

Southwestern University

COURSE CATALOG 2021-2023

ADDENDUM

Texas' First University, Chartered by the Republic of Texas February 4, 1840
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ACADEMIC CALENDAR 2022-2023 (APPROVED)

FALL 2022

August	13	Saturday	New students arrive on campus
	15	Monday	First-Year and Advanced-Entry Seminar classes begin.
	22	Monday	Classes Begin
	29	Monday	Last day to register late
	31	Wednesday	Last day to add courses
September	5	Monday	SU closed – no classes
	13	Tuesday	SUnity Day – no classes
	28	Wednesday	Last day to drop courses without record entry or change to/from P/D/F, audit
	30	Friday	Application for Diploma due: Fall candidates
October	7	Friday	Fall break begins at 10 p.m. (October 10-11)
	12	Wednesday	Classes resume at 8 a.m.
	31	Monday	Last day to drop courses
November	23-25	Wed – Fri	SU closed – no classes
	28	Monday	Classes resume at 8 a.m.
December	2	Friday	Last day of classes
	3-4	Sat – Sun	Study days – no classes
	5-9	Mon – Fri	Final examinations
	12	Monday	Grades due at 5 p.m.
January	3	Tuesday	Last day for removing “Incomplete” grades

SPRING 2023

January	16	Monday	SU closed – no classes
	17	Tuesday	Classes begin
	24	Tuesday	Last day to register late
	26	Thursday	Last day to add courses
February	10	Friday	Application for Diploma due: Spring and Summer candidates
	20	Monday	Last day to drop courses without record entry or change to/from P/D/F, audit
March	10	Friday	Spring Break begins at 10 p.m. (March 13 - 17)
	20	Monday	Classes resume at 8 a.m.
April	3	Wednesday	Last day to drop courses
	7	Friday	SU closed – no classes
	11	Tuesday	Redefined Day – students will attend Friday classes
	14	Friday	Spring Research and Creative Works Symposium (No Classes)
May	3	Wednesday	Last day of classes
	4-7	Thurs – Sun	Study days – no classes
	8	Monday	Seniors’ (prospective May graduates) grades due in Office of the Registrar by noon.
	8-12	Mon – Fri	Final examinations
	13	Saturday	Commencement
June	17	Wednesday	Remainder of grades due by 5:00 p.m.
	5	Monday	Last day for removing “Incomplete” grades

SUMMER 2023

Summer I term	May 17 – June 26 (SU closed May 29, June 19 – no classes)
Summer III/Non-Residential Term	May 17 – August 17 (Please check the calendars of individual programs, including the Southwestern Summer Study Abroad Program.)
Summer III grades due	August 25

ADMISSION AND FINANCIAL INFORMATION

ADMISSION PROCEDURES

Those interested in studying at Southwestern University must apply to the University through the Office of Admission. The University admits those students most able to successfully complete a degree program, make positive contributions to the overall life of the Southwestern community and become productive citizens following graduation. Admission is selective and involves a thorough review of each candidate's academic and personal qualifications.

Requirements for Admission

Students who graduate from accredited high schools may be admitted if their academic records, recommendations and other application elements indicate promise of success at Southwestern. Southwestern University strongly recommends that all students present a minimum of 18 academic units from their secondary school work. In addition to graduation from an accredited high school, it is strongly recommended that students present four years of English, four years of mathematics, four years of social science and/or history, three years of science, two years of a foreign language, and one year of an academic elective from the above-mentioned areas. Southwestern's academic merit scholarship requirements normally require the same 18 academic unit foundation for consideration.

Applicants may submit the SAT or the ACT as part of their admission and merit scholarship review or may choose to apply test score optional and participate in the required interview for test optional students. Testing is optional for all populations and for all scholarships; an interview will be required in its place.

Applicants are invited to submit, with their application, any evidence that they think would help the Admission Committee reach its decision on eligibility for admission, including creative samples and written statements to supplement the required essay. A personal interview is required in some cases and strongly recommended for all. Candidates for admission are considered based on their total record—academic as well as extracurricular - although a strong academic record is always necessary.

Applicants are responsible for ensuring the arrival of all materials necessary to complete their application, including transcripts and recommendation from a teacher, counselor, or school official. Applicants are responsible for checking their personal admission portal or contacting the Office of Admission to determine whether or not their file is complete prior to deadline dates.

Those who plan to major in fine arts are encouraged to have an audition/interview/portfolio review prior to admission to their respective curricula. A formal audition/portfolio review is required for fine arts scholarships and may be required for entry into certain majors.

Any questions in regard to admission decisions can be directed to the Dean of Admission and Enrollment Services.

FIRST YEAR APPLICATION OPTIONS

Early Admission

A few students may be admitted each year following their junior year in high school. In these cases, the candidate is expected to have an outstanding academic record, acceptable test score results and the maturity to enter college without the senior year of high school. A personal interview is required.

Early Decision

Students for whom Southwestern is their clear first choice may apply under Early Decision. Southwestern must receive the application and all supporting documents by the first Tuesday of November of the student's senior year in high school. If admitted the enrollment, orientation and housing deposit will be due by the first Tuesday of January. A need based financial aid package will be presented to the student prior to the required deposit date, assuming the FAFSA has been received by December 1. If the student accepts the offer of admission, applications to all other schools must be withdrawn at that time and no other applications may be submitted to other schools.

Early Action

Southwestern provides an Early Action option for students who consider the institution to be one of their top choices, but who also wish to consider other admission offers before making a final decision. The application deadline is the first Tuesday of December of the student's senior year in high school. Admission decisions will be made by the first Tuesday in March. For those students admitted, normal financial aid and candidate reply deadlines will apply: March 1 to submit financial aid forms and the first Tuesday in May to accept or decline the offer to enroll. Some application decisions may be deferred to Regular Decision when additional items are required by the Admission Committee (e.g., interview, 7th semester grades, etc.) in order to complete the file.

Regular Decision

Regular Decision is the third admission option for students considering Southwestern University. The application deadline is the first Tuesday in February of the senior year of high school, with final admission decisions made by the first Tuesday in May. Financial aid and candidate reply deadlines are the same as mentioned above in Early Action.

First Year Application Deadlines

	<u>Application Deadline</u>	<u>Notification</u>	<u>Reply Date</u>
<u>Early Decision:</u>	First Tuesday in November	First Tuesday in December	First Tuesday in January
<u>Early Action:</u>	First Tuesday in December	First Tuesday in March	First Tuesday in May
<u>Regular Decision:</u>	First Tuesday in February	First Tuesday in April	First Tuesday in May
<u>Late Decision:</u>	After the first Tuesday in February	April 15 or upon completion of the review process	First Tuesday in May

Required for Transfer Admission

Each year, Southwestern enrolls a limited number of transfer students. An overall grade point average of 3.0 or better (on a 4.0 scale) on all college work is typically expected; however, each candidate's potential for success at Southwestern is evaluated individually. Applicants are welcome to submit other information (in addition to those items mentioned under "Requirements for Admission" above) in order to assist the Committee in its review.

The College Conduct Report is required and must be completed by a college official(s) with access to a student's disciplinary record. In addition, transfer students must furnish official transcripts of high school and all college-level work attempted. All credits are accepted on the basis of the classification given that institution by its accreditation agency or agencies. Credits earned at non-accredited institutions are subject to re-evaluation on the basis of the quality of work done at Southwestern University. No grade below C- is accepted for transfer from another institution.

Credit Information

Some colleges have entered into cooperative programs with high schools whereby high school students may enroll in first-year college-level classes and receive college and high school credit concurrently. Southwestern will transfer these credits toward a degree, provided they meet the criteria in the preceding paragraph and are submitted to Southwestern on an official college transcript. A student graduating from high school just prior to their first semester of college will be considered a first-year student, regardless of credits earned under a concurrent enrollment program.

All entering transfer students must meet Southwestern's General Education Requirements common to all degrees set forth in this catalog (see "Degree Requirements"). Most transfer students need a minimum of four semesters worth of work to obtain a degree.

Veterans who have earned credits in approved military and service schools will be granted credit as indicated when such credit is appropriate to the degree programs of the students at Southwestern.

Non-Degree Seeking/Visiting Students

A student in good standing at another college may be considered for admission as a visiting (non-degree seeking) student. A visiting student application, along with official transcripts from all colleges attended, will be required of visiting students.

Non-degree seeking individuals interested in auditing a course should complete a visiting student application. Upon receipt of the application, the Admission office will consult with the instructor and the Registrar will determine if the class is audit-appropriate and has space for enrollment. Enrollment space is determined following the completion of the registration period for the course term. Non-degree seeking individuals pay a per-credit fee for the privilege of auditing a course. Individuals over the age of 50 pay a reduced fee. (See the Schedules of Special Fees and Deposits in the Catalog.) 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 an audit.

Non-degree seeking minors (i.e. a high school graduate who is not, or will not, be 18 at some point during their first year at Southwestern) who audit courses, must agree to abide by the policies established in the Southwestern Student Handbook and must have their legal guardian sign a waiver allowing the use of the campus network and computing resources.

Readmission

Any student who previously attended Southwestern for at least one regular semester must file an application for readmission at least one month prior to the beginning of the semester for which the student is seeking readmission. Students will be readmitted

on a first-come, first-served basis. A former student who has attended another institution is regarded as a readmit student and is subject to all rules governing readmit students.

If a student is dismissed or is ineligible to return (see Dismissal and Eligibility for Continuance) and is interested in readmission, the student will be required to complete a full-time semester (minimum of twelve (12) semester credits) of transferable college work from an accredited two- or four-year institution of higher learning and earn at least a 3.0 grade point average on a 4.0 scale.

Candidates for readmission will be reviewed by the Office of Admission, with academic and student life administration involvement to be sure each student returning is ready to successfully complete a Southwestern degree. Personal interviews in the Office of Admission are encouraged and will be required in some cases.

Other Admission Requirements Information

All college work for which an applicant has registered must be reported at the time of application. Applicants must present official transcripts of their entire academic record from all institutions in which they have been or are enrolled. Failure to make an accurate report of colleges attended will subject the student to disciplinary action, including possible suspension.

No person may register for, nor attend classes, unless the admission procedure has been completed.

Statement of Nondiscrimination

Southwestern University's recruitment and admission of students, awarding of financial aid and operation of programs and facilities are without regard to sex, race, color, religion, age, disability, national or ethnic origin, sexual orientation, gender identity/transgender status, or any other impermissible factor. Southwestern University is also committed to compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally funded education programs and activities, including sexual misconduct. The Southwestern University Title IX Coordinator is Katie Rallojoy who can be reached at titleixcoordinator@southwestern.edu or by phone, 512-863-1111.

FINANCIAL AID

In a real sense, every student admitted to Southwestern receives financial aid; income from endowments and gifts pays a significant portion of the cost of each student's education. Tuition and fees pay the balance. Friends of the University have made additional funds available for financial assistance, which is granted on the basis of both merit and need. Students should direct inquiries concerning financial assistance to the Financial Aid Office. The University has scholarships, grants, work opportunities and loans to assist students in meeting financial needs for their college education. The University administers a variety of programs, including the following:

Federal programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loan (subsidized and unsubsidized), Federal College Work-Study, Federal Direct PLUS Loan.

State of Texas programs: Tuition Equalization Grant, College Access Loan.

For 2020-21 the Financial Aid Office administered more than \$56 million in various kinds of financial aid for Southwestern students.

Students must reapply for all types of need-based financial assistance (scholarships, grants, work and loans) every year. To be considered for any type of need-based financial aid, current and prospective students should submit a Free Application for Federal Student Aid (FAFSA) beginning October 1 for the following academic year. This application is available at www.studentaid.gov, and the priority deadline for submission is March 1.

Merit Scholarships

Southwestern University awards a variety of scholarships based on factors such as academic merit or talent in the fine arts. The eligibility criteria and dollar amount for each scholarship vary with each scholarship program. Information about available scholarship programs may be found on the Financial Aid Office website at www.southwestern.edu.

Grants

Grants are awarded on the basis of financial need as determined by the submission of a FAFSA. Students should apply by March 1st to be considered for any grant funding through Southwestern.

Work Opportunities

A number of students are employed by the University in part-time positions in University offices, the library, residence halls, the dining hall and other similar areas.

Loans and Financing Options

Southwestern offers a variety of loan programs and financing options to assist families in their efforts to meet educational expenses. Current information on these options is available from the Financial Aid Office or at www.southwestern.edu.

Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund)

Families who have participated in the Texas Guaranteed Tuition Plan/Texas Tomorrow Fund may use these funds as a credit toward payment of tuition. To take credit for this program, a family must provide both the Financial Aid Office and the Business Office with a copy of the plan ID card. Upon review of the card and the type of plan selected, the appropriate amount will be allowed as credit toward payment of each semester's bill.

Cost of Education

Students may receive a combination of sources and types of financial assistance that may not exceed the total cost of education, as determined by the Financial Aid Office. If a student receives a combination of aid funds that exceed the total cost of education, it will constitute an over-award. To remain in compliance with applicable federal, state and University regulations, the Financial Aid Office must make the appropriate adjustments to the student's aid package to eliminate the over-award. Such adjustments may include the reduction of scholarship or grant assistance previously awarded to the student.

Institutional Tuition Charges

Students may receive Southwestern scholarship and/or grant assistance up to the total amount of institutional tuition charges. If a student receives Southwestern scholarship and/or grant assistance that exceeds institutional charges, the Financial Aid Office must make the appropriate adjustments to the student's aid package to eliminate the condition. These adjustments may include the reduction of scholarship or grant assistance previously awarded to the student. In no case will a student receive any University funds in cash.

Full-Time Requirement

All scholarships and grants from the University require a student to enroll at the University on a full-time basis. If a student does not enroll on a full-time basis for a semester, then that student's University scholarship or grant will be canceled for that semester. Exceptions to this policy are made in the following circumstances:

- 1) Graduating seniors in their last semester, when that student is taking only enough courses to graduate at the end of that semester.
- 2) Students who are approved to attend on a part-time basis for medical reasons. Requests for part-time attendance of this type must be made through the Center for Academic Success.

In either of these cases, the University scholarship or grant is prorated based upon the number of credits in which the student enrolls.

Federal and state financial aid programs have their own regulations regarding full time attendance. Details regarding these regulations may be obtained in the Financial Aid Office.

Withdrawals

If a student withdraws from the University after the beginning of a semester for any reason, that student's financial aid for that semester is subject to being prorated based upon the withdrawal date. All scholarships, grants and loans are affected, including those from federal, state and university sources. Upon being notified of the student's withdrawal, the Financial Aid Office will review that student's financial aid record to determine what scholarships, grants and loans must be returned to the appropriate programs. If it is determined that funds must be returned, the student's account at the University will be updated to reflect the amount being returned to the program. The Financial Aid Office will send a written notice to the student's home address, detailing any reduction of the student's financial aid.

The amount of University funds to be returned is calculated based on the week in which the student withdrew. The refunds are determined as shown below:

	<u>Percentage Returned to SU</u>	<u>Percentage Retained by Student</u>
<u>If the Withdraw Occurs:</u>		
During the first full week of classes	80%	20%
During the second full week of classes	60%	40%
During the third full week of classes	50%	50%
During the fourth full week of classes	40%	60%
During the fifth full week of classes	30%	70%
After the end of the fifth full week of classes	0%	100%

Federal and state programs have their own regulations pertaining to the calculation of the amount of funds that must be returned. Southwestern University evaluates withdrawn students in compliance with applicable federal and state regulations. Information about these regulations may be obtained in the Financial Aid Office.

Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility

Students at Southwestern University are required to maintain satisfactory academic progress toward their degree in order to receive any financial aid (defined as federal, state, or institutional financial aid, to include merit scholarships, need-based scholarships, need based grants, loans, and federal/state work-study.) This progress is monitored using both qualitative and quantitative components of a student's academic work at Southwestern. To maintain good standing, a student must maintain the minimum levels defined for each component.

The **qualitative** component considers a student's cumulative grade point average (GPA) earned at Southwestern. Students must maintain a minimum cumulative GPA of 2.0 in their Southwestern University coursework.

The **quantitative** component considers the number of credits that are successfully completed by a student in comparison to the number of credits attempted by that student. This is also referred to as the pace of progression. Southwestern students must pass 80% of all credits attempted.

A course that is dropped during the period without record entry will not be considered as an attempted course. A course that is dropped after the period without record entry will be considered as attempted and not completed. Therefore, that course will count against a student's completion rate.

The Financial Aid Office will review academic progress at the end of each academic year. During each review, the student's cumulative qualitative and quantitative components will be considered, i.e., all SU grades and course credits attempted/earned by that student up to that point.

Maximum Time Frame

In addition to the qualitative and quantitative components, students must complete their degree at Southwestern within a certain number of credits. Students are allowed a maximum of 175 credits to complete their degree. Students who exceed the maximum credits will be considered ineligible for financial aid. All transfer credits will be counted toward the maximum timeframe. All semesters of enrollment will be considered, including semesters where the student did not receive financial aid.

Failure to Meet the Standards of Satisfactory Academic Progress

A student who fails to meet the SAP standards will be declared ineligible to receive financial aid. That student's financial aid will be rescinded for the following semester. The student will remain ineligible for financial aid until (1) they attain the required SAP standards, or (2) they submit an appeal for reinstatement of financial aid eligibility and such a request is approved by the Financial Aid Appeals Committee (the "Committee").

The Financial Aid Office will send the student a written notification of the ineligibility, with information about how the student may submit an appeal to reinstate their financial aid eligibility.

When a student's financial aid eligibility is reinstated by the Committee, the student will be placed on a probation status for one semester. Students on probation will be placed on an academic plan determined by the Committee. During the probation semester the student will be eligible to receive financial aid. After the conclusion of the probation semester, the student's progress will be reevaluated. At that point, the student remains eligible to receive financial aid in the following semester if:

- 1) The student is meeting the SAP requirements; OR,
- 2) The Committee has determined that the student is successfully following the academic plan previously assigned to them.

If the student meets the SAP requirements after the probation semester, then they will be considered to be in good standing and will be eligible to receive financial aid in the following semester.

If the student does not meet the SAP standards after the probation semester, but the Committee has determined that the student is successfully following the academic plan assigned to them, then that student may continue receiving financial aid for the following semester.

If neither 1) or 2) are met, then that student will be considered ineligible for financial aid. The student's financial aid will be rescinded for the following semester. The student will remain ineligible for financial aid until they attain the required SAP standards. A student who is ineligible for financial aid but who is eligible to return to Southwestern may re-enroll but is responsible for paying their own expenses during the period of ineligibility.

Appeals

A student who is declared ineligible may submit an appeal to have their eligibility reconsidered. Appeals for reinstatement must be made in writing to the Financial Aid Appeals Committee. Appeals must be made by the deadline indicated on the written notice of ineligibility sent to the student. The written appeal must include (1) the reasons why the student failed to meet the SAP requirements, and (2) what has changed that will allow the student to meet the SAP standards at the next evaluation. A student may request that their academic records and any extenuating circumstances be reviewed. Special circumstances may include, but are not limited to: illness or injury of the student, death of a close family member or similar hardship circumstances, change in major, seeking to earn more than one major, or transfer credits not counting toward a degree.

When a student finishes the spring semester without meeting the minimum requirements, summer school work may be considered to restore eligibility by the following fall semester.

The Financial Aid Appeals Committee will consist of the Associate Dean of Enrollment Services, the Dean of Enrollment Services, the Director of the Center for Academic Success, and the Director of Advising and Retention.

Dropped Courses

A course that is dropped during the period without record entry will not be considered as an attempted course. A course that is dropped after the period without record entry will be considered as attempted and not completed. Therefore, that course will count against a student's completion rate.

Readmitted Students

In order for a readmitted student to be eligible to receive financial aid that student must meet SAP standards at the time of readmission. If a student left the university in an ineligible status then that student is still required to attain the required SAP standards before becoming eligible to receive financial aid.

Transfer Students

A transfer student who enrolls at Southwestern will be considered to be maintaining satisfactory progress for their first academic year of their enrollment. At the end of a transfer student's first academic year of enrollment, progress will be reviewed in the same manner as for all other Southwestern students.

Transfer Credits and Credit by Exam

Credits earned through courses transferred from other institutions, through examination or testing (such as Advanced Placement (AP) or International Baccalaureate (IB) exams) or through dual credit programs, will be considered when determining a student's completion rate and maximum timeframe. Only the GPA earned on credits completed at Southwestern will be considered when evaluating the cumulative GPA.

CR/NC Grades

Grades of CR and NC will not have an impact on a student's grade point average, and therefore will not affect that aspect of a student's SAP status. When determining a student's completion rate, a course with a grade of CR will be considered to be successfully completed and the associated credits will be included in the numerator and denominator of the completion rate calculation. A course with a grade of NC will not be considered successfully completed, and the associated credits will be only be included in the denominator of the completion rate calculation. When determining the maximum number of credits attempted, credits associated with a CR or an NC grade will be included as attempted credits.

Withdrawals

A student who withdraws from Southwestern after a semester has begun will have his or her satisfactory academic progress standing re-evaluated at the end of the academic year in which the withdrawal occurred. A student who was in good standing prior to the withdrawal will remain eligible to receive financial aid until their standing is re-evaluated. If a student withdraws from Southwestern while on financial aid probation, they will be immediately declared ineligible to receive financial aid and must submit an appeal to have their standing re-evaluated.

Incomplete Courses

A course in which a student receives an "incomplete" grade will be counted against the student's completion rate for the period being evaluated. An "incomplete" grade will not be included in calculating the cumulative GPA used for the period being evaluated. When the "incomplete" grade is replaced with a final grade in the course, that student's SAP status will be re-evaluated to determine their final standing.

Failed Courses

A course in which the student receives a failing grade will be considered toward the cumulative GPA, semester credits attempted, and whether a student is making satisfactory academic progress.

Repeated Courses

The credits attempted/earned for a repeated course will be considered toward the cumulative semester credits attempted/earned. The grade earned in the most recent satisfactory completion of the course will be included in the cumulative GPA.

Academic Progress Standards Unique to Individual Programs

This policy indicates minimal academic progress standards for students to receive financial aid. It should be noted, however, that individual grant or scholarship programs may require different or higher standards than what are outlined in this policy. In those instances, the individual program standards will supersede the SU policy for that particular program only. The most notable exception is the Tuition Equalization Grant awarded from the State of Texas. Contact the Financial Aid Office for more details regarding standards for individual programs.

EXPENSES

Tuition

At the beginning of each calendar year, Southwestern University's Board of Trustees set the rates for tuition and other charges for the upcoming academic year. Below are the approved rates for the 2022-2023 academic year. The rates for the 2023-2024 academic year have not yet been determined and are subject to change until approved by the Board of Trustees at the beginning of calendar year 2023.

	<u>Per Semester</u>	<u>Per Year</u>
Tuition (2022-2023):	\$24,225	\$48,450
Tuition (2023–2024):	Charges will be set in January 2023 by the Board of Trustees and will be available in the Business Office.	

To further assure a diverse community of scholars, Southwestern provides scholarships, work opportunities and loan funds to students. Awards are based upon need and merit. See "Financial Aid" for information on available financial aid opportunities.

Southwestern welcomes the opportunity to be of service to the population of Central Texas. Participation by experienced, knowledgeable individuals enhances the educational environment. Therefore, individuals may enroll in University courses on a non-credit "audit" basis at a cost of \$150 per credit, or \$75 per credit if age 50 or over. Transcripts and other formal administrative procedures will not be maintained, thus eliminating unnecessary expenses associated with the enrollment of senior members of the student body.

Audit enrollment will be encouraged in courses designed to develop critical thinking capabilities and which occur in traditional classroom settings. Courses that are designed to develop skills, such as private music lessons and activity courses in the Sarofim School of Fine Arts, fitness and recreational activity courses in the Kinesiology Department, and laboratory courses are not open for audit enrollment.

Room Charges

Room charges reflect actual cost to the University of providing the services. The University is committed to assuring a full range of housing accommodations. Charges for the higher priced accommodations reflect the assigned square footage, location of lavatory facilities and climate control features. When modifications are made to housing accommodations due to need, the housing rates are adjusted appropriately. Room charges for the 2023–2024 academic year will be set in January 2023 by the Board of Trustees.

<u>Room Charges (2022-2023)</u>	<u>Per Semester</u>	<u>Per Year</u>
Halls - Double Occupancy		
Brown-Cody Hall	\$3,762	\$7,524
Ernest Clark Hall	\$3,382.50	\$6,765
Herman Brown Hall	\$3,762	\$7,524
J.E. and L.E. Mabee Hall	\$3,762	\$7,524
Martin Ruter Hall	\$2,952-\$3,762	\$5,904-\$7,524
Moody-Shearn Hall	\$3,762	\$7,524

Fraternity Houses

Kappa Alpha (KA)	\$3,762	\$7,524
Pi Kappa Alpha (PKA)	\$3,762	\$7,524

Apartments

Dorothy Manning Lord Residential Center	\$6,017	\$12,034
Grogan and Betty Lord Residential Center (per person)		
- 2 bedroom	\$5,463.50	\$10,924
- 1 bedroom	\$8,205	\$16,410
Charline Hamlin McCombs Residential Center (per person)		
- 2 bedroom	\$4,828	\$9,656
- 2 bedroom double-occupancy	\$2,952	\$5,904

Room accommodations are assigned for the full academic year, except when a student withdraws for health or academic reasons, is in an approved study abroad program, or when a student graduates at the end of the fall semester. Continuing students who leave the residence halls mid-year to move to private accommodations will be held liable for spring semester room charges. Returning students failing to cancel a room reservation made for the fall semester by July 1 may be held liable for fall semester room charges.

Board Charges

University Food Services, through contract with Aramark, provides a complete meal service for resident and nonresident students. Since residence halls and the McCombs Residential Center do not have adequate facilities for food preparation, all resident students living there must purchase a meal plan. Resident students may select from any of the meal plans listed below, **except** the five-meal plan. Students who live in the Grogan and Betty Lord or the Dorothy Manning Lord Residential Center, a Fraternity House, or off campus may choose from any of the meal plans or choose to not have a meal plan at all.

Additional meals may be purchased at posted prices. The menu selections are designed to afford students a range of choices that encourage a nutritionally balanced diet as well as items that may respond to a variety of individual tastes. Special diets can be provided upon the recommendation of a medical doctor. Meal rates for the 2023–2024 academic year will be set in January 2023.

<u>Meal Plan Charges (2022-2023)</u> *State sales tax is included.	<u>Per Semester</u>	<u>Per Year</u>
Unlimited Meals + \$50 Dining Dollars + \$75 Pirate Buc\$ per semester	\$3,089.50	\$6,179
15 Meals per week + \$125 Dining Dollars + \$75 Pirate Buc\$ per semester	\$2,767.50	\$5,535
12 Meals per week + \$125 Dining Dollars + \$75 Pirate Buc\$ per semester	\$2,657	\$5,314
165 block of meals per semester + \$175 Dining Dollars + \$75 Pirate Buc\$ per semester	\$2,657	\$5,314
9 Meals per week + \$150 Dining Dollars + \$75 Pirate Buc\$ per semester	\$2,489.50	\$4,979
140 block of meals per semester + \$150 Dining Dollars + \$75 Pirate Buc\$ per semester	\$2,489.50	\$4,979
5 Meals per week + \$100 Pirate Buc\$ per semester	\$1,084.50	\$2,169

Traditional Meal Plans (15, 12, 9, or 5 Meals per week) –

Unused meals on the Traditional Meal Plans do not transfer from week to week. Meals can only be used for the students to which the plan belongs.

The 5 meal plan is only available to students living in the Dorothy Manning Lord Residential Center, the Grogan and Betty Lord Residential Center, fraternity houses, and off campus.

Block Plans (165 and 140 meals per semester) –

Unused meals on the Block Plans do not transfer from Fall to Spring semester. At the end of each semester, any unused meals are non-refundable and will not be transferred over to the next semester or the new academic year. Meals can only be used for the student to which the plan belongs.

Pirate Buc\$ –

Pirate Buc\$ can be used anywhere on or off campus that accepts pirate cards. Pirate Buc\$ will carry over from semester to semester and any balance will be refunded when the student graduates or leaves Southwestern.

Dining Dollars –

Dining Dollars can only be used on campus at the Commons or The Cove. Dining Dollars will carry over from Fall to Spring semester, but must be used by the end of the Spring semester. Any unused Dining Dollars at the end of the Spring semester will be forfeited.

Deposits

Admitted Student Deposit – Admitted students are required to pay a deposit of \$700 prior to pre-registration for the fall semester. This \$700 deposit is non-refundable and is comprised of an enrollment deposit, an orientation deposit, and a housing deposit. The enrollment deposit will be applied to the semester charges at the time of registration or confirmation of pre-registration, and serves to hold the student’s classes. The orientation deposit will be applied against the Sprog Orientation charge that will appear on the student’s account. The housing deposit of \$250 is required of all students residing in the residence halls. The housing deposit assures the assignment of a housing accommodation and provides compensation to the University in the event of damage to the facilities or cancellation of a housing reservation.

All applicable housing deposits are refundable upon completion of a University degree or at the time a student formally withdraws from the University. In the event that a student leaves the residence hall for other than academic/health reasons, to study abroad, or graduation or at the end of an academic year, the deposit will be forfeited. Additionally, students who leave the residence halls between the fall and spring semesters to move to private accommodations will be held liable for spring semester room charges. Returning students who have reserved a room during spring room sign-up for the following fall semester must cancel in writing with the Office of Residence Life by June 1 in order to receive a refund of the housing deposit. Students who are graduating, transferring, studying abroad or formally withdrawing from the University who fail to file an Intent to Vacate form by December 1st will forfeit the housing deposit. All students who live in the residence halls during the fall semester will forfeit their housing deposit if they return to Southwestern and cancel their residence hall room reservation and live elsewhere during the spring semester. In addition, students who cancel after December 1 will be held accountable for the entire spring semester room charge. In the event that any fees or charges are due to the University upon withdrawal or graduation, the deposits will be applied to the balance due.

Schedules of Special Fees and Deposits

Students registered for 12-19 credits will pay full tuition. Special fees and deposits for the 2023–2024 academic year will be set in January 2023 by the Board of Trustees.

Advanced standing examination	\$50.00
Audit charge (per credit).....	150.00
Audit charge – Individuals over 50 years old (per credit).....	75.00
Motor Vehicle registration (per semester)	100.00
Tuition charge per credit (less than 12).....	2,018.00
Summer 2022 tuition charge (per credit)	395.00
Final examination out of schedule	50.00
Enrollment deposit (prepayment of tuition – new students).....	250.00
Housing deposit	250.00
Orientation deposit (prepayment of orientation fee – new students).....	200.00
Fraternity Parlor Fees.....	200.00
Overload fee (per credit in excess of 19)	350.00
Returned Payments (per item)	30.00
Late Payment Fee (per semester)	100.00
Payment Plan Cancellation Fee for Non-Payment.....	100.00
Late Registration Fee (per semester).....	100.00
Dewar Optional Tuition Refund Plan, Resident (per year)	522.00
Dewar Optional Tuition Refund Plan, Non-Resident (per year)	417.00
Additional Fine Arts Fees (per semester)	
Applied music lesson – one credit course.....	180.00
Applied music lesson – two or more credit course.....	360.00
<i>(Some students may be eligible for fee waivers. Contact the Chair of the Music Department for eligibility information.)</i>	
Lab Fees (per applicable Science and Education class).....	75.00
Lab Fees (per applicable Fitness and Recreational Activity class)	50.00
Student Health Insurance (per year).....	2,397.00
Library Fee for Georgetown residents (not students).....	25.00

Special Fees

Southwestern University has established a number of off-campus academic learning experiences designed to broaden the background of student scholars. Because of special costs associated with some of the programs, special fees may be assessed on a program-by-program basis and are not refundable if the student drops the course. These fees reflect and are specifically set to cover only direct costs applicable to each individual program or adverse currency exchange rates.

Billing & Payment of Accounts

In compliance with Family Education Rights and Privacy Act (FERPA), Southwestern University cannot release a student's educational record, including student account and financial information, to any person unless authorized by law or unless the student consents to the disclosure in writing. Students have the ability to grant proxy access to individuals (parents, guardians, or other designees) through Self-Service. Individuals approved for proxy access can be provided with the ability to access billing and financial aid information, as well as speak with student account professionals and/or financial aid counselors.

The University electronic billing schedule and payment due dates can be found on the Business Office website in the Student Accounts section located at: <https://www.southwestern.edu/business-office/student-accounts/>. Southwestern sends electronic bills (e-bills) that are posted on the student's CashNet Payment Portal which is accessed through the student's Self Service account. In order for parents or other individuals to access e-bills, make payments, sign up for the SU payment plan, and to receive emails and text notifications, the student must "Send a Payer Invitation" to the individual and give them permission through their CashNet Payment Portal. Fall semester bills are generated after registration and financial aid awards have been completed and a reminder Fall bill is generated in mid-July. Spring semester bills are generated in November. Students may receive additional bills for charges accrued during the semester such as traffic tickets, library fines, residence hall damages and/or course fees.

At the time of registration for any semester or term, every student is required to accept the Southwestern University Payment Terms Agreement. If the Agreement is declined, registration will not be allowed.

Payment Options -

1. In Person at the Business Office – Cash, checks, money orders, or cashier's checks are accepted at the Business Office, which is located on the first floor of the Cullen Building.
2. By Mail – Checks, money orders, or cashier's checks are accepted by regular mail at the following address:
Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770
3. Online Payments via the CashNet Payment Portal -
 - Credit Card or ACH Payments –
Credit card and ACH payments are accepted online through a student's Self Service Account in the CashNet Payment Portal. All credit cards are accepted with a 2.75% processing fee. Electronic check/ACH payments are currently accepted with no fee, but this is subject to change.
 - SU Payment Plan –
SU provides an interest-free payment plan option that is integrated with the student account balance. The payment plan is term specific and has a maximum of five monthly payments for each term depending on your enrollment date. There is a nonrefundable \$25 enrollment fee that is due upon enrollment. Enrollment in the SU Payment Plan is done through the CashNet Payment Portal.
 - Parent or Other Authorized User Access –
Students have to send an invitation to a parent or other authorized individual to have their own access to the CashNet Payment Portal in order to access e-bills, make credit card or ACH payments, or to enroll in a payment plan. Instructions are available online at www.southwestern.edu/business-office/student-accounts/payment-options/

Late Payment Fee Policy

Late Payment Fee

An initial late payment fee of \$100 will be charged to unpaid student accounts with no payment arrangements made by the payment deadline each semester. In addition, students with past due balances may be dropped from all current and future class enrollment for non-payment. Students with past due balances will not be permitted to move into on-campus housing for the fall semester. Likewise, students already in on-campus housing during the fall semester who have past due balances for spring will be notified prior to the end of the fall semester that they will be required to move out at the end of the term and not permitted to return to housing unless immediate payment arrangements are made.

In calculating the past due balance, confirmed financial aid, established payment plan amounts, verified VA benefits, Texas Tomorrow funds, and other substantiated credits will be considered and deducted from the actual student account balance. Students and families with unique payment circumstances must contact the Business Office to confirm payment arrangements prior to the due date. Late payment fees will be assessed on accounts that have not been paid or do not have sufficient financial aid, other credits, or payment arrangements to cover the total institutional charges owed.

Pre-Registration Holds

Prior to pre-registration for the next term, if any estimated funds or other credits are still not received as payment on the student account or new charges exist that result in an unpaid balance of \$300 or more, the student account will be put on hold and pre-registration will not be allowed until the estimated funds are received or the unpaid balance is paid. While on hold, the student will also not be able to obtain a transcript.

Removal of Course Registration for Non-Payment

The payment deadline is communicated in various ways including on the Business Office website, student e-bills, and emails sent directly to the students' SU accounts. If payment arrangements have not been completed by the stated deadlines, the University will proceed with removing a student from all registered classes for the semester, either as a cancellation or withdrawal based on the timing as indicated below.

Course Cancellation for Non-Payment

A cancellation occurs when a student is removed from all classes for non-payment prior to the first day of the semester. For a cancellation, a student will receive a full refund of any tuition and fees paid toward the future semester and all financial aid will also be cancelled. Upon resolving the original unpaid student account balance, the student may register again for classes before the end of the add period. Please note that registration for classes is based upon available seats so there is no guarantee the original class schedule can be reinstated.

Course Withdrawal for Non-Payment

A financial withdrawal occurs when a student is removed from classes for non-payment on or after the first day of class. If the deadline to add a class has not passed, upon resolving the original unpaid student account balance, the student may register again for classes without a guarantee of reinstatement of the originally registered courses. If the student who is financially withdrawn for the semester does not re-register, the student will still be responsible for paying the applicable percentage of tuition and board as outlined in the Tuition Refund Schedule noted below in the "Refund Schedule" section. Room charges will not be refunded due to financial withdrawal. Institutional, state, and federal financial aid are also subject to being reduced in the event of that student's withdrawal from classes and failure to re-register during a semester.

Delinquent Accounts & Collection Agencies

After the end of the semester, any remaining delinquent accounts will be referred to outside collection agencies and will be reported to the national credit bureaus. The student is responsible for payment of any and all collection agency charges, attorney fees, and court costs that accrue. Student account balances are considered to be an educational loan and therefore are not dischargeable under the United States Bankruptcy Code.

Refund Schedule

Students who are allowed to withdraw all or part of their registration will be granted a reduction of a portion of the original charges according to the schedule shown below. Questions regarding the University's refund policies should be addressed to the Business Office. A student who is permitted to change courses by dropping and adding one or more courses will be given full tuition credit for the courses dropped to be applied toward the tuition charges for the courses added, if the drop and add occur simultaneously. The date the withdrawal or change in class load is received by the Office of the Registrar determines refunds as shown:

Tuition:

During first full week of classes.....	80% credit
During second full week of classes.....	60% credit
During third full week of classes	50% credit
During fourth full week of classes	40% credit
During fifth full week of classes	30% credit
After the end of the fifth full week of classes	None

Board:

75% of unused portion of the base meal plan is refunded.

Dining Dollars are also refunded at 75%, only if they have not already been used.

Pirate Buc\$ refunds must be requested in writing from the Pirate Card Office.

Room:

No refund is made on room charges, even if a student is asked to vacate an assigned residence hall room for disciplinary reasons.

Summer Refund Schedule

Tuition for Summer I & Summer III:

Day 1 of classes	80% credit
Day 2 of classes	60% credit
Day 3 of classes	50% credit
Day 4 of classes	40% credit
Day 5 of classes	30% credit
Day 6 of classes and after	None

The Tuition Refund Plan, offered by A.W.G. Dewar Insurance, provides coverage for the university charges of tuition, room and board when a student is required to withdraw from school due to a medical or mental health illness before the semester is complete based upon a doctor's certification. This Tuition Refund Plan is a private insurance program that **supplements** Southwestern University's standard refund policy by offering up to 75% coverage for withdrawals due to medical illness or injury and up to 75% for mental health withdrawals in accordance with the policy terms and conditions. Participation in the Tuition Refund Plan offered by A.W.G. Dewar is entirely optional and the University's refund program is applicable whether or not you enroll in the plan.

Students Called to Active Military Service

If a student withdraws because the student is called to active military service, the effective date of withdrawal will be used to calculate financial aid and tuition refunds, in accordance with published institutional, state, and federal refund policies as applicable.

Withdrawals and Financial Aid

A student's institutional and federal financial aid is subject to being reduced in the event of that student's withdrawal from classes during a semester. Consult the "Financial Aid" section of this catalog for information regarding the impact of a withdrawal on student's financial aid award.

Part-Time Status and Financial Aid

Most financial aid and University merit scholarship programs require a student to enroll at the University on a full-time basis. Consult the "Financial Aid" section of this catalog for information about how this policy affects students who enroll on a part-time basis.

ACADEMIC DEPARTMENT CORRECTIONS:

CREDIT BY TRANSFER

Southwestern University generally accepts credit from other regionally accredited institutions, including credit completed through approved dual credit programs, and evaluates all transfer work for its applicability to Southwestern programs of study. Courses accepted for transfer that are not approved as a specific Southwestern University departmental course number, will be assigned elective credit as ELEC-0XX (lower level courses) or ELEC-3XX (upper level courses).

Applicable courses are accepted if they have grades of C- or higher. Courses with grades of P or CR are not accepted. Transfer credits are not calculated in the student's overall grade point average.

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 to be a falsification of records and could result in severe disciplinary action.

Consult the Office of the Registrar web page for additional policy information on credit by transfer.

THE UNIVERSITY DIRECTORY

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Recent Graduates Elected by the Board

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Max Schein, '22 Austin	2024

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Elizabeth G. Medina, '97, Pflugerville	2024

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