing and writing. Many concepts of music theory will be applied at the piano keyboard. Co-requisite: MUS 143. Offered fall.

MUS 142 Music Theory II (3 credits) A continuation of MUS 141. Prerequisite: MUS 141 or permission of instructor. Co-requisite: MUS 144. Offered spring.

MUS 143 Sight Singing/Ear Training I (1 credit) The study of how to sing music “at sight” and the opposite, how to write music that is heard. Emphasis is placed on singing combined with rhythmic, melodic and harmonic dictation. Co-requisite: MUS 141. Offered fall.

MUS 144 Sight Singing/Ear Training II (1 credit) A continuation of MUS 143. Prerequisite: MUS 143 or permission of instructor. Co-requisite: MUS 142. Offered spring.

MUS 221 Music Literature (3 credits) A survey of the history and literature of Western music, with specific emphasis on developing styles and the primary masterworks of each style period. Secondary emphasis will include general music history and the lives of the great composers. Prerequisite: MUS 142 and 144. Offered fall, odd-numbered years. Satisfies general education fine arts requirement.

MUS 241 Music Theory III (3 credits) The study of chromatic harmony and atonal music, including written theory (notation and part writing), keyboard harmony, and analysis of the large forms. Prerequisite: MUS 142 and 144. Co-requisite: MUS 243. Offered fall.


MUS 243 Sight Singing/Ear Training III (1 credit) Includes rhythmic, melodic, and harmonic dictation and sight singing of chromatic melodies and chord progressions. Prerequisite: MUS 142 and 144. Co-requisite: MUS 241. Offered fall.


MUS 290-298 Music Seminar (1-6 credits) Seminar on selected topics in music. Offered on demand.

MUS 313 Private Piano (1-3 credits) Consent of instructor required.

MUS 315 Private Voice (1-3 credits) Consent of instructor required.

MUS 316 Private Brass (1-3 credits) Consent of instructor required.

MUS 317 Private Percussion (1-3 credits) Consent of instructor required.
MUS 318 Private String (1-3 credits) Consent of instructor required.

MUS 319 Private Woodwind (1-3 credits) Consent of instructor required.

MUS 394 Music History I (3 credits) The first half of a survey of music history, culture and style. Topics will include western music from the ancient period through the Classical Period and applicable contexts. Working knowledge of music theory and notation assumed. Offered on demand.

MUS 395 Music History II (3 credits) The second half of the survey of music history, culture and style. Topics will include music of the Romantic and Modern Periods and applicable contexts. Working knowledge of music theory and notation assumed. Offered on demand.

MUS 421 Form and Analysis (3 credits) The study of techniques for the analysis of musical form, including small scale forms such as Binary and Ternary forms and large scale forms such as Sonata-Allegro and Rondo forms. The course also introduces techniques for analyzing twentieth century music. Prerequisite: MUS141, MUS142, MUS241. Offered on demand.

MUS 422 Conducting (3 credits) A practical, experienced-based study of conducting techniques and rehearsal procedures. Offered on demand.

MUS 423 Orchestration and Arranging (3 credits) An introduction to the techniques and processes involved in scoring and arranging music for various instrumental and vocal ensembles. Prerequisite: MUS141, MUS142, MUS241. Offered on demand.

MUS 494 Special Topics (1-6 credits) An upper-level course designed to address in an in-depth manner a topic of special interest in the discipline.

Natural Science

NSC 135 Introduction to General Chemistry (4 credits) A general education course for liberal arts students and for allied health students. The course engages students in three broad study areas. (a) Fundamental principles of chemistry: topics include the atomic structure, chemical bonds, stoichiometry, and radioactivity; introductory topics in organic chemistry and biochemistry are also presented. (b) Health applications in chemistry: dealing with chemistry and medicine, sports and genetic revolution. (c) Societal applications in chemistry: topics include forensic science, environmental chemistry and warfare. Lecture, 3 hours; lab, 3 hours. Does not apply to a major or a minor in the sciences. Cannot be used as a substitute for NSC 145. Prerequisite: Math ACT score of at least 19 (or equivalent SAT score) or MAT 147; high school general science or permission of the instructor. Offered fall.

NSC 141 General Biology I (4 credits) A study of the basic principles of animal biology including the human organism, taxonomy, and genetics. Lecture, 3 hours; lab, 2 hours.
NSC 142 General Biology II (4 credits) An in-depth study of the principles of biology including the biochemistry of living organisms, ecology, botany, and a study of the characteristics of the organisms in the five kingdoms. Prerequisite: one college science course; NSC 141 would be helpful, but is not essential. Lecture, 3 hours; lab, 2 hours. Offered spring, even-numbered years.

NSC 145 General Chemistry I (4 credits) A study of the basic principles of chemistry to include atomic theory, chemical bonding, stoichiometry, periodicity, qualitative analysis, and quantitative relationships in chemical and physical processes. Problem solving is emphasized. Lecture 3 hours, Lab, 3 hours. Prerequisite: Math ACT score of 23 or higher, or permission of instructor. Offered fall.

NSC 146 General Chemistry II (4 credits) A continuation of NSC 145 with an emphasis on solution chemistry, acid base equilibria, solubility, kinetics, electrochemistry, quantitative analysis and thermodynamics. Lecture, 3 hours; lab, 3 hours. Prerequisite: NSC 145 or the equivalent. Offered spring.

NSC 148 General Physical Science (4 credits) A survey of the principles of astronomy, geology, meteorology, chemistry, and physics. Emphasis will be given to the processes of science as well as the content and to the application of technology to problem-solving. Lecture: 3 hours; Lab: 2 hours. Prerequisite: Math ACT score of at least 22, or MAT 147 or higher.

NSC 210 Human Anatomy and Physiology I (4 credits) An introduction to the normal structure and function of the human body. The course covers principles of the chemistry compounds (biochemistry), cells, tissue, and organs of the body. Four systems are studied for gross and microscopic anatomy and normal functioning; these are integumentary, skeletal, muscular, and nervous systems. The lab work emphasizes microscopic work on cells and tissues, study of bones and tissues, and dissections of brain and eyeball. Lecture 3 hours, lab 3 hours. Prerequisite or co-requisite: NSC 135 or equivalent. Offered fall. Designed for students interested in the nursing program; other students should take NSC 310. Students cannot earn credit for both NSC 210 and NSC 310.

NSC 211 Human Anatomy and Physiology II (4 credits) Continuation of NSC 310. This class includes study of the respiratory, circulatory (blood, heart, vessels), lymphatic, urinary, digestive, endocrine, and reproductive systems. Normal anatomy and physiology is emphasized, but some pathology is included. Lab work includes dissection of body systems, plus selected physiology experiments in respiratory volumes, blood and blood genetics, urinalysis, and digestion rates. Critical thinking is developed using clinical examples. The students conduct research as group projects, such as nutrition, development of science events for teens, or clinical interviews. Lecture 3 hours, lab 3 hours. Prerequisites: NSC 210 and NSC 135 or equivalents. Offered spring. Designed for students interested in the nursing program; other students should take NSC 311. Students cannot earn credit for both NSC 211 and NSC 311.
NSC 231 Introduction to Astronomy (4 credits) An introduction to the study of the Universe, including the latest theories on the origin of the Universe, the solar system and the Earth. Covered will be the origin of galaxies, stars, planets, asteroids, meteoroids, comets, etc., stressing modern techniques of gathering information about the Universe. Lecture 3 hours, lab 2 hours. The lab portion of the course will include observations of the sky, use of telescopes, and use of the celestial sphere and star charts. May also include planetarium visits and other astronomy-related field trips. Offered on spring, even-numbered years.

NSC 232 Physical Geology (4 credits) A general education course for students who seek to understand the origin and operation of planet Earth in the context of modern science and Christian religion. The key topics include the origin, composition, structure, and processes of the Earth. The physical, chemical, and biological processes that shape the Earth are studied in light of the concept of global plate tectonics and the interaction of Earth’s subsystems. Students are engaged in related contemporary science such as GIS applications and satellite Earth observation data for mapping and analyzing geologic features. Also, students undertake field visits to interesting geologic sites. Lecture 3 hours, lab 2 hours. Offered spring, odd-numbered years.

NSC 244 Physics I (4 credits) A study of the principles of physics to include mechanics, heat, and wave motion. Lecture, 3 hours; lab, 3 hours. Prerequisite (or co-requisite): MAT 151 or MAT 247; or at least a 26 on the mathematics section of the ACT (or 620 on the SAT), or permission of the instructor. Offered fall, odd-numbered years.

NSC 245 Physics II (4 credits) A continuation of NSC 244 with an emphasis on electricity, magnetism, and optics. Lecture, 3 hours; lab, 3 hours. Prerequisite: NSC 244. Offered spring, even-numbered years.

NSC 246 Organic Chemistry I (4 credits) Study of characteristic reactions, synthesis, and stereochemistry of major classes of organic compounds using a mechanistic approach. Classes of compounds studied include alkanes, alkyl halides, alkenes, and alcohols. Mechanisms studied include: free radical halogenation, nucleophilic substitution, nucleophilic addition, and electrophilic addition. Includes lab portion which provides an introduction to microscale techniques of organic chemistry preparation and purification. Techniques studied will be re-crystallization, distillation, extraction and preparation of simple aliphatic compounds. Lecture 3 lecture hours, 3 lab hours. Prerequisites: NSC 146 or equivalent. Offered fall, odd-numbered years.

NSC 247 Organic Chemistry II (4 credits) Continuation of CHEM 223 to include spectroscopic methods, theory and interpretation. Classes of compounds studied include alkenes, aromatics, carbonyls, amides, amines, and synthetic polymers. Mechanisms studied include electrophilic aromatic substitution, Aldol condensation, esterification, and polymerization. Lab work includes some computer simulation, unknown analysis and individual work. The lab portion will include multi-step synthesis, qualitative analysis and instrumental analysis. Some computer simulation and individualized experiments will be involved. Lecture 3 hours, lab 3 hours. Prerequisite: NSC 246 or equivalent. Offered spring, even-numbered years.
NSC 290-298 Seminar in Science (1-6 credits) Seminar on selected topics in natural sciences. Offered on demand.

NSC 299 Science Program Admission (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

NSC 310 Human Anatomy and Physiology I (4 credits) An introduction to the normal structure and function of the human body. The course covers principles of the chemistry compounds (biochemistry), cells, tissue, and organs of the body. Four systems are studied for gross and microscopic anatomy and normal functioning; these are integumentary, skeletal, muscular, and nervous systems. The lab work emphasizes microscopic work on cells and tissues, study of bones and tissues, and dissections of brain and eyeball. Lecture 3 hours, lab 3 hours. Prerequisite or co-requisite: NSC 145 or equivalent. Offered fall. Students cannot earn credit for both NSC 310 and NSC 210.

NSC 311 Human Anatomy and Physiology II (4 credits) Continuation of NSC 310. This class includes study of the respiratory, circulatory (blood, heart, vessels), lymphatic, urinary, digestive, endocrine, and reproductive systems. Normal anatomy and physiology is emphasized, but some pathology is included. Lab work includes dissection of body systems, plus selected physiology experiments in respiratory volumes, blood and blood genetics, urinalysis, and digestion rates. Critical thinking is developed using clinical examples. The students conduct research as group projects, such as nutrition, development of science events for teens, or clinical interviews. Lecture 3 hours, lab 3 hours. Prerequisites: NSC 310 and NSC 145 or equivalents. Offered spring. Students cannot earn credit for both NSC 311 and NSC 211.

NSC 330 Curriculum and Methods of Teaching General Science 5-Adult (3 credits) A study of philosophical and methodological issues related to teaching science at the secondary level. Emphasis is placed on upper-level sciences. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. Offered as needed by the program.

NSC 341 Zoology: Animals as Organisms (4 credits) Anatomical and physiological study of invertebrate and vertebrate body systems and processes including taxonomy and evolution. (3 lecture hours and 2 lab hours per week.) Prerequisites: NSC 142. Offered summer, even-numbered years.

NSC 342 Botany: Plants as Organisms (4 credits) Development, structure, function, and evolution of vascular and nonvascular plants; physiological and ecological relationships. (3 lecture hours and 2 lab hours per week). Prerequisites: NSC 142. Offered on demand.
**NSC 343 Introduction to Physical Chemistry** (3 credits) A presentation of advanced concepts in physical chemistry building on foundational knowledge in General Chemistry. Specifically, the course covers molecular structure and interactions with emphasis on spectroscopic analysis. The 3 laws of thermodynamics are also expanded in addition to molecular motion and transport, and enzyme kinetics. Prerequisite: NSC 146, MAT 241 & NSC 247, or permission of instructor. Offered on demand.

**NSC 344 Introduction to Inorganic Chemistry** (3 credits) A presentation of advanced concepts in inorganic chemistry building on foundational knowledge in General Chemistry. Specifically, the course covers new concepts on atomic theory including the valence bond theory and solution of the “s” block metals, strengths of oxiacids/aquated cations, amphotericism and coordinated complexes. Extraction methods for alkali metals and alkaline earth metals are also covered. Prerequisite: NSC 146 & NSC 247, or permission of instructor. Offered on demand.

**NSC 345 Introduction to Instrumental Analysis** (3 credits) An introductory course in instrumental analysis including mass spectrometry, infrared (IR) spectroscopy and nuclear magnetic resonance (NMR). Also, analysis from the gas chromatograph (GC) and high performance liquid chromatograph (HPLC) are introduced. Prerequisite: NSC 146 & NSC 247, or permission of instructor. Offered on demand.

**NSC 400 Microbiology** (4 credits) An introduction into the history, morphology, and physiology of microorganisms, techniques of isolation, and identifying microorganisms with emphasis given to their effect on human affairs. Lecture 3 hours; lab, 3 hours. Prerequisite: Any science course with a lab. Offered spring.

**NSC 431 Ecology** (3 credits) How animals and plants make their way in the world, ranging from struggle of individual organisms with their surroundings to interactions of populations and communities. Prerequisite: NSC 142 or equivalent. A writing-enhanced course. Offered fall, odd-numbered years.

**NSC 432 Genetics** (3 credits) Modern genetics including Mendelian and other patterns of inheritance, population genetics, genetic mapping, DNA and gene structure and function, genetic diseases, and introduction to genetic engineering. Prerequisite: NSC 141 or equivalent. Offered on demand.

**NSC 434 Biochemistry I** (4 credits) Emphasizes structure and function of proteins, lipids and nucleic acids, enzymology, intermediary metabolism and its control mechanisms, and energy transformations. Lecture, 3 hours; lab 3 hours. Prerequisite: NSC 146, also NSC 141 & 142 are recommended. Offered on demand.

**NSC 435 Biochemistry II** (4 credits) A continuation of NSC 434 which emphasizes structure and function of proteins, lipids and nucleic acids. It also presents advanced concepts on enzyme kinetics and energy transformations. Lecture, 3 hours; lab 3 hours. Prerequisite: NSC 434; also, either NSC 343 or NSC 344 is recommended. Offered on demand.
**NSC 439 Biological Psychology** (3 credits) A study of the biological basis of human behavior. This course examines neuroanatomy, function of the nervous system, and biological influences upon learning, memory, cognition, sensation, and abnormal behavior. Prerequisite: PSY 101 or consent of instructor. Cross-listed as PSY 439; students cannot earn credit for both courses. Offered fall, odd-numbered years.

**NSC 441 Cell Biology** (4 credits) Examines the relationship between cell structure and function. An emphasis on membrane structure, cell transport, cytoskeleton, gene expression and regulation, cell division and cellular causes of cancer. Laboratory exercises include techniques used in the study of cell biology, including histology, spectrophotometry, cell fractionation, tissue culture, electrophoresis, and immunochemistry. (3 lecture hours and 3 lab hours per week.) Prerequisite: NSC 142 and NSC 146. Offered on demand.

**NSC 451 Senior Seminar** (2 credits) A capstone course during which students present their undergraduate research projects to the OVU community. A writing-enhanced course. Prerequisite: NSC 299.

**NSC 450 Directed Research** (1-2 credits) Instructor-directed student research determined in consultation between student and instructor. The course may be repeated for credit. Prerequisite: junior or senior standing in science and admission to the biology program.

**NSC 489 Natural Sciences Practicum** (1-6 credits) Assignment in a supervised situation involving observation and participation in situations which engage the student in a science related field. Activities such as work in a hospital lab, field work with the department of natural resources, clinical work at Health South are examples of appropriate positions. The practicum may be repeated for credit. The practicum is given by consent of the director of the biology program or by a designated instructor.

### Physical Education

**PHED 100 Low Impact Aerobics** (1 credit) This course is designed to improve cardio-respiratory endurance and assist in the reduction of body fat using step, double step, step-interval and quad-step workouts set to contemporary music. Students will use hand weights, body bars, bands, flexi-balls and other related resistance training techniques to improve muscular strength and endurance. Discussion of nutritional guidelines will also be included to assist students in gaining useful knowledge for a lifetime of weight control management. Offered on demand.

**PHED 101 High Impact Aerobics** (1 credit) This advanced course of physical conditioning combines high energy cardio-respiratory activity with physical training to improve muscular endurance, develop increased levels of cardio-respiratory fitness, promote flexibility and reduce total body fat. The class format will consist of intense outdoor training with vigorous circuit, interval and cross-training regimens that include jogging, sprinting, agility drills and basic training-style calisthenics activities. Offered on demand.
PHED 102 Archery (1 credit) Instruction in archery including fundamental techniques and target shooting. Offered on demand.

PHED 103 Fall Sports (1 credit) This course provides instruction in the fundamentals of football and soccer. Skills introduced include individual position skills and strategies. Basic offensive and defensive strategies are introduced as well as the rules of the game. Offered on demand.

PHED 104 Spring Sports (1 credit) This course provides instruction in the fundamentals of baseball and slow pitch softball. Skills introduced include fielding, pitching, throwing, base running and batting. Basic offensive and defensive strategies are introduced as well as the rules of the game. Offered on demand.

PHED 105 Walking for Health and Fitness (1 credit) Introduction to the knowledge and techniques necessary for different types of walking to increase fitness through assessment and development of a personal walking program. Offered on demand.

PHED 106 Weight Training (1 credit) Knowledge and techniques necessary for increasing muscle function. Course includes assessment of status and development of a personal program. Offered on demand.

PHED 107 Camping (1 credit) Instruction and participation in basic camping. Safety and proper equipment selection and use will be stressed. At least one campout will be included. Offered on demand.

PHED 108 Backpacking (1 credit) Instruction and participation in basic backpacking. Safety and proper equipment selection and use will be stressed. Students will hike on area trails. Offered on demand.

PHED 109 Tennis (1 credit) This course is an introduction to the skills of tennis including forehand, backhand, serving and net volley. It introduces the basic rules, as well as singles and doubles strategies. Court etiquette is also taught. Offered on demand.

PHED 110 Foundations of Physical Fitness (1 credit) Instruction and exercise in fundamental skills necessary to promote lifetime fitness, and relationship of physical fitness with holistic wellness. Students will develop and implement a personal fitness program. Ten hours of field experience are required.

PHED 111 Beginning Bowling (1 credit) An introduction to the skills of bowling. Course introduces the basic rules, strategies, and score keeping. Offered on demand.

PHED 112 Golf (1 credit) Introductory experience in the sport of golf. Course focus will be on fundamental skills, information, strategy, and participation. Offered on demand.

PHED 113 Swimming (1 credit) Development of the essential skills and information necessary for enjoying swimming. Emphasis will be on personal safety. Offered on demand.
PHED 114 **Advanced Swimming** (1 credit) Refinement of essential skills in swimming with an emphasis on swimming as a lifelong fitness activity. Offered on demand.

PHED 115 **Canoeing** (1 credit) Curriculum includes lectures on the design and construction of camping, portaging, car topping, and flat water paddling strokes for both canoes and kayaks. Offered on demand.

PHED 116 **Racquet Sports** (1 credit) This course focuses on beginning level skills in racquetball and tennis. It will include instruction in basic skills, playing strategies, lecture, demonstration, and participation. Offered on demand.

PHED 117 **Beginning Basketball** (1 credit) This course provides for introductory development of basketball skills including shooting, passing, dribbling, and rebounding. Basic offensive and defensive strategies will be included as well as the rules of the game. Offered on demand.

PHED 119 **Volleyball** (1 credit) This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play. Offered on demand.

PHED 121 **Track and Field Sports** (1 credit) Designed to familiarize the professional physical education student with the skills, practices, techniques and theory of track and field. Development of at least an intermediate skill level is expected of the students. The primary goal of the course is to equip the student with the skills necessary to teach track and field effectively. Offered on demand.

PHED 124 **Recreational Sports** (1 credit) Instruction in fundamental rules, skills and strategy of recreational type sports: may include pickle ball, table tennis, billiards, shuffleboard, horseshoes, floor tennis, and paddle tennis. Offered on demand.

PHED 125 **Jogging** (1 credit) This course is an introduction to jogging. Jogging is a way to develop and maintain cardiovascular and aerobic fitness. Course content includes mechanics of efficient jogging, presentation of different training systems, safety concerns, information related to community “fun runs” and information related to the prevention and care of common jogging injuries. Offered on demand.

PHED 130 **Introduction to Camp Counseling** (1 credit) Introduction to the basics of Christian camp counseling: programs, responsibilities, activities, ethics. Prerequisites: Successful completion of one semester of college work and approval of instructor. See BIB 325 for possible credit for camp work. Offered spring.

PHED 140 **Karate I** (1 credit) Development of the essential skills for karate in a traditional Japanese format. This weaponless martial art emphasizes power and efficiency in a comprehensive system for self-defense as well as encouraging exploration and understanding of both the physical and mental self. Offered on demand.

PHED 141 **Karate II** (1 credit) Continuation of skills developed in Karate I (PHED 140). Prerequisite: PHED 140. Offered on demand.
PHED 142 Karate III (1 credit) Continuation of skills developed in Karate II (PHED 141). Prerequisite: PHED 141. Offered on demand.

PHED 170-79 Physical Education Seminar (1 credit) A seminar on a selected topic of current interest in physical education.

PHED 206 Advanced Weight Training (1 credit) Continued development of knowledge and techniques necessary for increasing muscle function. Course includes assessment of status and development of a personal program. Prerequisite: PHED 106 or consent of instructor. Offered on demand.

PHED 211 Advanced Bowling (1 credit) Continued development in the skills of bowling. Prerequisite: PHED 111 or consent of instructor. Offered on demand.

PHED 213 Advanced Swimming (1 credit) Development of the essential skills and information necessary for enjoying swimming. Emphasis will be on personal safety. Offered on demand.

PHED 217 Advanced Basketball (1 credit) This course provides for further development of basketball skills including shooting, passing, dribbling, and rebounding. Basic offensive and defensive strategies will be included as well as the rules of the game. Prerequisite: PHED 117 or consent of instructor. Offered on demand.

PHED 220 Junior Varsity Baseball (1 credit) Open only to junior varsity baseball team members. Offered spring.

PHED 221 Junior Varsity Baseball, Men (1 credit) Open only to junior varsity basketball team members. Offered spring.

PHED 226 Junior Varsity Golf, Men (1 credit) Open only to junior varsity golf team members. Offered spring.

PHED 227 Junior Varsity Soccer, Men (1 credit) Open only to junior varsity soccer team members. Offered fall.

PHED 250-263, Varsity Sports Students may repeat for credit courses associated with varsity sports, but a maximum of 4 hours credit toward a degree may be earned.

PHED 250 Varsity Baseball (1 credit) Open only to varsity baseball team members. Offered spring.

PHED 251 Varsity Basketball, Men (1 credit) Open only to varsity basketball team members. Offered spring.

PHED 252 Varsity Basketball, Women (1 credit) Open only to varsity basketball team members. Offered spring.
PHED 253 Varsity Cheerleading (1 credit) Open only to varsity cheerleaders. Offered on demand.

PHED 254 Varsity Cross-Country, Men (1 credit) Open only to varsity cross-country team members. Offered fall.

PHED 255 Varsity Cross-Country, Women (1 credit) Open only to varsity cross-country team members. Offered fall.

PHED 256 Varsity Golf, Men (1 credit) Open only to varsity golf team members. Offered spring.

PHED 257 Varsity Soccer, Men (1 credit) Open only to varsity soccer team members. Offered fall.

PHED 258 Varsity Soccer, Women (1 credit) Open only to varsity soccer team members. Offered fall.

PHED 259 Varsity Softball (1 credit) Open only to varsity softball team members. Offered spring.

PHED 260 Varsity Volleyball (1 credit) Open only to varsity volleyball team members. Offered fall.

PHED 261 Varsity Golf, Women (1 credit) Open only to varsity golf team members. Offered spring.

PHED 262 Varsity Lacrosse (1 credit) Open only to varsity lacrosse team members. Offered spring.

PHED 263 Varsity Wrestling (1 credit) Open only to varsity wrestling team members.

PHED 300 Kinesiology (3 credits) This course is designed to introduce the student to the disciplines of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology, and history of kinesiology will be explored. Offered fall, odd-numbered years.

PHED 301 Sports Officiating (2 credits) This course is designed to provide the student with knowledge and understanding of the rules and procedures for officiating sports contests. Also included are the general and psychological aspects of the roles of sport officials in either the interscholastic and or intercollegiate levels of competition. Offered spring, odd-numbered years.

PHED 302 Principles of Coaching (3 credits) This course is designed to provide insight into the coaching profession. It will examine the many facets of the profession and provide suggested guidelines for prospective coaches to use in establishing their own style and methods. Offered fall, even-numbered years.
PHED 303 Organization and Administration of Sports (3 credits) This course provides a basic foundation for career development in sports administration. Topics covered include budget management, purchasing equipment, scheduling, conferencing, and compliance. Offered spring, even-numbered years.

PHED 304 Motor Control and Learning (3 credits) Study of the processes that lead to relatively permanent change in the performance of motor skills. Models and theories of practice, augmented feedback, information processing and dynamic systems will be discussed. Offered spring, odd-numbered years.

PHED 305 Sports Psychology (3 credits) Psychological theory and principles applied to sports. Includes motivational techniques, psychological evaluation, stress and anxiety in sports, as well as personality and sports performance. Cross-listed as PSY 305; students cannot earn credit for both courses. Offered fall, even-numbered years.

PHED 461 Internship in Physical Education and Health (1-4 credits) Students are placed in an internship appropriate to senior level skills and interests in the field of physical education. Prerequisite: Program coordinator approval. Offered on demand.

PHED 462 Internship in Coaching (1-4 credits) Interns are placed as student coaching assistants with a sports team in their area of interest (college, K-12 school or professional organization). One credit hour is earned for every 30 clock-hours of student assistant coaching. Hours must be determined at registration. Prerequisite: Program coordinator approval. Offered on demand.

PHED 470 Seminar in Physical Education (1-4 credits) Student conducts independent projects under direction of one or more professors. Provides student with opportunity for individualized study. Offered on demand.

Political Science

POL 135 United States Government (3 credits) Basic principles, concepts, and institutions of American government with emphasis on the Constitution, its development, and the changes in its interpretation by the Supreme Court and the nation. Offered fall.

POL 231 Global Community Relations (3 credits) An introduction to the global environment. Addresses issues that face the world as a whole through a process known as globalization, such as population, conflict, security, the economy, development, the environment, and women and children’s issues. Fulfills diversity requirement. Offered spring.

POL 290-298 Sophomore Seminar (1-6 credits) A seminar on select topics in the discipline. Offered on demand.
Psychology

PSY 101 General Psychology (3 credits) An understanding of human behavior, unifying the physical, emotional, intellectual, and social aspects with current research findings and theories.

PSY 111 Introductory Psychology Seminar (3 credits) This course is designed to introduce students to the various specialty areas of psychological practice. Career opportunities are reviewed and emphasis is placed on preparation for graduate school. Christian beliefs in relationship to the study of psychology are reviewed. Offered fall.

PSY 201 Stress Management (3 credits) The impact of stress on physical and emotional health is reviewed. The survey and practice of stress management methods are addressed. Also covered are psychological approaches to everyday problems, coping skills, anxiety, personal growth and health, and interactions of individuals within personal and social environments. Offered on demand.

PSY 211 Marriage and Family (3 credits) A study of dating, marriage, and family relationships with emphasis on building mutual Christian responsibilities. This course examines the biblical model of marriage and family through the use of scriptural study and Christian worldview development. Fulfills Bible requirement. Prerequisite: sophomore standing. Students cannot earn credit for both BIB 211 and PSY 211.

PSY 233 Human Growth and Development (3 credits) A study of the psychological and physical development of the individual from prenatal through late adulthood (including death and dying), with attention paid to physical, mental, emotional, and social aspects. Recommended for sophomores.

PSY 229 Introduction to Statistics for the Behavioral Sciences (4 credits) A development of basic techniques of descriptive and inferential statistics including methods of analysis and presentation. Includes descriptive measures and an introduction to hypothesis testing/inferential statistics, including t-tests, ANOVA, correlation, simple regression, and chi-squared analyses. Provides training in software skills for the display and analysis of data. Three hours lecture, two hours laboratory per week. Prerequisites: MAT 147 or higher, or at least a 22 on the mathematics section of the ACT (or 540 on the SAT), or consent of instructor. Students cannot earn credit for both MAT 229 and PSY 229. Offered fall.

PSY 234 Child Development (3 credits) An advanced course on the study of psychological processes from childhood through adolescence. Emphasis is placed on physical, emotional, cognitive, moral, and social development. Offered on demand.

PSY 236 Adult Development and Aging (3 credits) An advanced course on the study of behavioral and psychological changes and continuity from young adulthood through old age. Emphasis is placed on interaction of psychological, sociocultural, and biological variables as they contribute to the behaviors of aging individuals from the perspective of a developmental framework. Offered on demand.
**PSY 242 Group Dynamics** (3 credits) A study of group processes, particularly as they relate to the individual. An emphasis is placed on the principles and operations underlying group actions and interactions. Emphasis is placed on stages of group development.

**PSY 290 Research Design** (4 credits) A study of research methods utilized in the social sciences and an examination of the editorial guidelines established by the American Psychological Association. Three hours lecture and 2 hours laboratory per week. Prerequisites: PSY 229 or consent of the instructor. A *writing-enhanced course*. Offered spring.

**PSY 299 Psychology Program Admission** (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

**PSY 304 Human Sexuality** (2 credits) This course examines personal, spiritual, interpersonal, community, and societal influences on sexuality throughout the lifespan. Topics include male/female anatomy and physiology, sexual arousal, sexual response, sexually transmitted diseases, contraception, and pregnancy, as well as behaviors and relationships. Prerequisite: WEL 231 or consent of instructor. Cross-listed as WEL 304; students cannot earn credit for both courses. Offered spring.

**PSY 305 Sports Psychology** (3 credits) Psychological theory and principles applied to sports. Includes motivational techniques, psychological evaluation, stress and anxiety in sports, as well as personality and sports performance. Cross-listed as PHED 305; students cannot earn credit for both courses. Offered fall, even-numbered years.

**PSY 320 Abnormal Psychology** (3 credits) A study of the major types of psychopathologies, including classifications, explanations, and treatments. Prerequisite: PSY 101 or 233, or consent of instructor. Offered spring.

**PSY 327 Psychology Field Laboratory** (1-3 credits) An experience in a psychology environment which should be different from the practicum.

**PSY 340 Personality Theories** (3 credits) A study of the major personality theories. Emphasis is placed on historical development, concepts, issues and methods of research, assessment and treatment that are essential for preparation for professional areas of applied psychology will be considered. Prerequisite: PSY 101 or 233 or consent of instructor. Offered spring.

**PSY 350 Family Systems** (3 credits) A study of the traits of strong, healthy families. An emphasis will be on understanding the general systems approach to the families and family therapy. Offered fall.
PSY 353 Drugs and Behavior (3 credits) A study of the nature and effects of drug use and abuse. An emphasis is placed on how drugs work in the brain to produce their behavioral effects. The course will also focus on the use of medications in the treatment of mental disorders. Prerequisites: PSY 101 or 233, or consent of instructor. Offered on demand.

PSY 355 Introduction to Counseling Theories and Practice (3 credits) A review of the philosophies and theories underlying current counseling practices. Attention will be given to using the application of the philosophies and theories. Students will have practical experiences utilizing theories reviewed in hypothetical counseling situations. Prerequisites: PSY 340 or consent of instructor. A writing-enhanced course. Offered spring.

PSY 360 Social Psychology (3 credits) A study of the relationship between the individual and the social environment, including research, social influence and social relations. Prerequisite: PSY 101 or consent of instructor. Offered fall.

PSY 421 History and Systems of Psychology (3 credits) A survey of the major psychological theories and systems from their philosophical origins to the current status of major integrative systems and theories. Prerequisite: PSY 101 or consent of instructor. Offered spring, even-numbered years.

PSY 439 Biological Psychology (3 credits) A study of the biological basis of human behavior. This course examines neuroanatomy, function of the nervous system, and biological influences upon learning, memory, cognition, sensation, and abnormal behavior. Prerequisite: PSY 101 or consent of instructor. Cross-listed as NSC 439; students cannot earn credit for both courses. Offered fall, odd-numbered years.

PSY 440 Tests and Measurements (3 credits) A study of the principles of psychological measurement such as the construction, administration and interpretation of group and individual tests of intelligence, personality, interest and achievement. Prerequisite: PSY 101 or consent of instructor. Offered spring, odd-numbered years.

PSY 441 Cognitive Psychology (3 credits) A comprehensive review of basic cognitive phenomena including perception, attention, memory, and problem solving. Emphasis is placed on the use of empirical research results to evaluate the major theories of cognition. Prerequisites: PSY 101 or 233, or consent of instructor. Offered on demand.

PSY 442 Industrial & Organizational Psychology (3 credits) An introductory course in the psychology of work and organizations. Emphasis is on application of psychological theories and research to organizational situations including employee selection and assessment, training, proficiency evaluation, motivation, morale, stress, communication, and leadership. Prerequisites: PSY 101 or 233, or consent of instructor. Offered on demand.
PSY 443 Health Psychology (3 credits) Introduction to the contribution of psychology to the promotion and maintenance of health as well as the prevention and treatment of illness. Emphasis will be placed on understanding how psychological, behavioral, biological, and social factors relate to health and wellness. Prerequisites: PSY 101 or 233, or consent of instructor. Offered on demand.

PSY 451 Senior Seminar (3 credits) This course is an introduction to professional opportunities in psychology and related fields. It is an exploration of the issues one must consider in order to pursue a career and/or graduate school in Psychology and related fields. Continued guidance on senior psychology portfolios, senior practicum and comprehensive examinations also is provided during the course. Prerequisite: PSY 299. Offered fall.

PSY 460 Learning Theories (3 credits) A study of the major theories of learning that have important influence in the fields of psychology and education today. An emphasis will be placed on the principles of learning and the implications for psychology and education. Prerequisite: PSY 233 or consent of instructor. Offered spring, even-numbered years.

PSY 470 Behavior Modification (3 credits) An advanced study of the application of the behavioral principles of classical and operant conditioning to specific clinical problems and general life challenges. Prominent research and ethical considerations will also be reviewed. Prerequisites: PSY 101 or 233, or consent of instructor. Offered on demand.

PSY 480 Advanced Statistics for the Behavioral Sciences (4 credits) Statistical analysis of social science research data which integrates experimental design with a comprehensive understanding and application of descriptive and inferential analysis of data, including multifactor analysis of variance, repeated measures designs, post hoc analyses, and multiple regression analyses. Provides training in software skills for data analysis and display. Strongly recommend for students interested in Psychology Ph.D. programs. Three hours lecture, one 2-hour laboratory per week. Prerequisites: PSY 229 and PSY 290. Offered on demand.

PSY 485 Advanced Research Design (4 credits) Student designs and implements a major research project which can be presented as an example of interest and capability in conducting independent research with the goal of presentation at psychology conventions and/or publication. The paper will conform to all aspects of the editorial guidelines established by the American Psychological Association. Strongly recommended for students interested in Psychology Ph.D. programs. Three hours lecture, two hours lab per week. Prerequisites: PSY 229 and PSY 290. Offered on demand.

PSY 489 Psychology Practicum (3 credits) Professional work experience in an external setting within the area of behavioral sciences. Students may select work setting from several pre-approved sites. Prerequisite: PSY 355 or 426 or consent of instructor. A writing-enhanced course.
**PSY 490 Guided Research** (1-6 credits) A senior-level independent research project designed by the student with assistance from the instructor. Offered on demand.

**PSY 494 Special Topics** (1-6 credits) A senior-level course designed to address in an in-depth manner a topic of special or current interest in the discipline. Offered on demand.

**PSY 496 Independent Study** (1-6 credits) In-depth analysis and presentation of selected topics, psychology or related fields; broadens student’s knowledge of topic analyzed and enhances the student’s understanding of psychology, Christian counseling, or human services. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: psychology major, junior standing, 2.75 GPA, and approval of the chair of the school of psychology. Offered on demand.

**Reading**

**REA 080 College Reading I** (3 credits) Instruction and practice in reading and studying college material, including understanding the nature of reading, reading for specific purpose and comprehension, and vocabulary development. Grade basis is A, B, NC (no credit), or F. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand.

**REA 090 College Reading II** (3 credits) Continuation of College Reading I. Grade basis is A, B, NC (no credit), or F. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand.

**Religion**

**REL 280 Religious/Cultural Seminar International** (1-4 credits) Offered as part of an international program and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region. Fulfills lower-level Bible course requirement when course material contains substantive biblical texts and principles.

**REL 290-298 Sophomore Seminar** (1-6 credits) A seminar on select topics in the discipline. Offered on demand.

**REL 341 History of the Christian Church** (3 credits) A survey of the history of the Christian Church from the post-apostolic period to modern times, with an emphasis on major personalities and movements as they inter-acted to formulate basic Christian doctrine. The doctrinal developments will be analyzed through the biblical texts on which they were based. Fulfills Bible course requirement. A writing-enhanced course. Cross-listed as HIS 341; students cannot earn credit for both courses. Offered fall, odd-numbered years.
**REL 342 Restoration Church History** (3 credits) A survey of how the idea of restoring the New Testament church in modern times developed into a Restoration Movement (Church of Christ, Christian Church-Independent, Disciples of Christ) in America from the 18th century to the present. Concepts integral to the Movement such as, defining the New Testament Church, unity, salvation, music in worship, congregational leadership, fellowship, hermeneutics, etc., will be dealt with not only historically but also in regard to the textual basis. *Fulfills Bible course requirement. A writing-enhanced course.* Cross-listed as HIS 342; students cannot earn credit for both courses. Offered spring, odd-numbered years.

**REL 371 Christian Ethics** (3 credits) A survey both of ethical teachings of the Bible and traditional ethical theories and their applications, including egoism, utilitarianism, deontology, and virtue ethics. This survey is integrated with a study of the foundation and application of Christian ethics as defined through a biblical perspective, including such topics as the nature of God, the role of Scripture, and the role of the church in making ethical decisions. *Fulfills Bible course requirement.* Offered fall, even-numbered years, and on demand. Students cannot earn credit for both BUS 371 (Business Ethics) and REL 371.

**REL 372 Philosophy of Religion** (3 credits) A general introduction to and a biblical perspective of the major issues and theories in the philosophy of religion, including the nature of reality, logic and rationality, the existence of God, religious experience, the problem of evil, and ethics. *Fulfills Bible course requirement.* Offered fall, odd-numbered years.

**REL 373 Contemporary Religious Issues** (3 credits) A study of religious issues of concern to the contemporary Christian. The objective of the course is to develop a worldview which is philosophically sound consistent with the biblical text. Using that worldview, this course will examine such contemporary religious issues as Biblical truth, postmodernism, pluralism, and diversity. Other social issues, such as abortion, homosexuality, and the changing roles of women, will also be discussed. *Fulfills Bible course requirement.* Offered fall, even-numbered years.

**REL 441 Major World Religions** (3 credits) A historical and comparative analysis of the major living world religions: Hinduism, Buddhism, Judaism, and Islam. Key religious concepts such as, divinity, revelation, spirituality, community, liturgy, cosmology, ethics and eschatology will be compared to and contrasted with the corresponding biblical perspective. *Fulfills Bible course requirement. Fulfills diversity requirement.* Cross-listed as HIS 441; students cannot earn credit for both courses. Offered spring, even-numbered years.

**Social Work**

**SWK 231 Introduction to Social Work** (3 credits) Looks at the historical and philosophical bases of the profession and how they relate to social work practice. Serves as an introduction to social work practice, values, and professional orientation. Designed to give the student a beginning knowledge of generalist practice and explore career opportunities in the field of social work. Offered fall, even-numbered years.
SWK 233 Human Behavior and the Social Environment I (3 credits) This course focuses on the dynamics of human behavior and the effects of the social environment upon individual development. Processes of human development, change, and adaptation from infancy through adolescence, with an examination of developmental stages, transitions, and problems inclusive of social, biological, cognitive, emotional, and behavioral aspects of social work. Prerequisite: SWK 231 or permission of instructor. Offered spring, odd-numbered years.

SWK 333 Human Behavior and the Social Environment II (3 credits) Continuation of the people-in-systems theoretical orientation, building understanding and knowledge of human behavior as influenced by bio-psycho-socio-cultural factors. This section will focus on family development throughout the life cycle, small group dynamics, and role theory. General systems theory will be used as a conceptual framework for the study of families, using the problem-solving practice model. Prerequisite: SWK 233. Offered fall, odd-numbered years.

SWK 350 Social Welfare Policy and Services (3 credits) Looks at the history, development, and contemporary nature and structure of social work and other aspects of the U.S. social welfare system noting overall impact on social problems. Analysis of social policies in view of their historical and ideological positions and responsiveness to individual and social needs will be emphasized. Offered spring, even-numbered years.

SWK 352 Methods of Social Work (3 credits) This course focuses upon the practice of social work with individuals, families, groups, and communities. Emphasis is placed upon learning the knowledge, values, and problem-solving skills that are essential in working with client systems. Assessment, goal selection and intervention approaches will be highlighted. Prerequisite: SWK 231 and 233. Offered spring, even-numbered years.

Sociology

SOC 130 ESL American International Culture (3 credits) This course promotes the understanding of American culture through the study of American history, language, customs, and institutions. The focus is on improving vocabulary and language use to discuss the abstract concepts of culture, connecting U.S. history and current events to cultural attitudes and values. Fulfills diversity requirement. Offered on demand.

SOC 231 Principles of Sociology (3 credits) Basic introduction to the field of sociology including a discussion of social problems and cultural group processes and a scientific approach to their study.

SOC 250 Introduction to Cross-Cultural Understanding (0-1 credits) This course is available to students participating in international travel with a member of the OVU faculty. Students will complete course activities that enhance understanding of cross-cultural issues. Grade basis when enrolling for 0 credits is pass/no grade. Offered on demand. Fulfills diversity requirement.

SOC 290-298 Sociology Seminar (1-6 credits) Seminar on selected topics in the areas of sociology. Offered on demand.
SOC 280 Sociology Seminar International (1-6 credits) Offered as part of an international program and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region.

SOC 327 Field Work in Sociology (3 credits) A practical self-selected experience from among approved settings within modern formal organizations including industrial, governmental and educational systems. Emphasis will be on observing the organization’s purpose in society, its structure and the functions of its members. Offered spring.

SOC 341 Cultural Anthropology (3 credits) A study of human culture and its variations around the world. The course will discuss the integrative patterning of worldview, values, and behavior, with special emphasis on social structures, religion, language, and culture change, as well as the practical application of cultural anthropology to Christian missions. A writing-enhanced course. Fulfills diversity requirement. Offered spring, odd-numbered years.

SOC 351 Understanding Multicultural Diversity (3 credits) The history, ethnic and cultural uniqueness, and racial make up of groups in minority. Relation to majorities, legal and social problems. Prerequisite junior standing or permission of instructor. Fulfills diversity requirement.

SOC 352 Understanding Multicultural Diversity-International (3 credits) This course is similar in objectives to SOC 351 but is designed to take advantage of a student’s brief residency in an international situation in which he or she can learn from first-hand experiences. The residency in an international situation must be long enough to make the experience meaningful academically. The course requires special permission from the vice president for academic affairs and requires a designated teacher to oversee the course work. Fulfills diversity requirement.

SOC 381 Introduction to Alternative Dispute Resolution (3 credits) This is an introduction course that focuses on the non-litigious processes of Dispute Resolution and their relationship to traditional litigation and settlement. This course involves the study of negotiation, mediation, mini-trials, private judges, court-annexed and private arbitration, settlement conferences, summary jury trials, etc. The student will have an exposure to most, if not all, of the processes that are available to people with a grievance and comparisons that will allow consumers to be informed of their options for settlement. Offered fall, odd-numbered years.
SOC 382 Conflict Mediation (3 credits) All the principles of mediation are explored during this course. A look at a continuum of mediation styles and skills in order to know when to evaluate and when to facilitate. However, the dominant style emphasized in this course is non-evaluative, facilitative, transformative. The student will be trained in the entire process of mediation including the sequence of events with the “bridges” that takes the parties to the next event in the mediation process. A detailed study will cover the mediator in their role, ethics, qualifications, training, etc. Role-playing at least three types of conflict situations. Offered spring, even numbered years.

SOC 383 Diversity Management (3 credits) Looks at how to recognize, accept, approve, and affirm the diversity in social settings (gender, environment, family structure, and religion). Special attention is given to diversity/conflict management from the Bible. Allowable Mindsets, Polarity Management of non-mutual exclusives (thought to be irreconcilable pole of differences), and other management styles will be explored. Fulfills diversity requirement. Offered fall, even-numbered years.

SOC 494 Special Topics (1-6 credits) An upper-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

Spanish

SPA 137 Spanish I (3 credits) An introduction to the basic skills of listening, speaking, reading, and writing. Offered on demand.

SPA 138 Spanish II (3 credits) A continuation of SPA 137. Prerequisite: SPA 137 or equivalent. Offered on demand.

Special Education

SPED 302 Curriculum and Methods of Behavior Disorders (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with behavior disorders; this course does not include autism. Twenty hours of field experience are required. Prerequisites: EDUC 200, EDUC 320, SPED 341, and PSY 233. Offered fall and summer.

SPED 303 Curriculum and Methods of Learning Disabilities (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with learning disabilities. Twenty hours of field experience are required. Prerequisites: EDUC 200, EDUC 320, SPED 341, and PSY 233. Offered spring and summer.

SPED 304 Curriculum and Methods of Mental Impairments (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with mental impairments. Twenty hours of field experience are required. Prerequisites: EDUC 200, EDUC 320, SPED 341, and PSY 233. Offered spring and summer.
**SPED 305 Program Planning in Special Education** (3 credits) Study of the delivery system for special education services and appropriate instructional methods, including adapting methods and materials, for teaching students with exceptionalities. Prerequisites: EDUC 200 and SPED 341. Offered fall and summer.

**SPED 306 Assessment in Special Education** (3 credits) Development of expertise in various forms of cognitive and effective assessment techniques, understanding psycho-educational needs of exceptional learners, and designing appropriate educational prescriptions from assessment protocols. Ten hours of field experience are required. Prerequisites: EDUC 325, EDUC 328, EDUC 413, EDUC 414, MAT 330, SPED 302, SPED 303, and SPED 304. Offered spring and summer.

**SPED 307 Collaboration and Consultation in Special Education** (3 credits) Consultative, collaborative, and team models for the various roles of students, teachers, and family members in effective special education. Emphasis on building skills for adapting curriculum, co-teaching, interacting, and reflecting on educational partnerships. Fifteen hours of field experience are required. Prerequisites: EDUC 325, EDUC 328, EDUC 413, EDUC 414, MAT 330, SPED 302, SPED 303, and SPED 304. Offered fall and summer.

**SPED 308 Introduction to Autism Spectrum Disorders** (3 credits) This course will explore the autism spectrum disorders, scientific and medical theories, presentation and severity of the different diagnoses considered part of the spectrum, and criteria for diagnosis. Identification of the disorders, age of diagnosis, identifying behaviors and characteristics will be presented. Course discussions and assignments will focus on the research that informs current understanding of the spectrum disorders and on an overview of federal and state law concerning families with children with ASD and placements in schools. This course requires 15 clock hours in field experience in work with students with ASD. Prerequisite or co-requisite: SPED 302. Offered fall and summer.

**SPED 309 Interventions for Autism Spectrum Disorders** (3 credits) This course explores the developmental areas of social skills, behavior, and communication, providing an overview of the major educational theories/interventions, including practical approaches and technology that support the communication of students with ASD. Another focus is developing appropriate social skills interventions as they relate to appropriate and ethical classroom practice. Strategies address the impact of the environment on behavior, behavior analysis, positive behavior support, sensory interventions, and daily life therapy. Participants connect strategies and interventions to appropriate instructional and IEP goals and objectives. This course requires 15 clock hours of field experience with students with ASD. Prerequisites: SPED 302, SPED 305, and SPED 308. Offered spring and summer.
**SPED 341 Educating Exceptional Children** (3 credits) The legal basis for special education; psychological, physical, educational, and social characteristics; teaching the gifted and talented, learning disabled, communication disordered, mentally retarded, emotionally disturbed, sensory disabled, and those with mental, physical, and multiple disabilities. Twenty hours of field experience are required. Prerequisite EDUC 200 and full admission to the education program. Offered spring.

**SPED 401 Adapted Physical Education** (3 credits) The study of physical education as it relates to curricular adaptations for students with physical or mental exceptionalities. Twenty hours of field experience are required. Prerequisite: Provisional admission to the education program or consent of instructor. Offered fall, even-numbered years.

**Theatre**

**THE 113 Private Acting** (1 credit) Private Acting is an individualized course of study to maximize student achievement as an actor. The teacher will determine a student’s level of ability and prescribe an individualized program of study to maximize student achievement. One 30-minute lesson per week and 30 minutes of practice per day constitute one hour of credit. THE 113 may be repeated for credit, but a maximum of 4 hours credit toward a degree may be earned.

**THE 115 Theatre Production Workshop** (1 credit) Lab course involving participation in a campus production. Areas of involvement include performing, directing, scenography, lighting, sound, make-up, publicity, and management. THE 115 may be repeated for credit, but a maximum of 4 hours credit toward a degree may be earned. Prerequisite: Permission of the instructor.

**THE 117 Ambassadors** (1 credit) Ohio Valley’s touring drama group. Audition and interview are required. Ambassadors travels extensively throughout the United States during the school year. Auditions and subsequent interviews for available positions in this group are held each spring on campus. THE 117 may be repeated for credit, but a maximum of 4 hours credit toward a degree may be earned. Students are required to rehearse during the week.

**THE 121 Theatre Appreciation** (3 credits) An introduction to theatre history, dramatic literature, and theatre production processes. Instruction will be augmented with opportunities to attend live productions, to watch videos of staged productions, and to experience the work of the producer, director, actor, lighting designer, set designer, costumer, make-up artist, business manager, and stage manager. Offered spring, even-numbered years.

**THE 123 Introduction to Film** (3 credits) A survey of the history of cinematic arts; an introduction to the techniques of cinematography and film editing. Offered fall, even-numbered years.
THE 280 Theatre Appreciation Seminar International (1-4 credits) Offered as part of an international program and designed to provide a general introduction to theatre history, dramatic literature, and theatre production processes as these are reflected in the geographical region included in the itinerary of the international program, enhanced by visiting the historical and theatrical sites associated with the topical study and by attending live performances. Specific course topics may vary according to the geographic region.

University

UNI 090 Concentrated Study Skills (1 credit) Provides practical, hands-on training in necessary college survival skills such as time management, note taking, test taking and others. Required of students who are required to enroll in two or more developmental courses and of students in the Occupational Preparedness Program. Institutional credit only; this course is designed to prepare students for college-level work, and it does not fulfill graduation requirements. Offered fall, and in spring on demand. Grade basis is pass/fail.

UNI 095 Workplace Communication and Calculation (3 credits) Instruction in developing the skills to produce effective written and oral communication as well as mathematical skills in the workplace. Students may not withdraw from this course. Prerequisite: Participation in the Occupational Preparedness Program, or permission. Institutional credit only; does not fulfill graduation requirements. Offered spring.

UNI 101 First-Year FOCUS (1 credit) FOCUS stands for Focusing On College A key focus of this course is the transition to college life. This class explores the information and skills essential to academic success and personal development. Grade basis is pass/fail. Must be taken during a student’s first semester as a full-time student. Waived for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.

UNI 211 Tutoring Practicum (1 credit) This course allows students to gain an understanding of the tutoring process by providing tutoring services during the semester through academic support services. Students must spend 45 hours tutoring during the semester to earn the credit. Grade basis is pass/no credit. Prerequisite: Demonstration of competency in the tutoring area, and consent of the director of academic support services.

Wellness

WEL 121 Medical Terminology (1 credit) This course familiarizes students with medical terminology related to the human body. It covers root words, prefixes, and suffixes of medical terms; rules for pronunciation and spelling; and the contexts for using this terminology. Prerequisite: Consent of instructor. Offered on demand.
**WEL 231 Personal and Community Health** (3 credits) A study of the principles of health promotion and health maintenance, and the relationship between lifestyles and wellness. The course will investigate how individual health behaviors and activities interact to promote a community awareness of wellness. Emphasis will be placed on wellness in all dimensions of life: physical, psychological, social, spiritual, relational, economic, professional, academic, etc. Offered spring.

**WEL 232 Safety, Accident Prevention, and First Aid** (3 credits) The student will learn how to deal with emergency situations for adults, children, and infants, including information regarding basic principles of safety, accident prevention, and first aid. After completion of the course, the student should have knowledge of basic first aid skills and be able to competently perform certain life-saving skills, such as rescue breathing and cardiopulmonary resuscitation. Offered fall.

**WEL 299 Wellness Program Admission** (0 credits) During this course, students will apply for program admission and apply for a degree audit through the registrar’s office. Grade basis is pass/no grade.

**WEL 300 Anatomy and Physiology for Wellness** (3 credits) A study of the structure and function of the human body. Designed especially for wellness majors. Includes cellular organization, skeletal system, muscular system, cardiovascular system, respiratory system, and metabolism. Prerequisite: NSC 141. Offered spring.

**WEL 303 Contemporary Health Issues** (2 credits) This course examines current health issues including discussion of controversial and ethical issues. Topics include such things as health policy and education, genetic testing, male and female health issues, impact of media on wellness, high-risk behaviors, and death and dying. Prerequisite: WEL 231 or consent of instructor. A writing-enhanced course. Offered fall.

**WEL 304 Human Sexuality** (2 credits) This course examines personal, spiritual, interpersonal, community, and societal influences on sexuality throughout the lifespan. Topics include male/female anatomy and physiology, sexual arousal, sexual response, sexually transmitted diseases, contraception, and pregnancy, as well as behaviors and relationships. Prerequisite: WEL 231 or consent of instructor. Cross-listed as PSY 304; students cannot earn credit for both courses. Offered spring.

**WEL 305 Nutrition** (3 credits) This course examines concepts of nutrition, metabolism of nutrients, assessment of nutritional status of individuals and populations, the relationship of nutrition to wellness and life-limiting or life-threatening conditions and diseases, and evaluation of personal diet. Prerequisite: NSC 141, NSC 135, or NSC 145; or consent of instructor. Offered fall.

**WEL 309 Exercise Physiology** (4 credits) Study of energy systems and the effect of physical exercise on the muscular, circulatory, respiratory, and nervous systems; relationship strength, flexibility, endurance, fatigue, training, and nutrition in the efficiency of human physical performance. Prerequisite: NSC 141 and WEL 300, or consent of instructor. Offered fall.
**WEL 330 Methods of Teaching School Health and Wellness** (3 credits) This course emphasizes methods of teaching health, organizing and implementing health programs in the schools, and the promotion of wellness in the school and community. Twenty hours of field experience are required. Prerequisites: EDUC 320 and full admission to the education program. Offered as needed by the program.

**WEL 411 Epidemiology** (3 credits) This course examines the knowledge of disease occurrence and distribution in populations, as well as the methods of acquiring such knowledge. Causal relationships and modes of transmission will be investigated, with a focus on health promotion and risk reduction. Prerequisites: MAT 229, WEL 231, and junior standing, or permission of instructor. A writing-enhanced course. Offered on demand.

**WEL 451 Wellness Senior Seminar** (2 credits) This course is taken by senior Wellness majors and provides an opportunity to synthesize and integrate concepts and practices learned in earlier Wellness courses. Students will meet weekly in group settings for networking, guest speakers, and student presentations. Students will work with the faculty advisor to choose a topic for presentation at seminar meetings. This course is most effective when taken in conjunction with the Wellness Internship or Wellness Practicum. Prerequisite: Wellness major with senior standing and WEL 299.

**WEL 461 Wellness Internship** (1-12 credits) Student will be working as a volunteer in a health-related business, a community service facility, or a similar workplace. The primary purposes of the course are to provide an opportunity to explore content areas of personal interest; to expand written, verbal, and program development skills, and to gain a sense of professionalism and organizational culture. Prerequisite: Wellness major with senior standing or consent of the instructor. Setting must be approved by faculty member. Offered on demand.

**WEL 489 Wellness Practicum** (1-6 credits) Professional work experience in a setting within the area of the health sciences. Setting must be approved by faculty member. Prerequisite: Wellness major with senior standing or consent of the instructor. Offered on demand.
STUDENT LIFE
Dear OVU student:

While your educational experience at OVU won’t stop as you exit the classroom doors on a daily basis, it will change. You’ll move from the classrooms to the athletic fields—from the library to the residence halls—from the computer labs to the activities center—from class discussions to chats around Doc’s Fountain.

That’s where our team steps into the picture. In Student Life, we want you to be transformed, just like the OVU mission statement suggests. And we want that to happen in a unique way—we want to surround you with friends, activities, clubs and organizations, and leadership opportunities in an environment that is suited to enhance your development and meet the needs of all OVU students.

In order to meet that goal, we’re committed to three core values:

1) **Student Development**: Transforming each individual student.

2) **Community Enrichment**: Creating and maintaining an environment in which transformation can take place.

3) **Shared Governance**: Partnering with students in our effort to transform our community and one another.

We are excited that you’ve chosen to join us, and we look forward to working with you as you learn and grow and transform into the person that God called you to be.

Sincerely,

*The Student Life Team*
FINANCES
Expenses
A typical boarding student who takes 12 credit hours per semester will incur the following regular expenses. A full-time, non-boarding student will be charged the same, except for room and board. These fees are for the 2010-11 academic year and are subject to change without prior notice.

**Tuition Costs per Semester**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>$525/credit hour</td>
</tr>
<tr>
<td>7-11</td>
<td>$575/credit hour</td>
</tr>
<tr>
<td>12</td>
<td>$6,269</td>
</tr>
<tr>
<td>Each credit hour over 12</td>
<td>$475</td>
</tr>
</tbody>
</table>

Audited courses

1 Audit course fees for off-campus programs (e.g., the Study Abroad Program) will vary; those who audit a course also must pay any fees associated with that course.

**General Fees per Semester**

General fees are $756 per semester for 12 or more credit hours, prorated at $63 per credit hour for 1-11 credit hours. The fee includes all general academic fees (see below for special academic fees), library usage, interlibrary loans, general student support, on-campus health services, mail service, spiritual life, student union fee, convocations fee, athletic admissions, general activities, and transportation and parking. Also included are student publications and a Student Government Association (SGA) fee. The general fee does not include student copying or any activities associated primarily with residential life.

**Technology Fees per Semester**

Technology fees per semester are $30 per student (whether the student is full-time or part-time). This fee includes access to computer labs, technology support, usage of software available to all students, and software upgrades.

**Housing Costs per Semester**

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard double room1 (men and women)</td>
<td>$1,648</td>
</tr>
<tr>
<td>Private room (one person in a double)</td>
<td>$2,060</td>
</tr>
<tr>
<td>Married apartments2 (South Campus)</td>
<td>$2,550/$2,850</td>
</tr>
</tbody>
</table>

(Includes the ability to retain the apartment during the summer months.)

<table>
<thead>
<tr>
<th>Reservation Deposit</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room reservation deposit</td>
<td>$150</td>
</tr>
<tr>
<td>Commuter reservation deposit</td>
<td>$100</td>
</tr>
<tr>
<td>Key deposit (partially refundable, $20 refundable4 upon return of key)</td>
<td>$35</td>
</tr>
<tr>
<td>Lost key</td>
<td>$35</td>
</tr>
</tbody>
</table>

1 The standard housing costs listed include internet service, local phone service (phones provided by OVU), voice mail service, television cable service including on-campus television access, and other costs typically associated with residence life. Telephone usage in excess of 10 hours per week may be subjected to a surcharge. The approximate estimated value of non-optional services included in the room rate is $200 per semester. Laundry service is not included in the room rate.
Technology fee for online courses
Placement tests (per test)
PHED (Physical Education) courses
NSC (Natural Science) courses
Music lessons (individual), per credit hour
Music lessons (group)
MUS 112
MUS 112 (A Cappella Singers)
MUS 111 (Jazz Ensemble)
MUS 108 (Choral Union)
Study Abroad
HUM 121 (Introduction to Fine Arts)
Education student diversity experience fee
CIT (Computer Information Technology) courses
Background check fees (for observing or working in schools)
BUS 121 (Introduction to Business)
BUS 451 (Business Policy Seminar)
ART courses
An extra fee is charged in a limited number of courses that require specialized equipment or other costs that Ohio Valley University pays on behalf of the student. These fees are not refundable.
AST 108 (Choral Union)
AST 111 (Jazz Ensemble)
AST 112 (A Cappella Singers) – All members
AST 112 (A Cappella Singers) – First year member apparel fee
Music lessons (group)
Music lessons (individual), per credit hour
NSC (Natural Science) courses
PHED (Physical Education) courses
Placement tests (per test)
REA (Reading) courses
Technology fee for online courses

2 Six-month lease

3 The deposit is required of all students, regardless of academic classification, who wish to hold a room reservation over the summer months; it is fully refundable to May 1, and 50 percent refundable to June 15. The deposit will be applied to housing costs.

4 The non-refundable portion will be used for student housing needs.

**Meal Costs per Semester**

*A meal plan is required for all resident students.*

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 block plan (19 meals per week)</td>
<td>$1,795</td>
</tr>
<tr>
<td>240 block plan (15 meals per week)</td>
<td>$1,575</td>
</tr>
<tr>
<td>160 block plan (10 meals per week; available only to juniors and seniors)</td>
<td>$1,080</td>
</tr>
<tr>
<td>80 block plan (5 meals per week; available only to seniors &amp; non-resident students)</td>
<td>$560</td>
</tr>
</tbody>
</table>

**Basic Costs per Semester**

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: 12 credit hours</td>
<td>$6,269</td>
</tr>
<tr>
<td>General fees</td>
<td>$756</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$30</td>
</tr>
<tr>
<td>Housing: Standard double</td>
<td>$1,648</td>
</tr>
<tr>
<td>Meals: 300 block plan</td>
<td>$1,795</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,498</strong></td>
</tr>
</tbody>
</table>

**Academic Fees**

*An extra fee is charged in a limited number of courses that require specialized equipment or other costs that Ohio Valley University pays on behalf of the student. These fees are not refundable.*

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART courses</td>
<td>$25</td>
</tr>
<tr>
<td>Background check fees (for observing or working in schools)</td>
<td>$15</td>
</tr>
<tr>
<td>Business computer simulations</td>
<td>Varies</td>
</tr>
<tr>
<td>BUS 121 (Introduction to Business)</td>
<td>$35</td>
</tr>
<tr>
<td>BUS 451 (Business Policy Seminar)</td>
<td>$35</td>
</tr>
<tr>
<td>CIT (Computer Information Technology) courses</td>
<td>Varies</td>
</tr>
<tr>
<td>Education student diversity experience fee</td>
<td>$50</td>
</tr>
<tr>
<td>HUM 121 (Introduction to Fine Arts)</td>
<td>$75</td>
</tr>
<tr>
<td>Study Abroad Program travel fee</td>
<td>Varies</td>
</tr>
<tr>
<td>MUS 108 (Choral Union)</td>
<td>$50</td>
</tr>
<tr>
<td>MUS 111 (Jazz Ensemble)</td>
<td>$35</td>
</tr>
<tr>
<td>MUS 112 (A Cappella Singers) – All members</td>
<td>$60</td>
</tr>
<tr>
<td>MUS 112 (A Cappella Singers) – First year member apparel fee</td>
<td>$100</td>
</tr>
<tr>
<td>Music lessons (group)</td>
<td>$50</td>
</tr>
<tr>
<td>Music lessons (individual), per credit hour</td>
<td>$240</td>
</tr>
<tr>
<td>NSC (Natural Science) courses</td>
<td>$35</td>
</tr>
<tr>
<td>PHED (Physical Education) courses</td>
<td>Varies</td>
</tr>
<tr>
<td>Placement tests (per test)</td>
<td>$5</td>
</tr>
<tr>
<td>REA (Reading) courses</td>
<td>$30</td>
</tr>
<tr>
<td>Technology fee for online courses</td>
<td>$50</td>
</tr>
</tbody>
</table>
Theatre lessons (individual), per credit hour ................................................................. $240
UNI 101 (First-Year FOCUS) ........................................................................................... $50
WEL 232 (Safety, Accident Prevention, and First Aid) ...................................................... $11

**Miscellaneous Fees**

ACT test ................................................................................................................................. $45
Fee for class changes, drops, or adds (per form) ................................................................. $10
Course reinstatement (per credit hour) ................................................................................ $10
Graduation fee (for all degree candidates) .......................................................................... $125
Late registration fee ............................................................................................................ $50

*(Charged after registration day; basic charges are not reduced when a student entails late.)*

Orientation .......................................................................................................................... $40
Matriculation fee ................................................................................................................ $20
Recording fee for credit by examination (per course) ......................................................... $50
Testing fee for credit by examination (per credit hour) ...................................................... $100
Transcript of academic record ............................................................................................ $6
Returned check charge ....................................................................................................... $25
Withdrawal processing/administrative charge ..................................................................... $100

**Interdisciplinary Studies Area Concentrations (Track IV) Tuition Payments**

Ohio Valley University will use the following policy for tuition payments regarding the consortium agreements with host institutions for students in an Interdisciplinary Studies Track IV (Area Studies) program. Before a student is officially admitted to this track, he or she must have approval from both the director of interdisciplinary studies and the vice president for academic affairs.

Students will pay the Ohio Valley University rate for tuition, and OVU will then pay the student’s tuition at the host institution as long as it does not exceed OVU’s current hourly tuition rate. If the host institution’s cost per credit hour exceeds that rate, the excess cost will be the responsibility of the student.

Ohio Valley University will only pay for the number of credit hours that must to be taken away from OVU in order to meet the requirements of each Area Concentration. This will ordinarily be between 15 and 21 credit hours. Typically, students should not take more than 6 credit hours (two courses) away from OVU during any one semester; 8 credit hours would be allowed for courses that are 4-credit-hour courses.

If the student is on academic probation from OVU, he or she will not be approved to take courses through this tuition payment agreement. This agreement also only applies for students taking courses to fulfill Interdisciplinary Studies Track IV Requirements or to fulfill minor requirements when the required courses cannot be taken at OVU. (If the courses are to fulfill minor requirements, OVU will cover the cost of no more than two courses or 6 credit hours—whichever is greater—at a host institution with which OVU has a consortium agreement.)
Terms of Payment
After all available financial aid is applied to the student’s account, any remaining balance should be managed in one of the following plans.

Plan 1
Payment in full at time of registration, avoiding OVU interest charges. The university charges a monthly interest rate of 1.5% (18% annually) on unpaid balances after the 25th of each month. OVU students and/or parents may pay balances using VISA, MasterCard, or Discover. (Accounts that are managed through Plan 2 are exempt from this interest provision.)

Plan 2
Ohio Valley University understands that education expenses are easier to pay when spread over predictable, interest-free monthly payments. Our interest-free monthly payment option offered in partnership with Tuition Management Systems, Inc., is an alternative to large annual or term payments and helps limit borrowing. The interest-free monthly payment option is available for only a small enrollment fee. It includes convenient, interest-free, monthly payments; 24-hour, toll-free automated account information through the Family Info Line; personal account service Monday through Saturday; and full interactive access to account information through Tuition Management System’s website, www.afford.com.

Ohio Valley University families and students may also take advantage of Tuition Management Systems’ free education payment counseling service, BorrowSmart. BorrowSmart helps families and students make informed choices about combining the interest-free monthly payment option with low-interest education loans. Using BorrowSmart helps students determine the needed loan amount, keep monthly payments within a budget, and reduce debt burden after graduation. For more information or to enroll in the interest-free monthly payment option, students should visit Tuition Management Systems’ website, www.afford.com, or call 1-800-722-4867 and speak with an education payment counselor.

Payment Options for International Students
International students have three payment options:

1) Students may make payments by wire transfer. The Ohio Valley University business office can provide information for wire transfers.

2) Students and/or parents may pay in person or by telephone using credit or debit cards. The Ohio Valley University business office accepts VISA, MasterCard, and Discover.

3) Students may pay by check if the check is drawn on a U.S. Dollar account that has a nine-digit bank routing number. All foreign checks go through a collection process and will be charged a processing fee of $25 per check.

Miscellaneous Payment Information
1) No transcript or diploma will be released until all outstanding charges are paid in full.
2) A student whose financial aid is incomplete at the time of registration may enroll conditionally under certain circumstances. The student must complete his or her Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov before enrollment and make payment arrangements within the first 30 days of the semester, or the student will be considered in default and be subject to dismissal.

3) Any student who fails to make payments as scheduled above, who fails to complete financial aid documentation as requested, or who leaves an unpaid balance on his or her account at the end of a semester is considered in default. If a student’s account is in default or if a student’s financial aid transcript from any other institution indicates a default status, the college reserves the right to deny the student readmission or to dismiss the student.

4) The business office encourages all students to open a checking account at a local bank to facilitate bill paying and to facilitate the availability of money for personal expenditures. Some restrictions may be applied to on-campus check cashing.

Withdrawals and Refunds
Withdrawals and refunds are available under certain circumstances.

Course Withdrawal
If a course is dropped after the add-drop period is closed (the fifth day of classes), no refund is available. Because a change in course load may adversely affect financial aid, students are advised to consult with their advisor, the financial aid office, and the business office before dropping a course, especially if dropping a course changes the student’s status from full-time to part-time.

Withdrawal from the University
Refunds for complete withdrawal from the university are issued according to the following guidelines. The university is not obligated to issue refunds if the withdrawal is due to the student’s misconduct or is unnecessary, except as outlined by federal policies governing federal financial aid (see below). In the case of voluntary withdrawal from the university, refunds for tuition, refundable fees, room, and board are based on the chart below.

Withdrawal before the first day of classes\(^1\) .......................................................... Full refund
Withdrawal during 1\(^{st}\) week (1\(^{st}\) through 5\(^{th}\) day of classes) ......................................... 90%
Withdrawal during 2\(^{nd}\) week (6\(^{th}\) through 10\(^{th}\) day of classes) .................................... 80%
Withdrawal during 3\(^{rd}\) week (11\(^{th}\) through 15\(^{th}\) day of classes) .............................. 60%
Withdrawal during 4\(^{th}\) week (16\(^{th}\) through 20\(^{th}\) day of classes) ................................ 40%
Withdrawal during 5\(^{th}\) week (21\(^{st}\) through 25\(^{th}\) day of classes) .............................. 20%
Withdrawal after five weeks (after 26\(^{th}\) day of classes) ........................................ No refund

\(^1\) No administrative fee will be charged. All other withdrawals are subject to an administrative fee.

To withdraw from the university, a student must follow the procedures outlined in the policy Withdrawal from the University in the Academic Policies section of this catalog.
Failure to complete this procedure indicates the student has not officially withdrawn, which may result in a grade of \( F \) in all classes and no refund.

Institutional scholarships are generally prorated upon withdrawal. For example, a student who withdraws after one-third of the semester will receive only one-third of the institutional scholarship amount.

Tuition refunds for summer are calculated in proportion to the above chart.

**Withdrawal from Special Programs**

Because of the unique nature of the Study Abroad and Best Semester programs (or similar programs), no tuition refunds are available after the program begins. Fees involved in these programs, including program fees, transportation and housing prepayments, and other costs that are paid on behalf of the student cannot be refunded. Some of these fees may be included in tuition charges.

**Refunds for Missed Meals**

Ohio Valley University cannot refund to enrolled boarding students the value of missed or unused meals from the campus meal plan. Meal plan changes can be made only during the first week of classes.

**Credit Balance Refunds**

Federal regulation requires the University to refund within fourteen days the full amount of any credit balance on a student account when that balance has been created by the disbursement of federal financial aid.

**Direct Cost Refund Policy**

A student’s *direct costs* are those charges paid directly to the university, including tuition and fees, as well as room and board for dormitory residents. A student’s total scholarship and grant awards from the University, when combined with scholarships and grants from federal, state, and private sources, cannot exceed the student’s direct cost charges. In such instances, award amounts from university-funded programs may be reduced in order to avoid an over award. Eligible aid recipients who wish to receive financial assistance to help cover expenses beyond direct costs may do so through a variety of student loan and/or work study programs. Questions regarding the direct cost refund policy may be directed to the financial aid office or the director of student financial services.

**Return of Unearned Title IV Funds Policy**

Federal financial aid recipients who withdraw from all classes prior to the completion of a term are required by federal regulation to complete a *Refund to Title IV (R2T4)* calculation in the Financial Aid Office. Students who cease to attend class or officially withdraw from school prior to having completed 60\% of the term may not receive the full benefit of the aid awarded and disbursed for the semester. The amount of assistance that must be refunded to the federal aid programs is determined by the R2T4 calculation.
Financial Aid

Application Process
To qualify for federal financial aid each year a student must complete the online Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students are encouraged to submit their FAFSAs as soon after January 1 as possible. The federal Department of Education (ED) uses the information provided by the FAFSA to determine each student’s Expected Family Contribution (EFC). Factors such as student and parent (for dependent students) income, family size and number in college are keys to the determination of the EFC. The student’s EFC is compared to the estimated cost of attendance to determine eligibility for federally funded grants, loans and work study. Applicants receive a Student Aid Report (SAR) in response to the submission of the FAFSA. The SAR explains how the applicant’s EFC was determined. Students are encouraged to thoroughly review their SARs and to use the FAFSA website to correct or update information as needed.

Special Conditions
Student or parent circumstances may warrant a reconsideration of information obtained from the FAFSA submission. Those who have experienced a reduction in income due to a loss of employment, divorce, or death of a spouse or parent should contact the Ohio Valley University financial aid office to receive assistance in determining whether or not the change will affect the applicant’s eligibility. More information is available at (304) 865-6077.

Federal and State Grants and Scholarships
A variety of federally funded grants and scholarships are available to OVU students.

Federal Pell Grants
Full-time and part-time undergraduate students who are eligible for the Federal Pell Grant during the 2010-11 academic year have received awards for the year of up to $5,550.

Federal Supplemental Educational Opportunity Grants (FSEOG)
Students with exceptional financial need, particularly those who are eligible for a Pell Grant, may also be awarded a grant from the FSEOG program. Annual awards can range from $200 to $4,000. The average annual FSEOG award at Ohio Valley University is approximately $800.

Federal Academic Competitiveness Grants (ACG)
Students who receive a Pell Grant and who have completed an academically rigorous program in high school (as determined by the student’s home state) will receive a $750 ACG for their first year in college and $1,300 for their second year if they maintain a 3.0 grade average.

SMART Grants
Students who received the Pell Grant and ACG in their first two years may receive SMART Grants of up to $4,000 annually if they major in physical, life or computer science, or engineering, mathematics or technology and maintain a 3.0 grade average.
**TEACH Grants**
Students who plan to teach in certain academic fields and in school districts recognized by the federal government as serving low income students may receive grants of up to $4,000 annually. TEACH grants are available to both undergraduate and graduate students.

**West Virginia Higher Education Grants (WVHEG)**
Students who are residents of the state of West Virginia and who demonstrate financial need and academic achievement may be eligible for a WVHEG ($2,100 in 2010-11). FAFSAs must be submitted by March 1.

**West Virginia PROMISE Scholarships**
The PROMISE Scholarship for West Virginia residents pays a portion of the student’s tuition and fees. Eligibility is determined by high school grade average and ACT score. PROMISE Scholarship recipients in 2010-11 received $4,750 for new students.

**Pennsylvania State Grants**
Pennsylvania residents who demonstrate financial need may be eligible for grants of up to $600 annually. The FAFSA submission deadline for a Pennsylvania Grant is May 1.

**Student Loans**
Several student loan programs are available to Ohio Valley University students.

**Federal Perkins Loans**
Students who demonstrate financial need may be eligible for a Federal Perkins Loan from the Ohio Valley University financial aid office. Annual Perkins Loan awards may range as high as $4,000. Interest accrual (5%) and repayment begin nine months after the recipient ceases to be enrolled on at least a half-time basis. Cancellations of loan amounts are available to graduates who serve in the military or who teach in certain fields or geographical areas.

**Federal Direct Loans**
First-year college students may borrow up to $3,500 in the Federal Direct Loan program. Increasing amounts are available for successive years. Students who demonstrate financial need by completing a FAFSA will receive a subsidized Direct Loan in which the federal government pays the interest on the loan while the student continues in school. An unsubsidized Federal Direct Loan is available to other students. Interest on an unsubsidized Federal Direct Loan can be paid quarterly by the recipient or it can be added to the loan principal. Repayment on a Federal Direct Loan begins six months after the student ceases to be enrolled on at least a half-time basis. To complete an application for a Federal Direct Loan, a student should visit the financial aid section of the university website (www.ovu.edu).
Federal Parent Loan for Undergraduate Students (PLUS)
Parents of dependent students may borrow through the PLUS program in order to finance remaining amounts of their students’ cost of attendance after other aid has been disbursed. Repayment on the Parent PLUS begins 30 to 60 days after the final disbursement of the academic year. To complete an application for a PLUS Loan, or for information on current interest rates, a student should go to www.studentloans.gov.

Alternative and Smart Option Loans
Students who wish to finance remaining amounts of their cost of attendance after other aid has been disbursed may choose to take out an alternative or smart option loan from a private lender. Information about these loans is available from the Ohio Valley University financial aid office.

Ohio Valley University Loans
For students whose financial needs cannot be met by traditional sources or for those with financial emergencies, Ohio Valley University offers its own loan program similar to the Federal Perkins Loan. For more information about an Ohio Valley University Loan, students should contact the university’s financial aid office.

Work Study
Two work study programs are available to Ohio Valley University students.

Federal College Work Study
Students who demonstrate financial need may be awarded funding through the Federal College Work Study program. A work study award on an award notification is not a guarantee of employment. It is an indication that the recipient will have the opportunity to seek employment through any one of several on-campus employers such as the dining hall, library, building and grounds, faculty offices, student housing, etc. Potential work study employees must complete an initial job interview in one or more of these areas. A limited number of off-campus community service positions may also be available. Work study employees will be paid at the current federal minimum wage rate. Paychecks are disbursed bi-monthly. Information on current work study openings is available from the financial aid section of the university website (www.ovu.edu).

Institutional Work Study
A limited number of work study positions funded by individual departments within the University may be available to students with proven ability in certain areas. Those interested in these positions should consult potential employers for more information.

Other State and Federal Financial Aid Programs
The Division of Rehabilitative Services and the Workforce Investment Act provide funding for educational expenses to qualified students who require vocational rehabilitation or re-training. Employer personnel offices and high school guidance offices can provide contact information for those interested in applying for funding in these programs.
Satisfactory Academic Progress for Financial Aid
As noted in the Academic Policies section of this catalog, students must maintain satisfactory academic progress toward the completion of an accepted degree or program in order to remain in good standing with the university and to continue to receive financial assistance. The guidelines below refer specifically to the application of the university’s academic progress policy for financial aid recipients:

1) Students placed on either academic warning or academic probation by the office of academic affairs will retain their eligibility for financial aid in the following term.

2) Those students on warning or probation who fail to maintain satisfactory progress in a subsequent term, and who are placed on academic suspension by the academic affairs office, will be subject to a suspension of aid eligibility.

3) To be readmitted to the university and regain aid eligibility following a suspension, students must complete six credit hours of accepted course work with a minimum term GPA of 2.0. Students will not be eligible to receive financial aid at the university until satisfactory academic progress has been achieved.

4) Progress standards also require students to complete their degree or certificate programs within a specified timeframe. Those who fail to do so will be ineligible for financial aid for future enrollment periods.

5) Students who have been denied financial aid due to a lack of satisfactory progress may choose to appeal their status in writing to the director of financial aid. Consideration will be given to special circumstances such as the death of an immediate family member, serious injury or illness of the student, or other circumstances beyond the student’s control. If an appeal is granted, satisfactory progress must be achieved in order to maintain aid eligibility.

Ohio Valley University Scholarships
The following four scholarships comprise the most frequently awarded scholarships; information about a variety of additional scholarships is given below.

Academic Scholarships
Academic scholarships ranging from $1,000 per year to as much as full tuition (approximately $16,000 in 2010-11) will be awarded to first-time college students based primarily on their ACT or SAT scores. Transfer students who have accrued fewer than 32 semester hours of credit may qualify for academic scholarships based on their test scores and cumulative grade point averages from all previous institutions. Students who do not initially qualify for a scholarship may be considered for an award based on their cumulative grade point averages once they have accrued a minimum of 32 semester hours of credit. Academic scholarship recipients may continue to receive their awards for future enrollment years based on their ability to maintain a required grade point average determined by the amount of the scholarship. For more information concerning an academic scholarship, see the sections “Scholarship Guidelines” and “Academic Scholarship Guidelines” below.
Athletic Scholarships
Intercollegiate athletic coaches at Ohio Valley University offer athletic scholarships to student-athletes eligible to participate in National Collegiate Athletic Association (NCAA), Division II programs. More information about Fighting Scots Athletic scholarships is available by contacting the athletic director at (304) 865-6035.

Faculty/Staff Tuition Waivers
University employees, their spouses, and children up to age 26 may be eligible for a waiver of tuition expenses. The Ohio Valley University Employee Handbook contains more information concerning individual eligibility and application procedures.

Fighting Scots Leadership Scholarships
Members of the university’s student life staff annually review the Fighting Scots Leadership Scholarship applications of both new and continuing students who have demonstrated exceptional leadership ability. Recipients must reapply each year by April 1; renewal is not automatic. More information concerning individual eligibility and application procedures for this scholarship is available by contacting the student life office at (304) 865-6084.

Additional University Scholarship Programs
The following scholarships are also available to Ohio Valley University students.

Alumni Legacy Scholarships
Students whose parents or grandparents attended the University may be eligible for a $500 annual Alumni Legacy Scholarship for up to four years. Eligible recipients should contact the university financial aid office for application information.

Ambassadors Scholarships
The Ohio Valley University Ambassadors is an improvisational theatre troupe specializing in performances with Christian themes. Audition and scholarship information is available by contacting the university admissions office at (304) 865-6200.

Bible Scholarships
Scholarships are available for qualified Bible majors planning to work full-time with the Churches of Christ. Qualification information is available from the chair of the School of Biblical Studies or this website: http://bible.ovu.edu/bible/bibschol.htm.

Board of Trustees’ Scholarship
The Ohio Valley University Board of Trustees sponsors a 25% tuition discount (as much as $4,200 in 2010-11) for the dependent children and spouses of full-time ministers, missionaries, and school employees that are affiliated with the Churches of Christ. Written documentation of employment must be submitted to the Ohio Valley University financial aid office each year.
Circle of Vision Scholarships
The West Virginia Independent Colleges and Universities sponsor a variety of scholarship programs supported by contributions from businesses and individuals wishing to support Ohio Valley University students through their organization. Recipients must be West Virginia residents. Scholarship selections are conducted annually by the financial aid office of Ohio Valley University.

Express Scholarships
Scholarships are available for members of the University’s a cappella vocal group Express. Selections are determined by audition; more information is available by calling the Ohio Valley University admissions office at (304) 865-6200.

Family Scholarships
With the enrollment at the University of a second or subsequent dependent child from the same family, each sibling will receive a $500 scholarship each year during which two or more are enrolled. Eligible recipients can maintain a Family Scholarship for up to four years.

K.S. Foundation Scholarships
Qualified residents of Stark County, Ohio, may receive an annual award of $1,000. Recipients must maintain good academic standing to continue their awards in successive years.

Performing Ensembles Scholarships
Students who audition successfully may receive scholarships for participation in the University’s performing ensembles, including A Cappella Singers and Jazz Ensemble. Recipients must maintain a 2.5 GPA. More information is available by contacting the Ohio Valley University department of music.

Valedictorian/Salutatorian Scholarships
High school valedictorians will receive a $500 scholarship for their freshman year; salutatorians will receive a $250 award. Written documentation is required. More information is available by calling the Ohio Valley University admissions office at (304) 865-6200.

Dr. Varner Webb Leadership Scholarships
The Dr. Varner Webb Leadership Scholarship program is sponsored by Ohio Valley University in recognition of the many contributions to the university by members of the Beltway Church of Christ in Washington, D.C. These $1,000 scholarships are awarded annually in honor of the congregation’s minister to African-American students selected by Dr. Webb for their leadership potential. More information about the Dr. Varner Webb Leadership Scholarship is available by contacting the University’s assistant to the president for minority relations at (304) 865-6208.

Scholarship Guidelines
The following guidelines apply to the awarding and continuing of institutional scholarships at Ohio Valley University:
1) Eligibility is limited to those full-time students in good academic standing who are pursuing their first undergraduate degree.

2) Application of the university’s direct cost refund policy may in some instances reduce the amount of an institutional scholarship.

3) Scholarship recipients must maintain their participation in the academic or extracurricular program for which the award was given. A voluntary withdrawal or dismissal from the program will result in a prorated reduction of the award. Withdrawal from the university will also result in a prorated reduction of the award as indicated in the Withdrawals and Refunds section of the catalog.

4) Continuing eligibility for most scholarships is reviewed on an annual basis. Recipients must maintain their eligibility. The requirements for maintaining specific scholarships are available in the financial aid office.

5) Institutional scholarships are not available for summer terms; study abroad programs; Best Semester, Washington Center, and similar programs; and the Professional Accounting Certificate and Special Education Endorsement programs.

6) Due to the unique eligibility and awarding guidelines of the individual endowed scholarships offered by the university, awards will be made annually from each program by the financial aid office.

**Academic Scholarship Guidelines**

Eligibility for an academic scholarship for first-time college students is determined by the ACT score for students with scores ranging from 22 to 36. An equivalent SAT score may also qualify a student for an academic scholarship. First-time students with ACT scores of 19 to 21 and a minimum high school grade point average of 3.25 may also qualify for an award. Annual award amounts for resident students range from $1,500 to full tuition. For commuting students, awards range from $1,000 to ¾ tuition.

These additional guidelines for the awarding and maintenance of academic scholarships also apply:

1) A continuing student who was not previously eligible for an academic scholarship can *earn* an award after completing a minimum of 32 credit hours with a 3.0 or higher GPA.

2) Transfer students with a minimum of 32 credit hours of transfer credit and a 3.0 or higher GPA may qualify for an academic scholarship.

3) There are prescribed minimum cumulative GPA requirements (from 3.0 to 3.74) for the maintenance of an academic scholarship from year to year. Specific information for each scholarship level is available from the financial aid or admissions office.

4) Students placed on academic probation or suspension are not eligible for academic scholarships.
5) Academic scholarship eligibility is reviewed annually prior to the beginning of the fall term. Awards for continuing students will be determined by the cumulative GPA maintenance standards. Awards may increase or decrease depending on the student’s cumulative GPA.

6) The scholarship guidelines listed in the previous section of the catalog also apply to the university’s academic scholarship programs.
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Ohio Valley University offers continuing education programs in the evenings, on Saturdays based upon demand, and online for adults through the School of Professional Studies (SPS) in the College of Business. Adult education offerings by the SPS include the associate of arts degree in professional studies, the Bachelor of Science in Business Administration with majors in Organizational Management and Accounting, and degree endorsements in business leadership, human resource management, and non-profit management.

Adult programs in the SPS are designed for working adults who are at least 25 years of age and who have approximately 60 college credits and significant life experiences. The curriculum is delivered in a modular format and emphasizes relevance, practicality, and student involvement.

This educational model assumes a level of experience on the part of the student that will produce college credit for prior learning that can be validated by means of an assessment process that follows Council for Adult and Experiential Learning (CAEL) and Higher Learning Commission (HLC) guidelines. This experience plays a key role in the adult learning process, which integrates past and present work and life experiences with ongoing reading, writing, and classroom processing.

**Admissions Requirements**

For admission to the School of Professional Studies, an applicant must be of good character, have a good attitude, and show a willingness to support the Christian ideals of the University by complying fully with its regulations. For unconditional acceptance, an applicant for the undergraduate program must do the following:

- Complete and submit the appropriate application form.
- Pay the non-refundable $35 application fee.
- Send a transcript request to each college or university previously attended.
- After all transcripts have been received and evaluated by Ohio Valley University, meet with the SPS Director of Enrollment who will estimate the number of prior learning credits that can be awarded based on the background of the applicant. This requirement is waived if 80 credits toward graduation are transferred and all general education requirements are met.

**Transfer of Credit**

Students who have completed courses in other regionally accredited colleges may receive credit for that work; an official transcript from each previous institution must be submitted. The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. A student without an approved associate’s degree who transfers course work to the School of Professional Studies will have that work evaluated on a course-by-course basis. However, no more than six hours of coursework with a grade of D will be accepted in transfer. Other general education credits must be met in accordance with the guidelines of Ohio Valley University.
Coursework that is accepted in transfer but is not the same credit value as the Ohio Valley course will be considered as fulfilling the Ohio Valley requirements if the transferred value is at least two-thirds the value of the Ohio Valley course. The equivalent of 128 semester hours must still be met in order to graduate.

A student who transfers into the baccalaureate program with an associate degree from a regionally accredited institution will be considered to have completed the general education requirements. However, specific requirements of the program must be completed.

Other associate degrees and work from other types of schools (schools of preaching, vocational/technical colleges, etc.) will be evaluated on an individual basis.

**Prior Learning Credit**

School of Professional Studies students may earn semester credit hours for prior learning by submitting documentation of Technical and Professional Training or Life Learning Papers for evaluation by the Prior Learning Assessment Committee. Students entering the SPS who do not meet the general education requirement will have an appointment with the ADVANCE Director of Enrollment, who will estimate the number of prior learning credits the student might earn in the program prior to beginning the program.

The Prior Learning Credit can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs and/or work experiences. It is the prior learning (not just the experience) from these sources that must be documented. There is a $75 charge assessed for each semester hour petitioned. It is important to note that petitioning for prior learning credit does not guarantee that the full number of hours petitioned for will be granted.

The course Adult Development and Life Assessment (PSY 391) in the Organizational Management Program provides specific guidelines regarding credit for prior learning development and documentation. For associate program students, credit guidelines will be explained in the orientation session.

**Adding, Dropping, and Repeating Modules**

Students may make changes to their schedules by adding and dropping modules until the add-drop period closes on the fifth week of the first module. Modules dropped by that time are not shown on the semester grade report, and students will only be charged tuition for the first module.

Should a student anticipate missing more than two classes of a particular module, the student will not be permitted to enroll in that module, and will be encouraged to take the module at another time. If a student misses two classes of a particular module that student will be dropped and given a W for that module. That student will also be assessed a tuition charge for the dropped module and will be required to pay for retaking it at another time.
Because a change in course load may adversely affect financial aid, students are advised to consult with the financial aid office and the business office before dropping a module, especially if dropping a module changes the student’s status from full-time to part-time.

If a student is withdrawing from all modules, the procedure for withdrawing from the University must be followed. Please refer to the policy Withdrawal from the University in the Academic Policies section of this catalog.

Students failing a module will be assessed the tuition again for the module when repeating it.

**Module Attendance**

Due to the concentrated scheduling and the emphasis upon participatory learning, students need to be in attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the faculty member in that module or the Dean. If more than two class sessions are missed in a module, the student must repeat the module.

The SPS office will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans’ Administration and Health and Human Relations for recipients of VA benefits or federally insured student loans.

**Dismissal from Class**

Every student at Ohio Valley University is expected to act responsibly in the academic community and behave appropriately in class. Irresponsible conduct includes, but is not limited to, the following:

- Tardiness
- Failure to attend class
- Failure to prepare assignments
- Academic dishonesty (plagiarism, lying, and cheating)
- Causing disruptions

**Student Load**

Students in the School of Professional Studies are considered full-time students if they enroll in at least 12 credit hours of course work each term.

**Registration**

Registration is normally held one week before the first class. Curriculum materials and assignments for the first module are provided. The cost of books, materials, and fees as well as the first term’s tuition must be paid for or arranged on registration night. For details about payment, refer to the section Tuition Payment Schedule.
Satisfactory Academic Progress Guidelines

Satisfactory academic progress guidelines are instituted to ensure that students are making progress toward meeting graduation requirements. To make satisfactory academic progress, a student must (1) achieve a minimum module grade (a C) and cumulative grade point average (2.0) during each term of full-time enrollment (qualitative progress) and (2) successfully complete a minimum number of credit hours each term (quantitative progress). Based on his or her academic performance each module, a student will be considered at one of the following levels: good academic standing, academic warning, academic probation, academic suspension, or academic dismissal. In order to maintain eligibility for federal financial aid, a student must maintain satisfactory academic progress; recipients of federal financial aid who maintain satisfactory academic progress may receive assistance for as many as twelve semesters, depending on the specific parameters for each federal financial aid program. A student’s academic standing affects his or her financial aid eligibility, as explained below.

Terms

For the purposes of this policy, a term is defined as any block of modules in which a student is enrolled in at least twelve credit hours.

Good Academic Standing

Each module, to be considered in good academic standing, a student must achieve minimum grade point averages and earn a minimum cumulative number of credit hours.

To remain in good academic standing during each term in the SPS, a student must earn a minimum GPA of 2.0 at the end of each module and successfully complete at least 12 credit hours. If a student in good standing does not make satisfactory academic progress, he or she will be placed on either academic warning or academic probation, as explained below.

Academic Warning

If a student in good academic standing fails to achieve either the minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic warning. (However, if a student in good academic standing earns a term GPA below 1.0, he or she will be placed on academic probation, not warning.)

If a student on warning earns the required minimum GPA and minimum number of credit hours, he or she will be returned to good academic standing. If a student on warning does not make satisfactory academic progress, he or she will be placed on either academic probation or academic suspension, as explained below.

Academic Probation

If a student on academic warning fails to achieve either the minimum term or cumulative GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on either academic probation or academic suspension. If the student’s term GPA is below 1.0, the status will be academic suspension; otherwise, the status will be academic probation. In addition, a student in good academic standing who earns a semester GPA below 1.0 will be placed on academic probation.
As the purpose of probation is to encourage students to concentrate on their studies to avoid suspension, students on probation are limited in their academic load. They will also be placed on probation for financial aid eligibility.

*Academic Suspension*

If a student on academic probation fails to achieve the required minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic suspension. If a student on academic warning earns a term GPA below 1.0, he or she will be placed on academic suspension.

A student on academic suspension will not be permitted to enroll at Ohio Valley University as a full-time student. The student will be marked as withdrawn.

Students on academic suspension may enroll for up to six credit hours per semester at Ohio Valley University, but they are not eligible for federal financial aid; in other words, the cost of those credit hours will be the responsibility of the student. In addition, a student on academic suspension may not be eligible to receive federal financial aid in future periods of enrollment.

*Academic Dismissal*

If a student who has already been placed on academic suspension once receives a second academic suspension, the student’s status will be academic dismissal. An academic dismissal is permanent.

*Readmission Following Academic Suspension*

Students who wish to reapply to the university after academic suspension may do so after at least one fall or spring term. To be readmitted after academic suspension, one of two conditions must be met: (1) The student must have completed a minimum of 6 credit hours at a regionally accredited college or university with a minimum term GPA of 2.0; the course work must be approved by the dean of the College of Business. (2) Three or more calendar years must have passed since the suspension. A student readmitted after suspension will return on either academic warning or academic probation. The status will be academic warning if, since suspension, the student has completed a minimum of 12 credit hours with a minimum term GPA of 2.0 at a regionally accredited college or university. Otherwise, the status will be academic probation. A student readmitted on academic warning can return to good standing after one semester of satisfactory academic progress; a student readmitted on academic probation can return to good standing after two consecutive semesters of satisfactory academic progress. Until a student admitted after academic suspension has been returned to good academic standing, any course in which he or she earned a failing grade must be retaken.

A student readmitted after academic suspension might not be eligible for financial aid. If a readmitted student is denied financial aid, an appeal may be filed with the director of financial aid in order to renew financial aid eligibility.
**Appealing a Financial Aid Suspension**
A student whose financial aid eligibility has been suspended as a result of a failure to maintain satisfactory academic progress may appeal in writing to the director of financial aid to have his or her financial aid eligibility reinstated. Written appeals will be considered on an individual basis. Special circumstances such as the death of an immediate family member, a student’s serious injury or illness requiring lengthy recuperation, or other potential situations beyond the student’s control will be considered. If eligibility is reinstated, the student must continue to maintain satisfactory academic progress. Failure to do so may result in a permanent loss of eligibility for assistance. Students whose appeals are denied may continue on a cash-only basis until good academic standing has been achieved.

**Students Admitted on Academic Warning or Probation**
Provisionally admitted students are admitted on academic warning, and they may be required to sign a contract that imposes additional requirements for satisfactory academic progress. A provisionally admitted student who fails to complete required developmental courses within the first year may lose eligibility for federal financial aid.

**Course Incompletes**
When figuring a student’s GPA, a grade of I (Incomplete) is equivalent to a grade of F until a course instructor has submitted a grade change form. The submission must occur prior to the end of the fifth week of the following module. In the absence of a timely submission of a grade change form, the registrar will change an I to an F and record the F as the final grade in the course.

**Withdrawals**
A grade of W (withdrawal) does not affect a student’s GPA. A W, however, can cause the student to fail to earn the minimum number of credit hours required each term and thus cause a student’s academic standing to be lowered.

**Repetitions**
To determine whether a student meets the minimum requirements for GPA and for the number of credit hours completed, Ohio Valley University will compute only the most recent grade for a course that has been repeated to remove a lower grade. If a student has already earned credit hours for a course, repeating it to earn a higher grade will not earn additional credit hours.
Grades and Quality Points
Letter grades are given for all SPS course work:

- **A** designates excellent work 4 quality points per credit hour
- **B** designates good work 3 quality points per credit hour
- **C** designates average work 2 quality points per credit hour
- **D** designates poor work 1 quality point per credit hour
- **F** designates failing work 0 quality points per credit hour
- **I** designates incomplete work 0 quality points per credit hour
- **IP** designates work in progress not computed in the GPA
- **NC** designates no credit not computed in the GPA
- **P** designates passing not computed in the GPA
- **W** designates withdrawal not computed in the GPA
- **T** designates transfer not computed in the GPA

Grade Appeal Procedures
If a student believes that a final grade is unjust, the student may appeal for the grade to be reviewed. The student should first meet with the teacher concerned and present an appeal in writing. This must be done within one week after the grade has been officially communicated to the student. The teacher may take up to one week to deliberate this appeal and communicate a decision to the student in writing. If the matter is not resolved after meeting with the teacher, the student may appeal in writing to the chair of the School of Professional Studies. If the chair of the SPS is the faculty member involved, the Dean of the College of Business will receive the appeal. This appeal must be made within one week after the teacher’s response to the first appeal.

The chair of the SPS will convene an ad-hoc Grade Appeal Committee consisting of three faculty members, one SPS student, and one SPS staff member. The teacher and student may refuse any two of the appointees, after which they must accept whoever is appointed. Within one week of their appointment, this Grade Appeal Committee will meet with the parties concerned to hear testimony from the student, teacher, and any witnesses. Neither students nor faculty members may bring legal counsel or other advisors to this hearing. All hearings will be taped for the record.

The Grade Appeal Committee’s decision will be final and will be communicated officially to the student, the teacher, and the registrar’s office within 24 hours of the conclusion of the meeting. Neither the student nor the teacher involved may appeal this decision, since both will have had full opportunity to testify before the committee, unless they can demonstrate in writing to the president that improper procedures were followed by the Grade Appeal Committee.

Changing Cohorts
Students who have dropped out of their original cohort and wish to return to a new group must notify the SPS office of the decision to return and do the following:
- Provide evidence that all work is up to date, including the removal of all grades of Incomplete.
- Repeat any courses in which a grade below a C has been earned.
- Make financial arrangements.
- Submit a new registration form with courses for the remainder of the term.
- Submit an application for Change of Status.
- Ensure that his or her account is in good standing with the university business office.
- Pay the required $100 fee.

The student can return to class when the application has been approved and signed by the chair of the School of Professional Studies.

**Degree Completion**

Once a student has finished the modules of the Organizational Management or Accounting program, he or she has six months to complete all the requirements for the bachelor of science degree. After six months, the student will be classified as inactive. To be return to active student status, he or she must petition to be reinstated as active. Active status will be granted for three months. To graduate, a student must be classified as active.

Students who have completed the Organizational Management or Accounting program but who have outstanding work for the portfolio or any module need to be aware of the following:

- A student has three months after the last class of the program to turn in any materials related to Credit for Prior Learning or course work.
- Incomplete contracts should be on file for any work outstanding for any module.

After a six-month period, an application for Change of Status must be completed and submitted with the appropriate fee to reactivate the student’s registration. This process must be completed in order for the work to be turned in.

In the case of Credit for Prior Learning work that is turned in at any time after the six-month deadline, an application for Change of Status must be completed and submitted with the appropriate fee, which will reactivate the student’s status for three months. Corresponding Credit for Prior Learning fees will be assessed at the current rate.

**Commencement Exercises**

Graduating students will be expected to participate in the commencement ceremony on campus. If the student is unable to participate, he or she must petition the chair of the SPS for permission to graduate in absentia. *Diplomas will be mailed to the student on completion of the work and after the student’s bill has been paid in full.*
Transcripts
For a nominal fee, the registrar’s office will send official transcripts of Ohio Valley University course work. Because student transcripts are confidential, they will not be sent unless the student makes a written request. The registrar’s office only prints official copies of transcripts; students needing unofficial transcripts must print them themselves. A transcript request form is available in the registrar’s office or online at www.ovu.edu/transcripts.

Program Fees
There is a one-time $35 non-refundable application fee due at the time of a student’s application.

Tuition is $300 per credit hour.

Each student will be assessed a general fee of $100 per module. The fee includes tuition, library usage, general student support, athletic admissions, general activities, student publications and transportation and parking.

There is a $75 charge assessed for each semester hour petitioned. It is important to note that petitioning for prior learning credit does not guarantee that the full number of hours petitioned for will be granted. As noted above, the Prior Learning Assessment Committee bases awards of credit upon evaluation of a student’s work.

There is a $100 charge for changing a student’s status from inactive to active.

Each student will be given a list containing all required textbooks and other materials needed for the current term. Students are responsible for procuring these module texts either through the university bookstore or other sources.

All students are assessed a one-time graduation fee of $125 prior to graduation ceremonies. This fee covers cap & gown, printing of the diploma, and baccalaureate activities.

Tuition Payment Schedule
First term tuition is due at registration prior to the first class session; following term payments are due on the last class session of the prior term, at which time registration for the new term is done and books and materials are distributed.

If a student is unable to pay the full amount of tuition due for the term at registration, a payment plan may be available through the University’s Business Office.

If an employer will cover full tuition cost, a student must use the reimbursement received from the employer to cover tuition costs due. A student is totally responsible for processing the funds that will be available from his or her employer. A signed promissory note will be required at registration. Signed documents from a student’s employer will also be required prior to registration, verifying the level of employer tuition assistance available.
If a student’s employer will cover partial tuition costs, the student may deduct the partial amount from total tuition due each term. The resulting balance will be the amount due at registration for each term and must be paid in full, or as described above.

VISA, MasterCard, and Discover are accepted for payment of tuition and fees.

Refunds
A student will be assessed tuition charges by the term. When a student withdraws during a term for any reason, the portion of the tuition considered earned by Ohio Valley University shall be in direct proportion to the number of weeks attended. Students dropping back to a later cohort will be assessed tuition at the time of re-entry only for those modules they need and enroll in at that time.

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for Ohio Valley University, not the date of last attendance (forms are available in the SPS Office).

Student Financial Assistance in the SPS Program
Students applying for admission in the School of Professional Studies may be eligible for federal financial aid. The amount of aid is determined by a variety of factors, but most often on the basis of the program and/or on demonstrated financial need. Unless otherwise noted by the donor of the award, the student need not repay these funds. Listed below are some of the most common forms of gift assistance.

Federal Pell Grant
Provided by the federal government and administered by the University, this grant is based on financial need.

Veterans’ Benefits
This benefit is available to those who qualify. Eligibility is determined by the Veterans Administration; students who may be eligible should contact their local Veterans’ Administration representative.

Employee Reimbursement Program
A student should contact his or her personnel office to investigate this source of financial assistance.

Federal Direct Loans
There are two types of Federal Direct Loans. The Federal Direct Subsidized Loan is based on financial need as determined by information submitted on the Free Application for Federal Student Aid (FAFSA). If need is determined, the government subsidizes or pays the interest while the student is enrolled on at least a half-time basis. The Federal Direct Unsubsidized Loan is given to cover the cost of education when the student exhibits no financial need. The student is responsible for any interest that accrues, but has the option to pay the interest quarterly or to allow it to be capitalized into the principal of the loan. As with the subsidized loan, interest is variable and repayment begins six months after the student ceases to be enrolled on at least a half-time basis.
College Level Examination Program (CLEP) Fees

The following CLEP fees are per course.

- Testing fee ................................................................................................................. $77 (paid directly to CLEP)
- Sitting fee ...................................................................................................................... $20 (paid to OVU)
- Transcript recording fee ................................................................................................. $50 (paid to OVU)

Course Requirements for Associate of Arts in Professional Studies

The associate of arts in professional studies requires 64 credit hours, distributed as follows (courses from other institutions and those taken through OVU’s traditional program also might be used to fulfill these requirements):

**University Orientation (1 credit hour)**

- PSY 191 Orientation to College (1 credit hour)

**Communications (9 credit hours)**

- ENG 191 English Composition (3 credit hours)
- ENG 192 Writing for Professionals (3 credit hours)
- HUM 294 Basic Speech (3 credit hours)

**Literature (3 credit hours)**

- HUM 290 Topics in Western Literature (3 credit hours)

**Fine Arts Appreciation (3 credit hours)**

*Students select one 3-credit hour course*

- HUM 292 Basic Art Appreciation (3 credit hours)
- HUM 293 Music Appreciation Seminar (3 credit hours)

**History (3 credit hours)**

*Students select one 3-credit hour course*

- HIS 291 American History Seminar (3 credit hours)
- HIS 292 Topics in West Virginia History (3 credit hours)
- HIS 294 History of the Ohio Valley (3 credit hours)

**Social Sciences (9 credit hours)**

*Students select three 3-credit hour courses*

- HIS Any history course (3 credit hours)
- POL 295 American Government (3 credit hours)
- PSY 291 Seminar in General Psychology (3 credit hours)
- SOC 290 Seminar in Multicultural Diversity (3 credit hours)

**Math, Science, and Information Technology (12 credit hours)**

- CIT 191 Information Processing for Adult Learners (2 credit hours)
- MAT 191 Quantitative Methods for Professionals (4 credit hours)
- MAT 291 Intermediate Algebra Seminar (3 credit hours)
- NSC 291 Introduction to Biology (3 credit hours)
Wellness (2 credit hours)
NSC 191 Adult Health (2 credit hours)

Bible (6 credit hours)
BIB 191 Introduction to the Bible Seminar (2 credit hours)
BIB 295 Seminar in Bible History (2 credit hours)
BIB 296 Seminar on the Life of Christ (2 credit hours)

Elective Credits (16 credit hours)
16 credit hours of elective credit or credits for prior learning

Bachelor of Science in Business Administration
The ADVANCE degree completion program offers a bachelor of science in business administration with a major in organizational management.

Graduation Requirements for Bachelor of Science with a Major in Organizational Management
To earn a bachelor of science in business administration with a major in organizational management (OM), a student must meet the following requirements:

1) Complete 128 credit hours of course work.
2) Complete the ADVANCE track requirements (described below), which consists of 52 credit hours of upper-level course work.
3) Earn a cumulative GPA of at least a 2.0, and at least a 2.5 on all business-related course work.
4) Comply with the university’s Bible course requirement (BIB 395 – Biblical Perspectives, BIB 396 – Integration of Biblical Principles, and BUS 394 – Business Ethics apply toward this requirement.)
5) Complete the following general education requirements:
   - 15 credit hours of humanities, distributed as follows: English composition (6 credit hours), literature (3 credit hours), speech (3 credit hours), and fine arts appreciation (3 credit hours)
   - 9 credit hours of social sciences; at least 3 credit hours must be in history
   - 12 credit hours of math and sciences, including at least one science course, one math course (intermediate algebra or higher), and one information technology course.

The general education requirement is waived for students holding an associate degree from a regionally accredited college or university.

ADVANCE Track Requirements
The advance track consists of 52 credit hours of course work; many of these SPS courses are similar to courses offered in the traditional undergraduate program. Courses from the traditional program may be used as substitutes for the courses below, but a student may not earn credit twice when two courses have substantially the same content.
Business Core (17 credit hours)
- ACC 392 Managerial Accounting (3 credit hours)
- BUS 391 Principles of Economics (3 credit hours)
- BUS 392 Marketing in a Global Economy (3 credit hours)
- BUS 393 Business Law (3 credit hours)
- BUS 394 Business Ethics (2 credit hours)
- FIN 391 Managerial Finance (3 credit hours)

Management (18 credit hours)
- MGT 391 Group and Organizational Behavior (3 credit hours)
- MGT 392 Organizational Communication (3 credit hours)
- MGT 489 Operations Management (3 credit hours)
- MGT 492 Issues in Management (3 credit hours)
- MGT 493 Human Resources Management (3 credit hours)
- MGT 495 Strategic Planning (3 credit hours)

Portfolio Project (6 credit hours)
- MGT 496 Portfolio Seminar I – Self Reflection (2 credit hours)
- MGT 497 Portfolio Seminar II – Course & Company Evaluation (2 credit hours)
- MGT 498 Portfolio Seminar III – Community Service & Beyond (2 credit hours)

Psychology (7 credit hours)
- PSY 391 Adult Development and Life Assessment (3 credit hours)
- PSY 392 Methods of Research and Analysis (4 credit hours)

Bible (4 credit hours; because these courses fulfill OVU’s Bible course requirement, they must be taken at OVU, i.e., they may not be transfer courses)
- BIB 395 Biblical Perspectives (2 credit hours)
- BIB 396 Integration of Biblical Principles (2 credit hours)

Graduation Requirements for Bachelor of Science with a Major in Accounting

The following requirements are based upon course work mandated by the state boards of accountancy of West Virginia and Ohio. Completion of these requirements will qualify a student to sit for the Uniform CPA exam in West Virginia. It will also meet Ohio basic exam requirements, except that Ohio mandates not less than 150 semester credits to sit for the exam. (West Virginia requires 150 credits for CPA licensure, but not to take the exam.) Successful completion of the CPA exam, plus 150 semester credits, and satisfaction of experience requirements can lead to licensure in either or both states. To earn a bachelor of science in business administration with a major in accounting, a student must meet the following requirements:
1) Complete 128 credit hours of course work.
2) Complete the 62 hours in the accounting track described below; these include a business core (27 credit hours), business law course work (6 credit hours), and an accounting core (33 credit hours), and Bible (6 credit hours)
3) Earn a cumulative GPA of at least a 2.0.
4) Comply with the university’s Bible course requirement
5) Complete the following 32 credit hours of general education requirements:
   - 15 credit hours of humanities, distributed as follows: English composition (6 credit hours), literature (3 credit hours), speech (3 credit hours), and fine arts appreciation (3 credit hours)
   - 6 credit hours of social sciences, distributed as follows: 3 credit hours in history and 3 credits in psychology or sociology.
   - 12 credit hours of math and sciences, including at least one science course with a lab, one math course (college algebra or higher), and one information technology course.
   - 2 credit hours of physical education and/or wellness

The general education requirement is waived for students holding an associate degree from a regionally accredited college or university. All accounting majors, however, must demonstrate proficiency in college algebra, word-processing, spreadsheet, and presentation software skills through course work, life learning credit, or by exam.

Accounting Track Requirements
The advance track consists of 70-71 credit hours of course work; many of these SPS courses are similar to courses offered in the traditional undergraduate program. Courses from the traditional program may be used as substitutes for the courses below, but a student may not earn credit twice when two courses have substantially the same content.

- **Business Core** (24-25 credit hours)
  - FIN 391 Managerial Finance (3 credit hours)
  - BUS 391 Principles of Economics (3 credit hours)
  - BUS 392 Marketing in a Global Economy (3 credit hours)
  - BUS 371 Business Ethics (3 credit hours)
  - MGT 492 Issues in Management (3 credit hours)
  - Select one of the following 2 courses:
    - MAT 229 Introduction to Statistics (3 credit hours)
    - PSY 392 Methods of Research and Analysis (4 credit hours)
  - 6 additional credit hours of business electives

- **Business Law** (6 credit hours)
  - BUS 393 Business Law I (3 credit hours)
  - BUS 432 Business Law II (3 credit hours)
- **Accounting Core** (36 credit hours)
  - ACC 221 Accounting I (3 credit hours)
  - ACC 222 Accounting II (3 credit hours)
  - ACC 321 Intermediate Accounting I (3 credit hours)
  - ACC 322 Intermediate Accounting II (3 credit hours)
  - ACC 341 Cost Accounting (3 credit hours)
  - ACC 421 Introduction to Taxation (3 credit hours)
  - ACC 431 Accounting Systems (3 credit hours)
  - ACC 441 Auditing I (3 credit hours)
  - ACC 498 Accounting Seminar – Capstone (3 credit hours)
  - ACC 9 additional credit hours of accounting electives

- **Bible** (6 credit hours; because these courses fulfill OVU’s Bible course requirement, they must be taken at OVU, i.e., they may not be transfer courses)
  - BIB 395 Biblical Perspectives (2 credit hours)
  - BIB 396 Integration of Biblical Principles (2 credit hours)
  - BIB Bible Elective (2 credit hours)

**Degree Endorsement Programs**

A degree endorsement requires a specified concentration of a certain number of credit hours of upper-level study by SPS students in an academic discipline. The school offers the following degree endorsements upon sufficient demand.

**Endorsement in Human Resource Management**

*Twelve credit hours are required.*

MGT 334 Employee Relations (3 credit hours)
MGT 436 Compensation & Benefits (3 credit hours)
MGT 451 Employment Law (3 credit hours)
PSY 360 Social Psychiatry (3 credit hours)

**Endorsement in Non-Profit Management**

*Twelve credit hours are required; up to six additional credit hours are available.*

BUS 441 Introduction to the Non-Profit Sector (3 credit hours)
BUS 442 Management in Non-Profit Organizations (3 credit hours)
BUS 443 Resource Development & Grant Writing for Non-Profits (3 credit hours)
BUS 444 Financial Management of Non-Profit Organizations (3 credit hours)

*The following additional courses are available:*

BUS 497 Applied Project in Non-Profit Studies (1-3 credit hours)
ACC 461 Governmental and Not-for-Profit Accounting (3 credit hours)
Endorsement in Business Leadership

Twelve credit hours are required; three additional credit hours are available.

MGT 381  Introduction to Leadership (3 credit hours)
MGT 382  Leadership Principles and Values (3 credit hours)
MGT 383  Leading through Teamwork (3 credit hours)
MGT 384  Motivation in Leadership (3 credit hours)

The following additional course is available:
MGT 490  Applied Project in Leadership (3 credit hours)

School of Professional Studies Course Descriptions

The following courses are those taught through the school of professional studies; descriptions for additional courses can be found in the Course Descriptions section of this catalog.

ACC 221 Accounting I (3 credits) The basic course in accounting theory and practice, which includes the analysis and recording of business transactions from a managerial viewpoint with applications to single proprietorships, partnerships, and corporations.

ACC 222 Accounting II (3 credits) Continuation of ACC 221. Partnership and corporation accounting, control accounting, decision making, and further study of statements and analysis.

ACC 321 Intermediate Accounting I (3 credits) In-depth study of conceptual framework of accounting, disclosure standards for general purpose financial statements, and measurement standards for cash, receivables, inventories, revenues and expenses.

ACC 322 Intermediate Accounting II (3 credits) Measurement and reporting standards for tangible and intangible operating assets, investments, liabilities, contingencies, stockholders’ equity, and special problems of revenue recognition.

ACC 341 Cost Accounting (3 credits) Cost control systems and procedures will be emphasized. Job and process cost accounting; dealing with determining, reporting, analyzing, and controlling the cost of a particular process, job, service, unit or department will be undertaken. Standard costs, transfer pricing, variable costing and capital decisions will be introduced.

ACC 392 Managerial Accounting (3 credits) Exploration of external financial accounting topics. Balance sheet accounts, related revenue and expense accounts. Internal primary cost accounting. Integration of internal and external accounting topics.

ACC 421 Introduction to Taxation (3 credits) Introduction to taxation with emphasis on broad provisions of federal income tax as it applies to individuals, and proprietorships.

ACC 422 Federal Income Taxes (3 credits) Continuation of ACC 421 with emphasis on the impact of federal income taxes on business proprietorships, partnerships, corporations and fiduciaries.
ACC 431 Accounting Systems (3 credits) Computer systems as they relate to design, implementation, and operation of accounting information systems and internal control procedures. Lab use of accounting computer programs.

ACC 441 Auditing I (3 credits) The principles, standards, techniques, procedures, legal responsibilities, and professional ethics of auditing are covered in this course. The student will be introduced to the internal control procedures review, the audit program, fieldwork, and the audit report.

ACC 451 Advanced Accounting (3 credits) Application of financial accounting principles to specialized problems in business mergers and acquisitions; consolidated financial reporting; introduction to not-for-profit accounting; advanced partnership accounting; foreign currency translation and measurement for financial reporting purposes; exposure to current accounting problems.

ACC 461 Governmental and Not-for-Profit Accounting (3 credits) Accounting, reporting, and budgeting for governmental and not-for-profit entities and the use of fund accounting data for planning and control.

ACC 498 Accounting Seminar – Capstone (3 credits) A capstone course. A course taken at other colleges or universities will not transfer in as a substitute for this course.

BIB 191 Introduction to the Bible Seminar (2 credits) An introduction to the major themes and characters of the Bible and general Biblical knowledge. Consideration is also given to the topics of authority, inspiration, human origin, and comparative religion.

BIB 295 Seminar in Bible History (2 credits) An overview of Bible history from creation until approximately 100 A.D. Attention is given to historical chronology, the relationship among the Biblical eras, worship, and the relationship between God and man.

BIB 296 Seminar on the Life of Christ (2 credits) Survey of the gospel accounts of the life of Christ. Includes historical, thematic, and practical treatment of the events of the life of Christ and application of His example and teaching.

BIB 395 Biblical Perspectives (2 credits) An overview of Biblical content with a focus on significant principles and themes from which personal values and ethics emerge. Special emphasis will be placed on those principles and themes which inform life in today’s business world and in the various relationships that are part of contemporary society.

BIB 396 Integration of Biblical Principles (2 credits) This module focuses on the principles, problems, and process of leadership as illustrated by biblical accounts, complemented by initial attempts to understand the application of sound Biblical principles to leadership in today’s business community.
BIB 497 Life Applications of Biblical Values (2 credits) Application of the materials of the studies in Biblical perspectives and integration focused on practical situations, case studies, and identifying specific Biblical principles which inform a chosen course of action.

BUS 371 Business Ethics (3 credits) A study of corporate ethics, individual ethics, the mutual responsibilities of employers and employees, and the legal framework under which U.S. businesses operate. The course will look at ethical teachings of the Bible as applied to business. An approved substitute for Bible the semester it is taken. Students cannot earn credit for both REL 371 (Christian Ethics) and BUS 371, nor can they earn credit for both BUS 394 (Business Ethics, 2 credit hours) and BUS 371.

BUS 391 Principles of Economics (3 credits) A one-semester economics course with emphasis on macroeconomic principles; select microeconomics principles will be incorporated into the course. Meets social science general education requirement.

BUS 392 Marketing in a Global Economy (3 credits) A study of the principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices. Concepts of our global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager’s perspective.

BUS 393 Business Law (3 credits) Overview of the history, background, sources, and influences of our modern day law as it pertains to the business activities of individuals, corporations, and other legal entities, with particular emphasis on business litigation, legal liabilities, and the law covering contracts, creditors’ rights, secured transactions, bankruptcy, agency, partnerships and corporations.

BUS 394 Business Ethics (2 credits) A study of corporate ethics, individual ethics, the mutual responsibilities of employers and employees, and the legal framework under which U.S. businesses operate. The course will look at ethical teachings of the Bible as applied to business. Students cannot earn credit for both BUS 394 and BUS 371 (Business Ethics, 3 credit hours), nor can they earn credit for both BUS 394 and REL 371 (Christian Ethics). An approved substitute for Bible the semester it is taken.

BUS 432 Business Law II (3 credits) An advanced study of the legal framework under which U.S. businesses operate. Topics include debt or creditor relationships, business organizations, government regulation, property and its protection, and the international legal environment.

BUS 441 Introduction to the Non-Profit Sector (3 hours) Introduction to not-for-profit organizations and their unique organizational and structural characteristics. Topics will include qualifications for nonprofit status in the U.S., overview of fund-raising, financial, and budgetary challenges unique to non-profits, program planning issues, boards of trustees, and a study of the non-profit sector form a historical, social, and economic perspective.
BUS 442 Management in Non-Profit Organizations (3 hours) Application of management and leadership topics to not-for-profit organizations, including issues of motivation, management, supervision and evaluation of professional staff and volunteers, and working with boards of trustees. Prerequisite: MGT 230, MGT 492, or an introductory course in management.

BUS 443 Resource Development and Grant-Writing for Non-Profits (3 hours) Focus on the practice and management of fund-raising programs, including ethical and legal issues and practical applications in current funding of not-for-profit organizations. Topics will include operational and capital campaign strategies, overview of planned giving structures, review of available funding sources and the preparation of a grant proposal.

BUS 444 Financial Management of Non-Profit Organizations (3 hours) Survey of financial and accounting topics unique to not-for-profit entities, including budgeting and fund accounting requirements, cash management, investment decision-making, understanding financial statements, audit requirements, and ethical issues relating to non-profit finances.

BUS 497 Applied Project in Non-Profit Studies (1-3 hours) Prerequisite: minimum of nine hours in not-for-profit studies. Adult learners will coordinate an individualized case study or personal project applying principles learned to an issue or program in an existing not-for-profit organization (either in an employee or a volunteer capacity) and prepare a written and brief oral presentation of project/program results. (This module will be offered if sufficient interest exists.)

CIT 191 Information Processing for Adult Learners (2 credits) Introduction of basic computer skills including a short history of computing and the use of spreadsheet, word processing, presentation, and internet software.

ENG 191 English Composition (3 credits) Instruction and practice in planning, drafting, revising, and editing writing for application both in other course work and in situations outside the classroom.

ENG 192 Writing for Professionals (3 credits) Instruction and practice in application of the adult learner’s writing skills to develop strategies for creating effective written communication in the workplace. Includes treatment of documents using electronic media.

FIN 391 Managerial Finance (3 credits) Exploration of financial planning and how financial planning tools are used to plan cash flow and financial resources. Short-term finance, capital budgeting, long term financing, cost of capital, and optimal capital structure.

HIS 291 American History Seminar (3 credits) Select topical study of American history through a consideration of political, social, economic, and cultural themes from colonial times until today.
HIS 292 Topics in West Virginia History (3 credits) Overview of the history of the social, economic, cultural, and political development of the state from its formation until the present.

HIS 294 History of the Ohio Valley (3 credits) A survey of the Ohio Valley from ancient prehistoric times through the frontier period, including Indian cultures, conflict between European and Amerindian civilizations, frontier culture, and the impact of the Blennerhassett’s on the Ohio Valley frontier.

HUM 290 Topics in Western Literature (3 credits) A select survey of the literature of western cultures. Focus is on discussion of and response to primary texts including development of general reading and writing skills and of literary aesthetic sensibilities.

HUM 292 Basic Art Appreciation (3 credits) An introduction to the art of the western world. The focus of the course is on response to and discussion of specific works of art in the context of the major historic periods of art. Attention is also given to critical thinking and writing skills based on study and observation of the visual arts.

HUM 293 Music Appreciation Seminar (3 credits) An overview of music that focuses on how societies influence the creation and performance of music, and cultivation of an awareness of musical styles in order to listen to music intelligently using basic musical concepts and terms in describing the music heard.

HUM 294 Basic Speech (3 credits) Instruction and practice in theory and skills of public, professional, and personal communication, as well as general basic communication forms and methods.

MAT 190 Basic Algebra for Adult Learners (2 credits) Survey and review of arithmetic and algebra and the use of associated notation and skills. Focus is on defining and solving problems using the language of algebra to develop a foundation for further quantitative requirements in the classroom and the workplace.

MAT 191 Quantitative Methods for Professionals (4 credits) A study of the application of practical mathematical principles and techniques for adult learners to critical problems or issues in a business environment.

MAT 291 Intermediate Algebra Seminar (3 credits) This course is designed to prepare adult students to apply the algebra of linear and quadratic expressions to real world situations. Emphasis is on problem solving and the use of the language of mathematics to define quantitative problems.

MGT 334 Employee Relations (3 credits) Understanding the work contract in union, non-union, for-profit, and non-profit environments; management of issues pertaining to employee performance, job satisfaction, and compliance with organizational policies; study of the phases of employee discipline; understanding federal and state employee relations laws; the bargaining environment in treating compensation issues and grievances; employee relations in non-union organizations; and behavioral theories of labor negotiations.
MGT 381 Introduction to Leadership (3 hours) Overview of key models of leadership, including leader-match theory, contingency theory, situational leadership theory, continuum of leadership behavior, and characteristics of effective leadership prevalent in business and psychological literature.

MGT 382 Leadership Principles & Values (3 hours) Overview of the responsibilities of leadership in corporate and other organizational structures, including social and ethical responsibilities of leaders. Topics will include principle-based leadership based on biblical values.

MGT 383 Leading Through Teamwork (3 hours) This seminar will focus upon building group leadership skills. Class activities will focus upon identifying and assessing individual leadership styles, group dynamics, coaching, and conflict resolution.

MGT 384 Motivation in Leadership (3 hours) Focus on theories of persuasion, social influence, and personal and situational factors in the emergence and effectiveness of leadership. Study will include examples of successful leaders in business, politics, military and other historical environments.

MGT 391 Group and Organizational Behavior (3 credits) A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

MGT 392 Organizational Communication (3 credits) This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through reading and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

MGT 436 Compensation and Benefits (3 credits) An introduction to the management of employee compensation and benefits. Topics include evaluation systems, reward systems, legal and government constraints, wage and salary structures, incentive-based compensation, health and retirement benefits, and administration.

MGT 451 Employment Law (3 credits) Survey of the legal principles guiding the employer-employee relationship. Examines laws regulating hiring, job opportunity, discrimination, affirmative action, sexual harassment, wages, benefits, privacy rights, health safety, employment at will, layoffs and termination.

MGT 489 Operations Management (3 credits) Study of the management of operations systems used to produce both goods and services, including system design and analysis. Topics studied include break-even analysis, inventory models, location, layout and transportation models, and other quantitative managerial tools; analysis of quality standards in current business use.
MGT 490 Applied Project in Leadership (3 hours) Adult learners will coordinate an individualized case study or personal project applying leadership principles to a workplace situation or in another organization and prepare a written and brief oral presentation of project results. Prerequisite: minimum of 9 hours in leadership studies.

MGT 492 Issues in Management (3 credits) Students examine management control functions, strategic planning, and organizational structure and design. Also examined is motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and class practice, with an analysis of the effect on productivity. Total Quality Management (TQM) is studied and contrasted to Management by Objectives (MBO).

MGT 493 Human Resources Management (3 credits) Students explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

MGT 495 Strategic Planning (3 credits) This course introduces students to various management planning models and techniques and applies them to business cases. It stresses the concepts of strategic planning and strategic management.

MGT 496 Portfolio Seminar I – Self Reflection (2 credits)

MGT 497 Portfolio Seminar II – Course & Company Evaluation (2 credits)

MGT 498 Portfolio Seminar III – Community Service & Beyond (2 credits)

NSC 191 Adult Health (2 credits) An overview of health topics of concern to adults focusing on wellness and lifestyles that help ensure wellness. The course also includes study of common adult health threats such as cardiovascular disease, diabetes, and cancer.

NSC 291 Introduction to Biology (3 credits) Survey of biology concepts and applications, including cell structure and content, biological chemistry, metabolism, characteristics of animals, and the physiology of the major systems of the human body.

POL 295 American Government (3 credits) An introduction to the basic principles, concepts, and institutions of American government with emphasis on the U.S. constitution, the executive, legislative, and judicial branches, political institutions, and civil rights.

PSY 191 Orientation to College (1 credit) A seminar presenting expectations of college course work and the framework of higher education, including an overview of adult education, credit for prior learning (experiential or technical training), and an orientation to the curriculum and environment of the College of Professional Studies.
PSY 291 Seminar in General Psychology (3 credits) Overview of the psychology of human beings designed to enhance understanding of all facets of human behavior and prepare students both for the application of psychology in other fields of study and for further study in the field of psychology.

PSY 360 Social Psychology (3 credits) A study of the relationship between the individual and the social environment, including research, social influence and social relations. Prerequisite: PSY 101 or consent of instructor.

PSY 391 Adult Development and Life Assessment (3 credits) Career patterns are reviewed and analyzed in light of life-development theory. Future trends are examined in relation to changing careers and lifestyles. Guidance is given to students in preparation of documentation of professional experiences which may represent college-level learning.

PSY 392 Methods of Research and Analysis (4 credits) Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing and evaluating a problem in their work or a vocational environment which they have selected for a research project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

SOC 290 Seminar in Multicultural Diversity (3 credits) An introduction to minority groups, their history, ethnic and cultural uniqueness, and racial make-up. Applications are drawn from the workplace that examine social and social problems, as well as relations to majority groups.

SOC 291 Law and Society (3 credits) Introduction to applications of the law to the workplace and personal life. Includes an overview of the court system and civil litigations, basic contracts, simple wills and standard probate procedure, and the legal rights of workers.
Ohio Valley University is approved by the Higher Learning Commission of the North Central Association of Colleges and Schools to offer graduate programs in education. Currently, the school offers an online 36-hour Master of Education degree in Curriculum and Instruction.

This Master of Education program is an ideal professional development vehicle for certified teachers and individuals working with professional development or adult and continuing education. It is not a teacher licensure program, however. This is a non-thesis program, but EDUC 645, Research in Instructional Design, is a capstone course and does require an action research project.

By taking three courses (nine credit hours) per term, students can complete the program in 16 months. Nine hours of graduate classes is considered a full-time load; to qualify for federal financial aid, students must be enrolled for at least six credit hours. A student may join the program at the beginning of any term: fall, spring, or summer.

Details on scheduling, logistics, and program organization are available from the School of Graduate Education. Policies affecting students in graduate education programs are available from the Graduate Education Handbook.

**Admission Requirements**

For admission to the M.Ed. program, applicants must have completed a bachelor’s degree from a regionally accredited college or university with a grade point average of at least 2.5. Materials required for admission include official copies of the applicants’ undergraduate transcripts, two letters of reference that address the student’s capacity to complete the program effectively, an essay of one to two pages describing how this program will further the applicants’ careers and how they prefer to complete it (part-time, full-time, continuous semesters, summers only, etc.), and a $30 application fee. Conditional admission may be granted to students whose supporting documentation is incomplete. A prospective international student whose native language is not English will also need to submit a TOEFL score that is less than two years old before admission. The minimum TOEFL score accepted for admission is 550 on the Paper-based test, 213 on the Computer-based test, or 79 on the Internet-based test. More details concerning the admission process are available from the School of Graduate Education.

**Transfer Credit**

A student may transfer up to nine credit hours into the program with the permission of the school chair, if the prior course work matches program requirements and if the student earned a grade of at least a B in each course being transferred. An official transcript must be provided.

**Tuition and Fees**

Tuition and fees are due at the beginning of each program term. Tuition is $350 per credit hour, and there is a $50 technology fee per course. Students are responsible for purchasing materials required for each course. The graduation fee is $125.
Students who withdraw from a course before two weeks of the course have elapsed are eligible for a one-hundred percent refund of tuition charges. Students who withdraw from a course between the start of the third week and the end of the fifth week are eligible for a fifty percent refund of tuition charges. After the completion of five weeks of a course, there are no tuition refunds.

**Grade Appeal Procedures**
If a student believes that a final grade is unjust, the student may appeal for the grade to be reviewed. The student should first meet with the teacher concerned and present an appeal in writing. This must be done within one week after the grade has been officially communicated to the student. The teacher may take up to one week to deliberate this appeal and communicate a decision to the student in writing. If the matter is not resolved after meeting with the teacher, the student may appeal in writing to the Vice President of Academic Affairs (VPAA). If the VPAA is the faculty member involved, the chair of the School of Graduate Education will receive the appeal. This appeal must be made within one week after the teacher’s response to the first appeal.

The VPAA will convene an ad-hoc Grade Appeal Committee consisting of three faculty members, one student, and one administrator. The teacher and student may refuse any two of the appointees, after which they must accept whoever is appointed. Within one week of their appointment, this Grade Appeal Committee will meet with the parties concerned to hear testimony from the student, teacher, and any witnesses. Neither students nor faculty members may bring legal counsel or other advisors to this hearing. All hearings will be taped for the record.

The Grade Appeal Committee’s decision will be final and will be communicated officially to the student, the teacher, and the registrar’s office within 24 hours of the conclusion of the meeting. Neither the student nor the teacher involved may appeal this decision, since both will have had full opportunity to testify before the committee, unless they can demonstrate in writing to the president that improper procedures were followed by the Grade Appeal Committee.

**Course Work Requirements**
The program requires 36 credit hours of course work. Each of the following courses is required (course descriptions can be found below):

- **EDUC 510** History and Philosophy of Education (3 credit hours)
- **EDUC 520** Advanced Educational Psychology (3 credit hours)
- **EDUC 530** Educational Research (3 credit hours)
- **EDUC 533** Child and Adolescent Learning (3 credit hours)
- **EDUC 610** Implementing Instructional Strategies (3 credit hours)
- **EDUC 615** Principles of Adult Education (3 credit hours)
- **EDUC 620** Curriculum Design and Development (3 credit hours)
- **EDUC 625** Graphic Communications and Educational Technology (3 credit hours)
- **EDUC 630** Improving and Teaching Thinking (3 credit hours)
EDUC 635  Educational Assessment (3 credit hours)
EDUC 640  Creating an Effective Learning Environment (3 credit hours)
EDUC 645  Research in Instructional Design (3 credit hours)

Graduation Requirements
To earn a Master of Education, students must fulfill all of the following requirements:

1) Complete the 36 credit hours of required coursework.
2) Earn a 3.0 cumulative GPA.
3) Earn a grade of at least a B in all but two of the required courses; in the one or two courses in which a B or higher is not earned, the student must earn a C. No single course may be repeated more than once to raise the student’s grade.
4) Follow all policies and requirements laid out in the Graduate Education Handbook.

School of Graduate Education Course Descriptions
EDUC 510 History and Philosophy of Education (3 credits). This course is an interdisciplinary study of the philosophy and history of education, with an emphasis on multicultural educational issues. The heart of the course is for each student to develop his or her own reflected-upon philosophy of education and to approach this personal philosophy within the context of past and present formal philosophies of, theories of, and issues in education.

EDUC 520 Advanced Educational Psychology (3 credits). This course oversees several theoretical approaches to effective instruction and learning, namely, behavioral, cognitive, and developmental theories. Course content focuses on the various theoretical approaches in a way that enables learners to understand similarities and differences between them.

EDUC 530 Educational Research (3 credits). This is a survey course that addresses empirical and qualitative research design and research methodologies in education.

EDUC 533 Child and Adolescent Learning (3 credits). This course examines the characteristics of children’s development and ways in which these developmental passages impact the student’s ability to learn and grow. Emphasis is placed on the impact of various factors as they relate to student learning and achievement.

EDUC 610 Implementing Instructional Strategies (3 credits). This course focuses on the advanced development of skills related to the teaching/learning process. Students construct knowledge of educational psychology and apply this knowledge to pedagogy.

EDUC 615 Principles of Adult Education (3 credits). This course identifies basic principles motivating adults to learn as well as procedures to implement these principles in bringing about changes in adult learning behavior.
EDUC 620 Curriculum Design and Development (3 credits). This course addresses foundations of curriculum theory, design, development, teaching, and learning. A primary model is *Understanding by Design*.

EDUC 625 Graphic Communications and Educational Technology (3 credits). This course applies research findings and design criteria to graphic communication design for text materials and interface design for computer-based materials. Course content will emphasize techniques for preparation of a variety of materials employing text and graphics using computer graphics, desktop publishing, and multimedia authoring programs.

EDUC 630 Improving and Teaching Thinking (3 credits). This course addresses a framework for engaging students in active, critical thinking in content area subjects in the regular classroom. Because we live in a global society, it is imperative that students learn to base their thinking on reasoned judgment and elements of critical thinking. The course will place a strong emphasis on moral and ethical decision-making.

EDUC 635 Educational Assessment (3 credits). This course is designed to promote understanding and use of principles and practices of assessment and evaluation in education. Educators will learn to identify, develop, and use assessment strategies and instruments effectively. Key aspects of the course include interpreting tests and assessment results for evaluating student performance and progress and for making sound educational decisions.

EDUC 640 Creating an Effective Learning Environment (3 credits). Students explore and investigate current practices and strategies for promoting meaningful learning for all members of the school community. Emphasis is on factors and conditions that enhance learning within the school’s circle of influence, including differentiated instruction, response to intervention, and technology for learning.

EDUC 645 Research in Instructional Design (3 credits). This course applies teaching and learning theory as the foundation for developing engaging instruction. It pulls together theory, concepts, and strategies to provide a broad understanding of the fundamentals of learning from the conceptual stage to the development and delivery stages. The study will focus on knowledge and skills necessary to create effective courses, training programs, and learning units. Pre-requisite or co-requisite: EDUC 635.
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Board of Trustees

Overall institutional responsibility is accepted by a very able board of trustees, all professionals in their own fields. The trustees come from eleven states and have occupations ranging from attorneys to physicians to corporate presidents and CEOs.

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Sweitzer, Janice L............................................................Canton, OH
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Swicegood, Jerry F..........................................................Mocksville, NC
Webb, Varner B..............................................................Fort Washington, MD
Wharton, D. Eugene (Past Chair) ........................................Vienna, WV

Emeriti

Bice, W. Bernard, M.D......................................................Vienna, WV
Dougan, Riley, Ph.D........................................................Columbus, OH
Hladky, Roger, Ed.D........................................................Tabernacle, NJ
Marx, Theodore, Cdr.......................................................Paoli, PA
Ranson, Ralph .............................................................Cross Lanes, WV
Shivener, N. Eugene ......................................................Reynoldsburg, OH
**Senior Administration**

*Dr. E. Keith Stotts*, President and Chief Executive Officer, is responsible for the overall administration of the university; he makes final recommendations to the board of trustees regarding curriculum, budget, tuition and fees, university policies, and other global issues affecting the university.

*Steve Morgan*, Executive Vice President and Chief Operating Officer, oversees the daily operations of the university.

*Dr. Jim Bullock*, Vice President for Academic Affairs and Student Life, oversees academic affairs, student life, academic records, library, and faculty.

*Dennis Cox*, Senior Vice President for Alumni Relations and Financial Aid, oversees alumni services, financial aid, and external communications.

*Dr. Joy Jones*, Vice President for Finance and Chief Financial Officer, oversees the business and financial operations of the university.

*Don Lallathin*, Vice President for Advancement, oversees the comprehensive campaign, fundraising, and donor relations.

*Larry Lyons*, Vice President for Enrollment and Athletic Director, oversees recruiting, admissions, and athletics.

**Staff**

Alexander, Robert .......................................................... Security
Anderson, Audrye .................................................... Associate Director of Admissions
Anderson, Carl ............................................................. Head Men’s Lacrosse Coach
Baker, Peggy .............................................................. Purchasing Clerk, OVU Bible Bookstore
Barton, Sarah ........................................................................ Registrar
Betancourt, Jonathan .................................................. Assistant Men’s Soccer Coach
Boggess, Summer .................................................. Assistant Director of Financial Aid
Bortell, Amy ........................................................................ Director of Admissions
Boyce, Justin ........................................................................ Security
Brown, Betty ...................................................................... Assistant Registrar
Bucklin, Carissa .................................................. Administrative Assistant for Athletics
Bucklin, Eric ............................................................. Director of Campus Operations
Butterfield, Brenda ........................................ Director of Community Living/Rampy Hall Supervisor
Butterfield, Terri .................................................. Executive Assistant, Academic Affairs
Butterfield, Tom ............................................................. Director of Church Relations
Cole, Derek ........................................................................................ Production Manager
Cole, Gerald .......................................................... Associate Director of Student Activities and University Events
Colgrove, Amy .................................................. Graduate Assistant & Head Women’s Golf Coach
Cox, Era Jo .......................................................... Certification Specialist, College of Education
Crawford, Bob .................................................. Head Baseball Coach/Assistant Director of Development
Dailey, Thomas ........................................................................ Janitor
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doak, Amanda</td>
<td>Financial Aid Counselor</td>
</tr>
<tr>
<td>Dobson, Richard</td>
<td>Head Men’s &amp; Women’s Cross Country Coach</td>
</tr>
<tr>
<td>Dougherty, Jason</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Fouss, Diane</td>
<td>Customer Service, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Fugett, Ashley</td>
<td>Director of Academic Support Services</td>
</tr>
<tr>
<td>Gaston, Don</td>
<td>Assistant Manager, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Gherke, Amy</td>
<td>Assistant to the Registrar</td>
</tr>
<tr>
<td>Gibbs, Charles</td>
<td>Director of Administrative Computing Services</td>
</tr>
<tr>
<td>Giffen, Lisa</td>
<td>Executive Assistant, College of Business</td>
</tr>
<tr>
<td>Goff, Christa</td>
<td>Counter Sales &amp; PR Assistant, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Greene, Nathan</td>
<td>Associate Director of Admissions</td>
</tr>
<tr>
<td>Hall, Carolyn</td>
<td>Accounts Receivable and Customer Service, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Harrison, Glenna</td>
<td>Office Manager for the President</td>
</tr>
<tr>
<td>Haynes, Kim</td>
<td>Assistant to the Chancellor, Church Relations, and Advancement</td>
</tr>
<tr>
<td>Haynes, Nathan</td>
<td>Assistant Baseball Coach</td>
</tr>
<tr>
<td>Hennen, Mary</td>
<td>Customer Service/Receiving Clerk, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Hill, Paula</td>
<td>Customer Service Clerk, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Hindy, Nathan</td>
<td>Security</td>
</tr>
<tr>
<td>Hoover, James</td>
<td>Assistant to the Athletic Director</td>
</tr>
<tr>
<td>Ice, Larry</td>
<td>Manager, OVU Bible Bookstore</td>
</tr>
<tr>
<td>Inman, Kyle</td>
<td>Associate Director of Admissions</td>
</tr>
<tr>
<td>Inman, Stan</td>
<td>Help Desk Technician</td>
</tr>
<tr>
<td>Jacoby, Paul</td>
<td>Head Volleyball Coach</td>
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<tr>
<td>Jarvis, Adam</td>
<td>Associate Director of Admissions</td>
</tr>
<tr>
<td>Johnson, Lesa</td>
<td>Director of Health and Wellness</td>
</tr>
<tr>
<td>Kirby, Marilyn</td>
<td>Director of Advancement Support Services</td>
</tr>
<tr>
<td>Lang, Christopher</td>
<td>Network Administrator</td>
</tr>
<tr>
<td>Lodato, Brianna</td>
<td>Head Women’s Soccer Coach/Sports Information Director</td>
</tr>
<tr>
<td>Lyons, Danial</td>
<td>Head Men’s Soccer Coach/NCAA Compliance Officer</td>
</tr>
<tr>
<td>Lyons, Larry</td>
<td>Acting Athletic Director/Head Golf Coach</td>
</tr>
<tr>
<td>Martin, Kay</td>
<td>Student Life Coordinator</td>
</tr>
<tr>
<td>Mathis-Stump, Rebekah</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Miller, Eric</td>
<td>Director of Enrollment, School of Professional Studies</td>
</tr>
<tr>
<td>Miller, Seth</td>
<td>Head Men’s Golf Coach</td>
</tr>
<tr>
<td>Moore, Leachelle</td>
<td>Associate Director of Admissions</td>
</tr>
<tr>
<td>Moss, Virginia</td>
<td>Library Clerk</td>
</tr>
<tr>
<td>Muller, Kathy</td>
<td>Dean of Student Success</td>
</tr>
<tr>
<td>Ogden, Barbara</td>
<td>Bookkeeper &amp; Payroll Clerk</td>
</tr>
<tr>
<td>Ogletree, Harry</td>
<td>Director of Diversity Development</td>
</tr>
<tr>
<td>Paugh, Ralph</td>
<td>Practicum Coordinator, College of Education</td>
</tr>
<tr>
<td>Presley, Jennifer</td>
<td>Smith Hall Supervisor/Assistant Professor</td>
</tr>
<tr>
<td>Ramirez, Nathan</td>
<td>Graduate Assistant for Men’s Basketball</td>
</tr>
<tr>
<td>Ramsey, Larry</td>
<td>Security</td>
</tr>
<tr>
<td>Robinson, Willie</td>
<td>Janitor</td>
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<tr>
<td>Rodriguez, Ruber</td>
<td>Maintenance and Grounds</td>
</tr>
<tr>
<td>Ruppenthal, Ryan</td>
<td>Director of Dining Services, Aladdin Foods</td>
</tr>
</tbody>
</table>
Personnel

Sailor, Jimmy ................................................................. Maintenance Supervisor
Snell, Mike...................................................................... Head Men’s Basketball Coach
Sole, Pat ........................................................................... Head Wrestling Coach
Stevens, Alan .................................................................. Assistant to the President for Development
Stevens, Stacy .................................................................. Administrative Assistant
Stewart, Patty ................................................................. Customer Service, OVU Bible Bookstore
Sutphin, Alice .................................................................. Security
Thorn, Jack...................................................................... Director of Planned Giving
Turner, Bill...................................................................... Inventory Control Clerk, OVU Bible Bookstore
Wadlington, David......................................................... Head Women’s Basketball Coach
Wilcoxen, Lura ................................................................ Business Office Assistant
Wilson, Bradley ................................................................ Recruitment Coordinator, School of Graduate Education
Winland, Kaliegh............................................................ Assistant Women’s Golf Coach
Woomer, Sharon .......................................................... Receptionist
Wooten, Rodney ............................................................ Librarian
Wooten, Tracy ............................................................... Business Office Clerk
Wright, Valerie ................................................................ Admissions Officer Manager
Yoho, Nicole ................................................................. Director, Student Financial Services
Zetterburg, Judy ............................................................... Shipping Clerk, OVU Bible Bookstore

Faculty

Adams, Susan
*Adjunct Faculty, College of Arts and Sciences*
Bachelor of Arts, West Virginia University
Master of Reading, West Virginia University

Baldwin, Jessica
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Bachelor of Arts, Alderson-Broadus College
Master of Music, Meredith College

Bannister, Melissa
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Bachelor of Arts, West Virginia Wesleyan University
Master of Arts, Marietta College

Barchett, Larry
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Bachelor of Science, Florida A&M University
Master of Science, University of Notre Dame
Master of Business Administration, University of Vermont

Bates, Lee Ann
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Bachelor of Science, Ohio Valley University
Master of Science, Ohio University
Berry, James  
Assistant Professor of Music  
Bachelor of Science, Lubbock Christian University  
Master of Music, Texas Tech University

Bowen, Bill D.  
Professor of Bible and Humanities Emeritus  
Bachelor of Science, Jacksonville State University  
Master of Arts, Harding University Graduate School of Religion  
Master of Arts, University of Alabama  
Doctor of Philosophy, Michigan State University

Brown, Pearley Lee  
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Bachelor of Arts, Ohio University  
Master of Education, Marietta College

Buchanan, Robin  
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Bachelor of Arts, Meredith College  
Master of Arts, Appalachian State University  
Educational Specialist, Western Carolina University  
Doctorate of Education, Western Carolina University

Burge, Abbie L.  
Adjunct Faculty, College of Arts and Sciences  
Bachelor of Arts, Glenville State University

Bullock, Jim  
Vice President for Academic Affairs and Student Life  
Director of Honors Program  
Bachelor of Arts, Louisiana Tech University  
Master of Arts, Louisiana Tech University  
Doctor of Philosophy, Texas Tech University

Burrows, Fred  
Missionary in Residence  
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Bachelor of Arts, California State University-Stanislaus

Clark, Courtney  
Adjunct Faculty, College of Arts and Sciences  
Bachelor of Science, Ohio Valley University  
Bachelor of Arts, Ohio University
Clark, James  
*Adjunct Faculty, College of Education*  
Bachelor of Arts, Harding University  
Master of Science, Harding University

Coddington, Bob  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Music, Peabody Conservatory

Corbett, David  
*Instructor of Business*  
Bachelor of Science, California University of Pennsylvania  
Master of Science, California University of Pennsylvania

Cox, Dennis  
*Senior Vice President for Admissions, Alumni Relations, Athletics, and Financial Aid*  
*Assistant Professor of Speech*  
Associate of Arts, York College  
Bachelor of Arts, Harding University  
Master of Arts, Harding University

Cromwell, Randy  
*Adjunct Faculty, College of Education, School of Graduate Education*  
Bachelor of Science, Virginia Tech University  
Master of Zoological Studies, Auburn University  
Doctor of Philosophy, Auburn University

Crum, Elizabeth  
*Assistant Professor of Psychology*  
Bachelor of Science, Ohio Valley University  
Master of Arts, Marshall University

Currey, Judson  
*Adjunct Faculty, College of Business*  
Microsoft (MCP, MCSA, MCS, MOS), A+, and Cisco Certified

Curry, Bonnie  
*Adjunct Faculty, College of Education*  
Bachelor of Science, Fairmont State University  
Master of Arts, Marshall University

DeLancey, Cole  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Arts, West Virginia University  
Juris Doctor, West Virginia University
DeVore, Toni  
Chair, School of Graduate Education  
Bachelor of Science, Fairmont State University  
Master of Education, University of Texas at Austin  
Doctorate of Education, West Virginia University

Di Luca, Cindy  
Adjunct Faculty, College of Arts and Sciences  
Bachelor of Science, Oklahoma Christian University

Doak, Daniel C.  
Professor of Mathematics, Computer Science, and Language  
Title III Curriculum Specialist  
Associate of Arts, Ohio Valley University  
Bachelor of Arts, Harding University  
Master of Science, Arkansas State University  
Master of Science, Ohio University  
Doctor of Education, West Virginia University  
Graduate of Foreign Service Institute School of Languages

Doherty, Janet  
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Bachelor of Arts, Ohio University  
Master of Education, Ohio University

Dougherty, Jason  
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Bachelor of Arts, Ohio Valley University

Dudley, Robby E.  
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Bachelor of Science, Ohio Valley University  
Master of Science, Abilene Christian University

Frost, Ann Y.  
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Bachelor of Science, West Virginia University at Parkersburg  
Master of Arts, West Virginia University  
Master of Science, Mountain State University

Fugett, Ashley  
Director of Intensive English Program  
Director of Academic Support Services  
Assistant Professor of English as a Second Language  
Bachelor of Science, Ohio Valley University  
Master of Education, Grand Canyon University
Games, Brian  
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Bachelor of Science, Lipscomb University  
Master of Arts (Elementary Education), West Virginia University  
Master of Arts (Reading Specialist), West Virginia University

Haguewood, Steven  
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Bachelor of Arts, Freed-Hardeman University  
Master of Arts, Freed-Hardeman University

Hamm, David B.  
*Chair, School of Business and Information Technology*
*Assistant Professor of Business*
Bachelor of Science, Lipscomb University  
Bachelor of Arts, Ohio Valley University  
Master of Business Administration, West Virginia University  
Certified Public Accountant  
Listed in *International Who’s Who of Professionals*

Hamm, Laura  
*Adjunct Faculty, College of Arts and Sciences*
Bachelor of Science, Lipscomb University  
Master of Arts in Teaching, Marshall University  
Nationally Certified Teacher of Music

Hardy, Steven R.  
*Dean, College of Arts and Sciences*
*Director of Study Abroad Program*
*Professor of Humanities*
Bachelor of Arts, University of Nebraska-Lincoln  
Master of Arts, University of Nebraska-Lincoln  
Doctor of Philosophy, University of Minnesota  
Named to *Who’s Who Among American Teachers*

Harrison, C. Wes  
*Chair, School of Liberal Arts*
*Coordinator of the Interdisciplinary Studies Program*
*Professor of Bible and Humanities*
Associate of Arts, York College  
Bachelor of Arts, Harding University  
Master of Religion, Harding University Graduate School of Religion  
Master of Arts, University of Memphis  
Doctor of Philosophy, University of Oregon
Hill, Gregory A.
*Adjunct Faculty, College of Business*
Bachelor of Science, West Virginia University
Master of Business Administration, West Virginia University

Hopkins, Gail E.
*Chairman, Ohio Valley University Board of Trustees*
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*
*Adjunct Faculty, College of Arts and Sciences*
Bachelor of Science, Pepperdine University
Master of Arts, Pepperdine University
Master of Divinity, United Theological Seminary
Doctor of Medicine, Rush Medical College
Certified by American Board of Orthopaedic Surgeons
Doctor of Philosophy, Illinois Institute of Technology

Jacoby, Paul A.
*Assistant Professor of Physical Education*
*Head Women’s Volleyball Coach*
Associate of Science, Northeastern Christian Junior College
Bachelor of Arts, Harding University
Master of Education, Harding University

Johnson, Jason
*Adjunct Faculty, College of Education*
Associate of Arts, Ohio Valley University
Bachelor of Science, Oklahoma Christian University
Master of Science, Ohio University
Named to *Who’s Who Among America’s Teachers*

Jonas, Kevin L.
*Adjunct Faculty, College of Business*
Associate of Arts, Ohio Valley University
Associate of Science, Ohio Valley University
Bachelor of Science, Harding University
Bachelor of Science, West Virginia University
Master of Science, University of Maryland

Jones, C. Joy
*Senior Vice President for Finance*
*Professor of Business and Education*
Bachelor of Science, Ohio University
Master of Business Administration, Ohio University
Doctor of Philosophy, Ohio University
Named to *Who’s Who Among America’s Teachers*
Killinger, Helen  
*Adjunct Instructor, College of Arts and Sciences*  
Bachelor of Science, Clarion University

Kinker, Rob  
*Adjunct Faculty, College of Education*  
Bachelor of Arts, Capital University  
Master of Arts, Ohio State University  
Doctor of Philosophy, Ohio State University

Lake, Deidre  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Science, West Virginia University  
Master of Arts, Marshall University

Lin, You-Ying Lynn  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Arts, Providence University (Taiwan)

Long, Williard Truman, Jr.  
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*  
Bachelor of History, Marshall University  
Master of Social Work, West Virginia University

Mason, Mark  
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*  
Bachelor of Arts, Ohio Valley University  
Bachelor of Science, Malone College  
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Mathis-Stump, Rebekah  
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Associate of Arts, Ohio Valley University  
Bachelor of Arts, Ohio Valley University  
Juris Doctor, West Virginia University

Middleton, Beth  
*Adjunct Faculty, College of Business*  
Bachelor of Arts, Oral Roberts University  
Juris Doctor, John Marshall Law School

Monroe, Terrence  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Arts, University of Hawaii at Manoa  
Master of Arts, University of Hawaii at Manoa
Miller, Eric G.
*Director of Enrollment, School of Professional Studies*
*Adjunct Faculty, College of Business*
Bachelor of Business Administration, Oklahoma Christian University
Master of Business Administration, Marshall University

Miller, Scott A.
*Adjunct Faculty, College of Business*
Bachelor of Business Administration, Oklahoma Christian University
Master of Arts, University of Dayton

Miller, Jonathan P.
*Chair, School of Behavioral Sciences*
*Accreditation Liaison*
*Assistant Professor of Psychology*
Bachelor of Science, Lipscomb University
Master of Science, Abilene Christian University
Doctor of Philosophy, Bowling Green State University

Miller, Mary
*Adjunct Faculty, College of Business and College of Education*
Bachelor of Science, Oklahoma Christian University
Master of Science, Walden University

Modesitt, Maureen
*Adjunct Faculty, College of Arts & Sciences*
Bachelor Arts, Marietta College
Master of Arts in Liberal Learning, Marietta College
Doctor of Philosophy, Ohio University

Morgan, Angela
*Assistant Professor of Mathematics*
*Senior Women’s Administrator, Athletic Department*
Associate of Arts, Northeastern Christian Junior College
Bachelor of Science, Lubbock Christian University
Master of Education, Marshall University
Morgan, Steven  
*Executive Vice President*  
*Assistant Professor of Business*  
Bachelor of Science, Lubbock Christian University  
Master of Business Administration, Wayland Baptist University  
Certified Public Accountant

Moss, Michael  
*Dean, College of Biblical Studies and Behavioral Sciences*  
*Professor of Bible*  
Bachelor of Arts, Lipscomb University  
Master of Arts, Harding Graduate School  
Master of Divinity, Southern Baptist Theological Seminary  
Doctor of Philosophy, Southern Baptist Theology Seminary

Muller, Kathy  
*Dean of Student Success*  
Bachelor of Arts, Rowan University  
Master of Arts, Marshall University

Mullins, Chris  
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*  
Bachelor of Science, Ohio Valley University  
Master of Arts, Marietta College

Newberry, David W.  
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*  
Bachelor of Arts, Lipscomb University  
Master of Arts, Ball State University

Opoku-Duah, Stephen  
*Title III Curriculum Specialist*  
*Associate Professor of Chemistry*  
Bachelor of Science, Kwame Nkrumah University of Science and Technology (Ghana)  
Master of Science, Wageningen University (The Netherlands)  
Doctor of Philosophy, Durham University (United Kingdom)

Paugh, Ralph  
*Practicum Coordinator*  
Bachelor of Arts, Glenville State College  
Master of Arts, Marshall University
Pennington, G. K.  
*Director of Lectureship and Forums*  
*Assistant Professor of Bible and Communications*  
Associate of Arts, Fort Worth Christian College  
Bachelor of Arts, Oklahoma Christian University  
Master of Divinity, Harding University Graduate School of Religion

Pennington, Glenda Jo  
*Dean, College of Education*  
*Associate Professor of Education*  
Bachelor of Arts, State University of New York  
Master of Science, State University of New York  
Named to *Who’s Who Among America’s Teachers*

Presley, Jennifer A.  
*Coordinator of Nursing Program*  
*Assistant Professor of Natural Science, Health Sciences, and Wellness*  
Associate of Science, Ohio Valley University  
Bachelor of Science, Harding University  
Master of Science, West Virginia University  
Registered Nurse

Riddle, Thomas  
*Adjunct Faculty, College of Arts and Sciences*  
Bachelor of Science, West Virginia University  
Master of Science, Naval Postgraduate School  
Master of Science, Kansas State University

Rippeto, Keith  
*Adjunct Faculty, College of Education*  
Bachelor of Arts, Glenville State College  
Master of Education, Salem International University

Santiago, Kathryn  
*Adjunct Faculty, College of Arts & Sciences*  
Bachelor of Arts, Ohio Valley University  
Master of Arts, Marshall University

Smith, Charlotte  
*Adjunct Faculty, College of Education, School of Graduate Education*  
Bachelor of Arts, Northeast Louisiana University  
Master of Arts, Louisiana Tech University  
Master of Arts, Louisiana Tech University  
Doctor of Education, Texas Tech University
**Smith, James H.**  
*Adjunct Faculty, College of Education, School of Graduate Education*  
Bachelor of Business Administration, Northeast Louisiana University  
Master of Education, Louisiana Tech University  
Doctor of Philosophy, Texas A & M University

**Smith, Joe**  
*Adjunct Faculty, College of Education*  
Bachelor of Science, Marshall University  
Master of Science, West Virginia University

**Snell, Michael**  
*Adjunct Faculty, College of Education*  
Bachelor of Science, Ohio University  
Master of Science, Ohio University

**Spivy, Joe T.**  
*Adjunct Faculty, College of Biblical Studies and Behavioral Sciences*  
Bachelor of Arts, Freed-Hardeman University

**Standiford, Teresa**  
*Adjunct Faculty, College of Education*  
Bachelor of Arts, West Virginia University-Parkersburg  
Master of Science, West Virginia University

**Stotts, E. Keith**  
*President*  
*Associate Professor of Bible and Social Science*  
Bachelor of Arts, Harding University  
Master of Arts, Harding University  
Honorary Doctorate, Lubbock Christian University  
Honorary Doctorate, Harding University  
Honorary Doctorate, Oklahoma Christian University  
Member of Founding Committee of Ohio Valley College

**Sturm, Carolyn**  
*Coordinator of Writing Programs*  
*Coordinator of Secondary Education English Program*  
*Associate Professor of English*  
Bachelor of Arts, Lipscomb University  
Master of Education, Memphis State University  
Specialist in Education, George Peabody College  
Named to *Outstanding Educators of America*  
Named to *Who’s Who Among America’s Teachers*
Sturm, Philip W.
Professor of History
Associate of Arts, Ohio Valley University
Bachelor of Arts, Harding University
Master of Arts, West Virginia University
Doctor of Philosophy, West Virginia University
Named to Who’s Who Among America’s Teachers
Named to Who’s Who in South and Southwest
Faculty Merit Foundation West Virginia Professor of the Year, 2001

Tennant, Eric W. (Rick)
Adjunct Faculty, College of Education
Bachelor of Science, West Virginia University
Master of Science, West Virginia University

Terry, R. Bruce
Chair, School of Biblical Studies
Professor of Bible and Humanities
Bachelor of Arts, Abilene Christian University
Master of Arts in Bible, Abilene Christian University
Master of Arts in Missions, Abilene Christian University
Master of Divinity, Abilene Christian University
Doctor of Philosophy, University of Texas at Arlington
Named to Who’s Who Among America’s Teachers
Named to Who’s Who in America

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Master of Arts, Kentucky Christian University

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Bachelor of Science, Marietta College
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Associate Professor of Natural Science and Education
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Master of Science, Florida State University

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Wilson, Robert W. (Woody)
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Wittman, Jan
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Master of Arts, Morehead State University

Wood, John
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Master of Arts, Harding University

Wooten, Rodney
Librarian
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Master of Library and Information Science, University of Alabama

Wooten, Tracy
Adjunct Faculty, College of Business
Bachelor of Science, Faulkner University
Master of Business Administration, South University
Faculty Emeriti

Aebi, Charles J.
Professor Emeritus of Bible, 1964-1998

Bowen, Bill
Professor Emeritus of Bible and Humanities, 1979-1998

Miller, Betty Ann
Professor Emerita of English, 1961-1984
CALENDAR
2010–11 Academic Calendar

Fall Semester
August 17-20 ................................................................. Faculty Workshop
August 21 ................................................................. Move-in day
August 23 ................................................................. Registration for new undergraduate students
August 24 ................................................................. Registration for returning undergraduate students
August 25 ................................................................. Classes begin for undergraduate students
August 30 ................................................................. Classes begin for graduate students
August 31 ................................................................. Last day for undergraduate students to register or to add a class
September 1 ............................................................. Graduation application deadline
September 6 ............................................................. Labor Day holiday
September 7 ............................................................. Last day for graduate students to register or to add a class
October 14-16 ............................................................. World Mission Workshop
October 15 ................................................................. Mid-term grades due
November 12 ............................................................ Last day to drop a class and be guaranteed a W
November 22-26 ............................................................ Thanksgiving Break
December 10 ............................................................. Last day of classes
December 13-16 ............................................................. Final exams

Spring Semester
January 10 ................................................................. Registration
January 11 ................................................................. Classes begin for undergraduate students
January 17 ................................................................. Last day for undergraduate students to register or to add a class
January 17 ................................................................. Classes begin for graduate students
January 21 ................................................................. Graduation application deadline
January 24 ................................................................. Last day for graduate students to register or to add a class
February 10-12 ............................................................. Expressions Homecoming Weekend
March 4 ................................................................. Mid-term grades due
March 7-11 ................................................................. Spring Break
April 3-6 ................................................................. Annual OVU Bible Lectureship
April 8 ................................................................. Last day to drop a class and be guaranteed a W
April 29 ................................................................. Last day of classes
May 2-5 ................................................................. Final exams
May 7 ................................................................. Graduation
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