



Ohio Valley College is young when compared with many other colleges. In fact, we were founded only 45 years ago. But, with youth comes enthusiasm, freshness, and an exciting vision for the future. Although Ohio Valley College has experienced great accomplishments and unprecedented growth, its brightest days are just beginning.

The same could be said for those of you who will soon begin your college experience—your brightest years. While Ohio Valley College is young in years, there is much here that is as old as time itself. We are a Christian college committed to providing a holistic education for each of our students. This education is based on the solid foundation of God and His Word in a climate that incorporates Christian principles into daily living. All campus life—academic, social, and spiritual—has as its central goal the value of the individual person.

Students at Ohio Valley College enjoy small classes and one-on-one relationships with faculty. You are a person at OVC with a name, not a number, and we mean that in every sense of the word. Our faculty hold the highest academic credentials, yet their greatest fulfillment is in educating minds and mentoring lives. Our job is to help you not only prepare for your career, but more importantly, for a fulfilling life of service to your family, community, nation, and God. Our motto is “Educating to Serve.”

God has a great plan for your life, and Ohio Valley College may be the tool that He will use in helping you realize your fullest potential. We will do all that we can to help you reach that potential. He also expects you to invest yourself fully in this process. With all of us working together, the future is without limit.

A handwritten signature in cursive script that reads "Robert W. Stephens Jr." The signature is written in dark ink and is positioned above the printed name.

Robert W. Stephens Jr.
President

Ohio Valley College is accredited by
The Higher Learning Commission
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2003-2004 Catalog

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General Information

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 material 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 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.

Non-discriminatory Statement

Ohio Valley College 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 school. The College does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Also, as required by Title IX of the education amendment of 1972, Ohio Valley College does not discriminate on the basis of sex in its educational programs, activities, or employment except for, and necessitated by, the specific religious tenets held by the institution and its controlling body.

The information provided in this catalog is subject to change without notice and does not constitute a contract between Ohio Valley College and a student or an applicant for admission.

History of Ohio Valley College

In 1956, several Harding College alumni who dreamed of a Christian college in the Ohio Valley formed a steering committee to plan the process for realizing that dream. The following year, the Ohio Educational Foundation was chartered and began solicitation of funds. Parkersburg was chosen in 1958 as the permanent site for the College, and the Ohio Educational Foundation was dissolved and rechartered in West Virginia as Ohio Valley College, Inc. On September 14, 1960, the first classes began in what had been the facilities of the South Parkersburg Church of Christ. The South Campus was established in 1963 with the erection of an administration/classroom building on 133 acres adjoining Parkersburg and Vienna that had been purchased five years earlier. In 1963, two dormitories were built, and in 1966, a third dormitory and a classroom/library/audiovisual center were constructed. A new auditorium/student center building was erected in 1969; a cafeteria/student center complex was completed in 1979-80. A new dormitory was added in 1981, and a gymnasium/weight room complex was constructed in 1992.

Ohio Valley College was given the opportunity to acquire an additional 134 acres and a four-storied building owned by the Roman Catholic Diocese of Wheeling-Charleston, West Virginia. This acquisition became the Ohio Valley College North Campus in the fall of 1994. The new facility boasted two auditoriums, a large chapel, twelve classrooms, a gymnasium, dining hall, commercial kitchen, dining and conference rooms, living quarters with 225 beds, tennis courts, and two athletic fields. Since its acquisition, the North Campus facility has been continuously renovated and two new residence halls with adjoining student lounge and lobby were completed August 2003. Today, both campuses provide the College with much-needed space and facilities. In addition to the North Campus facility, College facilities include a residence hall, two apartment complexes, Lowland Hall, Fox Dining Hall, Stanley IAL Complex, the original administration building, Garman Hall, and the intercollegiate athletic facility, Snyder Activity Center.

The first president of the College, Don Gardner, was chosen in the summer of 1959. Lewis Case became the second president, serving from 1964 to 1966, at which time J.M. Powell was named the third president. In July 1970, Justin B. Roberts was selected by the board of trustees as the fourth president. E. Keith Stotts began his administration as the fifth president in January 1977, and became the first chancellor of OVC in June 1998. Robert W. Stephens, Jr., became the sixth president and first alumnus president of the College in June 1998.

Academic deans of Ohio Valley College have included Lewis Case (1960-63), Marshall Gunselman (1963-67), Justin B. Roberts (1967), J. Ridley Stoop (1967-68), Harding Lowry (1969), Charles J. Aebi (1970-85), John E. Williams (1985-86), John H. Williams (1986-90), Robert W. Stephens, Jr. (1990-91), Daniel C. Doak (1991-1999), David Keller (2000-2001), and Joy Jones (2001-).

Northeastern Christian Junior College served the churches of Christ on the Atlantic seaboard from its founding in 1957 through 1993 at which time it consolidated with Ohio Valley College. Northeastern Christian Junior College was located in Villanova on the Main Line of Philadelphia, Pennsylvania. 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 full regional accreditation through the Middle States Association of Colleges and Schools. Dr. Rex F. Johnston served as the school's first president and Gen. T.R. Rampy as the first vice president. Succeeding presidents included J. Harold Thomas, Elza Huffard, Larry Roberts, John R. Hall, and Bill Bowen. Academic deans of Northeastern included W. Everett Ferguson, Jr., C.F. Myer, Jr., David Keller, and Larry A. Norsworthy.

Discussions of the consolidation of NCJC and OVC, which had begun in the early 1980s, were resumed in 1992 by representatives of both boards of trustees and Presidents Stotts and Bowen. Consolidation was accomplished in February 1993. The consolidation brought together from both institutions members of the boards of trustees, faculty, staff, students, and constituents.

Accreditation

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

The Ohio Valley College Business Administration programs were accepted for accreditation by the International Assembly for Collegiate Business Education (IACBE) in October 1998. The IACBE may be contacted at 1-913-631-3009.

Location

Ohio Valley College is situated on land included in two adjoining cities, Parkersburg and Vienna, West Virginia. The greater Parkersburg/Vienna area has a population of 80,000. Strategically located in the Mid-Ohio Valley, Parkersburg serves more than 385,000 people in Ohio and West Virginia as a center of trade in the heart of an established chemical industry. Parkersburg was chartered by the General Assembly of Virginia in 1820.

Historic Blennerhassett Island, once the site of the palatial home of Harman Blennerhassett, lies in the Ohio River about a mile south of Parkersburg. Vice President of the United States, Aaron Burr, was a visitor in the mansion, and it was there that he and Blennerhassett made plans to establish an empire in the Southwest. Seven miles north of Parkersburg is Marietta, Ohio, the oldest permanent settlement in Ohio.

The greater Parkersburg community is located on U.S. 50 and I-77. The city has a modern airport served by US Air's Express Air. Mass media include two daily newspapers, a television station, and ten radio stations. Libraries on or near the campus currently have over 400,000 volumes available for use. Near the campus is Grand Central Mall, one of the most popular shopping facilities in the Mid-Ohio Valley.

A Christian College

Ohio Valley College offers academic training in an environment that encourages Christian living. It is the hope of the College that all students will grow intellectually and 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, the College allows students the opportunity to develop academically, personally, and spiritually. The College is determined to maintain this Christian atmosphere and expects each student to cooperate by maintaining the highest possible standards of honorable conduct.

A Liberal Arts College

Ohio Valley College is a Christian liberal arts college. 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, communicate clearly, both orally and in writing, solve problems, and work effectively with other people.

The core courses required to accomplish these objectives are called “general education requirements.” They serve as the basis of the two-year or associate degree programs and also allow students to explore areas for the selection of a “major,” a more concentrated program of study leading to a four-year degree, or baccalaureate, in an area such as Bible, business, education, or psychology. Some students continue in the more generalized approach to the baccalaureate and complete a “liberal studies” program. Many students entering college are uncertain about their major field of study. The liberal arts approach gives them the opportunity to explore several areas before making a definite decision.

Ohio Valley College’s approach to the liberal arts fosters integration and interdisciplinary learning through a Christian world view that perceives truth in all disciplines emanating from God, the ultimate source of truth.

A Small College

The advantages of a small college are many. The primary goal of the College is the development of the whole person. Students can demonstrate initiative and assume leadership roles at Ohio Valley College. Classes are small, and students know their instructors personally. Students receive individual attention from teachers in both classroom, advising, and social situations.

Each OVC student is assigned an academic advisor. The informal campus atmosphere also enables students to be on friendly terms with all faculty and staff who may also serve as mentors.

Relationship to the Churches of Christ

Ohio Valley College was founded and is operated by members of the Churches of Christ. However, the College has neither legal nor organizational ties with any church and accepts qualified applicants of all races and religions.

Appalachian College Association

Ohio Valley College is a member of the Appalachian College Association, an organization of private liberal arts colleges in the Appalachian region, which share the goal of service to the people of the area through higher education and related services. The Association fosters cooperation and collaboration among its member institutions in the furtherance of service goals and to the mutual benefit of the member colleges.

Mission Statement

At Ohio Valley College, we seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith and service to God and humanity.

This is accomplished 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

Institutional Goals

The goals of Ohio Valley College are summarized in five areas:

Programs

The College maintains four types of programs:

- 1) Baccalaureate programs to prepare students for work, service, and further training;
- 2) Transfer programs in liberal arts and sciences to prepare students for confident transfer to a senior college after completing an associate's degree in arts or sciences;
- 3) Non-traditional educational opportunities to provide educational service to local citizens and members of the churches of Christ in our area;
- 4) A developmental program designed to assist under-prepared students.

Clientele

The College's goal is to serve five constituencies. They are:

- 1) Young people with Christian ideals who are prepared for college-level academic achievement;
- 2) Young people with Christian ideals who are under-prepared for college;
- 3) Adult learners in the local community;
- 4) Youth and adult learners in churches and in the broader constituency area;
- 5) International students whose philosophies are compatible with Christian ideals.

Environment

The college intends to create a disciplined Christian environment through the following:

- 1) A spiritual climate provided by Bible classes, chapel services, lectureship programs, campus devotionals, and religious emphasis clubs;
- 2) A healthy social climate provided by residence hall programs; intramural clubs; and close student, faculty and staff relations;
- 3) A cultural climate provided by musical, theatrical, and artistic activities, both curricular and extracurricular;
- 4) A healthy physical climate provided by physical education activity classes, intramural competition, and intercollegiate sports activities;
- 5) A wholesome residential atmosphere in which Christian young people may develop lifelong friendships and find suitable marriage partners.

Outcomes

It is the intent of the College to provide learning experiences which will encourage each student to develop specific personal qualities. They include:

- 1) Spiritual wisdom that includes strengthened faith in God, knowledge of the Bible as God's word, and a commitment to practice the principles therein;
- 2) A commitment to serve others;
- 3) Sensitivity in human relations;
- 4) A commitment to building strong Christian homes with faithful partners, with solid parenting skills, and wholesome family life;
- 5) A concern for healthful physical, mental, and emotional living;
- 6) Leadership ability;
- 7) Analytical thinking and effective communication skills;
- 8) An understanding and appreciation for cultural and aesthetic values;
- 9) A commitment to lifelong learning, whether in formal or informal settings.

Service

The College endeavors to emphasize service to its community and larger constituency and to its students:

- 1) By instilling a commitment to service in its students;
- 2) Service to community and constituency through campus projects and events designed to fulfill social, cultural, and spiritual needs;
- 3) Service to the community through ownership and management of Powell Apartments, a government-subsidized, low-cost housing project adjacent to the campus;
- 4) Service to the community and the broader constituency and churches by operating a religious bookstore and supplying phone mail orders of Bible class literature.

Registering a Formal Complaint

Despite the best efforts of the faculty, staff, and administration of the College to ensure your success, happiness, and well-being, situations that cause you concern may arise. In such cases, you should know that you have the right to file a formal complaint in writing with the Vice President for Student Services. Any issue you raise, whether of an academic or non-academic nature, should describe the basis for your concern. You are encouraged to be specific in identifying all individuals involved. You should sign your complaint statement prior to submitting it to the Vice President for Student Services.

The Vice President for Student Services will investigate the cause of your concern. Individuals named in the complaint will be interviewed in an attempt to achieve a resolution. It is the responsibility of the Vice President for Student Services to keep you informed as to the progress of the investigation and to share with you the outcome.

You should know that the College is required by the federal government and the Higher Learning Commission of the North Central Association to maintain a record of formal complaints as well as any follow-up efforts. Federal law also requires the College to protect the privacy of all parties identified in a formal complaint. Neither your name as the complainant, nor the names of individuals you identify, will be recorded in the College's complaint log.

ACADEMIC POLICIES



Academic Affirmations

The following “Academic Affirmations” represent the philosophy of education at Ohio Valley College. These principles and standards represent ideals derived from our Christian and American heritages and from sound educational research and practice.

1. **A Christian Worldview**—The recognition of God as the Creator of the world and the source of ultimate truth underlies OVC’s very reason for existence. It 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 interplay of ideas is encouraged.
2. **Responsibility**—The objective of the campus community—administrators, faculty and staff—is to identify and develop students’ level 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.
3. **Creative and Critical Thinking Skills**—Thinking creatively and critically serves both as a foundation of the learning experience and as a goal. OVC is committed to the educational values of the liberal arts and sciences, a broad-based preparation that develops a “wholeness” to human life as well as vocational flexibility. Since ideas are discovered and learning takes place within the process of writing, OVC is committed to writing throughout the curriculum. Writing tasks may be used for learning course content, for demonstrating progress or mastery, or for exploring areas where disciplines overlap.
4. **Application of Knowledge**—While knowledge is considered intrinsically valuable, worth having in its own right, the OVC commu-

nity 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. The availability of practicum course work, internships, observations, and student teaching are examples of opportunities for application of knowledge.

5. **Mastery of Core Knowledge in the Disciplines**—While education must transcend mastery of facts or theory, OVC 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.
6. **Mentoring**—The close relationships that develop between College staff and students are a key element of the educational environment at OVC. 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. The mentoring relationships provide for students models of professionals who have accomplished much, but who remain lifelong learners.
7. **Life-Long Learning**—One of the realities of the twenty-first century is the rapid changes brought about through the information revolution. 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 to desire to seek knowledge, and they need to know how to attain it.

Admission Requirements

An applicant must have good character, good health, a good attitude, and a willingness to support the Christian ideals of the College by complying fully with its regulations. For unconditional acceptance an applicant must:

- 1) submit a high school transcript and/or class rank, or a GED,
- 2) meet ACT or SAT requirements and submit a score report,
- 3) have personal references on file, and
- 4) file a nominal application fee.

Provisional acceptance may be granted for applicants who meet the above requirements but whose composite ACT score is 17 or below or whose total SAT score is below 850. Additional placement testing, a personal interview, and an agreed-upon personalized study plan may be required before registration of applicants receiving provisional acceptance.

All international students must submit either ACT or SAT scores before they can be admitted into the traditional college program as full-time students. All international students whose native language is not English will also need to submit a minimum of 500 paper-based TOEFL score or 173 computer-based TOEFL score (taken within the last two years) before they can be admitted into the traditional college program as full-time students.

However, international students may enroll in the College's one semester Welcome Program (intensive study of English) without a TOEFL score or with a score of less than 500. Students who do not achieve a TOEFL score of 500 by the end of the Welcome Semester will be required to enroll in ESL 121 in a "Transition Semester." Students must complete ESL 121 with at least a "B" in order to enroll in the traditional college program. College credit will be given for courses taken in the Welcome and Transition Semesters (except for repeated courses), although some of these credits may not meet General Education or specific degree requirements.

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. Students needing additional English language courses will be required to take ESL 120 or 121 or to submit a current TOEFL score of 500 or above.

International students who transfer with college credit need to submit their transcript 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, Registrar's Office, or Larry Lyons.

Students transferring from other colleges or universities must submit a personal reference and 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 45 semester hours that have been accepted for transfer. The Registrar is the only person who can make the designations about what courses will be accepted for transfer. Exceptions may be made upon request to the Registrar and/or Provost.

Transfer students must meet Ohio Valley College's standards of academic progress. Transfer students whose previous college work is below standard may be admitted on probation, subject to an appeal filed with the Admissions Committee.

Part-time students who accumulate 16 Ohio Valley College credit hours on transcript must apply for admission in the next enrolled semester regardless of the number of hours in which they enroll.

As a private educational institution, Ohio Valley College 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 the standards of the College.

ESL Welcome Program

The English as a Second Language (ESL) Program at Ohio Valley College offers international students the opportunity to build English speaking skills, cultural skills, and intellectual skills needed to be successful in a global society while studying in a safe, kind, accepting, and helpful environment. Students earn 16 hours of academic credit during the initial semester, either summer or fall. Satisfactory completion of the Welcome Program or a TOEFL score of 500 permits the enrollment of international students in the traditional program.

In addition to classroom activities, international students have several weekend out-of-class activities that help them become more familiar with American culture. Past activities have been trips to local Homecoming Celebrations, July 4th celebrations, trips to historical sites, and attending Major League Baseball Games.

Special Programs for High School Seniors

In order to broaden educational opportunities for qualified students, Ohio Valley College will admit those who have completed their high school junior year in the upper one-fifth of their class or with an ACT composite score of at least 22 (SAT total of 1010).

After the freshman year at Ohio Valley College, students may receive a high school diploma through special arrangement with their high schools or by passing the General Education Development test (GED).

“Race to the Finish Line” Orientation Program

New students are required to attend “Race to the Finish Line,” an orientation program scheduled prior to the fall semester registration. 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 their first semester academic schedule. Orientation is also required for all transfer students with less than 32 hours.

Placement Program

Ohio Valley College offers a placement program specifically designed to meet the particular academic needs of first-year college students. First-year students will be placed in appropriate courses based on their ACT scores. All students who score below 18 on the English, math, or reading examination of the ACT will be enrolled in the entry-level course for that corresponding academic area.

Students who wish to begin at a higher level must demonstrate their competency or readiness by passing an examination designed for that purpose. Students who have not taken the ACT will be required, for placement purposes, to take placement examinations when they arrive on campus.

The placement program ensures that Ohio Valley College students will be given the best possible opportunity for academic success. It is designed to help the entering students to progress from where they are academically to where they can be successful.

Required Course Policies

Every student who has full-time status on the last day to add a class at OVC must successfully complete a Bible course for credit each semester until:

- 1) All the core courses (105, 106, 205, or 206) or the approved equivalents are completed;
- 2) A total of sixteen hours in Bible have been completed;
- 3) A total of 112 credit hours have been completed.

Freshmen and sophomores are required to select from BIB 105, 106, 205, and 206 in sequence. Since these four courses are part of the general education requirement, it is recommended that all students take this sequence. Students who take approved equivalents should make certain this requirement is being met. Transfer students may be excused from this requirement for equivalent work done at another school. Students may apply to the Bible department for exceptions to this freshman and sophomore requirement. Transfer students or students who complete graduation requirements on an accelerated schedule may normally complete the Bible requirement by passing a Bible course during each full-time semester until other graduation requirements have been met. To meet graduation requirements, part-time students must pass one Bible course for each 16 hours of course work successfully completed.

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

All students are required to maintain enrollment in an English composition course each semester until they have successfully completed ENG 131 and 132.

Students are required to complete two physical education courses, one of which must be an activity class. Only varsity sports may be repeated for PE credit.

Any exceptions from physical education activity courses will require a letter from an attending physician. Students seeking such exemptions must submit a formal petition to the Provost.

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 College 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 or other authority. It is essential for the student to remain informed of and to observe deadlines established and published by the College or by the major academic area.

Library

The library occupies the lower level of the Stotts Administration Center. It is a pleasant and well-equipped facility used by both faculty and students for research, study, and leisure reading.

The library holdings include more than 33,100 volumes, 165 print periodical subscriptions, including 101 scholarly journals, and 58,000 microforms. The library also subscribes to 25 electronic databases. These databases allow access to periodical indexing and abstracting for 13,000+ periodicals and 10,000+ full-text. The library's book collection is enhanced by netlibrary, which provides access to approximately 13,000 electronic books. Three databases access reference sources. An automated system supports circulation and an online catalog. A collection of audio-visual materials and equipment is also available for student and faculty use.

Through OCLC, a library service provider, students and faculty have interlibrary loan access to a national network of libraries. Bibliographic instruction is offered through the classroom and on an individual basis. 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 OVC.

Credit by Examination

Students with sufficient understanding and training in a subject area may apply to take an examination for academic credit in any course listed in the current catalog if approved by the department involved. Students applying for admission to Ohio Valley may receive 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 examinations should be completed prior to beginning classes. Students enrolled at Ohio Valley College may earn credit by making a satisfactory score on CLEP Subject Area Examinations or by passing departmental comprehensive examinations with a “C” or above. Such examinations may be attempted under the following conditions:

- 1) When the department involved believes there is a reasonable chance for success;
- 2) When a student has not audited or attempted and failed the course;
- 3) When the student needs to validate credit from unaccredited institutions;
- 4) When the course is not a prerequisite for or in prior sequence to courses for which the student has already received credit. Up to 30 hours of credit, none of which may count toward the 32-hour residency requirement, may be earned in this manner. There will be a nominal charge for recording credit by examination. A fee for each examination, whether passed or failed, will be added to the student’s bill. Each course for which credit is granted will be recorded on the student’s transcript with a “P,” but this credit will not be counted in calculating the grade point average.

Classification of Students

A student who has 28-59 hours credit will be classified as a sophomore; 60-89 hours, a junior; and 90 or more hours, a senior. A full-time student is one enrolled for 12 or more hours on the last day to add a class or enroll.

Auditing Courses

Full-time students may audit any class as part of their full-time load. Auditors benefit from the classroom lectures and discussions but do not turn in assignments, take examinations, or earn a grade. The course will be recorded on the student’s transcript as “audit.” 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 12th week of the semester.

There is an audit fee for each hour over the normal full-time load of 16 hours. There is no refund of tuition on audited classes.

Academic Recognition

All full-time 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.

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 will be based on the following cumulative grade point averages: 3.35 to 3.59, cum laude; 3.60 to 3.84, magna cum laude; and 3.85 to 4.00, summa cum laude.

Satisfactory Academic Progress Guidelines

Satisfactory academic progress guidelines are intended to ensure that students make both qualitative progress (minimum grade point average requirements) and quantitative progress (total credit hours earned within the required time frame) toward meeting graduation requirements. Such guidelines are mandated by federal law for institutions that grant students federal financial aid.

Students who achieve the grade point averages and the cumulative hours earned as charted below will be considered in "good" academic standing. If in any semester, a student does not meet either the qualitative or quantitative requirement, he or she will be placed on academic "warning." Students on warning may be limited in the number and/or variety of the extracurricular activities in which they may participate and the work study jobs to which they may be assigned. The warning status may be repeated as necessary. Students who receive a GPA below 1.0 for any one semester will immediately move to probation.

Students on warning who do not meet the minimum standards in the succeeding semester 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 may not hold an elective campus office, may not represent the College in public functions off campus unrelated to an academic course, and may not compete in intramural or intercollegiate athletics. Students on probation may be limited in their academic load to fifteen credit hours (sixteen if a laboratory course is included).

Students on probation who do not meet the minimum standards in the succeeding semester will be placed on academic “suspension.” A student on suspension will not be permitted to enroll at OVC as a full-time student eligible for financial aid. Students on academic “suspension” may reapply to the College through the Admissions Office after one semester; however, these students may not be eligible for Financial Aid. In order to be re-admitted following an Academic Suspension, and to regain eligibility for Federal Financial Aid (which includes Pell Grants, Supplemental Grants, Federal College Work Study, and Federal Loans, both Perkins and Stafford), a student is expected to complete 6 credit hours of work approved by the Provost with a 2.0 GPA. The cost of these hours will be the responsibility of the student and his/her family. A student who has been denied financial aid due to the lack of Satisfactory Progress may appeal to the Financial Aid Director. Each student may appeal only one time. Each appeal will be considered on an individual basis with special consideration for circumstances such as the death of a member of the immediate family, a serious injury or illness of the student, or any other circumstances beyond the student’s control. If an appeal is granted, the student must attain good academic standing, or financial aid will be permanently suspended. If the appeal is denied, the student may continue his education on a cash payment basis until good academic standing has been achieved. A second academic “suspension” from the College is permanent and results in academic “dismissal.” In any semester in which a student earns 12 credit hours and receives a GPA of at least a 2.0, the student will not be dropped to a lower academic standing. After two consecutive semesters in which a student earns 12 credit hours and receives a GPA of at least a 2.0, the student will be returned to no lower than a “warning” status.

Transfer students who leave the transfer institution in less than good academic standing will enter OVC on warning or probation. The admission of transfer students who enter OVC with less than 28 earned credit hours that are acceptable in transfer will include an evaluation of their high school records and ACT/SAT scores as well as their transfer transcripts. For transfer students, academic scholarship awards will be based solely on transfer transcripts. A “semester” is counted as any term in which a student is enrolled in at least twelve credit hours on the last day to add a class. Part-time students will be considered to have completed a semester for each period of time in which sixteen credit hours have been attempted.

<u>Semester</u>	<u>GPA</u>	<u>GPA</u> (cumulative)	<u>Hrs. Earned</u> (cumulative)
1	1.50	1.50	9
2	1.70	1.50	19
3	1.90	1.75	29
4	2.0	2.0	40
5	2.0	2.0	52
6	2.0	2.0	64
7+	2.0	2.0	Previous required total +12

Re-admission Policy

Students re-admitted following academic suspension will return on academic warning or probation.

The status will be academic warning if the student has completed a minimum of 12 credit hours with a minimum GPA of 2.0 at an accredited institution since suspension or if it has been three or more calendar years since the suspension. Otherwise, the status will be academic probation.

A student on academic warning will be returned to good standing after completion of the following semester if the student completes 12 credit hours with a minimum GPA of 2.0 or has returned to good standing following catalog standards.

A student on academic probation will be returned to academic warning after completion of the following semester if the student completes 12 credit hours with a minimum GPA of 2.0 and to good standing after the completion of two consecutive semesters in which this requirement has been met.

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

If students withdraw from school or are dismissed before the Friday of the twelfth week of a semester, their grades are recorded as “W” or “F” and a note of explanation will be affixed to their permanent record.

Academic Integrity Policy

Because Ohio Valley College 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 will face appropriate consequences, which could include failing the assignment in question, failing the course, or being dismissed from the College. A student who believes that he or she is being treated unjustly may file an appeal with the Provost; the student must initiate the appeal within 48 hours after receiving notification of the consequence. Appeal procedures are available from the Office of the Provost.

Grades and Quality Points

- “A” designates excellent work (4 quality points/semester hour).
- “B” designates good work (3 quality points/semester hour).
- “C” designates average work (2 quality points/semester hour).
- “D” designates poor work (1 quality point/semester hour).
- “F” designates failing work (0 quality points/semester hour).
- “I” designates incomplete work (0 quality points/semester hour).
- “IP” designates work in progress and is not computed in the GPA.
- “P” designates passing and is not computed in the GPA.
- “W” designates withdrawn and is not computed in the GPA.

Examinations, Transcripts, and Grade Reports

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. Mid-term and final grades are given to the students by their academic advisors. Mid-term and final grade reports are sent to the students’ permanent addresses.

At the written request of students, the Registrar's office will send transcripts of college work. The first transcript will be sent free. There is a nominal charge for additional copies. Student transcripts are confidential and will not be sent without a written request by students.

Incomplete grades are given only because of illness, emergency, or special circumstances. An "I" (incomplete) grade becomes an "F" if the course work is not completed within six weeks 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.

Student Records

Students have the right to request to see any of their records that are not specifically exempted by Section 438 of the General Education Provisions Act, unless they wish to waive that right. No other person except College officials may see a student's record unless a student requests in writing that a copy of those records be sent.

All student records are maintained by the Registrar, 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 College 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. All students have the right to see and/or request a copy of any material contained in their records unless such right has been waived in writing. The cost of reproduction will be \$1 per page.

Repeated Courses

Students may repeat only those courses in which they have earned a "C" or below. When a course is repeated, the last grade is the one counted in computing the grade point average.

Student Load

A normal full-time load is 16 hours. More than 19 hours, including audit hours, requires special permission from the Provost. The minimum full-time load is 12 hours.

Academic Advising

Each student at Ohio Valley College 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 College's expectations, requirements, and resources, and to aid students in successfully completing college.

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.

Adding and Dropping Courses

Students may either add or drop a course until the fifth class day of the semester. Courses dropped by that time are not shown on the semester grade report. Courses dropped by Friday of the twelfth week will show a grade of "W" on the grade report. **Students may not drop Bible or English.**

Courses dropped between Friday of the twelfth week and the Friday before finals will show a grade of "W" or "F" on the grade report. A fee will be charged for any course added or dropped after registration day. No refund of tuition for withdrawing from a course will be made after the first two weeks of class. A fee will be charged to all full-time students registering after registration day and all part-time students registering after the first class meeting.

Class Attendance

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 meetings is required to receive credit for a given course; in other words, if a student misses 25 percent or more class sessions, including both excused and unexcused absences, the student 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 fewer than 25 percent of class meetings. Such policies will define an excused absence, describe how being late for class will affect absences, explain the consequences of unexcused absences, and 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 College 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 College-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 withdrawn from two or more classes for excessive absences may be suspended for the next full semester. Students are expected to wait a minimum of 15 minutes for a late instructor; after that, unless they receive word of a necessary delay, they may leave without being marked absent from class.

Class Scheduling

Classes are relatively small at Ohio Valley College. The average class size is 16. The College reserves the right to change instructors, cancel and/or add classes, and alter room or time assignments without notice to accommodate enrollment or staffing requirements.

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 Provost prior to registration for the semester involved and before work begins. Learning contract forms are available from the Provost and Registrar.

Transfer Credit

A student without an associate's degree who transfers course work to Ohio Valley College will have that work evaluated on a course-by-course basis. However, no more than six hours of course work with a grade of "D" will be accepted in transfer. Credit for course work accepted in transfer which fulfills baccalaureate program requirements will be assigned based on a transcript review by the appropriate program director. Other general education credit will be assigned by the Registrar.

Course work that is accepted in transfer but is not the same credit value as the College's course will be considered as fulfilling the requirement if the transferred value is at least two-thirds the value of the OVC course.

After a student's initial enrollment at Ohio Valley College, the students should seek approval from the Registrar's Office before beginning any course work as a transient student at another institution if the student intends to transfer the work to apply to a degree from Ohio Valley College. A transient student letter will be issued to the cooperating institution.

A student who transfers into a baccalaureate program with an A.A., A.S. (pre-professional), A.S. (ministerial) or higher from a regionally accredited institution will be considered to have completed the general education requirements of the first two years. However, specific requirements made by the program must be completed. Students who are seeking a second baccalaureate degree will normally complete a minimum of 30 additional credit hours. Other associate's degrees and work from other types of schools (schools of preaching, vocational/technical colleges, etc.) will be evaluated on an individual basis. Contact the Provost for details.

For additional information, see the A.A./A.S. and B.A./B.S. degree requirements section in this catalog.

Graduation Requirements

Students may graduate under the degree requirements of the catalog in force at the time of enrollment or any catalog that is not more than five years old.

Candidates must pay the graduation fee and all students receiving degrees must participate in graduation exercises unless excused in writing by the Provost.

Each candidate must have a high school diploma or a GED (General Education Development test) diploma.

Candidates must complete the required courses specified for the degree earned. Degree programs, along with courses of instruction, are listed elsewhere in this catalog. A separate listing of requirements for the ADVANCE degree completion program appears in the continuing education section of this catalog.

A.A./A.S. Degree Requirements

- 1) Candidates must complete 64 hours with a minimum cumulative GPA of 2.0.
- 2) Candidates must have taken at least 32 hours on the Ohio Valley College campus, and at least 16 of their last 32 must be taken on the OVC campus.
- 3) Candidates must fulfill degree course requirements, including the general education requirements.

B.A./B.S. Degree Requirements

- 1) Candidates must complete the appropriate prescribed program admission procedure.
- 2) Candidates must fulfill the specific program requirements.
- 3) Candidates for a baccalaureate degree must fulfill the general education requirements for the A.A. degree.
- 4) Candidates must satisfy the required Bible course policy.
- 5) Candidates must complete 128 hours, 40 of which must be upper level work, with a minimum cumulative GPA of 2.0.
- 6) At least 15 upper-level hours must be taken on the OVC campus.
- 7) Candidates must have taken at least 32 hours on the Ohio Valley campus, and 23 of the last 32 must be taken on the OVC campus.
- 8) A major requires at least 40 hours, 21 of which must be in upper-level work; a minor requires at least 18 hours, at least 6 of which must be in upper-level work (or designated equivalent).
- 9) Candidates must pass an English writing proficiency test.

CURRICULUM



BACCALAUREATE DEGREES

Bible

The objectives of the Bible curriculum are designed to support the College's motto, "Educating to Serve." The Bible program aims to prepare women and men 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 applying it in practical ways. The curriculum is designed to prepare students to serve effectively according to biblical principles in whatever professional discipline they may pursue, while being able to serve as an active part of the local church. 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 a degree in Bible must choose from four degree tracks, each of which leads to a major in Bible: (1) the Bachelor of Arts degree in Biblical Studies, (2) the Bachelor of Science degree in Bible and Ministry, (3) the Bachelor of Science degree in Vocational Ministry, or (4) the Bachelor of Science degree in Vocational Missions, the latter two of which are available only as a second major. Students may choose from a variety of minors to provide specialization for their baccalaureate degree.

Requirements for the Bachelor of Arts Degree – *Bible*

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 textual, language, practical, doctrinal and historical courses:

- 1) Completion of 8 hours of Bible survey courses (BIB 105, 106, 205, 206 or approved equivalents) which are not included in the credit hours required for the major program and which must be completed before program admission.

- 2) Formal admission to the Bible program as soon as requirements can be met, ideally no later than the end of the sophomore year.
- 3) Textual Studies: 18 hours, with at least 9 hours in New Testament and 6 hours in Old Testament. BIB 343 and 345 may count toward this requirement.
- 4) Practical Ministry Studies: 14 hours, including Bib 225, 320, 322, 323, 425. Women will take 327 instead of 323. Students who have worked for at least five consecutive years in full-time preaching or in the ministry area for which they are receiving training may petition to take BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
- 5) Doctrinal and Historical studies: 8 or 9 hours, including BIB 347, either REL 341 or REL 342, and 2-3 elective hours in this area.
- 6) Elective hours: 2-3 elective hours in the area of Bible.
- 7) Language Studies: 12 hours of New Testament Greek. These hours may be counted toward a minor in Greek or a minor in Biblical languages.
- 8) Senior / professional seminars: two hours of capstone course work.
- 9) Upper-level requirement: Of the 45 required hours in the Bible area (excluding the language requirement), 24 must be upper-level course work.
- 10) A minor is required. A student may complete a minor offered in the Bible program or in another area of study. Where minors overlap in requirements, students will have room in their program for multiple minors.
- 11) Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

Requirements for the Bachelor of Science Degree – *Bible and Ministry*

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

- 1) Completion of 8 hours of Bible survey courses (BIB 105, 106, 205, 206 or approved equivalents) which are not included in the credit hours required for the major program and which must be completed before program admission.
- 2) Formal admission to the Bible program as soon as requirements can be met, ideally no later than the end of the sophomore year.
- 3) Textual Studies: 18 hours, with at least 9 hours in New Testament and 5 hours of Old Testament. BIB 343 and 345 may count toward this requirement.
- 4) Practical Ministry Studies: 14 hours, including BIB 225, 320, 322, 323, and 425. Women will take 327 instead of 323. Students who have worked for at least five consecutive years in full-time preaching or in the ministry area for which they are receiving training may petition for a waiver of BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
- 5) Doctrinal and Historical studies: 8 or 9 hours, including BIB 347, either REL 341 or REL 342 and 2-3 elective hours in this area.
- 6) Elective hours: 2-3 elective hours in the area of Bible.
- 7) Language Studies: No languages studies are required, but one year (6 hours) of New Testament Greek is recommended.
- 8) Senior / Professional seminars: two hours of capstone course work.
- 9) Upper-level requirement: of the 45 hours in the Bible area, 24 must be upper-level course work.
- 10) A minor is required. A student may complete a minor offered in the Bible program or in another area of study. Where minors overlap in requirements, students will have room in their program for multiple minors.
- 11) Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

Requirements for the Bachelor of Science Degree – *Bible-Vocational Ministry*

Because many students are interested in preparing for ministry roles while supporting themselves in another occupation or vocation, the Bible-Vocational Ministry degree program has been 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 be able to function 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 has a baccalaureate degree, desires a career change and can spend as little as one year in obtaining another degree.

This degree program is available as a second major to students whose primary major is outside the Bible program. Students who have previously completed an accredited baccalaureate degree, whether at OVC or another college, are also eligible to complete this degree.

- 1) Completion of 8 hours of Bible survey courses (from BIB 105, 106, 205, 206, or approved equivalents).
- 2) A formal declaration of intent to seek the Vocational Ministry degree is required as soon as possible, but not later than the completion of 14 hours toward the degree. An early declaration will help the student complete the degree in a timely manner.
- 3) Textual studies: 9 hours, with at least 5 hours in New Testament. BIB 343 and 345 may count toward this requirement.
- 4) Practical ministry studies: 11 hours, including BIB 225, 322, 323 or 327, and 425. Women will take 327, men will take 323. Students who have worked for at least five consecutive years in the practical ministry area for which they are receiving training may petition to take BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
- 5) Doctrinal studies: 3 hours, BIB 347.
- 6) Elective hours: 3 elective Bible hours.
- 7) Senior/professional seminars: 2 hours of capstone course work.
- 8) Required hours: The program requires 36 hours as outlined.
- 9) Language studies: No language studies are required although the student is advised that language studies are helpful in ministry.
- 10) A primary major outside the Bible program is required.
- 11) Satisfaction of the institutional requirements for a baccalaureate degree, including the general education requirement. If a student has already earned a baccalaureate degree from an accredited institution, it will be assumed that the general institutional requirements for a baccalaureate degree have been met.

Requirements for the Bachelor of Science Degree – *Bible-Vocational Missions*

Because many students are interested in preparing for missions and ministry roles while supporting themselves in another occupation or vocation, the Bible-Vocational Missions degree program has been 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 be able to function 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 has a baccalaureate degree, desires a career change and can spend a couple of years in obtaining another degree. This degree program is available as a second major to students whose primary major is outside the Bible program. Students who have previously completed an accredited baccalaureate degree, whether at OVC or another college, are also eligible to complete this degree.

- 1) Completion of 8 hours of Bible survey courses (from BIB 105, 106, 205, 206, or approved equivalents).
- 2) A formal declaration of intent to seek the Vocational Missions degree is required as soon as possible, but not later than the completion of 14 hours toward the degree. An early declaration will help the student complete the degree in a timely manner.
- 3) Textual studies: 9 hours, with at least 5 hours in New Testament. BIB 343 and 345 may count toward this requirement.
- 4) Practical ministry studies: 12 hours, including BIB 320, 322, SOC 341, and REL 441.
- 5) Doctrinal studies: 3 hours, BIB 347.
- 6) Elective hours: 2 hours. A practical experience (BIB 325 or 425 focused in missions) is recommended for this elective.
- 7) Senior/professional seminars: 2 hours of capstone course work.
- 8) Required hours: The program requires 36 hours as outlined.
- 9) Language studies. No language studies are required although the student is advised that language studies are helpful in ministry. Students are especially encouraged to consider language studies in their geographic area of missions interest.
- 10) A primary major outside the Bible program is required.
- 11) Satisfaction of the institutional requirements for a baccalaureate degree, including the general education requirement. If a student has already earned a baccalaureate degree from an accredited institution, it will be assumed that the general institutional requirements for a baccalaureate degree have been met.

Bible Program - Bachelor of Arts

Course Graduation Requirements

BIB 105	Introduction to Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB 161	Greek 1	3
BIB 162	Greek 2	3
BIB 265	Greek 3	3
BIB 266	Greek 4	3
BIB 225	Introduction to Ministry Seminar	2
BIB text	At least 9 hr. NT and 6 hr. OT	18
BIB 323/327	Preaching	3
BIB 347	Scripture Interpretation	3
BIB doctrine	Doctrinal elective	3
BIB	Elective	3
BIB 320	Personal Evangelism	3
BIB 322	Intro to Missions	3
REL 341 or 342	Church History	3
BIB 451	Senior Seminar	1
BIB 452	Professional Seminar	1
BIB 425	Practicum	3
ENG 131	Composition 1	3
ENG 132	Composition 2	3
ENG 133	English Proficiency	
COM 131	Basic Speech	3
LIT	Any Elective	3
ART/MUS/THE	Art Music, or Theatre Appreciation	3
HIS	History	3
PSY/ SOC	Psychology/ Sociology	3
HIS/PSY/SOC	Social Science elective	3
PSY 112	Becoming a Master Student	1
CSC 140	Information Processing (or higher)	2
MAT 147	Math (or higher)	3
NSC	Lab Science	4
CSC/MAT/NSC	Area elective	3
PED	Two PE courses	2
	Minor: Minimum hours required	18
	Electives: Non-specific electives	5

Bible Program - Bachelor of Science Course Graduation Requirements

BIB 105	Introduction to Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB 225	Introduction to Ministry Seminar	2
BIB text	At least 9 hr. NT and 6 hr. OT	18
BIB 323/327	Preaching	3
BIB 347	Scripture Interpretation	3
BIB doctrine	Doctrinal elective	3
BIB	Elective	3
BIB 320	Personal Evangelism	3
BIB 322	Intro to Missions	3
REL 341 or 342	Church History	3
BIB 451	Senior Seminar	1
BIB 452	Professional Seminar	1
BIB 425	Practicum	3
ENG 131	Composition I	3
ENG 132	Composition II	3
ENG 133	English Proficiency	
SPE 131	Basic Speech	3
LIT	Any Elective	3
ART/MUS/THE	Art, Music, or Theatre Appreciation	3
HIS	History	3
PSY/SOC	Psychology or Sociology	3
HIS/PSY/SOC	Social Science elective	3
PSY 112	Becoming a Master Student	1
CSC 140	Information Processing (or higher)	2
MAT147	Math (or higher)	3
NSC	Lab Science	4
CSC/MAT/NSC	Area elective	3
PED	Two PE courses	2
	Minor: Minimum hours required	18
	Electives: Non-specific electives	17

Requirements for Bible Minors (available only to Bible majors)

Doctrinal Studies

A Bible major must earn 18 hours, including 15 hours from doctrine plus three hours of upper level text, in addition to the requirements of the major.

New Testament

A Bible major must earn 18 hours of New Testament textual studies in addition to the requirements of the major. At least one year of New Testament Greek is recommended.

Old Testament

A Bible major must earn 18 hours of Old Testament textual studies at least 12 of which must be in addition to the requirements of the major. At least one year of Hebrew is recommended and can count toward this minor. This minor requires 18 hours beyond the major.

Practical Ministry

A Bible major must earn 18 hours, including 15 hours of ministry classes and three hours of upper level text, in addition to the requirements of the major. At least 9 hours must have a BIB prefix.

Preaching

A Bible major must earn 18 hours, including BIB 324, COM 321 or BIB 325 focused in preaching, COM 331, 332, and three hours chosen from PSY 342, 350, and 352.

Business

The business programs at Ohio Valley College are designed to prepare men and women for professional leadership careers. Consistent with the College's mission, all instruction offered by the division of business is presented within the framework of Christian principles. Business instruction is designed to develop technical, analytical, and people skills, and to cultivate an awareness of the social, political, and economic environment in

which organizational decisions are made to prepare business graduates for professional careers. Students also have an opportunity to develop their social, academic and professional skills, and to gain real-life experiences by participating in the OVC chapter of SIFE (Students in Free Enterprise). SIFE provides an opportunity to put into practice the principles and skills learned in the classroom by designing, developing, and completing projects, and presenting the projects through participation in regional and national competition with other colleges. All baccalaureate business graduates must meet the following requirements:

1) Completion of 15 hours of lower-division business core courses including:

ACC	221	Accounting I
ACC	222	Accounting II
BUS	121	Introduction to Business
BUS	236	Principles of Macroeconomics
BUS	237	Principles of Microeconomics
CSC	141	Introduction to Computer Science
		(IT majors CSC 142 Prin. of Information Systems)

2) Completion of 21 hours of upper-division business core courses including:

BUS	310	Business Communications
BUS	333	Principles of Business Finance (except IT majors)
BUS	431	Business Law I
BUS	451	Business Policy Seminar (CSC 440 for IT majors)
MGT	330	Principles of Management
MGT	331	Management Information Systems (except IT majors)
MKT	330	Principles of Marketing

3) Satisfactory completion of Business Ethics (BUS 371).

4) Computer competencies evidenced by passing eight hours of computer course work including Information Processing (CSC 140), Introduction to Computer Science (CSC 141), and Management Information Systems (MGT 331).

5) Math competencies evidenced by passing College Algebra (MAT 151) or its equivalent and Introduction to Statistics (MAT 229) for all business majors except business administration. Business administration majors required to complete only Math 147 or above.

6) Completion of the Business Policy Seminar (BUS 451 and 452), the capstone course, with a minimum grade of “C.”

7) An overall GPA of 2.0. A GPA of 2.0 on all business related coursework, with no more than six hours of “D” in the business coursework.

8) Completion of the ETS Business Field Test examination.

- 9) Satisfactory completion of all the institutional baccalaureate requirements specified in the Academic Policies section of this catalog, including the general education requirements (see page 68).
- 10) A portfolio of general education courses, general business work, and courses in the student's chosen business major which is satisfactory to the program director.

Requirements for the Bachelor of Science Degree – Accounting

Accounting is the “language of business” and 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 in constant demand for financial and business management positions by financial institutions, industrial firms, governmental entities, and public accounting firms. The accounting major prepares students to take the Certified Public Accountant (CPA) examination. The accounting major also provides an excellent background for graduate education in business, engineering, law, and public administration.

The Bachelor of Science with a major in accounting requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 30 hours of Accounting courses including:

ACC 321	Intermediate Accounting I	3
ACC 322	Intermediate Accounting II	3
ACC 341	Cost Accounting	3
ACC 421	Introduction to Taxation	3
ACC 422	Federal Income Tax	3
ACC 431	Accounting Systems	3
ACC 441	Auditing I	3
ACC451	Advanced Accounting I	3
BUS 432	Business Law II	3
	Upper-division Accounting electives	3
	Total Hours:	30

Requirements for the Bachelor of Science Degree – *Management*

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 non-profit organizations.

The Bachelor of Science with a major in management requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 24 hours of business and management courses including:

ACC 335	Managerial Accounting	3
MGT 334	Principles of Industrial/Labor Relations	3
MGT 336	Organizational Concepts	3
MGT 431	Human Resource Management	3
MGT 333	Production / Operations Management	3
MGT 430	Entrepreneurship / Small Business Administration	3
	Upper-division ACC, BUS, MGT, and MKT electives	6
	Total Hours:	24

Requirements for the Bachelor of Science Degree – *Human Resource Management*

As we embark upon the 21st century, the principal source of the United States economic activity 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 federal and state laws and regulations relating to human resources, has resulted in a growing need for Human Resource Management (HRM) professionals in mid- and large-sized organizations throughout the world. Responsibilities of HRM professionals include recruiting, selecting, training, and appraising. HRM professionals are involved in staffing, compensation, benefits, labor relations

agreements, and budgeting. Many advance to executive positions. The Bachelor of Science degree with a major in human resource management requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 24 hours of business and psychology courses including:

MGT 333	Principles of Industrial/Labor Relations	3
MGT 336	Organizational Concepts	3
MGT 431	Human Resource Management	3
MGT 436	Compensation and Benefits	3
MGT 451	Employment Law	3
PSY 342	Group Dynamics	3
PSY 481	Social Psychology	3
SOC 351	Understanding Multicultural Diversity	3
	Total Hours:	24

Requirements for the Bachelor of Science Degree – *Business Administration*

Consistent with the concept of a broad-based liberal arts academic curriculum, the business administration major is designed for the individual who desires a broad spectrum of business courses combining several fields of study. Those completing their degree in business administration may choose to pursue additional graduate or professional education, begin their careers in entry-level management training positions in the public or private sector, or initiate entrepreneurial enterprises. The coursework included in the general business administration major may also be combined with a planned sequence of electives from outside the business curriculum to meet specific objectives of the individual.

The Bachelor of Science degree with a major in business administration requires completion of the requirements outlined above for all baccalaureate business graduates plus 24 additional upper level hours of accounting, business, management, or marketing approved by the director of business programs.

Requirements for the Bachelor of Science Degree – *Marketing*

Every business seeks to accomplish the same basic goal of creating an exchange between producer and consumer with a product, service, or an idea. The market is where that exchange takes place. Determining what to produce, what to charge, how to deliver it, and how to promote it are the responsibilities of marketing people. A marketing degree prepares the student for careers in market research, product development, cost analysis, and pricing, distribution, logistics, advertising, promotion, and selling. Most corporate chief executive officers come from the marketing ranks and the majority of business graduates will begin their career in a marketing entry-level position.

The Bachelor of Science with a major in marketing requires completion of the requirement outlined about for all baccalaureate business graduates plus an additional 18 hours of marketing (Principles of Marketing included in upper division core) and 6 hours in upper level electives including:

MKT 331	Consumer Behavior	3
MKT 332	Promotional Strategy	3
MKT 333	Professional Selling	3
MKT 430	Marketing Management	3
MKT 431	Retail Marketing	3
MKT 432	Marketing Research	3
Upper-division electives (program director approval		6
	Total Hours:	24

Requirements for the Bachelor of Science Degree – *Information Technology*

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.

The Bachelor of Science with a major in Information Technology provides the educational background to effectively pursue a career in applying

information technologies such as computers in profit and non-profit environment. 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, systems design, decision support systems, knowledge management, project management and other related areas.

The information technology major requires completion of the requirements listed above plus the following courses:

CSC 241	Networks and Networking Technology
CSC 248	Structured Programming
CSC 341	Client-Server Programming
CSC 342	Database Management Systems
CSC 343	Internet Design and Development
CSC 344	Information Technology Project Management
CSC 345	Operating Systems
CSC 346	Electronic Commerce
CSC 441	Information Technology Auditing and Security
CSC 442	Systems Analysis and Design
Upper-division electives (approved by program director)	
12 credit hours	

Requirements for a Minor in Accounting

(available only to business majors)

Completion of the requirements outlined above for a Bachelor of Science degree in business management, human resource management, or business administration substituting (in part) for the upper-division electives in each respective major:

Completion of eighteen hours of upper-division (300 or 400 level) accounting courses, including Intermediate Accounting I (ACC 321), Intermediate Accounting II (ACC 322), and Introduction to Taxation (ACC 421).

Education

Ohio Valley College believes it can better fulfill its mission by developing teachers who have strong ethical principles, who have a genuine desire to serve and guide their students, and who are academically prepared. Therefore, the Education Program is interdisciplinary, clinical, and field based. Many instructional models such as *Direct Instruction*, *Cooperative Learning*, *Direct Experiences*, and *Interactive Learning* promote an awareness of individual teaching and learning styles. All education majors must meet the following criteria:

- 1) A 2.5 cumulative GPA.
- 2) Achievement of the established WV Board of Education scores on the Preprofessional Standardized Tests (PPST) in Math, Reading, and Writing. (Exemption may be given for those wishing to teach in West Virginia who meet approved scores on the SAT or the ACT, those who are currently licensed as a teacher, those who have a Master's degree.)
- 3) A 2.75 GPA in each teaching specialization component.
- 4) Letter grade of "C" or better for all courses in Content Specialization and Professional Education components.
- 5) Admission to the Teacher Education Program before student teaching.
- 6) Production of a portfolio of work satisfactory to the area Program Director and the Teacher Education Review Panel (TERP).
- 7) Satisfactory completion of the Student Teaching Semester.
- 8) Successful completion of required certification tests (license requirement only).
- 9) Satisfaction of the institutional baccalaureate requirements specified in the academic policy section of the current catalog.

Note 1: Each education major must meet at least once each semester with his/her advisor to receive individual advising and to update the Progress Sheet, which lists all required courses as well as admission, retention, and graduation requirements.

Note 2: Bible: All full-time students are required to take a Bible course each semester until reaching 112 credit hours and 16 hours of Bible. Part-time students must take a Bible course for each 16 hours of coursework completed.

Elementary Education Program Course Graduation Requirements

Program Requirements that meet General Education Requirements.

<i>General Education</i>		(63 Credit Hours)
BIB 105	Introduction to the Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB	Bible Electives	8
PSY 112	Becoming a Master Student	1
ART 121	Art Appreciation or	3
MUS 121	Music Appreciation or	
THE 121	Theater Appreciation	
COM 131	Basic Speech Communication	3
CSC 140	Information Processing	2
ENG 131	English Composition I	3
ENG 132	English Composition II	3
ENG 133	English Proficiency Exam	0
ENG 302	Research, Writing and Speaking	2
HIS 132	Western Civilizations II	3
HIS 133	U.S. History I	3
HIS 301	West Virginia History	3
HIS 135	U.S. Government or	3
GEO 231	World Political Geography	
LIT 235	Western Literature through the Renaissance or	3
LIT 236	Western Literature since the Enlightenment	
NSC 141	General Biology I and Lab	4
PED	Two PE courses – 1 activity	2
SOC 351	Understanding Multicultural Diversity	3
Electives		6

1) Bible: All full-time students are required to take a Bible course each semester until reaching 112 credit hours and 16 hours of Bible. Part-time students must take a Bible course for each 16 hours of coursework completed.

2) PreProfessional Skills Tests in Reading, Writing, and Math must be passed for full admission to the Teacher Education Program. An exemption for West

Virginia certification is given to those students whose ACT or SAT scores meet the WVDE guidelines for waiver. Students wishing to teach outside West Virginia may be required by other State Departments of Education to pass the PPST series.

Content Specialization (2.75 GPA required) (36 credit hours)

MAT 149	Math for Teachers	3
MAT 251	Math in the Elementary School	3
NSC 143	General Physical Science and Lab	4
EDU 237	Children's Literature	3
EDU 319	Methods of Teaching Social Studies K-6	2
EDU 322	Methods of Health and P.E. K-6	2
EDU 323	Methods of Teaching Art K-6	2
EDU 324	Methods of Teaching Music K-6	2
EDU 325	Methods of Teaching Mathematics K-6	3
EDU 326	Methods of Teaching Science K-6	3
EDU 327	Methods of Teaching Language Arts K-6	3
EDU 328	Methods of Teaching Reading	3
EDU 413	Diagnostic and Prescriptive Reading	3

Professional Education (29 credit hours)

PSY 233	Human Growth and Development	3
EDU 200	Introduction to Education	2
EDU 201	Survey of Exceptional Children	3
EDU 300	Technology Applications	2
EDU 320	Educational Psychology	3
EDU 321	Curriculum and Methods of Teaching K-12	3
EDU 414	Classroom Media	1
EDU 415	Classroom Management	2
EDU 431	Student Teaching K-3	4-8
EDU 432	Student Teaching 4-6	4-8
EDU 451	Student Teaching Seminar	2-6

Requirements for the Bachelor of Science Degree (128 hours) – Secondary Education, Physical Education, Special Education

The Secondary Education program is directed toward students who seek to serve children in the middle school (5-8) and/or high school (9-12) environments. The Physical Education programs are directed toward the K-adult environment. The Special Education certification endorses Elementary, Secondary, Physical Education programs with K-Adult certification.

Total hours needed for the B.S. in Education are 128. These hours are taken from the General Studies, Professional Education, Content Specialization components and electives. The number of electives is dependent upon the difference between the number of required hours and the 128 hours needed for the degree. *Students are required to keep track of their hours.* The Education Program suggests 8 semesters of 16 hours each.

1) General Studies: All Education majors will successfully complete the General Studies component (64 hours) before their student teaching semester. Exceptions may only be granted by the Director of Teacher Education.

8 hours	BIB 105, 106, 205, 206*
1 hour	PSY 112
3 hours	ART 121 or MUS 121 or THE 121
2 hours	CSC 140
6 hours	ENG 131, 132
1 hour	ENG 133 (taken for credit only when not in conjunction with ENG 132)
2 hours	ENG 302, Research, Writing, and Speaking (not required for English Ed. majors.)
3 hours	LIT 235 or 236
3 hours	MAT 147 or higher (MAT 149 required for Elementary majors; MAT 151 for Secondary Science majors)
4 hours	NSC 141 or higher (NSC 141 required for Elementary majors)
3 hours	Other MATH (147 or higher), Science, or Computer Science
2 hours	PE 2 courses, at least one must be activity
6 hours	Social Science Electives (must include 3 hours of SOC or PSY)
3 hours	HIS 132 or 133

3 hours	COM 131
3 hours	SOC 351 Understanding Multicultural Diversity
17 hours	Electives (may include courses from Content Specialization component and/or Professional Education component; see program requirements)

Total 67 hours

II) Professional Education Component:

EDU 200	Introduction to Education	2
EDU 201	Survey of Exceptional Children	3
PSY 233	Human Growth and Development	3
EDU 300	Technology Applications	2
EDU 320	Educational Psychology	3
EDU 321	Curriculum and Methods of Teaching K-12	3
EDU 414	Media	1
EDU 415	Classroom Management	2
EDU 433	Student Teaching	4-8
EDU 451	Student Teaching Seminar	1

Total 24-28 hours

Content Specialization English 5-12

ENG 301	Advanced Grammar and Composition	3
EDU 332	Curr/Methods of Teaching English	2
LIT 235, 236	Western Literature	6
LIT 301, 302	American Literature	6
LIT 311	Short Story and Novel	3
LIT 312	Drama and Poetry	3
LIT 422	Young Adult Literature	3
LIT 441, 442	British Literature	6

Total 32 hours

Students transferring hours into this program may substitute upper division hours taken elsewhere for upper division hours at OVC, subject to approval of the advisor and director of teacher education.

General Science 5-12

Curriculum and Methods of Science	2
Statistics	3
Biological Sciences	16
Physical Sciences	20
Total	41 hours

Math 5-12

Curriculum and Methods of Math	3
Computer Science	5
Algebra	6
Trigonometry	3
Geometry (may substitute MAT 251)	3
Calculus	8
Statistics	3
Applied Science (computer science or advanced Mathematics)	6
Total	37 hours

Social Studies 5-12

Curriculum and Methods of Social Studies	2
Economics	3
Geography	3
Government/Political Science	3
Psychology	6
Sociology	6
West Virginia History	3
Western Civilization History	6
American History	6
Upper Division History electives	6
Total	44 hours

Choose two of the following: (any upper division History course may be substituted with consent of director of teacher education)

HIS 311	Colonial American History	3
HIS 317	Contemporary American History	3
HIS 451	Renaissance and Reformation	3
HIS 453	World in the 20th Century	3

III. Professional Component for physical education:

EDU 200	Intro to Education	2
EDU 201	Survey of Exceptional Children	3
PSY 233	Human Growth and Development	3
EDU 300	Technology Applications	2
EDU 320	Education Psychology	3
EDU 322	Curriculum and Methods for PE/Health K-6	2
EDU 414	Class Media	1
EDU 415	Class Management	2
EDU 433	Student Teaching	4-8
EDU 451	Student Teaching Seminar	1-4

Physical Education K-12

Activity Courses	5
Health	6
Adapted Physical Education	4
Rhythm and Movement	1
Kinesiology	3
Exercise Physiology	4
Anatomy	3
Upper Division Physical Education electives	6
Curriculum and Methods for PE	4

Total 36 hours

You may substitute two varsity courses for up to two activity courses:

PED 120	Varsity Basketball	1
PED 121	Varsity Baseball	1
PED 122	Varsity Volleyball	1
PED 123	Varsity Golf	1
PED 124	Varsity Softball	1
PED 125	Varsity Cheerleading	1
PED 126	Varsity Soccer	1
PED 127	Varsity Cross Country	1
PED 231	Personal and Community Health	3
PED 232	First aid and CPR	3
PED 301	Officiating Sports	2
PED 302	Principles of Coaching	3
PED 303	Organization and Administration of Sports	3

PED 310	Foundations of Kinesiology/Physical Education	3
PED 320	Rhythms and Movements for Children	1
PED 410	Adapted Physical Education	4
EDU 329	Curriculum/Methods of Physical Education K-12	3
NSC 312	Human Anatomy and Physiology for P.E.	3
NSC 340	Physiology of Exercise	4

Special Education K-12

Survey/Introduction to Exceptional Children	3
General Special Education Programming	3
Behavior Disorders	3
Learning Disabilities	3
Mental Impairments	3
Educational Psychology/Tests and Measurements	3
Human Growth and Development	3

Total 21 hours

Liberal Studies

Requirements for Bachelor of Arts – *Liberal Studies*

The liberal studies baccalaureate degree at Ohio Valley College is a program designed to integrate several disciplines around a core curriculum. It is in essence an inter-disciplinary degree. Such a program will enable students to gain understanding of the fundamental ideas which cross a broad range of disciplines. The program is further designed to provide students with a perspective that focuses on the unchanging human values in an ever-changing world. The liberal studies degree provides a broad program of study which is good career preparation since it is designed to help students 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 learn to communicate and think.

Liberal studies provide the student with a future which includes career mobility. In order to provide students with a choice of various combinations of academic subject areas, the Bachelor of Arts in Liberal Studies at

Ohio Valley College includes three tracks: Track I: Interdisciplinary Studies; Track II: Specialized Studies; Track III: Pre-Law.

Track I integrates as many as six different subject areas within the Humanities to form a degree program. Track II focuses on the Humanities but allows the student to include two academic areas outside the Humanities to form a degree program. The Pre-Law emphasis is based on the Alternative Dispute Resolution (ADR) Minor. ADR is currently one of the most emphasized areas in legal studies and practices. Around this ADR core is selected a broad range of courses, primarily from the Humanities, that emphasize those specified skills that Law Schools have determined to be most important for gaining admittance into their Schools.

Liberal Studies Track I: Interdisciplinary Studies

This program emphasis allows students to choose from as many as six academic areas within Humanities to form a broad-ranging interdisciplinary degree. Requirements are:

- 1) Formal admission to the program and acceptance by the program director.
- 2) Program proposed by the student must receive approval from the program director.
- 3) A portfolio of work satisfactory to the program director. (Included in HUM 451).
- 4) Satisfactory completion of HUM 451, 489 (3 credit hours), one upper division COM course, REL 372, HIS 317, and PSY 231.
- 5) A minimum of eight hours in each of the following areas: Religion (341, 342, 371, 372, 373, or 441), History, Literature, Fine Arts/Communications, Social Science, and one other elective area. Rather than choose a sixth area as an elective area, students may also select a minimum of eight credit hours in one of the previously listed areas.
- 6) Satisfaction of the institutional baccalaureate requirements specified in the academic policy section of the current catalog (47 hours).
- 7) Six hours in a single foreign language or six additional hours in one of the six areas in item 5 (including the elective area). Total hours for major: 54-60, Electives 21-27.

Liberal Studies Track II: Specialized Studies

This program emphasis is designed to allow students to concentrate on the Humanities while adding two academic subject areas outside the Humanities to form their degree. Requirements are:

- 1) Formal admission to the program and acceptance by the program director.
- 2) Program proposed by the student must receive approval from the program director.
- 3) A portfolio of work satisfactory to the program director. (Included in HUM 451).
- 4) Satisfactory completion of 25 hours of courses from Humanities, including HUM 451 and 489 (3 credit hours) and one upper division course each of Literature and History, including six hours in a single foreign language, excluding General Education Requirements. (Six additional hours may be substituted for the foreign language.)
- 5) Satisfactory completion of 18 hours each in two of the following academic areas, excluding General Education Requirements: Humanities, Business, Education, Natural Sciences, Bible, and/or Behavioral Sciences.
- 6) Satisfaction of the institutional baccalaureate requirements specified in the academic policy section of the current catalog (47 hours). Total hours for major: 62, Electives 19.

Liberal Studies Track III: Pre-Law

This degree is designed to provide the student with a meaningful academic background in preparation for admittance to Law School. The strong consensus of Law Schools throughout the nation is that rather than having a specific academic major, a prospective student should be adequately prepared in areas of analytical/critical thinking, effective writing skills, developed abilities in oral communication, with a meaningful understanding of individual and group social behavior. In addition to these areas, Ohio Valley College has the unique privilege of offering students the opportunity to be trained in the area of Alternative Dispute Resolution. There are very few colleges or universities in the United States that have courses in this subject matter at the undergraduate level. National surveys have consistently demonstrated that ADR is

currently one of the most desired skills for anyone involved in modern jurisprudence. For that reason, the minor in ADR will serve as an integral part of the Pre-Law degree at Ohio Valley College. Requirements are:

- 1) Formal admission to the program and acceptance by the program director.
- 2) Program proposed by the student must receive approval from the program director.
- 3) Completion of Alternative Dispute Resolution minor (18 hrs) plus HUM 489 (3 credit hours).
- 4) A portfolio of work satisfactory to the program director. (Included in HUM 451.
- 5) Satisfactory completion of (total 52 hrs): Business (9 hrs): 431 (Bus Law) and 6 hrs from any of the following: 221 (Accounting I), Math 229 (Intro. to Statistics), either 236 (Prin. of Macroeconomics) or 237 (Prin. of Microeconomics); Communications (9 hrs): 321 (Pub. Speak.), 331 (Interpersonal Com.), 332 (Arg. & Per.); English (6 hrs.), 301 (Adv. Gram.), 333 (Professional Writing); Literature (6 hrs): any two upper division courses; History (6 hrs): from 135 (US Gov.), 317 (Contemp. Am.), 453 (World Since 1900); Humanities (7 hrs): 451 (Sr. Seminar); Psychology (3 hrs): 231 (General Psy.); Religion (3 hrs): 372 (Intro. to Phil.); Sociology (3 hrs): 231 (Prin. of Soc.)
- 6) 3-6 hours of a foreign language may be substituted in the following areas, but no more than 3 hours may be substituted in one area: Communications, History, Literature or Religion.
- 7) Satisfaction of the institutional baccalaureate requirements specified in the academic policy section of the current catalog (47 hours. Total hours for major: 52 hrs, Electives 29+ hrs

Psychology

Requirements for Bachelor of Science – *Psychology*

A baccalaureate program in psychology is a natural fulfillment of the mission of Ohio Valley College and addresses each of the desired learning outcomes for the College in considerable depth. The program also provides the training for a people-helping profession that demonstrates the understanding that service to God and others is the key to a useful and rewarding life. Each

student majoring in psychology must meet each of the following requirements. In addition, the student must choose an area of emphasis by declaring one of the following tracks of study: Pre-Professional, Christian Counseling or Human Services.

- 1) Completion of a science with lab (4 credit hours) and MAT 229 (if it is required in the track)
- 2) Formal admission to the program.
- 3) Successful completion of the chosen track requirements.
- 4) Portfolio of work satisfactory to the program director.
- 5) Satisfactory completion of the psychology practicum.
- 6) Satisfaction of the institutional baccalaureate requirements specified in the academic section of the catalog, including the general education requirements.
- 7) Completion of the ETS Psychology subject area test.
- 8) Completion of a minor area of study.

Pre-Professional Track

BIB 105	Introduction to Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB/REL	Electives	8-11

Recommended BIB/REL Electives:

REL 371	Ethics	
REL 372	Introduction to Philosophy	
REL 441	Major World Religions	
BIB 415	Personal Spiritual Development	
	Total Bible Credit Hours:	16-19
ENG 131	English Composition I	3
ENG 132	English Composition II	3
COM131	Basic Speech	3
LIT 235	Western Literature through the Renaissance or	3
LIT 236	Western Literature since the Enlightenment	3
ART/MUS/THE 121	Appreciation	3

CSC 140	Information Processing	2
MAT 147	Intermediate Algebra or higher	3
NSC	A Lab Science Course	4
PE	2 Physical Education Courses	2
PSY 112	Life Skills	1
HIS	American History or	3
HIS	Western Civilization	3
	Total General Education Hours:	30

Track Required Hours

MAT 229	Statistics	3
PSY 211	Marriage and Family	3
PSY 231	General Psychology	3
PSY 233	Human Growth and Development	3
PSY 331	Test and Measurements	3
PSY 342	Group Dynamics	3
PSY 350	Family Systems	3
PSY 351	Learning Theories	3
PSY 352	Introduction to Counseling	3
PSY 371	Personality Theories	3
PSY 421	History and Systems	3
PSY 426	Counseling Theories	3
PSY 452	Professional Seminar	3
PSY 472	Abnormal Psychology	3
PSY 481	Social Psychology	3
PSY 484	Research Design	3
PSY 489	Psychology Practicum	3
	Total Track Hours Required:	51
	Minor* Minimum Hours Required:	18

Note: Christian Counseling Minor or Psychology Minor are not allowed to be declared. Alternative Dispute Resolution, Christian Service for Women, Youth Ministry, Family Ministry, Human Services, and/or Sociology minors are recommended.

Electives:	Non-specified	10-13
	Total Hours Required for a B.S. Degree in Psychology (Pre-Professional Track):	128

Christian Counseling Track

BIB 105	Introduction to Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB Courses Required:		8
BIB 347	Scripture Interpretation	
BIB 343 or 345	OT or NT Doctrine	
BIB 415 or REL 373	Personal Spiritual Development or Contemporary Religious Issues	
BIB Electives (Upper Level Text)		4
Total Bible Credit Hours:		20
ENG 131	English Composition I	3
ENG 132	English Composition II	3
COM 131	Basic Speech	3
LIT 235	Western Literature through the Renaissance or	3
LIT 236	Western Literature since the Enlightenment	3
ART/MUS/THE 121	Appreciation	3
CSC 140	Information Processing	2
MAT 147	Intermediate Algebra or higher	3
NSC	A Lab Science Course	4
PE	2 Physical Education Courses	2
PSY 112	Life Skills	1
	Math, Science or Computer Science Elective (MAT 229 is highly recommended)	3
HIS	American History or	3
HIS	Western Civilization	3
Total Hours General Education Hours:		33

Track Required Hours

PSY 211	Marriage and Family	3
PSY 231	General Psychology	3
PSY 233	Human Growth and Development	3
PSY 342	Group Dynamics	3

PSY 350	Family Systems	3
PSY 352	Introduction to Counseling	3
PSY 371	Personality Theories	3
PSY 426	Counseling Theories	3
PSY 452	Professional Seminar	3
PSY 472	Abnormal Psychology	3
PSY 489	Psychology Practicum	3
PSY	Electives (minimum)	9

Choose electives from the following:

PSY 331	Test/Measurements
PSY 351*	Learning Theories
PSY 421*	History and Systems of Psychology
PSY 481*	Social Psychology
PSY 484	Research Design
PSY 327	Psychology Field Lab

*Recommended for those students who intend to not pursue graduate school

Total Track Hours Required:	42
Minor Minimum Hours Required:	18

Note: Christian Counseling Minor and Psychology Minor are not allowed to be declared. Biblical and Related Studies, Biblical Languages, Christian Service for Women, Family Life Ministry and/or Youth Ministry minors are recommended.

*Electives Minimum (Non-specified)	15
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It is recommended that those students who may plan to pursue graduate school take their electives in the area of Psychology, Human Services, Alternative Dispute Resolution and/or Sociology).

Total Hours Required for B.S. Degree in Psychology (Christian Counseling Track):	128
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*(If a student desires to pursue a second minor it will require that the non-specified electives be put toward the minor with the addition of 3 more hours. This will equal 18 hours in the second minor and 131 total hours in the degree program).

Human Services Track

Recommended for those students who desire to pursue a career or graduate school in Social Work or Sociology.

BIB 105	Introduction to Bible	2
BIB 106	Life of Christ	2
BIB 205	Bible History Survey	2
BIB 206	Christian Thought	2
BIB/REL	Electives (1 course per semester)	8-11

Recommended BIB/REL electives:

REL 317	Ethics	
REL 372	Introduction to Philosophy	
REL 441	Major World Religions	
BIB 415	Personal Spiritual Development	
	Total Bible Credit Hours:	16-19
ENG 131	English Composition I	3
ENG 132	English Composition II	3
COM 131	Basic Speech	3
LIT 235	Western Literature through the Renaissance or	3
LIT 236	Western Literature since the Enlightenment	3
ART/MUS/THE 121	Appreciation	3
CSC 140	Information Processing	2
MAT 147	Intermediate Algebra or higher	3
NSC	A Lab Science Course	4
PE	2 Physical Education Courses	2
PSY 112	Life Skills	1
	Math, Science or Computer Science Elective (MAT 229 is highly recommended.)	3
HIS	American History or	
HIS	Western Civilization	3
	Total General Education Hours:	33

Track Required Hours

PSY 211	Marriage and Family	3
PSY 231	General Psychology	3
PSY 342	Group Dynamics	3
PSY 350	Family Systems	3
PSY 352	Introduction to Counseling	3
PSY 371	Personality Theories	3
PSY 426	Counseling Theories	3
PSY 452	Professional Seminar	3
PSY 481	Social Psychology	3
PSY 489	Psychology Practicum	3
SOC 231	Principles of Sociology	3
SOC 351	Understanding Multicultural Diversity	3
SWK 231	Introduction to Social Work	3
SWK 233	Human Behavior and the Social Environment I	3
SWK 333	Human Behavior and the Social Environment II	3
SWK 350	Social Welfare Policy	3
SWK 352	Methods of Social Work	3
	Total Track Hours Required:	51
	Minor Minimum Hours Required:	18

Note: Christian Counseling minor, Psychology, and/or Human Services minor cannot be declared. Sociology, Alternative Dispute Resolution, Christian Service for Women, Youth Ministry, and/or Family Ministry minors are recommended.

Electives: Non-specified 7-10

**Total Hours for B.S. degree in
Psychology (Human Services Track): 128**

General Minors

Dispute Resolution

18 hours comprised of SOC 381, 382, 383, PSY 352, REL 371, and PSY 481 (for psychology, liberal studies, and education majors) or MGT 334 (for business majors) or BIB 421 (for Bible majors).

Bible

The minor includes 21 hours including the 8 hours of Bible survey courses (from 105, 106, 205, 206, or approved equivalents). The remaining 13 hours must be chosen from BIB prefixed courses and must include at least 6 hours of upper level textual studies, 2 hours of doctrinal studies, and 3 hours of ministry. This minor is not available to Bible majors.

Biblical Languages

18 hours, including at least 6 hours of Hebrew and 6 hours of Greek (may include the Greek required for the B.A. degree).

Biblical Text

A student must earn 18 hours, including 15 hours of upper level textual studies, plus 3 hours chosen from biblical history, ministry, or doctrine, in addition to the requirements of the major.

Business

Available only to non-business majors. A total of 21 hours in business courses including:

- 1) Completion of 18 hours of business “core” courses including ACC 221, ACC 222, BUS 121, BUS 333, MGT 330, and MKT 330.
- 2) An additional 3 hours of upper-division (300 or 400 level) electives selected from ACC, BUS, MGT, or MKT.

Christian Counseling

A student pursuing this minor must have PSY 231, or 233, ideally in the student’s lower-level core studies. The minor requires PSY 342, 350, 352, 371, 426, 472; BIB 347, 343, 345, 415, and 4 hours of upper-level text. A student completing a counseling practicum in addition will be granted a certificate of Christian Counseling.

Christian Service for Women

Available only to women. 18 hours, including BIB 225, 327, 329, 415, 5-6 hours of upper level textual studies, and 2-3 hours in a BIB elective course.

Church Music

20 hours including MUS 122, 141, 142, 143, 144, 221, 222. Four semesters of MUS 100. 2 hours of instruction from MUS 113, 115, 116, 117, 118 or 119. Two credit hours of performing ensemble (MUS 110, 111, 112, or 114).

Communications

18 hours selected from the following must be completed for the minor in communications: BUS 310, COM 238, 321, 330, 331, 332, ENG 301, 331, 333.

Education

17/18 hours EDU 200, 201, 320; PSY 233; REL 371 or 372; One of the following: LIT 237, MAT 251, NSC 144.

Family Life Ministry

A student pursuing this minor must have PSY 233, ideally in the student's lower-level core studies. The minor requires a minimum of 18 hours beyond the requirements of the major. The minor for Bible majors requires 9-12 hours of PSY 342, 350, 352, 371; 2-5 hours of ministry and 3-5 hours textual or doctrinal studies beyond the requirements of the student's major. The minor for psychology majors requires PSY 342, 350; 5 hours of ministry (including 225); and 7 hours of upper level textual studies. For all other students the minor requires 9 hours from PSY 342, 350, 352, 371; 5 hours of ministry (including 225), and 7 hours of upper level textual studies.

Greek

18 hours of Greek (may include the 12 hours of Greek required for the B.A. degree).

History

18 hours, including 6-9 hours from HIS 131, 132, 133, or 134 (Bible majors should take 131 and 133), and 9-12 hours from HIS 301, 311, 317, 351, 353, REL 341, 342. Students taking REL 341, 342, and HIS 351 have an emphasis in Church History.

Human Services

18 hours consisting of the following courses: SOC 351, SWK 231, 233, 333, 350, 352.

Liberal Studies

The minor requires 18 credit hours of 300 or 400 level courses in liberal studies, with no more than six hours of credit per area of the 5 baccalaureate areas (religion, history, literature, fine arts/communication, and behavioral/social sciences).

Literature

Eighteen hours in literature and English including nine to twelve hours selected from LIT 235, 236, 301 and 302 and six to nine hours selected from LIT 311, 312, 321, 322, 341, 347 and ENG 331.

Missions

18 hours, including SOC 341, BIB 320, 332, or 325 focused in missions, 421, REL 441, and 3 hours of upper level text. GEO 231 is recommended for the student's social science electives; PSY 484 is recommended as a supporting course. If not a Bible major, must have 4 hours of upper level text (including either BIB 305 or 308) and 322 in addition to the requirements of the minor.

Music

19 hours in music including MUS 141, 142, 143, 144, 221, four semesters of MUS 100, one hour of piano instruction (MUS 103 - Advanced students can substitute MUS 113), 2 hours of MUS 113, 115, 116, 117, 118 or 119, and 1 hour of MUS 313, 315, 316, 317, 318, or 319. The remaining 4 hours can be taken from MUS 111, 112 or 114.

Psychology

18 hours of psychology course work including PSY 231, 352, 371, and 9 hours chosen from the following options:

PSY 233 or 211 (choose one)

PSY 342 or 351 (choose one)

PSY 421, 426, 472 or 481 (choose one)

Religious Education

18 hours, including 15 hours of BIB 321, 343, 345, 347, EDU 320, PSY 351 and 3 hours of upper level text in addition to the requirements of the major. If not a Bible major, must have 8 hours of upper level text in addition to the requirements of the minor.

Religious Studies

18 hours, including 12 hours of religious studies, BIB 346 and 3 hours of upper level text in addition to the requirements of the major. If not a Bible major, must have 3 hours of upper level text in addition to the requirements of the minor.

Sociology

18 hours, including nine hours from SOC 231, 341, 351, and nine hours chosen from SOC 290-299, 327, 383, SWK 233, REL 441, 371, 373. A chosen course cannot also be a requirement in a major area of study.

Youth Ministry

This major requires a minimum of 18 hours and more for some students. A student pursuing this minor must have PSY 233, ideally in the student's lower-level core studies. The minor for Bible majors includes PSY 342, 350, 352, 371; BIB 351, and 3 hours of textual or doctrinal studies beyond the requirements of the student's major. The minor for psychology majors includes PSY 342, 350; 5 hours of ministry (255, 351); and 7 hours of upper level text. For all other students who are neither Bible majors nor psychology majors, the minor includes PSY 342, 350, 352, 371; 5 hours of ministry (225, 351); and 7 hours of upper level textual studies.

Associate Degree Programs

Course Requirements for the Associate of Arts Degree

Becoming a Master Student*	1 hour
Art/Mus/The Appreciation*	3 hours
Bible 105, 106, 205, 206**	8 hours
Computer Science*	2 hours
English Composition 131, 132*	6 hours
Western Literature*	3 hours

Mathematics 147 or higher*	3 hours
Natural Science*	4 hours
Other Math (147 or Higher), Science or Computer Science*	3 hours
Physical Education /1 Activity (2 courses)*	2 hours
Social Science Electives (must include 3 hrs of PSY or SOC)*	6 hours
US History/Western Civilization*	3 hours
Basic Speech Communication*	3 hours
Electives	17 hours
 Total Hours	 64 hours

*General Education Requirements

**Or equivalent courses as prescribed by the program

Course Requirements for the Associate of Science Degree (Pre-Professional; Pre-Medical; Pre-Dental)

Becoming a Master Student	1 hour
Bible 105, 106, 205, 206	8 hours
English Composition 131, 132	6 hours
Western Literature	3 hours
Mathematics, Natural Science, and Computer Science	28 hours
Mathematics 151 and above	6-18 hours
Natural Science	8-20 hours
Computer Science	2-14 hours
Physical Education/ (2 courses/ 1 activity)	2 hours
Social Science Electives (must include 3 hrs of PSY or SOC)	6 hours
US History/Western Civilization	3 hours
Basic Speech Communication	3 hours
Electives	4 hours
 Total Hours	 64 hours

Note: Participation in the Summer International Studies Program may affect the appropriate sequence of courses taken the first four semesters. Consult with your academic advisor.

SUGGESTED SCHEDULES



Suggested Schedule for the Bachelor of Arts Degree and Bachelor of Science Degree in Bible

Years: 1-2

First Semester (fall)

Introduction to Bible	2
Composition I (or ENG 130 if needed)	3
Introduction to Information Processing	2
Intermediate Algebra (or earlier math if needed)	3
Becoming a Master Student	1
Basic Speech	3
Biblical Language, if desired, or PED, as needed to fill schedule, 2 hours required	1-3
Total Hours	15-17

Second Semester (spring)

Life of Christ	2
Composition II, or next course in sequence	3
Natural Lab Science	4
History (required 100 level course)	3
Introduction to Ministry (spring only, with permission)	2
Biblical Language, if desired, or PED, as needed to fill schedule, 2 hours required	1-3
Total Hours	15-17

Third Semester (fall)

Bible Survey	2
Literature, or next course in English/Literature sequence	3
Appreciation (ART, MUS, or THE)	3
Social Science (PSY or SOC)	3
Social Science elective	3
Biblical Languages (year 1 or 2), if desired, or general education elective	3
Total Hours	17

Fourth Semester (spring)

Christian Thought	2
elective (Intro to Ministry if not taken previously)	2-3
CSC/ MAT/NSC elective	3
Biblical Languages (year 1 or 2), if desired	3
General education electives, or major/minor course work	5-9
Total Hours	16

Suggested Schedule for the Bachelor of Science Degree Information Technology Years: 1-2

First Semester

Introduction to Bible	2
English Composition I	3
Physical Education	1
Becoming a Master Student	1
Principles of Macroeconomics	3
Introduction to Business	3
Principles of Information Systems	3
Total Hours	16

Second Semester

Life of Christ	2
Basic Speech Communication	3
English Composition II	3
Principles of Microeconomics	3
Information Processing	2
Physical Education	1
U.S. History or Western Civilization	3
Total Hours	17

Third Semester

Bible History Survey	2
General Psychology	3
Social Science Elective (SOC 231 for HRM)	3
Western Literature	3
College Algebra	3
Structured Programming.....	3
Accounting I	3
Total Hours	17

Fourth Semester

Christian Thought	2
Music or Art Appreciation	3
Laboratory Science	4
Introduction to Statistics	3
Networks and Networking Technology	3
Accounting II	3
Total Hours	18

Suggested Schedule for the Bachelor of Science Elementary Education Years: 1-2

First Semester

Introduction to Bible	2
Becoming a Master Student	1
English Composition I	3
U. S. History I	3
General Biology I	4
Art, Music or Theater Appreciation	3
Total Hours	16

Second Semester

Life of Christ	2
Basic Speech Communication	3
English Composition II	3
Western Civilizations II	3
Information Processing	2
Physical Education	1
Western Literature I or II	3
Total Hours	17

Third Semester

Bible History Survey	2
U. S. Government or World Pol. Geography	3
Mathematics for Teachers	3
Introduction to Education	2
Classroom Media	1
General Physical Science & Lab	4
Human Growth and Development	3
Total Hours	18

Fourth Semester

Christian Thought	2
Math in the Elementary School	3
Research, Writing, and Speaking	2
Survey of Exceptional Children	3
West Virginia History	3
Methods of Teaching Music	2
Classroom Management	2
Total Hours	17

Suggested Schedule for the Bachelor of Science Elementary Education Years: 3-4

Fifth Semester

BIB	2
Technology Applications	2
Educational Psychology.....	3
Methods of Teaching Language Arts.....	3
Methods of Teaching Reading	3
Elective	3
Total Hours.....	16

Sixth Semester

BIB	2
Methods of Teaching Math K-6	3
Methods of Teaching Health & P.E. K-6	2
Methods of Teaching Science	3
Children's Literature.....	3
Diagnostic and Prescriptive Reading	3
Total Hours.....	16

Seventh Semester

BIB	2
Curriculum K-6	3
Methods of Teaching Social Studies	2
Methods of Teaching Art.....	2
Understanding Multicultural Diversity	3
Physical Education	1
Elective	3
Total Hours.....	16

Eighth Semester

BIB	2
Student Teaching (K-3)	4-8
Student Teaching (4-6)	4-8
Senior Seminar	2-4
Total Hours.....	14-16

Suggested Schedule for Bachelor of Science Secondary Education Years: 1-2

First Semester

Introduction to Bible	2
English Composition I	3
American History I or Western Civilization I	3
Biology I or General Physical Science I	4
Physical Education	1
Becoming a Master Student	1
Information Processing or Introduction to Computer Science	3
Total Hours	16

Second Semester

Life of Christ	2
English Composition II	3
Human Growth and Development	3
Sociology or Psychology	3
Basic Speech	3
Physical Education	1
Elective	1
Total Hours	16

Third Semester

Bible History	2
Math	3
Western Literature Through the Renaissance	3
Introduction to Education	3
Content Specialization Course	3
Art, Theatre, or Music Appreciation	3
Total Hours	16

Fourth Semester

Christian Thought	2
Multicultural Diversity	3
Educational Psychology	3
Technology Applications	2
Exceptional Children	3
Content Specialization Course	3
Total Hours	16

Suggested Schedule for the Bachelor of Science Degree Psychology Years: 1-2

First Semester

Introduction to Bible	2
Basic Speech Communication	3
English Composition I	3
General Psychology	3
Information Processing	2
Physical Education	1
Becoming a Master Student	1
Total Hours	15

Second Semester

Life of Christ	2
Intermediate Algebra	3
English Composition II	3
Elective or Introduction to Social Work	3
Art Appreciation	3
Elective	3
Total Hours	17

Third Semester

Bible History Survey	2
Western Literature through the Renaissance	3
Marriage and Family	3
Lab Science	4
Western Civilization I	3
Physical Education	1
Total Hours	16

Fourth Semester

Christian Thought	2
Intro to Statistics or Math/Science Elective	3
Human Growth and Development	3
Elective	4
Elective	4
Total Hours	16

**Suggested Schedule for the Bachelor of Arts Degree
Liberal Studies Years: 1-2**

First Semester

Introduction to Bible	2
Basic Speech Communication	3
English Composition I	3
US History I	2
Mathematics	3
Physical Education	1
Becoming a Master Student	1
Total Hours.	16

Second Semester

Life of Christ	2
Art Appreciation	3
English Composition II	3
Information Processing	2
US History II	3
General Psychology	3
Physical Education	1
Total Hours	17

Third Semester

Bible History Survey	2
Western Civilization I	3
Western Literature through the Renaissance	3
US Government	3
General Physical Science I	4
Electives	2
Total Hours	17

Fourth Semester

Christian Thought	2
Western Civilization II	3
Western Literature Since the Enlightenment	3
Music Appreciation	3
Electives	4
Total Hours	15

Suggested Schedules for A.A. and A.S. Programs In Selected Majors

The following schedules are suggestions only; other options are possible. The order in which they are listed is not always the only possible order. Consult your advisor or the course descriptions to discover whether it is possible to take a course in a different semester than the one in which it is listed in the suggested schedules.

In most cases, you will find the suggested schedules to be best for the sequence of required courses. Consult the degree program listings to determine whether a given course is required.

All freshmen are required to take ENG 131 and 132, and BIB 105 and 106, unless they have already taken these courses.

Suggested Schedule for the Associate of Arts Degree (Undecided Major) Years: 1-2

First Semester

Introduction to Bible	2
English Composition I	3
Basic Speech Communication	3
Information Processing	2
Art Appreciation	3
Becoming a Master Student	1
Elective	2
Total Hours	16

Second Semester

Life of Christ	2
English Composition II	3
Music Appreciation	3
Mathematics	3
Marriage and Family	3
Physical Education	1
Total Hours	15

Third Semester

Bible History Survey	2
Physical Science I	4
General Psychology	3
Principles of Macroeconomics	3
Physical Education	1
Elective	3
Total Hours	16

Fourth Semester

Christian Thought	2
Western Civilization II	3
Physical Science II	4
Principles of Microeconomics	3
Western Literature since the Enlightenment	3
Electives	2
Total Hours	17

Suggested Schedule for the Associate of Arts Degree (B.S. in Music) Years: 1-2

First Semester

Introduction to Bible	2
English Composition I	3
Physical Science I	4
Information Processing	2
Performance Ensembles	1
Sight Singing/Ear Training I	1
Music Theory I	3
Becoming a Master Student	1
Total Hours	17

Second Semester

Life of Christ	2
English Composition II	3
Basic Speech Communication	3
Art Appreciation	3
Performance Ensembles	1
Music Theory II	3
Sight Singing/Ear Training II	1
Private Instrument/Voice	1
Total Hours	17

Third Semester

Bible History Survey	2
Western Literature through the Renaissance	3
Western Civilization I	3
Introduction to Computer Science	3
Music Theory III	3
Sight Singing/Ear Training III	1
Private Instrument/Voice	1
Physical Education	1
Total Hours	17

Fourth Semester

Christian Thought	2
Music Theory IV	3
Sight Singing/Ear Training IV	1
Private Instrument/Voice	1
Physical Education	1
Mathematics	3
Marriage and Family	3
Human Growth and Development	3
Total Hours	17

Suggested Schedule for the Associate of Science Degree (for transfer to a B.S. program in Science or Engineering)

First Semester

Introduction to Bible	2
English Composition I	3
Calculus I	4
Basic Speech Communication	3
Physics I/ Chemistry I	4
Becoming a Master Student	1
Total Hours	17

Second Semester

Life of Christ	2
English Composition II	3
Calculus II	4
General Psychology	3
Physics II/Chemistry II	4
Total Hours	16

Third Semester

Bible History Survey	2
Western Literature through the Renaissance	3
Chemistry I/ Physics I	4
Laboratory Science/Computer Science	3-4
Western Civilization I	3
Physical Education	1
Total Hours	16-17

Fourth Semester

Christian Thought	2
Information Processing	2
Chemistry II/ Physics II	4
Social Science Elective	3
Laboratory Science/Computer Science	3-4
Physical Education	1
Total Hours	15-16

Suggested Schedule for the Associate of Science Degree (for transfer to a B.S. program in pre-medical/pre-dental)

First Semester

Introduction to the Bible	2
English Composition I	3
Introduction to Computer Science	3
Physics I/Chemistry I	4
Calculus I	4
Becoming a Master Student	1
Total Hours	17

Second Semester

Life of Christ	2
English Composition II	3
Speech 3	
Physics II/Chemistry II	4
Calculus II	4
Total Hours	16

Third Semester

Bible History	2
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Western Civilization I	3
Western Literature through the Renaissance	3
Biology I	4
Chemistry I/Physics I	4
Physical Education	1
Total Hours	17

Fourth Semester

Christian Thought	2
Elective	3
General Psychology	3
Chemistry II/Physics II	4
Biology II/Anatomy & Physiology	4
Physical Education	1
Total Hours	17

COURSE DESCRIPTIONS



Course Numbering Information

Course numbers have three digits. The first digit indicates the level of the course: “1” for freshman, “2” for sophomore, “3” for junior, and “4” for senior. Courses numbered 300 or above may be taken only by juniors and seniors, except by special arrangement with the instructor and the Provost. Courses not dated are offered each semester.

Bible

Note: In the area of Bible, students who are not Bible majors are encouraged to choose from 105, 106, 205, 206, 306, 308, 309, 311, 312, 327, 329, 332, 344, 348, and 415. Students meeting certain requirements may take 325, 411, 413. One hour Bible courses (except 411) do not fulfill the institutional Bible course requirement. All students are welcome to take other Bible courses numbered 300-499; however, students should realize that these courses will often be more technical in nature.

General Education

BIB 105 Introduction to the Bible (2 credits) This course introduces the beginning Bible student to such concerns as how we got the Bible, the authority and inspiration of Scripture, basic Bible content, comparative religious studies (apologetic), how to understand the Bible, and issues of human origins. Offered fall.

BIB 106 Life of Christ (2 credits) This course surveys the gospel accounts of the life of Christ to introduce students to both historical and thematic content of the Gospels from which practical applications can be drawn. Offered spring.

BIB 205 Survey of Bible History (2 credits) This survey of the history of the Bible, from Genesis to about 100 A.D., is designed to acquaint students both with the historical chronology, OT wisdom and prophetic literature, and such themes as God, humanity, relationship problems between God and humanity, ethics, and worship which are characteristic of both testaments. Acts through Revelation as covenant literature reflecting God’s plan for relationship with his people is especially emphasized. Offered fall.

BIB 206 Christian Thought (2 credits) A basic apologetic and comparative religions course designed to help the student identify distinctive Christian thought and answer the question, “What does it mean to be a Christian?” Offered spring.

BIB 280 Biblical Studies International (3 credits) Offered in the International Summer Semester 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 in the International Summer Semester 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.

Textual Studies

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. As such, this course may qualify, with prior permission, as a doctrinal or practical ministry course. Offered Maymester or on demand.

BIB 305 Galatians and Romans (3 credits) A careful exegesis of the text of Galatians and Romans with emphasis upon Paul’s concept of law, gospel, grace, and faith. Offered fall 2004 and fall, odd-numbered years thereafter.

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. Offered fall. Students cannot take both 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. Offered fall 2003 and spring, odd-numbered years thereafter.

BIB 308 I Corinthians (2 credits) A general study of I Corinthians focused on practical applications, moral choices, and healthy church dynamics and relationships. Offered spring. Students cannot take both 308 and 408.

BIB 309 Selected Pauline Epistles (2 credits) An introductory historical and exegetical study working toward practical applications in selected Pauline passages. Offered spring, odd-numbered years.

BIB 310 Synoptic Gospels (3 credits) A study of the gospels of Matthew, Mark, and Luke with a critical introduction to the synoptic problem and exegesis of selected texts in the three gospels. Offered fall, even-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. 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. Offered spring, even-numbered years.

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. 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. Offered fall, odd-numbered years.

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. Offered spring, even-numbered years.

BIB 402 Luke-Acts (3 credits) A survey of Luke-Acts with special emphasis upon the doctrinal similarities and the overall themes and purposes of Luke's writings. Offered Maymester or on demand.

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. 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. 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. Students cannot take both BIB 306 and BIB 406. Offered fall.

BIB 407 Daniel-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. 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. Students cannot take both BIB 308 and BIB 408. Offered spring.

BIB 411 Jesus, The Master Teacher (1 credit) Seminar examining Jesus' teaching content, style, and context with practical applications. Prerequisite: concurrent enrollment in the student teaching block.

BIB 412 Gospel of John (3 credits) An exegetical study of the Gospel of John with special attention to introductory material and critical questions. Students cannot take both BIB 312 and BIB 412. Offered spring, even-numbered years.

Biblical Language Studies

BIB 161 New Testament Greek I (3 credits) The essentials of New Testament Greek language including vocabulary, the basic inflections, and syntax. Offered fall, even-numbered years.

BIB 162 New Testament Greek II (3 credits) A continuation of Greek I. Includes exercises in translation. Offered spring, odd-numbered years.

BIB 261 Hebrew I (3 credits) The essentials of the Hebrew language, including vocabulary, forms, and syntax. Offered fall, odd-numbered years.

BIB 262 Hebrew II (3 credits) A continuation of Hebrew I. Includes exercises in translation. Offered spring, even-numbered years.

Note: The following readings courses may count as textual courses unless they are required for the major or minor.

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. Offered fall, odd-numbered years.

BIB 266 Greek Readings II (3 credits) A continuation of Greek Readings I with special attention to the application of grammatical principles to the interpretation of New Testament passages. Selected passages are translated from the gospels and from Paul. Offered spring, even-numbered years.

BIB 363 Hebrew Readings I (3 credits) A review of grammatical principles, vocabulary development, and translation of selected Old Testament passages. 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. 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 backgrounds of the Greek text and stresses the critical study of the Biblical text and the textual apparatus. Offered fall, on demand.

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. Offered spring, on demand.

Doctrinal Studies

NOTE: REL 251, 341, 342, 371, and 441 may also be counted as doctrinal courses.

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. 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. Offered fall, even-numbered years.

BIB 345 New Testament Doctrine (3 credits) 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. Offered spring, odd-numbered years.

BIB 346 Contemporary Religious Doctrines (3 credits) An examination of the theology and systems of doctrine found in modern denominations in comparison to Biblical teaching. 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. 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. Offered spring.

Practical Ministry

NOTE: MUS 122, PSY 211, PSY 350, PSY 352, PSY 426, PSY 427, SOC 341, 381, 382, and 383 may be counted as practical ministry courses.

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. Prerequisite: 30 hours or permission. Offered spring.

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. 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. Offered spring, even-numbered years.

BIB 322 Introduction to Missions (3 credits) 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. 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. Offered Spring, odd-numbered years.

BIB 324 Advanced Homiletics (3 credits) An advanced study of homiletics which explores and evaluates various homiletic approaches. Offered Maymester and on demand.

BIB 325 Ministry Field Laboratory (1-3 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 simultaneously or previously. 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, PED 130 must be taken simultaneously. Does not fulfill institutional Bible course requirements.

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. Offered spring, odd-numbered years.

BIB 329 Women in Christian Service (3 hours) 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. Offered fall, even-numbered years.

BIB 332 Global Missions Awareness (2 hours) An introduction to global religious concerns, with components introducing world religions, missions' issues, global ethical issues, and cultural and social anthropology. Offered fall, odd-numbered years.

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. Offered fall, even-numbered years.

BIB 413 Teaching the Bible (1 credit) A practical study of the techniques and tools for bringing the Biblical text into a practical, classroom situation. Does not fulfill institutional Bible course requirement. Offered with BIB 411.

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. Offered fall, and on demand, in spring.

BIB 421 Church Growth and Leadership Dynamics (3 credits) A study of the organization culture and dynamics of the local church with emphasis on the responsibilities, roles and functions of preachers, elders and deacons. Attention is given to organizational change and development and surveying some of the tools available to facilitate congregational health. Offered fall, 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. 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. Prerequisite: senior standing or permission of the instructor.

Arranged Bible Courses

BIB 290-299 Sophomore Seminar (1-5 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 490 Guided Research (1-3 credits) A 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.

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, Mathematics and Information Technology

Accounting

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. Offered fall.

ACC 222 Accounting II (3 credits) Continuation of Accounting 1. 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, odd-numbered years.

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. Prerequisite: ACC 222 and or consent. Offered fall. (Not recommended for accounting majors)

ACC 341 Cost Accounting I (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 (3 credits) Professional accounting work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Accounting major or minor with minimum of ACC 321 or ACC 421, 75 credit hours, 2.75 GPA, and approval of program director. 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, odd numbered years.

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, even-numbered years.

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 spring, odd-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 program director. Offered fall, even-numbered years.

ACC 451 Advanced Accounting I (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 program director. Offered spring, odd-numbered years.

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 222. Offered fall, odd-numbered years.

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.

ACC 496 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 program director. Offered on demand.

ACC 498 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.

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. Offered fall and spring.

BUS 233 Personal Finance 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. Offered spring even numbered years.

BUS 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. Offered fall.

BUS 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 spring.

BUS 290-299 Sophomore Seminar (1-5 credits) Seminar on selected topics of current interest in business administration. May be on campus or in field laboratory setting. Offered on demand.

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. Offered fall.

BUS 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. Fee attached. TI BA-II plus calculator required.

BUS 371 Business Ethics (3 credits) A study of the legal framework under which U.S. business conduct, corporate ethics, individual ethics, and mutual responsibilities of employers and employees. 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: Junior standing. Offered spring, even-number years. Open to business majors only or consent.

BUS 399 Business Administration Internship (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: General Business Administration major with minimum of 75 credit hours, 2.75 GPA, and approval of program director. 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, odd-numbered years.

BUS 432 Business Law II (3 credits) An advanced study of the legal framework under which U.S. businesses operate. Topics include debtor-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. Prerequisite: BUS 237 and junior standing, or consent. Offered spring, even-numbered years.

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, or consent; cumulative

GPA of 2.0 in all business courses taken. Course must be passed with a “C” or above to receive credit. Offered spring.

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 designed to address in an in-depth manner a topic of special, current interest in the discipline.

BUS 496 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 program director. Offered on demand.

BUS 498 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 spring, even-numbered years.

Management

MGT 330 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, junior standing, or consent. Offered fall.

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 CSC 140 or 141; recommended: MGT 330. Offered spring.

MGT 333 Production/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; MGT 330. Offered spring, odd-numbered years.

MGT 334 Principles of Industrial-labor 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: BUS 237. Offered fall.

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: PSY 231, MGT 330 or consent. Offered spring.

MGT 399 Management Internship (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Business Management or Human Resource Management major with minimum of 75 credit hours, 2.75 GPA, and approval of program director. 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: BUS 121 and 237, MGT 330 and junior standing, or consent. Offered fall, odd-numbered years.

MGT 431 Human Resource Management (3 credits) Study of employer/employee relationships, personnel policies and administration, recruitment, training, supervision, and discipline issues. Prerequisite: MGT 330 and junior standing, or consent. Offered fall, odd-numbered years.

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. Prerequisite: MGT 431, junior standing, or consent. Offered spring, even-numbered years.

MGT 451 Employment Law 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 490 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.

MGT 496 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 program director. Offered on demand.

MGT 498 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 spring, even-numbered years.

Marketing

MKT 330 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 and sophomore standing or consent. 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: MKT 330 or consent. Offered fall even-numbered years.

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 330 or consent. Offered fall 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 330 or consent. Offered fall even-numbered years.

MKT 399 Marketing Internship (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Marketing major with a minimum of 75 credit hours, 2.75 GPA, and approval of the program director. 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 431 Retail Marketing (3 credits) A study of the structure, environment, and institutions involved in retailing as well as the principles that underlie the successful operation of those retail institutions. Specific topics include store design and layout, organization and structure of the firm, merchandise management, buying, promotion, and customer service. Prerequisite: MKT 330 or consent. Offered spring of odd-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 330, MAT 229, or consent. Offered fall odd-numbered years.

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.

MKT 496 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 program director. Offered on demand.

MKT 498 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 spring, even-numbered years.

Computer Science

CSC 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. Certification Preparation: MOUS (Microsoft Office)

CSC 141 Introduction to Computer Science (3 credits) Introductory concepts of computer organization, data structures, and computer logic. Survey of the history, uses, and social implications of computer systems. Offered fall.

CSC 142 Principles of Information Systems (3 credits) This is an introductory course in Management Information Systems for an undergraduate level. The course is designed to introduce students to the role of information technologies and information systems in organizations. Basic concepts and terminology regarding development and applications of information systems will be covered. The course will emphasize both organizational and technical aspects related to information systems in organizations.

CSC 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. Prerequisites CSC 140 or consent. Offered Maymester.

CSC 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, this course provides additional coverage of Windows 2000 and XP technologies and the UNIX and Linux operating systems. Topics include: Networking Concepts and Fundamentals, Various types of Cabling and uses of them. Certification Preparation: NETWORK+.

CSC 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.

CSC 341 Client-Server Programming (3 credits) This course is designed to provide students with a solid understanding of Visual Basic .NET and the .NET framework which are radical changes in the evolution of Microsoft Windows and Web-based application development. Students will learn this new version of Visual Basic so they can use it with confidence and with ease. Topics include: Business Systems design with Microsoft.NET. Certification Preparation: MCSD.

CSC 342 Database Management Systems (3 credits) This course is an introductory 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, relational algebra, 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, query optimization and processing, transaction processing, concurrency control, and crash recovery. Topics include: Data Modeling, Normalization, SQL, Microsoft Access, Oracle. Certification Preparation: MOUS, OCP.

CSC 343 Internet Design and Development (3 credits) This course is designed to provide students with the ability to plan and develop well-designed Web sites that combine effective navigation with the use of graphics, text, and color. Building on their HTML skills, students enhance Web pages and gain a critical eye for evaluating Web site design. In addition students will be exposed to current development software and issues such as Cascading Style Sheets, Java Scripting, XML and Web Services. Topics include: HTML, DHTML, Cascading Style Sheets, Java Scripting, XML and Web Services. Certification Preparation: I-NET+.

CSC 344 information Technology Project Management (3 credits) This course is designed to provide students with an understanding of each and every recent innovation in Information Technology can be traced back to a project: the behind-the-scenes work that, when correctly managed, results in a new system, a new technology, or a new product in the marketplace. 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. Certification Preparation: MOUS, PMP (Project Management Professional).

CSC 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. Certification Preparation: SERVER+.

CSC 346 Electronic Commerce (3 credits) This course is designed to provide students with a baseline technical knowledge of Internet, intranet and extranet topics, independent of specific Internet-related career roles. Topics include Internet basics, Internet clients, Internet development, networking, security, and business concepts. Students will learn about the business uses of E-Commerce and ways of designing and implementing them in today's industries. Certification Preparation: NET+.

CSC 440 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.

CSC 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. Certification Preparation: Security+.

CSC 442 Systems Analysis and Design (3 credits) This course is designed to provide as a capstone course for students in the Information Technology degree program. 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.

Education

Education

EDU 200 Introduction to Education (2 credits) Career opportunities in education; the nature of the school, the profession, school law, and teacher education. Ten hours of field experience required. To be taken in sophomore year. Offered fall and spring.

EDU 201 Survey of 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 required. Prerequisite EDU 200 or consent of instructor. Offered fall and spring.

EDU 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. Offered spring.

EDU 300 Technology Applications in Education (2 credits) Use and apply software, programs and equipment needed by teachers and students in K-12 classrooms. Prerequisite: CSC 140 or 141.

EDU 301 Curriculum and Methods 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. Twenty hours of field experience is required. Prerequisites: EDU 200, 201, PSY 233, EDU 320, and one of the following: EDU 302, 303, or 304. Offered spring.

EDU 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. Prerequisites: EDU 200, 201, 320, and PSY 233. Offered fall.

EDU 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. Prerequisites: EDU 200, 201, 320, and PSY 233. Offered spring.

EDU 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. Prerequisites: EDU 200, 201, 320, and PSY 233. Offered fall.

EDU 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, HIS 135 or GEO 231, EDU 320, and provisional admission to the education program. Offered fall.

EDU 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.

EDU 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 is required. Prerequisites: EDU 320 and admission to the education program. Offered every semester.

EDU 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. Prerequisites: EDU 320 and provisional admission to the education program. Offered every semester.

EDU 323 Methods of Teaching Art (2 credits) 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.

EDU 324 Methods of Teaching Music (2 credits) 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 spring.

EDU 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. Ten hours of field experience is required. Prerequisites: MAT 149, 251, EDU 320, and provisional admission to the education program. Offered spring.

EDU 326 Methods of Teaching Science K-6 (3 credits) A study of philosophical and methodological issues related to teaching science to elementary students. Five hours field experience required. 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, 143, EDU 320, and provisional admission to the education program. Offered spring.

EDU 328 Methods of Teaching Reading (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. Ten hours of field experience is required. Prerequisite: ENG 131, 132, 302, EDU 320, 321 and provisional admission to the teacher education program. Co-requisite: EDU 327. Offered fall.

EDU 329 Curriculum and Methods of Physical Education and Health P-Adult (2 credits) This course is designed to acquaint the student with materials and methods for teaching physical education, health and safety. Primary physical education focus is a study of methods as they apply to the total program and to the organization, instruction, and selection of activities. Primary health focus is on the content and instructional aspects, with other discussions pertinent to health services, the school environment, the role of health agencies, and general administration of the health program. The role of the teacher in terms of safety, first aid procedures, and accident-reporting requirements will also be presented. Prerequisites: EDU 320 and admission to the teacher education program.

EDU 331 Curriculum and Methods of Math 5-Adult (2 credits) A study of the philosophy and methodology of teaching mathematics to high school students. Emphasis will be placed on higher level math. Prerequisites: EDU 321 and provisional admission to the education program. Offered fall and spring.

EDU 332 Curriculum and Methods of English 5-Adult (2 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. Prerequisites: EDU 320 and provisional admission to the education program. Offered fall and spring.

EDU 333 Curriculum and Methods of Teaching General Science 5-Adult (2 credits) A study of philosophical and methodological issues related to teaching science at the secondary level. Emphasis is placed on upper level sciences. Prerequisites: EDU 320 and provisional admission to the education program. Offered fall and spring.

EDU 334 Curriculum and Methods of Social Studies 5-Adult (2 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. Prerequisites: EDU 320 and provisional admission to the education program. Offered fall and spring.

EDU 413 Diagnostic and Prescriptive Reading (3 credits) A study of assessment and correction of classroom reading problems, their causes, and remediation. Instruction in use and evaluation of various diagnostic instruments. Prerequisites: EDU 237, 320, 327, 328, and admission to the education program. To be taken in semester prior to student teaching. Offered spring.

EDU 414 Classroom Media (1 credit) The value of media in learning and its use in actual teaching situations. Prerequisites: EDU 320 and provisional admission to the education program. Offered fall and spring.

EDU 415 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. Prerequisite: EDU 200, 201, 233, 320 and provisional admission to the education program. Offered fall and spring.

EDU 431 Student Teaching K-3 (4-8 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. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

EDU 432 Student Teaching 4-6 (4-8 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. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

EDU 433 Student Teaching 5-Adult (4-8 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. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

EDU 434 Student Teaching in Physical Education P-Adult (4-8 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. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

EDU 435 Student Teaching in Multi-Categorical Special Education K-Adult (1-4 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. Prerequisite: Elementary or secondary education certification, and approval of the Teacher Education Review Panel. Offered fall and spring.

EDU 451 Student Teaching Seminar (1-4 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: EDU 431 and 432, or 433. Prerequisite: Approval of the Teacher Education Review Panel. Taken during the student teaching semester.

EDU 490 Guided Research (1-6 credits) A senior-level independent research project designed by the student with assistance from the instructor. Offered on demand.

EDU 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.

EDU 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.

Health

HEA 232 First Aid/CPR (3 credits) The primary objective of this course is to familiarize the student with how to deal with emergency situations for adults, children, and infants. This includes information regarding basic principles of first aid and safety.

Physical Education

Activity courses are designed to emphasize the carry-over value of the recreational activity. Time will be spent on the teaching of skills, rules of the game, and good sportsmanship.

PED 110 Foundations of Physical Exercise (1 credit) Instruction and exercise in fundamental skills necessary to promote lifetime fitness awareness.

PED 111 Bowling (1 credit) Instruction and practice in the basic skills of bowling. Offered fall.

PED 112 Advanced Bowling (1 credit) Instruction and practice at the competitive level. Prerequisite: PED 111 or permission.

PED 113 Volleyball and Soccer (1 credit) Instruction and practice in the basic skills of volleyball and soccer. Offered spring.

PED 114 Racketball and Pickleball (1 credit) Lifetime activity course designed specifically for the learner to be introduced to the basic skills of the two racket sports.

PED 115 Golf (1 credit) Instruction and practice in the basic skills of golf. Offered fall.

PED 116 Table Tennis and Billiards (1 credit) Instruction and practice in the basic skills of table tennis and billiards.

PED 117 Weight Training and Conditioning (1 credit) Exercises designed to improve physical fitness and body mechanics.

PED 118 Beginning Basketball (1 credit) Instruction and practice in the basic skills of basketball. Offered spring.

PED 119 Advanced Basketball (1 credit) Advanced instruction and practice in basic skills and strategies of basketball. Offered spring.

PED 120 Varsity Basketball (1 credit).

PED 121 Varsity Baseball (1 credit) Offered spring.

PED 122 Varsity Volleyball (1 credit) Offered fall.

PED 123 Varsity Golf (1 credit).

PED 124 Varsity Softball (1 credit) Offered spring.

PED 125 Varsity Cheerleading (1 credit) Offered fall.

PED 126 Varsity Soccer (1 credit).

PED 127 Varsity Cross Country Running (1 credit).

PED 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.

PED 131 Officiating Volleyball (1 credit) Instruction in the official regulations of high school volleyball; successful completion yields certification as a fourth class high school volleyball official for the state of West Virginia.

PED 140 Introduction to Recreational Sports (1 credit) Introduction to activities, types of competition, responsibilities, scheduling, organization, publicity, scoring, awards, and related topics. Offered on demand.

PED 141 Aerobics (1 credit)

PED 231 Personal and Community Health (3 credits) A study of the principles of maintaining a healthy lifestyle and how that lifestyle affects and interacts to promote a community awareness of health matters and concerns.

PED 232 First Aid and CPR (3 credits) Covers principles of first aid including symptoms, prevention and care of injuries from accidents or sudden illness. Also included are the areas of safety and CPR. Offered spring.

PED 291 Outdoor Activities (1 credit) The purpose of this course is to engage any student who is physically capable and is interested in various outdoor activities. It is hoped that general knowledge and participation will be beneficial in the class as well as through the student's life. It is also hoped that a change in self-concept will develop through the association with the group of people participating together in these activities.

PED 301 Sport Officiating (2 credits) This course is designed to provide the student with knowledge and understanding of the rules and procedures for officiating sport 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 fall.

PED 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 area and provide suggested guidelines for prospective coaches to use in establishing their own style and method of coaching. Offered spring.

PED 290-299 Seminar in Physical Education (1-6 credits) Seminar on selected topics of current interest. May be on campus or off campus in natural setting of area of study. Offered on demand.

PED 303 Organization and Administration of Sports (3 credits) This course provides a basic foundation for career development in sports administration.

PED 310 Kinesiology (3 credits) This course emphasizes developmental patterns and history of physical movement and education.

PED 320 Rhythm and Movements for Children (1 credit) A comprehensive review of physical exercise as it relates to children with an emphasis on fine and gross motor skill development. Offered spring.

PED 410 Adapted Physical Education (4 credits) The study of physical education as it relates to curricular adaptations for students with physical or mental exceptionalities. Offered fall.

PED 480-489 Selected Topics in Physical Education (1-6 credits) A senior level independent project designed to address a topic of special interest in the discipline, in an in-depth manner. Offered on demand.

PED 498 Seminar in Physical Education (1-6 credits) Seminar on selected topics of current interest. Offered on demand.

Humanities

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 fall.

ART 131 Painting I (3 credits) An introductory course in oil painting: composition, color, coordination, and rendering values. Still life. Offered fall.

ART 132 Painting II (3 credits) Landscape: painting with the knife, textures, layering transparent colors. Offered spring.

ART 280 Art Appreciation Seminar International (3 credits) Offered in the International Summer Semester 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. Satisfies the General Education fine arts requirement.

Communications

COM 111 Newspaper Workshop (1 credit) Fundamentals of preparing a school newspaper. Actual experience in writing for and editing the Highlander, Ohio Valley's student newspaper. Meets at specially arranged lab times.

COM 115 Yearbook Workshop (1 credit) Fundamentals of college yearbook production. Actual experience in preparing the Vallerian, Ohio Valley's yearbook. 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. Offered spring, even-numbered years. Co-requisite: ENG 132.

COM 321 Public Speaking (3 credits) Preparation, delivery, and crucial evaluation of prepared speeches, including entertaining, informative, persuasive, inspirational, and motivational speeches. Offered fall. Prerequisite: COM 131 or consent of instructor.

COM 330 Oral Interpretation of Literature (3 credits) Instruction and practice in theory and skills of oral interpretation of various literary genres, including the essay, scripture, prose, poetry, children's literature, and drama. Offered fall, odd-numbered years.

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 (1-5 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.

English

ENG 120 English as a Second Language (3 credits) This course concentrates on word formation, grammar, spelling and phonetics necessary for listening, speaking, reading and writing. Elective credit only.

ENG 130 Introduction to 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. Elective credit only.

ENG 131 English Composition I (3 credits) Instruction and practice in planning, drafting, revising, and editing expository and persuasive prose,

for application both in other coursework and in situations outside the classroom. Prerequisite: ENG 130 or an 18 on the English section of the ACT.

ENG 132 English Composition II (3 credits) Instruction and practice in writing a research paper along with short papers designed to enhance critical thinking. Introduction to the major genres of literature. As in Composition 1, emphasis will be on the entire process of each writing assignment. Prerequisite: ENG 131 or equivalent. Co-requisite: ENG 133.

ENG 133 English Proficiency Examination (0-1 credit) Completion of an essay demonstrating satisfactory competence in written English. Taken concurrently for no credit with ENG 132. Students who do not successfully complete ENG 133 concurrently with ENG 132 must re-enroll in ENG 133 for credit each succeeding semester until a passing mark is attained.

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. 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 131 and 132. Offered spring.

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. Offered on demand.

ENG 333 Professional Writing (3 credits) An intensive research and writing course for pre-law majors and those bound for graduate school. Students will do research and write a major paper, present the paper orally to the class, and then defend conclusions. Prerequisites: ENG 131, 132. Offered spring, even numbered years.

French and Spanish

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.

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.

Note: Greek and Hebrew are offered through the Bible department.

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 fall.

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 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.

HIS 280 Historical Seminar International (3 credits) Offered in the International Summer Semester 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. Satisfies one of the general education requirements for history.

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. 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 consent. 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. Offered fall, even-numbered years.

HIS 453 World History Since 1900 (3 credits) A study of the most significant events and people 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 consent. Offered spring, odd-numbered years.

Humanities

HUM 290-299 Sophomore Seminar (1-5 credits) Seminar in selected topics in art, literature, or music. May be taken on campus or in field laboratory setting. Offered on demand.

HUM 451 Senior Seminar (2 credits) A capstone project which involves choosing a specific vocation that reflects the student's interest and academic background in Liberal Studies. 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 Liberal Studies degree helped in preparing for this type of occupation.

HUM 489 Humanities Practicum (1-3 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 taken repeatedly for credit but cannot be taken for more than 4 credits total. The practicum is given by the consent of the Director of Liberal Studies or by a designated instructor.

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

HUM 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.

HUM 496 Independent Study (1-3 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 program director. 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. Offered fall and spring.

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. Offered fall and spring.

LIT 280 Western Literature Seminar International (3 credits) Offered in the International Summer Semester 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. Satisfies the general education requirement for literature.

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 311 Short Story and Novel (3 credits) Definition, analysis, and critical evaluation of the short story, novella, and the novel. Prerequisite: LIT 235 or 236. Offered fall, odd-numbered years.

LIT 312 Drama and Poetry (3 credits) Definition, analysis, and critical evaluation of poetry and drama from the classical through the modern era. Prerequisite: LIT 235 or 236. Offered spring, 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 consent 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 consent of instructor. Offered spring, odd-numbered years.

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 minors in music. Offered every semester.

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. Offered fall and spring.

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. Offered fall and spring.

MUS 110-114 Participation in Performance Ensembles A maximum of four hours credit toward a degree may be earned in ensembles, but students may participate in any or all of the ensembles each semester, subject to the approval of the director.

MUS 110 Chamber Players (1 credit) Meets two days each week. Chamber music groups of varying size play music from the standard classical repertoire. Open to woodwinds, brass, strings, and piano.

MUS 111 Jazz Ensemble (1 credit) Meets two days each week. Performance of jazz standards of all styles and periods in a “big band” format of saxophone, brass, and rhythm sections.

MUS 112 A Cappella Singers (1 credit) Meets five days each week; audition is required. Ohio Valley's oldest and largest music ensemble. Approximately 40 students are selected as members each year. 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.

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. Prerequisite: consent of the instructor.

MUS 113 Private Piano (1 credit) An introduction to piano study for beginners, including basic keyboard theory, technique, fingering exercises, agility, and basic piano literature. Offered fall and spring.

MUS 114 Express (1 credit) Ohio Valley's Contemporary Christian ensemble. Meets 5 days each week; audition and interview are required. This group of approximately 6 performers 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.

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 and literature of Western music. Much class time will be devoted to developing an understanding of the core philosophical perspectives of the composers and the audiences of each compositional period. Emphasis is placed upon listening; theoretical and historical data are introduced only to point out the aesthetic qualities of specific pieces of music. No prior musical knowledge is necessary. Offered spring.

MUS 122 Fundamentals of Song Leading (2 credits) Elementary music theory, including a study of notation scale construction, rhythmic organization and music reading; congregational leading, hymn analysis, and worship planning. Offered fall, even-numbered years.

MUS 141-142 Music Theory I and II (3 credits each) The study of diatonic harmony, including written harmony (notation and part writing), keyboard harmony, and analysis of the small forms. To be taken concurrently with Sight Singing/Ear Training I and II. MUS 141 offered in fall. MUS 142 offered spring.

MUS 143-144 Sight Singing/Ear Training I and II (1 credit each) Includes rhythmic, melodic and harmonic dictation and sight singing of diatonic melodies and chord progressions. To be taken concurrently with Music Theory I and II. MUS 143 offered in fall; MUS 144 offered in 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 141, 142, 143, 144. Offered fall, odd-numbered years. Satisfies Fine Arts requirement (in place of MUS 121, ART 121 or THE 121).

MUS 241-242 Music Theory III and IV (3 credits each) The study of chromatic harmony and atonal music, including written theory (notation and part writing), keyboard harmony, and analysis of the large forms. Prerequisite: Music Theory I and II. To be taken concurrently with Sight Singing/Ear Training III and IV. MUS 241 offered in fall; MUS 242 offered in spring.

MUS 243-244 Sight Singing/Ear Training III and IV (1 credit each) includes rhythmic, melodic, and harmonic dictation and sight singing of chromatic melodies and chord progressions. Prerequisite: Sight Singing/Ear Training I and II. MUS 243 offered in fall; MUS 244 offered in spring.

MUS 313 Private Piano (1-2 credits) Consent of instructor required.

MUS 315 Private Voice (1-2 credits) Consent of instructor required.

MUS 316 Private Brass (1-2 credits) Consent of instructor required.

MUS 317 Private Percussion (1-2 credits) Consent of instructor required.

MUS 318 Private String (1-2 credits) Consent of instructor required.

MUS 319 Private Woodwind (1-2 credits) Consent of instructor required.

Reading

REA 130 College Reading (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. Elective credit only.

Religion

REL 280 Religious/Cultural Seminar International (3 credits) Offered in the International Summer Semester 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. Can be taken as a Bible/Doctrinal course.

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 and the development of Christian thought. Offered fall, odd-numbered years. Fulfills upper-level Bible course requirement.

REL 371 Ethics (3 credits) Survey of ethical teachings of the Bible and their application in today's society. Comparisons are made with other ethical systems. Fulfills upper-level Bible course requirement.

REL 372 Introduction to Philosophy (3 credits) A general introduction to the major thinkers, traditions, and problems of philosophy. The course includes a consideration of philosophic methods, epistemology, religion, and ethics. Offered fall, odd-numbered years. Fulfills upper level-Bible course requirement.

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. Using that worldview, this course will examine such contemporary religious issues as Biblical truth, postmodernism, pluralism, and diversity. Other social issues relating to poverty, the environment, and the changing roles of women will also be discussed. Fulfills upper-level 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. Offered spring, even-numbered years. Fulfills upper-level Bible course requirement.

REL 442 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) in America in the 18th and 19th centuries. Attention will also be given to how this movement interacted with various parallel religious currents and with the overall dynamics of a rapidly developing nation. Offered spring, even-numbered years. Fulfills upper-level Bible course requirement.

Theater

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 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.

Natural Science

Mathematics

MAT 130 Introduction to 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. Does not fulfill the mathematics general education requirement. Elective credit only.

MAT 140 Basic Algebra and Geometry (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. Does not fulfill the general education mathematics requirement. Prerequisite: MAT 130 or equivalent. Elective credit only.

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 coursework in high school. Prerequisite: MAT 140 or 18 on the mathematics section of the ACT.

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 140 or equivalent or 18 on the mathematics section of the ACT. 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 consent of instructor. Offered fall.

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 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.

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 equivalent. 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 149 or higher, or consent. Offered spring.

Natural Science

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 143 General Physical Science I (4 credits) A survey of the principles of astronomy, geology, and meteorology. An 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 22 or MAT 147 or higher. Offered fall.

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 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: MAT 151 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 310 Human Anatomy (4 credits) The study of the structure of the human body. Includes cells, tissues, the integument, skeletal system, muscular system, nervous system, endocrine system, sensory organs, cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system. Lecture 3 hours, lab 2 hours.

NSC 311 Human Physiology (4 credits) The study of the function of the human body. Includes study of cellular functions, tissues, special senses, the integument, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. For students pursuing certification in physical education, NSC 340 Exercise Physiology may be substituted for this course. Prerequisites: NSC 310. Lecture 3 hours, lab 2 hours.

NSC 312 Human Anatomy and Physiology for PE (3 credits) A study of the structure and function of the human body. Designed especially for physical education majors. Includes cellular organization, skeletal system, muscular system, cardiovascular system, respiratory system, and metabolism. Prerequisites: NSC 141 or consent of instructor. Offered spring.

NSC 340 Physiology of Exercise (4 credits) A study of the physiological responses and changes that occur in the human body as a result of physical exercise. Prerequisites: NSC 310, 311 or 312, or consent of the instructor. Offered spring.

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; NSC 141, 142, 143 or 144. Offered on demand.

Seminar

NSC/MAT/CSC 290-299 Seminar in Science and/or Mathematics and/or Computer Science (1-6 credits) Seminar on selected topics in computer science, mathematics, and natural sciences. Offered on demand.

Behavioral Sciences

Psychology

PSY 112 Life Skills (1 credit) Provides an orientation to college life through self-discovery coupled with instruction and practice in principles of effective study habits, attitudes, availability and use of college resources, and exploration of personal values and goals. Required of incoming students with less than 28 hours. Offered fall and spring.

PSY 211 Marriage and Family (3 credits) A study of dating, marriage, and family relationships with emphasis on mutual responsibilities. Not recommended for freshmen. Fulfills Bible requirement, after having taken BIB 105, 106, 205, 206. Offered fall and spring.

PSY 231 General Psychology (3 credits) An understanding of human behavior, unifying the physical, emotional, intellectual, and social aspects with current research findings and theories. Offered fall and spring.

PSY 233 Human Growth and Development (3 credits) A study of the psychological and physical development of the individual from prenatal through adolescence with attention to physical, mental, emotional, and social aspects. Offered fall and spring. Recommended for sophomores.

PSY 327 Psychology Field Laboratory (1-3 credits) Laboratory experience in a psychology environment which should be different from the practicum. Offered on demand.

PSY 331 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: MAT 229, PSY 231, or consent of instructor. Offered spring, odd-numbered years.

PSY 342 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. Offered fall and 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, odd-numbered years.

PSY 351 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. Offered spring, even-numbered years.

PSY 352 Introduction to Counseling (3 credits) An overview of the practice of counseling with emphasis on interviewing, assessment and evaluation. This study serves as an introduction to techniques of psychotherapy and various treatment strategies used in a variety of clinical settings. The student will also be introduced to a set of basic communication skills useful for managing conflicts as a participant and as an intervener. Ethical and legal issues will be considered. Offered fall.

PSY 371 Personality Theories (3 credits) A study of the major personality theories. Their 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 231 and 233 or consent of instructor. Offered spring.

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 231 or consent of instructor. Offered fall, even-numbered years.

PSY 426 Counseling Theory (3 credits) A study of the philosophies and theories underlying current counseling practices. Attention will be given to using current theories in counseling situations. Prerequisite: PSY 352 or consent of instructor. Offered spring, even-numbered years.

PSY 451 Professional Seminar (2 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. Offered fall.

PSY 472 Abnormal Psychology (3 credits) A study of the major types of psychopathologies, includes the classification, explanations, and treatments. Prerequisite: PSY 231, 233, 352, and 371 or consent of instructor. Offered spring, even numbered years.

PSY 481 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 231 or consent of instructor. Offered fall.

PSY 484 Research Design (3 credits) A study of research methods utilized in the social sciences. Prerequisites: MAT 229 or consent of instructor. Offered spring, odd-numbered years.

PSY 489 Psychology Practicum (3 credits) Supervised laboratory experience in a counseling environment. Prerequisite: PSY 352 and 426 or consent of instructor. Offered on demand.

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

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

PSY 496 Independent Study (1-3 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 program director. Offered on demand.

Sociology

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. Offered fall and spring.

SOC 290-299 Sociology Seminar (1-5 credits) Seminar on selected topics in the areas of psychology and sociology. Offered on demand.

SOC 280 Social Science Seminar International (3 credits) Offered in the International Summer Semester 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. Satisfies the General Education requirement for Social Science Elective (Psychology or Sociology).

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 hours) 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. Offered spring, 2004 and spring, odd-numbered years thereafter.

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. Offered fall and spring.

SOC 381 Introduction to Alternate Dispute Resolution (3 hours) 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 hours) 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 hours) 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 Mind-Sets, Polarity Management of non-mutually exclusives (thought to be irreconcilable pole of differences) and other management styles will be explored. Offered fall, 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. 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: HBSE I. 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. Offered spring, even-numbered years.

Institute for Adult Learning

Continuing Education

Ohio Valley College offers continuing education programs in the evenings and on Saturdays for adults through its Institute for Adult Learning (IAL). Adult education offerings by the IAL include the Associate of Arts degree in Professional Studies, the Associate of Applied Science in Health Technology, the ADVANCE business administration baccalaureate degree completion program in Organizational Management, a degree endorsement in Alternate Dispute Resolution, and a degree endorsement in Practical Accounting. The IAL also offers two day programs, certificates in practical nursing and business technology, in partnership with the West Virginia Public School system and the West Virginia Department of Education.

Evening and Saturday adult programs in the IAL are designed for working adults at least 25 years of age with 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 CAEL and HLC guidelines. This experience plays a key role in the adult learning process, which integrates past and present work and life experiences with on-going reading, writing, and classroom processing.

Course Requirements for Associate of Arts Professional Studies

Humanities

English Composition	3
Writing for Professionals	3
Basic Speech	3
Literature	3
Humanities Elective (Music, Art)	3
Total Humanities Requirements	15

Math, Science, Computer Science

Intermediate Algebra.....	3
Quantitative Methods for Professionals	4
Introduction to Biology	3
Information Processing	2
Total Math/Science/Computer Science Requirements.....	12

Social Science (any four of the following courses)

History elective	3
General Psychology	3
Understanding Multi-Cultural Diversity	3
American Government	3
Law and Society	3
Total Social Science Requirements	15

Bible

Introduction to the Bible	2
Life of Christ	2
Survey of Bible History	2
Total Bible Requirements	6

Other

Orientation to College	1
Adult Health	2
Total Other Requirements	3

Credit for Prior Learning or Elective Credit	13
Total hours required for A.A. (Professional Studies)	64

Professional Studies Curriculum

ENG 191 English Composition (3 credits) Instruction and practice in planning, drafting, revising, and editing writing for application both in other coursework 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.

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.

CSC 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 database software.

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.

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.

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 Blennerhassetts on the Ohio Valley frontier.

HIS 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 coursework 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 IAL.

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.

SOC 290 Seminar in Multi-Cultural 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.

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 on 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.

ADVANCE Degree Completion Program

A Bachelor of Science degree in business administration with a major in Organizational Management.

Organizational Management Graduation Requirements

- 1) Completion of 128 hours of coursework.
- 2) Completion of the 48 hours of coursework required in the OM curriculum listed on the following pages.
- 3) 40 hours of upper division work.
- 4) Completion of at least 80 graded credits.
- 5) CGPA of 2.0.
- 6) 15 hours of humanities including 6 in English composition, 3 in literature, 3 in speech, and 3 in fine arts appreciation.

- 7) 9 hours of social science including 3 in history.
- 8) 12 hours of math and science including one science course, one math course (147 or higher) and one computer science course.
- 9) Students holding an A.A. or A.S. will be considered as having fulfilled 6, 7, and 8.

Organizational Management Curriculum

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.

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.

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.

Action Research Study (5 credits) The student completes an action research project related to his or her employment environment. Statistical analysis concepts and methods presented in the “Methods of Research and Analysis” module assist in the student identifying a topic, collecting data, and measuring results. Research project advisor monitors the progress of the independent study, and an on-site contact makes certain that the student devotes at least 200 clock hours to the project. An oral report of project findings is given by each student. Four seminars (Action Research Project Seminars I, II, III, and IV) are conducted to give direction and structure to the development of the project.

MGT 491 Organizational Concepts (3 credits) Students examine the formal and informal functions of organizations and analyze an agency or

organization based on a systems model. Students also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to student's work-related independent study projects.

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.

MGT 496, 497, 498 Action Research Project Seminar I, II,III (4 credits) The research project is a major research effort designed to enhance knowledge in an area related to one's work or community, improve writing skills, improve presentation skills, and provide research skills to assist in effective decision-making. In these modules, the students will define the topic, locate the sources, begin the research and writing, and make the first oral presentation.

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.

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 393 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.

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.

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 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.

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.

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.

MGT 499 Action Research Project IV (1 credit) The research project culminates with a final reporting by the student to include:

- 1) Learning new knowledge gained from the research and synthesis on the chosen topic.
- 2) Learning higher level skills in presentation of findings and conclusions.
- 3) Learning writing skills as evidenced by the written report due at this time.
- 4) Learning improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

Degree Endorsement Programs

A degree endorsement requires a specified twelve credit hour concentration of upper-level study by adult IAL students in an academic discipline. The Institute offers the following degree endorsements:

Endorsement in Alternate Dispute Resolution

Introduction to Alternate Dispute Resolution	3
Introduction to Counseling	3
Conflict Mediation	3
Conflict and Diversity Management	3
Total hours required for Endorsement in ADR:	12

Endorsement in Practical Accounting

For OM Majors:

Governmental and Not-for-Profit Accounting	3
Accounting Systems	3
Introduction to Taxation	3
Federal Income Tax	3

For non-OM Majors:

Managerial Accounting	3
Managerial Finance	3
Introduction to Taxation	3
Accounting Systems	3

Total hours required for Endorsement in Practical Accounting:	12
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Practical Nursing Certification

Students may be admitted to the practical nursing certificate program only by satisfying all requirements for admission and processing mandated by the West Virginia State Board of Examiners for Practical Nursing. Further detail is available from IAL personnel. Course Requirements for the Practical Nursing Certificate Program are:

HEA 101	Perspectives in Nursing I	1
HEA 111	Basic Nursing	4
NSC 121	Anatomy and Physiology I	2
NSC 122	Anatomy and Physiology II	2
PSY 133	Growth and Development	3
BEA 121	Nutrition	2
HEA 131	Medical and Surgical Nursing I	2
REL 111	Psychology of Critical Life Issues	1
NSC 123	Pharmacology I	2
BEA 132	Medical/Surgical Nursing II	9
REL 112	Mental Health Concepts	3
NSC 124	Pharmacology II	2
HEA 231	Medical/Surgical Nursing III	3
HEA 211	Gerontological Nursing	2
HEA 213	Pediatric Nursing	3
HEA 214	Obstetrical Nursing	3
HEA 201	Perspectives in Nursing II	2
REL 211	Psychology of Well-Being	2
	Total Required Hours	48

Practical Nursing Curriculum

HEA 101 Perspectives in Nursing I (1 hour) Provides the student with positive suggestions to utilize during the adjustment periods, a history of nursing, current trends, and responsibilities in nursing practice.

HEA 111 Basic Nursing (4 credits) Introduces the learner to techniques that will be utilized in the clinical setting while administering nursing care to clients in various stages of health and illness. The nursing process is used throughout to develop data collection skills and establish prioritizing skills.

HEA 121 Nutrition (2 credits) Basic principles related to the role of nutrition in health and illness. This core knowledge will be expanded through clinical application and study in medical/surgical nursing and related fields.

HEA 131 Medical/Surgical Nursing I (2 credits) This course is designed to introduce the student to Medical/Surgical Nursing and provides a beginning opportunity to relate pathophysiology and psychological reactions to illness. The course will also include a study of conditions that affect the Integumentary System.

HEA 132 Medical/Surgical Nursing II (9 credits) This course includes a study of respiratory disorders, urinary dysfunction, cardiovascular disease, over or under-production of hormones by the endocrine system, disorders of the nervous system, and diseases and disorders of the musculoskeletal system. This course will also include a study of the function of the respiratory system, urinary system, heart, circulatory system, lymphatic system, endocrine system, eyes, ears, nervous system, and musculoskeletal system.

HEA 201 Perspectives in Nursing II (2 credits) This course is designed to assist the student in making the transition to being a graduate professional. It emphasizes leadership skills and explores the West Virginia law related to Licensed Practical Nursing.

HEA 211 Gerontological Nursing (2 credits) This course presents the learner with an understanding of the special needs of the aged and aging as a continuation of the life cycle. Aging-related pharmacology and nutritional considerations will be examined.

HEA 213 Pediatric Nursing (3 credits) This course is designed to introduce the learner to disorders specific to infancy, childhood, and adolescence. The nursing process is used throughout to develop data collection skills. The course also includes relevant pharmacological and nutritional considerations.

HEA 214 Obstetrical Nursing (3 credits) This course is designed to prepare the learner to provide care to both mother and infant in the various stages of development.

HEA 231 Medical/Surgical Nursing III (3 credits) This course explores the conditions that can affect the individual's gastrointestinal and reproductive systems. Treatment of diseases and disorders including diet therapy, drug therapy, surgical and medical treatment, oncology nursing, and use of community resources to deliver total client care are presented.

NSC 121-2 Anatomy and Physiology (2 credits, 2 credits) Human systems are presented in a sequential manner from simple to complex. The learner will use the information as a foundation in related medical/surgical areas.

NSC 123 Pharmacology I (2 credits) This course presents information and techniques needed for the safe administration of medications. It includes a study of dosage calculations, basic concepts, and methods of administration.

NSC 124 Pharmacology II (2 credits) This course will discuss in detail the effect of drugs on body systems. Information will be used for the understanding of drug dynamics, expected effects, and recognition of adverse effects.

NSC 133 Growth and Development (3 credits) Study of naturally changing processes that occur in a human being throughout the life span. Normal growth and development and deviations from normal will be considered.

REL 111 Psychology of Critical Life Issues (1 credits) Treatment of critical life issues in the nurse-client relationship from a Judeo-Christian perspective at all stages of care, regardless of alteration in health, including preventive measures, health awareness, and appropriate therapeutic considerations.

REL 112 Mental Health Concepts (3 credits) Judeo-Christian approach to relationships in the field of nursing. Includes discussion of mental health concepts, communication techniques, and developing effective and successful nurse/client relationships regardless of the alteration in health.

REL 211 Psychology of Well-Being (2 credits) Judeo-Christian view of healing and a holistic view of health and well-being. A continued treatment of mental health concepts, communication techniques and nurse-client relationship management.

Course Requirements for the Associate of Applied Science Health Technology

Practical Nursing Certificate	48
General Education	
English Composition I	3
English Composition II	3
Basic Speech	3
General Psychology	3
Principles of Sociology	3
Introduction to the Bible	2
Total General Education Requirements	17
Total hours required for the A.A.S. (Health Technology)	65

Business Technology Certification

Students may be admitted to the business technology certificate program only by satisfying all requirements for admission and processing mandated by the West Virginia Dept. of Education. Further detail is available from IAL personnel. Course requirements for the Business Technology Certificate Program are:

Certificate Requirements	Hours Credit
English	
Introduction to Writing	3
Writing for Professionals	3
Computer Science	
Information Processing	2
Microcomputer Applications	4
Social Science	
Law and Society	3

Business

Introduction to Business	3
Introduction to Accounting Procedure	2
Business Mathematics	3
Basic Keyboarding	2
Office Procedures	3
Total hours taught by program faculty	28

Religion

Ethical Values in the Workplace	2
TQL: Total Quality Lives	2
Total semester hours credited	32

Business Technology Curriculum

ENG 190 introduction to 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. Elective credit only – does not meet the general education English requirement.

ENG 192 Writing for Professionals (3 credits) A survey of workplace writing requirements for adult learners with the purpose of improving general writing skills. Business letters, memoranda, other workplace correspondence, preparation of a resume, and report writing skills will be emphasized.

CSC 191 information Processing (2 credits) An introduction to personal computers through the use of the Microsoft office suite, with focus on word processing (MS Word), spreadsheet (MS Excel) and presentation software (MS PowerPoint).

CSC 192 Microcomputer Applications (4 credits) Additional personal computing applications beyond CSC 191, including MS Access, Corel WordPerfect suite, e-mail, and Internet applications. Class emphasis is in using personal computing to address day to day workplace requirements and may include a practicum or on-the-job training with applicable workplace software.

SOC 291 Law and Society (3 credits) This module introduces the adult learner to applications of the law to their workplace and personal lives. Course content includes an overview of the court system and civil litigation, basic contracts, simple wills and standard probate procedure, and the legal rights of workers. Other legal topics may be presented based on specific class interest.

BUS 192 Introduction to Business (3 credits) Orientation to the modern business world through a survey of business principles, practices, and procedures; a background to subsequent specialized courses in business.

ACC 191 Introduction to Accounting Procedure (2 credits) Topics include chart of accounts, types of journals, journalizing transactions, adjusting entries, closings, basic financial statement preparation, and overview of basic accounting/bookkeeping software. Recommended for students with no previous accounting or bookkeeping training or experience.

MAT 192 Business Mathematics (3 credits) A study of practical mathematics for use in the business world, emphasizing interest, discount, credit, market commission, payrolls, taxes, social security, bank records, percentages, and depreciation. Elective credit only – does not meet general education mathematics requirement.

BUS 190 Basic Keyboarding (2 credits) Development of basic keyboarding and typing skills. Includes introduction to standard letter styles, centering, simple manuscripts, and tabulations.

BUS 191 Office Procedures (3 credits) A study of duties required of office personnel with attention given to attitudes, personality, and appearance. Course expectations may include a practicum or on-the-job training in office management.

REL 113 Ethical Values in the Workplace (2 credits) Survey of ethical principles from the Judeo-Christian perspective with application to the workplace, including responsibilities of both managers and employees. Short individual and group cases and role-playing exercises will be used extensively in class.

REL 114 TQL: Total Quality Lives (2 credits) Focus on balancing the demands of personal needs, family obligations, and the workplace, utilizing practical wisdom from across the ages, including Judeo-Christian teaching, organizational psychology, and related fields. Short individual and group cases and role-playing exercises will be used extensively in class.

STUDENT SERVICES



Out-of-class student services and activities are the primary concern of the Vice President for Student Services. Athletic, cultural, and social events are arranged to assure students a well-rounded program at Ohio Valley College.

Chapel Assemblies and Lectures

Daily chapel is a vital part of the OVC experience. Each program includes a devotional period in which students, faculty, and staff join in singing, prayer, and the reading of scriptures. In addition to worship, programs may include lectures, concerts, films and other informative or entertaining presentations. Chapel attendance is required of all full-time students.

Each year the Inman Forum and the Bible Lectureship bring to campus some of the best religious lecturers of the area and the nation.

Guidance Program

Academic Advising

Students have faculty advisers who assist them with class schedules, work load, and graduation requirements. In addition, students are free to seek advice from other faculty members and each faculty member maintains regular office hours.

Personal Counseling Services

Ohio Valley College provides confidential assistance with educational, personal and social problems. Psychological tests such as the Strong Interest Inventory and the Myers-Briggs Type Indicator are available to be administered to students at no charge. Contact Student Services for assistance in accessing these services.

Career Counseling and Placement Services

Career counseling and placement services are available to students who need direction in determining and working toward vocational goals. Program directors will help graduating seniors and alumni to examine occupational opportunities.

Social and Cultural Life

Several social and cultural events are highlights each year. These include the annual winter and spring banquets. Parkersburg and Marietta are noted for their interest in cultural activities, arts centers, community playhouses, and community concerts. Students are encouraged to develop socially and culturally during their stay at OVC.

Code of Conduct

Students are expected to conduct themselves according to the highest standards of behavior. Profanity, vulgarity, drinking, hazing, stealing, using tobacco, gambling, and indecent literature are not permitted. A student handbook is prepared each year, with the assistance of students, to help students know what is expected of them as members of the OVC community. Student and faculty participation in planning assures that all activities can be enjoyed to the utmost without immoral conduct. Persons who are unwilling or unable to conduct themselves according to high standards should not enroll. Students who do not conduct themselves in a mature, moral manner will be suspended or dismissed.

Intercollegiate Athletics

Ohio Valley College is a member of the NCAA, Division II and the West Virginia Intercollegiate Athletic Conference (WVIAC). Intercollegiate programs for women include basketball, volleyball, soccer, softball, cross country and cheerleading. Men may compete in basketball, baseball, soccer, golf, cross country, and cheerleading. Athletic scholarships may be offered to talented student athletes in each of these programs.

Intramural Programs

Upon enrolling, each full-time student is invited to join one of eight social clubs—Theta, Delta, Sigma, Kappa, Alpha Delta Chi, Phi Kappa Gamma, Sigma Epsilon Chi, and Theta Psi Epsilon. Clubs and individual members compete in a wide variety of athletic and academic activities. Points are accumulated and awards are made to individual clubs with outstanding records in the areas of academics and intramural sports.

Theater and Music

Opportunities for the student in theater include the all-campus musical extravaganza “Expressions,” major theatrical productions, Ambassadors, and the Pied Pipers. Express, the A Cappella Singers, and instrumental ensembles provide showcases for musical talent.

Student Government Association

The Student Government Association (SGA) at OVC includes four officers elected by the students: a president, vice president, secretary, and treasurer. The SGA also includes the class officers of the freshman, sophomore, junior and senior classes.

The SGA works with the faculty and administration to improve the College program and organize social and cultural functions for the students. In addition to their work in student government, students gain valuable experience in responsible self-directed citizenship by joining with faculty members and administrators as members of the Library, Chapel, and Food Service Committees. They also may be appointed to special ad hoc committees.

Student Publications

Students publish a newspaper, *The Highlander*, and a yearbook, the *Vallerian*. Work on these publications gives students valuable experience in writing, editing, and managing deadlines. The College also publishes a poetry and creative arts magazine called *Penumbra*. Students are encouraged to submit their work for publication.

Clubs and Interest Groups

Students with special interests are encouraged to participate in musical, dramatic, religious, and vocational clubs according to their preference.

Auxiliary Enterprises

Several auxiliary enterprises are operated on the campus, including cafeteria facilities, dormitories, laundries, a bookstore, and a student center.

Health Services

The Director of Health Services for Ohio Valley College is a registered nurse employed full time and offering holistic nursing services to students, faculty, and staff.

Location

The nurse's office is located in the main building on the North Campus – Room 137.

Campus office hours

Mon. - Fri. 9 a.m. - 3 p.m. (The nurse is also on call 24 hours/seven days a week during the nine month school year)

Phone

304-865-6088 Nurse's office

304-482-9418 Nurse's cell phone

Nursing services

The following nursing services are provided free of charge:

- 1) Nursing assessment of patient's injury/illness
- 2) Referral to a local hospital if necessary (911 will be called to transport emergencies). Local hospitals include: Camden Clark Memorial Hospital (phone # 304-424-2111); St. Joseph's Hospital (phone # 304-424-4111)
- 3) Assistance in making medical/dental appointments (students are responsible for their own transportation and all fees incurred)
- 4) First Aid for minor injuries and illnesses
- 5) Over the counter medications
- 6) Education/counseling on health related issues
- 7) Administration of prescription medications/injections, at the discretion of the nurse, and only after a drug administration form has been completed by the student's doctor (This form is available at the nurse's office.

Health Events

- 1) Ohio Valley College in conjunction with the American Red Cross holds a fall and spring blood drive on campus. All are encouraged but not required to donate.
- 2) Health services plans a health fair each fall. This is an opportunity to provide physical, mental, and emotional health information to our students.

Student Requirements

- 1) Complete the health history form (included in the admissions packet) and return it to admissions.
- 2) Notify the nurse of illness/injury as soon as possible.
- 3) It is the responsibility of the student to report class absences, due to illness/injury, to the instructor (See syllabus for class policy regarding absenteeism).

Dorm Students

- 1) All narcotic prescriptions must be kept in a locked container in the student's dorm room.
- 2) A mattress protector is required to be on each dorm bed (to be purchased by the student).
- 3) To contact the nurse after hours, notify the dorm supervisor of illness/injury.

Patient Rights

- 1) All medical information is confidential and in accordance with HIPAA (Health Insurance Portability and Accountability Act – 4/14/03)
- 2) As required by law, medical professionals must report the following: suspected or known cases of child/elderly abuse, threat of suicide/homicide, communicable diseases.
- 3) Students age 18 and older must give their written permission before medical information can be given to anyone not directly connected with their care (this includes parents and college officials).

Student Housing

If you are a full-time unmarried student classified as a freshman or sophomore, you are required to live in campus housing unless you are 22 years of age or older, or you live with your parents in the primary family residence, or you are a single parent.

Questions

The following is a list of personnel to contact with questions.

Academic Programs Provost
Admissions Dean of Enrollment

Alumni Information	Director of Alumni Relations
Campus Activities	VP for Student Services
Degree Plans	Advisors or Registrar
Employment (Student)	Director of Financial Aid
Facilities Use	Manager of Campus Operations
Gifts, Bequests, Wills, Endowments	Sr. VP for Development
Housing	VP for Student Services
Intramurals	Intramural Director
Maintenance	Manager of Campus Operations
Athletics	Athletics Director
Publicity Information	Director of College Relations
Scholarships	Director of Financial Aid
Summer Sessions	Provost
Transcripts/Records	Registrar

FINANCES



Expenses

A typical boarding student taking 16 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 2003-2004 academic year and are subject to change without prior notice.

Tuition

1-6 hours	\$347/hour
7-11 hours	\$395/hour
12-16 hours	\$4,750
(For each hour over 16)	\$297/hour
Audited courses	\$148/hour

General fees are \$588 per semester for 12 or more hours prorated at \$49 per hour for 1-11 hours. This fee includes all general academic fees (see below for any special academic fees), computer lab access of at least 75 hours per semester; computer lab support, technology support, library usage, inter-library 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 an SGA fee. The general fee does not include student copying nor any activities associated primarily with resident life.

Housing Costs

Standard double (Men and Women)*	\$1395.00
Private room-1 person in a double	\$1795.00
Room reservation deposit**	\$100.00
Damage/breakage deposit (refundable)	\$150.00
Key deposit***	\$35.00
(partially refundable, \$20 refundable upon return of key)	
Lost Key	\$35.00

*The standard housing costs listed include internet service****, local phone service (students must supply their own phones), voice mail service (students are allowed however to bring their own answering machines if they wish),

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 subject 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 room rate.

**Required of all students, regardless of academic classification, desiring to hold a room reservation over the summer months, fully refundable to May 1, 50% refundable to June 15. May be applied to housing cost.

***Non-refundable portion will be used for student housing needs.

****Unauthorized, illegal, or forbidden Internet usage may result in the forfeiture of in-room access for all residents of the room (refer to student handbook).

Meal Costs

A meal plan is required for all resident students.

Senior/5 meals per week	\$495.00
(available only to students with 90 or more credit hours)	
10 meals per week with 80 flex	\$1165.00
15 meals per week	\$1165.00
15 meals per week with 40 flex	\$1285.00
19 meals per week	\$1285.00
Basic Cost per semester	\$7898.00

Academic Fees

An extra fee is charged in a limited number of courses which require specialized equipment or other costs paid on behalf of the student. These fees are non-refundable.

Individual Private Music Lesson (per credit hour)	\$220.00
Business Computer Simulations	Varied
Chorus	\$25.00
NSC courses	\$35.00
First aid/CPR	\$5.00

Reading	\$30.00
Bowling	\$50.00
Golf	\$25.00
Outdoor activities	\$200.00
Survey of Exceptional Children	\$80.00
Math for Teachers/Math in the Elem School	\$20.00

Miscellaneous Fees

Praxis I test	\$110.00
Praxis II test	\$185.00
ACT test*	\$30.00
Fee for class changes, drops or adds (per form)	\$10.00
Course reinstatement (per hour)	\$10.00
Reinstatement for audit/non-credit courses (per course)	\$10.00
Graduation fee (for all degree candidates)	\$71.00
Late registration fee	\$50.00
(charged after registration day, basic charges are not reduced when a student enrolls late)	
Orientation	\$40.00
Matriculation Fee	\$20.00
Recording Fee for credit by examination (per course)*	\$25.00
Testing Fee for credit by examination (per course)*	\$44.00
Testing fee for competency based credit (per examination)*	\$44.00
Transcript of academic record*	\$6.00
Returned check charge	\$20.00
Withdrawal processing/administrative charge	\$100.00

* Indicates fees are not refundable upon withdrawal.

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 OVC interest charges. The College charges a monthly interest rate of 1-1/2% (18% annually) on

unpaid balances after the 25th of each month. OVC students and/or parents may pay balances using VISA, MasterCard, or Discover Card. Accounts that are managed through Plan 2 are exempt from this interest provision.

Plan 2

Ohio Valley College 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 which includes: convenient, interest-free, monthly payments; 24 hour, toll-free automated account information through Family InfoLine; personal account service Monday through Saturday; and full interactive access to account information through our website, www.afford.com.

Ohio Valley College 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 you determine any loan amount you need, keeping your monthly payments within your budget and helping reduce debt burden after graduation. For more information or to enroll in the Interest-Free Monthly Payment Option visit our website, or call 1-800-722-4867 and speak with an Education Payment Counselor.

Miscellaneous Payment Information

- A. No transcript or diploma will be released until all outstanding College charges are paid in full.
- B. A student whose financial aid is incomplete at time of registration may enroll conditionally under certain circumstances. The student must complete his/her aid application or otherwise make payment arrangements within the first 30 days of the semester, or be considered in default and subject to dismissal.
- C. 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/her account at the end of a semester is considered in default. The College reserves the right to deny admission or readmission, or to dismiss any student whose account is in default, or whose financial aid transcript from any other institution indicates a default status.

Withdrawals and Refunds

Refunds are issued according to the following guidelines. The College 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 college, refunds for tuition, refundable fees, room, and board are based on the chart below.

Withdrawal before the first day of classes*	Full
During 1st week (1st through 5th day of classes)	90%
During 2nd week (6th through 10th day of classes)	80%
During 3rd week (11th through 15th day of classes)	60%
During 4th week (16th through 20th day of classes)	40%
During 5th week (21st through 25th day of classes)	20%
After five weeks	No Refund

*No administrative fee will be charged. All other withdrawals are subject to an administrative fee.

To withdraw from the College a student must obtain and complete a withdrawal form from the Registrar's office. The form must be signed by the student, Registrar, Vice President for Student Services, Provost, Financial Aid Office, Perkins loan officer (if appropriate), and Business Office. All students must complete an exit interview, turn in the student ID card, return all library books and receive clearance from library personnel, and leave a forwarding address for mail. Resident students must completely check out of the residence hall, receive clearance from the residence hall supervisor, and return all keys. Withdrawal may be initiated in person or by phone with the date of the initial contact counted as the date of withdrawal.

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 1/3 of the semester will receive only 1/3 of the institutional scholarship amount.

Tuition refunds for Maymester are calculated in proportion to the above chart. For example, for a two week (10 day) class, each day of Maymester equals 8 days of the regular semester.

Because of the unique nature of the Summer International Studies Program (SISP), no tuition refunds are available after the program begins. Fees involved in the SISP, including transportation and housing prepayments, and other costs which are paid on behalf of the student, cannot be refunded. Some of these fees may be included in tuition charges. The refundability of fees is noted in the fees section above.

No refunds are available for courses dropped after the add-drop period is closed (the fifth day of classes). 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 as full-time or part-time.

Return of Unearned Title IV Funds Policy

Financial aid students who completely withdraw from all classes during a given semester may be subject to owing federal funds back to the Department of Education. A student must attend through the 60% point of the semester in order to earn their federal financial aid. Students are issued financial aid at the beginning of the semester in "good faith", meaning that the student will follow through by attending and completing the classes that financial aid paid for.

The law requires calculations based on the number of calendar days the student actually attended divided by the total number of calendar days in the semester. This equation provides the percentage of earned financial aid. The federal refund formula is used to determine the share of unearned aid that the school is to return and the share of unearned aid that the student is to return. Because the refund policies of OVC and the Department of Education are different, it is possible for a student to begin the withdrawal process with a zero balance on their bill and owe a refund to both OVC and the Department of Education. OVC is required to return funds when the calculations dictate a refund is due.

Students should note that even though they may not have completed payment at the time of withdrawal, they will still be charged a portion of tuition, fees, room, and board as outlined above.

Federal Policy

Current federal policy dictates that first semester students receiving Stafford loans may not deposit those loans toward their College account until after the first 30 days of the semester. Any student to whom this applies who withdraws during the first 30 days must therefore restore the entire Stafford loan. Federal policy requires that the College refund any financial aid credit balances within fourteen days following the beginning of the semester (except for students whose federal aid is not credited until after 30 days) unless the student and/or parents voluntarily request that credit balances remain on the student's account. 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.

Ohio Valley College cannot refund to enrolled boarding students the value of missed or unused meals from the campus meal plan.

Financial Aid

Application Process

To apply for all Federal Student Aid you must submit a Free Application for Federal Student Aid (FAFSA). This can be accessed electronically online at www.FAFSA.ed.gov or paper forms can be obtained from any high school guidance counselor or the OVC Financial Aid Office. The Federal Department of Education determines a student's Expected Family Contribution (EFC) from income, family size, number in college and resources or assets. The EFC is reported to the student on their Student Aid Report (SAR). This number is used to determine eligibility for all federal programs including Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loans, Work Study and Stafford Loans. Several awards depend on financial need. Financial need is determined by subtracting your EFC from OVC's Cost of Attendance, then subtracting grants and scholarships. The remaining amount is considered to be your unmet financial need.

Special Circumstances

Students who have experienced a loss of income due to a change in job, death of a spouse/parent, or divorce, should contact the Financial Aid Office to see if the change will affect their financial aid eligibility.

Federal and State Grants

Pell Grant eligibility is determined by the Expected Family Contribution and the cost of attendance for the school. Grant amounts range from \$400 to \$4050.

Supplemental Educational Opportunity Grants are also determined by the EFC. SEOG Grants are awarded to students with the most financial need/lowest EFC. Grant amounts vary from \$100 to \$2000.

West Virginia State Grants are awarded by the West Virginia Higher Education Policy Commission. Eligibility is based on financial need and Grade Point Average. In order to be eligible for the 2003-2004 year you must have filed your FAFSA by March 1st of 2003.

Pennsylvania State Grants may be available for students from Pennsylvania. PA Grant amounts vary from \$150 to \$600 and are based on financial need. To be eligible for the 2003-2004 year, you must have filed your FAFSA by May 1, 2003.

Federal Perkins Loans

Perkins Loans are available to students with financial need. This loan has a fixed interest rate of 5% with no interest accruing while the student is enrolled at least half-time. The loan goes into repayment 9 months after you cease to be enrolled at least half-time. Eligibility is determined by the OVC Financial Aid Office. Loans may be for up to \$4,000 per year.

Federal Stafford Loans

Stafford Loans are available to students enrolled at least half-time. Based on your EFC you may be eligible for either a Subsidized or Unsubsidized Stafford Loan. The interest on Subsidized Stafford Loans is paid by the Department of Education. Interest on Unsubsidized Loans begins to accrue from the beginning of the loan and may be paid quarterly or capitalized (added to the principal amount of the loan) annually. Both types of Stafford Loans go into repayment six months after you cease to be enrolled at least half-time.

The amount of Stafford Loan funds you may receive is based on class rank: Freshmen may borrow \$2625.00 per year, Sophomores may borrow \$3500.00 per year and Juniors/Seniors may borrow \$5500.00 per year. To receive these funds you must complete the FAFSA and a promissory note.

Federal College Work Study

On-campus work is available to students who are eligible. The rate of pay is the federal minimum wage. Students usually receive between five and ten hours per week and job assignments range from office work, maintenance, cafeteria, faculty assignments, etc. An additional application is required and can be obtained from the financial aid office.

Federal Parent Loan for Undergraduate Students (PLUS)

Parents may borrow up to the the cost of attendance minus other aid to help pay for college. PLUS loans must be approved by the lender each year. Repayment begins 30-60 days after the second disbursement. Instructions for application and current interest rates are available through the Financial Aid Office.

Veterans' Benefits

Students who are veterans or children of veterans should contact their local Veterans' Administration Office for information concerning possible benefits.

Vocational Rehabilitation Scholarships

Eligibility is determined by local offices of the Department of Rehabilitative Services. Contact your high school guidance counselor or the OVC Financial Aid Office to get phone numbers of local DRS offices.

General Financial Aid Information

Satisfactory Academic Progress for Financial Aid

In order to maintain eligibility for financial aid, a student must progress toward a degree in an accepted program. This policy follows closely the Satisfactory Academic Progress Guidelines in the Academic Policies chapter of this catalog.

Guidelines for the SAP policy for Financial Aid are outlined below:

1. A student on academic warning will also be on warning for financial aid eligibility. Likewise, a student on academic probation will also be on probation for financial aid eligibility.
2. If a student is academically suspended he/she is NOT eligible to receive Federal Student Aid until he/she either completes 6 credit hours of accepted course work with a minimum of 2.00 GPA or transfers 6 credit hours of accepted course work with a minimum 2.00 GPA to OVC in order to be re-admitted. A student will not be eligible to receive federal or institutional aid until satisfactory academic progress has been made.
3. A student must complete his/her degree within 150% of the standard time frame a degree requires. For example, if you are pursuing a four year baccalaureate degree you will be eligible for Federal Student Aid for 150% of the length of that program or for 6 years. After the 150% of the standard length of program is reached, you will not receive further federal funds.
4. A student who has been denied financial aid due to lack of satisfactory academic progress may appeal to the Financial Aid Director. Each appeal will be considered on an individual basis with consideration given to special circumstances, for example: death of an immediate family member, serious injury or illness of the student or other circumstance beyond the control of the student. If an appeal is granted, the student must attain satisfactory academic progress or their aid will be

suspended. If an appeal is denied, the student may fund their educational expenses from non-federal and non-institutional sources.

Scholarship Information and Guidelines

1. Scholarships will be reviewed at the end of each spring semester for renewal, reduction or loss. Criteria for renewal is available through the Financial Aid Office.
2. Athletic scholarship recipients must maintain their athletic eligibility in order to continue receiving their athletic award. Athletic awards may be pro-rated if an athlete loses eligibility, or quits the team. Students may lose eligibility for a variety of reasons such as: being put on academic probation, behavioral probation, etc. Please see the Athletic Awards section for more information.
3. Bible scholarship recipients must maintain participation and academic requirements established by the Bible Department. Bible Bowl Scholarships must be used the freshman/first year at OVC.
4. Presidential Leadership and Performance Scholarships recipients must maintain a 2.5 minimum GPA. Students must re-apply for these scholarships each year; they are not automatically renewed. Note: the deadline for the Presidential Leadership Scholarship is March 1 of each academic year. Deadlines and re-application information can be obtained from the financial aid office.
5. All institutional scholarship recipients must carry at least 12 credit hours per semester, remain in good academic standing and maintain eligibility/participation according to each scholarship. Scholarships will be pro-rated as of the date the student does not maintain any of these criteria.
6. Institutional scholarships/awards are not available for Maymester, summer term, Special Education Summer Institute or the International Studies Program.
7. Institutional scholarships/awards will not be awarded to students who have earned a Bachelor's degree. Limited program scholarships may be available for those continuing their education on a full-time basis. Information for program scholarships is available through the financial aid office.
8. The maximum amount of institutional scholarships that a student may receive cannot exceed the amount of tuition and the general fee.

Academic Scholarships

Initial academic scholarships for incoming freshmen in the fall of 2003, are based upon ACT/SAT scores. Incoming transfer student scholarships are based upon their college grade point average. The following information explains what qualifications are needed to obtain an academic scholarship initially and what is required in order to maintain that scholarship for future years. Please contact the Financial Aid Office for information regarding appeal of loss of academic scholarship.

Scale used for entering freshmen:

ACT score	SAT score	Scholarship	Needed GPA to keep
20-21	930-1000	\$500	3.00
22-23	1010-1080	\$750	3.10
24-25	1090-1160	\$1500	3.20
26-27	1170-1230	\$1750	3.30
28-29	1240-1310	\$ 2250	3.40
30-36	1320-1600	\$ 4750	3.50

Scale used for transfer students:

College GPA	Scholarship	Needed GPA to keep
3.00 - 3.24	\$500	3.00
3.25 - 3.50	\$750	3.25
3.50 - 4.00	\$1250	3.50

Academic Scholarships will not be awarded to students earning less than 3.00 cumulative GPA at the end of each spring/summer semester. Academic Scholarships will not be awarded to part-time students.

Academic Scholarships will be renewed in the following way if the minimum GPA is not met: The scholarship amount will be reduced by half for the next academic year and will be reviewed again after the spring/summer semester. If the minimum GPA for the original scholarship has been attained, the scholarship will be restored to its original amount. If the minimum GPA for the original scholarship has not been attained, the student will be awarded at the appropriate level for their GPA.

For example, Mary received an academic scholarship in the amount of \$4750. Her GPA at the end of the spring semester was 3.30. Because she did not maintain her GPA at 3.5 or higher, her academic scholarship will be reduced to \$2375 for the next academic year. If, at the end of the next spring semester her GPA is still 3.30, she will receive \$1750 for the next academic year.

Honor Scholarships

OVC offers three competitive Honor Scholarships for entering freshmen. These awards are based on academics, leadership, service and personal character. Two awards for each level may be awarded each year. Each scholarship has minimum academic criteria to be met and is outlined below. An application, essay and personal references are required. The application materials can be obtained from the Admissions Office. The complete application packet must be received by March 1 to be considered.

Trustee's Scholarship

Annual Amount \$ 9500.00
 Academic Criteria ACT 30+/SAT 1320+ and GPA 3.75+
 Minimum GPA needed to renew 3.5 Cumulative

President's Scholarship

Annual Amount \$ 5000.00
 Academic Criteria ACT 28+/SAT 12420+ and GPA 3.75+
 Minimum GPA needed to renew 3.5 Cumulative

Dean's Scholarship

Annual Amount \$ 3500.00
 Academic Criteria ACT 25+/SAT 11400+ and GPA 3.5+
 Minimum GPA needed to renew 3.25 Cumulative

Renewal is assessed at the end of the spring semester. If the recipient's cumulative GPA falls below the minimum needed to retain the scholarship, it will be reduced by a percentage based on the scale below. Reductions will not be reinstated.

Cumulative GPA at end of Spring Semester	Trustee's and President's Scholarship will be reduced by this percentage	Dean's Scholarship will be reduced by this percentage
3.4 to 3.495	20%	n/a
3.3 to 3.395	40%	n/a
3.2 to 3.295	60%	20%
3.1 to 3.195	80%	50%
3.0 to 3.095	100%	100%

Institutional Scholarships and Awards

Ambassadors Scholarships

Ambassadors is a versatile improvisational theater troupe specializing in performances with Christian themes. Scholarships vary and are based on the number of participants in the group.

Athletic Scholarships

Athletic scholarships may be awarded to student athletes in the following programs: men and women's basketball, cross country and soccer; golf; baseball; softball; and volleyball. Information on athletic scholarships is available from the head coach for each sport. OVC has full membership in the National Collegiate Athletics Association, Division II.

Bible Scholarships

This scholarship is available for qualified students planning to work full-time with churches of Christ. Information on qualifications may be obtained from the Bible Department.

Bible Bowl Scholarships

Scholarships are awarded to first, second and third place winners in the OVC Bible Bowl. Additional scholarships are awarded to winners in Bible Bowls sponsored by other congregations/organizations. Bible Bowl scholarships must be used the freshman year at OVC and the award certificate must be presented to the Financial Aid Office before enrollment. For more information contact the Admissions Office at OVC.

Board of Trustee's Scholarships

This program provides 1/4 tuition discount for children of ministers of churches of Christ. Written documentation of employment on letterhead from the church must be submitted to the Financial Aid Office.

Express Scholarships

Awards for participation in OVC's a capella vocal group Express are granted by audition only. Please contact the OVC Admissions Office for information on auditions.

K.S. Foundation Scholarships

Scholarships are awarded to qualified students from Stark County, Ohio. Please contact the Admissions Office for more information.

Performing Ensembles Scholarships

Scholarships up to \$3000 per year are awarded to participants in A Capella Singers, Jazz Ensemble or Chamber Players. Recipients must audition each year, maintain a minimum cumulative GPA of 2.5, and be enrolled in the appropriate course for their ensemble. Additional information is available from the Director of Music Ensembles.

Presidential Leadership Scholarships

This scholarship is awarded to students who have shown leadership potential/activity during their high school and college years. Awards range from \$250 to \$1500 and must be applied for each year.

Sister School Employee/Missionary Benefit

Children of full-time employees of a church of Christ school and children of full-time missionaries of the church of Christ will receive 25% reduction in tuition. Written documentation of employment on letterhead from the appropriate organization must be submitted to the financial aid office.

Sixty + Scholarships

Students over 60 years of age receive a waiver of tuition for 3 hours per semester.

Valedictorian/Salutatorian Scholarships

Valedictorians of their high school graduating class may receive \$500 and Salutatorians of their high school graduating class may receive \$250. Continuation of this award requires satisfactory academic progress and a minimum cumulative GPA of 3.2 at the end of each Spring/Summer semester.

Circle of Vision Scholarship Program

The West Virginia Independent Colleges and Universities (WVICU) created the Mountain State Scholarship Circle Program in 1996. In 2003 the Mountain State Scholarship Circle Program was renamed the Circle of Vision Scholarship Program. Scholarships are named for donors contributing a minimum of \$10,000 which provides a minimum of \$1000 to student recipients at the ten member institutions. All recipients must be residents of West Virginia. Specific donors may place additional criteria to be met on their award. Donors for the 2002-2003 year were:

Allegheny Energy, Bank One, BB&T, Lawson W. and Jeanne Hamilton, Bernard H. & Blanche E. Jacobson Foundation, Inc., Sarah & Pauline Maier Foundation, Inc., Bernard McDonough Foundation, Inc., Mylan Pharmaceuticals, Ogden Newspapers, Inc., Steptoe & Johnson Attorneys at Law, UPS, and Verizon.

Recipients are selected by the financial aid office at OVC. Each recipient must write a thank-you letter to the donor of their scholarship prior to receiving the funds.

Endowed Funds

Scholarship assistance has been provided by, or in honor of, the following gracious individuals. NOTE: These scholarships have specific criteria for eligible recipients. Students should NOT APPLY for these scholarships individually.

Aubrey and Dorothy Arnett Scholarship Fund

Alvin and Nellie Barnhart Memorial Fund

Samuel H. and Nelle M. Bowser Memorial Scholarship

Pearl Doak Broadwater Fund

Otis Burch Memorial Fund

Zoe Byrum Scholarship Fund

Keith D. and Roma Calliccoat Bible Scholars Fund

Beatrice Alberta Childers Loan Fund

Howard Church Memorial Scholarship

John S. and Audrey L. Church Scholarship Fund

Cathie Lynn Clements Scholarship

Cooper-Smith Memorial Scholarship Fund

Ethel M. Erickson Scholarship

Carolyn Stephens Flatt Scholarship Fund

Edith P. Huey Scholarship Fund

Sallie J. Kearns Memorial Fund

C. J. Kirkpatrick Fund

Carr Knight Leavitt Scholarship

Helen and J. Bernard Mason Christian Servant Scholarship

Ministers Scholarship and Endowment Fund

Marlin E. and Belle Newberry Scholarship
New England Christian Youth Scholarship Fund
New River Scholarship Fund
Ted and Rita Norton Fund
Elijah and Ella Peck Memorial Fund
Robert N. Perkins Memorial Scholarship
William and Betty Phillis Scholarship
Eunice B. Pickering Scholarship Fund
Charles and Adeline Rice Scholarship Fund
George and Margaret Roth Scholarship Fund
Lloyd and Della Snyder Scholarship Fund
Mabel and Richard Starr Scholarship Fund
TranSouth Educational Foundation Scholarship
Bonnie L. Williams Scholarship Fund
Madelon Wrightson Memorial Scholarship Fund
O.C. Yoho family Scholarship Fund

PERSONNEL



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 ten states and have occupations ranging from attorneys to physicians to corporate presidents and CEOs.

Browning, Jon E.	New Providence, NJ
Cronin, Robert M. (Vice-Chair)	Wheeling, WV
Drum, Charles E.	Marysville, TN
Gatton, Charles	Gainesville, FL
Hladky, Roger	Tabernacle, NJ
Hopkins, Gail E., Ph.D., M.D.	Parkersburg, WV
Isom, Gerald	Penn Valley, PA
Johnson, Nicholas W., J.D.	Charleston, WV
Kendrick, Robert E., J.D.	Nashville, TN
Kennedy, Don	Franklin, TN
Lane, Robert N.	DeKalb, IL
Laughery, Ronald D. (Secretary)	Belpre, OH
Martin, Lucille, Ph.D.	Fairmont, WV
Moore, Linda	Morgantown, WV
Moore, Robert L.	Clarksburg, WV
Norman, Carolyn (V-Ch. of Enrollment)	Aurora, OH
Phillis, William L. (V-Ch. of Academic Affairs)	Columbus, OH
Rampy, Gordon	Warrenton, VA
Ramsey, J. Kevin, J.D. (V-Ch. of Finance)	North Canton, OH
Ranson II, Ralph	Cross Lanes, WV
Shewmaker, James., Ph.D.	Scotch Plains, NJ
Smith, Richard E.	Falls Church, VA
Starkey, Theodore, D.D.S. (V-Ch. of Student Services) ...	Wintersville, OH
Swenson, Jan., J.D.	Pittsburgh, PA
Swicegood, Jerry	Mocksville, NC
Wharton, D. Eugene (Chair)	Parkersburg, WV

Emeriti

Bice, W. Bernard, Jr.	Vienna, WV
Dougan, Riley	Columbus, OH
Marx, Theodore	Paoli, PA
Shivener, N. Eugene	Reynoldsburg, OH

Administration

Dr. Robert W. Stephens Jr., is the president and chief executive officer of Ohio Valley College. He is responsible for the overall administration of the College.

E. Keith Stotts serves as chancellor of the College and is involved in college relations and institutional advancement functions.

Don Drennan is the senior vice-president for administrative services and assistant to the president.

Dr. Joy Jones is the provost and senior vice president for student learning and development. She oversees the academic program and student life.

Dennis W. Cox is vice president for student services and is responsible for student discipline, housing, retention, extracurricular activities, and health services.

Rebekah Mathis-Stump is general counsel and dean of enrollment, marketing, and planning. She oversees enrollment management, college relations, marketing, college governance, and strategic planning.

Steve Morgan is vice president for finance. He directs the college financial operation, the financial aid program, and auxiliary enterprises.

Jack E. Thorn is senior vice president for development. He oversees the institutional advancement functions of the college including fundraising and alumni relations.

Faculty

Baukey Michael L.

Adjunct Professor in Business

Dr. Baukey holds the Ed.D. from California Coast University the M.S. from the University of Dayton, the M.A. from Bowling Green State University and the B.A. in Education from Findlay University. He currently serves as the Dean of Continuing Education at Washington State Community College.

Bell, David P.*Adjunct Professor in Business*

Dr. Bell holds a B.S. in Pharmacy from West Virginia University, an M.B.A. from West Virginia College of Graduate Studies, and a Ph.D. in Higher Education Administration from Ohio University. He has served in the area of human resource management for several years at Camden Clark Memorial Hospital and St. Joseph's Hospital. He currently serves as Dean of Business at WVU-Parkersburg.

Bowen, Bill D.*Professor of Humanities Emeritus*

Bowen holds the B.S. from Jackson State University, an M.A. from Harding Graduate School of Religion, an M.A. from the University of Alabama and the Ph.D. from Michigan State University. He is the former president of NCJC and served as a faculty member there for 13 years. He has also served as a minister in several states. Dr. Bowen joined the faculty at Ohio Valley in 1993.

Clark, Peter T.*Chair of the Division of Bible and Behavioral Science**Associate Professor of Behavioral Science**Director of the Psychology Program*

Clark holds an A.A. from Ohio Valley College, a B.A. (Bible) from Harding University and a Master of Marriage and Family Therapy (M.MFT.) from Abilene Christian University. He is a candidate for the Ed. D. in educational psychology at West Virginia University. As a practicing clinician with experience in community mental health, private practice and church ministry, he brings a broad scope of experience to the classroom. He is a member of the American Association for Marriage and Family therapy and the American Association of Christian Counselors. He joined the OVC faculty in 1998.

Clark, Rebecca*Assistant Professor of Behavioral Science*

Clark holds an A.A. from Ohio Valley College, the B.S.W. from Harding University and the M.S.W. from West Virginia University. She has 15 years' experience in the field of clinical social work, primarily in the areas of gerontology, family and therapy. Clark is a licensed certified social worker in the state of West Virginia. She joined the faculty in 1998.

Colgrove, Jack A.

Assistant Professor of Bible

Colgrove holds the B.A. from Ohio Valley College and the M.A. from Abilene Christian University. While at OVC (1970-72), he was a basketball letterman, team captain, and senior class president (1983), and assistant basketball and baseball coach (1981-83). After seven years of full time ministry, Colgrove returned to OVC, joining the faculty in 1989. He has served as Athletic Director, baseball coach, and basketball coach.

Cook, Andrew

Assistant Professor of Music

Director of Performing Ensembles

Mr. Cook holds a B.A. in Music, Cum Laude from the College of Wooster and a Master of Music, Summa Cum Laude, in saxophone performance from The Boston Conservatory. He served as a music history graduate assistant at The Boston Conservatory and was the Assistant Director of Summer Programs at the New England Conservatory. He has taught saxophone at the Longy School of Music in Cambridge, MA, at Eastern Nazarene College in Quincy, MA and directed the instrumental music program at The Fenn School in Concord, MA. He is a recipient of the 1995 Pi Kappa Lambda Prize in Music from the College of Wooster, the 1997 Keith Lockhart Award in Music from The Boston Conservatory and the winner of the 1998 Boston Conservatory Concerto Competition. He has performed many solo performances and with the Quincy Symphony Orchestra, the Boston Civic Orchestra, and the Boston Saxophone Quartet. He is a founding member of the Odyssey Saxophone Quartet. He has published an article in the Encyclopedia of Popular Music. Mr. Cook joined the faculty in 2002.

Cox, Dennis W.

Assistant Professor of Speech

Vice President for Student Services

Cox holds an A.A. degree from York College and the B.A. from Harding University (Speech Communication). He also earned an M.A. in Speech Therapy from Harding. After four years as a teacher and speech therapist in the public schools of southeast Missouri, Cox joined OVC in 1974. He is listed in the 1974, 1977, and 1984 volumes of *Outstanding Young Men of America*. Cox is a past president of the West Virginia Association of Student Financial Aid Administrators (WVASFAA) and past member of the Executive Council for the Midwest Association of Student Financial Aid Administrators. He was given the President's

Award by the WVASFAA membership for his contributions to the association. Cox is also a past member of the Advisory Council for the West Virginia Higher Education Grant Program. He serves as a member of the Board of Directors of the Ohio Valley Christian Youth Camp, the Golf Coaches Association of America, and as an elder in the Grand Central Church of Christ. He serves as Vice President for Student Services.

Crawford, Robert

Instructor in Physical Education and Science

Crawford received an A.A. from Ohio Valley College and a B. S. E. from Oklahoma Christian University. He has done additional graduate work at the University of Dayton and West Virginia University. Before returning to O.V.C., he taught and coached in Washington County, Ohio. He received the Governor's Award in Ohio six times in recognition of excellence in teaching science, and has been named in *Who's Who Among Outstanding American Educators*.

Crosby, John

Adjunct Professor in Business

Dr. Crosby holds the Ed.D., M.S., and B.S. degrees. He has taught at a number of universities including Emory University in Atlanta and Nova Southeastern University. He currently serves as the Vice President for Human Resource Management at Camden Clark Memorial Hospital.

Drennan, A. Don

Senior Vice President for Administrative Services

Assistant to the President

Adjunct Assistant Professor in Business

Mr. Drennan has a B.S. and M.S. from Abilene Christian University. He joined the faculty in 2001. He became Senior Vice President for Administrative Services and Assistant to the President in 2003. From 1960-90, he served Abilene Christian University in various positions. He currently owns Rafter T and Liberty Oaks Ranch and serves as treasurer of the Frazier Foundation.

Doak, Daniel C.

Professor of Mathematics, Computer Science, and Language

Executive Director and Dean of the Institute for Adult Learning

Dr. Doak has an A.A. degree from Ohio Valley College, a B.A. (mathematics) from Harding University, an M.S. (mathematics) from Arkansas State University,

an M.S. (mathematics/computer science) from Ohio University, and an Ed.D. (higher education administration /adult education) from West Virginia University. He is a graduate of the Foreign Service Institute School of Languages and served for two and a half years in the U.S. Army in the Netherlands. Dr. Doak joined the OVC faculty in 1976. He has served as Academic Dean and Vice President for Academic Affairs from 1991-1999.

Dougherty, Jason

Director of Spiritual Development

Adjunct Instructor in Bible

Dougherty, an alumnus of Ohio Valley College, graduated in 1997 with a B.A. in Biblical Studies. While a student, Dougherty worked as an intern with the Grand Central Church of Christ for two years and served as resident supervisor in the men's dormitory during his senior year. After graduating, he served as Minister of Outreach and Evangelism for the Grand Central Church until deciding to pursue graduate work at the Harding University Graduate School of Religion. He pursued graduate work full time for two years and is currently working part-time toward a Masters of Divinity. Dougherty accepted the campus minister position in August 2000.

Dyer, Jerry C.

Director of The Clayton Pepper Center for Church Growth

Adjunct Associate Professor in Bible and Alternative Dispute Resolution

Dyer is a graduate of Sunset School of Biblical Studies, holds an A.A. from Edison Community College, a B.A. from Southern Christian University, a M.A. from Pepperdine University School of Law, and is a Ph.D. candidate from Nova Southeastern University. He has taught at two schools of Biblical studies (Australia and Tennessee). Dyer holds certification from the Supreme Court of Florida and other certifying organizations. He also belongs to four national organizations and one international organization which certify mediators, interveners, and arbitrators. He serves as Director of The Clayton Pepper Center for Church Growth Center at Ohio Valley College. Dyer came to OVC in 1999.

Foust, John H.

Librarian

Foust holds the B.A. (Biblical languages) and the M.Ed. (elementary education) from Harding University. He also earned the M.L.S. from Sam Houston State University. After eight years as a teacher at Sharpstown Christian School in Houston, Texas, Foust joined OVC as a librarian in 1990. He is a member of the American Library Association and The West Virginia Library Association.

Frost, Anne Y.

Adjunct Assistant Professor in Business

Frost holds a B.S. in Business Administration from West Virginia University at Parkersburg and a M.A. in Corporate and Organizational Communication from West Virginia University. She currently serves as grants manager for the Sisters of St. Joseph Charitable Fund.

Gibbs, Charles O.

Associate Professor of Mathematics and Computer Science

Director of Administrative Computing Services

Gibbs earned his A.A. from Ohio Valley College, B.A. from David Lipscomb College (Bible), and M.A. from West Virginia University (mathematics). He has also done undergraduate and graduate work in computer science. He returned to OVC to teach mathematics from 1968-76, serving also as director of student affairs (1974-75). After working in industry and teaching for several years at Great Lakes Christian College and Michigan Christian College, he returned to OVC in 1981 to teach math and computer science. He served as registrar until 2000.

Grose, Richard A.

Assistant Professor of Psychology

ADVANCE Research Advisor

Grose holds a B.S. in psychology for Ohio Valley College and a M.A. in Industrial Psychology from Marshall University Graduate College. He is a licensed psychologist in the state of West Virginia and worked several years managing businesses in the Parkersburg area.

Hamm, David B.

Assistant Professor of Business

Associate Dean/Director of ADVANCE Program, Institute for Adult Learning

Mr. Hamm holds the B.S. from David Lipscomb University (accounting), the B.A. from Ohio Valley College (Bible), and the M.B.A. from West Virginia University. He is a Certified Public Accountant and has worked for a "Big Five" CPA firm and as assistant tax director for a national tax preparation firm. Mr. Hamm has also preached for congregations in Ohio and West Virginia and conducts a private tax practice specializing in the needs of ministers and church workers. He is a member of the National Society of Accountants, the National Association of Tax Professionals, the International Who's Who of Professionals in 1998, and was listed in *Outstanding Young Men of America* in 1986. He joined the OVC faculty in 1984 and was named "Professor of the Year" in 1991.

Hamm, Laura H.*Adjunct Instructor in Music*

Hamm holds the B.S. (music, piano performance) from David Lipscomb University. She is a nationally certified teacher of music through the Music Teachers National Association. She is a member of the Ohio Music Teachers Association and the W.V. Music Teachers Association. Hamm joined the OVC faculty in 1983 and was listed among the *Outstanding Young Women of America* in 1984. She was a winner of the 1994 D.H. Baldwin Fellowship and has had articles published in professional journals.

Hardy, Steven R.*Professor of Humanities**Assistant Academic Dean*

Dr. Hardy holds the B.A. in English and political science and the M.A. in English from the University of Nebraska at Lincoln and the Ph. D. from the University of Minnesota in English. Hardy has extensive experience working in China and Hong Kong as an English teacher. He has also worked in various capacities in higher education. Hardy joined the OVC faculty in 1998.

Harrison, C. Wes*Professor of Bible and Humanities**Director of the Liberal Studies Program**Director of International Studies Program*

Dr. Harrison holds the A.A. from York College, the B.A. from Harding University (religion), the M.A. (theology) from Harding Graduate School of Religion, the M.A. (history) from the University of Memphis and the Ph.D. (history) from the University of Oregon. He also did graduate work at Heidelberg University, Heidelberg, Germany. He served as missionary in Germany for ten years and taught for ten years at Columbia Christian College. He also taught six years at Alderson-Broadus College. He joined the OVC faculty in 1998.

Hill, Gregory A.*Adjunct Assistant Professor in Business*

Hill holds a B.S. in Business Administration (Accounting Emphasis) and an M.B.A. from West Virginia University. He currently serves as the Director of the Small Business Development Center at WVU-Parkersburg.

Hopkins, Gail E.

Adjunct Professor

Hopkins, an orthopaedic surgeon, holds the B.S. in Biology and Religion and the M.A. in Religion from Pepperdine University, the Ph.D. in Biology from Illinois Institute of Technology and the MD from Rush Medical College. He is certified by the American Board of Orthopaedic Surgeons. Dr. Hopkins was a professional baseball player from 1964-1978 playing in the U.S. and Japan. He has served as an associate clinical professor at the Loyola University Medical School. He served on the board of trustees for Northeastern Christian Junior College and now serves on the Ohio Valley College Board of Trustees. After retiring from his private medical practice in 2003, he relocated to West Virginia to serve the College in a variety of roles.

Huyghebaert, Arnold A.

Adjunct Professor in Bible and History

Huyghebaert holds an M.Th. and a D.Min. in homiletics from Harding Graduate School of Religion. He earned a B.A. in Bible from David Lipscomb College. He joined the OVC faculty in 1998.

Jacoby, Paul A.

Assistant Professor of Physical Education

Volleyball Coach

Jacoby holds the B.A. and M.Ed. degrees from Harding University. He is also an alumnus of NCJC and served as a faculty member and coach there from 1973 through 1993. Jacoby joined the OVC faculty in 1994.

Jonas, Kevin L.

Adjunct Instructor in Computer Science

Jonas hold an A.A. and A.S. from Ohio Valley College, a B.S. in Mathematics from Harding University, a B.S. in Computer Science from West Virginia University, and is currently working on a master's degree in computer systems management from University of Maryland. He joined the OVC faculty in 2000.

Jones, C. Joy

Provost

Senior Vice President Student Learning and Development

Professor of Business and Education

Jones holds the B.S., the M.B.A., and Ph. D from Ohio University. She has been an active member of the business community in Southeastern Ohio

for many years as owner and operator of family businesses. Jones began teaching as an adjunct in 1991 and joined the faculty full-time in 1995. Jones, who has spoken at workshops, lectureships and other special events, was named to Who's Who Among America's Teachers in 2000 & 2001. Dr. Jones, who previously served as acting business program director and Interim Business Division Chair, and Assistant Academic Dean, became the Provost and Sr. VP for Student Learning and Development in July, 2001.

Keller, Alison E.

Director of Library Services

Adjunct Assistant Professor of Humanities

Keller holds a B.S. from the University of Memphis and the M.L.S. from Villanova University. She has worked as a teacher and a librarian in the educational community for several years. She is also a member of the American Library Association and the WV Library Association. Keller is a candidate for a masters degree in art history from WVU. Keller joined the OVC staff in 1993.

Keller, David

Professor of Humanities

Director of Theatre

Dr. Keller holds the B.A. from Lehigh University, the M.A. from Villanova University, the M.Th. and D. Min. from Harding Graduate School of Religion. Before coming to Ohio Valley College in 1992, he worked in Christian higher education for 18 years at Northeastern Christian Junior College as a teacher, director, and administrator. He is a member of the National Council of Teachers of English, the Association of Theater in Higher Education, Christian Theater Educators, and Christians in Theater Arts.

Kodrich, Michael

Adjunct Assistant Professor in Psychology

Mr. Kodrich holds a B.A. in general studies from Glenville State College and a Bachelor's Degree in Christian Ministry from Williamstown Bible College and an M.A. in counseling from West Virginia Graduate College. Mr. Kodrich, currently a therapist in private practice, has worked as a minister, a Guardian Ad Litem for the Washington County Juvenile Court, a Mental Health Specialist for St. Joseph's Hospital and as group therapist intake coordinator and assistant program director, and the Clinical Director of the Adult Crisis Stabilization Program at Worthington Center. He joined the OVC faculty in 2000.

Krivchenia, Dianne

Adjunct Assistant Professor in Music

She holds a B.M.E. from Ohio State University, an M.M. in voice from Bowling Green State University and a gifted and talented certification from Ohio University. Krivchenia joined the faculty in 2000.

Mason, Mark

Adjunct Instructor in Hebrew

Mason holds a Bachelors' degree from Ohio Valley College (Bible) and Malone College (Biology), and is completing a Master's degree in Old Testament from the Harding Graduate School of Religion. Mark has been the associate minister at 36th Street congregation in Vienna since 1993. He is involved with Outreach Training Northeast as director of follow-up and instructor of Refresher Weekends. He joined the OVC faculty in 1997.

Mathis-Stump, Rebekah

Dean of Enrollment, Marketing, and Planning

General Counsel

Mathis-Stump holds both an A.A. and a B.A. (liberal studies) from Ohio Valley College and also a J.D. from West Virginia University College of Law. Before beginning her work with OVC, Mathis-Stump served as a research assistant at the College of Law and worked as a summer fellow with the Kanawha County Public Defender's Office (WV) and the Legal Aid Society of Charleston (WV). In 2001, Mathis-Stump was named the Ohio Valley College Young Alumnus. She is a member of the West Virginia State Bar, the Order of the Barristers, and the Wood County Chamber of Commerce.

McGee, Bill

Assistant Professor of Business

Head Men's Basketball Coach

McGee holds the B.S. from Lubbock Christian College in Business Communication and the M.S. from Villanova University in Applied Statistics. He taught business from 1982 to 1993 at Northeastern Christian Junior College and served as head men's basketball coach. He has additional teaching and coaching experience at the high school level. McGee won NJCAA region XIX championships in 1988 and 1993. He was semi-finalist in the NJCAA national tournament in 1988 and runner-up in 1993. He joined the OVC faculty in 2003.

Meiser, Wayne A.*Adjunct Assistant Professor in Education*

Meiser holds the A.A. from Ohio Valley College, the B.S. (elementary education) from David Libscomb College, the M.A. (educational administration) from the West Virginia Graduate College. He served as an administrator and teacher in Wood County Schools from 1971 to 2002. He joined the OVC family in 2002.

Miller, Scott A.*Adjunct Assistant Professor in Business*

Miller holds a B.B.A. from Oklahoma Christian University and a M.A. in counseling from the University of Dayton. He currently serves as a counselor from Belpre City (Ohio) Schools.

Morgan, Angie*Instructor in Developmental Education and Mathematics*

Angie Morgan is a 1991 graduate of Northeastern Christian Junior College and a 1993 graduate of Lubbock Christian University with a B.S. in secondary education in the areas of English and mathematics. She taught at La Mesa, Texas, High School, and began teaching at OVC in the fall of 1999.

Morgan, Steven*Vice President for Finance**Adjunct Assistant Professor of Business*

Morgan holds a B.S. from Lubbock Christian University and an M.B.A. from Wayland Baptist University. He is a Certified Public Accountant and worked for a local CPA firm in Lubbock, Texas prior to coming to OVC. He is an alumnus of NCJC. He is a member of the American Institute of Certified Public Accountants. He joined the OVC faculty in 1997.

Muller, Kalema (Kathy) L.*Dean of Women**Director of Student Enrichment**Adjunct Assistant Professor in Sociology*

Muller holds the B.A. (psychology) from Rowen University and the M.A. (psychology) from Marshall University. Specializing in psychological counseling and placement, she has been a social worker for several regional hospitals and care centers. She currently serves OVC as Dean of Women and Director of Student Enrichment.

Muller, Larry

Assistant Professor of Business

Director of Business Programs

Chair of the Division of Business, Math and IT

Muller holds the A.A. from Northeastern Christian Junior College, the B.A. (Organizational Management) from Eastern College, and the M.B.A. from Marshall University. He is working on a post-graduate degree leading towards a Doctorate in Management from the University of Phoenix. Muller has held a variety of marketing and management positions in private industry and higher education. He serves OVC on the President's Council for Institutional Advancement and as the Sam Walton fellow for the Students in Free Enterprise (SIFE) organization. He joined the OVC faculty in 2001.

Newberry, David W.

Adjunct Assistant Professor in Bible and Communications

Newberry holds a B.A. in Bible and Communications from Lipscomb University and a M.S. in counseling from Ball State University. He currently serves as the minister for the Lubeck Church of Christ in Parkersburg.

Oblisk, Heather

Adjunct Assistant Professor in Communication

Head Women's Softball Coach

Oblisk holds an A.A. in Liberal Studies from Ohio Valley College, the B.S. in Business Administration from Oklahoma Christian University, and the M.A. in Organizational Communication from West Virginia University. She has worked at Ohio Valley College since 1996 in the Campus Operations Department and has served as the Head Softball Coach since 1997.

Pavan, Ron

Adjunct Assistant Professor in Art and Physical Education

Athletics Director

Women's Basketball Coach

Pavan has an A.A. from Northeastern Christian Junior College, a B.A. in Art from Lubbock Christian University, and an M.S. in Athletic Coaching from West Virginia University. He has served as a faculty member and coach at NCJC from 1986 through 1993. He was awarded the NCJC Service Award in 1991. He has been instrumental in advancing the athletic program at OVC and in enabling the College to compete in NCAA II and in the West Virginia Intercollegiate Athletic Conference. Pavan joined OVC in 1994.

Pennington, G. K.*Adjunct Assistant Professor in Bible*

Pennington holds a B.A. in Bible and an M.Div. from Harding University Graduate School of Religion. He has served 30 years as a pulpit minister and joined the OVC faculty in 1999.

Pennington, Glenda Jo*Director of Teacher Education**Assistant Professor in Education*

Pennington holds the B.A. in Early Secondary Education and the M.S. in Elementary Education, and a Certificate of Advanced Study for school administration from the State University of New York. She is an ABD candidate for an Ed. D. through Marshall University. She taught first, fourth, and fifth grades for nine years and was a building principal for four years before coming to OVC in 2000. She is an instructor and program director in the elementary education program. She has been active in several community organizations and is a member of the Association for Supervision and Curriculum Development, the International Reading Association, and the West Virginia Reading Association.

Presley, Jennifer A.*Assistant Professor of Natural Science*

Ms. Presley holds the Associate of Science in Pre-nursing from Ohio Valley College, the B.S. in Nursing from Harding University and the M.S. in Nursing from West Virginia University. She has also studied at Fairmont State College and Xavier University. She has served as a Staff Nurse at University of Cincinnati Hospital, Bethesda Hospital (Cincinnati), Monongalia General Hospital (Morgantown), University Health Associates (WVU) Camden Clark Memorial Hospital (Parkersburg), and several other nursing positions at WVU Hospitals. Ms. Presley has coordinated professional seminars, presented at numerous conferences and participated as Post Anesthesia Care Unit RN in Nepal, Bangladesh, and Peru with Interplast, a non-profit organization which provides free reconstructive surgical procedures to people in underdeveloped nations. She was most recently a Nursing Instructor in the Health Restoration Department of West Virginia University School of Nursing. She is the recipient of the 1998 Excellence in Patient Care Delivery Award from WVU Hospitals and the Ohio Valley College 1999 Medal of Merit in Physical Science Alumni Award. Ms. Presley joined the faculty in 2002.

Rockhold, John W., III

Assistant Professor of Bible
Director of Enrollment and Chaplain
Institute for Adult Learning

Rockhold attained a B.A. in Bible and Speech from Harding University and completed a M.Th. from Harding Graduate School of Religion, with majors in counseling and ministry. He is also a graduate of the Pittsburgh Institute of Mortuary Science and is a licensed mortician and funeral director.

Russell, Steve

Chair of Division of Education and Natural Sciences
Professor of Education

Dr. Russell is an alumnus of Ohio Valley College, graduating with an Associate of Arts degree in 1978. After earning a B.S. degree in Education from West Virginia University in 1980, he served as an elementary teacher for one year in Atlantic Christian Schools, Miami, Florida, and as a secondary teacher in Kanawha County, West Virginia for 10 years. After earning a Master's degree from Marshall University in Education Administration, Dr. Russell attended West Virginia University where he completed his doctorate, majoring in Special Education and Higher Education Administration. Dr. Russell began his career in higher education as an assistant professor at West Liberty State College and as an associate professor and Director of Minority Recruitment at Marshall University Graduate College. His primary area of research is in Special Education Inclusion, which has resulted in numerous publications. Dr. Russell has presented papers at 17 national and international conferences and is called upon frequently to speak on topics ranging from cultural diversity to assessment. Dr. Russell has been qualified as an expert witness in family court and often attends legal proceedings as an advocate for people with exceptionalities. He has written plans on both the college and university levels for compliance with the Americans with Disabilities Act. Dr. Russell is currently serving the United States Department of Defense as a curriculum auditor for its schools in Europe and Asia.

Spivy, Joe T., Jr.

Adjunct Assistant Professor in Bible

Spivy holds a Bachelor's degree in Bible from Freed-Hardeman University and a M.A. from Harding Graduate School of Religion. He currently serves as the minister for the Grand Central Church of Christ in Vienna, WV.

Spivy, Melissa*Assistant Professor of Education*

Spivy holds the B.S. in elementary education with an endorsement in early childhood education from Freed-Hardeman University where she received the Faculty Scholarship-Leadership Medal upon graduation. She holds the M.A. in elementary education from Morehead State University. After several years as a teacher of various grade levels in Louisiana, Kentucky, and West Virginia, Spivy joined OVC as an adjunct instructor in 1997. She became a full-time faculty member in 1998. She has been active in several community organizations and is a member of the National Council of Teachers of Mathematics and the Association for Supervision and Curriculum Development.

Stanley, Richard E., Jr.*Adjunct Assistant Professor in Psychology*

Stanley holds a B.S. in psychology from West Liberty State College and a M.Ed. from Ohio University. He is a licensed psychologist in the state of West Virginia and currently works in association with the Counseling and Wellness Center of Parkersburg, WV.

Stephens, Ridglae*OVC First Lady**Adjunct Assistant Professor in Education*

Stephens holds the B.A. in elementary education from Glenville State College and a M.A. in communication studies with a K-12 endorsement in remedial reading from West Virginia University. She served fourteen years as a reading resource teacher for Wood County schools. During this time, she was nominated for the Ashland Oil Company teacher of the year, the Eddie C. Kennedy teacher of the year for West Virginia and The West Virginia Reading and Language Arts teacher of the year. In 1996, she was awarded the Wood County Reading teacher of the year. She has been active in community organizations and a member of the International Reading Association, West Virginia Reading Association, West Virginia Reading and Language Arts Association and the Association of Supervision and Curriculum Development. She joined the OVC faculty in 1998.

Stephens, Robert W., Jr.

President

Associate Professor of Social Sciences

Dr. Stephens holds the A.A. from Ohio Valley College, the B.A. (business administration, history, and education) from Morehead State University, the M.A. from Harding University Graduate School of Religion (religious history, ministry, and Bible), and the Ed.D. (educational administration and counseling) from West Virginia University. Stephens has served churches in West Virginia and Tennessee and was named to Who's Who in American Education in 1992, Who's Who Among America's Teachers in 1994, Who's Who in the South and Southwest and the Sixteenth Edition of Men of Achievement. He serves as a Consultant-Evaluator and Reader for the Higher Learning Commission of the Higher Learning Commission of Colleges and Schools. Stephens is past board Chair of the Chamber of Commerce of the Mid-Ohio Valley, serves on the board of Appalachian College Association, is treasurer of the West Virginia Intercollegiate Athletic Conference, and serves on the executive board of West Virginia Independent Colleges and Universities. He joined the OVC faculty in 1976 and has also served the College in admissions, as director of financial aid, as assistant to the president, academic dean, and as executive vice-president. Dr. Stephens became the sixth president of Ohio Valley College in June 1998.

Stotts, E. Keith

Chancellor

Associate Professor of Bible and Social Science

Dr. Stotts holds the B.A. (Bible and Biblical languages) and the M.A. (Old Testament) from Harding University and has done additional graduate work at the Lutheran Theological Seminary, Columbus, Ohio (psychology). He has received three honorary doctorate degrees—Lubbock Christian College (1982), Harding University (1983), and Oklahoma Christian University of Science and Arts (1985). He preached in churches of Christ in Ohio for 15 years and served for over five years as administrator of Mid-Western Children's Home in Cincinnati. He was a member of the founding committee of Ohio Valley College and served on the Board of trustees from 1965 until 1977, when he assumed the presidency. Dr. Stotts became the first chancellor of OVC in June 1998. He has conducted numerous workshops on marriage and family counseling and has served as a family counselor for many years.

Sturm, Carolyn

Associate Professor of English

Sturm has the B.A. (English and speech) from David Lipscomb University, the M.Ed. from Memphis State University (English Education) and the Specialist in Education degree (in English Education) from George Peabody College. Before coming to Ohio Valley College, she taught at Boyd Buchanan School, West Memphis Junior High, and Harding Academy of Memphis, TN. She has been selected to appear in *Outstanding Educators of America*, and twice in *Who's Who Among America's Teachers*. She is a member of the National Council of Teachers of English, the W.V. Association for Developmental Education, and the W.V. English Language Arts Council. She has served the College as director of the news bureau and editor of *Take Thought*. She has conducted numerous teacher-training workshops and has spoken for lectureships and other special events. She joined the OVC faculty in 1971.

Sturm, Philip W.

Chair of the Division of Humanities

Professor of History

Sturm holds the A.A. degree from Ohio Valley College, the B.A. (history and English) from Harding University, the M.A. (history) from West Virginia University, and is a candidate for the Ph.D in American History and Appalachian Studies at West Virginia University. He has taught at the University of New Orleans, Loyola University of the South, and at Ohio Valley College (1964-68; 1974 to the present). He has been the recipient of two fellowships from the West Virginia Humanities Council and has been a James Still Fellow in Ohio Valley frontier studies at the University of Kentucky and a John B. Stephenson Fellow at WVU. He is a member of the West Augusta Historical and Genealogical Society and is a past secretary-treasurer and vice president of West Virginia Historical Association. Sturm is the author of *Dreams and Visions: A Silver Anniversary History of Ohio Valley College*, *A River to Cross: The Bicentennial History of Wood County, WV*, as well as a number of articles on Blennerhassett and Ohio Valley regional history. He is listed in *Who's Who in the South and Southwest*. He was selected as "Professor of the Year" in 1986 and 2001 and Distinguished Alumnus of the Year in 1989; in 1986 he was designated as a "Master Teacher" by the National Association for Staff and Organizational Development at the University of Texas, Austin. In 2001, Sturm was selected as "West Virginia Professor of the Year" by the Faculty Merit Foundation of West Virginia.

Tadlock, David M.

Adjunct Professor in Music

David holds the B.A. (Music) from Indiana University School of Music, Masters (Music) and the Doctorate of Musical Arts from the University of Connecticut. He joined the OVC faculty in 2000.

Taylor, Eric C.

Women's Soccer Coach

Newspaper & Yearbook Advisor

Taylor holds the A.A. degree from Rochester College and the B.A. in Communications from Freed-Hardeman University. He played soccer for both Rochester College and Freed-Hardeman University. He received the NAIA Trans-South Scholar Athlete/Leadership Award in both 2001 and 2002. He became women's soccer coach at OVC in 2003.

Terry, R. Bruce

Interim Bible Program Director

Professor of Bible and Humanities

Dr. Terry holds the B.A. (mathematics), two M.A.'s (missions, Bible and related studies) and the M.Div. in Bible from Abilene Christian University. He also holds the Ph.D. in humanities from the University of Texas at Arlington. He has served as a preacher in New Mexico, Illinois, Texas, and Utah. Dr. Terry has served as a missionary to the Navajo Indians and is widely published in religious periodicals. He taught at the University of Texas at Arlington, Tarrant County Junior College and Abilene Christian University. He joined the OVC faculty in 1998. He was named to Who's Who Among America's Teachers in 2002.

Thorn, Jack

Senior Vice President for Development

Thorn holds an A.A. from Ohio Valley College and a B.A. (Bible) from Harding University. He has worked at Ohio Valley College since 1977, when he began as a development representative. Additionally, Thorn has served as assistant to the president and vice president for institutional advancement. He has directed numerous fundraising campaigns at OVC and is currently directing the Golden Decade Campaign. Thorn has been recognized in Outstanding Young Men of America and was named the Ohio Valley College Alumnus of the Year in 1988. Thorn currently serves as an elder at the Belpre Church of Christ (OH).

Thorn, Mary Ann

Adjunct Associate Professor in Reading, English and Psychology

Thorn holds the A.A. degree from Ohio Valley College, the B.S. (Bible/Christian counseling) from Ohio Valley College, and the M.A. (psychology, clinical/diagnostic) from Marshall University and is an ABD candidate for the Ed.D. degree from Marshall University. She is the president of W.V. Association for Developmental Education, and a member of the National Association for Developmental Education. She joined the OVC faculty in 1996.

Townsend, Sara

Adjunct Assistant Professor in Business

Townsend holds the B.A. in Public Administration from the University of Hawaii and a M.S. in Adult Education from Marshall University. She currently serves as Discipline Focal Point at Kraton Polymers.

Wells, Gordon L.

Associate Professor Natural Sciences and Education

Wells received his B.A. (biological science, mathematics) from Marshall University and his M.S. (marine biology/ecology) from Florida State University. He is a doctoral candidate at the University of Michigan, where he conducted research on the use of microcomputers in the classroom. He is a member of the Human Anatomy and Physiology Society, the Creation Research Science Education Foundation, Phi Delta Kappa, and the National Association of Science Teachers. He taught in the West Virginia public schools and at Florida Keys Community College before coming to OVC in 1976.

Wiblin, Timothy E.

Adjunct Assistant Professor in Mathematics

Mr. Wiblin holds the B.A. in Mathematics from Harding University and the M.S. in Administration from Abilene University. He has served as a middle school, junior high, and high school mathematics instructor, as well as a wrestling and tennis coach at Williamstown High School, and Athletic Director for Gorham, ME Schools. Students at three different school systems have selected him for Who's Who in Education recognition. He

served as Assistant Principal in Wachusett (MA) Regional School District and Principal at Warren (OH) High School. Mr. Wiblin currently owns Wholesale Computer Components. He has served as an adjunct instructor since 2001.

Yoho, Philip

Assistant Professor of Business

Yoho holds the B.S. from Fairmont State College in Business Management and a minor in Industrial Psychology. He holds the M.S. from West Virginia University College of Business and Economics. In addition, he holds a Series Six Securities License. Yoho has held a variety of human resource and financial positions in private industry. He joined the OVC faculty in 2003.

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.

Oliver, Virginia J.

Librarian Emerita, 1983-1987.

Staff

Alleman, Don	Van Driver
Barton, Sarah	Foundations & Corporations
Bibbee, Buryl	Janitor
Bortell, Amy	Associate Director of Admissions
Bortell, Dan	Maintenance
Brown, Betty	Assistant to the Registrar
Butterfield, Terri	Exec. Assistant for Student Learning and Development
Cameron, Bob	Mailroom Supervisor
Carter, John	Associate Director of Development
Cole, Gerald	Associate Director of Admissions
Cook, Summer	Associate Director of Admissions
Cox, Dan	Maintenance
Cox, Era Jo	Certification Specialist
Crum, Connie	Janitor
Davis, Marty	Director of College Relations
Dudley, Rob	Director of Admissions
Dyer, Jeanette	Clayton Pepper Church Growth Center
Dyer, Jerry C.	Director of Clayton Pepper Church Growth Center
Finch, Denise	Residence Hall Director
Fitch, Natalie	Director of Ambassadors/Administrative Assistant
Gibbs, Charles	Director of Administrative Computing Services
Harris, Barbara	Assistant to Chancellor/Accounts Payable Officer
Harrison, Glenna	Assistant to President
Hickman, Mike	Maintenance
Horton, C. Nat	Maintenance
Huffman, Barbara	Director of Donor Relations
Huffman, Jason	Payroll/Perkins Loan Officer
Huffman, Ralph	Maintenance
Huglin, Robin	Janitor
Judge, Jennifer	Associate Director of Admissions
Lallathin, Donald	Director of Development
Lucky, Denver	Director of Admissions
Lyons, Danial	Head Men's Soccer Coach/NCAA Compliance Officer
Lyons, Larry	Director of International Enrollment/Golf Coach
Lyons, Margie	Director of Financial Aid
Maidens, Missy	Director of Pied Pipers

Martin, Kay Student Services Secretary
 Michael, Randi Director of Health Services
 Miller, Dennis Director of Physical Plant
 Miller, Eric Director of Operations, Institute for Adult Learning
 Pavan, Tammi Registrar
 Porter, Chad Associate Director of Admissions/Interim Baseball Coach
 Ray, Richard Food Service
 Reynolds, Dave Maintenance
 Rockhold III, John W. Dir. of Enrollment, Institute for Adult Learning
 Ryan, Susan Director of Stepping Stones
 Salisbury, Heidi .. Coordinator of Support Services, Institute for Adult Learning
 Smith, Donna Financial Aid Secretary
 Sprague, B. J. Alumni Relations
 Stotts, Joan Donor Relations Assistant
 Wilcoxon, Charlotte Business Office
 Wilcoxon, Kris Maintenance
 Williamson, Theresa Asst. to the Sr. VP for Development
 Woodard, Christine Finance Office Secretary
 Woodard, Jeremy Assoc. Director of Admissions
 Woomer, Sharon Admissions Office Manager

2003-04 College Calendar

August 2003

- 15 Faculty Return
- 18-22 Employee Workshop
- 18-22 Student Leaders Workshop
- 19 Annual Employee Sternwheeler Cruise
- 23 New Students Move-In Day and Welcome Ceremony
- 23 Stepping Stones Board of Governors Meeting
(10:00 am to 5:00 pm)
- 25 New Students Register
- 26 Returning Students Register
- 27 First Day of Classes and Chapel
- 28 Annual President's Luau

September 2003

- 2 Last Day to Register or Add a Class
- 11-12 Annual Inman Bible Forum
(Guest Lecturer: Dr. Edward Myers)
- 20 Stepping Stones' OVC Alumni & Friends
Dinner Cruise (6:30 pm)
- 23 Red Cross Blood Drive (11:30 am to 4:30 pm)

October 2003

- 10-12 Board of Trustees Retreat
- 13 Fall Break
- 17 Midterm Grades Due
- 24 Fall Encounter

November 2003

- 11 OVC Health Fair (9:00 am to Noon)
- 14 Last Day to Drop a Class with a "W"
- 24-28 Thanksgiving Break

December 2003

- 12 Last Day of Classes
- 15-18 Final Exams

January 2004

- 7-9 Employee Workshop
- 12 Registration for All Students
- 13 First Day of Classes and Chapel
- 15 SGA Mardi Gras Masquerade Party
- 19 Last Day to Register or Add a Class

February 2004

- 5-7 EXPRESSIONS! 2004
- 7 Homecoming
- 14-21 OVC Friends Western Caribbean Cruise
- 20 Graduation Application Deadline

March 2004

- 2 Red Cross Blood Drive (11:30 am to 4:30 pm)
- 5 Student/Board of Trustees Luncheons
- 5 Midterm Grades Due
- 6 Board of Trustees Meeting
- 13-21 Spring Break

April 2004

- 9 Day to Drop a Class with a "W"
- 17 Sports Appreciation Banquet

May 2004

- 3-6 Final Exams
- 8 Graduation
- 10 Maymester Begins

June 2004

- 5 Board of Trustees Meeting
- 5 President's Club Banquet