

THE ACADEMIC PROGRAM

ACADEMIC STRUCTURE OF THE UNIVERSITY

The academic and instructional program at Southwestern University is organized through The Brown College of Arts and Sciences and The Sarofim School of Fine Arts.

The Brown College of Arts and Sciences

The Brown College of Arts and Sciences was named in 1975 to honor the George R. and Herman Brown families of Houston for their generosity. The Brown family has maintained a strong commitment to educational opportunity and a continuing interest in the institutions that have shaped their own lives, including Southwestern University. The Brown Challenge was a gift providing resources of truly transformative scale to Southwestern's general endowment. Over the years, gifts from The Brown Foundation and Brown family have also recognized and promoted the potential of Southwestern's faculty and students. The Brown legacy at Southwestern is also present on campus today through the Shilling Lecture Series, in the exemplary teaching and scholarship carried out by Brown Chairs and Fellows, and in the presence on campus of the Brown Scholars, recipients of Southwestern's highest academic award.

The Brown College of Arts and Sciences is made up of the Division of Humanities, the Division of Natural Sciences, and the Division of Social Sciences. Fields of study available in the Brown College include 15 academic departments and one area. The Brown College is also the primary home of 7 interdisciplinary programs.

Many Brown College faculty have their offices in Mood-Bridwell Hall, an historic building dating from 1906. Once a men's dormitory, the building has an unique design with offices surrounding its central atrium of Austin stone. The F.W. Olin Building was constructed in 1996 and houses other faculty offices, as well as state-of-the art classrooms and research laboratories for psychology. The Fondren-Jones Science Hall consists of nearly 60,000 square feet. Originally constructed in 1954, the building was enlarged in 1999 and features two multimedia classrooms, research laboratories for biology, chemistry, physics, and biology, a nuclear magnetic resonance spectrophotometer laboratory, and faculty offices. Faculty offices and laboratories for the kinesiology program are housed in the Corbin J. Robertson Center. The historic Roy and Lillie Cullen Building provides additional classroom space for the programs of the Brown College of Arts and Sciences.

Division of Humanities

Classics Area
Communication Studies
English
History
Modern Languages and Literatures
Religion and Philosophy

Division of Social Sciences

Economics and Business
Education
Kinesiology (see Kinesiology Department)
Political Science
Psychology
Sociology and Anthropology

Division of Natural Sciences

Biology

Chemistry and Biochemistry

Kinesiology (see Kinesiology Department)

Mathematics and Computer Science

Physics

The Sarofim School of Fine Arts

The Sarofim School of Fine Arts has its roots in the University's original School of Music, which was established in 1888. In 1941, the Art Department was merged with the School of Music, and the School of Fine Arts offered its first courses with Dr. Henry Edwin Meyer as the first dean. In 1956, the Drama and Speech Department was incorporated into the school. In 1999, it became the Theatre Department, and The Sarofim School of Fine Arts evolved into its present configuration.

The purposes of The Sarofim School of Fine Arts are to prepare students for professions in the fields of studio art, art history, music and theatre, including the teaching of those subjects; to provide them with a base of liberal arts subjects to afford them breadth and intellectual solidity; to provide opportunities for all University students to participate in studio, class and ensemble activities; and to function as an aesthetic and cultural force for the University and the community.

Housed in the Alma Thomas Fine Arts Center and the Rufus Franklin Edwards Studio Arts Building, The Sarofim School of Fine Arts makes available courses leading to the Bachelor of Fine Arts degree in theatre, the Bachelor of Music degree, and the Bachelor of Arts in art, art history, music and theatre.

The Alma Thomas Fine Arts Center contains the 720-seat Alma Thomas Theater, the 322-seat Jesse H. and Mary Gibbs Jones Theater, the Caldwell-Carvey Foyer performance space, a choral rehearsal room, a band and orchestra rehearsal hall, two art laboratories with individual carrels for art majors, an art gallery, individual practice rooms with pianos, classrooms, offices and teaching studios.

The Studio Arts Building, a separate facility for ceramics and sculpture, is located on the north side of campus. The grand Aeolian-Skinner pipe organ in the Lois Perkins Chapel is a gift of Mrs. J.J. Perkins. It is used for Chapel services and for recitals, as well as student lessons.

The Sarofim School of Fine Arts

Art and Art History

Music

Theatre

Interdisciplinary Programs

In addition, the University supports a series of team-taught, interdisciplinary courses including fields represented both by The Brown College of Arts and Sciences and The Sarofim School of Fine Arts.

Interdisciplinary Programs

American Studies

Animal Behavior

Environmental Studies

Feminist Studies

International Studies

Latin American Studies

Physical Science

SOUTHWESTERN UNIVERSITY CURRICULUM

Rationale

At Southwestern University, we believe that the liberal arts must extend beyond a prescribed set of courses and experiences to include all we do. In structuring the academic curriculum, Southwestern University believes that general education, the major, the minor and electives all contribute in a vital way to a liberal arts education. A liberal arts approach to teaching and learning requires that faculty in all disciplines provide courses that cause students to challenge their own assumptions about the world and to become individuals who are capable of self-reflection and critical analysis and who are passionate about continued learning throughout their lives. A liberal arts approach requires that individual courses be placed in the context of the discipline, in relationship to other disciplines, and in relation to the liberal arts in general, such that students come to understand the essentially interdisciplinary nature of the liberal arts.

Students who experience such a liberal arts education should become literate, informed and critical persons capable of making the world more humane and civilized. Such students must acquire the skills of communication: they must learn to read and think critically, to write and speak cogently. They must develop mathematical reasoning ability. Because cumulative learning develops their powers of reasoning and analysis, they must achieve depth in some field of knowledge. At the same time, they need to acquire breadth by becoming familiar with the different specialized modes of acquiring knowledge of themselves and of their social and natural environments. They must come to understand the complexity and diversity of their own cultural heritage, both in historical context and in relation to the international context of the 21st century. They must develop religious and aesthetic awareness that will help them to make informed and discriminating decisions.

Objectives

The Southwestern University curriculum is designed:

- I.** To develop in students a set of basic academic skills which are the marks of an educated person and are fundamental to the successful completion of any program of study, namely:
 - A. Fluency in written and spoken English.
 - B. Competence in analytical and critical thinking.
 - C. The ability to perform mathematical operations, carry out quantitative analysis and/or practice mathematical reasoning.
 - D. The ability to access and evaluate bibliographic and other systems of stored data and information, including electronic resources.
 - E. Proficiency in a classical or modern language other than English at the fourth-semester level.

- II.** To allow students to encounter the various perspectives on knowledge and modes of reasoning, thinking and acquiring knowledge that are fundamental for understanding personal existence, human community, and the natural environment and that are necessary for continued self-education in the modern world, namely:
 - A. An understanding of other cultural traditions in order to expand students' cultural experience and provide fresh perspectives on their own cultural assumptions and traditions.
 - B. An understanding of the impact of religious ideas and traditions on human experience.
 - C. An understanding of how knowledge of the natural world is acquired by the use of scientific methods of inquiry and application of experimental techniques.
 - D. An understanding of the creative dimension of human existence and of aesthetic experience as a distinctive mode of perceiving the world.
 - E. An understanding of the relationship between the individual and the

social environment and of the ways in which that relationship can be understood.

- F. An understanding of human experiences and cultures through close reading and critical analysis of our histories, literatures, languages, ideas and values.

- III. To develop proficiencies in students based on systematic and rigorous study of a particular field. Students may choose to focus their study on a discipline located within a particular academic department or on an interdisciplinary program.

Structure of the Curriculum

The Southwestern University curriculum consists of three areas, each of which contributes an essential component to the student's educational experience. Area One specifies courses common to all programs of study; Area Two provides parameters within which students may choose courses that support their work in Area One and Area Three; Area Three describes the general requirements for an area of study in depth (the major).

I. AREA ONE

A. First-Year Seminar (one course)

The purpose of the First-Year Seminar is to provide an introduction to the Southwestern University liberal arts learning environment. It involves investigation of a special topic in a mentoring relationship with a faculty member that begins during Orientation week and continues into the first part of a student's first regular semester. Seminars are special topic courses that provide stimulating and challenging academic experiences to help prepare incoming students to be successful in a rigorous liberal arts college environment. In particular, seminars focus on developing the student's abilities in the following areas: reading, writing, critical thinking, research, informed discussion and creativity. Additional academic socialization components prepare students for the challenging intellectual demands of college-level course work. Must be completed in the first semester.

B. College Writing (one course)

Writing is a significant form of thinking, a process of discovering and communicating ideas. This course is designed to involve students directly in this process of writing as thinking, to stimulate them to develop their ideas, and to increase their facility with the English language and the use of bibliographic sources. Readings expose students to effective writing and encourage them to respond accurately and intelligently to the language and ideas of others, but the emphasis of this course is on the students' own writing of expository prose, including the research paper. Should be completed in the first year.

C. Mathematics (one course)

The mathematics requirement is designed to insure that students have an appropriate mastery of computational skills as well as an appreciation of the nature of mathematical reasoning. Any three or four credit-hour mathematics or computer science course taught at Southwestern University (excluding CSC54-143 Introduction to Programming) satisfies this requirement. Should be completed in the first year.

D. Language (up to four semesters)

Southwestern University students ordinarily must demonstrate proficiency at the fourth-semester level in order to fulfill the foreign language requirement. Incoming students have the opportunity to demonstrate proficiency by achieving advanced placement on the regularly scheduled placement examinations. Through

the sustained study of literature or other forms of cultural expression in the target language, students gain a foundational understanding of communities and heritages other than their own. Students thereby become conversant in an increasingly interconnected global environment where proficiency in foreign languages provides access to intellectual inquiry (including cultural and literary expression) otherwise inaccessible in a monolingual setting. With permission of the Modern Languages and Literatures Department, the foreign language requirement may be fulfilled by demonstrating proficiency at the equivalent of the fourth-semester level in a language not offered at Southwestern University. The student wishing to fulfill Southwestern's foreign language requirement in this manner is responsible for supplying pertinent documentation to the Modern Languages and Literatures Department and to the Registrar's Office, including official transcripts and/or expert verification of fourth-semester or equivalent proficiency in the target language, once the course of study is completed.

E. Fitness and Recreational Activity (two courses)

The objective of the Fitness and Recreational Activity program is to develop knowledge, skills and physical abilities that contribute to the enjoyment of various sports and leisure-time activities throughout life, as well as to acquire techniques in developing and maintaining personal physical fitness. Students are encouraged to develop and practice a lifestyle that promotes wellness and physical fitness, and that incorporates recreational activities on a regular basis. Students who complete a season of participation in intercollegiate athletics may satisfy one FRA course requirement for such participation.

F. Intercultural Perspectives (one course)

The goal of this requirement is to help students understand and interrogate their relation to the world. Students develop awareness of their own and others' worldviews by encountering and analyzing how the interaction between material conditions and cultural beliefs and practices shapes everyday life differently for different people in different social, global and historical contexts. Courses fulfilling this requirement consider similarities and differences in physical and cultural environments, institutions, practices, values, beliefs, worldviews and/or identities. Among Area One requirements, only the Intercultural Perspectives requirement may be satisfied by designated courses taken in Area Two. Courses that satisfy this requirement are marked in the catalog with (IP) following their descriptions.

G. Religion (one course)

Courses satisfying this requirement introduce students to reflections on the meaning of human existence, community and the universe from the perspectives of the major religious traditions of humankind. Specific courses may focus upon a segment of religious and philosophical tradition or on several religious traditions in comparison. These courses show how religious tradition shapes human consciousness and provides individuals with self-definition and meaning. Courses that satisfy this requirement are marked in the catalog with (R) following their descriptions.

II. AREA TWO

Courses selected within Area Two are designed to ensure breadth of study across the range of academic disciplines included in the liberal arts, and to foster the student's agency in shaping a program of study.

A. At least two courses totaling at least six hours from the Division of Humanities
These courses develop an understanding of human experiences and cultures through

close reading and critical analysis of histories, literatures, languages, ideas and values. Courses that satisfy this requirement are marked in the catalog with (H) following their descriptions.

B. At least two courses totaling at least six hours from the Division of Natural Sciences

These courses develop an understanding of how knowledge of the natural world is acquired by use of scientific methods of inquiry, experimental techniques, or by mathematical/computational models and methods. Courses must be from two different departments, and at least one course must have an experimental lab. Courses that satisfy this requirement are marked in the catalog with (NS) or (NSL) following their descriptions.

C. At least two courses totaling at least six hours from the Division of Social Sciences

These courses develop an understanding of the relationship between the individual and the social environment and of the ways in which that relationship can be understood. Courses must be from two different departments or programs. Courses that satisfy this requirement are marked in the catalog with (ScS) following their descriptions.

D. At least two courses totaling at least six hours from The Sarofim School of Fine Arts

These courses develop an understanding of the creative dimension of human existence and of aesthetic experience as a distinctive mode of perceiving the world. At least three credit hours must be in classroom/lecture format, and at least three credit hours must be in performance/production format. Courses that satisfy this requirement are marked in the catalog with (FAL) or (FAP) following their descriptions.

E. Free Electives (hours vary depending on degree program and choice of major)

These unrestricted courses give students the opportunity to pursue topics of personal interest that complement courses taken in Area One and Area Three.

III. AREA THREE

A. The Major

All majors require at least 30 semester hours (60 percent above the introductory level); some require considerably more hours. No course may satisfy hour requirements in more than one major, except in the case of paired majors (see Paired Majors). All students must have a major in their academic program.

B. The Minor

A minor requires at least 18 semester hours in a subject field (12 above the introductory level). Some minors may require more than 18 hours. Students are not required to have a minor in their academic program.

C. Continued Writing Experience

Students must not only learn how to write cogently but must also practice and refine writing skills as they progress through their various courses of study. Different disciplines or fields of knowledge have different writing styles and requirements, and graduates should be able to communicate effectively in their chosen fields.

D. Capstone Experience

Each department and major program shall design its major(s) to include an appropriate

capstone experience. This may be a special course, a project in which students are expected to bring together and apply what they have learned, a comprehensive written and/or oral exam, or other experience appropriate for the area of specialization.

Majors and Minors Available at Southwestern

Majors

Accounting	page 69
American Studies (Interdisciplinary)	page 36
Animal Behavior (Interdisciplinary)	page 37
Anthropology	page 155
Art (Studio)	page 41
Art History	page 44
Biochemistry	page 53
Biology	page 49
Business	page 70
Chemistry	page 54
Classics	page 59
Communication Studies	page 62
Composite Science (teaching field)	page 76
Composite Social Studies (teaching field)	page 76
Computational Mathematics	page 107
Computer Science	page 110
Economics	page 67
Education	page 75
English	page 85
Environmental Studies (Interdisciplinary)	page 88
Feminist Studies (Interdisciplinary)	page 89
French	page 114
German	page 115
History	page 94
Independent Major (Interdisciplinary) (Area of Concentration)	page 15
International Studies (Interdisciplinary)	page 99
Kinesiology	page 102
Latin	page 59
Latin American Studies (Interdisciplinary)	page 106
Mathematics	page 108
Music	page 122
Philosophy	page 148
Physical Science (dual-degree program)	page 131
Physics	page 133
Political Science	page 136
Psychology	page 140
Religion	page 145
Sociology	page 153
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Minors

Animal Behavior	page 37
Anthropology	page 154
Architecture and Design Studies	page 41
Art (Studio)	page 41
Art History	page 44
Biology	page 49
Business	page 70
Chemistry	page 54
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Generic Special Education	page 81
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Performance Studies	page 158
Philosophy	page 148
Physics	page 133
Political Science	page 136
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Religion	page 145
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Paired Majors

Certain departments and programs have agreed to “pair” majors, which allow up to six hours of specified courses to count in both majors. Contact the chairs of the applicable department or programs for details about these paired majors. The approved majors are:

Communication Studies/Feminist Studies
Economics/Accounting
Economics/Business
English/Feminist Studies

History/Feminist Studies
International Studies/French
International Studies/German
International Studies/Spanish
Philosophy/Feminist Studies
Psychology/Education
Religion/Feminist Studies
Sociology/Anthropology
Sociology/Feminist Studies
Theatre/Feminist Studies

The Independent Major (Area of Concentration)

The independent major (area of concentration) within the Bachelor of Arts degree is an alternative to a regularly offered major and minor. It gives students greater freedom to design an interdisciplinary course of study focusing on a theme or career plan. It must consist of no fewer than 48 semester hours, chosen in accordance with an overall plan that gives unity and coherence to the integrated course of study: 1) 24 semester hours from one subject area (defined as one group of courses sharing a numerical prefix, e.g. 70-XXX-Studio Art), 18 of which must be above the introductory level; and 2) 24 additional semester hours from other subject areas, 18 of which must be above the introductory level.

Students' programs must be designed in consultation with the chairs of the Division/School and the departments involved and must be approved by the Division/School in which the first 24-hour block falls. The capstone experience is dictated by the requirements of the subject area in the first 24-hour block.

UNIVERSITY DEGREES

Southwestern University offers four bachelor's degrees. Degree plans typically have the following four components: Area One and Two requirements common to all degrees, specific additional requirements for the particular degree, an area of specialization (major, minor or area of concentration), and approved electives to total a minimum of 121 academic hours. A general outline of the requirements for each degree is given below. The departmental sections supplement this information with detailed requirements for majors and minors within a particular degree.

Bachelor of Arts

The Bachelor of Arts degree requires a minimum of 121 semester hours.

Area One and Two Requirements Common to All Degrees 35 hours

Specific Additional Requirements for the BA Degree:

Foreign Language, through fourth-semester level (See Note 1) 14 hours

Specialization:

A— The Major at least 30 hours

(60 percent of the hours in the major must be above the introductory level)

The Minor (optional) at least 18 hours

(12 hours must be above the introductory level)

OR

B— The Independent Major (Area of Concentration) 48 hours

An area of concentration permits a student greater freedom to design an interdisciplinary course of study focusing on a theme or career plan. It must consist of no fewer than 48 semester hours: 1) 24 semester hours from one department, 18 of which are above the introductory level, and 2) 24 additional semester hours in other departments, 18 of which are above the introductory level. The area of concentration must be designed in consultation with the chairs of the Divisions/School and departments involved and must be approved by the Division/School in which the 24-hour block of 1) above is taken. The capstone experience required will be dictated by the subject area in the first 24-hour block of courses.

Fitness and Recreational Activity (See Note 2) 2 hours

Approved Electives 19 hours

Total, including approved electives, to complete a minimum of 121 hours

Bachelor of Science

The Bachelor of Science degree requires a minimum of 121 semester hours.

Area One and Two Requirements Common to All Degrees 35 hours

Specific Additional Requirements for the BS Degree:

Biology 50-102, 112, 122 and 162 8 hours

Chemistry 51-153/151 and 51-163/161 OR 51-173/171 and 51-214 8 hours

Mathematics and Computer Science

52-154 and either 52-253 or 52-113 or 54-143 or 54-1837 hours

Physics 53-154 and 53-164 8 hours

Foreign Language, through fourth-semester level (See Note 1) 14 hours

Specialization:

The Major..... at least 30 hours

(60 percent of the hours in the major must be above the introductory level)

The Minor (optional) at least 18 hours

(12 hours must be above the introductory level)

The major must be selected from the Division of Natural Sciences, Animal Behavior or Psychology. See specific course requirements for majors and minors listed under departmental program descriptions.

Approved Science Elective3 to 4 hours

At least one science elective must be chosen from the following courses. This elective should not be within the major department. Additional electives in upper-level science courses are strongly encouraged and students should consult their academic advisers to determine which courses would be most beneficial to their degree.

Biology 50-222, 50-232

Chemistry 51-544, 51-714

Mathematics and Computer Science 52-353, 52-573, 52-673, 54-183 or 54-283

Physics 53-204, 53-214, 53-324, 53-334

Fitness and Recreational Activity (See Note 2) 2 hours

Additional Electives9 to 11 hours

Total, including approved electives, to complete a minimum of 121 hours

Bachelor of Music*

The Bachelor of Music degree requires a minimum of 121 semester hours.

Area One and Two Requirements Common to All Degrees 35 hours

Foreign Language, through fourth-semester level (See Note 1) 14 hours

Specific Additional Requirements for the BMus degree hours vary

Specialization (Area of Emphasis) hours vary

Fitness and Recreational Activity (See Note 2) 2 hours

Approved Electives hours vary

Total, including approved electives, to complete a minimum of 121 hours

Bachelor of Fine Arts*

The Bachelor of Fine Arts degree requires a minimum of 121 semester hours.

Area One and Two Requirements Common to All Degrees 35 hours

Foreign Language, through fourth-semester level (See Note 1) 14 hours

Specific Additional Requirements for the BFA degree hours vary

Specialization (Area of Emphasis) hours vary

Fitness and Recreational Activity (See Note 2) 2 hours

Approved Electives hours vary

Total, including approved electives, to complete a minimum of 121 hours

*Consult with the chairs of the departments in The Sarofim School of Fine Arts for details concerning BMus and BFA degree programs.

Note 1: If the foreign language requirement for any degree is met by a placement or proficiency examination on which credit hours are not awarded, the needed hours toward the 121 total may be earned as approved electives.

Note 2: No more than three semester hours of Fitness and Recreational Activity (FRA) courses may count in the minimum 121 hours required for any degree except for Kinesiology majors/minors.

DEGREE REQUIREMENTS

Each student is responsible for meeting all catalog requirements for graduation. A Southwestern University degree requires:

1. A minimum of 121 semester hours of academic work, of which at least 61 academic hours must be from Southwestern University (see number 7 below). A minimum overall grade point average of 2.0 on all college-level work attempted in addition to at least a 2.0 on all Southwestern University work is required for graduation.
2. In addition to the overall minimum grade point average of 2.0 for graduation, no grade below C- may be counted toward the required semester hours in the major, minor or area of concentration and at least an average of C (2.0) must be presented in the major, minor and area of concentration.
3. Every degree plan must present a minimum of 60 semester hours of work above the introductory level. At least 60 percent of the work in the major must be completed at Southwestern University, and at least one half of the Southwestern work must be above the introductory level. The minor, if any, must include at least 12 semester hours (six hours above the introductory level) at Southwestern.
4. Completion of Areas One and Two, common to all degrees.
5. Completion of the major and minor or area of concentration requirements for a given degree plan and the specific additional requirements indicated in that degree plan by the student's major department. A major requires at least 30 semester hours. At least 60 percent of the work in the major must be above the introductory level. A minor requires at least 18 semester hours, 12 above the introductory level. Specific requirements for each major are listed in the appropriate section of the catalog.
6. No more than 48 semester hours may be credited on the degree plan for work in one subject area.
7. The last 33 semester hours must be done in residence at Southwestern unless a student has undertaken the Pre-Engineering program or other similar program. Modification of this regulation will be considered only for those students who have completed a majority of their academic work at Southwestern University. Students who are candidates for the combined degree programs, such as the Pre-Engineering program, must have their combined degree plans approved by the appropriate academic officer at Southwestern University before enrolling in the cooperating school. The hours completed by students in approved programs off campus or overseas apply to this 33-hour rule.

Seniors may complete up to two courses at a regionally accredited college or university on the following conditions: (1) they must have been in residence at Southwestern University for a period of four semesters; (2) they must have completed the requirements for the major and minor subjects at Southwestern; and (3) they must apply for and receive approval for the work in advance from the appropriate department chair and the Registrar.

All work attempted at other institutions must be reported to Southwestern on official transcripts, in time to meet deadlines for graduation certification.

8. A department may provide for a general evaluation of the students' competence in their fields before the beginning of the final year. The specific techniques employed are adapted to the discipline involved, and may include public performance (as in The Sarofim School of Fine Arts) or oral or written examination or both. A senior oral examination or other departmental evaluation may be required at the discretion of the department. Such requirements may be in addition to the capstone experience.
9. Candidates for degrees must file the necessary application for diploma and make satisfactory arrangements for the payment of all accounts due the University before the degree is awarded.
10. The Commencement Convocation is held once per year, at the end of the spring semester. Candidates are expected to be present at the Commencement Convocation for the conferring of the degrees. Students having fewer than ten hours to complete for summer graduation may participate in the Commencement Convocation provided they intend to complete their degree during the following summer term. Should a candidate have a compelling reason to be absent from Commencement, he or she may petition to be graduated in absentia by writing to the Provost.

ACADEMIC POLICIES AND PROCEDURES

REGISTRATION

Registration follows procedures published by the Registrar. Pre-registration for the following semester is available to currently enrolled students. Students who pre-register must submit the appropriate tuition and fees by the published deadlines to secure their enrollments.

Students must register or pre-register at the times designated. Students plan their class schedules in consultation with their academic advisers prior to registration or pre-registration. Clearances by the assigned academic adviser and the Business Office are required. Classes must then be secured via the approved registration process. If a student fails to submit payments by the deadline, the student's pre-registration may be canceled and the student must re-register. Faculty members have the privilege of limiting late enrollments in their classes.

Late registration is possible in emergency situations through the first week of classes, but is not recommended. Any absences incurred due to late registration (or late add) may be counted against the student's attendance record for the course, and any work missed must be made up to the satisfaction of the faculty member involved. Further, the student is required to pay a fee for late registration.

CHANGE OF CLASS SCHEDULE

Academic adviser approval is required for the initial registration or pre-registration. Once registered or pre-registered, students may modify their schedules with the appropriate approvals – signatures or other means as specified by the Registrar. Addition of courses is subject to approval by the instructor or academic department offering the course. Students may drop a class through the 10th class day without any approvals by completing the transaction form used by the Registrar's Office. After the 10th class day, approvals from the instructor and academic adviser are required.

Change of Registration (drop/add) cards are available in the Registrar's Office. Online adds and drops will also be available within certain windows of time. Students who stop attending a course without following the procedures outlined above receive a grade of F for the course.

Students may add courses through the second week of classes. Students may drop courses without record entry (or change graded courses to or from Pass/D/F or audit) through the end of the fifth week of classes. From the beginning of the sixth week through the end of the 10th week of classes, students may drop courses with a record entry of "W." The "W" will appear on the student's transcript but will not be counted as part of his or her academic grade point average. After the last day of the 10th week of classes, students may not drop courses. All deadlines are at 5 p.m. on the designated days. NOTE: Courses may be less than a semester in duration. Drop dates for those courses are proportionate to the length of the course in relation to a regular 15-week semester.

ACADEMIC ADVISING

One aspect of the program of academic advising provides each student guidance in choosing a course of study and in selecting appropriate courses each semester to complete the student's degree plan in a timely manner. The Director of Academic Success and Advising assigns an academic adviser to each new student who enters the university. After the first semester, a student may request a change in academic adviser by completing the "Change of Academic Adviser" form available in the Registrar's Office.

DECLARING A MAJOR

Entering students at a liberal arts and sciences university such as Southwestern are urged to explore the options offered before making an official declaration of a major. However, some degree programs, such as art, music, languages or the natural sciences, require that students enter a sequence of courses in their first semester in order to complete the program in four years. The Director of Academic Success and Advising will assign entering students who indicate interest in such programs to academic advisers who will guide students accordingly.

During the sophomore year, no later than the spring advising period for pre-registration for the junior year, students must declare a major from the list of majors in the catalog by submitting a completed “Request for Degree Plan” to the Registrar’s Office. Students who experience difficulty in choosing a major are encouraged to contact the Center for Academic Success. The Office of Career Services offers several interest and personality inventories to assist students in identifying how their interests and abilities may relate to a particular major. Students who are still undecided should make a tentative selection of a major and construct a course of study under a tentative degree plan.

DEGREE PLANS

Each student’s progress toward graduation is recorded on a degree plan specifying the courses, grades, semester hours and other requirements for the particular degree and major that the student has chosen to pursue. Each student is responsible for meeting all catalog requirements for a particular degree and major. The degree plan assists the student, the student’s academic adviser and the Registrar’s Office in tracking these requirements.

To guide students in planning their courses of study, many of the courses listed in this catalog indicate the semester in which the course is normally offered. However, the University does not guarantee that a course will be offered in a particular semester, as changing circumstances may dictate an alteration in the usual pattern of course offerings.

When a student declares a degree program contained in a catalog, the requirements for the program, if changed in a later catalog, will expire four and one-half years from the date of the catalog.

MULTIPLE MAJORS AND PAIRED MAJORS

A candidate may receive more than one major by completing all of the requirements in each of the majors (not in the same subject area). Subjects normally offered for upper-level electives may be included in the second major and meet the overall requirement for 60 semester hours above the introductory level. No course may satisfy the semester hour requirements in more than one major or a major and a minor or more than one minor. The exception is paired majors, established by two departments or programs with the approval of the Academic Affairs Council, in which as many as six hours of specified courses may count in both majors. Students considering more than one major should be aware that certain combinations of majors cannot be completed in four years. This can affect the student’s total cost of schooling and financial aid.

SECOND BACCALAUREATE DEGREE

To become eligible for a second baccalaureate degree, students must complete the 121 semester hours required of the first degree plus a minimum of 30 additional semester hours in residence, 60 percent of which must be above the introductory level. Additional courses necessary to meet the specific requirements of the second degree must also be offered. Each degree must be different and have its own distinctive major. Two bachelor’s degrees can be awarded simultaneously to the same person. If the student pursues the second degree after

receiving the first degree, the additional thirty hours must be completed after the awarding of the first degree.

THE ORGANIZATION OF COURSES

Credit for courses in the curriculum of the University is expressed in terms of semester hours. Normally, one semester hour represents one hour per week of lecture or a three-hour laboratory period (except as otherwise noted). Most courses are scheduled to meet three hours each week and are designated as three-semester-hour courses. Students should expect to spend a minimum of two hours studying outside of class for every hour of class meeting.

Course Numbers

Most courses are designated by five digits. The first two digits denote the department in which the course is offered; third and fourth digits are the department's numbers for the course; the fifth indicates the number of credit hours granted for the course. In the department's numbers, courses from 0 to 19 are used for introductory courses, and from 20 to 89 are regular advanced offerings beyond the introductory level. Courses numbered 90 and above are special offerings for advanced students.

Example: In the course number ENG 10-713-01, the following information is conveyed:

ENG 10 indicates the department (English Department)

71 is the department's number for the course (since it is above 19, it is an above-introductory level course)

3 indicates that the course grants three semester hours

01 indicates that the course is section number one of multiple sections.

Courses with laboratory requirements show in their catalog descriptions the number of clock hours per week devoted to lecture and laboratory, respectively. For example, (3-3) following PHY 53-104 indicates that there are three lecture hours and three lab hours per week associated with this course.

The numbering system in Applied Music is as follows: the first position is always "8"; the second position is a letter indicating the instrument being studied; the third position is a zero or a two, indicating lower or upper level, respectively; the fourth position is a zero; the fifth position is the number of credit hours being granted. Also, a two-digit suffix may be used to indicate multiple sections. For example, the course number APM 8A-001-01 indicates that the course is section one of an introductory level one-hour applied music piano course.

SPECIAL COURSE OPTIONS

Southwestern offers a number of special course options.

Independent Study

Independent study is offered to students after they have a sufficient command of the techniques needed to work independently. Independent Study projects are planned by the student and carefully examined by the supervising professor to assure that satisfactory scholarship is involved and that the program is suited to the student's educational needs. Independent studies may not duplicate courses appearing in the catalog. A minimum of four contacts between teacher and student are required for any independent study project. A student may

not take an independent study as the first course in a subject area. See course offerings for independent study numbers.

An Independent Project Description Form must be completed by the student and supervising faculty member giving the 1) Title, 2) Statement of Purpose, 3) Methods and 4) Content. This form serves to describe the content of course. Completion of this form does not register a student for this course. Registration must be through the standard registration process or an add card. The completed form is due in the Registrar's Office by the last day to add courses.

Research Courses

Research courses, available in certain departments, require special permission of the instructor and are available only to those students who have displayed exceptional competence and maturity in their field of endeavor. The research course is generally designed to provide guidance in the methodology of research in a discipline for one who plans to pursue the particular discipline in graduate school. Registration is made and credit given in the semester in which the research course is completed.

Tutorial Courses

On rare occasions, a student may petition to take a regularly offered course on an individual basis. The petition to take a course individually must be submitted to a faculty member responsible for teaching the course on a regular basis, with a copy to the chair of the department. If the petition is approved by the faculty member and the department chair, it should be forwarded to the Registrar's Office for final approval no later than the end of the pre-registration period in the semester prior to taking the course. In the petition, a student must provide a rationale for why the course cannot be taken in the semester in which it is regularly offered and outline a plan for the completion of the course based on the existing syllabus. At a minimum, weekly meetings with the faculty member are required. Students will register for Tutorial courses under the Tutorial course number in the appropriate department.

Seminars

Seminars are provided by some departments for small groups of students to participate more directly than in regular classes by involving them in the preparation and presentation of reports and papers. Classes remain under the general direction of a faculty member. Seminars meet regularly, but less frequently than regular courses.

Selected Topics

Selected topics are offered by some departments. These special courses are in addition to the department's regular course offerings and may be repeated for credit with changed content. Typically, the course number would be 303 (upper level) or 003 (lower level).

Honors Courses

Certain departments offer the opportunity to participate in the University's Departmental Honors Program to highly qualified and able junior or senior students. This program is described in the Special Academic Programs section of the catalog.

Academic Internships

Academic internships are offered by a number of departments and programs. These programs allow students to acquire field or on-the-job experience and are structured so that the students are encouraged to relate their classroom activities to their field experience. Internships

for credit require significant academic work beyond on-site activities, such as keeping a journal, writing, research, classroom meetings and presentations. A 2.5 cumulative grade point average at the time of application and/or acceptance is required. Unless otherwise specified, all internships are graded on a Pass/D/F basis. Students should consult the catalog for specific departmental or programmatic requirements regarding academic internships. General policies and procedures can be found in the Faculty Handbook and the Student Guide to Academic Internships. Students interested in academic internships must contact the Internship Coordinator in the Office of Career Services as early in the planning process as possible. Registration must be through the standard registration process or an add card. In addition, a completed internship form is due in the Registrar's Office by the last day to add courses.

CLASS ATTENDANCE/ABSENCE

As stated in the Student Handbook, class attendance is required at Southwestern University. Students are expected to attend all regularly scheduled classes, laboratories, studios, rehearsals, etc., for which credit is granted. The instructor in each course will state an attendance policy in the course syllabus. Students are responsible for being familiar with the attendance policy for each course in which they are enrolled. Authorization to make up work or examinations missed because of absence is granted only as outlined in the instructor's syllabus or as described under "Class Attendance and Absence Policies" in the Student Handbook.

INVOLUNTARY WITHDRAWAL PROCESS

When excessive absences for any reason jeopardize a student's work in any course, the instructor may inform the Director of Academic Success and Advising. Notice will be sent to the student as a warning that further absence may lead to failure or withdrawal from the course. If continued absence makes the student unable to complete a course satisfactorily, the instructor makes a written recommendation to the Director of Academic Success and Advising that the student be dropped from the course with a grade of "F."

A student may appeal an involuntary withdrawal from a course by submitting a letter of appeal to the Director of Academic Success and Advising within five calendar days of the notification of withdrawal. The Director will forward all relevant documentation to the Provost, who will decide the merits of the appeal and inform the student and the instructor of the result of the appeal. The Provost's decision is final. Involuntary withdrawals must be finalized by the end of the 10th week of class.

OFFICIAL TRANSCRIPTS

Transcripts of their permanent record are issued to students and former students of Southwestern or may be sent directly to other institutions upon written request. All requests for transcripts must be in writing to the Registrar's Office and signed by the student or former student. Telephone requests are not accepted, but signed fax requests will be honored. There is generally no charge for transcripts. No transcript of credits, statement of standing, diploma, or application for a teacher's certificate will be granted to individuals who are financially in arrears with the University.

GRADING SYSTEM

Grades indicate quality of work done by students as follows:

A Scholarship of excellent quality;

- B Above standard mastery of the subject matter in a course;
- C Standard mastery of the subject matter in a course. All required work is expected to be completed for this grade;
- D Below standard, but of sufficient quality and quantity to receive credit;
- F Failure.

The following grades do not affect students' grade point averages:

- P Pass in a Pass/D/F course; denotes C- or better;
- S Satisfactory performance in an audit or noncredit course;
- U Unsatisfactory performance in an audit or noncredit course;
- AU Audit;
- CR Credit by examination or in a credit/no credit course; denotes C- or better;
- NC No credit in a credit/no credit course.
- I An Incomplete grade. The grade of Incomplete shall be given only in the case of medical emergency or some other emergency situation beyond the student's control. The grade of Incomplete may not be given for the sole reason of permitting additional time to complete assigned course work. If the Incomplete has not been replaced by 5 p.m. on the last day to add courses of the next regular semester, the grade becomes an F. Upon petition in writing by the student and approval by the faculty member, extension of the deadline may be granted by the Registrar.
- W Honorable withdrawal from a course (without evaluation) after the end of the first one-third of the semester (the end of the fifth week for a regular semester course). Withdrawal privileges terminate at the end of the 10th week of a regular semester.

The grades of A, B, C and D may be awarded with a plus or minus. In determining grade point averages, letter grades are given the following grade point values: A+, 4.00; A, 4.00; A-, 3.67; B+, 3.33; B, 3.00; B-, 2.67; C+, 2.33; C, 2.00; C-, 1.67; D+, 1.33; D, 1.00; D-, 0.67; F, 0.00.

Grades are available to students online at the end of each semester.

Repeated Courses

Courses may be repeated, but credit hours are counted only once unless otherwise specified, and the most recent satisfactory completion of the course is the one that grants hours on the student's degree plan or transcript. In computing students' cumulative grade point averages, the grades for repeated courses in which no hours were earned are included in the average. In counting grade points for any one semester, students who have a grade of at least C- in a course completed prior to that semester may not again present grade points in that course to

meet minimum requirements for continuance in the University.

The courses used for the major, minor or area of concentration must have at least a C (2.00) average and no grade below C-.

Pass/D/F Courses

All non-graded courses, whether student-elected or required by the catalog, whether introductory level or above introductory level, are evaluated Pass, D or F. Pass indicates a level of C- or better and is not included in the student's grade point average, but a D or F is included in the student's grade point average.

Students may take up to 12 total semester hours of elective credit in their junior and senior years at Southwestern on a "Pass/D/F" basis; however, these courses cannot replace regularly required courses of the major, minor, or the General Education or University Requirements for the degree. Certain other courses have been designated "Pass/D/F only." These designated courses are treated the same as graded courses for major, minor and degree requirements and do not count as part of the 12 semester hours of Pass/D/F courses students may elect to take. Students may not change graded registration of an elective course to Pass/D/F registration or Pass/D/F registration to a graded elective course after the last date for dropping a course without record (the end of the fifth week of classes).

Final Evaluations

Final evaluations are required in all courses at the close of each semester. Students who find it necessary to take a final examination out of schedule may do so only with the consent of the instructor and of the Registrar and after payment of a special rescheduling fee to the Business Office. Petitions for the approval of a final examination out of schedule are available in the Registrar's Office. Re-examination or special projects to raise grades are prohibited for students who have failed the course or the final examination except in extraordinary cases as approved by the Provost. The published Final Examination Schedule may not be altered. Students who have three final examinations in one day may reschedule only the middle examination. (Take-home finals do not count in determining whether a student has three finals in one day.) There is no fee for rescheduling the exam, and the student and the faculty member may work out the time for the rescheduled exam without administrative intervention or approval. (Students may take three examinations in one day if they so choose.) Students with two finals in one day may not reschedule. Students must request that a final exam be rescheduled at least one week before final examinations begin, otherwise they must follow their examination schedule as it stands. Students who wish to reschedule final examinations for personal reasons must file a Petition for Final Examination Out of Schedule form and pay the specified fee for each exam rescheduled. Petition forms are available in the Registrar's Office.

PERMANENT RECORD

A permanent record of each student's course credits, grades, degree plans and academic status is kept in the Registrar's Office. Access to this record is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

A discussion of FERPA may be found in the Southwestern University Student Handbook. Other relevant references are "Knowing the Rules" in the Southwestern University Faculty Advising Handbook and "Student Rights and Privacy" in the Southwestern University Faculty Handbook.

FERPA generally requires the student's permission to release anything other than "*directory information*" about the student to any person outside the University. At Southwestern

University, directory information includes:

- student's name
- local and home residence addresses
- mailing address
- voicemail
- e-mail addresses
- local and home phone numbers
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weights and heights of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational agency or institution attended by the student
- photographs or other personal "imagery"
- listings of candidates for degrees
- full-time/part-time status
- other similar information

FERPA does allow the student to specify that even directory information which applies to him or her not be released. This is done by signing a form available in the Registrar's Office.

Southwestern University policy generally prohibits the release of lists of students and their directory information outside the Southwestern community. It also generally prohibits release of address information for a specific student outside the Southwestern community.

OFFICIAL COMMUNICATION

During the academic year, official University correspondence and notices may be sent via telephone, electronic mail or letter. This assortment is necessary to allow quick, efficient and effective communication. The University provides every student with Internet access, a voicemail account, an e-mail account and a postal box at the University Post Office.

To allow the University to contact students as needed, each student must maintain records of valid address information, including telephone, e-mail, SU box, local address (if living off campus) and permanent address. The latter two may not be the SU Box Number. The Registrar's Office keeps information regarding each of these addresses as part of the directory information on the Student Record, and students must maintain accurate data there. Furthermore, students are responsible for claiming their accounts, ensuring that their mailboxes do not become too full, and regularly checking e-mail, voicemail and their SU Box for important University communications.

STUDENT STATUS

Normal Student Load

Students normally carry a load of 15 semester hours of academic work each semester. A regular full-time student is defined as one carrying at least 12 and not more than 17 semester hours of credit. Students completing an average of 15 semester hours of work each semester for four years plus two hours of FRA courses will complete the minimum 121 hours of credit required for all degrees. Any student schedule which includes (A.) three 4-hour courses, or (B.) an Applied Music, Fitness and Recreational Activity, Paideia[®] Seminar, or Ensemble

course, may exceed the 17 credit hour maximum for a total of 18 credit hours without special approval.

Overloads

When students have proven their ability to do above-average work, they may carry more than a normal load. Eighteen semester hours of work may be taken if an average grade of B (3.0) or better is achieved on a minimum of 15 semester hours of academic work taken the preceding semester. Students may not pre-register for an overload. Students of exceptional ability may be given permission to take up to 21 semester hours of work. Students wishing to add a larger than normal academic load must receive adviser and Registrar approval in advance. There is an additional charge per hour for all hours above 18.

Part-time Status

Most students are expected to enroll as full-time students with at least 12 semester hours. A part-time student is defined as one taking a course load of 11 semester hours or fewer. Students may not enroll as part-time or change enrollment to part-time status without completing the Permission to Drop to Part-Time Status Form, available in the Center for Academic Success. Students who wish to drop from full-time to part-time status must meet with a member of the Center for Academic Success staff to determine what consequences, if any, could result from such an action. Such consequences could include academic probation or dismissal, financial aid penalties, or forfeiting of athletic eligibility. A part-time student may be a degree-seeking student.

Student Leave of Absence

Southwestern University students in good academic standing may apply for a student leave of absence by completing the Request for Student Leave of Absence form available in the Center for Academic Success no later than one week prior to the beginning of the semester for which the leave is to begin. After review, in consultation with the appropriate academic advisers and approval by the Director of Academic Success and Advising, a student leave of absence may be granted for not more than one academic year. An application for readmission will not be required of students on approved leave of absence. Students who are granted a leave of absence may obtain pre-registration materials and student housing requests (if applicable) for the semester in which they plan to return to campus. Enrollment and housing deposits (if applicable) must be made in order to pre-register.

Auditing

Persons desiring to audit a course must receive the permission of both the professor and the Registrar. The auditor who is not enrolled as a regular student at the University is admitted as an audit-only student. Auditors pay a per semester hour fee for the privilege of auditing a course. There is no charge for regular students unless their total load (including audited courses) exceeds 18 semester hours. In this case, they will pay a fee per hour above 18. Permission from the Registrar is required if a student's total load exceeds 17 semester hours. Courses designed to develop skills and that are "hands-on" in nature such as applied music, ensembles, studio art, or Fitness and Recreational Activity may not be taken as audit. Registration to audit a course is on a space available basis after "regular" registration.

Classification of Students

Students who have fewer than 30 semester hours of credit are classified as first-year students; those who have at least 30 semester hours of credit and fewer than 60 are classified as sophomores; those with at least 60 semester hours, and fewer than 90, as juniors; and those

with at least 90 semester hours, as seniors. Students who have already earned degrees and are taking additional undergraduate work are classified as post-graduates. Students may be conditionally admitted, and their admission will be reviewed at the close of the semester.

ACADEMIC HONORS

The University seeks to recognize student academic achievement through a Dean's List each semester and by Academic Honors at the time of graduation.

Dean's List

Students are placed on the Dean's List for a given semester if they attain a grade point average for that semester of at least 3.60 on 12 academic hours of graded course work, and if they are in good standing with the University.

Latin Praise Honors

Each year, academic honors (Latin Praise) are awarded upon graduation to students who have demonstrated high academic achievement, measured by their cumulative grade point averages. The faculty, upon recommendation of the Academic Affairs Council, sets the cumulative grade point average requirements for graduation *cum laude*, *magna cum laude* and *summa cum laude*. The faculty seeks to recognize outstanding students of the graduating class with academic honors. Any change in the grade point averages required for graduation with honors will be made at least two years before it takes effect.

The most recently approved cumulative grade point averages, in effect since the May 1983 graduation, are at least 3.65 for *cum laude*, at least 3.80 for *magna cum laude* and at least 3.95 for *summa cum laude*.

Students must have a minimum of 60 hours of academic credit at Southwestern to be eligible to be graduated with academic honors. Grades transferred from another institution are not included in cumulative grade point averages. The foregoing is separate from the University Departmental Honors Program explained elsewhere in this catalog.

PROBATIONARY STATUS AND ELIGIBILITY

Academic Probation

Students remain in good standing academically as long as they are making satisfactory progress toward graduation. Academic standing is based only on coursework attempted at Southwestern. Academic probation status is noted on students' transcripts.

Full-time students will be placed on academic probation if their cumulative grade point average at the end of a regular semester falls below 2.0 or if they pass fewer than nine semester hours in any regular semester after their first. To remove academic probation, students must: 1) receive academic counseling as outlined by the Center for Academic Success; 2) pass at least 12 graded semester hours in the next regular semester at Southwestern with a semester grade point average of at least 2.20; and 3) raise their cumulative grade point average to at least 2.0. Students on academic probation are expected to demonstrate reasonable progress in removing academic probation. Failure to meet these conditions may result in dismissal. "Reasonable progress in removing academic probation" is determined at the end of each regular semester by a committee composed of the Registrar, the Provost (or a designate), the Director of Academic Success and Advising (or a designate), the Vice President for Enrollment Services (or a designate) and the Vice President for Student Life (or a designate). This determination, and the notification of students affected, is made as soon as is practicable after semester grades are posted in the Registrar's Office. Students continued on academic

probation must remove the conditions of the continued probation at the end of that semester to be eligible to return to the University the following regular semester.

Academic Warning

Full-time students not on academic probation, whose semester grade point average falls below 2.0, but whose cumulative grade point average is at least 2.0, will be placed on academic warning by the Registrar. Students receive a letter notifying them of academic warning, but no entry is made on the students' transcripts.

Dismissal and Eligibility for Continuance

Students in their first regular semester who do not pass a minimum of six semester hours of course work are ineligible to return for the following semester. Students continued on academic probation must meet conditions of the continued probation at the end of that semester to be eligible to return to the University the following regular semester. Students declared ineligible to return the first time must wait one regular semester to be considered for readmission to the University.

Dismissal based on spring semester performance is effective beginning with the following second summer session. Dismissal status is not affected by any summer courses which may be completed.

Students declared ineligible to return a second time must wait one year to be considered for readmission. Students declared ineligible to return a third time are permanently suspended from the University. Ineligible-to-return status and its duration are noted on students' transcripts.

Students declared ineligible to return to the University may appeal that decision as outlined in the following section. Students who sit out the period of ineligibility must apply for and be granted readmission in order to re-enroll at Southwestern. Students who are granted readmission to the University after being declared ineligible are readmitted on academic probation, but the ineligible-to-return status remains on the students' records and is considered in determining any subsequent terms of dismissal or readmission.

Southwestern University reserves the right to dismiss or deny readmission to students who are not making satisfactory progress toward graduation. Such a dismissal decision may be in lieu of academic probation.

Appeal of Academic Ineligibility Decisions

The procedure for a student who appeals an academic ineligibility decision is as follows:

1. The student submits an appeal, in writing, to the Associate Vice President for Academic Administration no later than the deadline specified in the Registrar's letter of dismissal. If applicable, the letter should be accompanied by appropriate supporting documentation. The student also may submit other written materials with the written letter, including letters from faculty members supporting the appeal.
2. The Associate Vice President for Academic Administration convenes a meeting of the Academic Standards Committee which studies the appeal letter, any supporting materials, and the student's records with input from the Vice President for Enrollment Services (or designate) and the Vice President for Student Life (or designate). A recommendation is made to the Provost whether or not to reinstate the student's eligibility.
3. The Associate Vice President for Academic Administration takes the recommendation of

the Academic Standards Committee to the Provost who makes a decision regarding the student's status based on all available information. The decision by the Provost is final and is conveyed to the student by letter.

4. In cases where an appeal is granted, the student remains on academic probation, and the original dismissal status is used in determining the length of any subsequent ineligibilities.

Withdrawal from the University

A student in good standing may withdraw from the University during a semester by completing a request for withdrawal with the Director of Academic Success and Advising. Except under unusual circumstances, students may not withdraw from the University after the last day for dropping courses. Forms for withdrawal may be obtained by making an appointment with a Center for Academic Success staff member. Students who withdraw from the University and wish to re-enroll for a later semester will usually be required to apply for readmission.

CREDIT BY TRANSFER

Southwestern University generally accepts credit from other regionally accredited institutions, including credit completed through approved dual credit programs. This credit is normally accepted at face value upon Southwestern's receipt of an official college transcript. However, Southwestern University evaluates all transfer work for its applicability to Southwestern programs of study.

Transfer students' transcripts are evaluated on an individual basis to determine which courses will be counted toward Southwestern's Area One and Two requirements. If there is a question about whether a course from another institution presented by a transfer student actually meets the objectives of a given requirement, a Southwestern faculty member who teaches in the relevant discipline may be asked to interview the student. Final responsibility for assessing transcripts and transfer credit rests with the Registrar. Additionally, if there is doubt concerning the level of competence a transfer student has in mathematics or college writing, the University may require a test to determine whether the student has achieved the necessary level of skill. In certain circumstances, students matriculated at Southwestern University may be allowed to take work at another institution to satisfy Area One and Two requirements, but they must secure approval in advance from the appropriate Southwestern department chair. Forms for this purpose are available in the Registrar's Office. Transfer students are exempt from the First-Year Seminar requirement.

Although there is no limitation on the number of years for which courses are accepted, the older the courses are, the less likely they are to be currently applicable. Generally, applicable courses are accepted if they have grades of C- or better. Grades of D or F are not accepted. Transfer hours are not calculated in the student's overall grade point average. Up to three hours of graded Fitness and Recreational Activity course credit are accepted. Excess Fitness and Recreational Activity hours are not accepted. Some military training, ROTC, etc. may be accepted for FRA credit (P or CR) if the credit appears on a transcript from a regionally accredited institution. Credit by examination hours awarded by another institution will transfer only if they meet the minimum standards required by Southwestern at the time the transferring student enters Southwestern.

Upon approval, courses taken by a Southwestern University student at another regionally accredited institution or previously approved foreign institution may be transferred to Southwestern University. If the student has earned 90 or more semester hours, approval of the Registrar is required. No course taken at a two-year college will count as upper-level

credit. If a course is to substitute for a course in the general education requirements common to all degrees, it requires approval by the Registrar (in consultation with the appropriate department chair). If a course is to substitute for a course fulfilling either a requirement specific to a degree plan or a major, it requires approval by the Registrar (in consultation with the appropriate department chair). Approval is based on content equivalency as documented by the course description in the catalog of the institution in which the course is taken and/or the course syllabus, unless the course is on the published list of courses and equivalencies. Prior approval should be secured on a form provided by the Registrar's Office (for regionally accredited institutions) or by the Director of Intercultural Learning (for foreign institutions). Unless that is done, no guarantee can be given that credit so earned will fulfill requirements on degree plans at Southwestern.

Failure to report courses taken at another institution on an official transcript, either prior to admission or at any time prior to graduation at Southwestern, is considered a falsification of records and could result in severe disciplinary action.

Credits earned through extension and correspondence are treated like other transfer credit for establishing scholastic status, eligibility for graduation and honors.

CREDIT BY EXAMINATION—PLACEMENT

If an entering first-year student has earned no previous college credit in the area being tested either at Southwestern or elsewhere, he or she may receive college-level credits or exemptions prior to enrollment through the College Board Advanced Placement examination. Upon entering Southwestern, students may be granted exemptions through Southwestern University's foreign language placement examination, if results warrant such exemption. Upon declaring a major or minor in a language, students may earn up to six credit hours by examination. Such language credits are not posted to a student's permanent record until all requirements for the major or minor are fulfilled. (See also the Modern Languages and Literatures sections of the catalog.)

College Board Advanced Placement Examinations

College Board Advanced Placement examination credit scores of 4 or 5 are awarded lower-level credit. The Registrar, in consultation with the appropriate department chair, decides whether to award credit for a specific Southwestern course or elective hours. AP credits may count for courses in Areas One and Two. No credit is given for scores on College Board Aptitude or Achievement Tests or ACT examinations. However, students who do well on these tests are encouraged to take the appropriate College Board Advanced Placement examinations through their high school to be awarded credit as stated above.

International Baccalaureate Program

Southwestern University recognizes the International Baccalaureate Program and awards college credit upon receipt of a score of at least 5 on the higher-level exam. Decisions to award credit for a specific Southwestern course or elective hours are made by the Registrar in consultation with the appropriate department chair.

CREDIT BY EXAMINATION—ADVANCED STANDING

Students who are currently enrolled may earn credit by taking advanced standing examinations in most subject areas, except that native speakers who have been exempted from the foreign language requirement may not take an exam in their native languages. These examinations may be administered, after proper approval, in two ways: by CLEP subject examination or by a departmentally prepared examination. Petition forms for these examinations are available

from the Testing and Certification Coordinator and in the Registrar's Office. An advanced standing examination in a subject must be taken prior to enrollment in a subsequent continuous course in the same subject. Further, an advanced standing examination may not be taken in the same subject more than once a semester and not at all in the same semester in which the student is enrolled in the corresponding course. All advanced standing examinations must be completed and scores reported before the final week of classes to be included on the student's permanent record for that semester.

Advanced standing examination credits are treated like regular courses for degree plans, repeated courses, etc., except that only grades of A, B, C or CR are recorded. A level of C- or better is required to earn a grade of CR. A student may choose between the letter grade or CR after the exam is scored. Letter grades affect the student's grade point average, but CR does not. Once the choice of letter grade or CR has been recorded, it cannot be changed. Students are advised that certain professional certifications, medical schools, graduate programs, etc. will not accept a grade designation of CR for meeting certification or admission requirements.

CLEP Subject Examinations

In general, students should not take CLEP subject examinations prior to entering Southwestern. Credits received for CLEP subject examinations while students are enrolled at other universities are usually treated like other transfer credits if they appear on official transcripts along with credits for regular course work. The only exception to the rule of not taking CLEP subject examinations before entering Southwestern are for the CLEP subject examinations in foreign language. Credit for appropriate scores on these examinations can be awarded without prior arrangement with Southwestern, but credit is not posted to the student's permanent record until Southwestern academic credit has been earned.

Students currently enrolled may take CLEP subject examinations after prior approval. If the CLEP subject examination in a particular subject area is available, it must be taken before a departmental examination is requested. In the case of chemistry, an American Chemical Society standardized examination is used in lieu of the CLEP subject examination. For these examinations, letter grades or CR are awarded based on the score level that the department concerned determines is appropriate. This level is indicated on the petition form before the examination is approved. CLEP subject examinations for advanced standing credit are arranged for through the Office of Testing. CLEP subject examinations may not be repeated within a six month period. The testing service monitors this and will disallow repeated exams within the prohibited time period.

NOTE: Southwestern University does not grant credit for CLEP general examinations.

Departmental Advanced Standing Examinations

If the appropriate CLEP subject examination is not available in the subject area in which a student seeks advanced standing, students may arrange to take a departmentally prepared advanced standing examination. Students usually arrange this type of examination with a professor who signs the petition form and administers the examination after the student has received all approvals and paid the appropriate advanced standing examination fee.